



City Council
Mayor John W. Minto
Vice Mayor Ronn Hall
Council Member Laura Koval
Council Member Rob McNelis
Council Member Dustin Trotter

CITY OF SANTEE REGULAR MEETING AGENDA Santee City Council

City Manager | Marlene D. Best
City Attorney | Shawn D. Hagerty
City Clerk | Annette Fagan Ortiz

MEETING INFORMATION

Wednesday, March 9, 2022

6:30 p.m.

Council Chambers | Building 2

10601 Magnolia Ave • Santee, CA 92071

Staff

Assistant to the City Manager | Kathy Valverde
Finance Director/Treasurer | Tim McDermott
Fire & Life Safety Director/Fire Chief | John Garlow
Law Enforcement | Captain Christina Bavencoff

TO WATCH LIVE:

AT&T U-verse channel 99 (SD Market) | Cox channel 117 (SD County)

www.cityofsanteca.gov

IN-PERSON ATTENDANCE

Please be advised that current public health orders require unvaccinated attendees to wear a face covering while inside the Council Chambers. If you enter the Council Chambers without a face covering, you are self-certifying that you have been vaccinated.

LIVE PUBLIC COMMENT

Members of the public who wish to comment on matters on the City Council agenda or during Non-Agenda Public Comment may appear in person and submit a speaker slip, before the item is called. Speakers must adhere to the public health order requirement to wear a face covering if unvaccinated. Your name will be called when it is time to speak.

PLEASE NOTE: Public Comment will be limited to 3 minutes and speaker slips will only be accepted until the item is called. The timer will begin when the participant begins speaking.



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

ROLL CALL: Mayor John W. Minto
Vice Mayor Ronn Hall
Council Members Laura Koval, Rob McNelis and Dustin Trotter

LEGISLATIVE INVOCATION: Pastor Jaime Pangman – Santee United Methodist Church

PLEDGE OF ALLEGIANCE

PROCLAMATION: Proclaiming March 12, 2022, as Arbor Day in the City of Santee

CONSENT CALENDAR:

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

- (1) **Approval of Reading by Title Only and Waiver of Reading in Full of Ordinances and Resolutions on the Agenda. (City Clerk – Ortiz)**
- (2) **Approval of Meeting Minutes of the Santee City Council for the February 23, 2022, Regular Meeting and the March 1, 2022, Special Meeting. (City Clerk – Ortiz)**
- (3) **Approval of Payment of Demands as Presented. (Finance – McDermott)**
- (4) **Adoption of a Resolution Accepting the Mission Gorge Road Streetlight Project CIP 2017-02, HSIPL 5429 (030) as Complete and Authorizing the Execution of a Maintenance Agreement with Caltrans with a Total Project Budget of \$427,122.00. (Development Services – Engineering)**
- (5) **Adoption of a Resolution Authorizing the Submittal of a Grant Application to the Federal RAISE (Rebuilding American Infrastructure with Sustainability and Equity) Grant Program for State Route 52 (SR 52) Improvements. (Development Services – Engineering)**

NON-AGENDA PUBLIC COMMENT (15 minutes):

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



PUBLIC HEARING:

- (6) **Continued Public Hearing to Assess Community Development Needs and to Solicit Proposals for Program Year 2022 Community Development Block Grant (CDBG) and Home Program Funding Consistent with the Consolidated Plan. (Development Services – Engineering)**

Recommendation:

1. Re-open, conduct and close the Public Hearing; and
2. Direct staff to publish a summary of the Annual Action Plan; and
3. Authorize staff to initiate a Section 108 loan application in the approximate amount of \$1.3 million to fund the proposed City ADA Pedestrian Ramp Project; and
4. Adopt the Resolution for Program Year 2022 CDBG funds.

CONTINUED BUSINESS:

- (7) **Introduction and First Reading of an Ordinance Regarding By-District Elections, Adjusting the Boundaries of City Council Election Districts and Confirming Such Revised Council District Boundaries as Reflected in the Attached Map. (Clerk – Ortiz)**

Recommendation:

Introduce and conduct first reading of an Ordinance Regarding By-District Elections, Adjusting the Boundaries of City Council Election Districts and Confirming Such Revised Council District Boundaries, as Reflected in the Attached Map.

- (8) **Cannabis Workshop No. 4. (City Manager– Best)**

Recommendation:

1. Conduct the public workshop; and
2. Provide direction to staff on specified policy questions.

NEW BUSINESS:

- (9) **Fiscal Year 2021-22 Operating Budget Update and Resolution Amending the Fiscal Year 2021-22 Budget. (Finance – McDermott)**

Recommendation:

Adopt the Resolution amending the fiscal year 2021-22 budget, including any changes as directed by the City Council.



NON-AGENDA PUBLIC COMMENT (Continued):

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

CITY COUNCIL REPORTS:

CITY MANAGER REPORTS:

CITY ATTORNEY REPORTS:

CLOSED SESSION:

(10) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

(Gov. Code §54956.9(d)(2))

Significant Exposure to Litigation: One case related to Cuyamaca Street/Mission Gorge Property Acquisition (9811 Mission Gorge Rd)

(11) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Gov. Code §54956.9(d)(1))

Name of case: Preserve Wild Santee v. City of Santee

Case Number: San Diego Superior Court Case No. 37-2020-00038168-CU-WM-CTL

ADJOURNMENT:





BOARDS, COMMISSIONS & COMMITTEES
MARCH & APRIL MEETINGS

Mar	01	DEI workshop	Council Chamber
Mar	03	SPARC	Council Chamber
Mar	09	Council Meeting	Council Chamber
Mar	14	Community Oriented Policing Committee	Council Chamber
Mar	19	SMHFPC	Council Chamber
Mar	23	Council Meeting	Council Chamber
Apr	07	SPARC	Council Chamber
Apr	11	Community Oriented Policing Committee	Council Chamber
Apr	13	Council Meeting	Council Chamber
Apr	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.

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.



MEETING DATE March 9, 2022

ITEM TITLE PROCLAIMING MARCH 12, 2022 AS ARBOR DAY IN THE CITY OF SANTEE

DIRECTOR/DEPARTMENT John W. Minto, Mayor

SUMMARY

In 1872 the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees. This year marks the 150th year of this tradition, which is now celebrated across the nation and the world.

Trees have many uses and benefits. They can be a solution to cutting heating and cooling costs, cleaning the air, provide habitat for wildlife, and they are a renewable source that gives us paper, wood for our homes, fuel for our fires and more.

As of 2021, Santee has been recognized as Tree City USA 20 years in a row by the Arbor Day Foundation.

In recognition of Arbor Day, the City of Santee will be planting 65 trees at Woodglen Vista Park on Saturday, March 12, 2022.

FINANCIAL STATEMENT

N/A

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MOB*

Present the proclamation.

ATTACHMENTS

Proclamation





| Proclamation

WHEREAS, in 1872 the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, this year is the 150th celebration of Arbor Day; and

WHEREAS, trees can be a solution to combating climate change by reducing the erosion of our precious top soil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

WHEREAS, trees – wherever they are planted – are a source of joy and spiritual renewal.

NOW, THEREFORE, I, John W. Minto, Mayor of the city of Santee, on behalf of the City Council do hereby proclaim March 12, 2022 as

“ARBOR DAY”

in the city of Santee, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands and to plant trees to gladden the heart and promote the well-being of this and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand this ninth day of March, two thousand twenty-two, and have caused the Official Seal of the city of Santee to be affixed.



Mayor John W. Minto

MEETING DATE March 9, 2022

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

DIRECTOR/DEPARTMENT Annette Ortiz, CMC, City Clerk

SUMMARY

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

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

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

FINANCIAL STATEMENT

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.

ATTACHMENT

None



MEETING DATE March 9, 2022

ITEM TITLE APPROVAL OF MEETING MINUTES OF THE SANTEE CITY COUNCIL FOR THE FEBRUARY 23, 2022 REGULAR MEETING AND MARCH 1, 2022 SPECIAL MEETING.

DIRECTOR/DEPARTMENT Annette Ortiz, 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

Regular Meeting Minutes

- February 23, 2022

Special Meeting Minutes

- March 1, 2022

DRAFT

**Minutes
Santee City Council
Council Chamber – Building 2
10601 Magnolia Avenue
Santee, California
February 23, 2022**

This Regular Meeting of the Santee City Council was called to order by Vice Mayor Ronn Hall at 6:30 p.m.

ROLL CALL: Present: Vice Mayor Ronn Hall and Council Members Rob McNelis and Dustin Trotter – 3. Absent: Mayor John W. Minto and Council Member Laura Koval – 2.

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

INVOCATION was given by Assistant Pastor James Class – Calvary Chapel of Santee

PLEDGE OF ALLEGIANCE was led by Sam Rensberry, Public Services Manager

PROCLAMATION: Proclamation Naming March 5, 2022, as Little League Day in Santee

Council Member Trotter presented the Proclamation to West Hills Little League and Santee National Little League representatives.

CONSENT CALENDAR:

- (1) **Approval of Reading by Title Only and Waiver of Reading in Full of Ordinances and Resolutions on the Agenda. (City Clerk – Ortiz)**
- (2) **Approval of Meeting Minutes of the Santee City Council for the February 09, 2022, Regular Meeting. (City Clerk – Ortiz)**
- (3) **Approval of Payment of Demands as Presented. (Finance – McDermott)**
- (4) **Approval of the Expenditure of \$78,770.93 for January 2022 Legal Services and Reimbursable Costs. (Finance – McDermott)**
- (5) **Adoption of a Resolution Awarding the Construction Contract for the Parking Lot Resurfacing 2022 Project (CIP 2022-35) to United Paving Company, Inc., Determining the Project is Categorically Exempt from Environmental Review Under the California Environmental Quality Act for a Total Amount of \$42,619.92. (Development Services – Engineering)
(Reso 017-2022)**

- (6) **Adoption of a Resolution Authorizing the City Manager to Amend the Professional Services Agreement with D-Max Engineering, Inc., for Storm Water Program As-Needed Staffing Services, for a Total Contract Not to Exceed \$316,300.00. (Development Services – Engineering) (Reso 018-2022)**

ACTION: Council Member McNelis moved approval of the Consent Calendar.

Council Member Trotter seconded the motion, which carried by the following vote: Vice Mayor Hall: Aye; and Council Members McNelis: Aye; and Trotter: Aye. Ayes: 3. Noes: 0. Absent: Mayor Minto and Council Member Koval – 2.

NON-AGENDA PUBLIC COMMENT (15 minutes):

None.

PUBLIC HEARING:

- (7) **Public Hearing for a Conditional Use Permit (P2020-3), Variance (V2020-2) and Mitigated Negative Declaration (AEIS2020-2) to Permit the Construction of a Gasoline Dispensing Station with Mini Mart and Accessory Car Wash at 9015 Mission Gorge Road, in the General Commercial (GC) Zone (APN 383-121-64-00). (Development Services – Planning)**

The Public Hearing was opened at 6:39 p.m. The Principal Planner provided a PowerPoint presentation and responded to Council questions.

PUBLIC SPEAKERS:

- Patrick Herman
- Ahmad Ghaderi
- Kara Palm, Helix Environmental
- Julie Hamilton, Lemon Grove Ultra Mart, Inc.
- Lina Charry, Lemon Grove Ultra Mart, Inc.
- Sam Charry, Lemon Grove Ultra Mart, Inc.
- Cindy VandenBergh, Lemon Grove Ultra Mart, Inc.
- Brandon Garmo
- Christopher Garmo

ACTION: Council Member McNelis moved to deny the project.

Council Member Trotter seconded the motion. The motion to deny the project passed by the following vote: Vice Mayor Hall: No; and Council Members McNelis: Aye; and Trotter: Aye. Ayes: 2. Noes: 1. Absent: Mayor Minto and Council Member Koval – 2.

The Public Hearing was closed at 7:40 p.m.

- (8) **Public Hearing for the “Lantern Crest Ridge II” Major Revision (MJR2021-1) to Conditional Use Permit (P2017-4) and Addendum to Mitigated Negative Declaration (AEIS2018-2) to Permit the Construction of a 62-Unit Congregate Care Facility with up to Three Stories and 57 Feet in Height on a 2.74-Acre Vacant Parcel Located at 11000 Sunset Trail in the R-14 (Medium High Density Residential) Zone (APN: 384-142-04). Applicant: M. Grant Real Estate, Inc. (Michael Grant). (Development Services – Planning) (Reso 021-2022 and 022-2022)**

The Public Hearing was opened at 7:40 p.m. The Associate Planner provided a PowerPoint presentation and responded to Council questions.

PUBLIC SPEAKER:

- Cliff Grant

ACTION: Council Member McNelis moved approval of staff recommendation.

Council Member Trotter seconded the motion, which carried by the following vote: Vice Mayor Hall: Aye; and Council Members McNelis: Aye; and Trotter: Aye. Ayes: 3. Noes: 0. Absent: Mayor Minto and Council Member Koval – 2.

The Public Hearing was closed at 7:49 p.m.

NEW BUSINESS:

- (9) **Resolution Awarding the Design-Build Construction Contract to Implement the Weston Park Improvements, Playground Installation (CIP 2022-44) Project to Anton’s Service, Inc. and Determining the Project is Categorically Exempt from Environmental Review Under the California Environmental Quality Act. (Development Services – Engineering) (Reso 023-2022)**

The City Engineer provided a PowerPoint presentation and responded to Council questions.

ACTION: Council Member Trotter moved approval of staff recommendation.

Council Member McNelis seconded the motion, which carried by the following vote: Vice Mayor Hall: Aye; and Council Members McNelis: Aye; and Trotter: Aye. Ayes: 3. Noes: 0. Absent: Mayor Minto and Council Member Koval – 2.

- (10) **Resolution Rejecting a Bid Protest and Awarding the Construction Contract for the Cuyamaca Street Resurfacing and Woodside Avenue Street Repairs (CIP 2022-08 and CIP 2022-09) Project to SRM Contracting & Paving, Determining the Project is Categorically Exempt from**

**Environmental Review Under the California Environmental Quality Act.
(Development Services – Engineering) (Reso 024-2022)**

The City Engineer provided a PowerPoint presentation and responded to Council questions.

ACTION: Council Member Trotter moved approval of staff recommendation.

Council Member McNelis seconded the motion, which carried by the following vote: Vice Mayor Hall: Aye; and Council Members McNelis: Aye; and Trotter: Aye. Ayes: 3. Noes: 0. Absent: Mayor Minto and Council Member Koval – 2.

(11) Resolution Awarding the Construction Contract for the Citywide Concrete Repair and Replacement Program 2021 (CIP 2021-05) and Determining the Project is Categorically Exempt from Environmental Review Under the California Environmental Quality Act. (Development Services – Engineering) (Reso 025-2022)

The City Engineer provided a staff report and responded to Council questions.

ACTION: Council Member McNelis moved approval of staff recommendation.

Council Member Trotter seconded the motion, which carried by the following vote: Vice Mayor Hall: Aye; and Council Members McNelis: Aye; and Trotter: Aye. Ayes: 3. Noes: 0. Absent: Mayor Minto and Council Member Koval – 2.

NON-AGENDA PUBLIC COMMENT: (Continued)

None.

CITY COUNCIL REPORTS:

Vice Mayor Hall wished his mother a Happy 97th Birthday.

CITY MANAGER REPORTS:

The City Manager reported on the Fido Fest event and the March 1st Diversity, Equity and Inclusion workshop in Council Chambers.

CITY ATTORNEY REPORTS:

None.

CLOSED SESSION:

None.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:04 p.m.

Date Approved:

Annette Ortiz, CMC, City Clerk

DRAFT

**Minutes
Santee City Council
Council Chamber – Building 2
10601 Magnolia Avenue
Santee, California
March 1, 2022**

The Community Workshop was called to order by Vice Mayor Ronn Hall at 6:00 p.m.

Present: Mayor John W. Minto, Vice Mayor Ronn Hall and Council Members Laura Koval, Rob McNelis and Dustin Trotter – 5.

Vice Mayor Hall thanked the community for attending.

1. Diversity, Equity and Inclusion Workshop

Vice Mayor Hall introduced Richard Marks, RDM Management Group who provided a PowerPoint presentation and responded to community questions. Richard asked the community to share experiences they had in the community and suggestions the City could work towards regarding Diversity, Equity and Inclusion.

2. Adjournment

There being no further business, the meeting was adjourned at 8:15 p.m.

Date Approved:

Annette Ortiz, CMC, City Clerk

MEETING DATE March 9, 2022

ITEM TITLE PAYMENT OF DEMANDS

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

SUMMARY

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

FINANCIAL STATEMENT *tm*

Adequate budgeted funds are available for the Payment of Demands per the attached listing.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MSB*

Approve the Payment of Demands as presented.

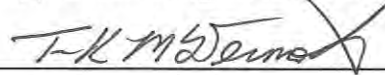
ATTACHMENT

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

Payment of Demands
Summary of Payments Issued

<u>Date</u>	<u>Description</u>	<u>Amount</u>
02/14/22	Accounts Payable	\$ 185,031.44
02/14/22	Accounts Payable	99,179.15
02/15/22	Accounts Payable	15,748.78
02/15/22	Accounts Payable	87,658.97
02/15/22	Accounts Payable	116,735.31
02/24/22	Payroll	369,669.53
02/24/22	Accounts Payable	26,647.60
02/24/22	Accounts Payable	1,810,317.45
02/25/22	Accounts Payable	36,822.68
02/28/22	Accounts Payable	<u>104,270.48</u>
	TOTAL	<u>\$2,852,081.39</u>

I hereby certify to the best of my knowledge and belief that the foregoing demands listing is correct, just, conforms to the approved budget, and funds are available to pay said demands.



Tim K. McDermott, Director of Finance

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
1076	2/14/2022	10401 US BANK TRUST	1939399		CFD 2017 DEBT SERVICE SEMI-AN	185,031.44
Total :						185,031.44
1 Vouchers for bank code : ubgen						Bank total : 185,031.44
1 Vouchers in this report						Total vouchers : 185,031.44

Prepared by: *[Signature]*
Date: *2/22/22*
Approved by: *[Signature]*
Date: *2/24/22*

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
92054	2/14/2022	10955 DEPARTMENT OF THE TREASURY	February 22 Retirees PPE 02/02/22		FEDERAL WITHHOLDING TAX FED WITHHOLD & MEDICARE	211.00 74,426.30
					Total :	74,637.30
92072	2/14/2022	10956 FRANCHISE TAX BOARD	February 22 Retirees PPE 02/02/22		CA STATE TAX WITHHELD CA STATE TAX WITHHELD	46.00 24,495.85
					Total :	24,541.85
2 Vouchers for bank code : ubgen					Bank total :	99,179.15
2 Vouchers in this report					Total vouchers :	99,179.15

Prepared by: 1803el smaden e
Date: 2/15/2022
Approved by: Heather Jennings
Date: 2/15/2022

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129709	2/15/2022	10001 US BANK	000027		SANTEE DISCOVERY DAY	130.00
			00274595		SAFETY APPAREL	397.01
			002786		MATERIALS & SUPPLIES	76.50
			0095		OFFICE SUPPLIES	24.11
			01112022		CPR BLS CARD	9.50
			01242022		WELLNESS PROGRAM	172.39
			01242022		WELNESS PROGRAM	172.39
			01242022		WELLNESS PROGRAM	172.39
			01242022		WELLNESS PROGRAM	172.39
			01242022		WELLNESS PROGRAM	172.39
			01242022		WELLNESS PROGRAM	172.39
			01242022		WELLNESS PROGRAM	172.38
			01242022-1		WELLNESS PROGRAM	172.39
			02306		TEEN CENTER SUPPLIES	36.64
			02515846US4		LEAGUE OF CA CITIES	165.33
			05185		MATERIALS & SUPPLIES	127.90
			054706		SANTEE DISCOVERY DAY	47.84
			055441		COUNCIL MEETING SUPPLIES	258.60
			06961		MATERIALS & SUPPLIES	39.90
			0720152		MATERIALS & SUPPLIES	241.29
			0900229		COVID 19 SUPPLIES	60.33
			098413		SKATE PARK SUPPLIES	79.65
			1001677.001		TRAINING REGISTRATION	595.00
			109		EQUIPMENT REPAIR	1,910.25
			1093599337		MATERIALS & SUPPLIES	220.70
			110		EQUIPMENT REPAIR	804.02
			111-0048306-6413877		VEHICLE SUPPLIES	17.21
			111-0221034-2246670		EQUIPMENT SUPPLIES	22.54
			112-2013987-89562		ENGINEERING SUPPLIES	215.49
			112-2279340-82922		DEPARTMENT SUPPLIES	56.56
			112-2285296-85210		DEPARTMENT SUPPLIES	84.00
			112-7665050-03938		ENGINEERING SUPPLIES	19.68
			112-8405259-1049812		EQUIPMENT SUPPLIES	58.16
			113221		VEHICLE SUPPLIES	125.00
			114-1316360-0948250		OFFICE SUPPLIES	108.36
			114-26211370-8129037		WELLNESS NUTRITION	151.19
			1196729		VEHICLE SUPPLIES	25.97

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129709	2/15/2022	10001 US BANK	(Continued)			
			1208645757		ONLINE MEETING SOFTWARE	129.35
			1208649279		ONLINE MEETING SOFTWARE	129.35
			1208653420		ONLINE MEETING SERVICES	30.00
			122134		SAFETY APPAREL	21.00
			1431		CPRS AWARD SUBMISSION	50.00
			1500079677		SMALL TOOLS	117.38
			172028		PROFESSIONAL DEVELOPMENT	120.00
			1905365		SPROUTS WELLNESS PROGRAM	154.60
			210588975		WELLNESS PROGRAM	37.70
			210588975		WELLNESS PROGRAM	430.98
			210588975		WELLNESS PROGRAM	1,282.05
			21122205586008		REGISTRATION FEE	113.00
			24295		MATERIALS & SUPPLIES	402.74
			2575 3256 003		STATION SUPPLIES	15.06
			26360991		INFORMATIONAL SIGNAGE	348.10
			26401666		FIDO FEST	77.98
			2665451		CLEARINGHOUSE MEMBERSHIP	25.00
			300008646		CSMFO MEMBERSHIP	110.00
			303304842		LEAGUE CM DEPT CONFERENCE	50.39
			3-380282-A		VEHICLE SUPPLIES	46.10
			3-380282-B		VEHICLE SUPPLIES	46.10
			3-380283		VEHICLE SUPPLIES	35.61
			3383		LEAGUE CM DEPT CONFERENCE	50.40
			36374		SMALL TOOLS	11.82
			3988200001		ONLINE MEETING SERVICE	88.45
			3JE3ZY		LEAGUE OF CA CITIES	425.96
			403 13 216 137		STATION SUPPLIES	677.63
			403 201 90 201		STATION SUPPLIES	377.11
			406		LEAGUE OF CA CITIES	-10.36
			42562		PROFESSIONAL DEVELOPMENT	260.00
			43342		SMALL TOOLS	8.60
			4847		CIVIC CENTER EQUIPMENT	434.03
			5117		SENIOR PROGRAM SUPPLIES	25.00
			5307		SENIOR PROGRAM SUPPLIES	60.89
			544188		PUB ED SUPPLIES	404.06
			5515427		MATERIALS & SUPPLIES	158.13

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129709	2/15/2022	10001 US BANK	(Continued)			
			5515427CR		CREDIT	-158.13
			61063		HOP DOWN THE BUNNY TRAIL	196.59
			61066		FIDO FEST BACKDROP	196.59
			6148265		PASSPORT PHOTO SUPPLIES	144.00
			6201859		MATERIALS & SUPPLIES	136.31
			6374		SENIOR PROGRAM SUPPLIES	4.98
			67765		FOUNTAIN SUPPLIES	229.46
			6916		WEARING APPAREL	93.07
			714442		PROFESSIONAL DEVELOPMENT	120.00
			72753		MATERIALS & SUPPLIES	60.25
			7422642		LAPTOP CHARGER	40.31
			7778		FIDO FEST	88.91
			7989631		FIELD EQUIPMENT	35.50
			800-6994264		SPOKEO SUBSCRIPTION	44.85
			846		GENERAL SPECIAL EVENTS	19.17
			95115		MATERIALS & SUPPLIES	135.44
			96860		GRAFFITI ABATEMENT	42.93
			9775		ACFR REVIEW FEE	610.00
			99062		MATERIALS & SUPPLIES	194.89
			BKB20541-CR		SAFETY APPAREL	-287.96
			FOS10314849E-CR		STATION SUPPLIES	-435.25
			UNXOOR		LEAGUE CM DEPT CONFERENCE	177.21
Total :						15,748.78

1 Vouchers for bank code : ubgen

Bank total : 15,748.78

1 Vouchers in this report

Total vouchers : 15,748.78

Prepared by: Isabel Garcia
 Date: 2/15/2022
 Approved by: Heather Jennings
 Date: 2/15/22

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129710	2/15/2022	10412 AT&T	000004807075 JAN 22		TELEPHONE USAGE 12/22/21- 01/2	797.11
					Total :	797.11
129711	2/15/2022	13292 BORDER TIRE	8027942	53406	TIRES	827.41
					Total :	827.41
129712	2/15/2022	10299 CARQUEST AUTO PARTS	11102-548887	53407	VEHICLE REPAIR PARTS	332.17
					Total :	332.17
129713	2/15/2022	10032 CINTAS CORPORATION #694	4108711351	53483	UNIFORM/PARTS CLEANER RNTL	66.51
					Total :	66.51
129714	2/15/2022	12328 CINTAS CORP. #2	5093092595	53557	FIRST-AID KIT SERVICE	114.42
					Total :	114.42
129715	2/15/2022	10033 CITY ELECTRIC SUPPLY COMPANY	STE/077608	53623	ELECTRICAL SUPPLIES	320.83
					Total :	320.83
129716	2/15/2022	10486 COUNTY OF SAN DIEGO	01212022-2		COUNTY RECORDER FEE - NOE	50.00
					Total :	50.00
129717	2/15/2022	10333 COX COMMUNICATIONS	038997401-FEB22		10601 N MAGNOLIA AVE-USAGE 02	159.75
					Total :	159.75
129718	2/15/2022	10046 D MAX ENGINEERING INC	7043	53614	CONSTRUCTION SW INSPECTION	6,705.76
					Total :	6,705.76
129719	2/15/2022	10065 GLOBAL POWER GROUP INC	78913 78914	53495 53495	GENERATOR MAINT GENERATOR MAINT	675.00 695.00
					Total :	1,370.00
129720	2/15/2022	13558 KIFER HYDRAULICS CO, INC	70646	53450	VEHICLE REPAIR	27.06
					Total :	27.06
129721	2/15/2022	13851 LAWSON PRODUCTS, INC	9309199246	53411	VEHICLE REPAIR PARTS	445.34
					Total :	445.34

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129722	2/15/2022	10204 LIFE ASSIST INC	1170030	53477	EMS SUPPLIES	147.14
			1170762	53477	EMS SUPPLIES	71.76
			1171647	53477	EMS SUPPLIES	1,232.75
			1171965	53477	EMS SUPPLIES	3,311.33
			1171974	53477	EMS SUPPLIES	180.90
					Total :	4,943.88
129723	2/15/2022	13155 LIFETIME DOG TRAINING, LLC	2010		INSTRUCTOR PAYMENT	891.00
					Total :	891.00
129724	2/15/2022	10079 MEDICO HEALTHCARE LINEN	20543257	53546	MEDICAL LINEN SERVICE	20.62
			20543260	53546	MEDICAL LINEN SERVICE	13.01
					Total :	33.63
129725	2/15/2022	10083 MUNICIPAL EMERGENCY SERVICES	IN1669186	53679	FOAM	1,298.39
					Total :	1,298.39
129726	2/15/2022	13369 NATIONWIDE MEDICAL	14969	53457	PHARMACEUTICALS	91.70
					Total :	91.70
129727	2/15/2022	10218 OFFICE DEPOT	222018320001	53547	OFFICE SUPPLIES - DDS	66.99
					Total :	66.99
129728	2/15/2022	10308 O'REILLY AUTO PARTS	2968-464220	53458	VEHICLE SERVICE	23.68
					Total :	23.68
129729	2/15/2022	10344 PADRE DAM MUNICIPAL WATER DIST	29700016- FEB 2022		CONSTRUCTION METER- USAGE 0	323.30
					Total :	323.30
129730	2/15/2022	11901 PECK'S HEAVY FRICTION INC	295560	53461	EQUIPMENT REPAIR PARTS	125.74
			295577	53461	EQUIPMENT REPAIR PART	2.66
			295581	53461	EQUIPMENT REPAIR PARTS	28.48
					Total :	156.88
129731	2/15/2022	10241 PETTY CASH	02082022		PETTY CASH REIMB-FIRE	100.07
					Total :	100.07
129732	2/15/2022	10870 SAN DIEGO COUNTY VECTOR	SD10203-2022		VECTOR CONTROL SERVICES	540.61

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129732	2/15/2022	10870 10870 SAN DIEGO COUNTY VECTOR	(Continued)			Total : 540.61
129733	2/15/2022	12708 SAN DIEGO GEOGRAPHIC	SAN959	53274	GIS AERIAL IMAGERY	2,739.59
						Total : 2,739.59
129734	2/15/2022	13171 SC COMMERCIAL, LLC	2047680-IN 2049612-IN	53480 53480	DELIVERED BULK FUEL DELIVERED FUEL	518.37 1,137.73
						Total : 1,656.10
129735	2/15/2022	13554 SC FUELS	0499238-DEF 0499238-F	53488 53481	FLEET CARD FUELING FLEET CARD FUELING	8.65 1,759.83
						Total : 1,768.48
129736	2/15/2022	14473 SHARP HEALTHCARE FACILITIES, MANAC RFD#GRD1314S			REFUNDABLE DEPOSIT ACCOUNT	16,840.76
						Total : 16,840.76
129737	2/15/2022	10217 STAPLES ADVANTAGE	3497800802 3497886922	53467 53467	STAPLES OFFICE SUPPLIES STAPLES OFFICE SUPPLIES	19.37 25.82
						Total : 45.19
129738	2/15/2022	10119 STEVEN SMITH LANDSCAPE INC	48539A	53417	A 1 LANDSCAPE SERVICES	900.00
						Total : 900.00
129739	2/15/2022	10550 UNIFORMS PLUS INC	55370	53469	CLASS B UNIFORMS	822.98
						Total : 822.98
129740	2/15/2022	14097 VOICES FOR CHILDREN	1-2022 2-2022	53682 53682	CDBG SUBRECIPIENT CDBG SUBRECIPIENT	733.73 913.08
						Total : 1,646.81
129741	2/15/2022	10136 WEST COAST ARBORISTS INC	181288 181539	53070 53070	URBAN FORESTRY MANAGEMENT URBAN FORESTRY SVCS	17,500.00 14,350.00
						Total : 31,850.00
129742	2/15/2022	12510 ZERO WASTE USA	460286	53727	PET WASTE BAGS	6,613.70
						Total : 6,613.70
129743	2/15/2022	10318 ZOLL MEDICAL CORPORATION	3438779	53420	EMS SUPPLIES	105.92

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129743	2/15/2022	10318 ZOLL MEDICAL CORPORATION	(Continued)			
			3439832	53420	EMS SUPPLIES	385.31
			3440649	53420	EMS SUPPLIES	2,597.64
					Total :	3,088.87
34 Vouchers for bank code : ubgen						Bank total : 87,658.97
34 Vouchers in this report						Total vouchers : 87,658.97

Prepared by: *Bliss Small*
Date: 2/15/22
Approved by: *Heather J. ...*
Date: 2/15/22

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
2223	2/15/2022	10353 PERS	02 22 3		RETIREMENT PAYMENT	116,735.31
Total :						116,735.31
1 Vouchers for bank code : ubgen						Bank total : 116,735.31
1 Vouchers in this report						Total vouchers : 116,735.31

Prepared by: 18164 Sula
Date: 2/17/2022
Approved by: [Signature]
Date: 2/23/22

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129744	2/24/2022	12724 AMERICAN FIDELITY ASSURANCE	D424206		VOLUNTARY LIFE INS-AM FIDELITY	4,838.62
					Total :	4,838.62
129745	2/24/2022	12722 FIDELITY SECURITY LIFE	165138439		EYEMED - VOLUNTARY VISION	981.55
					Total :	981.55
129746	2/24/2022	10508 LIFE INSURANCE COMPANY OF	February 2022		LIFE/LTD INSURANCE	2,554.01
					Total :	2,554.01
129747	2/24/2022	14452 MEDICAL AIR SERVICES ASSC, MASA	1189788		MEDICAL AIR TRANSPORT SVCS	84.00
					Total :	84.00
129748	2/24/2022	14458 METROPOLITAN LIFE INSURANCE	70406516		DENTAL INSURANCE	11,575.85
					Total :	11,575.85
129749	2/24/2022	14458 METROPOLITAN LIFE INSURANCE	70406517		VOLUNTARY LEGAL	168.00
					Total :	168.00
129750	2/24/2022	10784 NATIONAL UNION FIRE INSURANCE	February 2022		VOLUNTARY AD&D	74.50
					Total :	74.50
129751	2/24/2022	10335 SAN DIEGO FIREFIGHTERS FEDERAL	February 2022		LONG TERM DISABILITY-SFFA	1,475.00
					Total :	1,475.00
129752	2/24/2022	10424 SANTEE FIREFIGHTERS	PPE 02/16/22		DUES/PEC/BENEVOLENT/BC EXP	3,353.49
					Total :	3,353.49
129753	2/24/2022	12892 SELMAN & COMPANY, LLC	February 2022		ID THEFT PROTECTION	210.00
					Total :	210.00
129754	2/24/2022	10776 STATE OF CALIFORNIA	PPE 02/16/22		WITHHOLDING ORDER	449.53
					Total :	449.53
129755	2/24/2022	14467 TEXAS LIFE INSURANCE COMPANY	SM0F0U20220213001		VOLUNTARY INS RIDERS	110.35
					Total :	110.35
129756	2/24/2022	10001 US BANK	PPE 02/16/22		PARS RETIREMENT	772.70

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129756	2/24/2022	10001	10001 US BANK		(Continued)	Total : 772.70
13 Vouchers for bank code : ubgen						Bank total : 26,647.60
13 Vouchers in this report						Total vouchers : 26,647.60

Prepared by: Isabel Smolal
Date: 2/24/22
Approved by: Debbie Jennings
Date: 2/24/22

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129757	2/24/2022	12060 ACCOUNTING PRINCIPALS INC	12266813	53612	TEMPORARY ACCOUNTING SPECI/	1,667.64
					Total :	1,667.64
129758	2/24/2022	13456 AGRICULTURAL PEST CONTROL	622887	53491	PEST CONTROL SERVICES	595.00
					Total :	595.00
129759	2/24/2022	14480 ALICIA CURTIS	ACCPRS		PER DIEM FOR CONFERENCE	207.50
					Total :	207.50
129760	2/24/2022	10262 AUSTIN, ROY	01282022		RETIREE HEALTH INSURANCE	99.15
					Total :	99.15
129761	2/24/2022	14306 AZTEC LANDSCAPING, INC	J1016	53493	CUSTODIAL SERVICES - PARKS	4,184.71
					Total :	4,184.71
129762	2/24/2022	12951 BERRY, BONNIE F.	March 1, 2022		RETIREE HEALTH PAYMENT	91.00
					Total :	91.00
129763	2/24/2022	10020 BEST BEST & KRIEGER LLP	LEGAL SVS JAN 2022		LEGAL SVS JAN 2022	78,770.93
					Total :	78,770.93
129764	2/24/2022	11513 BOND, ELLEN	03012022-263		MEADOWBROOK HARDSHIP PROC	77.47
					Total :	77.47
129765	2/24/2022	10876 CANON SOLUTIONS AMERICA INC	4040444726 4040444727	53552 53552	SCANNER MAINTENANCE PLOTTER MAINT & USAGE	106.46 25.23
					Total :	131.69
129766	2/24/2022	10299 CARQUEST AUTO PARTS	11102-549641	53407	VEHICLE REPAIR PART	39.37
					Total :	39.37
129767	2/24/2022	11402 CARROLL, JUDI	03012022-96		MEADOWBROOK HARDSHIP PROC	77.66
					Total :	77.66
129768	2/24/2022	10032 CINTAS CORPORATION #694	4109392667	53483	UNIFORM/PARTS CLEANER RNTL	66.51
					Total :	66.51

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129769	2/24/2022	11409 CLAYTON, SYLVIA	03012022-340		MEADOWBROOK HARDSHIP PROC	81.27
					Total :	81.27
129770	2/24/2022	10035 COMPETITIVE METALS INC	429815	53434	VEHICLE SUPPLIES	6.23
					Total :	6.23
129771	2/24/2022	10268 COOPER, JACKIE	March 1, 2022		RETIREE HEALTH PAYMENT	91.00
					Total :	91.00
129772	2/24/2022	10039 COUNTY MOTOR PARTS COMPANY INC	551163 552217	53435 53435	VEHICLE SUPPLIES VEHICLE SUPPLIES	58.33 34.64
					Total :	92.97
129773	2/24/2022	10358 COUNTY OF SAN DIEGO	22CTOFSAN07 22CTOFSASN06 22CTOFSASN07	53559 53508 53508	SHERIFF RADIOS 800 MHZ RADIO ACCESS 800 MHZ RADIO ACCESS	3,705.00 1,763.32 1,767.00
					Total :	7,235.32
129774	2/24/2022	10486 COUNTY OF SAN DIEGO	020922		NOTICE OF EXEMPTION FILING FE	50.00
					Total :	50.00
129775	2/24/2022	10040 COUNTYWIDE MECHANICAL SYSTEMS	47982	53436	HVAC MAINT & REPAIRS	660.00
					Total :	660.00
129776	2/24/2022	10333 COX COMMUNICATIONS	038997401- JAN22 052335901- FEB22 094557701-FEB22		10601 N MAGNOLIA AVE USAGE 01. 8950 COTTONWOOD AVE USAGE 0 10601 N MAGNOLIA - USAGE 02/01-	105.93 180.05 26.67
					Total :	312.65
129777	2/24/2022	10046 D MAX ENGINEERING INC	7054	53613	STORMWATER PROGRAM ASSISTA	14,532.51
					Total :	14,532.51
129778	2/24/2022	14347 DIAMOND EDUCATION	1012	53595	CONTINUING EDUCATION	1,788.00
					Total :	1,788.00
129779	2/24/2022	12438 DIESEL PRINT CO, LLC	2773 2774	53636 53636	FIDO FEST SPECIAL EVENTS & SENIORS	809.20 883.55

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129779	2/24/2022	12438 12438 DIESEL PRINT CO, LLC	(Continued)			Total : 1,692.75
129780	2/24/2022	14478 DWAYNE BRIDGE	01272022		EMPLOYEE REIMBURSEMENT	250.00
						Total : 250.00
129781	2/24/2022	12593 ELLISON WILSON ADVOCACY, LLC	2022-02-10	53567	LEGISLATIVE ADVOCACY SERVICE	1,500.00
						Total : 1,500.00
129782	2/24/2022	11509 ENV PRODUCTIONS INC	FF022622	53746	FIDO FEST	695.00
						Total : 695.00
129783	2/24/2022	10251 FEDERAL EXPRESS	7-657-56347		SHIPPING CHARGES	41.19
						Total : 41.19
129784	2/24/2022	10724 FIREMASTER	0000925054	53624	INERGEN SYSTEM MAINT & REPAIR	325.00
						Total : 325.00
129785	2/24/2022	12638 GEORGE HILLS COMPANY, INC.	INV1022007	53596	CLAIMS ADMINISTRATION FEES	1,541.67
						Total : 1,541.67
129786	2/24/2022	14466 GIR USA, INC.	F101479	53729	SOFTWARE UPGRADE	1,496.00
						Total : 1,496.00
129787	2/24/2022	10065 GLOBAL POWER GROUP INC	78986	53495	GENERATOR REPAIRS	947.28
						Total : 947.28
129788	2/24/2022	10066 GLOBALSTAR USA LLC	000000026420117		SATELLITE PHONE SERVICE	92.79
						Total : 92.79
129789	2/24/2022	11881 GOODEN, CHRIS	2022-CPRS - CG		PROFESSIONAL DEVELOPMENT	276.50
						Total : 276.50
129790	2/24/2022	14423 GQ BUILDERS INC	CIP 2018-52 #2 CIP 2018-52 #R2	53699	CITY HALL TRASH ENCLOSURE MC RETENTION	29,420.00 -1,471.00
						Total : 27,949.00
129791	2/24/2022	13274 GRANBOIS, DARCY	09162021DG		COMMISSION STIPEND	50.00
						Total : 50.00

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129792	2/24/2022	11196 HD SUPPLY FACILITIES	9199346886	53664	FACILITIES MAINTENANCE SUPPLI	936.67
					Total :	936.67
129793	2/24/2022	11196 HD SUPPLY FM	9199211300	53409	STATION SUPPLIES	624.71
					Total :	624.71
129794	2/24/2022	10144 HDL COREN & CONE	SIN014491	53578	FY 21/22 PROP TAX AUDIT & INFO	4,750.00
					Total :	4,750.00
129795	2/24/2022	10600 HINDERLITER, DE LLAMAS & ASSOC	SIN014733	53570	2022 JAN CANNABIS MGMT PROG	1,125.00
					Total :	1,125.00
129796	2/24/2022	13848 HMS CONSTRUCTION, INC.	2 MGS 2 MGS R	53239	MISSION GORGE STREET LIGHT PI RETENTION	80,232.19 -4,011.61
					Total :	76,220.58
129797	2/24/2022	10256 HOME DEPOT CREDIT SERVICES	0160930	53410	VEHICLE REPAIR PARTS	38.50
					Total :	38.50
129798	2/24/2022	14451 HSCC, INC	CIP 2020-42 #1 CIP 2020-42 #R1	53719	SD RIVER TRAIL IMPROVEMENTS \ RETENTION	28,969.00 -1,448.45
					Total :	27,520.55
129799	2/24/2022	11391 HUMPHREY, BREANNE	382022		CPRS CONFERENCE PER DIEM	172.50
					Total :	172.50
129800	2/24/2022	13345 KING, ERIC	2022-CPRS		PROFESSIONAL DEVELOPMENT	276.50
					Total :	276.50
129801	2/24/2022	10430 LEAGUE OF CALIFORNIA CITIES	641393		MEMBERSHIP DUES	18,980.00
					Total :	18,980.00
129802	2/24/2022	10204 LIFE ASSIST INC	1171085 1172709 1172777	53477 53477 53477	EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES	311.29 13.02 452.55
					Total :	776.86
129803	2/24/2022	10079 MEDICO HEALTHCARE LINEN	20547057	53546	MEDICAL LINEN SERVICE	20.62

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
129803	2/24/2022	10079 MEDICO HEALTHCARE LINEN	(Continued) 20547060	53546	MEDICAL LINEN SERVICE	13.01	
						Total :	33.63
129804	2/24/2022	10239 MORRISON, ANNE	AMCPRS		PER DIEM CPRS CONFERENCE	207.50	
						Total :	207.50
129805	2/24/2022	10083 MUNICIPAL EMERGENCY SERVICES	IN1670592	53454	SAFETY APPAREL	579.50	
						Total :	579.50
129806	2/24/2022	10085 NATIONAL SAFETY COMPLIANCE INC	88827		ANNUAL ADMINISTRATIVE FEE	150.00	
						Total :	150.00
129807	2/24/2022	13245 NEXTECH SYSTEMS, INC	INV1068	53685	SPEED CHECK 15 SOLAR SIGN	13,541.99	
						Total :	13,541.99
129808	2/24/2022	10308 O'REILLY AUTO PARTS	2968-465977	53458	VEHICLE REPAIR PART	33.05	
						Total :	33.05
129809	2/24/2022	13056 PACIFIC SWEEPING	154754PS	53497	STREET SWEEPING SVCS	16,109.25	
						Total :	16,109.25
129810	2/24/2022	10344 PADRE DAM MUNICIPAL WATER DIST	90000366-JAN 22 90000367- JAN 2022		GROUP BILL USAGE 01/01-01/31 GROUP BILL USAGE 01-10/02-07	15,800.54 13,915.68	
						Total :	29,716.22
129811	2/24/2022	12919 PARCELQUEST	873222022		SOFTWARE RENEWAL	1,199.00	
						Total :	1,199.00
129812	2/24/2022	11442 PATTERSON, LUANNE	03012022-225		MEADOWBROOK HARDSHIP PROC	74.92	
						Total :	74.92
129813	2/24/2022	10101 PROFESSIONAL MEDICAL SUPPLY	B017974 B017975 B017976 B017977	53412 53412 53412 53412	OXYGEN CYLINDERS & REFILLS OXYGEN CYLINDERS & REFILLS OXYGEN CYLINDERS & REFILLS OXYGEN CYLINDERS & REFILLS	96.30 216.80 109.80 243.60	
						Total :	666.50

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129814	2/24/2022	12237 RAYON, KYLE	March 1, 2022		RETIREE HEALTH PAYMENT	91.00
					Total :	91.00
129815	2/24/2022	12256 ROE, DARLENE	03012022-318		MEADOWBROOK HARDSHIP PROC	78.74
					Total :	78.74
129816	2/24/2022	12923 ROGERS, DEVERNA	CPRS2022		TRAVEL PER DIEM	207.50
					Total :	207.50
129817	2/24/2022	10097 ROMAINE ELECTRIC CORPORATION	12-055414	53413	VEHICLE REPAIR PART	173.22
			12-055446	53413	VEHICLE REPAIR PART	405.78
					Total :	579.00
129818	2/24/2022	14481 RYLEY BECKER	382022		CPRS CONFERENCE PER DIEM	172.50
					Total :	172.50
129819	2/24/2022	10606 S.D. COUNTY SHERIFF'S DEPT.	1242022		CAL-ID PROGRAM COSTS	5,021.00
			SHERIFF NOV 2021		LAW ENFORCEMENT NOV 2021	1,378,050.15
					Total :	1,383,071.15
129820	2/24/2022	13061 SAN DIEGO HUMANE SOCIETY &	FEB-22	53530	ANIMAL CONTROL SERVICES	36,794.00
					Total :	36,794.00
129821	2/24/2022	10677 SANTEE CHAMBER OF COMMERCE	2496		SANTEE CHAMBER MEMBERSHIP	295.00
					Total :	295.00
129822	2/24/2022	13171 SC COMMERCIAL, LLC	2052881-IN	53480	DELIVERED FUEL	338.10
					Total :	338.10
129823	2/24/2022	13554 SC FUELS	0500134-DEF	53488	DIESEL EXHAUST FLUID (DEF)	4.82
			0500134-F	53481	FLEET CARD FUELING	2,381.46
			0504087-DEF	53488	DIESEL EXHAUST FLUID (DEF)	7.04
			0504087-F	53481	FLEET CARD FUELING	700.60
					Total :	3,093.92
129824	2/24/2022	10110 SECTRAN SECURITY INC	22020500	53532	FY 21/22 ARMORED CAR TRANSPC	141.67
					Total :	141.67

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129825	2/24/2022	10585 SHARP REES-STEALY MEDICAL	364395131	53740	MEDICAL SERVICES	118.00
Total :						118.00
129826	2/24/2022	12223 SITEONE LANDSCAPE SUPPLY LLC	116022198-001	53733	IRRIGATION PARTS	413.52
			116106333-001	53733	IRRIGATION PARTS	171.30
			116133102-001	53733	IRRIGATION PARTS	249.68
Total :						834.50
129827	2/24/2022	10314 SOUTH COAST EMERGENCY VEHICLE	506871	53501	VEHICLE REPAIR	1,561.13
Total :						1,561.13
129828	2/24/2022	10837 SOUTHWEST TRAFFIC SIGNAL	81416	53587	TRAFFIC SIGNAL SERVICE CALLS	5,756.13
			81417	53587	TRAFFIC SIGNAL MAINTENANCE	4,032.71
			81418	53587	USA MARKOUTS	40.68
Total :						9,829.52
129829	2/24/2022	14240 SPICER CONSULTING GROUP	0957	53327	ASSESSMENT ENGINEERING & CF	2,229.17
Total :						2,229.17
129830	2/24/2022	11403 ST. JOHN, LYNNE	03012022		MEADOWBROOK HARDSHIP PROC	77.79
Total :						77.79
129831	2/24/2022	10217 STAPLES ADVANTAGE	3497886921	53631	AS NEEDED OFFICE SUPPLIES	80.08
			3498448115	53513	OFFICE SUPPLIES - FINANCE	68.39
			3498697852	53416	OFFICE SUPPLIES	118.01
Total :						266.48
129832	2/24/2022	10119 STEVEN SMITH LANDSCAPE INC	48832	53502	A3 LANDSCAPE SERVICES	274.62
			48833	53418	A 2 LANDSCAPE SERVICES	823.86
			48834	53417	A 1 LANDSCAPE SERVICES	961.17
			48925	53418	A 2 LANDSCAPE SERVICES	18,652.80
			48928	53417	A 1 LANDSCAPE SERVICES	5,369.76
Total :						26,082.21
129833	2/24/2022	10572 SUNBELT RENTALS INC	122270614	53542	EQUIPMENT RENTAL	806.00
Total :						806.00
129834	2/24/2022	10121 SUPERIOR READY MIX LP	260183	53505	ASPHALT MATERIALS	512.61

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
129834	2/24/2022	10121 10121 SUPERIOR READY MIX LP	(Continued)			Total : 512.61
129835	2/24/2022	10250 THE EAST COUNTY	00114240		NOTICE OF PUBLIC HEARING - CDI	189.00
						Total : 189.00
129836	2/24/2022	14388 TRAVIS STOUT	2022-CPRS TS		PROFESSIONAL DEVELOPMENT	276.50
						Total : 276.50
129837	2/24/2022	11434 TYLER BUSINESS FORMS	65932	53661	PAYROLL YEAR END FORMS 1095E	85.64
						Total : 85.64
129838	2/24/2022	10133 UNDERGROUND SERVICE ALERT	1120210682	53563	DIG ALERT SERVICES	166.75
			120220688	53563	DIG ALERT SERVICES	143.65
			1220210678	53563	DIG ALERT SERVICES	138.70
			dsb20206191	53563	DIG ALERT SERVICES - STATE FEE	70.79
			dsb20206737	53563	DIG ALERT SERVICES - STATE FEES	70.79
			dsb20210302	53563	DIG ALERT SERVICES - STATE FEE	49.91
						Total : 640.59
129839	2/24/2022	12276 VARGAS, CROSSBY	00001B	53751	FIDO FEST	200.00
						Total : 200.00
129840	2/24/2022	11305 VELOCITY TRUCK CENTERS	XA290114478:01	53472	VEHICLE REPAIR PART	174.54
						Total : 174.54
129841	2/24/2022	12930 WILLIAMS, ROCHELLE M.	March 1, 2022		RETIREE HEALTH PAYMENT	91.00
						Total : 91.00
129842	2/24/2022	12641 WITTORFF, VICKY DENISE	March 1, 2022		RETIREE HEALTH PAYMENT	31.00
						Total : 31.00
86 Vouchers for bank code : ubgen						Bank total : 1,810,317.45
86 Vouchers in this report						Total vouchers : 1,810,317.45

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: Isabel Sandoval
Date: 2-24-22
Approved by: Heather Jennings
Date: 2-24-22

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
699121	2/25/2022	10959 VANTAGE TRANSFER AGENT/457	PPE 02/16/22		ICMA - 457	30,984.01	
						Total :	30,984.01
699134	2/25/2022	10782 VANTAGEPOINT TRNSFR AGT/801801	PPE 02/16/22		RETIREE HSA	5,838.67	
						Total :	5,838.67
2 Vouchers for bank code : ubgen						Bank total :	36,822.68
2 Vouchers in this report						Total vouchers :	36,822.68

Prepared by: *Bill Sadee*
Date: 2/28/22
Approved by: *Maureen Jennings*
Date: 2/28/22

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
32371	2/28/2022	10955 DEPARTMENT OF THE TREASURY	PPE 02/16/22		FED WITHHOLD & MEDICARE	78,076.52
					Total :	78,076.52
32399	2/28/2022	10956 FRANCHISE TAX BOARD	PPE 02/16/22		CA STATE TAX WITHHELD	26,193.96
					Total :	26,193.96
2 Vouchers for bank code : ubgen					Bank total :	104,270.48
2 Vouchers in this report					Total vouchers :	104,270.48

Prepared by: Isabel Sandoval
Date: 2/28/22
Approved by: Heather Jennings
Date: 2/28/22

MEETING DATE March 9, 2022

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA ACCEPTING THE MISSION GORGE ROAD STREETLIGHT PROJECT CIP 2017-02, HSIPL 5429 (030) AS COMPLETE AND AUTHORIZING THE EXECUTION OF A MAINTENANCE AGREEMENT WITH CALTRANS

DIRECTOR/DEPARTMENT Carl Schmitz, City Engineer *CS*

SUMMARY This item requests City Council accept the Mission Gorge Road Streetlight Project CIP 2017-02, HSIPL 5429 (030) as complete. This project installed a total of 23 new streetlights along Mission Gorge Road from SR 52 to Carlton Hills Boulevard as shown on the attached exhibit.

At its June 10, 2020 meeting, the City Council awarded the construction contract for the Mission Gorge Road Streetlight Project CIP 2017-02, HSIPL 5429 (030) for a total contract amount of \$295,000.00 to HMS Construction, Inc. and authorized the Director of Development Services to approve contract change orders in a total amount not to exceed \$44,250.00 for unforeseen items and additional work. A Notice to Proceed was issued on November 4, 2020 and the work was completed on February 4, 2022. Seven change orders were authorized totaling \$11,474.42, with the largest used to upgrade the existing induction streetlight luminaires in the area to LED fixtures.

Seven of the new streetlights are located within Caltrans right-of-way and require the execution of a standard Maintenance Agreement with Caltrans that states that the streetlights belong to the City and the City agrees to pay for electrical and maintenance costs. The City and Caltrans have previously entered into two similar Freeway Maintenance Agreements that cover nearby freeways. This additional Maintenance Agreement is recommended for City Council approval.

Staff requests City Council accept the project as complete, direct the City Clerk to file a Notice of Completion and authorize the City Manager to execute the Maintenance Agreement with Caltrans.

FINANCIAL STATEMENT *ms* The project design and construction are funded by a Federal Highway Safety Improvement Program (HSIP) Grant in the amount of \$397,050.00. The materials testing required for the construction was not eligible for reimbursement by the grant and was funded through the Santee Roadway Lighting District Zone A Fund. The total project budget is \$427,122.00 and the total project cost is as follows.

Design	\$ 29,994.07
Construction Contract	295,000.00
Construction Change Orders	11,474.42
Materials Testing	10,709.75
Construction Management/Inspection	45,649.62
Project Closeout/ Grant Reporting	1,350.00
Total Project Cost	<u>\$394,177.86</u>

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MSB*

Adopt the attached Resolution accepting the Mission Gorge Road Streetlight Project CIP 2017-02, HSIPL 5429 (030) as complete and authorizing the City Manager to execute the Maintenance Agreement with Caltrans.

ATTACHMENT

Resolution Exhibit – Project Map Caltrans Maintenance Agreement



RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA
ACCEPTING THE MISSION GORGE ROAD STREETLIGHT PROJECT CIP 2017-02,
HSIPL 5429 (030) AS COMPLETE AND AUTHORIZING THE EXECUTION OF A
MAINTENANCE AGREEMENT WITH CALTRANS**

WHEREAS, the City Council awarded the construction contract for the Mission Gorge Road Streetlight Project CIP 2017-02, HSIPL 5429 (030) to HMS Construction, Inc. on June 10, 2020 for \$295,000.00; and

WHEREAS, City Council authorized staff to approve construction change orders in a total amount not to exceed \$44,250.00; and

WHEREAS, seven change orders totaling \$11,474.42 were approved for additional streetlight installations and upgrades; and

WHEREAS, the project was completed for a total contract amount of \$306,474.42; and

WHEREAS, HMS Construction, Inc. has completed the project in accordance with the contract plans and specifications; and

WHEREAS, seven of the new streetlights are within Caltrans right-of-way and require the execution of a Maintenance Agreement with Caltrans to provide that the City will cover the electrical and maintenance costs of the new streetlights.

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

Section 1. The work for the construction of the Mission Gorge Road Streetlight Project CIP 2017-02, HSIPL 5429 (030) is accepted as complete on this date and the City Clerk is directed to record a Notice of Completion.

Section 2. The City Manager is authorized to execute the Maintenance Agreement with Caltrans to address electrical and maintenance costs for the new streetlights.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 9th day of March, 2022, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

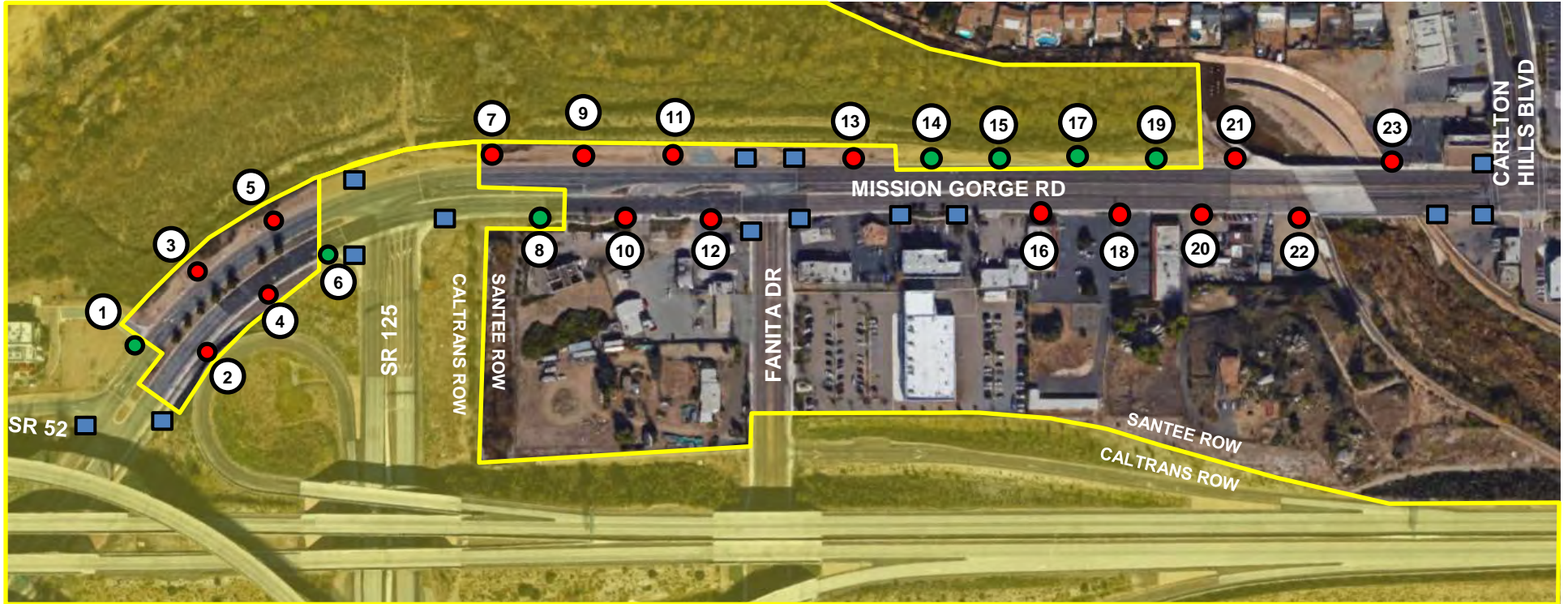
APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

CIP 2017-02
Mission Gorge Streetlight Installation
Project Location Map



- - Existing Streetlight location
- - New Streetlight location (City ROW)
- - New Streetlight location (Caltrans ROW)

**MAINTENANCE AGREEMENT
WITH CITY OF SANTEE FOR
MISSION GORGE ROAD STREETLIGHTS**

THIS AGREEMENT is made effective this _____ day of _____, 2022, by and between the State of California, acting by and through the Department of Transportation, hereinafter referred to as "STATE," and the City of Santee, hereinafter referred to as "CITY," and collectively referred to as "PARTIES."

SECTION I

RECITALS

1. Encroachment Permit Number 11-21-NSN-0014 was executed between CITY and STATE on January 13, 2021 to construct (7) decorative streetlights within STATE Right-of-Way on Mission Gorge Road near State Route (SR) 125 and SR-52, hereinafter referred to as the "PROJECT"; and
2. The PARTIES hereto mutually desire to identify maintenance responsibilities of the CITY for the improvements of the PROJECT constructed within STATE right of way under Encroachment Permit Number 11-21-NSN-0014; and
3. In accordance with said Permit, it was agreed by PARTIES that prior to or upon PROJECT completion, CITY and STATE will enter into a Maintenance Agreement; and
4. There are existing Freeway Maintenance Agreements between STATE and CITY (FMA 11-8214 and FMA 11-8213, both executed June 22, 2011) covering the nearby freeways; this Agreement IS NOT meant to replace or supersede the earlier agreements.

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

SECTION II

AGREEMENT

1. Exhibit A consists of a plan drawing, and Exhibit B is a listing of improvements, both of which delineate and describe the areas within STATE right of way which are the responsibility of the CITY to maintain in accordance with this Agreement.
2. If there is mutual agreement on a change in the maintenance responsibilities between PARTIES, the PARTIES can revise the Exhibits A or B by a mutual written execution of the exhibit.
3. CITY must obtain the necessary Encroachment Permits from STATE's District 11 Encroachment Permit Office prior to entering STATE right of way to perform CITY maintenance responsibilities. This permit will be issued at no cost to CITY.

4. LEGAL RELATIONS AND RESPONSIBILITIES

- 4.1. Nothing within the provisions of this Agreement is intended to create duties or obligations to or rights in third parties not parties to this Agreement or to affect the legal liability of a PARTY to the Agreement by imposing any standard of care with respect to the operation and maintenance of STATE highways and local facilities different from the standard of care imposed by law.
- 4.2. Neither CITY nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by, under or in connection with any work, authority or jurisdiction conferred upon STATE under this Agreement. It is understood and agreed that STATE shall fully defend, indemnify and save harmless CITY and all of their officers and employees from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, tortious, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by STATE under this Agreement.

4.3. Neither STATE nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by CITY under or in connection with any work, authority or jurisdiction conferred upon CITY under this Agreement. It is understood and agreed that CITY shall fully defend, indemnify and save harmless STATE and all of its officers and employees from all claims, suits or actions of every name, kind and description brought forth under, including but not limited to, tortious, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by CITY under this Agreement.

5. PREVAILING WAGES:

5.1. Labor Code Compliance- If the work performed under this Agreement is done under contract and falls within the Labor Code section 1720(a)(1) definition of a "public works" in that it is construction, alteration, demolition, installation, or repair; or maintenance work under Labor Code section 1771. CITY must conform to the provisions of Labor Code sections 1720 through 1815, and all applicable provisions of California Code of Regulations found in Title 8, Chapter 8, Subchapter 3, Articles 1-7. CITY agrees to include prevailing wage requirements in its contracts for public works. Work performed by CITY own forces is exempt from the Labor Code's Prevailing Wage requirements.

5.2. Requirements in Subcontracts - CITY shall require its contractors to include prevailing wage requirements in all subcontracts when the work to be performed by the subcontractor under this Agreement is a "public works" as defined in Labor Code Section 1720(a)(1) and Labor Code Section 1771. Subcontracts shall include all prevailing wage requirements set forth in CITY contracts.

6. INSURANCE - CITY and its contractors shall maintain in force, during the term of this agreement, a policy of general liability insurance, including coverage of bodily injury liability and property damage liability, naming the STATE, its officers, agents and employees as the additional insured in an amount of \$1 million per occurrence and \$2 million in aggregate and \$5 million in excess. Coverage shall be evidenced by a certificate of insurance in a form satisfactory to the STATE that shall be delivered to the STATE with a signed copy of this Agreement.

- 6.1. SELF-INSURED - CITY is self-insured. CITY agrees to deliver evidence of self-insured coverage providing general liability insurance, coverage of bodily injury liability and property damage liability, naming STATE, its officers, agents and employees as the additional insured in an amount of \$1 million per occurrence and \$2 million in aggregate and \$5 million in excess. Coverage shall be evidenced by a certification of self-insurance letter ("Letter of Self-Insurance"), satisfactory to STATE, certifying that CITY meets the coverage requirements of this section. This Letter of Self-Insurance shall also identify the Mission Gorge Rd locations as depicted in EXHIBIT A. CITY shall deliver to STATE the Letter of Self-Insurance with a signed copy of this AGREEMENT.
- 6.2. SELF-INSURED using Contractor - If the work performed under this AGREEMENT is done by CITY contractor(s), CITY shall require its contractor(s) to maintain in force, during the term of this AGREEMENT, a policy of general liability insurance, including coverage of bodily injury liability and property damage liability, naming STATE, its officers, agents and employees as the additional insured in an amount of \$1 million per occurrence and \$2 million in aggregate and \$5 million in excess. Coverage shall be evidenced by a certificate of insurance in a form satisfactory to the STATE that shall be delivered to the STATE with a signed copy of this Agreement.
7. TERMINATION - This Agreement may be terminated by mutual written consent by PARTIES or by STATE for cause. CITY's failure to comply with the provisions of this Agreement may be grounds for a Notice of Termination by STATE.
8. TERM OF AGREEMENT - This Agreement shall become effective on the date first shown on its face sheet and shall remain in full force and effect until amended or terminated as set forth in Article 7 above.

PARTIES are empowered by Streets and Highways Code Section 114 and 130 to enter into this Agreement and have delegated to the undersigned the authority to execute this Agreement on behalf of the respective agencies and covenants to have followed all the necessary legal requirements to validly execute this Agreement.

IN WITNESS WHEREOF, the PARTIES hereto have set their hands and seals the day and year first above written.

THE CITY OF SANTEE

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

JOHN W. MINTO
Mayor

TOKS OMISHAKIN
Director of Transportation

By: _____
CITY Manager

By: _____
Deputy District Director
Maintenance Division

ATTEST:

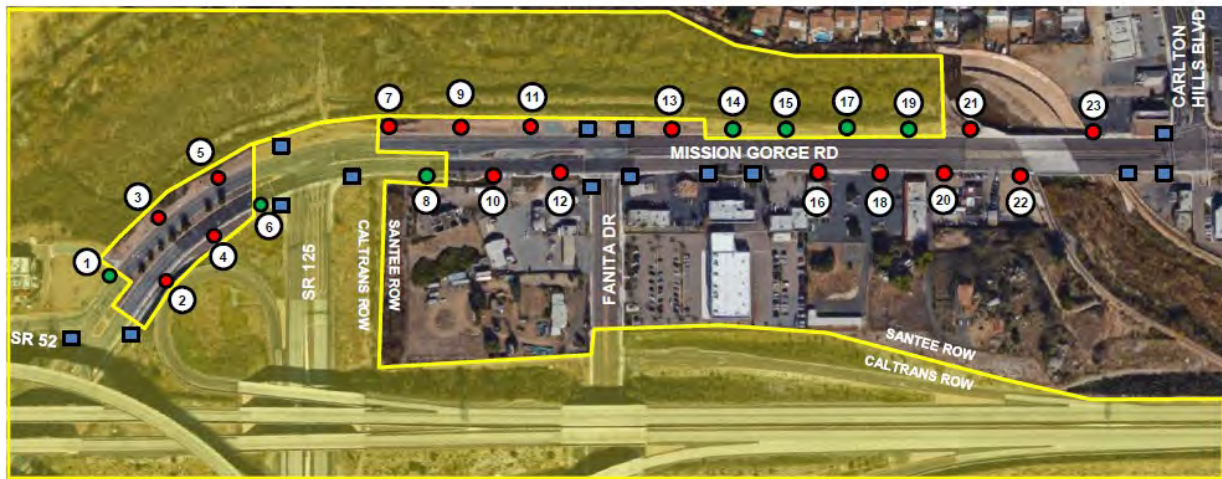
By: _____
CITY Clerk

By: _____
CITY Attorney

MAINTENANCE AGREEMENT EXHIBIT 'A'

DIST	CO	RTE	PM
11	SD	125	~22.3
MA 11-8470		3/31/21	

CIP 2017-02
 Mission Gorge Streetlight Installation
 Project Location Map



- - Existing Street Light location
- - Proposed Street Light location (City ROW)
- - Proposed Street Light location (Caltrans ROW)

NOTE: All Proposed Street Lights shown in Exhibit 'A' to be maintained by CITY

EXHIBIT B

TRAFFIC SIGNAL AND LIGHTING
 Caltrans and City of Santee
 Effective _____, 20____

BASIS OF COST DISTRIBUTION

CITY Owned and Maintained
 Utilities Paid By The CITY

Route	Location	Type of Facility	Cost Distribution	
			State	CITY
52	Mission Gorge Rd E/O SR-52 Onramp 100' N	Streetlight #1	0%	100%
125	Mission Gorge Rd W/O SR-125 85' S	Streetlight #6	0%	100%
125	Mission Gorge Rd E/O SR-125 250' S	Streetlight #8	0%	100%
125	Mission Gorge Rd E/O Fanita Dr 290' N	Streetlight #14	0%	100%
125	Mission Gorge Rd E/O Fanita Dr 440' N	Streetlight #15	0%	100%
125	Mission Gorge Rd E/O Fanita Dr 600' N	Streetlight #17	0%	100%
125	Mission Gorge Rd E/O Fanita Dr 770" N	Streetlight #19	0%	100%

Mission Gorge Rd Streetlights in Caltrans Right of Way


(Note: the description uses the SDG&E scheme: main roadway, cardinal direction from cross street, cross street, distance from cross street, side of roadway)

MEETING DATE

March 9, 2022

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION TO THE FEDERAL RAISE (REBUILDING AMERICAN INFRASTRUCTURE WITH SUSTAINABILITY AND EQUITY) GRANT PROGRAM FOR STATE ROUTE 52 (SR 52) IMPROVEMENTS

DIRECTOR/DEPARTMENT

Carl Schmitz, City Engineer 

SUMMARY

This item requests City Council authorize the submittal of a grant application to the federal RAISE (Rebuilding American Infrastructure with Sustainability and Equity) grant program for State Route 52 (SR 52) improvements. The City submitted a similar RAISE application in 2021, and has augmented the current application with additional supporting documentation. The RAISE transportation grant provides needed infrastructure investment to better connect rural and urban communities around our nation. The Bipartisan Infrastructure Law of 2021 appropriated \$1.5 billion to be awarded by the US Department of Transportation ("DOT") for RAISE grants.

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

ENVIRONMENTAL REVIEW

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

FINANCIAL STATEMENT 

The estimated cost of Phase 1 improvements is \$54 million. The subject application seeks \$25 million which reflects the maximum amount that may be requested. Local and state funds include \$12 million programmed in SANDAG's Regional Transportation Improvement Program. A non-federal match of approximately \$17 million would be required and sought from other local and state sources.

CITY ATTORNEY REVIEW

N/A

Completed

RECOMMENDATION 

Adopt the attached Resolution authorizing City staff to submit a RAISE grant application for Phase I of SR 52 improvements.

ATTACHMENT

Resolution



**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA
AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION TO THE FEDERAL RAISE
(REBUILDING AMERICAN INFRASTRUCTURE WITH SUSTAINABILITY AND EQUITY)
GRANT PROGRAM FOR STATE ROUTE 52 (SR 52) IMPROVEMENTS**

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

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

WHEREAS, heavy traffic congestion on SR 52 significantly impacts the quality of life of Santee residents as well as East County residents, and affects the economic vitality of the region; and

WHEREAS, improvements planned by SANDAG for SR 52 are not scheduled for completion before 2035; and

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

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

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

WHEREAS, the federal RAISE (Rebuilding American Infrastructure with Sustainability and Equity) grant program is currently accepting applications; and

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

WHEREAS, the total estimated cost of SR 52 Phase I improvements is \$54 million.

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

Section 1. City staff is authorized to prepare and submit a RAISE grant application for improvements on SR 52.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 9th day of March, 2022, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

MEETING DATE March 9, 2022

ITEM TITLE CONTINUED PUBLIC HEARING TO ASSESS COMMUNITY DEVELOPMENT NEEDS AND TO SOLICIT PROPOSALS FOR PROGRAM YEAR 2022 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAM FUNDING CONSISTENT WITH THE CONSOLIDATED PLAN

DIRECTOR/DEPARTMENT Carl Schmitz, City Engineer 

SUMMARY

At the public hearing during the February 9th meeting the City Council received a staff report and public testimony from applicants for Program Year 2022 (July 2022 through June 2023) Community Development Block Grant (CDBG) funding. This hearing is a continuation of the February 9, 2022 public hearing and its purpose is to allocate CDBG program funding for Program Year 2022. Based on direction provided by the City Council during this hearing, staff will prepare a Draft Annual Action Plan for Program Year 2022. The Annual Action Plan is subject to public review and a separate public hearing prior to submittal to the federal Department of Housing and Urban Development (HUD) by May 15, 2022.

Since the February 9th public hearing, the amount of CDBG funding that will be available to the City for Program Year 2022 has not been announced; however, the timeline for submission of an annual CDBG application requires the City to complete the process of prioritizing CDBG-funded activities well before the May 15th deadline. For planning purposes, it is assumed that the City's PY 2022 allocation will be \$279,789. In addition, \$25,387 from the carry forward of prior-year unexpended funds would bring the estimated total amount available for allocation in PY 2022 to \$305,176.

HOME funds would continue to support the First Time Homebuyer Program administered on the City's behalf by the San Diego HOME Consortium.

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 

For planning purposes, it is assumed that the City's PY 2022 allocation will be \$279,789. In addition, \$25,387 of prior program year unexpended carry forward funds would bring the estimated total amount available for allocation in PY 2022 to \$305,176.

CITY ATTORNEY REVIEW N/A • Completed



RECOMMENDATION *MSB*

1. Re-open, conduct and close the public hearing; and
2. Direct staff to publish a summary of the Annual Action Plan; and
3. Authorize staff to initiate a Section 108 loan application in the approximate amount of \$1.3 million to fund the proposed City ADA Pedestrian Ramp Project; and
4. Adopt the Resolution for Program Year 2022 CDBG funds.

ATTACHMENTS

Staff Report
Resolution
Summary of Requests/Applications
Worksheets

STAFF REPORT

CONTINUED PUBLIC HEARING TO ASSESS COMMUNITY DEVELOPMENT NEEDS AND TO SOLICIT PROPOSALS FOR PROGRAM YEAR 2022 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAM FUNDING CONSISTENT WITH THE CONSOLIDATED PLAN

CITY COUNCIL MEETING
MARCH 9, 2022

A. CDBG BACKGROUND

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

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

HUD Review and Reporting: HUD performs annual Program Year reviews based upon the City’s “Consolidated Annual Performance and Evaluation Report” (called a “CAPER”) which is submitted to HUD in September at the end of each Program Year.

B. CDBG PROGRAM GUIDELINES

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

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

1. Benefit low- and moderate-income families.

At least 70% of the grantee’s allocation must be spent for activities

benefiting low- and moderate-income residents. The three most common ways of meeting this objective are:

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

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

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

3. Address community needs having a particular urgency.

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

C. AVAILABLE FUNDS AND REQUESTS FOR FUNDING

As of March 1, 2022, HUD had not announced the amount that the City of Santee will be allocated for Program Year 2022. However, the schedule for preparation of annual Action Plans by the City of Santee requires that public input be solicited at this time and a tentative plan for funding activities in Program Year 2022 be approved and submitted to HUD no later than May 15th. Due to uncertainty regarding the budget for HUD programs, for planning purposes, staff estimates that the City of Santee's Program Year 2022 allocation will be \$279,789, which is the average of the three prior Program Year allocations and 7.4% less than the PY 2021 allocation. In addition, prior-year unexpended funds in the amount of \$25,387 bring the total estimated amount available for allocation in Program Year 2022 to \$305,176.

HUD regulations impose a 15% cap on the amount of current-year CDBG funds and prior year program income which can be allocated to Public Service activities and a 20% cap on Administrative activities.

A request for proposals was published on December 10, 2021, with applications due on January 10, 2022. The City has received six applications for PY 2022 CDBG Public Services funding totaling \$53,500 and one application for Administrative funding in the amount of \$15,500 as detailed in the attached Summary of Requests.

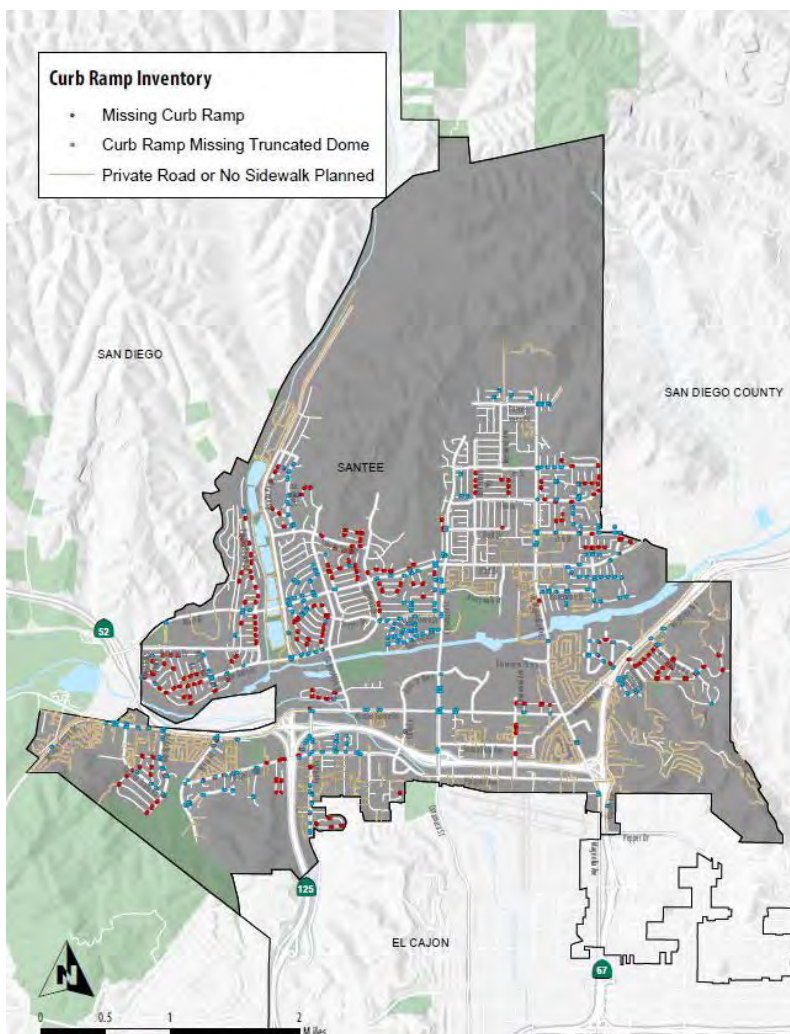
Public Facilities Funding

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. The Section 108 loan funded improvement to Buena Vista Avenue and Railroad Avenue. The final debt service payment on this Section 108 loan was made on July 22, 2021.

With the payoff of the Section 108 Loan used for the Buena Vista/Railroad Avenue project, staff has analyzed different options for CDBG funded public facility improvements. Based on this analysis staff is recommending the Citywide installation of ADA compliant pedestrian ramps at locations where no ramp exists and the retrofitting of existing pedestrian ramps to conform with current ADA standards. The Citywide ADA Pedestrian Ramp Project would benefit 3,557 Santee residents throughout the City that have “ambulatory difficulties” and 1,232 residents that have “vision difficulties” according to the U.S. Census Bureau’s 2019 American Community Survey. This project would also take advantage of economies of scale based on the number of pedestrian ramps that would be installed or improved and provide additional funds for street maintenance and repair that would not be required to be used to improve non-ADA compliant pedestrian ramps. The proposed Citywide ADA Pedestrian Ramp Project would fund the installation of pedestrian ramps at approximately 68 locations where no pedestrian ramp exists and would retrofit 174 non-ADA compliant pedestrian ramps.

The image to the right is from the City’s Active Santee Plan (Figure 2.8 – Curb Ramp Inventory) and shows all of the pedestrian ramp locations eligible for these CDBG funded improvements. The proposed project would not fund improvements at all of these locations but would prioritize improvements in low- and moderate-income census tract block groups and along arterial and collector roadways.

The Citywide ADA Pedestrian Ramp Project would be funded by a Section 108 loan in the approximate amount of \$1.3 million, to be brought to the City Council for consideration later in the year, and an estimated \$409,511 in Program Years 2021 and 2022 entitlement CDBG fund.



SUMMARY OF ESTIMATED EXPENDITURES

ACTIVITY	CAP	AMOUNT AVAILABLE PER CAP	AMOUNT REQUESTED
Public Service Activities s	15%	\$ 41,967	\$ 53,000
Administrative Activities	20%	\$ 55,955	\$ 55,955
Public Facilities	None	\$ 207,254	\$ 207,254
		\$ 305,176	\$ 316,209

Requested in excess of projected funding \$ 11,033

D. PUBLIC PARTICIPATION AND ALLOCATION PROCESS

Public participation is an important part of the CDBG process. Two public hearings are required to meet the HUD requirements for citizen participation. In accordance with the Code of Federal Regulations (CFR) Title 24, "Housing and Urban Development", Section 570.704, the City initiated the CDBG application process by publishing a Notice of Funding Availability (NOFA) for Program Year 2022 on December 10, 2021 in the East County Californian, as well as posting the NOFA, Request for Proposals and Application on the City's website. Applications were due on January 10, 2022.

Notice of the February 9th public hearing was published in East County Californian on January 28, 2022. Furthermore, as the second part of the public hearing was rescheduled from February 23rd to March 9th another notice was published in the East County California on February 25, 2022 to notify interested persons of the schedule change.

All applications which were received were made available for public review and comment. In this way, citizens are afforded an opportunity to examine the contents of all applications received and to provide comments prior to City Council decision on the funding of qualified applications, in compliance with CFR Title 24.

E. RECOMMENDATIONS

- 1) Re-open, conduct and close the public hearing; and
- 2) Direct staff to publish a summary of the Annual Action Plan; and
- 3) Authorize staff to initiate a Section 108 loan application in the approximate amount of \$1.3 million to fund the proposed City ADA Pedestrian Ramp Project; and
- 4) Adopt the Resolution for Program Year 2022 CDBG funds.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA ON THE ASSESSMENT AND PRIORITIZATION OF COMMUNITY DEVELOPMENT NEEDS, ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR PROGRAM YEAR 2022 AND AUTHORIZATION TO PREPARE AND PUBLISH A DRAFT ANNUAL ACTION PLAN FOR PROGRAM YEAR 2022

WHEREAS, for Program Year 2022, the City of Santee anticipates receiving an allocation of \$279,789 in CDBG funds; and

WHEREAS, the City of Santee has an unexpended prior year CDBG funds in the amount of \$25,387 available for allocation in Program Year 2022; and

WHEREAS, the combined estimated allocation and unexpended prior year CDBG funds results in an estimated total amount available for allocation of \$305,176; and

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

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

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

1. Direct staff to prepare a Draft Annual Action Plan reflecting the funding priorities identified in the City Council hearing of March 9, 2022; and
2. Direct staff to proportionately adjust allocations among Public Services, Public Facilities and Administrative activities to accommodate any shortfall or surplus between the projected Program Year 2021 CDBG allocation of \$279,789 and the actual CDBG grant received by the City of Santee for Program Year 2022; and
3. Direct staff to initiate a Section 108 loan application in the approximate amount of \$1.3 million to fund the proposed City ADA Pedestrian Ramp Project; and
4. Direct staff to publish a Summary of the Draft Annual Action Plan as required for the Consolidated Plan.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 9th day of March, 2022, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

ATTACHMENT 3
APPLICATIONS FOR FUNDING

PUBLIC SERVICES

Cameron Family YMCA.....1
Crisis House.....5
ElderHelp of San Diego.....13
Meals-On-Wheels Greater San Diego County.....17
Santee Food Bank.....22
Voices for Children.....25

ADMINISTRATION

CSA San Diego County.....31

City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2022

RECEIVED

JAN 10 2022

Dept. of Development Services
City of Santee

GENERAL INFORMATION: Date: 1/7/2022

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

Phone: 619-449-9622 Fax: n/a
E-mail: cameronfeedback@ymcasd.org

Project/Program Contact Person (Name and Title): Stephanie Chapel Yoo, Executive Director
Project/Program Location: Cameron Family YMCA

Phone: 619-550-8360 Fax: n/a
E-mail: schapelyoo@ymcasd.org

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

FUNDING INFORMATION:

Amount Requested from Santee: \$ 5,000.00

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

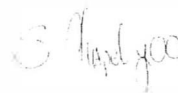
Total Project/Program Budget: \$ 120,603.00

Source of Other Funds: 2022-2023 Annual Campaign contributions from individuals, companies and foundations recruited by YMCA staff, volunteers and our Board of Advisors comprised of local leaders will also seek funding for the scholarship program.

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.

Stephanie Chapel Yoo
Type or Print Your Name and Title



Signature

City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2022

- 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. Inclusion of the estimated number of Santee residents served is required.

CDBG funds to the Cameron Family YMCA would provide scholarship assistance for low-to-moderate income children ages 5-13 years old living in Santee to participate in youth programs such as day camp, gymnastics, aquatics and enrichment activities. YMCA youth programs not only provide positive, engaging and healthy activities for children that have experienced gaps in academic, social and safety stability before and heightened by the COVID-19 pandemic, it also serves as reliable, trusted and experienced childcare support to families. Funding in the amount of \$5,000 could support approximately 79 scholarship registrations at an average assistance rate of 30-40% off normal fees.

- 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 YMCA shares the same fiscal year as the City's timeline: July 2022 – June 2023. During this period, the YMCA will offer youth programs on a daily basis, year-round, with day camp (the highest used program area for scholarship support) specifically running from late June to mid-August 2022 and in limited scope during fall, winter and spring breaks. YMCA programs are executed by highly qualified, background-checked, skilled and thoroughly trained YMCA staff. The day camp counselors, swim instructors, gymnastics coaches and other frontline staff executing the youth activities report directly to their department leadership staff and the Executive Director. All are employees of the YMCA of San Diego County association, which has been providing safe and enriching youth programs for 139 years. All programs will take place on site at the Cameron Family YMCA.

- C.** Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, or is included under the Eligible Activities. Please see the Request for Proposal to assist with this request.

YMCA youth programs meet the objectives and priorities because they are made available to youth of all economic levels, backgrounds, abilities and life circumstances. The YMCA never turns a child away from participating because of an inability to pay. Our scholarship program – and the donors and grant funding that support it – levels the playing field for children of all families, including low-to-moderate income, military, those with special needs, those experiencing homelessness and other marginalized

demographics, to participate, engage and thrive. All participants registering with scholarship support for youth programs are qualified as low-to-moderate income as defined by the median family income levels of the area, and utilizing county, state and federal assistance programs to determine income level eligibility.

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, a branch of the YMCA of San Diego County, began in the 1950s, providing the entire East County with valuable YMCA programming in order to meet the growing needs of the community. The East County YMCA has now grown into three branches: John A. Davis Family YMCA in La Mesa, Cameron Family YMCA in Santee and the McGrath Family YMCA in Spring Valley. The Cameron facility of Santee was built in 2003 in partnership with the City of Santee to build the YMCA and City of Santee Aquatics Center. This facility is managed by the YMCA which also includes a gymnastics center that dates back to 1982 under the name Cuyamaca YMCA. YMCA programs and services for the local community include day camps, swim lessons and swim teams, recreational and competitive gymnastics, sports, inclusion programs for individuals with disabilities, senior programs, teen programs, and wellness programs for all ages to promote the spirit, mind and body and help all people realize their fullest potential. At the Y, no one is ever turned away from participation due to an inability to pay through our scholarship program. Offering scholarships on a sliding scale based on income level and family size, as well as subsidizing valuable programs that benefit our community are made possible through funds generously contributed by individuals, companies and funders on an annual basis. The East County Family YMCA has received funding from the CDBG program beginning the 1997-1998 fiscal year with relative continuity totaling over 20 years. In the 2020-2021 program year, the Cameron Family YMCA was extremely honored to steward additional funds made available through CDBG-CV for essential childcare in response to the Coronavirus pandemic and stay-at-home orders impacting school closures and support for essential workers. The ability to respond to community needs alongside the City of Santee, for so many years, is a testament to how critical service through partnership can be for the local constituents.

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 and on-going financials are monitored on a daily basis by the YMCA accounting department and Executive Director. The East County Family YMCA Board of Advisors, including a Finance Committee comprised of expert volunteer leaders, monitor the branch budget monthly, as well as the YMCA of San Diego County Board of Directors. Internal financial audits are performed twice annually by an independent auditing firm. Financial need for participating youth will be determined by the scholarship application process with records kept and data managed according to best practices. CDBG funds will be provided only to qualifying Santee residents. Furthermore, the internal contracts team ensures proper auditing, processing and reporting of the YMCA's stewardship of all federal awards.

F. Personnel:

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

YMCA programs are executed by highly qualified, background-checked, skilled and thoroughly trained YMCA staff. The day camp counselors, swim instructors, gymnastics coaches and other frontline staff executing the youth activities report directly to their department leadership staff and the Executive Director. All are employees of the YMCA of San Diego County association, which has been providing safe and enriching youth programs for 139 years, and all have been screened for legal ability to work with children. The usage of grant funds and reporting will be overseen by Stephanie Chapel Yoo, Executive Director, and Emily Figueiredo, Area Development Director, with assistance from YMCA accounting specialists and data management specialists for reporting.

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.

Executive Director, Stephanie Chapel Yoo, has been invited to join city committees in the past, including the Blue Ribbon Committee for coronavirus response.

City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2022

RECEIVED

JAN 10 2022

Dept. of Development Services
City of Santee

GENERAL INFORMATION: Date: 1/7/2022

Agency Name: Crisis House
Agency Address: 9550 Cuyamaca Street Suite 101, Santee, CA 92071

Phone: 619-444-1194 Fax: 619-444-1422
E-mail: mcase@crishouse.org

Project/Program Contact Person (Name and Title): Andrea Garcia, Development Manager
Project/Program Location: 9550 Cuyamaca Street Suite 101, Santee, CA 92071

Phone: (562) 508-1218 Fax: 619-444-1422
E-mail: andrea@crishouse.org

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

FUNDING INFORMATION:

Amount Requested from Santee: \$ 7,000

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

Total Project/Program Budget: \$ 2,890,747

Source of Other Funds: Government Grants, Corporations & Foundations, Individuals & Organizations, Rental Income, and In-kind goods

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 2022

- 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. Inclusion of the estimated number of Santee residents served is required.

Crisis House's Emergency Services Project has served families, abused youth, seniors, veterans experiencing homelessness and domestic violence (a special needs subset of homelessness), with housing and wrap-around services for the past 51 years.

The agency's collective of domestic violence programs, referred to as the Journey Programs, consists of four models each designed to meet the survivor's needs at various stages of their journey towards renewing their lives. Crisis House provided a comprehensive continuum of emergency, transitional and permanent housing to 165 families, including 423 children, fleeing domestic violence in our Journey Programs last year. Our Journey Programs specifically serve families experiencing intimate partner violence with minor children. In addition to providing housing services, our agency offers wrap-around social services, such as information, referrals, case management, counseling and crisis intervention, among other crucial services promoting transitions to self-sufficiency.

In support of our Journey Programs, Crisis House also prioritizes the needs of our community's children through Camp HOPE, our recent programmatic development addressing child abuse. This program provides trauma-informed camperships, year-round mentorship, counseling and other activities to 125 children each year. This cost-free programming provided to underserved children in San Diego has a reputation of accomplishment in healing children struggling with the effects of trauma as a result of domestic violence.

Crisis House's East County Housing Connections (ECHC) program directly addresses the needs of those experiencing chronic homelessness. The ECHC, of which all services are conducted off-site, employs a housing navigator and two mobile outreach teams with four outreach specialists to connect with and meet the immediate needs of 570+ unsheltered homeless people on the street in need of services. Fifty-four (54) families and individuals ended their homelessness and received wrap-around services through our ECHC program this past year.

In 2020, Crisis House relocated from El Cajon to a new building in Santee on Cuyamaca Street. Our agency considers the issues of homelessness as a regional challenge, requiring collective effort and resources to ensure an effective impact for all of East County. Crisis House provides services for over 4,753 people annually (not including services from phone calls received), of which approximately 306 individuals

are City of Santee residents (including veterans and people with disabilities) 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, 2022 through June 30, 2023. The Director of Programs is responsible for the project oversight and compliance of the proposed project. This position also assumes direct oversight of East County Housing Connections (ECHC). The ECHC staffing includes the ECHC Coordinator/Housing Navigator and four outreach workers. The Housing Navigator provides rapid rehousing, connecting individuals and providing financial assistance to acquire permanent housing. The two Mobile Outreach Teams with four outreach specialists provide emergency shelter placements in motels (connecting our ECHC Coordinator with clients for rapid rehousing) and provide supportive services in the East County community, where homeless populations live in the Santee riverbeds or other places unsuitable human habitation. This team administers the VI-SPDAT housing assessment, the region-wide entry connecting individuals to housing opportunities. Our team prioritizes building relationships with those in the homeless community to connect them to resources and services. The Mobile Outreach Team distributes water, snacks, meals, and hygiene kits to all of East County week-long, including those living on the streets of Santee. Specific to Santee, on Tuesdays from 8:00 am to 12:00 pm we serve Santee (Santee HOPE), which is a bi-monthly coordinated outreach with other Service Providers and Santee police. On Thursdays from 7:45 am to 11:30 am, our Mobile Outreach Team collaborates with County of San Diego BHS workers to reach current and new clients experiencing homelessness in the Santee Riverbed. On Fridays, our Mobile Outreach Team provides unsheltered individuals access to obtain a California ID and birth certificate (through New Day Urban Ministries), as well as provides direct transportation to DMV, mail services, and birth certificate services; from 4:30 pm to 5:30 pm we attend weekly Homeless Outreach and Meal Services at Carlton Hills Church in Santee. In addition to these Santee-specific services, every Monday from 8 am to 12 pm, our Outreach Team also partners with the Homeless Assistance Resource Team (HART - Sherriff's initiative), including law enforcement, nurses, and other outreach workers, to provide services including housing opportunities, food and water, hygiene products, and connections to referral services for homeless individuals in East County, San Diego. The Outreach Team and Housing Navigator also attend regional case conferencing addressing the current status of the homeless we serve and other homeless services in the region. The Domestic Violence Program Manager is responsible for client placements among our existing programs. The Intake & Referral Specialist screens all incoming calls for domestic violence and sends potential clients to the Advocate and Emergency Housing Coordinator. The Advocate and Emergency housing coordinator further assesses and, with the Program Manager, determines appropriate programmatic fit for each client. They also connect clients to community resources or shelters if they don't meet Crisis House's program criteria. This position receives referrals from 211, law enforcement, and the Domestic Violence Shelter Network. The frequency at which services will be delivered will vary based on service type, severity of need, and client's level of engagement. For example, emergency

housing is for brief stays of up to two weeks in motels, and transitional housing for typically six to eight months in master lease units in El Cajon and Poway.

- C. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, or is included under the Eligible Activities. Please see the Request for Proposal to assist with this request.

The project meets the National Objective of benefiting a majority of extremely low and low income (LMI) residents as defined as persons or households who earn at or below 80% of the Area Median Income (AMI). As described in the City of Santee Consolidated Plan 2020-2024, Crisis House's activities address the following priority needs: 1) Provide public services and activities to improve the quality of life for residents, including special needs populations and individuals experiencing homelessness, and 2) Support affordable housing opportunities for low-to-moderate-income residents/homeless services. The Crisis House Emergency Services Project also addresses the City of Santee priorities by providing services for seniors, Special Needs populations, those experiencing homelessness, and individuals requiring prevention services, according to the City of Santee Consolidated Plan 2015-2019.

- 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 was established as a social service agency in Santee in 1970, incorporated as a Public Benefit Corporation in 1987 and received 501 (c) (3) IRS Determination in 1988. Our mission is to respond immediately to stop the cycle of domestic violence and homelessness and connect families and individuals to crucial resources that empower them to renew their lives. To achieve our mission, Crisis House offers comprehensive housing and "wrap-around" services (case management, counseling, referrals) for the region's survivors of domestic violence with children, Veteran families, and social services and housing targeting the homeless and extremely low-income populations. The agency administers five (5) Domestic Violence programs (Journey Programs and Camp HOPE) and East County Housing Connections homeless program including two (2) mobile outreach teams and emergency and rapid rehousing placements included within our East region (city, unincorporated city, and county services). Additionally, Crisis House coordinates the annual Homeless Point-In-Time Count (PITC) and plans to continue to host the annual Project Homeless Connect - East County depending on Covid-19 safety precautions. The 2022 Point-In-Time Count (PITC) will take place on January 27th. Our Director of Programs will be the site coordinator for the Santee site, which will meet at the Santee City Hall at 3:30 am. He is

responsible for training, materials, and volunteers for this event. Similarly, this year we have scheduled our Project Homeless Connect event for the 15th of April at the Ronald Reagan Community Center. Prior to the pandemic, in 2019 our Project Homelessness Connect event was attended by over 48 providers and more than 200 homeless individuals who accessed 1,485 services in 4-hours. Crisis House, along with our community partners, helped 251 households with nearly 500 children with housing and crucial services. Due to continued Covid-19 complications, Crisis House was not able to host our annual Project Homelessness Connect events during 2020 or 2021. Crisis House has been a recipient of City of Santee CDBG funds for over seventeen (17) years. Although we collaborate with various agencies and organizations, this is not a collaborative application.

E. Financial:

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

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

Crisis House maintains the following records:

Cash Receipts Journal - For recording all cash receipts.

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

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

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

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

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

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

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

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

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

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

Crisis House maintains the following records:

Cash Receipts Journal - For recording all cash receipts.

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

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

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

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

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

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

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

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

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

Checks- Check request with supporting documentation must be completed for all checks. The Executive Director, Director of Programs, 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.

In the nine and a half years under the leadership of the current executive director, Mary Case, there have been no "findings."

F. Personnel:

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

The Executive Director has a Master's degree in Social Work with a concentration in Social Services Administration. She has over 50 years of experience working in the local Non-Profit Sector as a Vice President of Programs for the largest multi-service homeless organization in San Diego and as Director of Housing for another international non-profit organization before serving as the Executive Director to Crisis House for nearly nine years. She is also a member of the San Diego County Continuum of Care and Program Evaluation Advisory Committee, and a member of the Steering Committee

of the East County Homeless Taskforce. The Agency's Director of Programs is responsible for oversight and operational compliance of all Crisis House programs and services. He has an extensive background in management of social service programs, including domestic violence, substance abuse, criminal justice and veterans, as he previously worked for a residential treatment program for homeless veterans. His expertise includes rapid rehousing, transitional and permanent housing programs, as well as trauma-informed practices and housing first. Our Journey Programs Program Manager has co-chaired and revitalized our local East County Domestic Violence Committee and worked at a local domestic violence agency before coming to Crisis House. Our new Camp HOPE program manager comes to Crisis House from Oregon with many years of working with youth and in summer camp settings. This position is responsible for the implementation of the Camp HOPE program in San Diego, including all direct services, including year-round programming and mentorship, summer camperships, counselor and volunteer trainings, monthly events, local partnerships, and volunteer participation.

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 2022

RECEIVED

JAN 10 2022

GENERAL INFORMATION: Date: 1/10/2022

Agency Name: ElderHelp of San Diego
Agency Address: 5095 Murphy Canyon Rd #100, San Diego CA 92123

Dept. of Development Services
City of Santee

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

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

Phone: 619-284-9281 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: \$ \$11,000.00

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: \$ \$1,097,899.00

Source of Other Funds: ElderHelp pursues a diversified funding strategy, which currently includes approximately 48% from grants, 27% from government and non-government contracts, 4% from corporate support, 14% from individuals, 5% 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

basis at least monthly, some more frequently. We estimate that costs to serve these seniors are \$250 a month. Since the beginning of the pandemic, we have provided food and home supplies to up to 50 additional residents (without having the capability to identify them individually). In addition, we provide information and referrals to an additional 45 Santee residents. With this funding, we will serve a minimum of 60 Santee residents through our programs and services. That number may be greater as the fallout from the coronavirus becomes more apparent.

- 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 five ongoing programs serving Santee that are administered on a daily basis throughout the year. 1) Since March, ElderHelp has been on the forefront of the COVID response for isolated seniors who are unable to leave their homes or get necessary food and supplies while sheltering in place. COVID Relief Services is now the dominant component to our overall Care Coordination picture. We currently offer contactless delivery of food and essential supplies from ElderHelp's food pantry or the grocery store. Our food pantry has become the principal activity of our operation for the last 10 months. 2) Our traditional Care Coordination program continues to provide high-level case management, where Care Coordinators work with clients to develop care plans and connect to services, including volunteer services. Even though home visits have been suspended, we are diligent in providing the support and interventions necessary for their continued well-being. Volunteers support clients telephonically, providing relief from isolation and depression. 3) Transportation is managed by Transportation Coordinators, and in response to social distancing has been restricted to those needing essential medical services. 4) Information & Referral service is provided by front desk staff member and trained volunteers. Calls average 25-35 minutes as callers are dealing with complex issues, more so than ever with the economic impact of the coronavirus. The Information & Referral team provides resources and access to information to meet a variety of elder care needs. 5) RUOK Daily check-in calls are made by ElderHelp staff and trained volunteers who provide check-in calls to isolated and frail seniors, giving them peace of mind that their welfare is being attended to.

- C.** Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, or is included under the Eligible Activities. Please see the Request for Proposal to assist with this request.

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

D. Agency/Nonprofit Organization Information:

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

The agency was founded in 1973 and incorporated as a 501(c)(3) organization in 1974. ElderHelp has offered a comprehensive mix of services for seniors to help them remain independent in their own homes. Care Coordination (formerly Concierge Club), our umbrella program, has been part of the agency's mission for most of its existence and was formalized in 2008. Care Coordination services expand as new needs are identified. Seniors A Go Go, formalized in 2009, was a much-needed outgrowth of a need identified. HomeShare began in 1982, and remains a very attractive program with minor improvements and modifications. Nearly 235,000 seniors have found advice and support here, but most of all, the agency developed a reputation as the place for any senior, regardless of income, to turn for help. ElderHelp's reputation continues to this day. We have positioned ourselves at the forefront of the aging in place movement and consistently strive to build collaborations and raise awareness that advance this goal and provide solace for the low-income, aging population in San Diego. ElderHelp has received CDBG funding from the City of Santee every year since 2004. That adds up to 17 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 Director of Finance, Sara Gongora. In addition, we keep a spreadsheet to track Santee participation, including phone inquiries, and report client numbers to the City of Santee on a quarterly basis.

F. Personnel:

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

Deborah Martin, CEO/Executive Director, has her Bachelor's Degree in Business Law., 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 17 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. The Care Coordination Manager, Elizabeth Wagner, oversees the daily operations of the Care Coordination and Seniors A Go Go programs. Elizabeth has supported all of ElderHelp's service programs and her gentle handling of any situation produces the best outcomes for our clients. Michelle Matter, Director of Special Projects, puts her Ph.D. in Nutrition to use by overseeing all nutrition services, from procuring food and supplies to overseeing the pantry inventory to following up on deliveries.

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 2022

RECEIVED

JAN 6 2022

Dept. of Development Services
City of Santee

GENERAL INFORMATION: Date: 1/6/2021

Agency Name: Meals On Wheels Greater San Diego, Inc. dba: Meals on Wheels
San Diego County
Agency Address: 2254 San Diego Avenue, Ste. 200, San Diego, CA 92110

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

Project/Program Contact Person (Name and Title): Tim Ray, East County Service Center
Manager
Project/Program Location: El Cajon

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

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

FUNDING INFORMATION:

Amount Requested from Santee: \$ 5,000

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

Total Project/Program Budget: \$ 115,688.72

Source of Other Funds: Clients pay, on average, 40% of the actual meal cost - depending on income levels (average is \$3.80 per meal - equating to an estimated \$47,940.80). Private donors will contribute the remaining \$62,747.92 of this project through MOWSDC's robust charitable giving program. To ensure all programs are fundable from multiple sources, additional grant applications are planned for FY2022 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.

Brent Wakefield, President & CEO
Type or Print Your Name and Title


Signature

City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2022

- 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. Inclusion of the estimated number of Santee residents served is required.

Meals on Wheels San Diego County (MOWSDC)'s mission is to empower seniors and veterans to remain independent by nourishing their bodies, minds, and spirits. Our vision is drive out senior hunger and isolation across our region. MOWSDC is part of the community safety net serving older adults with the home delivery of up to two nutritious meals a day at a subsidized price and accompanied by social visits, safety checks, and care navigator support with referrals if necessary.

Many seniors experience chronic illnesses and disabilities making activities of daily living difficult. In many cases, seniors will become temporarily and/or permanently homebound. Becoming homebound prevents seniors from obtaining food, healthcare, support services, and engagement in social activities. Home delivery of meals, with daily safety and wellness checks, enables seniors experiencing these difficulties to more successfully navigate these challenges, avoid negative health impacts and maintain their preferred residence.

MOWSDC serves all of San Diego County, including the 3,049 square miles of rural and unincorporated areas. 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.

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. In the last completed City of Santee CDBG program year (7/1/2020-6/30/2021), MOWSDC provided nutritious meals to 83 Santee seniors. Historically, the seniors served in the City of Santee by MOWSDC have the following characteristics: 37% are aged 85+ and 37% are between 75 and 84 years of age; 30% fall within the extremely low-income bracket (<30% of AMI); 60% fall in the very low-income bracket (30-80% of AMI) and 7% fall in the moderate-income bracket (80-120% of AMI); 42% are female head of household; 24% are veterans; 40% live alone and 20% have disabilities.

For the City of Santee Program Year 2021 (July 1, 2021 – June 30, 2022), MOWSDC is contracted to serve 63 unduplicated seniors in Santee. Per the Quarter 1 Report, MOWSDC had already served 59 unduplicated Santee seniors putting MOWSDC at

100% of its goal. For the City of Santee's Program Year 2022 (July 1, 2022 – June 30, 2023) MOWSDC will serve 83 unduplicated seniors in Santee with the delivery of up to two meals a day accompanied by a safety check and social visit. CDBG funding will provide for food and packaging costs of 1,872 meals (\$2.67 direct cost per meal) 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 Mr. Tim Ray. (Please see details on his 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 127 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 2022-2023 (July 1, 2022 to June 30, 2023). 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. Please see the Request for Proposal to assist with this request.

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 high priority, as stated in the City of Santee's 2020-2024 Consolidated Plan under Public Services for LMI-Resident, 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.

- 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 social visit, a safety check, and care navigation with referrals to other social service providers if necessary. All services are subsidized for all seniors at 60%, and further subsidies are provided to those who qualify. MOWSDC has been receiving CDBG funds from the City of Santee since 2009 (twelve years).

E. Financial:

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

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

F. Personnel:

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

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

Administration. Mr. Topper, CFO, has extensive non-profit experience including as Director of Finance and Administration for the Northern Arizona University Foundation, a \$43M privately funded endowment, Director of Finance and Controller for AmeriTribes, 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.

No member, officer, or employee of our organization is an officer or employee of the City of Santee or member of any of its boards, commissions, or committees or has any conflict of interest or holding.

City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2022

GENERAL INFORMATION: Date: 1/3/2022

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

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

Fax: N/A

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

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

Fax: N/A

Type of Project (check one):

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

RECEIVED

JAN 5 2022

Dept. of Development Services
City of Santee

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: \$ 49,500

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 2022

- 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. Inclusion of the estimated number of Santee residents served is required.

The Santee Food Bank provides emergency food assistance to low to moderate income residents of Santee as well as all who come to us. We provide a minimum 12-day pack to residents once per calendar month. During calendar year 2021, food was provided to 25,450 individuals resulting in an average of 2,120 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 continue to 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 6 days per week collecting fresh donations from our local stores. Open every Wednesday, Friday and Saturday of each month from 8am to 11am. Our volunteers arrive early to set up and then stay late to meet the demands. We also distribute government commodities on the 3rd Tuesday of each month. The commodity program provides food packs to an average of 250 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. Please see the Request for Proposal to assist with this request.

The Santee Food Bank continues to operate with a 501c3. Established in 1983 and incorporated in 1990 the City of Santee. Our agency partners, the San Diego Food Bank and Feeding San Diego provide oversight to our organization. Our only purpose is to help alleviate hunger for all who come to us.

- 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 The Santee Food Bank distributes food to everyone who comes to us from 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, our liability insurance and if needed, emergency food purchases.

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 operational expenses are minimal. Internal records are kept by our manager, treasurer and administrator. Client intake sheets record the number of individuals served as well as required statistics of those served. We employ a certified tax preparer and as soon as possible, an independent annual audit of our 2021 financial records will be performed. Ongoing oversight is provided by the City of Santee and our partners, the San Diego Food Bank and Feeding America.

F. Personnel:

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

President, Dennis Martins, Friends Christian Church; Secretary, Julie Harper, Director of Public Affairs LDS Church; Treasurer, Donna Daum, retired actuary; Manager, & Vice President, Marty Smothermon, retired cost analyst and 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 2022**

RECEIVED

JAN 10 2022

Dept. of Development Services
City of Santee

GENERAL INFORMATION: Date: 1/10/2022

Agency Name: Voices for Children
Agency Address: 2851 Meadow Lark Dr., San Diego, CA 92123-2709

Phone: 858-569-2019 Fax: 858-569-7151
E-mail: info@speakupnow.org

Project/Program Contact Person (Name and Title): Christina Piranio, Director of Philanthropy
Project/Program Location: San Diego County

Phone: 858-598-2216 Fax: 858-569-7151
E-mail: ChristinaP@speakupnow.org

Type of Project (check one):

Public Service Activity	<input checked="" type="checkbox"/>
Public Improvement (Construction)	<input type="checkbox"/>
Acquisition of property	<input type="checkbox"/>
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: \$ 5,974,000

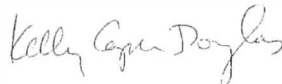
Source of Other Funds: VFC's project, the Court Appointed Special Advocate (CASA) program, will be funded through a combination of government funding (approximately 20%), foundation and corporate funders (22%), individual giving (32%), and special events (26%). VFC operates on an accrual accounting system. At the start of each fiscal year (beginning on July 1), we begin raising the budget for that fiscal year. All funding that we receive on or after July 1, 2022, is applied toward the project budget. VFC receives more than \$350,000 annually in Victims of Crime Act grant funding through the California Office of Emergency Services, \$185,000 is already secured for FY 2022-23. We expect \$85,000 in FY 2022-23 from the Judicial Council of California. We are currently applying for CDBG funding from the County of San Diego and the cities of Chula Vista, El Cajon, Escondido, San Diego, and Vista. We will also seek local grants from the San Diego County Board of Supervisors through the Neighborhood Reinvestment Program and Community Enhancement Program. We are regularly enhancing our partnerships with foundations and corporations and have received grants of \$50,000 or more over multiple years from several organizations, including the Zable Foundation, the Sahm Family Foundation, Focusing Philanthropy, and Price Philanthropies. The 29 members of VFC's Board of Directors actively support our mission and fiscal success. They each personally contributed an average of \$19,000 last year. The Board of Directors' Philanthropy Committee partners with our CEO and development team leaders to shape VFC's fundraising strategy and identify new sources of

financial support. Each of these funding sources contributes to our overall program budget to serve children from throughout San Diego County, including the City of Santee.

Applicant Certification:

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

Kelly Capen Douglas, Esq., President & CEO



Type or Print Your Name and Title

Signature

**City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2022**

- 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. Inclusion of the estimated number of Santee residents served is required.

Voices for Children (VFC) respectfully requests \$5,000 in CDBG funding to support the Court Appointed Special Advocate (CASA) program. The purpose of the project is to match children in foster care with consistent, caring volunteers, called CASAs, who fill a critical gap in the overburdened foster care system by ensuring that the best interests of the children are not overlooked. CASAs advocate on a child's behalf in court and in the community.

VFC provides advocacy and support via the CASA program to children, ages 0–21, who are living in San Diego County foster care. While the foster care system impacts youth and families of every race, ethnicity, and socioeconomic class, youth of color and LGBTQ youth remain overrepresented. Approximately 55% of the youth we serve are Hispanic/Latino (compared to 46% of the general population, according to Kidsdata.org), 20% are White/Caucasian, 19% are Black/African American (compared to 5% of the general population), 2% are Asian/Pacific Islander, 3% are multi-racial, and 1% are Native American (compared to 0.6% of the general population).

VFC will provide CASAs to at least 1,500 unduplicated clients throughout San Diego County in fiscal year (FY) 2022–23. Based on data from previous years, we estimate that 10–15 children from the City of Santee will spend time in foster care during FY 2022–23. This grant, if awarded, will enable VFC to provide two (2) of these Santee children with the benefits of CASA advocacy.

- 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).

Through the CASA program, community volunteers called CASAs advocate on behalf of children in foster care under the supervision and guidance of VFC staff members called Advocacy Supervisors. All CASA activities funded by this grant would take place between July 1, 2022 and June 30, 2023. All CASAs first complete VFC's intensive 35-hour training course called Advocate University. They commit to serving for at least 18 months and spend 10–15 hours a month on their cases. Each month, CASAs visit with their assigned child and speak with family members, caregivers, teachers, healthcare providers, and child welfare professionals to gain a holistic understanding of a child's situation. For older youth who are preparing to transition out of foster care, CASAs help with finding safe housing, financial management, and many other life skills. Twice a year, CASAs accompany their assigned child to court and submit a comprehensive written report that includes case updates and recommendations. Judges rely on these reports to make informed decisions about a youth's housing, education, mental and physical health, and overall well-being. Many CASAs advocate for their assigned child beyond their 18-month commitment and throughout the child's time in foster care.

The advocacy provided to each individual child can look very different from child to child. Children in foster care are a diverse group in many ways. They range in age from 0-21, and they enter the foster care system for a variety of complex reasons. Some children will only

spend a few months in the foster care system, while others will remain in the system until they age out on their 21st birthday. The disparate paths foster children's cases take make it difficult to measure the quantity of the services we provide since the advocacy provided by a CASA is tailored to address a child's individual experience and needs during their time in the foster care system.

However, VFC's CASA program provides every participant with three distinct services:

1. An individual and personal relationship with a CASA volunteer, which is established through home visits and fun outings in the community;
2. The CASA's presence and verbal advocacy at regularly scheduled court hearings, child welfare meetings, and school meetings; and
3. The submission of detailed court reports that include case updates about the child and recommendations to the judge at all regularly scheduled court hearings (typically every 6-months).

CASAs are supervised by a VFC Advocacy Supervisor throughout the duration of their volunteer service. Advocacy Supervisors help CASAs to learn about the history of their assigned child's case and develop a detailed case plan. Advocacy Supervisors are trained to respond to the most challenging questions from CASAs, such as: "My case child is having thoughts of suicide, how should I help?" and "My case child has not attended school in four years. Where do I begin?" They also maintain an emergency cell phone line 24 hours a day/365 days a year that CASAs can call if a child should have a health, housing, or other emergency. VFC supports CASAs to make informed recommendations in Court to achieve the best possible outcomes for each child.

- C.** Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, or is included under the Eligible Activities. Please see the Request for Proposal to assist with this request.

VFC exclusively serves children who have experienced abuse or neglect and are under the Court's jurisdiction. According to the U.S. Department of Housing and Urban Development (HUD), abused and neglected children are presumed to be low- and moderate-income (LMI) persons. This project meets the City of Santee's priority of providing public services and activities to improve the quality of life for residents, specifically the special needs population of children in foster care. Through the CASA program, VFC improves the quality of life for children in foster care. This year, approximately 3,500 children will spend time in the San Diego County foster care system. Each child has experienced multiple and often compounding traumatic experiences in the form of child abuse and neglect at the hands of a caregiver or parent. These experiences are often the result of intergenerational trauma caused by poverty, racism, and/or discrimination. Once in foster care, children face new stressors: being separated from their families, living with strangers, home placement transitions, and frequently lacking consistent and caring adult figures in their lives. Overwhelmingly, the overburdened and bureaucratic foster care system cannot meet the individual needs of the children it is supposed to protect. Its shortcomings—including daunting caseloads and a high turnover rate for child welfare professionals—result in additional childhood trauma that has lifelong impacts. Research shows that children in foster care experience poor educational outcomes, homelessness, and underemployment as a result of time spent in the foster care system. Children are twice as likely as their peers to have anxiety, depression, developmental delays, and asthma (Turney and Wildeman, 2016). Only 54% of foster youth graduate high school within four years, compared to

83% of their peers, and only 4% of former foster youth obtain a college degree by age 26, compared to 36% of the general population (Educational Results Partnership and California College Pathways, 2019). According to John Burton Advocates for Youth, one in three youth who exits foster care in California experiences homelessness within two years. Research from the Centers for Disease Control and Prevention shows that having one secure and supportive relationship promotes adaptive responses to trauma. While child welfare professionals and caregivers may come and go, CASAs form enduring relationships with youth and provide them with consistent advocacy and support. They ensure that the unmet educational, physical and mental health, and housing needs of foster youth are not overlooked by advocating in court, in schools, and in the community. VFC is the only organization designated by the Superior Court to provide CASA services to City of San Diego children in foster care.

D. Agency/Nonprofit Organization Information:

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

VFC is an independent nonprofit organization that has been in operation since 1980. It was incorporated on December 1, 1982. The founders established VFC with the intention of mitigating the devastating effects of child abuse and long-term foster care. They adopted an emerging model in which volunteers, called CASAs, are enlisted to ensure better housing placements and more positive life outcomes for children in foster care. VFC and its staff and volunteers have impacted thousands of San Diego County children in foster care over the past 41 years, including 103 from Santee since 2014 alone. VFC is grateful to have received CDBG funding from the City of Santee for the past two (2) fiscal years including FY 20-21 and FY 21-22. We are currently providing services to children in foster care in the City of Santee.

VFC's primary program/service is the CASA program, which is the focus of this grant request. We anticipate serving 1,500 foster youth during FY 2022–23, including between 10 and 15 from the City of Santee. VFC also operates three sub-programs in San Diego County: the Case Assessment Program, the Case Liaison program, and the Juvenile Justice CASA program. Under the Case Assessment Program (CAP), VFC Case Liaisons are stationed in each of San Diego County's dependency courtrooms, including the dependency courtroom at the Superior Court East County Division located in El Cajon. There, Case Liaisons assess the case of every child who enters foster care. Case Liaisons then refer children with the greatest needs to the CASA program and children with less urgent needs to the Case Liaison program. CAP staff regularly monitor those children not provided either a CASA or a Case Liaison in case their needs should elevate to a level requiring ongoing advocacy. VFC also created a Juvenile Justice program to provide CASA services to justice-involved youth outside of foster care.

VFC will assess the case of each child who spends time in foster care in San Diego County and provide CASA or Case Liaison services to at least 2,100 of the estimated 3,500 children who will spend time in foster care during FY 2022–23.

E. Financial:

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

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

F. Personnel:

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

Stephen Moore, Chief Program Officer, will administer this project, if awarded. He has been instrumental in the development of the CASA program since he began with VFC in 2008 as an Advocacy Supervisor. Over the last 13 years, Stephen has assumed various positions with increasing responsibility. He has a vast depth of institutional knowledge. Additionally, Stephen serves on the San Diego County Child and Family Strengthening Advisory Board and is an important liaison between VFC and the Court, dependency judges, and other service organizations with whom we partner. Stephen has been the programmatic lead for each of VFC's previous CDBG grant awards and has successfully stewarded each one to meet or exceed goals. Stephen has a bachelor's degree in Criminal Justice from San Diego State University.

G. Conflict of Interest:

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

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

City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2022

RECEIVED

JAN 10 2022

Dept. of Development Services
City of Santee

GENERAL INFORMATION: Date: 1/7/2022

Agency Name: CSA San Diego County
Agency Address: 327 Van Houten Ave., El Cajon, CA 92020-5128

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

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

Phone: 619-444-5700 Fax:
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: \$176,500

Source of Other Funds: Other Cities CDBG funds, volunteers, 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



Signature

City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2022

- 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. Inclusion of the estimated number of Santee residents served is required.

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 2021-2022 through direct phone contact, in-person mediation, distribution of bilingual Fair Housing handbooks, our website, and through participation in the Santee Collaborative.

CSA participates in the Santee Collaborative, East County Action Network, and the East County Senior Service Providers. Through these organizations and the Santee library, our staff distributes information in regard 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. Also we have a talented group working on outreach, to supplement the counselors efforts. All activities will be performed during the fiscal year July 1st, 2022 through June 30, 2023.

- C.** Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, or is included under the Eligible Activities. Please see the Request for Proposal to assist with this request.

CSA San Diego County has provided high quality and reliable housing and human relations services in San Diego County for over 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 accountant, Tyrone Spencer, 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. CSA is anticipating our first annual audit 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.

MEETING DATE February 9, 2022

ITEM TITLE INTRODUCTION AND FIRST READING OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA REGARDING BY-DISTRICT ELECTIONS, ADJUSTING THE BOUNDARIES OF CITY COUNCIL ELECTION DISTRICTS AND CONFIRMING SUCH REVISED COUNCIL DISTRICT BOUNDARIES AS REFLECTED IN THE ATTACHED MAP

DIRECTOR/DEPARTMENT Annette Ortiz, City Clerk

SUMMARY

Pursuant to Election Code section 21621, cities with by-district election systems are required to redraw their district boundary maps to ensure compliance with the California and federal Voting Rights Acts. The process to complete the redistricting requires a minimum of four public hearings and dedicated public outreach to ensure minority populations and communities of interest are aware of the redistricting effort and are provided with options to participate. The first of four required public hearings was held on October 13, 2021 and the second public hearing was held on November 10, 2021. A third public hearing was held on January 26, 2022, with a fourth public hearing held on February 9, 2022. At the February 9, 2022 public hearing, the City Council identified a preferred map (identified as Option 4 in the Staff Report). The attached Ordinance, presented for introduction and first reading, would adopt that preferred map. The deadline for Santee to complete the redistricting process is April 17, 2022.

FINANCIAL STATEMENT *jm*

There is no fiscal impact associated with the recommended action.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION *MAB*

Introduce and conduct first reading of an Ordinance Regarding By-District Elections, Adjusting the Boundaries of City Council Election Districts and Confirming Such Revised Council District Boundaries, as Reflected in the Attached Map.

ATTACHMENTS

Staff Report
Maps and Demographic Analysis
Ordinance (with preferred map attached)

STAFF REPORT

INTRODUCTION AND FIRST READING OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA REGARDING BY-DISTRICT ELECTIONS, ADJUSTING THE BOUNDARIES OF CITY COUNCIL ELECTION DISTRICTS AND CONFIRMING SUCH REVISED COUNCIL DISTRICT BOUNDARIES AS REFLECTED IN THE ATTACHED MAP

March 9, 2022 Council Meeting

BACKGROUND

Pursuant to Election Code section 21621, charter cities with by-district election systems are required to redraw their district boundary maps to ensure compliance with the California and federal Voting Rights Acts. The process to complete the redistricting requires a minimum of four public hearings and dedicated public outreach to ensure minority populations and communities of interest are aware of the redistricting effort and are provided with options to participate. The City held its first public hearing on October 13, 2021 and its second public hearing on November 10, 2021. The third public hearing was held on January 26, 2022, with a fourth public hearing held on February 9, 2022. At the February 9, 2022 public hearing, the City Council identified a preferred map. The attached Ordinance, presented for introduction and first reading, would adopt that preferred map. The deadline for Santee to complete the redistricting process is April 17, 2022.

DISCUSSION

The City adopted its current district boundaries in 2018, following the transition to district-based elections and based on 2010 census data as required by law. The districts must now be redrawn using the 2020 census data and in compliance with the FAIR MAPS Act, which was adopted by the California legislature as AB 849 and took effect January 1, 2020.

Under the Act, the City Council shall draw and adopt boundaries using the following criteria in the listed order of priority (Elections Code 21621(c)):

1. Comply with the federal requirements of equal population and the Voting Rights Act
2. Be geographically contiguous
3. Undivided neighborhoods and “communities of interest” (socio-economic geographic areas that should be kept together)
4. Display easily identifiable boundaries
5. Be compact (do not bypass one group of people to get to a more distant group of people)
6. Shall not favor or discriminate against a political party

Once the prioritized criteria are met, other traditional districting principles can be considered, such as:

1. Minimize the number of voters delayed from voting in 2022 to 2024
2. Respect voters' choices/continuity in office
3. Future population growth

By law, the City must hold at least four public hearings that enable community members to provide input on the drawing of district maps:

1. At least one hearing must occur before the city or county draws draft maps
2. At least two hearings must happen after the drawing of draft maps
3. The fourth hearing can happen either before or after the drawing of draft maps
4. City or county staff or consultants may hold a public workshop instead of one of the required public redistricting hearings

To increase the accessibility of these hearings, cities and counties must take the following steps:

1. At least one hearing must occur on a Saturday, Sunday, or after 6:00 p.m. on a weekday
2. If a redistricting hearing is consolidated with another local government meeting, the redistricting hearing must begin at a pre-designated time
3. Local public redistricting hearings must be made accessible with people with disabilities

Analysis of the City's current district boundaries, adjusted for the 2020 Census data, shows the districts remain population-balanced. The City's population is 60,162. The ideal district population is one-fourth of that number, or 15,040.

Determining population balance is done by measuring the spread, or deviation, between the least populated district and the greatest populated district. Deviations of 10% or less are generally considered acceptable under U.S. Supreme Court rulings on equal protection.

The current population of District 1 is under the ideal at -3.46% while District 2 is over the ideal at 4.05%. Combined, those deviations bring the City's current total deviation to 7.51%. As such, the district boundaries do not need be adjusted to achieve a population balance with less than a 10% deviation. While the City Council may choose to revise district boundaries to achieve a lower population deviation or to consider specific communities of interest, it is not required to revise the districts under the constitutional requirements for equal protection.

Another consideration is the distribution of minority voters throughout the City, and whether there is a possibility of creating a majority/minority voting district as required under the federal Voting Rights Act. This analysis involves reviewing the ethnicity demographics from the census data, specifically citizens of voting age populations

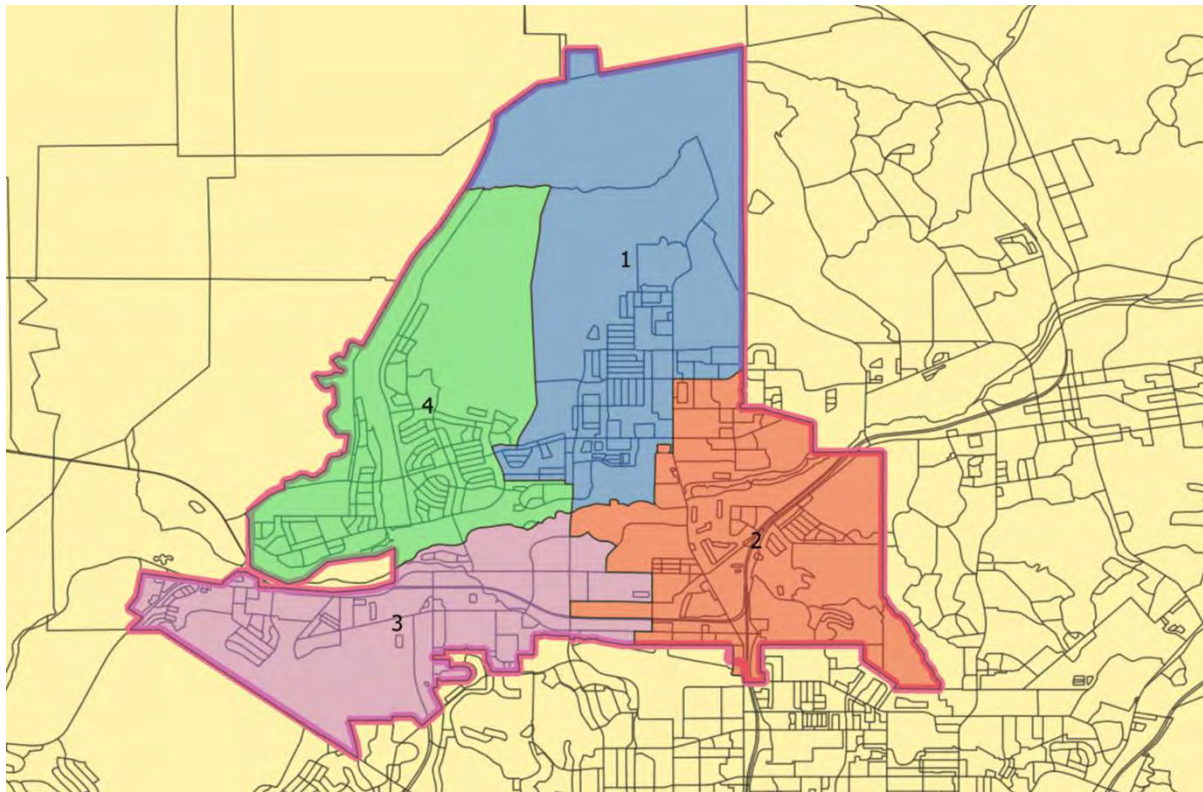
(CVAP). Upon review of the City's CVAP data, creation of a majority/minority voting district (a district in which an identified minority comprises the majority of voting age population) is likely *not* possible while remaining in compliance with regard to the other mapping requirements noted above. The City's total combined minority CVAP population is low, 27%, and the dispersed nature of all minorities makes it difficult to create a majority/minority voting district. A complete demographic breakdown of the existing districts is attached to this report.

The purpose of this public hearing is to review draft maps, to inform the public about the districting process, and to hear from the community on factors that must be taken into consideration for district boundaries. The public is requested to provide input regarding communities of interest and other local factors that should be considered for district maps. A community of interest under the relevant Elections Code for cities (Section 21621(c)) is, "a population that shares common social or economic interests that should be included within a single district for purposes of its effective and fair representation."

Possible features defining community of interest might include, but are not limited to:

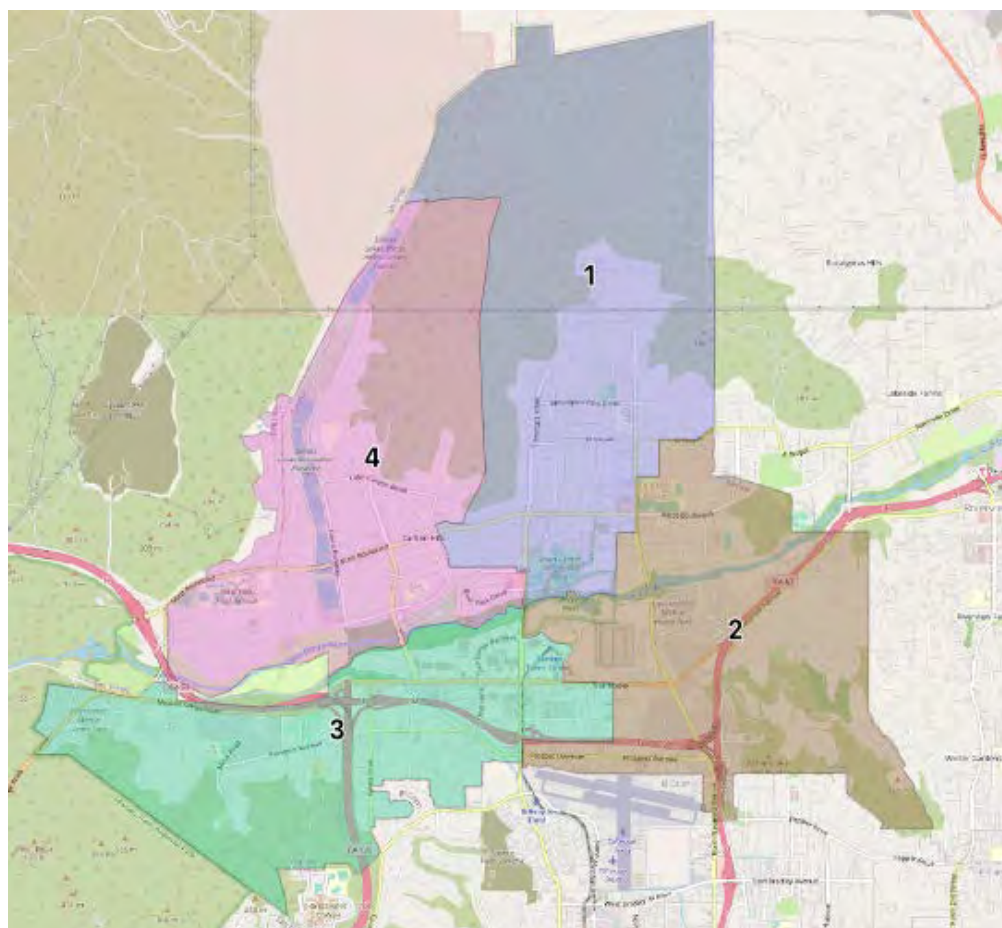
1. School attendance areas;
2. Natural dividing lines such as major roads, hills, or highways;
3. Areas around parks and other neighborhood landmarks;
4. Common issues, neighborhood activities, or legislative/election concerns; and
5. Shared demographic characteristics, such as:
 - Similar levels of income, education, or linguistic insolation;
 - Languages spoken at home; and
 - Single-family and multi-family housing unit areas.

The City's current district boundary map (Map Option 1) is illustrated below:



Given that the City's existing Council district boundaries are in compliance with state and federal law governing district-based elections, the City's Redistricting consultant prepared one additional draft map option for Council's consideration at the public hearing held on January 26, 2022. The map is summarized below, and accompanying demographic information may be found attached to this report (Attachment).

Map Option 2 (previously Option B)



Map Option 2 is a relatively minor population balance adjustment that closely resembles the current boundary map, particularly with regard to the intersection of all four districts and the relative compact shape of the districts, taking into consideration the unique geography of the City's boundaries. Option 2 does not create a majority/minority voting district, as the City's minority population does not rise to the level where creation of such a district is possible. Option 2 exhibits a deviation of 4.86%, as compared to the current deviation of 7.51%. The map preserves the core of existing districts and complies with the requirements of the Fair Maps Act as outlined above. A complete demographic analysis is attached to this report.

At the public hearing on January 26, 2022, the Council expressed a desire to see revisions to Map Option 2, along with considering any maps that may be submitted by the public using the online mapping tool. The online mapping tool became "live" immediately following the January 26, 2022 public hearing, and may be accessed at the following link: https://mapsantee.org/?page_id=10.¹ At the time of agenda production for the next

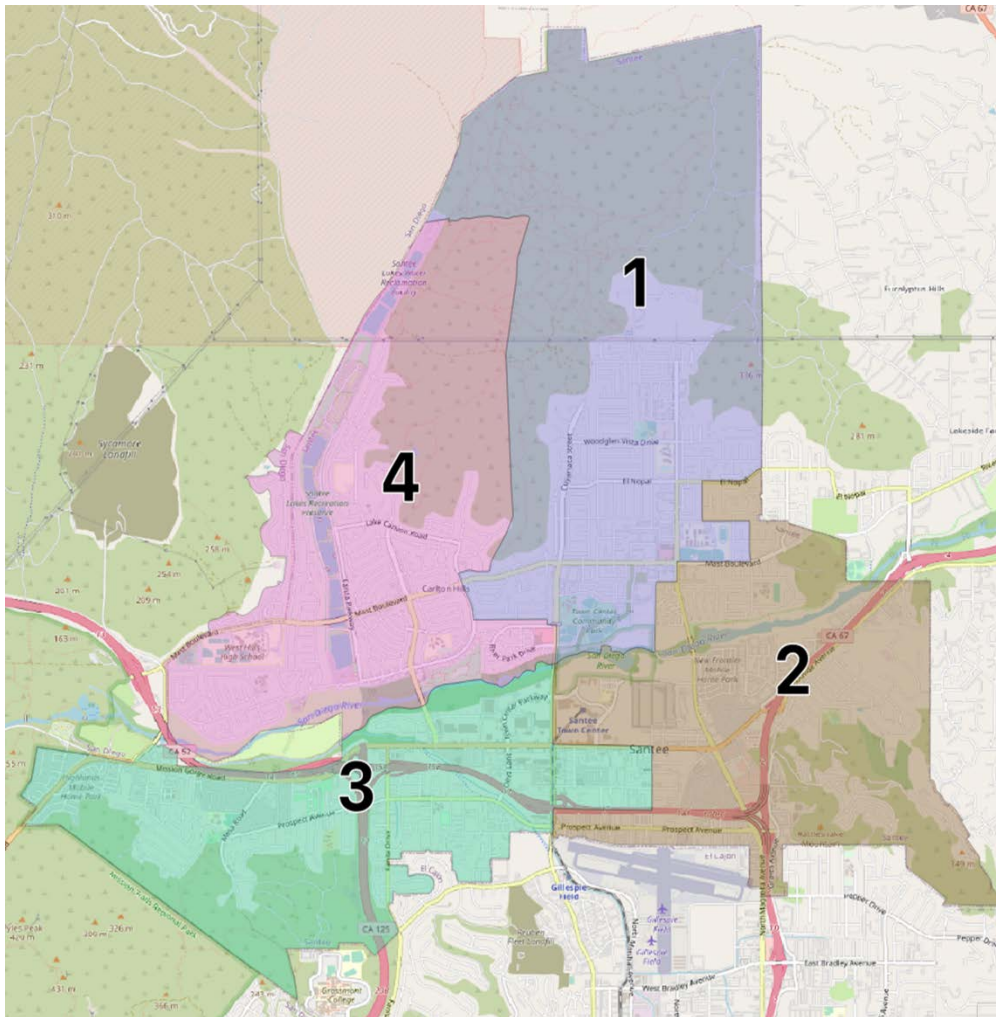
¹ In order to use the free online tool, users are required to create a free account, and follow detailed instructions. Links to create the account and to read the instructions are provided at the above link.

meeting, no maps had been submitted by members of the public. The City's consultant prepared a revision to Map Option 2, which is summarized below.

Further, an online tool for closely examining the boundaries, with zoom and search capabilities, may be found here:

<https://www.google.com/maps/d/u/0/viewer?mid=13GX4WpEGkJXBAVg17oY-J0yOC5dYdX2p&ll=32.85919150786184%2C-116.98819700000001&z=13>

Map Option 3

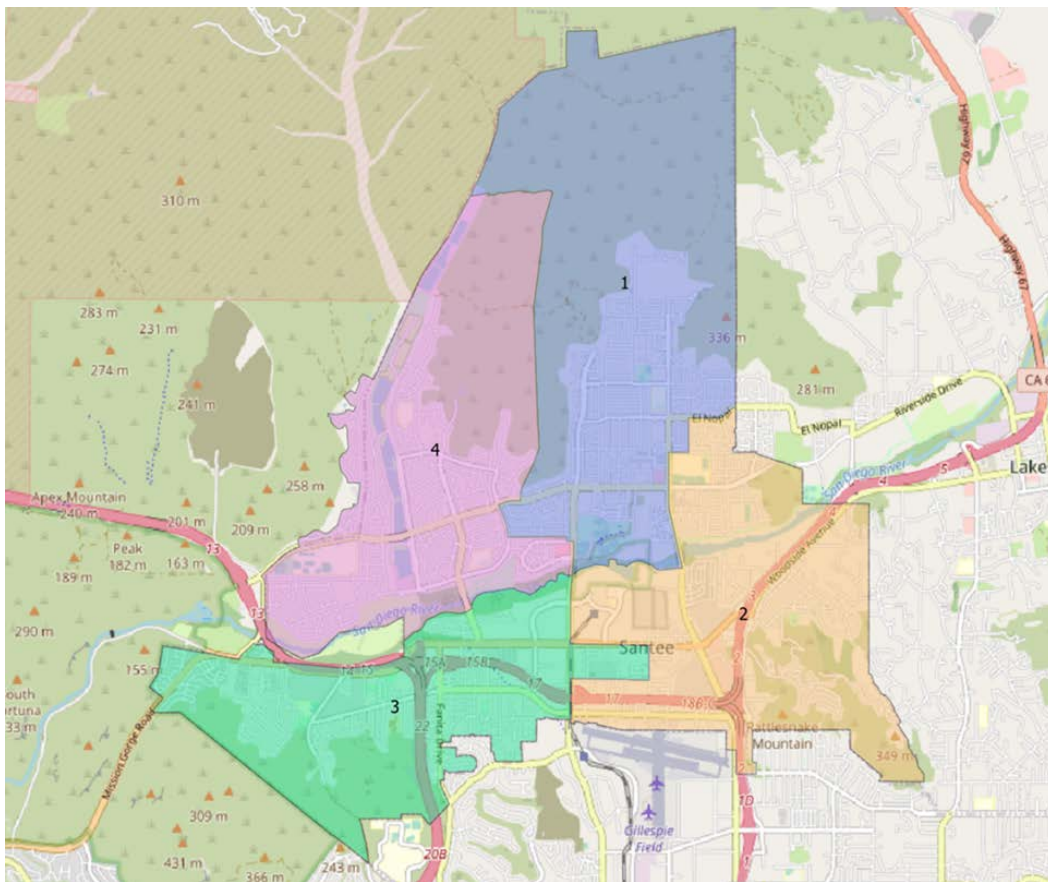


Option 3 addresses the commercial center at the intersection of Mission Gorge Road and Cuyamaca Street, placing the center wholly in District 2. It also moves the Santana High School property and a few adjacent residential properties into District 1. It exhibits a deviation of 4.73%, down slightly from Option 2, upon which it was based. Like Option 2,

it closely resembles the City's current district boundaries, and creates compact and contiguous districts. Option 3 does not create a majority/minority voting district, as the City's minority population does not rise to the level where creation of such a district is possible. A complete demographic breakdown is attached to this report.

At the public hearing on February 9, 2022, the Council examined the above maps and determined a new map should be created. At the hearing, working with the City's consultant, the following map was drawn, and then subsequently evaluated for compliance with the requirements of state and federal law.

Map Option 4 (Council's Preferred Map)

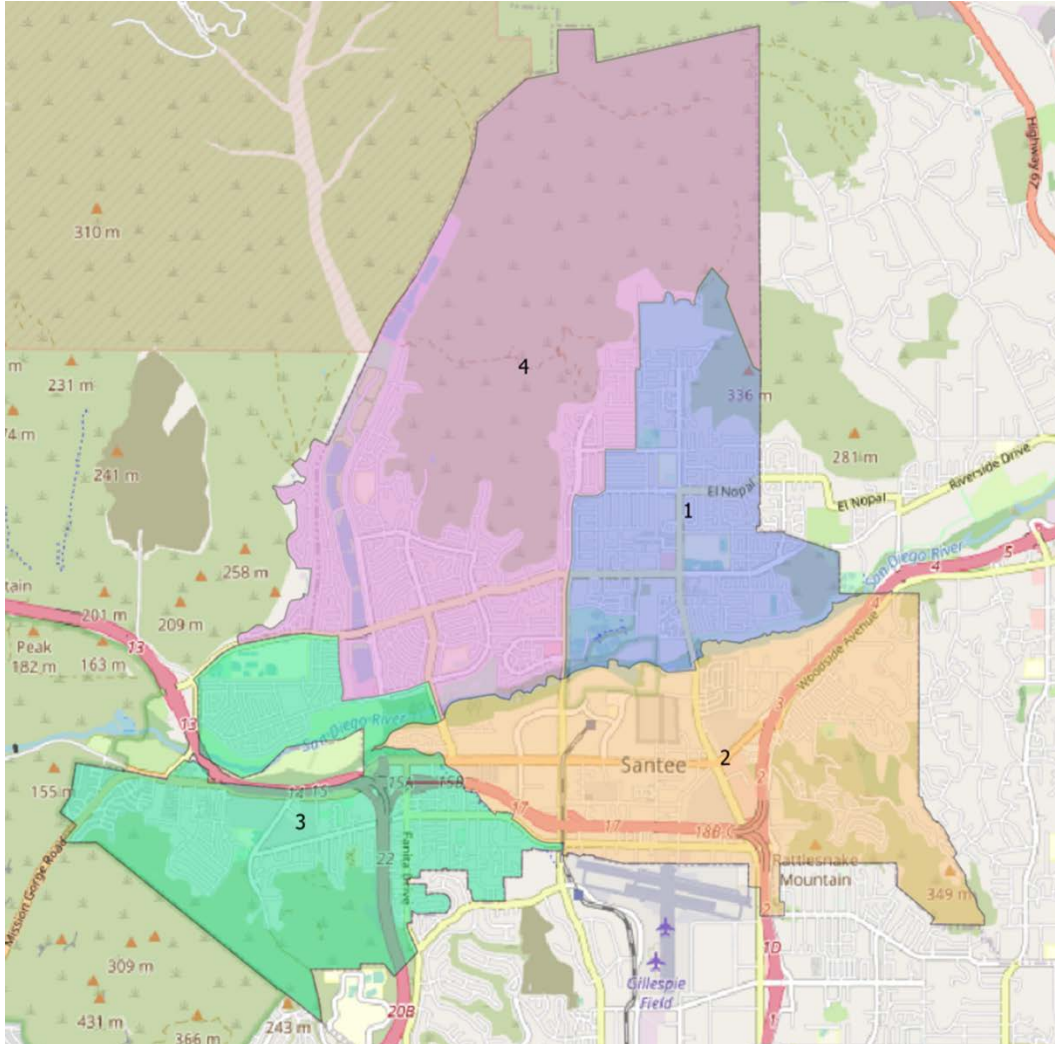


Option 4 is population balanced with a total deviation of 5.51%. It closely resembles the current boundary map, while moving small populations to lower the total deviation. It creates, compact, contiguous districts. Like the other options, Option 4 does not create a majority/minority voting district, as the City's minority population does not rise to the level where creation of such a district is possible. A complete demographic breakdown is attached to this report.

At the February 9, 2022 meeting, Council identified this map as its preferred map, and requested that staff bring back an Ordinance adopting this map.

Following the public hearing on February 9, 2022, an additional map was received from a member of the public. Map Option 5 is summarized below:

Map Option 5



Option 5 is not population balanced, with a total deviation of 10.33%. The districts are less compact than in other options, all contiguity is maintained throughout. Should the Council express a general interest in Option 5, the City's consultant may be able to make modifications to bring the total deviation down to a level below the 10% threshold for population balance.

NEXT STEPS

Staff recommends that Council introduce and conduct the first reading of the Ordinance approving the final boundary map (Option 4). Alternatively, should Council wish to see revisions to any of the proposed maps, staff will return at a future meeting which may be scheduled for March 23, 2022. Should additional public hearings be necessary to identify and select a preferred map, they will be scheduled accordingly. As stated above, the deadline for the City of Santee to complete the redistricting process is April 17, 2022.

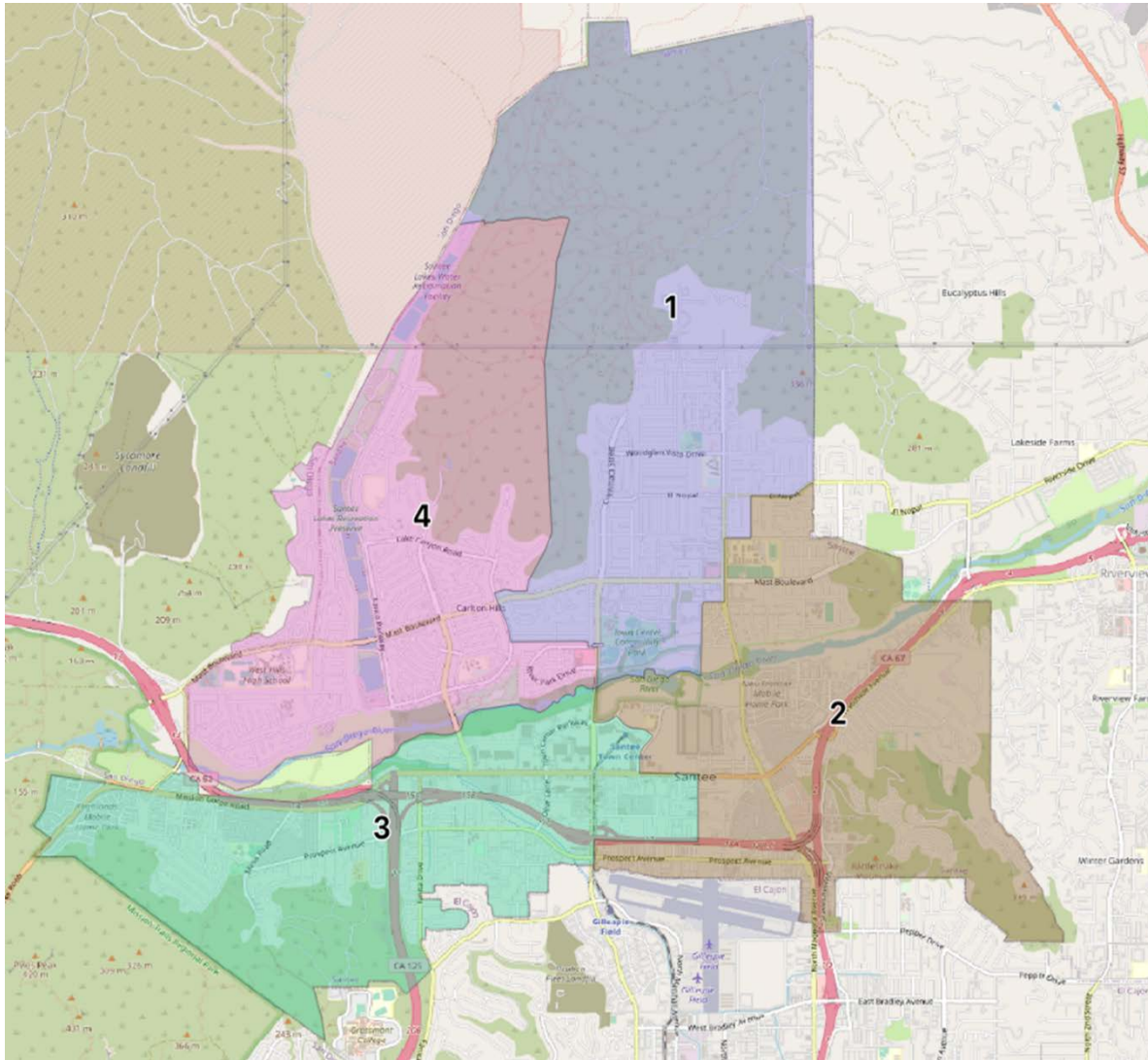
RECOMMENDATION

Introduce and conduct first reading of an Ordinance Regarding By-District Elections, Adjusting the Boundaries of City Council Election Districts and Confirming Such Revised Council District Boundaries, as Reflected in the Attached Map.

Attachment

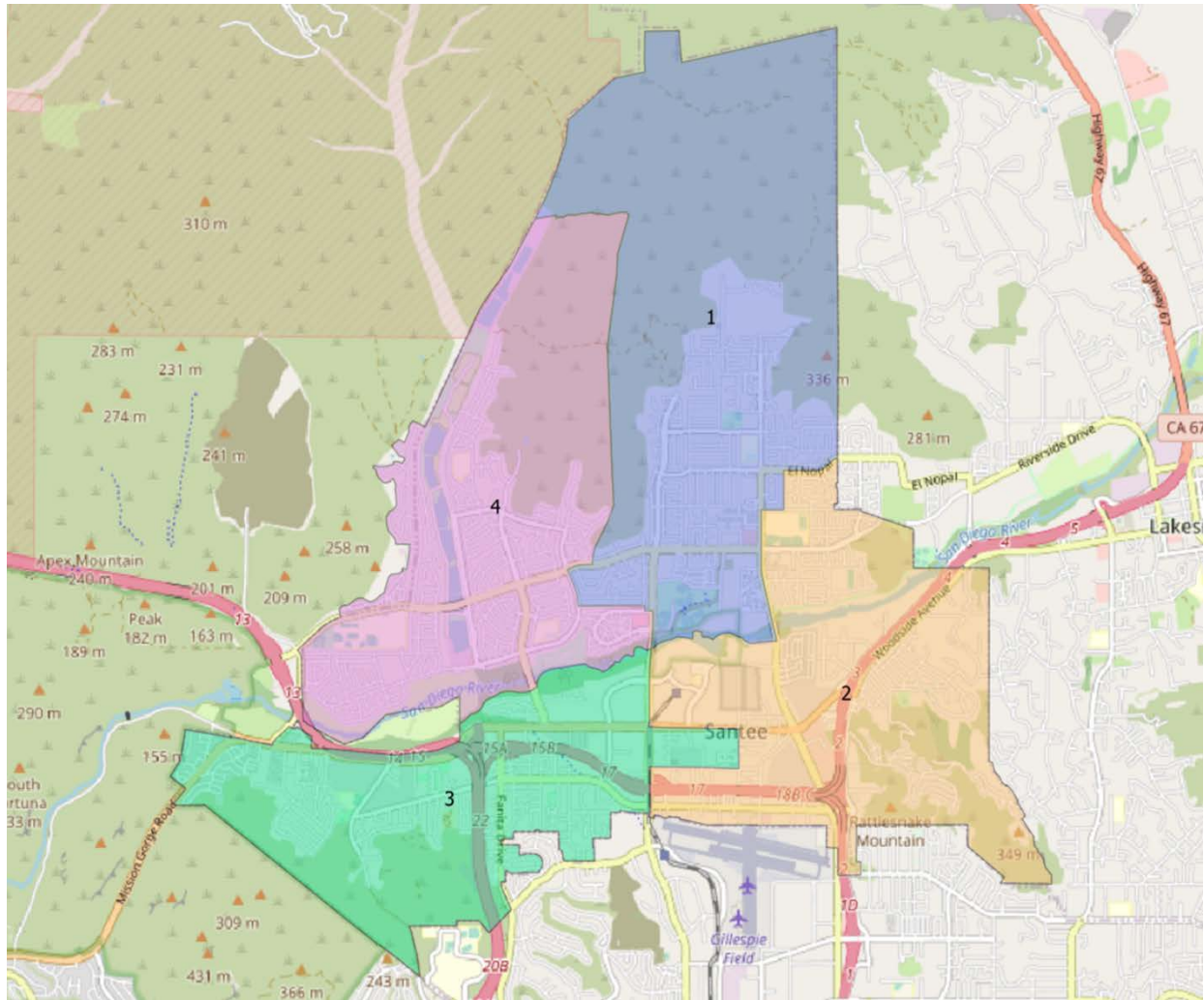
Proposed Map and Demographic Analysis

Map Option 2 (previously B)



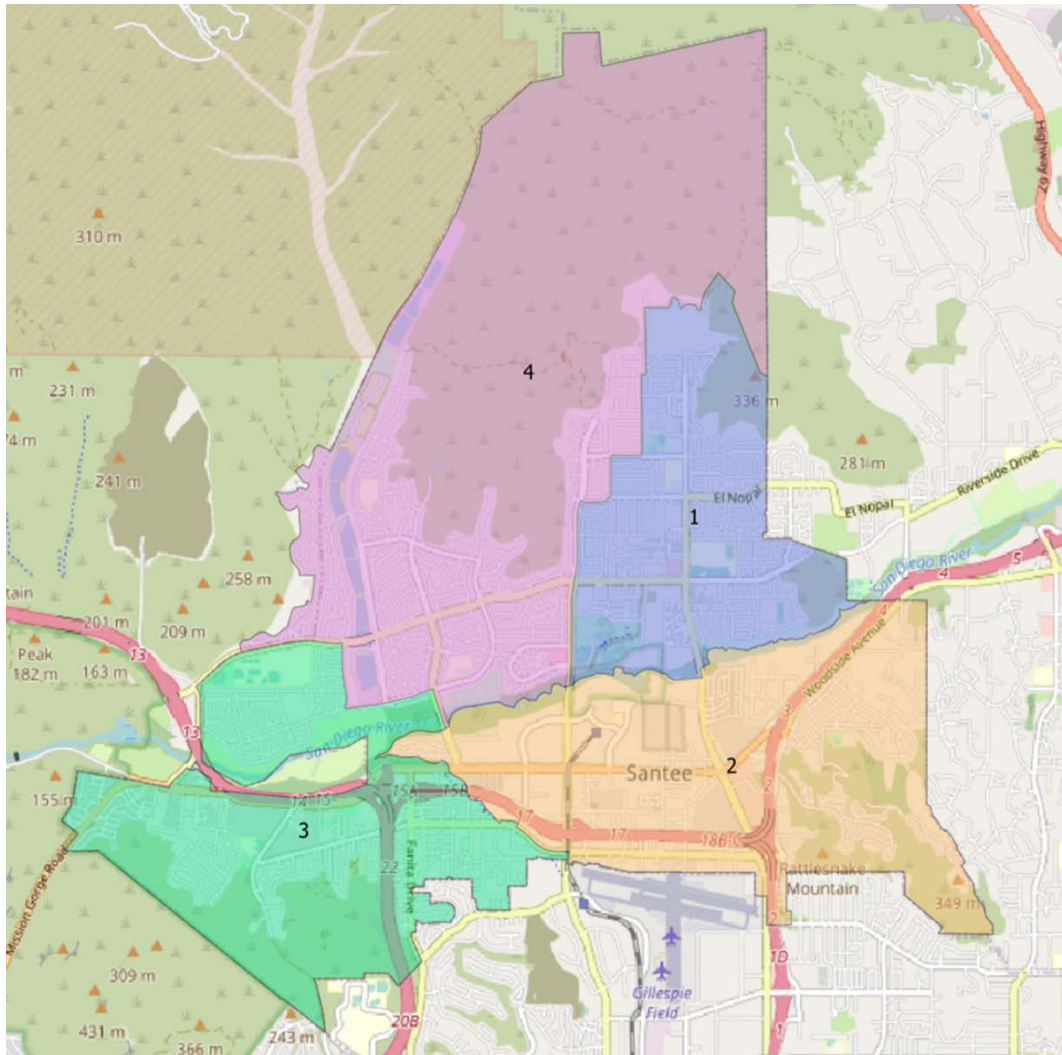
District	Total Population	Raw Deviation	% Deviation	NL* White Alone	Latino	CVAP**19 Total	CVAP19 NL White	CVAP19 NL Black	CVAP Hispanic	CVAP19 Not Hispanic	CVAP19 NL AIAN***	CVAP19 NL ASIAN	CVAP19 NL Hawaiian	CVAP19 NL Other
1	15,006	(35)	-0.23%	10,022	2,754	10,692	8,006	313	1,458	9,296	35	450	44	127
2	15,167	127	0.84%	8,992	3,786	11,925	8,387	440	1,817	10,050	126	802	49	66
3	15,360	320	2.12%	9,245	3,301	10,954	7,961	205	1,689	9,270	97	569	28	69
4	14,629	(412)	-2.74%	9,583	2,706	10,455	7,842	109	1,420	9,015	37	587	3	100
Total	60,162													
Ideal	15,041													
Deviation	4.86%													
*NL =	Non-Latino													
**CVAP =	Citizen Voting Age Population													
***AIAN=	American Indian Alaskan Native													

Map Option 4



District	Total Population	Raw Population	% Population	Latino	CVAP*19 Total	CVAP19 NL** White	CVAP19 NL Black	CVAP Hispanic	CVAP19 Not Hispanic	CVAP19 NL AIAN***	CVAP19 NL ASIAN	CVAP19 NL Hawaiian	CVAP19 NL Other
1	15,513	473	3.14%	2,834	11,081	8,351	317	1,501	9,664	43	455	48	133
2	14,931	-110	-0.73%	3,764	11,744	8,185	443	1,811	9,858	118	797	45	72
3	15,033	-8	-0.05%	3,233	10,701	7,791	198	1,645	9,057	97	562	28	57
4	14,685	-356	-2.36%	2,716	10,500	7,869	109	1,427	9,052	37	594	3	100
Total	60,162												
Ideal	15,041	Deviation	5.51%										
*CVAP =	Citizen Voting Age Population												
**NL =	Non Latino												
***AIAN =	American Indian Alaskan Native												

Map Option 5



District	Total Population	Raw Population	% Population	Latino	CVAP*19 Total	CVAP19 NL** White	CVAP19 NL Black	CVAP Hispanic	CVAP19 Not Hispanic	CVAP19 NL AIAN***	CVAP19 NL ASIAN	CVAP19 NL Hawaiian	CVAP19 NL Other
1	15,919	879	5.84%	2,930	11,615	8,833	302	1,520	10,182	43	474	31	103
2	14,365	-676	-4.49%	3,984	11,150	7,352	504	1,945	9,136	143	749	73	95
3	15,064	24	0.16%	2,953	10,644	8,093	134	1,460	9,159	85	561	-	40
4	14,814	-227	-1.51%	2,680	10,617	7,918	127	1,459	9,154	24	624	20	124
Total	60,162												
Ideal	15,041	Deviation	10.33%										
*CVAP =	Citizen Voting Age Population												
**NL =	Non Latino												
***AIAN =	American Indian Alaskan Native												

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA REGARDING BY-DISTRICT ELECTIONS, ADJUSTING THE BOUNDARIES OF CITY COUNCIL ELECTION DISTRICTS AND CONFIRMING SUCH REVISED COUNCIL DISTRICT BOUNDARIES, AS REFLECTED IN THE ATTACHED MAP

WHEREAS, the United States Census Bureau is required by Article I, Section 2, of the United States Constitution to conduct an accurate count of the population every ten years; and

WHEREAS, California Elections Code § 21601 requires that following each decennial federal census, and using that census as a basis, the Council shall, by ordinance or resolution, adjust the boundaries of any or all of the Council election districts of the City so that the districts shall be substantially equal in population as required by the United States Constitution, California Constitution, and the Federal Voting Rights Act. In establishing the boundaries of the districts, the Council must give consideration to the following factors in the following priority: (a) contiguity of districts, (b) respecting communities of interest, (c) drawing easily identifiable districts through use of natural or artificial boundaries and (d) compactness of territory in districts; and

WHEREAS, California Elections Code § 21602 requires that the Council adopt an ordinance amending Council districts no later than April 17, 2022; and

WHEREAS, on September 27, 2021, the Census Bureau sent 2020 Census data to the State of California with an official population estimate of 60,162 residents for the City of Santee; and

WHEREAS, the City Council of the City of Santee ("City Council") held four public hearings on October 13, 2021, November 10, 2021, January 26, 2022, and February 9, 2022, where the Council received briefings from the City's demographic consultant relating to the redistricting process and state and federal redistricting criteria, including the California Elections Code, the Federal Voting Rights Act and the United States Constitution, heard public testimony, and directed staff and the City's demographic consultant to prepare draft Council district maps for consideration; and

WHEREAS, in addition, City staff conducted public outreach by way of print and digital advertisements. During the public hearings, public comment was received on redistricting criteria and communities of interest; and

WHEREAS, at the January 26, 2022 and February 9, 2022 public hearings, the Council received a presentation of several draft maps prepared by the City's demographic consultant for compliance with applicable laws and standards and reviewed additional maps submitted by the public; and

WHEREAS, at the February 9, 2022 public hearing, the City Council agreed on Map Option 4, designating it as the preferred map and directed that it be presented to the Council for adoption by Ordinance; and

ORDINANCE NO. _____

WHEREAS, at each of the public hearings on redistricting, the Council heard testimony relating to “communities of interest,” which led the Council to reach the following determinations about communities of interest on the preferred map, as required under federal and state law:

- (1) The election districts are geographically contiguous. The districts are arrayed in a simple and logical form without any islands and with minimal intrusions from the area of one district into another;
- (2) To the extent practicable, the preferred map respects the geographic integrity of local neighborhoods and local communities of interest. The Council heard testimony about what constitutes communities of interest in the public’s view;
- (3) The election districts are easily identifiable and understandable by residents. The districts in the preferred map form a relatively simple pattern;
- (4) To the extent practicable, the election districts are geographically compact. Their configurations for the most part are compact, simple shapes, with nearby populations included in the same districts;
- (5) The election districts are balanced in terms of total population and voting age population. The districts are well within the one-person/one-vote deviations permitted under federal and state voting rights laws; and
- (6) Although the above criteria could not be met within any election district with a minority-majority district (i.e., a voting district where one distinct minority population is the majority population), the election districts do represent where possible an aggregation in single districts of substantial minority population blocs to enhance the potency of that minority voting voice;

WHEREAS, all information in the staff reports, maps, presentations, Council debate and public testimony referenced above is hereby incorporated into this decision and serves as evidentiary basis for these findings and legislative decision.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTEE DOES ORDAIN AS FOLLOWS:

SECTION 1. This Ordinance is adopted following four noticed City Council public hearings as required by California Elections Code section 21607.1.

SECTION 2. City Council elections shall continue to be conducted "by districts" in four districts as set forth in Exhibit A. The term “by district” shall mean election of members of the legislative body by voters of the district alone, as provided in Government Code Section 34871(d).

ORDINANCE NO. _____

SECTION 3. All ordinances and resolutions, or parts thereof in conflict with this Ordinance are hereby repealed.

SECTION 4. The City Manager is directed to take all necessary steps to give effect to this Ordinance. If necessary to facilitate the implementation of this Ordinance, the City Manager or his or her designee is authorized to make technical adjustments to the election district boundaries that do not substantively affect the populations in the districts, the eligibility of candidates, or the residence of elected officials within any district. The City Manager shall consult with the City Attorney concerning any technical adjustments deemed necessary and shall advise the City Council of any such adjustments required in the implementation of the districts.

SECTION 7. The City Clerk is hereby directed to provide a certified copy of this Ordinance to the San Diego County Registrar of Voters for use in subsequent Santee City Council Elections.

SECTION 8. Compliance with California Environmental Quality Act. This activity is exempt from environmental review under the California Environmental Quality Act ("CEQA") (Pub. Resources Code, § 21000 et seq.) pursuant to State CEQA Guidelines, (Cal. Code Regs., tit. 14, § 15000 et seq.) §§ 15061(b)(3), 15320, and 15378(b)(3). The redistricting process is an organizational and administrative activity of the City, does not have the potential to result in either a direct or reasonably foreseeable indirect physical change in the environment, and is therefore not a project for purposes of CEQA. (State CEQA Guidelines, §§ 15061(b)(3); 15378(b)(5).) In the event the transition process does constitute a project, it is categorically exempt under the Class 20 (Changes in the Organization of Local Governments) categorical exemption. (State CEQA Guidelines, § 15320.) None of the exceptions to the exemptions found in State CEQA Guidelines, § 15300.2 apply.

SECTION 9. Severability. If any section, subsection, subdivision, sentence, or clause or phrase in this Ordinance or any part thereof is for any reason held to be unconstitutional, invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have adopted each section irrespective of the fact that any one or more subsections, subdivisions, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

SECTION 9. Effective Date. This Ordinance shall become effective immediately upon its adoption.

SECTION 10. Publication. The City Clerk shall certify to the adoption of this Ordinance and cause it, or a summary of it, to be published in a newspaper of general circulation printed and published within the City of Santee, pursuant to all legal requirements.

ORDINANCE NO. _____

INTRODUCED AND FIRST READ at a Regular Meeting of the City Council of the City of Santee, California, on the 9th day of March, 2022, and thereafter **ADOPTED** at the Regular Meeting of the City Council held on the 23rd day of March, 2022, by the following vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

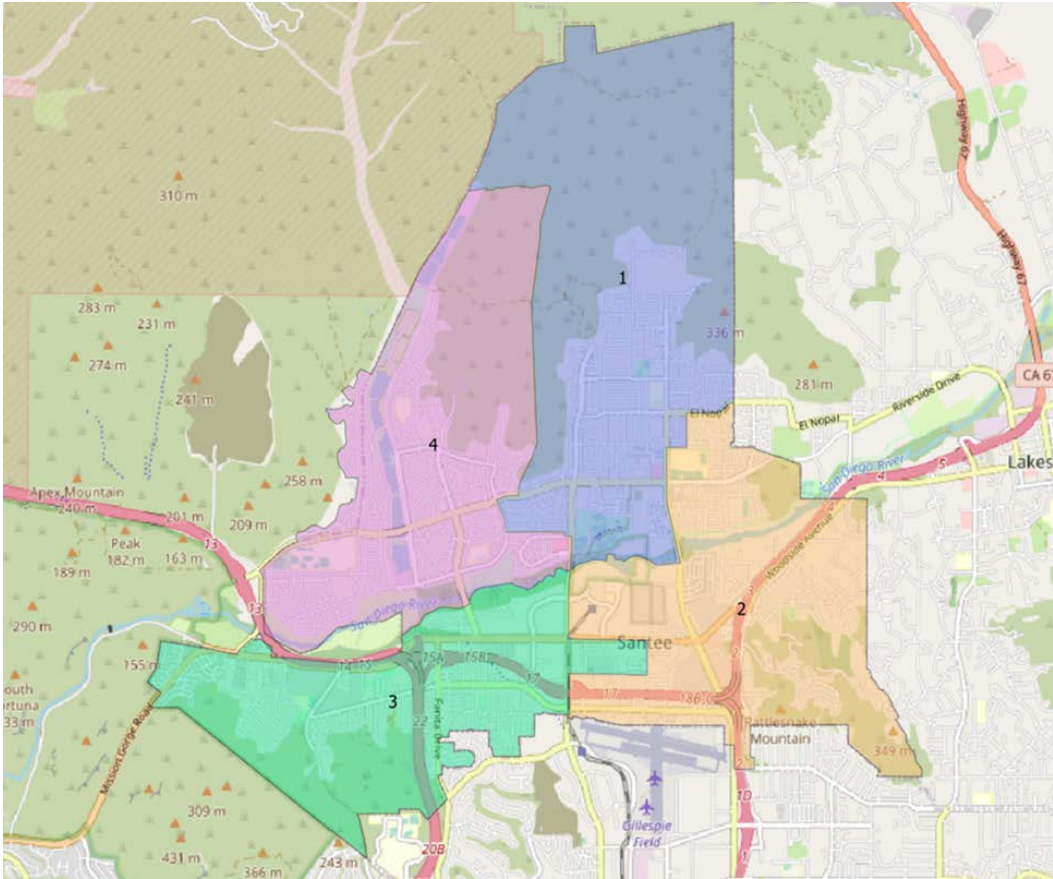
JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

EXHIBIT A

Final District Boundary Map



MEETING DATE March 9, 2022

ITEM TITLE CANNABIS WORKSHOP NO. 4

DIRECTOR/DEPARTMENT Marlene Best, City Manager
Tim McDermott, Finance
Chris Jacobs, Principal Planner
Shawn Hagerty, City Attorney

SUMMARY

At the City Council Planning Retreat on March 9, 2021, the City Council established a priority to review economic development and regulatory options for possible cannabis businesses in Santee. This priority was confirmed by the City Council at the City Council meeting on March 24, 2021. The City currently does not allow cannabis businesses to operate within City boundaries. The cannabis industry is highly regulated and the laws have evolved relatively quickly. Many cities across the state are similar to Santee, in that they have restricted cannabis businesses within the City and are now beginning to reconsider such restrictions.

Last year, the City Council held three public workshops on the topic of cannabis. In May, the Council considered information regarding the industry, actions of neighboring jurisdictions related to cannabis, and previous actions by the state to allow both medicinal and adult recreational use of cannabis. In August, the City Council gave direction by majority vote to continue to pursue information regarding retail (dispensary) uses, testing labs and microbusinesses that contain at least three elements of the cannabis industry under one company (e.g., retail, distribution, cultivation and/or manufacturing). In October, the Council reviewed information further outlining existing state regulations and requirements as well as policy questions generally related to location, license and revenue options for the industry to be used to assist in drafting the appropriate ordinance. On January 12, 2022, the City Council authorized a Professional Services Agreement with Harris & Associates to prepare an Initial Study / Mitigated Negative Declaration for the draft ordinance.

The focus of this workshop will be to present a draft cannabis ordinance and to receive Council direction regarding (1) the types of cannabis businesses allowed to operate in the City; (2) the procedure for the addition of a new owner to a cannabis business; and (3) the types of sensitive land uses around which “buffer zones” will be established and the appropriate distance for the buffer zones.

ENVIRONMENTAL REVIEW

This is a workshop, not subject to CEQA pursuant to Section 15306, titled “Information Collection”. Compliance with the Environmental Quality Act (CEQA) would be required for the adoption of the cannabis ordinance, and an Initial Study for the draft ordinance is underway.



FINANCIAL STATEMENT *sm*

Funds to support the investigative and review process were included in the Fiscal Year 2021/2022 adopted General Fund Budget. Future implementation costs if pursued would be supported by funds paid by any future cannabis businesses and/or product tax.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MSB*

1. Conduct the public workshop; and
2. Provide direction to staff on specified policy questions.

ATTACHMENTS

Staff Report

Ordinance

Maps 1: Zone districts

- 2: Sensitive uses (daycare, youth centers, schools, and parks)
3. Combined sensitive uses, zone districts and 600-foot buffers

STAFF REPORT

CANNABIS WORKSHOP NO. 4

City Council Meeting March 9, 2022

A. BACKGROUND

At the City Council Planning Retreat on March 9, 2021, the City Council established a priority to review economic development and regulatory options for possible cannabis businesses in Santee. This priority was confirmed by the City Council at the City Council meeting on March 24, 2021. The City of Santee currently does not allow cannabis businesses to operate within City boundaries. The cannabis industry is highly regulated, and the laws have evolved relatively quickly. Many cities across the state are like Santee, in that they have restricted cannabis businesses within the City and are now beginning to reconsider such restrictions.

At the City Council meeting on May 12, 2021, staff presented information on the status of the cannabis industry in California and within various local cities. Council directed staff to bring back additional information to assist in the consideration of allowing cannabis businesses to operate in Santee. The issue of retaining local control with informed decision making, as opposed to the threat of being subjected to State legislation or a voter initiative, was raised by several Council members.

At the City Council meeting on August 11, 2021, staff presented information and received Council direction regarding the specific types of cannabis businesses warranting further consideration, including retail (dispensary) uses, testing labs, and microbusinesses that contain at least three elements of the cannabis industry under one company (e.g., retail, distribution, cultivation and/or manufacturing).

At the City Council meeting on October 13, 2021, staff presented further information regarding state regulations as well as policy questions related to the location, license and revenue options for the industry segments selected by the City Council. Land use and CEQA considerations, best practices, and fiscal impacts / potential revenues were also discussed which informed the process of developing the Santee Cannabis Business Ordinance.

At the City Council meeting on October 13, 2021, the City Council directed staff to develop a cannabis ordinance. The purpose of this fourth workshop is to present the draft Santee Cannabis Business Ordinance and policy questions for Council consideration as work proceeds. With policy direction, staff will return to the Council with a revised ordinance. In addition, a CEQA analysis is being prepared as authorized by the Council on January 12, 2022. Staff anticipates the CEQA process to be completed in July 2022.

Following is a recap of the cannabis business types that the City Council has indicated it wishes to consider.

Retail: Cannabis retail establishments can be licensed to operate as a storefront retailer, which is open to walk-in customers, or as a non-storefront retailer, which can only sell

cannabis by delivery to the customer. There are 1,058 cannabis retailers statewide, of which 734 are storefront retailers and the remaining 324 are non-storefront delivery services. Storefront retailers are also allowed to conduct sales via delivery to the customer. It is estimated that Santee could support up to three cannabis retail establishments, based on a ratio of one per 20,000 residents.

There are currently 56 licensed cannabis retailers in San Diego County, including four retailing microbusinesses. These 56 retailers serve a population of 4.34 million people, which equals one retailer for roughly every 60,000 people. The vast majority of these retailers are located in the cities of San Diego, Vista and La Mesa, with just 11 retailers serving the communities of Ramona, Santa Ysabel, Chula Vista, El Cajon, Escondido, Lemon Grove and Oceanside.

Testing Laboratories: Cannabis testing labs test cannabis products to ensure they are safe for human consumption and to provide information to consumers regarding the potency and purity of cannabis products. These private businesses perform a quasi-regulatory function and are prohibited from having any economic interest in any other cannabis business activities.

Microbusinesses: A cannabis microbusiness is one that operates in at least three of the four business types referenced above (except for testing laboratories, which must be independent). There are currently six microbusinesses in San Diego County, all of which include manufacturing and distribution, four of which conduct retail sales, and four of which include cultivation of up to 10,000 square feet.

B. SUMMARY OF DRAFT ORDINANCE AND POLICY QUESTIONS

The draft Santee Cannabis Business Ordinance (“Ordinance”) is attached for review. While staff seeks City Council input on the Ordinance as a whole, staff specifically requests City Council direction regarding the following policy questions: (1) the types of cannabis businesses allowed to operate in the City; (2) the appropriate procedure for the addition of a new owner to a cannabis business; and (3) the types of sensitive land uses around which “buffer zones” will be established, and the appropriate distance for the buffer zones. These three issues are identified as “Policy Questions” below.

The draft Ordinance would be established in Title 7 of the Santee Municipal Code, entitled Public Peace Morals and Welfare, as new Chapter 7.04 entitled “Cannabis Businesses”, replacing existing Chapter 7.04 entitled “Cannabis.”¹ Key sections of the draft Ordinance are discussed below, with Policy Questions noted where applicable.

¹ If the Ordinance is adopted, conforming changes would be made to the Code to preserve the City’s existing regulations regarding personal use and personal cultivation of cannabis, which is currently allowed in accordance with state law. Those regulations would likely be moved to a new chapter.

Section 7.04.040 Cannabis cultivation and cannabis activities prohibited unless specifically authorized by this chapter. This section prohibits commercial cultivation, manufacture, processing, storing, laboratory testing, labeling, sale, delivery, distribution, or transportation of cannabis or cannabis products *except as authorized* by the Ordinance.

- ***Policy Question #1: The Ordinance includes regulations for manufacturing, distribution, and cultivation not because the City intends to allow those business types as individual businesses, but because a microbusiness could operate in any of those business types. If the City Council does not desire to allow those business types in the City, the Council could restrict the business types in which microbusinesses may operate (for example, by prohibiting microbusinesses from engaging in cultivation) or could completely eliminate microbusinesses as a permitted cannabis business type.***

Section 7.04.060 Definitions. This section provides a variety of definitions including some which refer back to the California Health and Safety Code (“Distributor”) or the Business and Professions Code (“Microbusiness” and “Retailer”) in case the State of California updates definitions. Key definitions created for Santee include:

- Cannabis Business Permit, which would be the regulatory permit issued by the City pursuant to the Ordinance. The Cannabis Business Permit is proposed to be annually renewed contingent upon ongoing compliance with the Ordinance.
- Commercial Cannabis Business, which is any business or operation which engages in medicinal or adult-use commercial cannabis activity. This definition provides a basis for the City to shut down any unauthorized business that has engaged in activities beyond the scope of this definition.

Sections 7.04.070, 7.04.080, and 7.04.090. These sections require that owners and / or employees of a cannabis business within the City meet certain requirements such as possession of a valid State of California seller’s permit (Section 7.04.070), criminal background checks to identify felons or other offenses (Section 7.04.080), and personnel prohibited from holding a license or employment such as a tax evader (Section 7.04.090).

Section 7.04.100 Maximum number and type of authorized cannabis businesses permitted. This section establishes a limit of four authorized retailers (businesses with a physical location from which commercial cannabis activities are conducted) in the City. There is no limit on the number of testing labs or microbusinesses. Each year following the City Council’s initial grant of permits, or at any time in the Council’s discretion, the City Council may reassess the maximum number of permits granted.

Section 7.04.110 Community benefits. This section requires the Cannabis Business Permit application to include a component on community benefits, the terms of which would be memorialized in a community benefit agreement and incorporated into the conditions of

Cannabis Business Permit approval. Community benefits include, but are not limited to: in-kind donations; sponsorship of select community events; financial support for special community events; school athletic programs; school clubs, community centers, homeless shelters, senior centers and / or senior living facilities, and / or parks and recreation programs.

Sections 7.04.130 Procedure guidelines and review criteria to evaluate Cannabis Business Permit applications. This section requires the City Council to adopt resolutions establishing application procedures and review criteria and an application fee to cover all costs incurred by the City in the application process. The review criteria is to include detailed instructions on the methodology used to evaluate application on a point, or other, evaluation system. The scoring on the review criteria will be used to determine which candidates will be eligible to proceed to the final selection process.

Sections 7.04.140, and 7.04.150. Section 7.04.140 provides that a Cannabis Business Permit must be “exercised” by the applicant within 12 months of issuance. This means that a certificate of occupancy has been issued; the permitted use(s) has commenced on the site; or a City building or grading permit is secured and construction lawfully commenced. Section 7.04.150 requires the permitted cannabis land use to be in continuous use. If the permitted cannabis use ceased for a period of four or more months, the use is considered abandoned unless there is a mitigating circumstance beyond the control of the Permittee.

Sections 7.04.160-7.04.180. These sections provide that a Cannabis Business Permit is effective for one year and may be renewed on an annual basis subject to approval by the City Manager. If a request to renew a permit is denied, an applicant must wait one year to reapply.

Sections 7.04.190-7.04.220. These sections govern revocation and suspension of a Cannabis Business Permit, as well as appeals of decisions related to Cannabis Business Permits. A Permit may be revoked for any violation of law. License suspension by the State immediately suspends a Cannabis Business Permit, and license revocation by the State immediately revokes the Cannabis Business Permit.

Sections 7.04.230 and 7.04.240. These sections provide that an applicant must provide an updated application if the business location is changed, and that transfer of ownership or control of the Cannabis Business Permit requires an amendment to the Cannabis Business Permit (which may only be obtained if the transferee files a Cannabis Business Permit application as though the transferee were applying for an original Cannabis Business Permit). Updates and amendments to Cannabis Business Permits must be approved by the City Manager and require the payment of a fee.

- ***Policy Question #2: The Ordinance provides that the requirement to obtain an amendment of the Cannabis Business Permit (and pay a fee) does not apply to the extent the current owners are attempting to add a new and / or additional owner, but all other remaining owners will remain in place. Any new and / or additional ownership, however, does require written approval by the City***

Manager. The City Council could decide to make the addition of a new owner subject to the amendment requirement and fee.

Section 7.04.290. This section sets forth the requirements for the location and design of cannabis businesses. Distribution, manufacturing, testing laboratories and microbusinesses that include non-store front retail activities are only permitted in the IL (Light Industrial) and IG (General Industrial) zone districts. Retail store front businesses (and microbusinesses that include store-front retail) are only permitted in the IL (Light Industrial), IG (General Industrial), and GC (General Commercial) zone districts.

Commercial cannabis businesses cannot locate closer than 600 feet from any zoned parcel designated as a sensitive use, which is a use containing:

- a. A school providing instruction in kindergarten or any grades 1-12 or K-12;
- b. A commercial daycare center; or
- c. A youth center, meaning any public or private facility that is primarily used to host recreation, academic, or social activities for minors, including but not limited to: i) private youth membership organizations or clubs, ii) social service teenage club facilities; iii) video arcades where 10 or more video games or game machines or devices are operated, and where minors are legally permitted to conduct business; or iv) similar amusement park facilities.

This 600-foot radius around each sensitive use is referred to as the “buffer zone” because it separates a cannabis business from a sensitive use. The 600-foot distance and the above list of sensitive uses is based on the language from State law, but the City may modify the types of sensitive uses and the distance of the buffer zones as desired. Maps that illustrate the location of the zone districts and designated sensitive uses are shown on **Attachment A**.

- ***Policy Question #3: Consider whether to modify the list of sensitive uses, and / or the 600-foot distance. Staff specifically requests that Council determine whether parks should be considered sensitive uses. Staff recommends adding one or both of the paragraphs below to the end of the definition of youth center stated above, with any desired modifications. These additional paragraphs would build on the State definition to add clarity regarding what constitutes a youth center (and therefore a sensitive use) for the purposes of the Ordinance.***

Suggested additional paragraphs (to be modified as desired):

It shall also include a park, playground, or recreational area specifically designed to be used by children which has play equipment installed, including public grounds designed for athletic activities such as baseball, softball, soccer, or basketball, or any similar facility located on a public or private school grounds, or on City, county, or state parks.

This definition shall not include any private martial arts, yoga, ballet, dance, music, art studio or similar studio of this nature nor shall it include any private gym, athletic training facility, pizza parlor, dentist office, doctor's office primarily serving children, or a location which is primarily utilized as an administrative office, or a facility for youth programs or organizations.

Sections 7.04.300, 7.04.310, and 7.04.330. These sections require the applicant for a Cannabis Business Permit to execute an agreement to indemnify the City, to maintain required insurance, and to reimburse the City for all costs as a result of a legal challenge related to the City's approval of the applicant's Cannabis Business Permit. These sections also require the cannabis business owner to keep records as specified and to pay all required fees.

Section 7.04.320. This section requires a Cannabis Business Permittee to implement sufficient security measures to deter and prevent unauthorized entrance into areas containing cannabis or cannabis products and to deter and prevent the theft of cannabis or cannabis products at the cannabis business. The security measures may include but are not limited to, physical installations such as perimeter fencing, exterior lighting, surveillance cameras, sensors, panic buttons, and an alarm system, as well as operational measures such as loitering restrictions, establishment of limited access areas for authorized personnel, and provision of security personnel, a liaison to the City, and a storage and transportation plan. Some listed security measures involve coordination with the Sheriff's Department. Staff has reviewed the ordinance with the Sheriff's Department to confirm that the Sheriff's Department is willing to coordinate with the City as specified.

Section 7.04.340 This section sets forth general operating requirements for all cannabis businesses. The operating requirements (with corresponding subsection letter) are summarized as follows:

- A. Requires adherence to hours of operation per Permit and age restrictions (must be 21 or older).
- B. Prohibits on-premises consumption of cannabis and prohibits on-premises sale or consumption of alcohol and tobacco.
- C. Restricts visibility of product from exterior of property, including graphic depictions.
- D. Requires reporting and tracking of product and gross sales at point-of-sale or other means.
- E. Requires businesses to operate in conformance with state and local regulations.
- F. Requires business to provide emergency contact information to City.
- G. Requires adherence to signage and notice requirements.
- H. Allows persons aged 18 to 20 to enter the premises with physician's recommendation or medical marijuana card.
- I. Requires odor control devices such as a filtration system and negative air pressure device.

- J. Requires display of City-issued Cannabis Business Permit and business license.
- K. Requires background checks of owners and employees.
- L. Prohibits loitering on the premises and within 50 feet of the premises.
- M. Requires a cannabis business to obtain all applicable permits.
- N. Requires operators to establish training standards for all employees.

Sections 7.04.350 through 7.04.440. These sections provide additional operating requirements specific to each business type. The operating requirements for each individual business type all apply to a microbusiness engaged in that type of business.

Sections 7.04.450 through 7.04.520. These sections provide additional requirements including inspection and enforcement provisions; authorize the City Manager to establish additional rules and standards to implement the requirements; and set forth penalty provisions for violations.

C. NEXT STEPS AND TIMELINE

If Council desires to place the Ordinance on the November 2022 ballot, the Ordinance must be finalized by July 2022 to allow sufficient time to draft the appropriate election materials and resolutions to be submitted prior to the deadlines established by the Registrar of Voters. In addition, the City's CEQA consultant needs confirmation regarding the permitted uses and buffer zones in order to complete the environmental analysis.

After receiving Council direction, staff will prepare a revised ordinance for introduction and first reading at a future meeting.

D. STAFF RECOMMENDATION

1. Conduct the public workshop; and
2. Provide direction to staff on specified policy questions.

DRAFT Santee Cannabis Business Ordinance

Chapter 7.04 – Cannabis Businesses

7.04.010 Title.

This chapter shall be known as the Cannabis Business Permit Ordinance of the City of Santee.

7.04.020 Purpose and intent.

It is the purpose and intent of this chapter to implement the provisions of the Medicinal and Adult Use Cannabis Regulation and Safety Act (“MAUCRSA”) to accommodate the needs of medically ill persons in need of cannabis for medicinal purposes as recommended by their health care provider(s), and to provide access to same. It is also the purpose and intent of this chapter to provide access to adult-use cannabis for persons aged 21 and over as authorized by the Control, Tax and Regulate the Adult Use Cannabis Act (“AUMA” or “Proposition 64”), while imposing sensible regulations on the use of land to protect City residents, neighborhoods, and businesses from disproportionately negative impacts. It is the purpose and intent of this chapter to regulate the commercial cultivation, processing, manufacturing, testing, sale, delivery, and distribution of cannabis and cannabis products in a responsible manner to protect the health, safety, and welfare of the residents of the City and to enforce rules and regulations consistent with state law and in a fair and equitable manner.

7.04.030 Legal authority.

Pursuant to Sections 5 and 7 of Article XI of the California Constitution, the provisions of MAUCRSA, any subsequent state legislation and regulations regarding same, the City is authorized to adopt ordinances that establish standards, requirements and regulations for the licensing and permitting of commercial medicinal and adult-use cannabis activity. Any standards, requirements, and regulations regarding health and safety, security, and worker protections established by the State of California, or any of its departments or divisions, shall be the minimum standards applicable in the City to all commercial cannabis activity.

7.04.040 Cannabis cultivation and cannabis activities prohibited unless specifically authorized by this chapter.

Except as specifically authorized by this chapter, the commercial cultivation, manufacture, processing, storing, laboratory testing, labeling, sale, delivery, distribution, or transportation of cannabis or cannabis products is expressly prohibited in the City. Violations of this chapter are subject to penalties under the Health and Safety Code and Penal Code in addition to the penalties set forth in Section 7.04.520.

7.04.050 Compliance with state and local laws and regulations.

It is the responsibility of the owners, agents, employees, affiliates, and / or operators of any commercial cannabis business within the City limits to ensure that they operate in a manner compliant with this chapter, all applicable state and local laws, and any regulations promulgated thereunder, including but not limited to the MAUCRSA.

7.04.060 Definitions.

“Applicant” means a person or entity that submits an application for a Cannabis Business Permit under this chapter.

“Cannabis” means all parts of the Cannabis sativa Linnaeus, Cannabis indica, or Cannabis ruderalis, whether growing or not; the seeds thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. “Cannabis” also means the separated resin, whether crude or purified, obtained from cannabis. “Cannabis” does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination. For the purpose of this Chapter, “cannabis” does not mean “industrial hemp” as defined by Section 11018.5 of the California Health and Safety Code. Cannabis shall also have the same meaning as in Section 26001(f) of the Business and Professions Code, as same may be amended from time to time.

“Cannabis Business Permit” or “Permit” means a regulatory permit issued by the City pursuant to this chapter, to a commercial cannabis business and is required before any commercial cannabis activity may be conducted in the City. The issuance of the Cannabis Business Permit and annual renewal of a Cannabis Business Permit is made expressly contingent upon the business’ ongoing compliance with all of the requirements of this chapter and any regulations adopted by the City governing the commercial cannabis activity at issue.

“Cannabis Business Permittee” or “Permittee” means a person or entity that has received a Cannabis Business Permit from the City as authorized under this chapter.

“Caregiver” or “primary caregiver” has the same meaning as that term is defined in Health and Safety Code Section [11362.7](#).

“City Manager” means the City Manager or designee.

“Commercial cannabis business” means any business or operation which engages in medicinal or adult-use commercial cannabis activity.

“Cultivation” means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis.

“Director” shall mean the Director of Development Services or designee.

“Dispensing” means any activity involving the retail sale of cannabis or cannabis products from a retailer.

“Distributor” shall have the same meaning as that appearing in Business and Professions Code Section [26070](#).

“Enforcement Officer” means any designee authorized by the City Manager to enforce a violation of this chapter.

“Hearing Officer” shall mean an authorized hearing officer designated by the City Manager.

“Laboratory” means a laboratory, facility or entity in the state that offers or performs tests of cannabis or cannabis products and that is both of the following: (1) accredited by an accrediting

body that is independent from all other persons involved in commercial cannabis activity in the state; and (2) licensed by the State Department of Cannabis Control within the Business, Consumer Services, and Housing Agency.

“Limited-access area” means an area in which cannabis is stored or held and is only accessible to a licensee and authorized personnel.

“Manufactured cannabis” means raw cannabis that has undergone a process whereby the raw agricultural product has been transformed into a concentrate, extraction or other manufactured product intended for internal consumption through inhalation or oral ingestion or for topical application.

“Manufacturing site” means a location that produces, prepares, propagates, or compounds cannabis or cannabis products, directly or indirectly, by extraction methods, independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis, and is owned and operated by a person issued a valid Cannabis Business Permit for manufacturing from the City and a valid state license as required for manufacturing of cannabis products.

“Medicinal cannabis” means cannabis or a cannabis product, respectively, intended to be sold or donated for use pursuant to the Compassionate Use Act of 1996 (Proposition 215), found in Section 11362.5 of the Health and Safety Code, by a medicinal cannabis patient in California who possesses a physician’s recommendation, or in compliance with any compassionate use, equity, or other similar program administered by a local jurisdiction.

“Microbusiness” shall have the same meaning as that contained in Business and Professions Code Section [26001\(a\)](#). Microbusinesses that engage in cultivation of cannabis may only engage in cultivation of cannabis on an area less than 10,000 square feet.

“Non-store front retailer” is a subset of “retailer” and is a licensed retail business that is closed to the public and provides product to customers solely by means of a delivery service which the retailer owns and controls.

“Nonvolatile solvent” means any solvent used in the extraction process that is not a volatile solvent as defined by state law. For purposes of this chapter, nonvolatile solvents include carbon dioxide, ethanol, and nonhydrocarbon-based or other solvents such as water, vegetable glycerin, vegetable oil, animal fat, and glycerin.

“Owner” means any of the following:

1. A person with an aggregate ownership interest of 10 percent or more in the commercial cannabis business, unless the interest is solely a security, lien, or encumbrance.
2. An individual who manages, directs, or controls the operations of the commercial cannabis business, including but not limited to:
 - (a) A member of the board of directors of a nonprofit.
 - (b) A general partner of a commercial cannabis business that is organized as a partnership.
 - (c) A non-member manager or manager of a commercial cannabis business that is organized as a limited liability company.

(d) The trustee(s) and all persons who have control of the trust and / or the commercial cannabis business that is held in trust.

(e) An individual with the authority to provide strategic direction and oversight for the overall operations of the commercial cannabis business, such as the chief executive officer, president or their equivalent, or an officer, director, vice president, general manager or their equivalent.

(f) An individual with the authority to execute contracts on behalf of the commercial cannabis business.

“Patient” or “qualified patient” shall have the same meaning as that contained in California Health and Safety Code Section [11362.7](#) et seq., as it may be amended, and which includes within its definition a person who is entitled to the protections of California Health and Safety Code Section [11362.22](#).

“Person” shall mean any individual, firm, partnership, joint venture, association, corporation, limited liability company, estate, trust, business trust, receiver, syndicate, or any other group or combination acting as a unit.

“Person with an identification card” shall have the same meaning as that contained in California Health and Safety Code Section [11362.7](#).

“Processing” means a cultivation site that conducts only trimming, drying, curing, grading, packaging, or labeling of cannabis and nonmanufactured cannabis products.

“Retailer” or “store front retailer” shall have the same meaning as that contained in Business and Professions Code Section [26070\(a\)\(1\)](#).

“Sheriff” means the Sheriff of the County of San Diego.

“State license” means a permit or license issued by the state of California, or one of its departments or divisions, under the MAUCRSA and any subsequent related state of California legislation, to engage in cannabis activity. A state license alone will not authorize the holder to operate a cannabis business, as state law also requires a permit or other authorization issued by a local jurisdiction.

“Topical cannabis” means a product intended for external application and / or absorption through the skin. A topical cannabis product is not considered a drug as defined by Health and Safety Code Section [109925](#).

“Transport” means the transfer of cannabis products from the permitted business location of one licensee to the permitted business location of another licensee, for the purposes of conducting cannabis activity authorized by the MAUCRSA which may be amended or repealed by any subsequent related state of California legislation. Transport can only be performed by licensed distributors and does not include deliveries of cannabis or cannabis products.

“Volatile solvent” means a solvent as defined by Health and Safety Code Section [11362.3\(b\)\(3\)](#) as of the effective date of this chapter and as subsequently amended.

“Youth center” means any:

1. Public or private facility that is primarily used to host recreation, academic, or social activities for minors, including, but not limited to:

- a. Private youth membership organizations or clubs;
- b. Social service teenage club facilities;
- c. Video arcades where 10 or more video games or game machines or devices are operated, and where minors are legally permitted to conduct business; or
- d. Similar amusement park facilities.

7.04.070 Cannabis Business Permit and City Business License required to engage in cannabis business.

No person may engage in any cannabis business within the City including cultivation, manufacture, processing, laboratory testing, distributing, dispensing, or sale of cannabis or a cannabis product unless the person meets all of the following requirements:

- A. Possesses a valid Cannabis Business Permit from the City;
- B. Possesses a valid State of California seller's permit, as applicable; and
- C. Is currently in compliance with all applicable state and local laws and regulations pertaining to the cannabis business and the cannabis activities, including the duty to obtain any required state licenses.
- D. Possesses a City business license.

7.04.080 Evidence of cannabis owners and / or employees background check required.

- A. Any person who is an owner, employee, agent, and / or who otherwise works within a cannabis business must be legally authorized to do so under applicable state law.
- B. Cannabis business owners, operators, investors, managers, and employees shall be required to submit to a criminal background check for themselves and all persons in their employment.
- C. The City Manager shall conduct or cause to be conducted criminal background checks which must at a minimum identify the following:
 - 1. Whether the owners, operators, investors, managers, and employees applying for employment have ever been convicted of a violent felony as defined by California Penal Code 667.5 or equivalent offenses in other states;
 - 2. Whether the owners, operators, investors, managers, and employees have ever been convicted of a felony for hiring, employing, or in transporting, carrying, selling, giving away, preparing for sale, or peddling, any controlled substance; or selling, offering to sell, furnishing, offering to furnish, administering, or giving any controlled substance to a minor; or
 - 3. Whether the owners, operators, investors, managers, and employees have ever been convicted of a felony for drug trafficking with enhancements pursuant to Section 11370.4 or 11379.8 of the Health and Safety Code.
- D. Evidence of a conviction of any the offenses enumerated in subsection C of this section shall be grounds for denial of ownership or employment.
- E. Violation of this section shall be grounds for immediate suspension of the business's operating Cannabis Business Permit, pending a hearing before the City Manager within 30 days for a final determination of the status of the permit.

7.04.090 Personnel prohibited from holding a license or from employment with a Cannabis Business Permittee.

A. Any person, including, but not limited to, any individual, firm, partnership, joint venture, association, corporation, limited liability company, estate, trust, business trust, receiver, syndicate, or any other group or combination acting as a unit, in which any of the following actions or notices have been issued for noncompliance, shall not be eligible to obtain a Cannabis Business Permit from the City or employment with a Cannabis Business Permittee in the City:

1. The Applicant has been denied a cannabis permit (excluding an Applicant that did not receive a permit in another jurisdiction due solely to a limited and / or set number of permits and / or licenses), or has had a cannabis permit or license suspended or revoked by any city, county, city and county, or any other state cannabis licensing authority;
2. The Applicant was notified by the state, county, or city that it was conducting cannabis activity in violation of City ordinances, codes, and requirements, and failed to cure the violation in a timely manner;
3. Evidence that the Applicant is delinquent in payment of federal, state, or local taxes and / or fees, and took no steps to cure the delinquency when notified by the appropriate agencies;
4. No person shall be issued a Cannabis Business Permit if such person enters or has entered into either a verbal or written agreement to lease, sublease, or any other agreement for any terms of use of a premises granted by a property owner, commercial broker, or any third party, that is in violation of Section 7.04.070 unless that property is leased at fair market value. Any such lease, sublease, or agreement shall not contain terms or conditions requiring the Cannabis Business Permittee to pay the property owner, commercial broker, or any third party a percentage of gross receipts, royalties, equity, or other unreasonable compensation as determined by the City. In addition, all leases, subleases, or other agreements must be based on a monthly rate.

7.04.100 Maximum number and type of authorized cannabis businesses permitted.

This section is only intended to create a maximum number and types of cannabis businesses that may be issued permits to operate in the City.

A. After the effective date of this Ordinance, the City shall only issue Cannabis Business Permits (consistent with this chapter) for up to four Retailers. There is no limit on the number of Cannabis Business Permits that the City may issue to testing laboratories or microbusinesses.

B. Each year following the City Council's initial grant of Permits (if any), or at any time in the City Council's discretion, the City Council may reassess the number of Cannabis Business Permits which are authorized for issuance and may make changes to the number by resolution.

C. The City Council at its sole discretion may determine that the number and / or types of Cannabis Business Permits should remain the same or be modified.

7.04.110 Community benefits.

A. The application process for a Cannabis Business Permit shall include a component on community benefits, the terms of which shall be set out and memorialized in a community benefit agreement.

B. Any community benefits that a cannabis business agrees to provide shall be incorporated into the terms and conditions under which the cannabis business will operate with the City's approval, if and when a Cannabis Business Permit is issued. Such terms and conditions shall be in addition to the requirements of this chapter.

C. Community benefits may include but will not be limited to: in-kind donations; sponsorship of select community events; financial support for special community events such as fairs, afterschool programs, youth centers, local schools (whether public or private); school athletic programs; school clubs; community centers, homeless shelters, senior centers and / or senior living facilities, and / or parks and recreation programs.

7.04.120 City's reservation of rights.

The City reserves the right to reject any or all applications for a Cannabis Business Permit. Prior to such permit issuance, the City may modify, postpone, or cancel any request for applications, at any time without liability, obligation, or commitment to any person, party, firm, or organization, to the extent permitted under State law. Persons submitting applications assume the risk that all or any part of the request for applications, or any particular category of permit potentially authorized under this chapter, may be cancelled at any time prior to Permit issuance. The City further reserves the right to request and obtain additional information from any candidate submitting an application. In addition to a failure to comply with other requirements in this chapter, an application may be rejected for any of the following reasons:

A. The Cannabis Business Permit application was received after the designated time and date of the deadline.

B. The Cannabis Business Permit application did not contain the required elements, exhibits, or was not organized in the required format.

C. The Cannabis Business Permit application was considered not fully responsive to the request for a permit application – that is, the application was substantially incomplete as determined by the City Manager.

7.04.130 Procedure guidelines and review criteria to evaluate Cannabis Business Permit applications.

A. By resolution, the City Council shall adopt procedures and review criteria for the City's evaluation of Cannabis Business Permit applications. A Cannabis Business Permit application shall be required prior to review and approval of any land use entitlement, business license or other City authorization.

B. The procedures shall provide the process for soliciting applications including time frames, limitations, forms, and rules for completing applications.

C. Should the City Council, pursuant to authority granted under Section 7.04.100 of this Code, establish a maximum number of cannabis businesses that may be issued a Cannabis Business Permit, the review criteria shall include detailed instructions on the methodology to be used to evaluate applications on a point, or other evaluation system, tied to particular sets of criteria.

D. The scoring on review criteria shall be used to determine which candidates will be eligible to proceed to the final selection process as determined by City Council resolution.

E. The City Manager shall be authorized to prepare any necessary forms and adopt any necessary rules to implement the procedures guidelines and review criteria.

F. At the time of filing, each Applicant shall pay an application fee established by resolution of the City Council to cover all costs incurred by the City in the application process.

7.04.140 Exercise of a Cannabis Business Permit.

A Cannabis Business Permit shall be exercised within 12 months of issuance. “Exercised” shall mean when any of the following occur: 1. A certificate of occupancy has been issued;

2. The permitted use(s) has commenced on the site; or

3. A City building permit or grading permit is secured, and construction lawfully commenced.

7.04.150 Continuous Use Requirement.

A. Once the permitted cannabis use is legally established and operational, the use must remain in continuous operation or all use rights are subject to termination. If a permitted use ceases to operate for a period of four or more months, then the use shall be considered abandoned unless a mitigating circumstance occurred that was beyond the control of the Permittee and an extension is authorized by the City Manager.

B. The approval of a new use shall terminate all rights and approvals of a Cannabis Business Permit occupying the same site or location.

7.04.160 Term of a Cannabis Business Permit.

All Cannabis Business Permits issued under the provisions of this chapter shall be effective for a period not to exceed one year. The City Manager may renew a Permit through the procedures identified in section 7.04.180 of this Code.

7.04.170 Reapplying for a Cannabis Business Permit.

If an Applicant is denied a Cannabis Business Permit due to a disqualifying factor such as failing a background check or not complying with any state or local jurisdiction’s regulatory requirements in which legal or administrative action has been taken, a new application may not be filed for one year from the date of the denial. This section shall not apply to an Applicant who passed the initial application screening process but was not granted a Cannabis Business Permit by the City Council.

7.04.180 Term and Renewal of Cannabis Business Permits.

A. All licenses issued under the provisions of this chapter shall be effective for a period not to exceed one year. The City Manager may renew a permit through the procedures identified in this section.

B. An application for renewal of a Cannabis Business Permit shall be filed at least 90 calendar days prior to the expiration date of the current Permit, but no earlier than 180 calendar days prior to the expiration date of the current Permit, unless a different time period is set forth by the City Manager.

C. The renewal application shall contain all the information required for new applications.

D. The Applicant shall pay a fee in an amount to be set by the City Council to cover the costs of processing the renewal permit application, together with any costs incurred by the City to administer the program created under this chapter.

E. An application for renewal of a Cannabis Business Permit shall be rejected if any of the following exists:

1. The application is filed less than 90 days before its expiration unless the City Manager, at the City Manager's sole discretion, approves an extension of the deadline.
2. The Cannabis Business Permit is suspended or revoked at the time of the renewal application.
3. The cannabis business has not been in regular and continuous operation in the four months prior to the renewal application or the approved extension of the deadline from the City Manager.
4. The cannabis business has failed to conform to the requirements of the Cannabis Business Permit or this chapter or any regulations adopted pursuant to this chapter.
5. The Permittee fails or is unable to renew its State of California license.
6. If the State has determined, based on substantial evidence, that the Permittee or Applicant is in violation of the requirements of the State rules and regulations and the State has determined that the violation is grounds for termination or revocation of the Cannabis Business Permit.

F. The City Manager is authorized to make all decisions concerning the issuance of a renewal permit. In making the decision, the City Manager is authorized to impose additional conditions to a renewal permit, if it is determined to be necessary to ensure compliance with state or local laws and regulations or to preserve the public health, safety, or welfare. Appeals from the decision of the City Manager shall be conducted as prescribed by resolution of the City Council and shall be subject to a fee as established by resolution of the City Council. If a renewal Cannabis Business Permit application is denied, a person may file a new application pursuant to this chapter no sooner than one year from the date of the denial.

7.04.190 Revocation of permits.

A Cannabis Business Permit may be revoked by the City Manager for any violation of any state or local laws, rules, standards, policies, procedures, or regulations in this chapter relating to cannabis, or any violation of the applicable community benefit agreement.

7.04.200 Effect of state license suspension.

Suspension of a license issued by the State of California, or by any of its departments or divisions, shall immediately suspend the ability of a cannabis business to operate within the City until the State of California or its respective department or division reinstates or reissues the state license.

7.04.210 Effect of state revocation.

Revocation of a license issued by the State of California, or by any of its departments or divisions, shall immediately revoke the ability of a cannabis business to operate within the City until the State of California or its respective department or division takes appropriate action.

Should the State revoke a license, the cannabis business owner may reapply for a new Cannabis Business Permit at such time as it can demonstrate that the grounds for revocation of the license by the State no longer exist or that the underlying deficiency has otherwise been cured.

7.04.220 Appeals.

Appeals relating to denial of a Cannabis Business Permit application; denial of advancement to the final selection process; to revocation or suspension a Cannabis Business Permit; to denial of renewal of a Cannabis Business Permit; or the addition of conditions to a Cannabis Business Permit shall be conducted as prescribed by resolution of the City Council and shall be subject to a fee as established by resolution of the City Council.

7.04.230 Change in location – Updated application form.

A. Any time the business location specified in the Cannabis Business Permit is proposed to be changed, the Permittee and / or Applicant shall submit an updated application to the City Manager for approval prior to the change in location.

B. Within 15 calendar days of any other change in the information provided in the updated application form or any change in status of compliance with the provisions of this chapter, including any change in the cannabis business ownership or management members, the Applicant shall file an updated application with the City Manager for review along with an application fee.

7.04.240 Transfer of Cannabis Business Permit.

A. The owner of a Cannabis Business Permit shall not transfer ownership or control of the permit to another person or entity unless and until the transferee obtains a written and executed amendment to the permit from the City Manager stating that the transferee is now the Permittee. Such an amendment may be obtained only if the transferee files a Cannabis Business Permit application with the City Manager in accordance with all provisions of this chapter (as though the transferee were applying for an original Cannabis Business Permit). The proposed transferee's application shall be accompanied by a transfer fee in an amount set by resolution of the City Council (or if not set, shall be the same amount as the application fee). The transferee's application will be treated as a new application, and will be evaluated according to procedures adopted by the City Manager, pursuant to Section 7.04.130, and / or by resolution of the City Council.

B. Cannabis Business Permits issued through the grant of a transfer by the City Manager shall be valid for a period of one year beginning on the day the City Manager approves the transfer of the permit. Before the transferee's Permit expires, the transferee shall apply for a renewal Permit and pay the appropriate fee in the manner required by this chapter.

C. A Cannabis Business Permit shall not be transferred when the City has notified the Permittee in writing that the Permit has been or may be suspended or revoked.

D. Any attempt to transfer a Cannabis Business Permit either directly or indirectly in violation of this section is hereby declared a violation of the Permit and this ordinance. Such a purported transfer shall be deemed a ground for revocation of the Permit.

E. This section shall not apply to the extent the current owners are attempting to add a new and / or additional owner, but all other remaining owners shall remain in place. Any new and / or additional ownership, however, shall require written approval by the City Manager in accordance

with procedures adopted by the City Manager and / or by resolution of the City Council. Failure to obtain such approval prior to adding a new owner will result in a violation of the permit and this chapter, and shall be deemed a ground for revocation.

7.04.250 City business license.

Prior to commencing operations, a cannabis business shall obtain a City business license as required under Chapter 4.02.

7.04.260 Building permits and inspections.

Prior to commencing operations, a Cannabis Business Permit shall be subject to a mandatory building inspection and must obtain all required permits and approvals which would otherwise be required for any business of the same size and intensity operating in that zone. This includes, but is not limited to, obtaining any required building permit(s), Fire Department approval, Code Enforcement approvals, Department of Development Services approval, Sheriff's Department approval, County of San Diego health department approval, and any other applicable zoning and land use permit(s) and approvals.

7.04.270 Authorization from the Director.

Prior to commencing operations, a cannabis business must obtain authorization from the Director, certifying that the business is located on a site that meets all of the requirements of Sections 7.04.260, 7.04.280, and 7.04.290.

7.04.280 Right to occupy and to use property.

Prior to the City's issuance of a Cannabis Business Permit pursuant to this chapter, any person intending to open and to operate a cannabis business shall first provide sufficient evidence of the legal right to occupy and to use the proposed location. Such evidence may include a notarized lease, notarized real estate records, and / or other notarized official records that demonstrate a legal right to occupy. If the proposed location will be leased from the property owner, the Applicant shall be required to provide a signed and notarized statement from the owner of the property, acknowledging that the property owner has read this chapter and consents to the operation of the cannabis business on the owner's property.

7.04.290 Location and design of cannabis businesses.

Cannabis businesses permitted to engage in retail, distribution, manufacturing, testing labs, and microbusiness operations for cannabis and cannabis products are subject to the following zoning and locational requirements:

A. Distribution, manufacturing, testing laboratories and microbusiness that include non-store front retail activities are only permitted in the following zone districts: IL (Light Industrial) and IG (General Industrial), and must satisfy all the applicable requirements set forth in Title 13 of this Code.

B. Retail store front businesses are only permitted in the following zone districts: IL (Light Industrial), IG (General Industrial), and GC (General Commercial), and must meet all the requirements pursuant to Title 13 of this code.

C. All Cannabis Business Permittees must also meet all of the following distance requirements:

1. The cannabis business shall be no closer than 600 feet from any zoned parcel in the City designated by the City and state law as a sensitive use, and pursuant to subsection C.2 of this section. The distance measured shall be the horizontal distance measured in a straight line from the property line of those parcels in subsection C.2 of this section to the closest property line of the lot on which the cannabis business is located.

2. It shall be no closer than 600 feet from any parcel containing any of the following:

a. A school providing instruction in kindergarten or any grades one through 12 (whether public, private, or charter, including preschool, transitional kindergarten, and K – 12);

b. A commercial daycare center licensed by the state, county or City which is in existence at the time the license is issued unless the state licensing authority or the City specifies a greater radius.

c. A youth center that is in existence prior to the submittal of the initial cannabis application or at the time the license is issued, unless the state licensing authority or the City specifies a greater radius. A “youth center” means any public or private facility that is primarily used to host recreation, academic, or social activities for minors, including, but not limited to:

i. Private youth membership organizations or clubs;

ii. Social service teenage club facilities;

iii. Video arcades where 10 or more video games or game machines or devices are operated, and where minors are legally permitted to conduct business; or

iv. Similar amusement park facilities.

D. Each proposed cannabis business shall also:

1. Conform with the City’s General Plan, any applicable specific plan, master plan, and design requirements.

2. Comply with all applicable zoning and related development standards.

3. Be constructed in a manner that minimizes odors to surrounding uses, and promotes quality design and construction, and consistency with the surrounding properties.

4. Be adequate in size and shape to accommodate the yards, walls, fences, parking and loading facilities, landscaping and all items required for the development.

5. Be served by roadways adequate in width and improved as necessary to carry the kind and quantity of traffic such use will generate.

6. Be provided with adequate electricity, sewerage, disposal, water, fire protection and storm drainage facilities for the intended purpose.

7.04.300 Limitations on City’s liability.

To the fullest extent permitted by law, the City shall not assume any liability whatsoever with respect to having issued a Cannabis Business Permit pursuant to this chapter or otherwise approving the operation of any cannabis business. As a condition to the approval of any

Cannabis Business Permit, the Applicant shall be required to meet all of the following conditions before they can receive the Cannabis Business Permit:

A. Execute an agreement, in a form approved by the City Attorney, agreeing to indemnify, defend (at Applicant's sole cost and expense), release, and hold the City, and its officers, officials, employees, representatives, and agents, harmless, from any and all claims, losses, damages, injuries, liabilities, or losses which arise out of, or which are in any way related to, the City's issuance of the Cannabis Business Permit, the City's decision to approve the operation of the cannabis business or activity, the process used by the City in making its decision, or the alleged violation of any federal, state or local laws by the cannabis business or any of its officers, employees or agents.

B. Maintain insurance at coverage limits, and with conditions thereon determined necessary and appropriate from time to time by the City Manager.

C. Reimburse the City for all costs and expenses, including but not limited to legal fees and costs and court costs, which the City may be required to pay as a result of any legal challenge related to the City's approval of the applicant's Cannabis Business Permit or related to the City's approval of a cannabis activity. The City, at its sole discretion, may participate at its own expense in the defense of any such action, but such participation shall not relieve any of the obligations imposed on Applicant hereunder.

7.04.310 Records and recordkeeping.

A. Each owner and operator of a cannabis business shall maintain accurate books and records in an electronic format, detailing all of the revenues and expenses of the business, and all of its assets and liabilities. On no less than an annual basis (at or before the time of the renewal of a Cannabis Business Permit issued pursuant to this chapter), or at any time upon reasonable request of the City, each cannabis business shall file a sworn statement detailing the number of sales by the cannabis business during the previous 12-month period (or shorter period based upon the timing of the request), provided on a per-month basis. The statement shall also include gross sales for each month, and all applicable taxes and fees paid or due to be paid. On an annual basis, each owner and operator shall submit to the City a financial audit of the business's operations conducted by an independent certified public accountant. Each Permittee shall be subject to a regulatory compliance review and a gross receipts financial audit, where applicable, as determined by the City Manager.

B. Each owner and operator of a cannabis business shall maintain a current register of the names and the contact information (including the name, address, and telephone number) of anyone owning or holding an interest in the cannabis business, and separately of all the officers, managers, employees, agents, and volunteers currently employed or otherwise engaged by the cannabis business. The register required by this subsection shall be provided to the City Manager upon a reasonable request.

C. All cannabis businesses shall maintain an inventory control and reporting system that accurately documents the present location, amounts, and descriptions of all cannabis and cannabis products for all stages of the growing, production, manufacturing, retail, and laboratory testing processes (as applicable) until purchase as set forth in the MAUCRSA.

7.04.320 Security measures.

A. A Cannabis Business Permittee shall implement sufficient security measures to deter and prevent the unauthorized entrance into areas containing cannabis or cannabis products and to deter and prevent the theft of cannabis or cannabis products at the cannabis business. Except as may otherwise be determined by the City Manager, these security measures shall include, but shall not be limited to, all of the following:

1. Perimeter fencing and exterior lighting systems (including motion sensors) for after-hours security as approved by the Director in collaboration with the Sheriff's Department, as applicable.
2. Preventing individuals from remaining on the premises of the cannabis business if they are not engaging in an activity directly related to the permitted operations of the cannabis business; in cases in which the individual will not voluntarily leave the premises in violation of applicable law the cannabis employee shall contact the Sheriff's Department.
3. Establishing limited access areas accessible only to authorized cannabis business personnel.
4. Except for limited amounts of cannabis or cannabis products being used for display purposes in retail areas, all finished goods at a commercial cannabis business shall be stored in a secured and locked vault or vault-equivalent during non-operating hours. All safes and vaults used to store cash and / or cannabis goods shall be compliant with Underwriters Laboratories burglary-resistant and fire-resistant standards. All cannabis and cannabis products, including live clone plants that are being sold, shall be kept in a manner as to prevent diversion, theft, and loss.
5. Installing 24-hour security surveillance cameras of at least high-definition (HD) quality to monitor all entrances and exits to and from the premises, all interior spaces within the cannabis business which are open and accessible to the public, all interior spaces where cannabis, cash, or currency is being stored for any period of time on a regular basis, and all interior spaces where diversion of cannabis could reasonably occur. All cameras shall record in color. All exterior cameras shall be in weather-proof enclosures, shall be located so as to minimize the possibility of vandalism, and shall have the capability to automatically switch to black and white in low light conditions. The cannabis business shall be responsible for ensuring that the security surveillance camera's footage is remotely accessible by the City Manager, and that it is compatible with the City's software and hardware. In addition, if required by City, remote and real-time live access to the video footage from the cameras shall be provided to the Sheriff's Department at the expense of the Permittee. Video recordings shall be maintained for a minimum of 90 days and shall be made available to the Sheriff's Department upon request. Video shall be of sufficient quality for effective prosecution of any crime found to have occurred on the site of the cannabis business and shall be capable of enlargement via projection or other means. Internet protocol address information shall be provided to the Sheriff's Department by the cannabis business, to facilitate remote monitoring of security cameras by the Sheriff's Department. Each business shall have network security protocols that are certified by Underwriters Laboratories, LLC.

6. Sensors shall be installed to detect entry and exit from all secure areas and shall be monitored in real time by a security company licensed by the state of California Bureau of Security and Investigative Services.
7. Panic buttons shall be installed in all cannabis businesses with direct notification to the Sheriff's Department dispatch and shall be configured to immediately alert dispatch for the Sheriff's Department.
8. Having a professionally installed, maintained, and monitored real-time alarm system by a security company licensed by the state of California Bureau of Security and Investigative Services.
9. Any security measures, such as bars, installed on the windows or the doors of the cannabis business shall be installed only on the interior of the building.
10. Security personnel shall be on site 24 hours a day or alternative security as authorized by the City Manager and must have a verified response security patrol when closed. Security personnel must be licensed by the state of California Bureau of Security and Investigative Services personnel and shall be subject to the prior review and approval of the City Manager, with such approval not to be unreasonably withheld.
11. Each cannabis business shall have the capability to remain secure during a power outage and shall ensure that all access doors are not solely controlled by an electronic access panel to ensure that locks are not released during a power outage.
12. Entrance areas are to remain under the control of a designated responsible party that is either: (a) an employee of the cannabis business; or (b) a licensed security professional.
13. Each cannabis business shall have an accounting software system in place to provide point-of-sale data as well as audit trails for both product and cash, where applicable.
14. Each cannabis business shall demonstrate to the City Manager compliance with the state's track and trace system for cannabis and cannabis products as soon as it is operational.
15. Each cannabis business shall have a professionally installed video surveillance system, access control and intrusion alarm systems designed to protect the inventory, facility, and employees. Each business shall have network security protocols that are certified by Underwriters Laboratories, LLC.
16. Exterior vegetation shall be planted, altered, and maintained in a fashion that precludes its use as a hiding place for persons on the premises.
17. Emergency access and emergency evacuation plans that are in compliance with state and local fire safety standards.
18. Installation of "mosquitos" (high-pitch frequency devices) as a deterrent to vandalism / loitering.

B. Each cannabis business shall identify a designated security representative / liaison to the City, who shall be reasonably available to meet with the City Manager regarding any security related measures or operational issues. The designated security representative / liaison shall, on behalf of the cannabis business, annually maintain a copy of the current security plan on the premises of the business, to present to the City Manager upon request that meets the following requirements:

1. Confirms that a designated manager will be on duty during business hours and will be responsible for monitoring the behavior of employees.
2. Identifies all managers of the cannabis business and their contact phone numbers.
3. Confirms that first aid supplies and operational fire extinguishers are located in the service areas and the manager's office.
4. Confirms that burglar, fire, and panic alarms are operational and monitored by a licensed security company 24 hours a day, seven days a week, and provides contact information for each licensed security company.
5. Identifies a sufficient number of licensed, interior and exterior security personnel who will monitor individuals inside and outside the cannabis business, the parking lot, any adjacent property under the business's control, and ensure that the parking lot is cleared of employees and their vehicles one-half hour after closing.

C. As part of the application and permitting process each cannabis business shall have a storage and transportation plan, which describes in detail the procedures for safely and securely storing and transporting all cannabis, cannabis products, any hazardous materials that may be used by the business, and any currency.

D. The cannabis business shall cooperate with the City whenever the City Manager makes a request, with or without prior notice, to inspect or audit the effectiveness of any security plan or of any other requirement of this chapter.

E. A cannabis business shall notify the City Manager within 24 hours after discovering any of the following:

1. Significant discrepancies identified during inventory. The level of significance shall be determined by the regulations promulgated by the City Manager.
2. Diversion, theft, loss, or any criminal activity involving the cannabis business or any agent or employee of the cannabis business.
3. The loss or unauthorized alteration of records related to cannabis, customers or employees or agents of the cannabis business.
4. Any other breach of security.

F. Compliance with the foregoing requirements shall be verified by the City Manager prior to commencing business operations. Upon renewal, the City Manager or Sheriff's Department may supplement these security requirements once operations begin, subject to review by the City Manager if requested by the business owner.

7.04.330 Fees and charges.

A. No person may commence or continue any cannabis activity in the City, without timely paying in full all fees and charges required for the operation of a cannabis activity. Fees and charges associated with the operation of a cannabis activity shall be established by resolution of the City Council which may be amended from time to time.

B. All cannabis businesses authorized to operate under this chapter shall pay all sales, use, business and other applicable taxes, and all license, registration, and other fees required under federal, state, and local law. Each cannabis business shall cooperate with City with respect to any

reasonable request to audit the cannabis business's books and records for the purpose of verifying compliance with this section, including but not limited to a verification of the amount of taxes or fees required to be paid during any period.

C. Prior to operating in the City and as a condition of issuance of a Cannabis Business Permit, the operator of each cannabis facility shall enter into an operational or community benefit agreement with the City setting forth the terms and conditions under which the cannabis facility will operate that are in addition to the requirements of this chapter, including, but not limited to, public outreach and education, community service, payment of fees and other charges as mutually agreed, and such other terms and conditions that will protect and promote the public health, safety, and welfare.

7.04.340 General operating requirements.

A. Cannabis businesses may operate only during the hours specified in the Cannabis Business Permit issued by the City. No person under the age of 21 shall operate or be issued a permit for a cannabis business of any kind.

B. Restriction on Sales and Consumption. Cannabis shall not be consumed by any person on the premises of any cannabis business. No person shall cause or permit the sale, dispensing, or consumption of alcoholic beverages or tobacco on or about the premises of the cannabis business.

C. No cannabis or cannabis products or graphics depicting cannabis or cannabis products shall be visible from the exterior of any property issued a Cannabis Business Permit, or on any of the vehicles owned or used as part of the cannabis business. No outdoor storage of cannabis or cannabis products is permitted at any time.

D. Reporting and Tracking of Product and of Gross Sales. Each cannabis business shall have in place a point-of-sale or management inventory tracking system to track and report on all aspects of the cannabis business including, but not limited to, such matters as cannabis tracking, inventory data, gross sales (by weight and by sale), and other information which may be deemed necessary by the City. The cannabis business shall ensure that such information is compatible with the City's recordkeeping systems. In addition, the system must have the capability to produce historical transactional data for review. Furthermore, any system selected must be approved and authorized by the City Manager prior to being used by the Permittee.

E. All cannabis and cannabis products sold, distributed, or manufactured shall be cultivated, manufactured, and transported by licensed facilities that maintain operations in full conformance with the state and local regulations.

F. Emergency Contact. Each cannabis business shall provide the City Manager with the name, telephone number (both land line and mobile, if available) of an on-site employee or owner to whom emergency notice can be provided at any hour of the day.

G. Signage and Notices.

1. In addition to the requirements otherwise set forth in this section, business identification signage for a cannabis business shall conform to the requirements of Chapter 13.32 (Signs) of this code, including, but not limited to, seeking the issuance of a City sign permit, if applicable.

2. No signs placed on the premises of a cannabis business shall obstruct any entrance or exit to the building or any window.
3. Each entrance to a cannabis business shall be visibly posted with a clear and legible notice indicating that smoking, ingesting, or otherwise consuming cannabis on the premises or in the areas adjacent to the cannabis business is prohibited. The sign shall be no larger than two feet by two feet.
4. Business identification signage shall be limited to that needed for identification only and shall not contain any logos or information that identifies, advertises, or lists the services or the products offered. No cannabis business shall advertise by having a person holding a sign and advertising the business to passersby, whether such person is on the premises of the cannabis business or elsewhere including, but not limited to, the public right-of-way.
5. Signage shall not depict any image of cannabis or cannabis products. No permanent banners, flags, temporary billboards, or other prohibited signs may be used at any time.

H. Minors.

1. Persons under the age of 21 years shall not be allowed on the premises of a cannabis business and shall not be allowed to serve as a driver for a mobile delivery service. It shall be unlawful and a violation of this chapter for any person to employ any person at a cannabis business who is not at least 21 years of age.
2. Notwithstanding subsection H.1 of this section, persons aged 18 to 20 years shall be allowed on the premises of a cannabis business if they can produce a valid physician's recommendation or a medical marijuana card issued pursuant to Health and Safety Code Section 11362.71. In that event, such persons can lawfully purchase cannabis for the sole purpose of addressing the medical need that is the subject of the valid physician's recommendation.
3. The entrance to the cannabis business shall be clearly and legibly posted with a notice that no person under the age of 21 years of age is permitted to enter upon the premises of the cannabis business.

I. Odor Control. Odor control devices and techniques shall be incorporated in all cannabis businesses to ensure that odors from cannabis are not detectable off site. Cannabis businesses shall provide a sufficient odor absorbing ventilation and exhaust system so that odor generated inside the cannabis business that is distinctive to its operation is not detected outside of the facility, anywhere on adjacent property or public rights-of-way, on or about the exterior or interior common area walkways, hallways, breezeways, foyers, lobby areas, or any other areas available for use by common tenants or the visiting public, or within any other unit located inside the same building as the cannabis business. As such, cannabis businesses must obtain a building permit and install and maintain the following equipment, or any other equipment which the Director determines is a more effective method or technology:

1. An exhaust air filtration system with odor control that prevents internal odors from being emitted externally;
2. An air system that creates negative air pressure between the cannabis business's interior and exterior, so that the odors generated inside the cannabis business are not detectable on the outside of the cannabis business.

J. Display of Permit and City Business License. The original copy of the Cannabis Business Permit issued by the City pursuant to this chapter and the City-issued business license shall be posted inside the cannabis business in a location readily visible to the public.

K. Background Check. Pursuant to California Penal Code Sections [11105\(b\)\(11\)](#) and [13300\(b\)\(11\)](#), which authorizes City authorities to access state and local summary criminal history information for cannabis employment, licensing, or certification purposes and authorizes access to federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation, every person listed as an owner, investor, manager, supervisor, employee, contract employee or who otherwise works in a cannabis business must submit fingerprints and other information deemed necessary by the Sheriff's Department, Licensing Division for a background check by the Sheriff's Department. Pursuant to California Penal Sections [11105\(b\)\(11\)](#) and [13300\(b\)\(11\)](#), which requires that there be a requirement or exclusion from cannabis employment, licensing or certification based on specific criminal conduct on the part of the subject of the record, no person shall be issued a permit to operate a cannabis business or be allowed to work in a cannabis business unless they have first cleared the background check, as determined by the Sheriff's Department as required by this section. A fee for the cost of the background investigation, which shall be the actual cost to the City to conduct the background investigation as it deems necessary and appropriate, shall be paid at the time the application for a Cannabis Business Permit is submitted. Evidence of a conviction of any of the offenses enumerated in Business and Professions Code Section [26057\(b\)\(4\)](#), absent a Certificate of Rehabilitation, shall be grounds for immediate disqualification of the applicant.

L. Loitering. The owner and / or operator of a cannabis business shall prohibit loitering by persons outside the facility both on the premises and within 50 feet of the premises. The cannabis business shall notify the Sheriff's Department if anyone continues to loiter around the building or premises in violation of applicable law after all reasonable action has been taken to remove the individual(s) and the action has failed to do so in a timely manner.

M. Permits and Other Approvals. Prior to the establishment of any cannabis business or the operation of any such business, the person intending to establish a cannabis business must first obtain all applicable planning, zoning, building, and other applicable permits from the relevant governmental agency which may be applicable to the zoning district in which such cannabis business intends to establish and to operate pursuant to Section 7.04.290 and all applicable requirements in this chapter.

N. Each cannabis operator shall establish minimum training standards for all employees. The City Manager shall have the discretion to require other training for the business operations should the City identify deficiencies or noncompliance issues with City or state requirements.

7.04.350 Amendments to general operating requirements.

The City Manager may develop other cannabis business operational requirements or regulations as are determined to be necessary to protect the public health, safety, and welfare.

7.04.360 Operating requirements for retail store front facilities.

A. No more than the number of cannabis retailers adopted by City Council resolution may operate within the City at any one time and shall be issued a Cannabis Business Permit by the City.

B. Retailers shall verify the age and all necessary documentation of each individual to ensure the customer is not under the age of 18 years. If the potential customer is 18 to 20 years old, retailer shall confirm the customer's possession of a valid doctor's recommendation and / or Health and Safety Code Section [11362.71](#) identification card (medical marijuana card). For adult-use purchases, retailers shall verify that all customers are 21 years of age or older for the purchase of cannabis or cannabis products.

C. Individuals must show their government-issued identification, and, in the case of medical cannabis facilities, their physician's recommendation, or a cannabis card issued pursuant to Health and Safety Code Section [11362.71](#) in order to gain access into the retailer. The government-issued identification and, if applicable, doctor's recommendation or cannabis card must also be shown at the point-of-sale station at the time of purchase. Doctor recommendations are not to be obtained or provided at the retail location.

D. Uniformed licensed security personnel shall be employed to monitor site activity, control loitering and site access, and to serve as a visual deterrent to unlawful activities. The security personnel shall be at least 21 years of age and shall be licensed by the Bureau of Security and Investigative Services and shall comply with Chapters 11.4 and 11.5 of Division 3 of the Business and Professions Code. Security personnel may be allowed to carry firearms if authorized by Bureau of Security and Investigative Services.

E. Retailers may have only that quantity of cannabis and cannabis products to meet the daily demand readily available for sale on site in the retail sales area of the retailer. Additional product may be stored in a secured, locked area to which customers, vendors, and visitors shall not have access.

F. All restrooms used by the public shall remain locked and under the control of management.

G. Retailers authorized to conduct retail activities shall only serve customers who are within the licensed premises, or at a delivery address that meets the requirements of this chapter.

1. The sale and delivery of cannabis goods shall not occur through a pass-through window or a slide-out tray to the exterior of the premises.
2. Retailers shall not operate as or with a drive-in or drive-through at which cannabis goods are sold to persons within or about a motor vehicle.
3. No cannabis goods shall be sold and / or delivered by any means or method to any person within a motor vehicle.
4. All cannabis goods sold by a retail business shall be contained in child-resistant packaging.
5. Retailers shall record point-of-sale areas and areas where cannabis goods are displayed for sale on the video surveillance system. At each point-of-sale location, camera placement must allow for the recording of the facial features of any person purchasing or selling cannabis goods, or any person in the retail area, with sufficient clarity to determine identity.

H. Access to Retailer Premises.

1. Access to the premises of a retail Permittee shall be limited to individuals who are at least 21 years of age.

2. Notwithstanding subsection H.1 of this section, individuals who are at least 18 years of age and in possession of a valid physician's recommendation shall be granted access to the premises of a retail Permittee for the sole purpose of purchasing medicinal cannabis consistent with the physician's recommendation.

I. Authorized Sales. A retailer shall only sell adult-use cannabis and adult-use cannabis products to individuals who are at least 21 years of age. A retailer shall only sell medicinal cannabis or medicinal cannabis products to individuals who are at least 18 years of age, but not yet 21, if those individuals are in possession of a valid physician's recommendation. Medicinal cannabis sales to individuals 21 years of age and older are unrestricted.

J. Limited Access Areas. A retailer shall establish limited-access areas and permit only authorized individuals to enter the limited-access areas. Authorized individuals include individuals employed by the retailer as well as any outside vendors, contractors, or other individuals conducting business that requires access to the limited access area. All individuals granted access to the limited access area shall be at least 21 years of age, and if not employed by the retailer, shall be escorted at all times by an employee of the Permittee. A retailer shall maintain a log of all individuals who are not employees who are granted access to the limited access area. These logs shall be made available to the City Manager or the Sheriff's Department upon request.

K. Operating hours of the store front retailer license shall be limited to the hours of nine a.m. through nine p.m., seven days a week.

L. Store front / Retail Security Requirements. All provisions incorporated within Section 7.04.320, Security measures, are directly applicable to and binding on all cannabis businesses, including all store front / retail businesses.

7.04.370 Retailer, non-store front retailer, and microbusiness delivery requirements.

A. Retailers, non-store front retailers (delivery), and microbusinesses owners and operators are required to verify the age and the necessary documentation of each customer. They must ensure that medical customers are at least 18 years of age and verify that the customer has a valid doctor's recommendation. Doctor recommendations are not to be obtained or provided at the retail location. In the case of adult-use customers, they must verify that the customer is at least 21 years of age. Sales shall only be made to persons matching this criteria.

B. All store front retailers, non-store front retailers (delivery), and microbusinesses which conduct deliveries into or within the City of Santee shall be required to obtain a permit from the City of Santee in order to conduct retail sales regardless, if they are located in the City or another local jurisdiction.

C. Operating hours of the non-store front retailer license or out of town retail delivery services shall be limited to the hours of nine a.m. through nine p.m., seven days a week.

7.04.380 Retailer, non-store front retailer and microbusiness delivery vehicle requirements.

Prior to commencing delivery operations, a cannabis retailer, cannabis non-store front retailer and microbusiness shall provide the following information to the City:

A. Proof of ownership of the vehicle or a valid lease for any and all vehicles that will be used to deliver cannabis or cannabis products.

B. The year, make, model, color, license plate number, and numerical vehicle identification number (VIN) for any and all vehicles that will be used to deliver cannabis goods.

C. Proof of insurance as required in Section 7.04.300.B for any and all vehicles being used to deliver cannabis goods.

D. The Permittee shall provide the City with the information required by this section in writing for any new vehicle that will be used to deliver cannabis goods prior to using the vehicle to deliver cannabis goods.

E. The Permittee shall provide the City with any changes to the information required by this section in writing within 30 calendar days.

7.04.390 Operating requirements for distributors.

A. A distributor shall not store noncannabis products or noncannabis accessories that are to be sold to another party on any licensed or permitted premises. Additionally, a distributor shall not distribute noncannabis products or noncannabis accessories at a licensed premises. For the purposes of this section, noncannabis products are any goods that do not meet the definition of cannabis goods as defined in Title 16, Division 42, Section 5000(c) of the California Code of Regulations.

B. After taking physical possession of a cannabis goods batch, the distributor shall contact a testing laboratory and arrange for a laboratory employee to come to the distributor's licensed premises to select a representative sample for laboratory testing. The determination of which cannabis goods are to be included in the sample for laboratory testing shall be left to the sole discretion of the laboratory employee.

C. A distributor shall ensure that all cannabis goods batches are stored separately and distinctly from other cannabis goods batches on the distributor's premises.

D. The distributor shall ensure that the batch size from which the sample is taken meets the requirements of state law, specifically the testing provisions within the California Code of Regulations.

E. A distributor or an employee of the distributor shall be physically present to observe the laboratory employee obtain the sample of cannabis goods for testing and shall ensure that the increments are taken from throughout the batch. The sampling shall be video-recorded, and the recording kept available to the state and the City for a minimum of 180 days, pursuant to Title 16, Division 42, Section 5305 of the California Code of Regulations.

F. A distributor shall not transport cannabis or cannabis products to a licensed retail facility until and unless it has verified that the cannabis or cannabis products have been tested and certified by a testing lab as being in compliance with state health and safety requirements pursuant to Title 16, Division 42, Sections 5705, 5710 and 5714 of the California Code of Regulations.

7.04.400 Operating requirements for testing labs.

A. Testing labs shall be required to conduct all testing in a manner pursuant to Business and Professions Code Section [26100](#) and shall be subject to state and local law. Each testing lab shall be subject to additional regulations as determined from time to time as more regulations are developed under this chapter and any subsequent state of California legislation regarding the same.

B. Testing labs shall conduct all testing in a manner consistent with general requirements for the competence of testing and calibrations activities, including sampling using verified methods.

C. All cannabis testing laboratories performing testing shall obtain and maintain ISO / IEC 17025 accreditation as required by the Bureau of Cannabis Control.

D. Testing labs shall destroy any harvest batch whose testing sample indicates noncompliance with health and safety standards required by the Bureau unless remedial measures can bring the cannabis or cannabis products into compliance with quality standards as specified by law and implemented by the Bureau.

E. Each operator shall ensure that a testing laboratory employee takes the sample of cannabis or cannabis products from the distributor's premises for testing required by state law and that the testing laboratory employee transports the sample to the testing laboratory.

F. Except as provided by state law, a testing laboratory shall not acquire or receive cannabis or cannabis products except from a licensee in accordance with state law, and shall not distribute, sell, or dispense cannabis, or cannabis products, from the licensed premises from which the cannabis or cannabis products were acquired or received. All transfer or transportation shall be performed pursuant to a specified chain of custody protocol.

G. A testing laboratory may receive and test samples of cannabis or cannabis products from a qualified patient or primary caregiver only if the qualified patient or primary caregiver presents the qualified patient's valid physician's recommendation for cannabis for medicinal purpose. A testing lab shall not certify samples from a qualified patient or primary caregiver for resale or transfer to another party or licensee. All tests performed by a testing laboratory for a qualified patient or primary caregiver shall be recorded with the name of the qualified patient or primary caregiver and the amount of the cannabis or cannabis products received.

7.04.410 Operating requirements for cannabis manufacturing

A. Cannabis manufacturing shall only be permitted pursuant to Section 7.04.070 or any subsequent created manufacturing state license as defined in MAUCRSA and may be permitted to operate only within those zone districts as defined in the Santee Municipal Code.

B. Any compressed gases used in the manufacturing process shall not be stored on any property within the City in containers that exceeds the amount which is approved by the Fire Department and authorized by the regulatory permit. Each site or parcel subject to a Cannabis Business Permit shall be limited to a total number of tanks as authorized by the Fire Department on the property at any time.

C. Cannabis manufacturing facilities may use heat, screens, presses, steam distillation, ice water, ethanol, and other methods without employing solvents or gases to create keef, hashish, bubble hash, or infused dairy butter, or oils or fats derived from natural sources, and other extracts.

D. If an extraction process uses a professional grade closed loop CO₂ gas extraction system every vessel must be certified by the manufacturer for its safe use as referenced in subsection F of this section. The CO₂ must be of at least 99 percent purity.

E. Closed loop systems for compressed gas extraction systems must be commercially manufactured and bear a permanently affixed and visible serial number.

F. Certification from an engineer licensed by the state of California, or by a certified industrial hygienist, must be provided to the City for a professional grade closed loop system used by any cannabis manufacturing manufacturer to certify that the system was commercially manufactured, is safe for its intended use, and was built to codes of recognized and generally accepted good engineering practices, including but not limited to:

1. The American Society of Mechanical Engineers (ASME);
2. American National Standards Institute (ANSI);
3. Underwriters Laboratories, LLC (UL); or
4. The American Society for Testing and Materials (ASTM).

G. The certification document must contain the signature and stamp of the professional engineer or industrial hygienist and serial number of the extraction unit being certified.

H. Professional closed loop systems, other equipment used, the extraction operation, and facilities must be approved for their use by the Fire Department and meet any required fire, safety, and building code requirements specified in the California Building Reference Codes.

I. Cannabis manufacturing facilities may use non-volatile solvents, including carbon dioxide, ethanol, and nonhydrocarbon-based or other solvents such as water, vegetable glycerin, vegetable oil, animal fat, and glycerin to create or refine extracts. Ethanol should be removed from the extract in a manner to recapture the solvent and ensure that it is not vented into the atmosphere.

J. Cannabis manufacturing facilities creating cannabis extracts must develop standard operating procedures, good manufacturing practices, and a training plan prior to producing extracts for the marketplace.

K. Any person using solvents or gases in a closed looped system to create cannabis extracts must be fully trained on how to use the system, have direct access to applicable material safety data sheets to handle, and store the solvents and gases safely.

L. Parts per million for one gram of finished extract cannot exceed state standards for any residual solvent or gas when quality assurance tested.

7.04.420 Operating requirements for delivery services.

Prior to commencing operations, a cannabis out-of-City delivery service shall comply with the following requirements:

A. Obtain from the City a permit authorizing the delivery of cannabis and cannabis products within the City limits. A copy of this permit shall be retained by all drivers.

B. The retail business operating the delivery service shall provide the City Manager with evidence of a valid state license for a cannabis business on whose authorization the delivery service is performing the delivery function.

C. The retail business operating the delivery service shall furnish to the City Manager the year, make, model, license plate number, and numerical vehicle identification number (VIN) for any and all vehicles that will be used to deliver cannabis goods.

7.04.430 Permissible delivery locations and customers.

Cannabis delivery businesses located outside of the City permitted to engage in delivery of cannabis and cannabis products inside the City are subject to the following requirements:

A. A licensed cannabis business shall not deliver cannabis goods to an address located on publicly owned land or any address on land or in a building leased by a public agency.

B. A licensed cannabis business shall comply with all requirements of state and local law pertaining to the Cannabis Business Permit and all subsequent policies, procedures and regulations which may be amended by the City Manager from time to time in order to enforce this chapter.

C. Any kiosk, iPad, tablet, smart phone, fixed location, or technology platform, whether manned or unmanned, other than a retail location permitted by the City, that facilitates, directs, or assists the retail sale or delivery of cannabis or cannabis products is prohibited and shall be a violation of this chapter.

7.04.440. Operating Requirements for Microbusinesses.

The requirements set forth in Sections 7.04.360 through 7.04.430 apply to microbusinesses, to the extent that the microbusiness is engaging in the specified activity.

7.04.450 Promulgation of regulations, standards and other legal duties.

A. In addition to any regulations adopted by the City Council, the City Manager is authorized to establish any additional rules, regulations and standards governing the issuance, denial or renewal of Cannabis Business Permits, the ongoing operation of cannabis businesses and the City's oversight, or concerning any other subject determined to be necessary to carry out the purposes of this chapter.

B. Regulations shall be published on the City's website.

C. Regulations promulgated by the City Manager shall become effective upon date of publication. Cannabis businesses shall be required to comply with all state and local laws and regulations, including but not limited to any rules, regulations or standards adopted by the City Manager.

7.04.460 Community relations.

A. Each cannabis business shall provide the name, telephone number, and email address of a community relations contact to whom notice of problems associated with the cannabis business can be provided. Each cannabis business shall also provide the above information to all businesses and residences located within 100 feet of the cannabis business.

B. During the first year of operation pursuant to this chapter, the owner, manager, and community relations representative from each cannabis business holding a permit issued pursuant to this chapter shall attend meetings with the City Manager, and other interested parties as deemed appropriate by the City Manager, to discuss costs, benefits, and other community issues arising as a result of implementation of this chapter. After the first year of operation, the owner, manager, and community relations representative from each such cannabis business shall meet with the City Manager when and as requested by the City Manager.

C. Cannabis businesses to which a Cannabis Business Permit is issued pursuant to this chapter shall develop a City approved public outreach and educational program for youth organizations and educational institutions that outlines the risks of youth addiction to cannabis, and that identifies resources available to youth related to drugs and drug addiction.

7.04.470 Fees deemed debt to the City.

The amount of any fee, cost or charge imposed pursuant to this chapter shall be deemed a debt to the City that is recoverable via an authorized administrative process as set forth in the City ordinance or in any court of competent jurisdiction.

7.04.480 Permit holder responsible for violations.

The person to whom a Cannabis Business Permit is issued pursuant to this chapter shall be responsible for all violations of the laws of the state of California or of the regulations and / or the ordinances of the City, whether committed by the Permittee or any employee or agent of the Permittee, which violations occur in or about the premises of the cannabis business whether or not said violations occur within the permit holder's presence.

7.04.490 Inspection and enforcement.

A. The Enforcement Officer may enter the location of a cannabis business at any time, without notice, and inspect the location of any cannabis business as well as any recordings and records required to be maintained pursuant to this chapter or under applicable provisions of state law.

B. It is unlawful for any person having responsibility over the operation of a cannabis business, to impede, obstruct, interfere with, or otherwise not to allow the City to conduct an inspection, review or copy records, recordings or other documents required to be maintained by a cannabis business under this chapter or under state or local law. It is also unlawful for a person to conceal, destroy, deface, damage, or falsify any records, recordings or other documents required to be maintained by a cannabis business under this chapter or under state or local law.

C. The Enforcement Officer may enter the location of a cannabis business at any time during the hours of operation and without notice to obtain samples of the cannabis to test for public safety purposes. Any samples obtained by the City shall be logged, recorded, and maintained in accordance with established procedures by the City Manager or these regulations.

7.04.500 Violations declared a public nuisance.

Each and every violation of the provisions of this chapter constitutes a misdemeanor and is hereby deemed unlawful and a public nuisance. The City reserves the right to pursue any available legal remedy to address violations of this chapter.

7.04.510 No vested rights.

No person(s) (including any Applicant, owner, and / or Permittee) shall have any vested rights to any permit, right, and / or interest under this chapter, regardless of whether such person(s) cultivated, sold, distributed, and / or otherwise engaged in acts related to the use of cannabis prior to the adoption of the ordinance codified in this chapter.

7.04.520 Civil penalties.

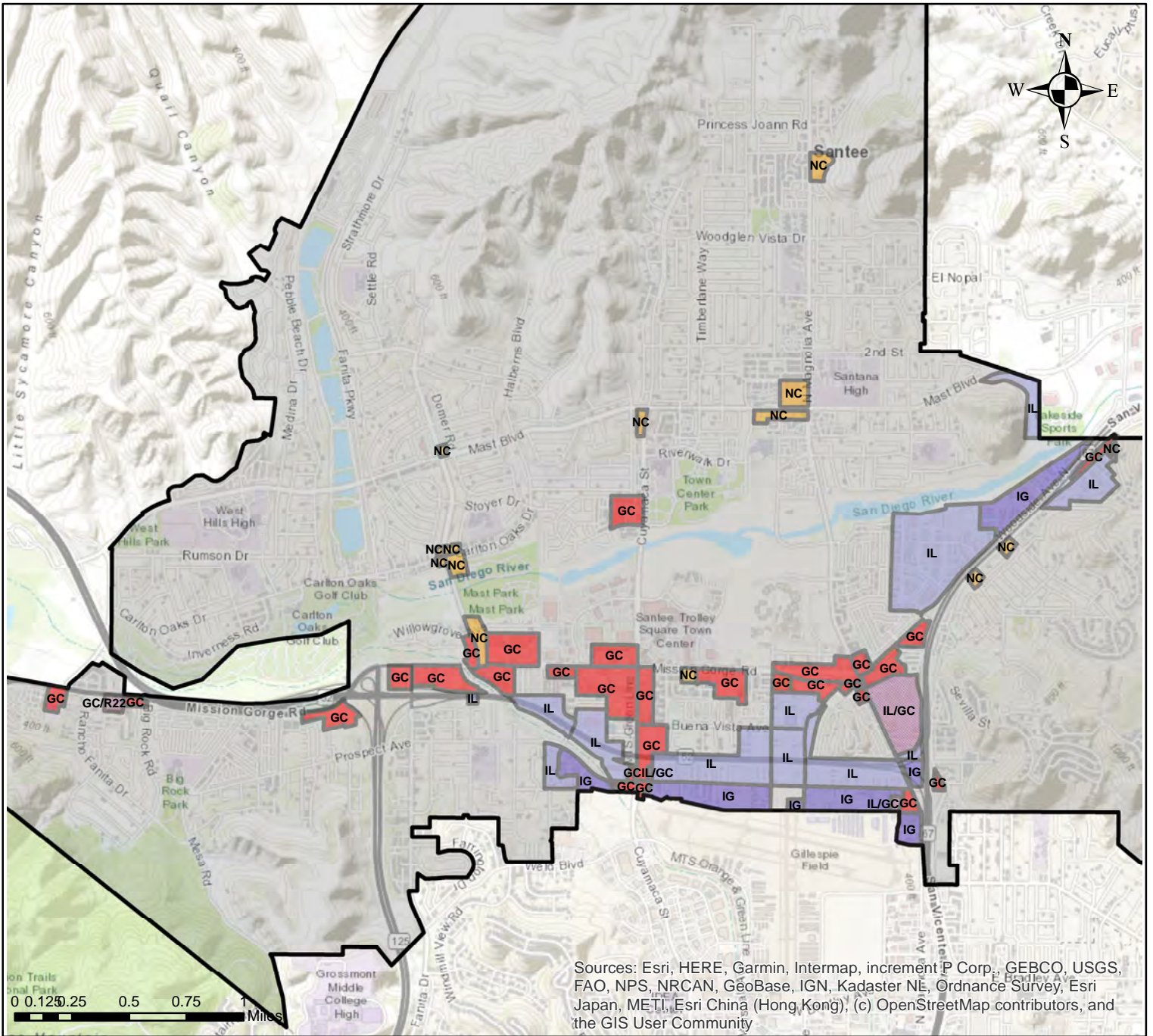
A. In addition to the enforcement and fines described herein, the City Attorney may bring a civil action for injunctive relief and civil penalties pursuant to Chapter 1.04 of this code against any

owner who violates this chapter. In any civil action brought pursuant to this chapter, the court may award reasonable attorneys' fees and costs to the prevailing party.

B. The City may pursue any other legal remedy to enforce or collect any fines or amounts owed as set forth herein.

DRAFT

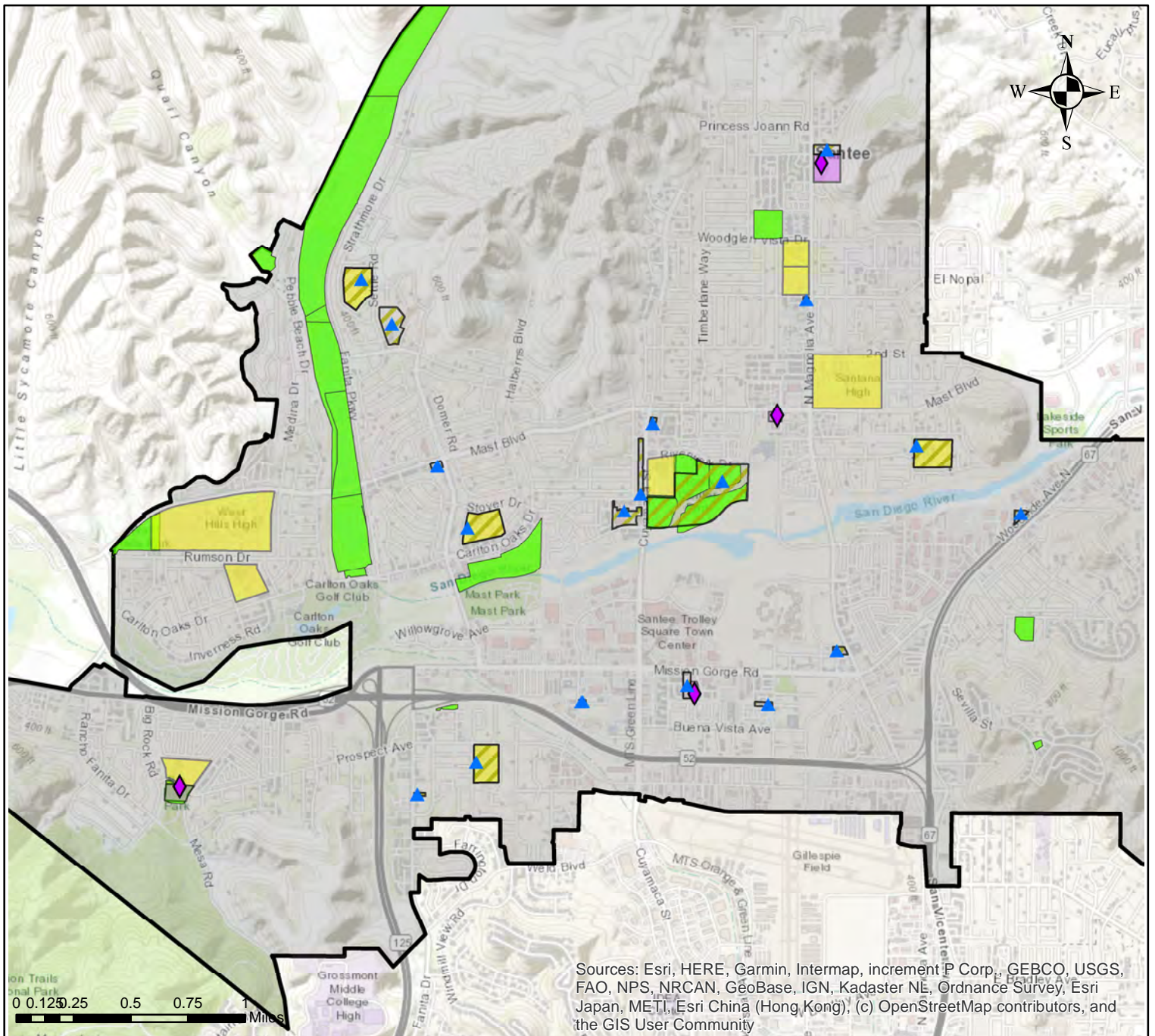
Map #1 - Zone Districts



Legend

- NC
- GC/R22
- GC
- IL/GC
- IL
- IG
- City Boundary
- City Area

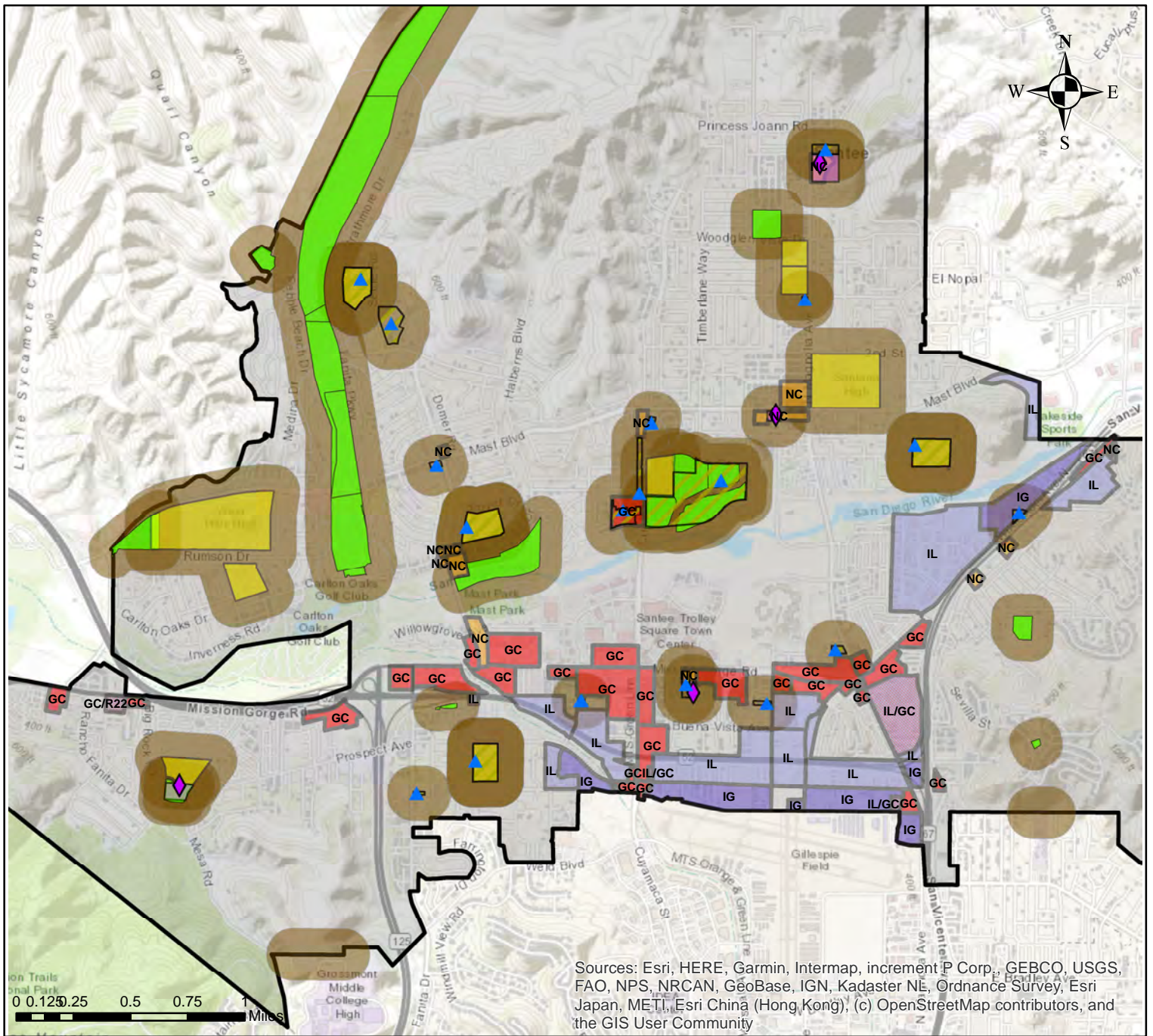
Map #2 - Sensitive Uses



Legend

- ▲ Day Care Location
- ◆ Youth Center Location
- Day Care Parcel
- Youth Center Parcel
- School
- Santee Parks
- Santee Lakes Parcels
- City Boundary
- City Area

Map #3 - Sensitive Uses, Zoning, and 600' Buffers



Legend

- | | | | | | |
|--|-----------------------|--|----------------------|--|---------------------------------|
| | Day Care Location | | NC | | Santee Lakes 600' Buffer |
| | Youth Center Location | | GC/R22 | | Santee Parks 600' Buffer |
| | Day Care Parcel | | GC | | Santee Schools 600' Buffer |
| | Youth Center Parcel | | IL/GC | | Youth Center Parcel 600' Buffer |
| | School | | IL | | City Boundary |
| | Santee Parks | | IG | | City Area |
| | Santee Lakes Parcels | | Day Care 600' Buffer | | |

MEETING DATE March 9, 2022

ITEM TITLE FISCAL YEAR 2021-22 OPERATING BUDGET UPDATE AND RESOLUTION AMENDING THE FISCAL YEAR 2021-22 BUDGET

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

SUMMARY

The operating budget for fiscal year 2021-22 was adopted by the City Council on June 23, 2021. The attached staff report and schedules provide an update on the current fiscal year budget, including amendments to the budget reflecting changes in revenue estimates and proposed appropriation adjustments.

Staff has commenced efforts for the development of the proposed operating budget for fiscal year 2022-23. Budget review sessions for the proposed fiscal year 2022-23 operating budget are currently planned for June 8th and June 22nd, including adoption on June 22nd.

FINANCIAL STATEMENT *tm*

The fiscal year 2021-22 General Fund operating budget, as amended, reflects estimated revenues totaling \$52.7 million and operating expenditure appropriations totaling \$51.4 million. Other uses of funds total \$8.8 million which include capital improvement program and other interfund transfers, as well as a supplemental payment towards the City's unfunded pension liability. The projected available reserve balance at June 30, 2022 of \$12.2 million represents 23.8% of the annual General Fund operating expenditures.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION *MSB*

Adopt the attached resolution amending the fiscal year 2021-22 budget, including any changes as directed by the City Council.

ATTACHMENTS

1. Staff Report
2. General Fund Summary
3. General Fund Revenue Detail
4. General Fund Appropriation Adjustments
5. Other Funds Adjustments
6. Resolution

STAFF REPORT

FISCAL YEAR 2021-22 OPERATING BUDGET UPDATE AND RESOLUTION AMENDING THE OPERATING BUDGET FOR FISCAL YEAR 2021-22

**CITY COUNCIL MEETING
MARCH 9, 2022**

Overview

With a history of sound fiscal responsibility, including the use of cautious revenue estimates and prudent expenditure restraint from the onset of the COVID-19 pandemic, the City of Santee has weathered the past couple of years much better than expected. Through a combination of stronger than anticipated revenues and budgeted expenditure savings, the City ended last fiscal year with an available General Fund reserve balance of \$19.4 million which is \$2.4 million better than expected when the current fiscal year budget was developed. General Fund revenues were \$1.3 million better than expected, led by stronger than projected sales tax revenue (in particular from County Pool allocations and the Building and Construction industry group). Budgeted expenditure savings were \$1.1 million more than had been projected.

The following discussion and schedules present updated revenue projections for FY 2021-22 and proposed expenditure appropriation adjustments. The Amended Operating Budget for Fiscal Year 2021-22, as presented, is a balanced budget which provides for a projected reserve balance at June 30, 2022 of \$12.2 million or 23.8% of annual General Fund operating expenditures. Supplemental reserves in excess of the City's 20% minimum reserve policy will provide resources to navigate through the current high inflationary environment that will impact City contracts, uncertainty created by national and global events, to meet continued increases in CalPERS retirement costs and address CalPERS unfunded liabilities as well as providing an opportunity to allocate additional resources towards meeting current and future infrastructure and public facility needs.

General Fund	
Proposed Budget Summary	
FY 2021-22 Mid-Year Amended Budget	
Revenues	\$ 52,734,600
Expenditures	(51,364,875)
Revenues Over Expenditures	1,369,725
Other Financing Sources	259,000
Other Financing Uses:	
Transfers to Other Funds	(856,211)
Transfers to Capital Improvement Program	(7,422,905)
Unfunded Liability Payments (CalPERS)	(500,000)
Available Fund Balance, July 1, 2021	19,379,649
Available Fund Balance, June 30, 2022	\$ 12,229,258

General Fund Revenues

General Fund revenues for FY 2021-22 are projected to total \$52.7 million, a \$2.6 million increase from the original budget estimate. Following is a discussion of key revenue updates.

Property Taxes: Property Taxes represent nearly 42% of General Fund revenues and are received based on net taxable assessed valuation. Citywide net taxable assessed valuation increased by 4.2% in FY 2021-22. While this growth is a bit lower than that experienced in recent years, it is the fifth highest rate of increase of all San Diego County cities in FY 2021-22. Property tax revenues (including real property transfer taxes) are projected to total \$21.9 million in FY 2021-22, an increase of \$697,727 from the previous fiscal year and \$228,550 more than the FY 2021-22 original budget estimate. To date property tax payment delinquencies continue to have just a very minimal impact on the City's property tax revenues, though this is something that we are continuing to monitor.

Sales Tax: Sales Tax represents 33% of General Fund revenues and is projected to total \$17.6 million in FY 2021-22. This represents a \$1.2 million increase from the prior fiscal year and nearly a \$1.6 million increase from the original budget estimate. The key Building and Construction and General Consumer Goods categories are continuing to perform well for Santee. In addition, continued growth is expected in County Pool allocations, as the expected adverse impact from a change in the ownership structure of a major retailer's fulfillment centers has been less than initially projected.

Franchise Fees: Franchise Fees represent the third largest discretionary source of revenue and are received from Waste Management, San Diego Gas & Electric (SDG&E), Cox Communications and AT&T. Franchise Fees are projected to total \$3.5 million in FY 2021-22, an increase of \$267,042 from the prior fiscal year (excluding the one-time contract signing fee received from Waste Management in the prior fiscal year) and a \$150,050 increase from the original budget estimate. As continues to be the case, expected increases from Waste Management and SDG&E are partially offset by expected decreases from Cox Communications and AT&T.

Transient Occupancy Tax: Transient Occupancy Tax (TOT) revenue fared surprisingly well during the course of the pandemic and continues to experience solid growth. TOT revenue is projected total \$672,300 in FY 2021-22. This represents 12% growth from the prior fiscal year and a \$91,100 increase from the original budget estimate.

Fire Reimbursements: As a result of the deployment of Santee Fire Department personnel and resources to combat numerous wildfires throughout the State, federal and state reimbursements are expected to total \$840,110 in FY 2021-22. While this is \$91,418 less than the amount received in the prior fiscal year (which also included a substantial amount from the City's participation in the Operation Collaboration vaccination program), it does reflect a \$620,110 increase from the original budget estimate. This additional revenue is substantially offset by additional reimbursable overtime costs and other related expenditures.

Recreation, Facilities and Special Events Revenues:

Community Services Department revenues related to General Fund recreation activities, facilities usage (including Sportsplex) and special events is projected to total \$694,980 in FY 2021-22, a \$389,637 increase from the prior fiscal year and a \$129,300 increase from the original budget estimate.

General Fund Expenditures

The amended budget reflects General Fund operating expenditures totaling \$51.4 million in FY 2021-22, a \$1.4 million increase from the current budget. Following is a discussion of the proposed appropriation adjustments.

Personnel Costs: Proposed personnel cost adjustments include the following.

- A \$441,000 increase in Fire Department reimbursable overtime from the deployment of Fire Department personnel on numerous large fires during the 2021 fire season. This cost is fully offset by federal and state reimbursements.
- A \$151,000 increase in workers compensation costs in various departments (primarily in the Fire Department).
- A \$141,450 increase due to the payout of unused vacation balances upon employee retirements or resignations that were not anticipated when the original budget was developed.
- A \$57,660 increase due to the reinstatement of the management Vacation Cash Out program.

In addition, the proposed mid-year budget includes the conversion of a part-time Recreation Leader position in the City Manager's Office to a full-time Marketing Specialist position in order to keep up with the high demand of City marketing and communication responsibilities. This position will continue to assist with Citywide marketing, SanteeTV, social media, live streaming of meetings, communications, website/app redesign, brand development and implementation, and City print media, including drone footage and photos. The impact on the FY 2021-22 budget is \$22,920 with a future annual cost impact of \$79,330.

Other proposed operating expenditure adjustments include the following.

City Manager (Economic Development): An increase of \$25,000 to fund a project feasibility study.

City Attorney: A decrease of \$50,000 for costs related to the dissolution of County Service Area 69. These costs are being transferred to the Fire Department Emergency Medical Services (CSA 69) budget to be paid from CSA 69 revenues.

Human Resources & Risk Management: An increase of \$50,000 for executive recruitment services.

Development Services: An increase of \$150,000 for contract building plan check and inspection services, which is fully offset by a projected increase in building permit revenue.

Community Services: An increase of \$49,500 for termite remediation at City Hall and an increase of \$15,000 to support special events to be programmed at the Trolley Square amphitheater.

Fire: Proposed adjustments include the following.

- Increase of \$22,160 for wearing apparel and medical testing for new hires
- Increase of \$24,330 to replace protective ballistic vests and helmets
- Increase of \$26,370 for increased fuel costs (entire City fleet)

- Increase of \$20,000 for the repair and maintenance of City vehicles including major fire apparatus

Transfers to Capital Improvement Program: In response to stated City Council and community priorities, additional transfers to the Capital Improvement Program totaling \$2.275 million are proposed as follows.

- \$1.275 million to increase funding for the City’s pavement repair and maintenance efforts. This includes the \$275,000 as discussed at the February 9, 2022 City Council meeting with an additional \$1.0 million to further these efforts.
- \$1.0 million in seed money for the planned replacement of Fire Station 4. This much needed project is currently unfunded except for \$100,000 that was allocated in the current Capital Improvement Program budget for initial planning efforts. A “Request for Proposals” is currently underway and a recommendation to award a consultant contract to assist the City with a comprehensive community risk assessment and the development of long-range planning to address the future fire and emergency services needs of the community is expected to be brought forward to the City Council next month.

General Fund Reserves

As a result of stronger than anticipated revenues and budgeted expenditure savings realized in the prior fiscal year as well as the additional revenues projected to be available this fiscal year, the amended budget reflects a projected available General Fund balance of \$12.2 million at June 30, 2022, a \$1.5 million improvement from the current budget and which exceeds the \$10.3 million minimum balance required by the City’s General Fund Reserve Policy by more than \$1.9 million.

The City Council may want to consider providing direction to staff to appropriate or commit portions of the projected available reserve balance in excess of the 20% policy level for purposes such as the following.

- To maintain a supplemental budget stabilization reserve which would provide additional resources to cushion against current inflationary or changes in general economic conditions, City revenues or expenditure requirements.
- Additional payments to reduce CalPERS unfunded liabilities.
- Additional transfers to the Capital Improvement Program in support of key current and planned City projects and initiatives such as:
 - Pavement repair and maintenance
 - Replacement of Fire Station 4
 - Highway 52 Phase 1 improvements
 - Community Center
 - Corrugated metal storm drain repairs/replacement
 - Arts & Entertainment District
 - Information technology investments such as web site improvements and the upgrade/replacement of the City’s financial management system

Other Funds

Proposed adjustments to Other Funds include the following.

Santee Roadway Lighting District Zone A: An increase of \$7,240 due to electricity rate increases.

Santee Roadway Lighting District Zone B: An increase of \$20,780 due to electricity rate increases.

Santee Landscape Maintenance District Zone 4 – Camelot Heights: An increase of \$1,000 for water costs.

Capital Projects Fund: Reflects increases from the receipt and appropriation of the proposed increase in transfers to the Capital Improvement Program as previously discussed in this report.

**CITY OF SANTEE
GENERAL FUND SUMMARY
FY 2021-22 PROPOSED MID-YEAR BUDGET AMENDMENTS**

	FY 2021-22 Current Budget	FY 2021-22 Amended Budget	Increase (Decrease)
Revenues	\$ 50,106,395	\$ 52,734,600	\$ 2,628,205
Expenditures by Dept:			
City Council	476,270	476,270	-
City Attorney	797,920	747,920	(50,000)
City Manager	1,124,640	1,223,880	99,240
City Manager	727,350	736,950	9,600
Economic Development	373,510	440,230	66,720
Santee TV	23,780	46,700	22,920
Information Technology	539,810	544,920	5,110
Animal Control	441,530	441,530	-
City Clerk	545,450	545,450	-
Human Resources & Risk Mgmt	1,395,720	1,503,670	107,950
Human Resources	678,770	786,720	107,950
Risk Management	716,950	716,950	-
Finance	1,412,260	1,422,660	10,400
Development Services (total):	5,575,955	5,786,545	210,590
Engineering	2,594,330	2,655,890	61,560
Stormwater	58,115	58,115	-
Planning	1,894,370	1,894,700	330
Building	863,830	1,013,830	150,000
Code Compliance	165,310	164,010	(1,300)
Community Services (total):	5,477,580	5,593,390	115,810
Administration	516,850	534,970	18,120
Public Svcs - Maintenance	3,702,150	3,772,220	70,070
Stormwater	163,580	163,580	-
Solid Waste	39,840	42,120	2,280
Facility Operations	131,490	131,490	-
Recreation	646,710	649,050	2,340
Special Events	276,960	299,960	23,000
Law Enforcement	16,812,110	16,812,110	-
Fire and Life Safety (total):	15,556,930	16,266,530	709,600
Administration	1,107,030	1,112,030	5,000
Emergency Operations	10,349,390	10,912,840	563,450
Emergency Medical	3,651,590	3,746,370	94,780
Emergency Preparedness	29,900	29,900	-
Fleet Operations and Maintenance	419,020	465,390	46,370
Total Operating Expenditures	50,156,175	51,364,875	1,208,700
Revenues Over (Under) Expenditures	(49,780)	1,369,725	1,419,505
Other Financing Sources	259,000	259,000	-
Other Financing Uses:			
Transfers to Other Funds	(856,211)	(856,211)	-
Transfers to Capital Improvement Program	(5,147,905)	(7,422,905)	(2,275,000)
Unfunded Liabilities	(500,000)	(500,000)	-
Change in Available Fund Balance	(6,294,896)	(7,150,391)	(855,495)
Available Fund Balance, Beg. of Year	16,989,470	19,379,649	2,390,179
Available Fund Balance, End of Year	\$ 10,694,574	\$ 12,229,258	\$ 1,534,684

**CITY OF SANTEE
GENERAL FUND
REVENUE DETAIL
FY 2021-22 MID-YEAR UPDATE**

Attachment 3

Account No.	Account Name	FY 2020-21 Actual	FY 2021-22 Current	FY 2021-22 Revised	Increase (Decrease)
TAXES					
Property Taxes		21,199,023	21,668,200	21,896,750	228,550
1001.00.4001	Property Tax Secured and Unsecured	11,587,879	11,885,700	12,039,400	153,700
1001.00.4002	Property Tax - Redev Pass-through	526,497	507,500	466,330	(41,170)
1001.00.4003	Property Tax - Redev Residual Distrib	1,826,818	1,834,800	1,818,400	(16,400)
1001.00.4005	Real Property Transfer	408,383	305,100	436,920	131,820
1001.00.4006	Property Tax In Lieu (of VLF)	6,849,446	7,135,100	7,135,700	600
Sales and Use Taxes		14,709,955	14,422,600	15,776,140	1,353,540
1001.00.4011	Sales and Use Taxes	16,363,699	16,032,000	17,586,850	1,554,850
1001.00.4015	Location Agreement Payment	(1,653,744)	(1,609,400)	(1,810,710)	(201,310)
Transient Occupancy Tax		600,220	581,200	672,300	91,100
1001.00.4020	Transient Occupancy Tax	600,220	581,200	672,300	91,100
Franchise Fees		4,988,608	3,355,600	3,505,650	150,050
1001.00.4030	Franchise Fees	3,238,608	3,355,600	3,505,650	150,050
1001.00.4030	Waste Mgmt One-Time Contract Signing Fee	1,750,000	-	-	-
SPECIAL ASSESSMENTS		1,111,800	1,110,650	1,110,650	-
1001.03.4102	Assessments - Fire Benefit Fee	1,111,800	1,110,650	1,110,650	-
INTERGOVERNMENTAL		2,082,469	352,900	1,122,730	769,830
1001.00.4202	Motor Vehicle License Fees	42,538	42,000	42,000	-
1001.00.4206	SB90 Claims	38,290	84,800	84,800	-
1001.00.4220	Grants - Federal (Coronavirus Relief, ARPA)	1,063,976	-	150,000	150,000
1001.03.4250	Fire Reimbursements - Federal	678,763	100,000	205,360	105,360
1001.03.4251	Fire Reimbursements - State	252,765	120,000	634,750	514,750
1001.03.4252	Fire Reimbursements - Local/Other	6,136	6,100	5,820	(280)
LICENSES AND PERMITS		1,512,825	1,357,370	1,608,070	250,700
1001.00.4301	Business Licenses - New	38,001	40,200	41,000	800
1001.00.4302	Business Licenses - Renewals	55,976	55,200	57,100	1,900
1001.00.4303	Regulatory Permits	2,637	2,500	2,500	-
1001.00.4304	Business Licenses - Other	631	900	800	(100)
1001.00.4306	Home Occupation Permit - New	6,294	5,800	6,900	1,100
1001.00.4307	Home Occupation Permit - Renewal	14,199	14,300	14,900	600
1001.00.4310	Alarm Permits	968	1,400	1,000	(400)
1001.03.4330	Fire Department - Permits/Services	53,029	70,570	70,570	-
1001.04.4340	Building Fees - Eng Direct City Costs	30,060	22,800	40,800	18,000
1001.04.4341	Building Fees - Subject to Split	1,303,346	1,136,700	1,336,700	200,000
1001.04.4343	Building Fees - Plng Direct City Costs	7,686	7,000	35,800	28,800
FINES AND FORFEITURES		167,634	166,390	187,700	21,310
1001.00.4401	Vehicle Code Fines	90,802	92,090	127,100	35,010
1001.00.4402	Other Fines and Forfeitures	9,907	16,800	400	(16,400)
1001.00.4410	Parking Citations	53,394	48,500	58,700	10,200
1001.04.4403	Code Compliance Administrative Citations	7,122	6,500	1,000	(5,500)
1001.04.4404	Storm Water Administrative Citations	6,410	2,500	500	(2,000)

**CITY OF SANTEE
GENERAL FUND
REVENUE DETAIL
FY 2021-22 MID-YEAR UPDATE**

Attachment 3

Account No.	Account Name	FY 2020-21 Actual	FY 2021-22 Current	FY 2021-22 Revised	Increase (Decrease)
CHARGES FOR SERVICES		6,441,372	6,277,145	5,842,090	(435,055)
1001.00.4635	Finance - Full Cost Recovery	-	2,000	1,000	(1,000)
1001.00.4640	Admin Tow Fees	18,502	19,000	15,000	(4,000)
1001.00.4641	Cost Recovery - Restitution	210	400	400	-
1001.00.4691	Candidate Statements	3,490	-	-	-
1001.00.4694	City Clerk - Misc Fees	420	500	250	(250)
1001.00.4695	City Clerk - Passport Services	74,982	40,000	80,000	40,000
1001.00.4699	Charges to Other Funds	132,034	139,490	137,930	(1,560)
1001.02.4632	CSD - Full Cost Recovery	202	700	2,000	1,300
1001.02.4645	Cost Recovery - Subrogation	1,927	-	-	-
1001.02.4650	Sports Field Lighting	38,181	53,000	53,000	-
1001.02.4665	Disc Golf Fees	102,394	120,000	75,000	(45,000)
1001.02.4668	Electric Vehicle Charging Stations	1,683	2,580	2,580	-
1001.02.4676	Teen Programs	7,506	5,100	5,100	-
1001.02.4680	Special Events	66,872	100,000	100,000	-
1001.02.4699	Charges to Other Funds	497,832	235,190	230,160	(5,030)
1001.03.4633	Fire - Full Cost Recovery	1,194	200	200	-
1001.03.4646	Instructional Services - FTES	23,584	19,110	16,000	(3,110)
1001.03.4647	Instructional Services- Other	1,953	-	-	-
1001.03.4692	CSA 69	3,641,216	3,794,630	3,799,630	5,000
1001.04.4601	Engineering - Fee Based	43,302	54,800	44,800	(10,000)
1001.04.4603	Engineering - Full Cost Recovery	712,202	671,700	441,300	(230,400)
1001.04.4611	Street Light Energizing Fee	1,595	1,000	1,000	-
1001.04.4612	Storm Water Inspection	14,515	20,000	14,000	(6,000)
1001.04.4621	Planning - Fee Based	18,418	24,000	17,250	(6,750)
1001.04.4623	Planning - Full Cost Recovery	264,356	206,100	151,800	(54,300)
1001.04.4645	Cost Recovery - Subrogation	-	-	-	-
1001.04.4699	Charges to Other Funds	772,799	767,645	653,690	(113,955)
USE OF MONEY AND PROPERTY		110,707	395,200	554,310	159,110
1001.00.4701	Interest Income	178,144	100,200	85,000	(15,200)
1001.00.4702	Unrealized Gain (Loss)	(172,050)	-	-	-
1001.02.4711	City Facilities - Sportsplex	30,370	164,000	246,300	82,300
1001.02.4716	Concessions	5,384	6,000	10,000	4,000
1001.02.4722	Rental - Bldgs 7 & 8	3,885	5,000	20,000	15,000
1001.02.4723	Rental - Picnic Shelters	21,519	45,000	80,000	35,000
1001.02.4724	Rental - Ball Fields	27,549	65,000	103,000	38,000
1001.04.4701	Interest Income	12	-	10	10
1001.04.4705	Rent/Lease/Use Income	15,894	10,000	10,000	-
OTHER REVENUE		608,306	419,140	458,210	39,070
1001.00.4031	Sycamore Landfill Fees	368,455	368,100	391,900	23,800
1001.00.4801	Miscellaneous Income	13,745	2,000	2,000	-
1001.00.4808	Taxable Sales	1,064	500	500	-
1001.00.4831	Cash Over/Short	246	-	-	-
1001.01.4801	Miscellaneous Income	40,461	35,000	43,680	8,680
1001.01.4810	Wellness Program	-	-	8,340	8,340
1001.01.4811	Loss Control Program	-	-	2,000	2,000
1001.02.4803	Donations - Memorial Program	2,700	1,000	1,000	-
1001.02.4808	Taxable Sales	121	100	100	-
1001.03.4801	Miscellaneous Income	24,856	1,940	1,220	(720)
1001.03.4802	Donations	500	-	-	-
1001.03.4821	Sale of Real & Personal Property	-	7,500	5,900	(1,600)
1001.04.4801	Miscellaneous Income	23,776	2,000	1,000	(1,000)
1001.04.4805	Abandoned Property Registration	278	1,000	550	(450)
1001.04.4831	Cash Over/Short	(28)	-	20	20
1001.00.4832	Recovery of Prior Year Expense (Claims)	11,543	-	-	-
1001.01.4832	Recovery of Prior Year Expense (Claims)	120,589	-	-	-
OTHER FINANCING SOURCES		11,097	-	-	-
1001.00.8001	Operating Transfer In	11,097	-	-	-
TOTAL GENERAL FUND		53,544,016	50,106,395	52,734,600	2,628,205

**CITY OF SANTEE
GENERAL FUND
SUMMARY OF APPROPRIATION ADJUSTMENTS BY DEPARTMENT
FY 2021-22 MID-YEAR ADJUSTMENTS**

	<u>Increase (Decrease)</u>
City Manager	
Vacation Cash Out	\$ 14,010
Economic Development Project Feasibility Study	25,000
Workers Compensation	30,000
Personnel Costs - Marketing Coordinator (per prior City Council action)	7,310
Conversion of Part-Time Position to Full-Time Marketing Specialist	22,920
	<u>99,240</u>
City Attorney	
Move CSA 69 Dissolution Services to EMS (CSA 69) Budget	<u>(50,000)</u>
Finance	
Vacation Cash Out	<u>10,400</u>
Information Technology	
Vacation Cash Out	<u>5,110</u>
Human Resources & Risk Management	
Executive Recruitments	50,000
Vacation Cash Out	57,950
	<u>107,950</u>
Development Services	
Contract Building Services	150,000
Vacation Cash Out	60,590
	<u>210,590</u>
Community Services	
Termite Remediation	49,500
Vacation Cash Out	43,310
Workers Compensation	8,000
Special Events - Trolley Square	15,000
	<u>115,810</u>
Fire and Life Safety	
Reimbursable Overtime	441,000
Surge Overtime	5,000
Vacation Cash Out	7,740
Workers Compensation	113,000
Medical Services - Testing for New Hires	1,260
Wearing Apparel - New Hires	20,900
Wearing Apparel - Ballistic Equipment Replacement	24,330
Legal Services - CSA 69 Dissolution	50,000
Fuel	26,370
Vehicle Repair and Maintenance	20,000
	<u>709,600</u>
Total Operating Expenditures Appropriation Adjustments	<u>\$ 1,208,700</u>
Other Uses	
Transfer to Capital Projects Fund - Pavement Repair & Rehabilitation	\$ 1,275,000
Transfer to Capital Projects Fund - Fire Station 4 Replacement	1,000,000
Total Other Uses Appropriation Adjustments	<u>\$ 2,275,000</u>

**CITY OF SANTEE
OTHER FUNDS
SUMMARY OF ADJUSTMENTS BY FUND
FY 2021-22 MID-YEAR ADJUSTMENTS**

	<u>Increase (Decrease)</u>
Santee Roadway Lighting District Zone A	
Electricity	<u>\$ 7,240</u>
Santee Roadway Lighting District Zone B	
Electricity	<u>20,780</u>
Santee Landscape Maintenance District Zone 4 - Camelot Heights	
Water	<u>1,000</u>
Capital Projects Fund	
Transfers In and Appropriations:	
Pavement Repair and Rehabilitation	1,275,000
Fire Station 4 Replacement	<u>1,000,000</u>
	<u>2,275,000</u>
Total Other Funds Appropriation Adjustments	<u><u>\$ 2,304,020</u></u>

RESOLUTION NO. _____-2022

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE,
CALIFORNIA AMENDING THE OPERATING BUDGET
FOR FISCAL YEAR 2021-22**

WHEREAS, the City Council of the City of Santee adopted the Operating Budget for Fiscal Year 2021-23 by Resolution No. 052-2021 on June 23, 2021; and

WHEREAS, the City Manager has submitted to the City Council for its review and approval certain budget and personnel amendments for fiscal year 2021-22; and

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

Section 1: The fiscal year 2021-22 budget amendments as submitted by the City Manager, including all changes directed by the City Council, are approved and adopted.

Section 2: The monies necessary to offset the expenditures for the fiscal year 2021-22 budget amendments, as adopted by the City Council pursuant to Section 1 hereof, are authorized by this section to be appropriated out of the funds available to the City during said fiscal year.

Section 3: The following personnel changes are hereby approved.
A. Add one Marketing Specialist position with an annual salary range of \$46,124.59 to \$56,064.93

ADOPTED by the City Council of the City of Santee, California, at a regular meeting thereof held this 9th day of March 2022, by the following roll call vote to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK