



City Council
Mayor John W. Minto
Vice Mayor Rob McNelis - District 1
Councilmember Ronn Hall - District 2
Councilmember Laura Koval - District 3
Councilmember Dustin Trotter - District 4

CITY OF SANTEE

REGULAR MEETING AGENDA

Santee City Council

City Manager | Marlene D. Best
City Attorney | Shawn D. Hagerty
City Clerk | James Jeffries

MEETING INFORMATION

Wednesday, February 12, 2025
6:30 p.m.
Council Chamber | Building 2
10601 Magnolia Ave • Santee, CA 92071

TO WATCH LIVE:

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

IN-PERSON ATTENDANCE

Members of the public who wish to view the Council Meeting live, can watch the live taping of the Council meeting in the Council Chamber on the meeting date and time listed above.

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. 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 Rob McNelis – District 1
Councilmember Ronn Hall – District 2
Councilmember Laura Koval – District 3
Councilmember Dustin Trotter – District 4

LEGISLATIVE INVOCATION: Lakeside Christian Church – Marshall Masser

PLEDGE OF ALLEGIANCE

PRESENTATION: Certificate of Recognition Celebrating Deputy Jabbour

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 – Jeffries)**
- (2) **Approval of Meeting Minutes of the Santee City Council for the Regular Meetings of November 13, 2024, December 11, 2024, January 8, 2025, and January 22, 2025, and the Special Meetings of November 12, 2024, and December 11, 2024. (City Clerk – Jeffries)**
- (3) **Approval of Payment of Demands as Presented. (Finance – Jennings)**
- (4) **Second Reading and Adoption of an Amendment to an Urgency Ordinance Enacting an Essential Housing Program to Boost Housing Production and Improve Housing Affordability in Order to Achieve the Goals Set Forth in the City's Housing Element (Sixth Cycle: 2-21-2029) and Determining the Amendment Exempt from the California Environmental Quality Act. (City Clerk – Jeffries)**
- (5) **Adoption of a Resolution Prohibiting Parking of Vehicles Over Eight Feet in Height Between the Hours of 12:00 a.m. and 6:00 a.m. on Olive Lane. (Engineering – Schmitz)**
- (6) **Adoption of a Resolution Adopting the Second Amendment to the Santee-Lakeside Emergency Medical Services Authority Joint Exercise of Power Agreement. (Fire – Matsushita)**
- (7) **Adoption of a Resolution Authorizing the Appropriation of Funds to Purchase Items in Preparation for the Transition to Parks and City Facilities Landscape and Custodial Park Services Supported by City Employees Beginning FY 2025/26. (Community Services – Chavez)**



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:

- (8) Public Hearing to Assess Community Development Needs and to Solicit Proposals for Program Year 2025 Community Development Block Grant (CDBG) and HOME Program Funding Consistent with the Consolidated Plan and Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Planning and Building – Sawa)**

Recommendation:

Open the Public Hearing, receive public testimony, and continue the Public Hearing to February 26, 2024.

CONTINUED BUSINESS:

- (9) Second Reading of an Ordinance Adding Chapter 7.19 to Title 7 of the Santee Municipal Code to Prohibit Trespass on Private Property and Business Premises. (City Attorney – Hagerty)**

Recommendation:

Conduct the Second Reading and adopt the Ordinance.

NEW BUSINESS:

- (10) Resolution Appropriating Funds for a Feasibility Study for the Future Construction of a Temporary Fire Station and Subsequent Permanent Fire Station at Woodglen Vista Park. (Fire – Matsushita)**

Recommendation:

Adopt the Resolution:

1. Approving the transfer and appropriation of \$37,400.00 from the General Fund reserve balance to the Capital Improvement Program Fund for a Fire Station Feasibility Study for a new Fire Station in Northern Santee; and
2. Authorizing the City Manager to execute an amendment to the Professional Services Agreement with Coar Design Group for architectural, engineering, landscape architectural and environmental services relating to the design of Phase 3 – New Fire Station in Northern Santee for an amount not to exceed \$34,000.00; and
3. Authorizing the City Manager to approve amendments to the Professional Services Agreement as needed for additional architectural, engineering, landscape architectural and environmental services relating to the design of Phase 3 – New Fire Station in Northern Santee in an additional total amount not to exceed \$3,400.00.



(11) Consideration of a Resolution Cancelling a Regular City Council Meeting in the Summer Months of July or August. (City Clerk – Jeffries)

Recommendation:

Identify preferred date for meeting cancellation and adopt the Resolution cancelling one Regular Meeting during the summer months.

(12) Proposal to Adopt the City Holiday Closure for 2025 and Future Years. (City Manager – Best)

Recommendation:

The City Council is asked to consider approving the holiday closure as an annual practice and authorize the City Manager to finalize the no more than five (5) non-holiday closure dates each year that align with the annual calendar. Staff invite the Mayor and Council Members to discuss questions and concerns.

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:

(13) Conference with Legal Counsel—Anticipated Litigation

(Gov. Code section 54956.9(d)(4))

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:

One case involving the property located at 11011 Collinwood Drive in Santee.

(14) Conference with Labor Negotiators

(Government Code Section 54957.6)

City Designated Representative: City Manager

Employee Organization: Santee Firefighters Association

ADJOURNMENT:

BOARDS, COMMISSIONS & COMMITTEES
FEBRUARY AND MARCH MEETINGS

Feb	06	SPARC	Council Chamber
Feb	10	Community Oriented Policing Committee	Council Chamber
Feb	12	Council Meeting	Council Chamber
Feb	26	Council Meeting	Council Chamber
Mar	06	SPARC	Council Chamber
Mar	10	Community Oriented Policing Committee	Council Chamber
Mar	12	Council Meeting	Council Chamber
Mar	26	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. 114 at least 48 hours before the meeting, if possible.



MEETING DATE February 12, 2025

ITEM TITLE CERTIFICATE OF RECOGNITION CELEBRATING DEPUTY JABBOUR

DIRECTOR/DEPARTMENT John W. Minto, Mayor

SUMMARY

Deputy Jabbour has been a volunteer with the San Diego County Sheriff's Office since December 2023. He is a Level 1 Reserve Deputy, only one of two in the San Diego County Sheriff's Office. A Reserve Deputy has a requirement of approximately 727 hours to remain on "active" status. Following Deputy Jabbour's completion of the last phase of his field training in January 2024, he has volunteered 1700 hours of service, which included Wednesdays, Thursdays and Fridays at the Santee Station in a B-shift capacity. In addition to his extensive service, Deputy Jabbour is a family man and works other full-time employment. The City of Santee greatly appreciates his commitment and celebrates him with a Certificate of Recognition.

FINANCIAL STATEMENT

N/A

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION

Present Certificate of Recognition.

ATTACHMENT

Certificate of Recognition

City of Santee

Certificate of Recognition

This certificate is proudly presented in recognition of

DEPUTY JABBOUR

The City of Santee recognizes Deputy Jabbour for the exemplary performance he has provided in his volunteer work with the San Diego County Sheriff's Office since 2023. Thank you for the vast number of hours you have dedicated to the citizens of San Diego County, including in Santee.

Mayor John W. Minto
February 12, 2025

DO MORE ► DUE EAST



MEETING DATE February 12, 2025

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

DIRECTOR/DEPARTMENT James Jeffries, 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

N/A

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION

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

ATTACHMENT

None.

MEETING DATE February 12, 2025

ITEM TITLE APPROVAL OF MEETING MINUTES OF THE SANTEE CITY COUNCIL FOR THE REGULAR MEETINGS OF NOVEMBER 13, 2024, DECEMBER 11, 2024, JANUARY 8, 2025, AND JANUARY 22, 2025, AND THE SPECIAL MEETINGS OF NOVEMBER 12, 2024, AND DECEMBER 11, 2024

DIRECTOR/DEPARTMENT James Jeffries, City Clerk

SUMMARY

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

FINANCIAL STATEMENT

N/A

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION

Approve Minutes as presented.

ATTACHMENT

Regular Meeting Minutes

- November 13, 2024
- December 11, 2024
- January 8, 2025
- January 22, 2025

Special Meeting Minutes

- November 12, 2024
- December 11, 2024

DRAFT

**Minutes
Santee City Council
Council Chamber – Building 2
10601 Magnolia Avenue
Santee, California
November 13, 2024**

This Regular Meeting of the Santee City Council was called to order by Mayor John W. Minto at 6:33 p.m.

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

Officers present: City Manager Marlene Best, City Attorney Shawn Hagerty and City Clerk James Jeffries

INVOCATION was given by Craig Barnett, Carlton Oaks Baptist Church

PLEDGE OF ALLEGIANCE was led by Bill Crane, Senior Management Analyst/Grants Coordinator

PRESENTATION: Santee City Cup Presentation: Varsity Football Game Between Santana High School and West Hills High School

Vice Mayor Trotter and Councilmember McNelis presented patches and the Santee City Cup to West Hills High School Varsity Football coach and players.

PRESENTATION: Introduction of 2024 Miss Santee, Miss Teen Santee and Three Santee Princesses

Vice Mayor Trotter and Councilmember McNelis presented Miss Santee, Serenity Stark, Miss Teen Santee, Sydney Gess, and the Miss Santee Princesses, Reagan Gess, Ella Geber and Riely Lovin with rose bouquets and gift bags. Lauren Geber former Miss Santee spoke about her experience as a mentor and leading the Miss Santee pageant.

CONSENT CALENDAR:

- (1) **Approval of Reading by Title Only and Waiver of Reading in Full, of Ordinances and Resolutions on the Agenda. (City Clerk – Jeffries)**
- (2) **Approval of Meeting Minutes of the Santee City Council for the September 25, October 9, and October 23, 2024, Regular Meetings. (City Clerk – Jeffries)**
- (3) **Approval of Payment of Demands as Presented. (Finance – Jennings)**

- (4) Approval of the Expenditure of \$83,227.69 for October 2024 Legal Services. (Finance – Jennings)
- (5) Adoption of a Resolution Amending the City’s Conflict of Interest Code. (City Clerk – Jeffries) [\(Reso 116-2024\)](#)
- (6) Adoption of a Resolution Authorizing the City Manager to Execute ARPA-Funded Agreement Amendments with the East County Transitional Living Center for \$100,000.00 and PATH San Diego for Homelessness Prevention Services for \$84,475.00. (City Manager – Best) [\(Reso 117-2024\)](#)
- (7) Adoption of a Resolution Authorizing the Purchase of 120 New Dell Precision 3460 Small Form Factor Workstations to Replace Existing Workstations Through the Minnesota NASPO ValuePoint Master Cooperative Purchasing Master Agreement No. 23026 in the Amount of \$99,128.40. (City Manager – Best) [\(Reso 118-2024\)](#)
- (8) Adoption of a Resolution Approving the Procurement of Traffic Signal Cabinets and Controllers for the Traffic Signal Upgrade Project CIP 2023-09 for a total amount of \$177,623.94, and Finding the Action is Exempt from the Requirements of the California Environmental Quality Act (“CEQA”) Pursuant to CEQA Guidelines Section 15302(c). (Engineering – Schmitz) [\(Reso 119-2024\)](#)
- (9) Authorization for Transferring the Obligation Authority of the Community Project Funding/Congressional Directed Spending Fund for State Route 52 Improvements to Caltrans and Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Engineering – Schmitz)
- (10) Adoption of a Resolution Rejecting the Bid Submitted by Construction & Industrial Roofing Co., Inc. and Awarding the Construction Contract to AOS Inc. dba Superior Roofing for the City Hall Improvements – Building 6 Roof Replacement (CIP 2024-31) Project for a Total Anticipated Project Cost of \$105,366.00 and Determining the Project is Categorically Exempt from Environmental Review Under the California Environmental Quality Act (“CEQA”) per State CEQA Guidelines Section 15301(c). (Engineering – Schmitz) [\(Reso 120-2024\)](#)
- (11) Adoption of a Resolution Finding in Support of and Authorizing the Purchase of One New 2025 Ford E450 Chassis with Remount of Existing Ambulance Module onto the New Chassis and Trade-In of a 2017 Ford E450 Chassis, All with Braun Northwest, Inc. per HGACBuy Contract No. AM10-23 for a total purchase price of \$211,105.95. (Fire – Matsushita) [\(Reso 121-2024\)](#)

- (12) Adoption of a Resolution Authorizing the Purchase of New Structural Firefighting Clothing (Turnouts) from Allstar Fire Equipment Inc., per Sourcewell Contract No. 010424-LIO for an Amount Not to Exceed \$66,251.17. (Fire – Matsushita) (Reso 122-2024)
- (13) Rejection of Claims Against the City by Cameron Matthews, Andrew Golembiewski, Chad White, Tamara McAnally and John Ehmke, and Acceptance of a Claim Against the City by James Ross for \$2,663.26. (Human Resources – Freeman)
- (14) Adoption of a Resolution Authorizing the Appropriation of Funds in the amount of \$15,000.00 for the FLSA Determination Related to 56-Hour Work Week Battalion Chiefs Based Upon a Non-Exempt Status Determination. (Fire – Matsushita) (Reso 123-2024)

Action: Councilmember McNelis moved approval of the Consent Calendar.

Councilmember Hall seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: Aye; and Councilmembers Hall: Aye; Koval: Aye; and McNelis: Aye. Ayes: 5. Noes: 0.

NON-AGENDA PUBLIC COMMENT (15 minutes):

- (A) Carl Costantino spoke about the fires near the riverbed and raised questions about Santee establishing an encampment ordinance.
- (B) Lee Shannon brought up concerns about a trailer parked on the street in front of her residence and inquired about Santee's parking ordinance.

Mayor Minto requested Item 23 be heard before Item 15.

NEW BUSINESS:

- (23) Resolution Proclaiming an Emergency, Authorizing the Maintenance of Existing Defensible Space Areas in the San Diego River Corridor and Authorizing the City Manager to Enter into Contracts to Maintain Existing Defensible Space Areas; and Finding Such Action is Exempt from Review Under the California Environmental Quality Act ("CEQA") Pursuant to CEQA Guidelines Section 15269(c). (City Manager – Best) (Reso 127-2024)

Eric King, Parks and Landscape Supervisor, provided a PowerPoint presentation and responded to Council questions with the assistance of Justin Matsushita, Fire Chief.

Action: Councilmember Hall moved approval of staff recommendation.

Councilmember Koval seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: Aye; and Councilmembers Hall: Aye; Koval: Aye; and McNelis: Aye. Ayes: 5. Noes: 0.

PUBLIC HEARING:

- (15) **Continuation of the October 23, 2024, City Council Workshop Regarding the City of Santee Development Impact Fee Nexus Study and Proposed Updates to Development Impact Fees and Continuation of a Public Hearing to Adopt the Nexus Study and the Proposed Development Impact Fee Schedule to January 8, 2025. (Finance – Jennings)**

The Public Hearing was opened at 7:16 p.m. Marlene Best, City Manager, introduced the Item and Heather Jennings, Finance Director, provided a PowerPoint presentation and responded to Council questions with the assistance of Megan Quinn, Harris & Associates; Sandi Sawa, Planning and Building Director; Shawn Hagerty, City Attorney; Carl Schmitz, Engineering Director; and Justin Matsushita, Fire Chief.

Action: Mayor Minto moved approval of staff recommendation.

Vice Mayor Trotter seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: Aye; and Councilmembers Hall: No; Koval: Aye; and McNelis: Aye. Ayes: 4. Noes: 1

The Public Hearing was continued to January 8, 2025, at 8:14 p.m.

- (16) **Public Hearing and Introduction and First Reading of an Ordinance Amending Santee Municipal Code, Title 13, “Zoning” Regarding Accessory Structures in the Front Yard (Case File: ZOA-2024-0003). (Planning and Building – Sawa)**

The Public Hearing was opened at 8:14 p.m. Christina Rios, Senior Planner, provided a PowerPoint presentation and responded to Council questions with the assistance of Sandi Sawa, Planning and Building Director; Justin Matsushita, Fire Chief and Aaron Strum, Building Official.

Action: Councilmember Hall moved approval of staff recommendation.

Councilmember Koval seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: No; and Councilmembers Hall: Aye; Koval: Aye; and McNelis: Aye. Ayes: 4. Noes: 1.

The Public Hearing was closed at 8:31 p.m.

- (17) **Public Hearing and Introduction and First Reading of an Ordinance Amending Santee Municipal Code Title 13 (Zoning) Regarding Accessory Dwelling Units and Junior Accessory Dwelling Units to Comply with Recent Changes in State Law and Finding the Action to be Statutorily Exempt from the California Environmental Quality Act (“CEQA”) Under Section 21080.17 of the Public Resources Code (Case File ZOA-2024-0003). (City Attorney – Hagerty)**

The Public Hearing was opened at 8:31 p.m. Tari Williams, Assistant City Attorney, provided a PowerPoint presentation and responded to Council questions with the assistance of Shawn Hagerty, City Attorney.

Action: Councilmember Hall moved approval of staff recommendation.

Councilmember McNelis seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: Aye; and Councilmembers Hall: Aye; Koval: Aye; and McNelis: Aye. Ayes: 5. Noes: 0.

The Public Hearing was closed at 8:35 p.m.

- (18) **Public Hearing and Introduction and First Reading of an Ordinance Amending Table 13.12.030A and Table 13.14.030A of the Santee Municipal Code Title 13 (Zoning) Regarding Commercial/Office and Industrial Use Regulations Applicable to Car Wash Facilities (Case File ZOA-2024-0003) and Finding the Action to be Exempt from the California Environmental Quality Act. (City Attorney – Hagerty)**

The Public Hearing was opened at 8:35 p.m. Tari Williams, Assistant City Attorney, provided a PowerPoint presentation and responded to Council questions.

Action: Councilmember Koval moved approval of staff recommendation.

Mayor Minto seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: Aye; and Councilmembers Hall: Aye; Koval: Aye; and McNelis: Aye. Ayes: 5. Noes: 0.

The Public Hearing was closed at 8:38 p.m.

CONTINUED BUSINESS:

- (19) **American Rescue Plan Act (ARPA) Expenditure Plan Final Update and Resolution Authorizing the Transfer of ARPA Funds to the General Fund to Fund a Portion of the Fiscal Year 2024-25 San Diego Sheriff Contract and Authorizing the City Manager to Make All As-Needed Final ARPA Allocations on December 31, 2024. (Finance – Jennings) (Reso 124-2024)**

Heather Jennings, Finance Director, provided a PowerPoint presentation and responded to Council questions with the assistance of Justin Matsushita, Fire Chief, and Shawn Hagerty, City Attorney.

Action: Vice Mayor Trotter moved approval of staff recommendation with using the funds for the temporary Fire Station as first priority then for the Town Center Specific Plan.

Councilmember McNelis seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: Aye; and Councilmembers Hall: Aye; Koval: Aye; and McNelis: Aye. Ayes: 5. Noes: 0.

NEW BUSINESS:

(20) Presentation of Proposal for City Holiday Closure December 2024. (City Manager – Best)

Marlene Best, City Manager introduced the Item and Rida Freeman, Human Resources Director, provided a PowerPoint presentation and responded to Council questions with the assistance of Aaron Strum, Building Official; Nicholas Chavez, Community Services Director; Heather Jennings, Finance Director; and Justin Matsushita, Fire Chief.

Action: Councilmember McNelis moved to approve the holiday closure with a 50/50 split between the City and employees for leave use, for a 1-year trial.

Mayor Minto seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: Aye; and Councilmembers Hall: Aye; Koval: Aye; and McNelis: Aye. Ayes: 5. Noes: 0.

Councilmember McNelis left dais approximately at 9:23 p.m.

(21) Request to Approve a Resolution Authorizing a Professional Services Agreement with Interwest Consulting Group Inc. for Specialized Building Professional Services and Finding this Action is Not a Project Under the California Environmental Quality Act (“CEQA”) Pursuant to CEQA Guidelines Section 15378. (Planning and Building – Sawa) (Reso 125-2024)

Aaron Strum, Building Official, provided a PowerPoint presentation and responded to Council questions.

Action: Vice Mayor Trotter moved approval of staff recommendation.

Councilmember Hall seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: Aye; and Councilmembers Hall: Aye; Koval: Aye; and McNelis: Absent. Ayes: 4. Noes: 0. Absent: 1

Councilmember McNelis returned to dais at 9:25 p.m.

- (22) **Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Dudek, Inc. for Preparation of an Update to the General Plan Land Use Element. (Planning and Building – Sawa) (Reso 126-2024)**

Michael Coyne, Principal Planner, provided a PowerPoint presentation and responded to Council questions.

Action: Vice Mayor Trotter moved approval of staff recommendation.

Councilmember Hall seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: Aye; and Councilmembers Hall: Aye; Koval: Aye; and McNelis: Aye. Ayes: 5. Noes: 0.

- (23) **Item 23 was reordered to be heard before Item 15.**

NON-AGENDA PUBLIC COMMENT: (Continued)

None.

CITY COUNCIL REPORTS:

Vice Mayor Trotter shared with the community that new Veterans Hometown Heroes banners have been put up.

CITY MANAGER REPORTS:

The City Manager reminded the community about the upcoming events.

CITY ATTORNEY REPORTS:

None.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:31 p.m.

Date Approved:

James Jeffries, City Clerk

DRAFT

**Minutes
Santee City Council
Council Chamber – Building 2
10601 Magnolia Avenue
Santee, California
December 11, 2024**

This Regular Meeting of the Santee City Council was called to order by Mayor John W. Minto at 6:30 p.m.

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

Officers present: City Manager Marlene Best, City Attorney Shawn Hagerty and City Clerk James Jeffries

INVOCATION was given by Nick Smith, Skyline Church Lakeside

PLEDGE OF ALLEGIANCE was led by Vice Mayor Trotter

Mayor Minto recognized newly elected Santee School Board Member, Tracie Thill.

CONSENT CALENDAR:

Vice Mayor Trotter requested Item 6 be pulled for discussion.

- (1) **Approval of Reading by Title Only and Waiver of Reading in Full, of Ordinances and Resolutions on the Agenda. (City Clerk – Jeffries)**
- (2) **Approval of Payment of Demands as Presented. (Finance – Jennings)**
- (3) **Approval of the Expenditure of \$66,955.61 for November 2024 Legal Services. (Finance – Jennings)**
- (4) **Second Reading and Adoption of an Ordinance Amending Santee Municipal Code Title 13 (Zoning) Regarding Accessory Dwelling Units and Junior Accessory Dwelling Units to Comply with Recent Changes in State Law and Finding the Action to be Statutorily Exempt from the California Environmental Quality Act (“CEQA”) Under Section 21080.17 of the Public Resources Code. (City Attorney – Hagerty) (Ord. 618)**
- (5) **Second Reading and Adoption of an Ordinance Amending Santee Municipal Code Tables 13.12.030A and Table 13.14.030A of Title 13 (Zoning) Regarding Commercial/Office and Industrial Use Regulations Applicable to Car Wash Facilities (Case File ZOA-2024-003) and Finding the Action to be Exempt the California Environmental Quality Act. (City Attorney – Hagerty) (Ord. 619)**

- (6) Item Pulled for Discussion.
- (7) Adoption of a Resolution Approving an Amended Salary Schedule to Reflect a Minimum Wage Increase and Authorizing the Appropriation of \$700.00 to the Fiscal Year 2024-25 Adopted Operating Budget. (Human Resources – Freeman) (Reso 128-2024)
- (8) Adoption of a Resolution Authorizing the Installation of All-Way Stop Control on Rumson Drive at the Intersection with Oakbourne Road and Finding the Action is Exempt from the California Environmental Quality Act (“CEQA”) Pursuant to CEQA Guidelines Section 15301, Class 1 Exemption. (Engineering – Schmitz) (Reso 129-2024)

Action: Councilmember McNelis moved approval of the Consent Calendar and Agenda as amended.

Councilmember Koval seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: Aye; and Councilmembers Hall: Aye; Koval: Aye; and McNelis: Aye. Ayes: 5. Noes: 0.

Item removed from the Consent Calendar:

- (6) Second Reading and Adoption of an Ordinance Amending Santee Municipal Code, Title 13, “Zoning” Regarding Accessory Structures in the Front Yard (Case File: ZOA-2024-0003). (City Clerk – Jeffries) (Ord. 621)

Action: Councilmember Koval moved approval of staff recommendation.

Mayor Minto seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: No; and Councilmembers Hall: Aye; Koval: Aye; and McNelis: Aye. Ayes: 4. Noes: 1.

NON-AGENDA PUBLIC COMMENT (15 minutes):

- (A) Brenda Hammond spoke on the results of the 2024 election.
- (B) Jeff O'Connor, Fanita Ranch, addressed the City of Santee Nexus Study and potential Development Impact Fee increase.
- (C) Patrick Henry, Santee Firefighters, discussed the efforts made by Santee firefighters during the 2024 election.
- (D) Gage Swaner, Omens, requested that the Santee Drive-In Theater property be designated as a historical landmark.

NEW BUSINESS:

- (9) **Resolution Repealing Resolution Nos. 112-2022, 113-2022, 114-2022, 115-2022, 116-2022, and 117-2022, Which Concerned Project-Related Approvals for Fanita Ranch Project. (City Attorney – Hagerty) (Reso 130-2024)**

Councilmember McNelis recused himself due to conflict of interest and left the dais at 6:45 p.m. Shawn Hagerty, City Attorney, provided a staff report and responded to Council questions.

Action: Councilmember Hall moved approval of staff recommendation.

Vice Mayor Trotter seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: Aye; and Councilmembers Hall: Aye; Koval: Aye; and McNelis: Recused. Ayes: 4. Noes: 0. Abstain: 1.

Councilmember McNelis rejoined the meeting at 6:47 p.m.

- (10) **Resolution Rejecting the Bid Submitted by Quality Construction & Engineering, Inc. and Awarding the Construction Contract to Palm Engineering Construction Company, Inc. for the Cuyamaca Street Right Turn Pocket (CIP 2014-02) Project, Determining the Project is Categorically Exempt from Environmental Review Under the California Environmental Quality Act (“CEQA”) per State CEQA Guidelines Section 15301(c) and Approving the Appropriation of Funds. (Engineering – Schmitz) (Reso 131-2024)**

Action: Councilmember McNelis moved approval of staff recommendation.

Vice Mayor Trotter seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: Aye; and Councilmembers Hall: Aye; Koval: Aye; and McNelis: Aye. Ayes: 5. Noes: 0.

- (11) **Selection of Mayor Pro Tempore (Vice Mayor). (Mayor – Minto)**

Mayor Minto presented Vice Mayor Trotter with a plaque in honor of his year of service as Vice Mayor. Mayor Minto announced that Councilmember McNelis was next in rotation to be Vice Mayor.

Action: Vice Mayor Trotter moved to approve Councilmember McNelis to be Vice Mayor.

Councilmember Hall seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: Aye; and Councilmembers Hall: Aye; Koval: Aye; and McNelis: Aye. Ayes: 5. Noes: 0.

- (12) **Declaration of Election Results for the November 5, 2024, General**

Municipal Election. (City Clerk – Jeffries) (Reso 132-2024)

James Jeffries, City Clerk, provided a PowerPoint presentation and announced the November 5, 2024, election results. The General Municipal Election was consolidated with the Statewide General Election for the election of one Mayor, City Council Members, District 3, and District 4, and for ballot measure (Measure S).

The votes were as follows:

Mayor – John W. Minto received 20,733 votes for a four-year term

Kelli L. O'Brien received 5,917 votes

District 3 – Laura Koval received 5,317 votes for a four-year term

District 4 – Dustin Trotter received 4,342 votes for a four-year term

Augie Scalzitti received 2,621 votes

Measure S – Received 13,675 Yes votes and 14,992 No votes. A majority of voters voting on Measure S did not vote in favor thereof, the Measure was not carried, and it shall not be deemed adopted and ratified.

Action: Councilmember Hall moved approval of staff recommendation.

Councilmember McNelis seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: Aye; and Councilmembers Hall: Aye; Koval: Aye; and McNelis: Aye. Ayes: 5. Noes: 0.

(13) Administration of Oath of Office, Installation of Mayor, Member of the City Council, District 3, and Member of the City Council, District 4 and Presentation of Certificates of Election. (City Clerk – Jeffries)

James Jeffries, City Clerk, provided brief comments and asked Councilmember Koval to join him down in the front of the room. John Hossick administered the Oath of Office to Councilmember Koval. The City Clerk presented Councilmember Koval with the Certificate of Election, the Oath of Office Certificate, and an engraved Cross pen. Councilmember Koval made brief comments before taking her seat on the dais.

James Jeffries, City Clerk, asked Councilmember Trotter to join him down in the front of the room. Sherry Durbin administered the Oath of Office to Councilmember Trotter. The City Clerk presented Councilmember Trotter with the Certificate of Election, the Oath of Office Certificate, and an engraved Cross pen. Councilmember Trotter made brief comments before taking his seat on the dais.

James Jeffries, City Clerk, asked Mayor Minto to join him down in the front of the room. Laura McGowan Minto administered the Oath of Office to Mayor Minto. The City Clerk presented Mayor Minto with the Certificate of Election, the Oath of Office Certificate, and an engraved Cross pen. Mayor Minto made brief comments before taking his seat on the dais.

NON-AGENDA PUBLIC COMMENT: (Continued)

None.

CITY COUNCIL REPORTS:

Councilmember Koval congratulated Santee Lakes for being named Large Campground of the year and Planet Green Friendly Park of the year; she also shared the accomplishments of the Santee-Lakeside Emergency Medical Services Authority (SLEMSA) over the last two years.

Councilmember Hall thanked Councilmember Koval and Vice Mayor Trotter for their continued work with SLEMSA.

Vice Mayor Trotter wished the community a Merry Christmas and Happy New Year.

Councilmember McNelis thanked the Fire Department for their efforts in trying to help the City of Santee.

Mayor Minto spoke about the importance of the other Boards, Commissions and Committees that the Council sit on.

CITY MANAGER REPORTS:

The City Manager wished the community happy holidays and Merry Christmas.

CITY ATTORNEY REPORTS:

None.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:29 p.m.

Date Approved:

James Jeffries, City Clerk

**Minutes
Santee City Council
Council Chamber – Building 2
10601 Magnolia Avenue
Santee, California
January 8, 2025**

DRAFT

This Regular Meeting of the Santee City Council was called to order by Mayor John W. Minto at 6:30 p.m.

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

Officers present: City Manager Marlene Best, City Attorney Shawn Hagerty and City Clerk James Jeffries

INVOCATION was given by Eric King, Lakeside Christian Church

PLEDGE OF ALLEGIANCE was led by Marlene Best, City Manager

PRESENTATION: San Diego County Library, Santee Branch

Liz Vagani, San Diego County Library, Santee branch, provided a PowerPoint presentation and responded to Council questions.

CONSENT CALENDAR:

Marlene Best, City Manager, requested Item 4 be removed from the Agenda.

- (1) **Approval of Reading by Title Only and Waiver of Reading in Full of Ordinances and Resolutions on the Agenda. (City Clerk – Jeffries)**
- (2) **Approval of Payment of Demands as Presented. (Finance – Jennings)**
- (3) **Adoption of a Resolution Accepting the Citywide Slurry Seal and Roadway Maintenance Program 2024 (CIP 2024-02) Project as Complete and Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Engineering – Schmitz) (Reso 001-2025)**
- (4) **Adoption of a Resolution Adopting the Second Amendment to the Santee-Lakeside Emergency Medical Services Authority Joint Exercise of Power Agreement. (Fire – Matsushita) **Item removed from Agenda.****
- (5) **Adoption of a Resolution Proclaiming the Termination of the Existence of a Local Emergency Relating to Extreme Fire Risk in the San Diego River Corridor and the Completion of the Defensible Space Maintenance to Mitigate Fire Risk; and Finding Such Action is Exempt from Environmental Review Under the California Environmental Quality Act (“CEQA”) Pursuant to CEQA Guidelines Section 15269(c). (City Manager – Best) (Reso 003-2025)**

- (6) **Emergency Purchase Ratification of Cyber Security Software for the City of Santee. (City Manager – Best)**
- (7) **Adoption of a Resolution of the Community Development Commission Successor Agency Approving the Recognized Obligation Payment Schedule for the Period from July 1, 2025, to June 30, 2026 (“ROPS 25-26”). (Finance – Jennings) (CDC Successor Agency Agenda Item) (Reso 001-2025 CDCSA)**

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

Councilmember Koval seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor McNelis: Aye; and Council Members Hall: Aye; Koval: Aye; and Trotter: Aye. Ayes: 5. Noes: 0.

NON-AGENDA PUBLIC COMMENT (15 minutes):

None.

PUBLIC HEARING:

- (8) **Continued Public Hearing and First Reading of an Ordinance Adopting the City of Santee Development Impact Fee Nexus Study and Resolution Approving Development Impact Fees for All New Development within the City. (Finance – Jennings) (Reso 004-2025)**

The Public Hearing was opened at 6:43 p.m. Erin Bullers, Finance Manager, provided a PowerPoint presentation and responded to Council questions.

Public Speaker:

- Lynda Marrokal.

Action: Vice Mayor McNelis moved approval of staff recommendation.

Councilmember Koval seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor McNelis: Aye; and Council Members Hall: Aye; Koval: Aye; and Trotter: Aye. Ayes: 5. Noes: 0

The Public Hearing was closed at 7:01 p.m.

NEW BUSINESS:

- (9) **Appointment of Boards, Commissions and Committees Representatives for Council and Citizen Committees. (Mayor – Minto)**

Mayor Minto reviewed the proposed changes provided with the Agenda Item and requested one additional change to the East County Economic Development Council by making Councilmember Hall representative and making Councilmember Trotter alternate.

Action: Councilmember Hall moved approval of Mayor Minto's recommendation.

Councilmember Trotter seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor McNelis: Aye; and Council Members Hall: Aye; Koval: Aye; and Trotter: Aye. Ayes: 5. Noes: 0

NON-AGENDA PUBLIC COMMENT: (Continued)

- (A) Franklin Bellavia spoke about vehicles parking overnight in residential areas on private roads.

CITY COUNCIL REPORTS:

Mayor Minto spoke about member changes to the SANDAG Executive Board; he also spoke about an upcoming San Diego County City Selection Committee meeting.

CITY MANAGER REPORTS:

Marlene Best, City Manager, shared upcoming events in the City of Santee.

CITY ATTORNEY REPORTS:

None.

CLOSED SESSION:

Councilmembers recessed at 7:12 p.m. and convened in Closed Session at 7:15 p.m.

- (10) **Conference with Labor Negotiators**
(Government Code Section 54957.6)
City Designated Representative: City Manager
Employee Organization: Santee Firefighters Association

Councilmembers reconvened in Open Session at 8:09 p.m. with all members present, Mayor Minto reported for Item 10 information was received and direction was given to staff.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:09 p.m.

Date Approved:

James Jeffries, City Clerk

DRAFT

**Minutes
Santee City Council
Council Chamber – Building 2
10601 Magnolia Avenue
Santee, California
January 22, 2025**

This Regular Meeting of the Santee City Council was called to order by Mayor John W. Minto at 6:30 p.m.

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

Officers present: City Manager Marlene Best, City Attorney Shawn Hagerty and City Clerk James Jeffries

INVOCATION was given by Jerry Phillips, Sonrise Church

PLEDGE OF ALLEGIANCE was led by James Jeffries, City Clerk

PROCLAMATION: Shen Yun Performing Arts Day

Councilmember Koval presented the Proclamation to Jane Yang, San Diego Falun Dafa Association.

CONSENT CALENDAR:

James Jeffries, City Clerk, requested Item 5 be pulled for discussion.

- (1) **Approval of Reading by Title Only and Waiver of Reading in Full of Ordinances and Resolutions on the Agenda. (City Clerk – Jeffries)**
- (2) **Approval of Payment of Demands as Presented. (Finance – Jennings)**
- (3) **Approval of the Expenditure of \$83,472.40 for December 2024 Legal Services. (Finance – Jennings)**
- (4) **Second Reading and Adoption of an Ordinance Amending Certain Sections of the Santee Municipal Code Title 12 “Subdivision of Land, Development Fees, and Dedications” and Chapter 12.30 “Development Impact Fees” and Finding that the Actions are Exempt from Environmental Review Under the California Environmental Quality Act. (City Clerk – Jeffries)**
- (5) **Item Pulled for Discussion.**

- (6) Adoption of a Resolution Accepting the Citywide Pavement Repair and Rehabilitation Program 2024 (CIP 2024-01) Project as Complete and Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”) per State CEQA Guidelines Section 15378. (Engineering – Schmitz) [\(Reso 006-2025\)](#)
- (7) 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. (Engineering – Schmitz) [\(Reso 007-2025\)](#)

Action: Vice Mayor McNelis moved approval of the Consent Calendar and Agenda as amended.

Councilmember Hall seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor McNelis: Aye; and Councilmembers Hall: Aye; Koval: Aye; and Trotter: Aye. Ayes: 5. Noes: 0.

Item removed from the Consent Calendar:

- (5) Adoption of a Resolution Authorizing the Submittal of a Grant Application to the County of San Diego for the Community Enhancement Program for FY 2024-2025 to Enhance Arts and Culture in Santee, Committing to Provide Matching Funds, and Approving the Partnership Between the City of Santee and County of San Diego. (Community Services – Chavez) [\(Reso 005-2025\)](#)

Public Speaker:

- Truth

Action: Vice Mayor McNelis moved approval of staff recommendation.

Councilmember Trotter seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor McNelis: Aye; and Councilmembers Hall: Aye; Koval: Aye; and Trotter: Aye. Ayes: 5. Noes: 0

NON-AGENDA PUBLIC COMMENT (15 minutes):

- (A) Antonio Cabrera commented on recent fires and urged the Council to prioritize fire safety infrastructure and staffing.
- (B) Truth shared her thoughts about car washes and battery energy storage facilities.

PUBLIC HEARING:

- (8) **Public Hearing and Resolution for General Plan Amendment (GPA2019-4) to Update the Safety Element of the Santee General Plan and Adoption of a Negative Declaration (AEIS2019-8) Under the California Environmental Quality Act (“CEQA”). (Planning and Building – Sawa) (Reso 008-2025)**

The Public Hearing was opened at 6:56 p.m. Christina Rios, Senior Planner, provided a PowerPoint presentation and responded to Council questions with the assistance of Justin Matsushita, Fire Chief; Carl Schmitz, Engineering Director; Shawn Hagerty, City Attorney; Marlene Best, City Manager; and Kelsey Hawkins, Harris & Associates.

Public Speaker:

- Truth

After Council comments, Mayor Minto gave direction to staff to bring item back after further review, ensuring that all questions are answered, and any necessary definitions or clarifications are provided.

The Public Hearing was closed at 7:58 p.m.

- (9) **Public Hearing and Introduction and First Reading of an Amendment to an Urgency Ordinance Enacting an Essential Housing Program to Boost Housing Production and Improve Housing Affordability in Order to Achieve the Goals Set Forth in the City’s Housing Element (Sixth Cycle: 2-21-2029) and Determining the Amendment Exempt from the California Environmental Quality Act. (City Attorney – Hagerty)**

The Public Hearing was opened at 7:58 p.m. Shawn Hagerty, City Attorney, provided a staff report.

Action: Councilmember Koval moved approval of staff recommendation.

Councilmember Hall seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor McNelis: Aye; and Councilmembers Hall: Aye; Koval: Aye; and Trotter: Aye. Ayes: 5. Noes: 0

The Public Hearing was closed at 8:00 p.m.

NEW BUSINESS:

- (10) **City Council Policy on Annexation Policy Direction. (Planning and Building – Sawa)**

Sandi Sawa, Planning and Building Director, provided a PowerPoint presentation and responded to Council questions with the assistance of Carl Schmitz, Engineering Director; Shawn Hagerty, City Attorney; and Marlene Best, City Manager.

The Council received the report and provided feedback and direction to staff.

(11) Pavement Maintenance Workshop FY 2025-26 and Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Engineering – Schmitz)

Carl Schmitz, Engineering Director, provided a PowerPoint presentation and responded to Council questions with the assistance of Toby Espinola, Senior Civil Engineer and Steve Miller, Principal Civil Engineer.

The Council received the report and provided feedback and direction to staff.

(12) Proposal to Consider Transitioning Contract Landscaping and Custodial Services in Area 1 to Services Supported by City Employees. (Community Services – Chavez)

Nicolas Chavez, Community Services Director, introduced the Item and Trey Robak, Office Assistant, provided a PowerPoint presentation and responded to Council questions with assistance of Sam Rensberry, Public Services Manager, and Heather Jennings, Finance Director.

The Council received the report and provided feedback and direction to staff.

(13) First Reading of an Ordinance Adding Chapter 7.19 to Title 7 of the Santee Municipal Code to Prohibit Trespass on Private Property and Business Premises. (City Attorney – Hagerty)

Shawn Hagerty, City Attorney, provided a PowerPoint presentation and responded to Council questions with the assistance of Aldo Hernandez, Santee Sheriff’s Captain.

Action: Mayor Minto moved approval of staff recommendation.

Vice Mayor McNelis seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor McNelis: Aye; and Councilmembers Hall: Aye; Koval: Aye; and Trotter: Aye. Ayes: 5. Noes: 0

(14) Report on New Laws Enacted in 2024 Relevant to Santee. (City Attorney – Hagerty)

Shawn Hagerty, City Attorney provided a PowerPoint presentation and responded to Council questions.

Public Speaker:

- Truth

The Council received the report.

NON-AGENDA PUBLIC COMMENT: (Continued)

None.

CITY COUNCIL REPORTS:

Councilmember Koval announced that she was appointed to the Air Pollution Control District (APCD) board and that she attended a League of California Cities meeting as an alternate.

Councilmember Trotter spoke about meeting with the San Diego County River Conservancy and the risk of losing grant funds.

Vice Mayor McNelis spoke about a recent success for the Heartland Fire Training Facility, finding a new vendor to build training structures.

Mayor Minto stated he will be attending a League of California Cities Board meeting next month and that he was appointed as 2nd Vice Chair of SANDAG.

CITY MANAGER REPORTS:

Marlene Best, City Manager, informed the community about upcoming events.

CITY ATTORNEY REPORTS:

None.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 10:02 p.m.

Date Approved:

James Jeffries, City Clerk

**Minutes
Santee City Council
Council Chamber – Building 2
10601 Magnolia Avenue
Santee, California
November 12, 2024**

1. Call to Order:

The Special Meeting was called to order by Mayor Minto at 4:03 p.m.

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

Officers present: City Manager Marlene Best, City Attorney Shawn Hagerty, and City Clerk James Jeffries.

2. Closed Session:

Public Employee Performance Evaluation
(Gov. Code section 54957(b)(1))
Title: City Manager

Councilmembers recessed at 4:04 p.m. and convened in Closed Session at 4:05 p.m.

Councilmembers reconvened in Open Session at 5:42 p.m. with all members present. Mayor Minto reported direction was given to staff.

3. Adjournment:

There being no further business, the meeting was adjourned at 5:43 p.m.

Date Approved:

James Jeffries, City Clerk

**Minutes
Santee City Council
Council Chamber – Building 2
10601 Magnolia Avenue
Santee, California
December 11, 2024**

1. Call to Order:

The Special Meeting was called to order by Mayor Minto at 5:30 p.m.

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

Officers present: City Manager Marlene Best, City Attorney Shawn Hagerty, and City Clerk James Jeffries.

2. Closed Session:

Public Employee Performance Evaluation
(Gov. Code section 54957(b)(1))
Title: City Manager

Councilmembers recessed at 5:31 p.m. and convened in Closed Session at 5:32 p.m.

Councilmembers reconvened in Open Session at 6:16 p.m. with all members present. Mayor Minto reported the process has come to a close.

3. Adjournment:

There being no further business, the meeting was adjourned at 6:18 p.m.

Date Approved:

James Jeffries, City Clerk

MEETING DATE February 12, 2025

ITEM TITLE APPROVAL OF PAYMENT OF DEMANDS

DIRECTOR/DEPARTMENT Heather Jennings, Finance *HJ*

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

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>
01/13/25	Accounts Payable	\$ 188,447.84
01/16/25	Accounts Payable	1,037,974.07
01/22/25	Accounts Payable	25,618.53
01/22/25	Accounts Payable	145,057.20
01/23/25	Accounts Payable	2,436,695.23
01/23/25	Payroll	498,503.30
01/23/25	Accounts Payable	22,803.64
01/23/25	Accounts Payable	19,944.98
01/24/25	Accounts Payable	50,066.35
01/24/25	Accounts Payable	1,658,840.64
01/28/25	Accounts Payable	156,970.68
01/30/25	Accounts Payable	1,968,258.67
02/01/25	Retiree Health	<u>5,203.00</u>
	TOTAL	\$ <u>8,214,384.13</u>

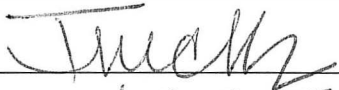

I hereby certify to the best of my knowledge and belief that the foregoing demands listing is correct, just, conforms to the approved budget, and funds are available to pay said demands.

Heather Jennings

Heather Jennings, Director of Finance

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
79617	1/13/2025	14942 CA DEPT OF HEALTH CARE SERVICE	CY 2025 INVOICE #1		DHCS SLEMSA	188,447.84
Total :						188,447.84
1 Vouchers for bank code : ubgen						Bank total : 188,447.84
1 Vouchers in this report						Total vouchers: 188,447.84

Prepared by: 
Date: 1-16-25
Approved by: 
Date: 1/17/25

vchlist
01/16/2025 3:28:39PM

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
138236	1/16/2025	10003 A & B SAW & LAWNMOWER SHOP	1792	54942	SMALL TOOL PARTS & REPAIRS	153.49
			1793	54942	SMALL TOOL PARTS & REPAIRS	174.98
			1794	54942	SMALL TOOL PARTS & REPAIRS	369.22
					Total :	697.69
138237	1/16/2025	10899 ALL THE KING'S FLAGS	33802-3	55093	CUSTOM CITY FLAGS FOR OUTDO	1,479.02
					Total :	1,479.02
138238	1/16/2025	11999 AMERICAN ASPHALT SOUTH INC	CIP 2024-02 2P	55034	PROGRESS PAYMENT #2 CIP 2023-	727,096.27
			CIP 2024-02 2R		PROGRESS PAYMENT #2 RETENTI	-36,354.81
					Total :	690,741.46
138239	1/16/2025	15380 ANDERSON, MARK	1114		INSTRUCTOR PAYMENT	216.00
					Total :	216.00
138240	1/16/2025	10262 AUSTIN, ROY	01092025-B		RETIREE HEALTH INSURANCE	1,720.85
					Total :	1,720.85
138241	1/16/2025	12496 BALL, BYRON	113		SELFIES WITH SANTA	480.00
					Total :	480.00
138242	1/16/2025	12951 BERRY, BONNIE	January 1, 2025		RETIREE HEALTH PAYMENT	91.00
					Total :	91.00
138243	1/16/2025	15466 CASTLE, LEAH	5		EMPLOYEE REIMBURSEMENT	35.00
					Total :	35.00
138244	1/16/2025	10032 CINTAS CORPORATION 694	4214946429	54844	MISC SHOP RENTALS	90.78
			4215667454	54844	MISC SHOP RENTALS	74.14
					Total :	164.92
138245	1/16/2025	15468 CLARK, JESSICA	291801		EMPLOYEE REIMBURSEMENT	35.00
					Total :	35.00
138246	1/16/2025	10035 COMPETITIVE METALS INC	529767	55102	UPFITTING MATERIALS	629.20
					Total :	629.20

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
138247	1/16/2025	10268 COOPER, JACKIE	January 1, 2025		RETIREE HEALTH PAYMENT	91.00
					Total :	91.00
138248	1/16/2025	10161 CORE SERVICES INC	91181	54916	FY24/25 CUSTODIAL SERVICES - O	1,199.99
					Total :	1,199.99
138249	1/16/2025	10333 COX COMMUNICATIONS	038997401; DEC24 094486701; JAN25		9951 RIVERWALK DR CITY HALL GROUP BILL	57.00 3,383.89
					Total :	3,440.89
138250	1/16/2025	10046 D MAX ENGINEERING INC	8957	54850	SANTEE 24-25 CONSTRUCTION IN	3,540.59
					Total :	3,540.59
138251	1/16/2025	12655 DELL MARKETING LP	10787590850	55076	COMPUTER EQUIPMENT	99,164.90
					Total :	99,164.90
138252	1/16/2025	12114 EPIC WINGS SANTEE	2024-1		BREWS AND BITES 2024 VENDOR :	250.00
					Total :	250.00
138253	1/16/2025	10066 GLOBALSTAR USA LLC	82555073		SATELLITE PHONE SERVICE	105.89
					Total :	105.89
138254	1/16/2025	15467 GOHRES, BRITTANY	291432		EMPLOYEE REIMBURSEMENT	35.00
					Total :	35.00
138255	1/16/2025	11196 HD SUPPLY FACILITIES	9232740039	55060	FACILITIES MAINTENANCE SUPPLI	300.51
					Total :	300.51
138256	1/16/2025	15440 IDI Q	IDIQ9001		ID PROTECTION	567.90
					Total :	567.90
138257	1/16/2025	11807 IMPERIAL SPRINKLER SUPPLY	0018725096-001	55057	CALSENSE UPGRADES - TCCPE	15,596.49
					Total :	15,596.49
138258	1/16/2025	15464 INSITUFORM TECHNOLOGIES LLC	5391		REFUNDABLE DEPOSIT	2,361.80
					Total :	2,361.80
138259	1/16/2025	15070 ISIMULATE	201528206	55078	TRAINING EQUIPMENT	6,275.00

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
138259	1/16/2025	15070 15070 ISIMULATE	(Continued)			Total : 6,275.00
138260	1/16/2025	10272 JENKINS, CARROLL	01092025		RETIREE HEALTH INSURANCE	3,625.88
					Total :	3,625.88
138261	1/16/2025	13247 JOHNSON, DOUGLAS	01092025-C		RETIREE HEALTH INSURANCE	1,068.80
					Total :	1,068.80
138262	1/16/2025	10204 LIFE ASSIST INC	1539679 1539913	54807 54807	EMS SUPPLIES EMS SUPPLIES	489.36 1,316.60
					Total :	1,805.96
138263	1/16/2025	15225 LONG, CHERYL L	January 1, 2025		RETIREE HEALTH PAYMENT	91.00
					Total :	91.00
138264	1/16/2025	10507 GREAT AMERICA FINANCIAL SVCS	38201047; JAN25		MITEL MXE III CONTROLLER SATA :	1,588.52
					Total :	1,588.52
138265	1/16/2025	10306 MOTOROLA SOLUTIONS INC	8282016397 8282019037 8282035056 8282036834 8282037392 8282037785 8282040157 8282043580 8282043593 8282045387	55021 54742 55061 55063 55064 55062 55021 55062 55061 55062	COMMUNICATION EQUIPMENT EQUIPMENT SUPPLIES COMMUNICATION EQUIPMENT COMMUNICATION EQUIPMENT EQUIPMENT SUPPLIES COMMUNICATION EQUIPMENT COMMUNICATION EQUIPMENT COMMUNICATION EQUIPMENT COMMUNICATION EQUIPMENT COMMUNICATION EQUIPMENT	89.21 2,702.21 7,592.66 2,756.03 6,665.45 8,369.97 7,894.99 1,235.85 823.90 309.35
					Total :	38,439.62
138266	1/16/2025	10308 O'REILLY AUTO PARTS	2968-256672 2968-257880 2968-258298	54864 54864 54864	VEHICLE REPAIR PART VEHICLE SUPPLIES VEHICLE REPAIR PARTS	36.31 24.77 121.92
					Total :	183.00
138267	1/16/2025	14534 PELOTON INTERACTIVE, INC	22182737 22182812	55113 55113	FITNESS SUBSCRIPTION FITNESS SUBSCRIPTION	528.00 528.00

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
138267	1/16/2025	14534 14534 PELOTON INTERACTIVE, INC	(Continued)			Total : 1,056.00
138268	1/16/2025	10101 PROFESSIONAL MEDICAL SUPPLY	26609	55048	OXYGEN CYLINDER RENTAL	12.00
						Total : 12.00
138269	1/16/2025	11715 PURPLE TENNIS NATION	7121		INSTRUCTIONAL CLASSES	1,403.50
						Total : 1,403.50
138270	1/16/2025	15343 QUADIENT FINANCE USA INC	2128-4		QUADIENT POSTAGE FUNDING	162.00
						Total : 162.00
138271	1/16/2025	12237 RAYON, KYLE	January 1, 2025		RETIREE HEALTH PAYMENT	91.00
						Total : 91.00
138272	1/16/2025	12828 RICK ENGINEERING COMPANY	0105198 0105560 0105561	55023 55023 55023	AS-NEEDED ENGINEERING SERVIC AS-NEEDED ENGINEERING SERVIC AS-NEEDED ENGINEERING SERVIC	10,731.17 6,492.18 4,448.90
						Total : 21,672.25
138273	1/16/2025	10259 ROBERT HALF	64450587	55092	TEMP SVCS - IT SUPPORT SPECIAL	1,278.68
						Total : 1,278.68
138274	1/16/2025	10407 SAN DIEGO GAS & ELECTRIC	04229703218; DEC24 22373580042; DEC24		STREET LIGHTS TRAFFIC SIGNALS	44,720.61 7,773.07
						Total : 52,493.68
138275	1/16/2025	10424 SANTEE FIREFIGHTERS	FY24.25.002 FY24/25.001 FY24/25.003 FY24/25.004 FY24/25.005 FY24/25.006 FY24/25.007 FY24/25.008 FY24/25.009 FY24/25.010 FY24/25.011 FY24/25.012		WEARING APPAREL WEARING APPAREL WEARING APPAREL WEARING APPAREL WEARING APPAREL WEARING APPAREL WEARING APPAREL WEARING APPAREL WEARING APPAREL WEARING APPAREL WEARING APPAREL WEARING APPAREL	89.00 89.00 89.00 89.00 129.00 89.00 89.00 89.00 89.00 89.00 89.00 129.00

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
138275	1/16/2025	10424 SANTEE FIREFIGHTERS	(Continued) FY24/25.013		WEARING APPAREL	129.00
					Total :	1,277.00
138276	1/16/2025	15085 SCRIPT IN HAND PLAYERS	1292025		SENIOR ENTERTAINMENT	135.00
					Total :	135.00
138277	1/16/2025	13162 SOCAL PPE	SC10871	54978	SAFETY APPAREL MAINT	1,841.00
					Total :	1,841.00
138278	1/16/2025	11910 SPECTRUM GAS PRODUCTS	00635986	55028	OXYGEN CYLINDER REFILL	220.50
					Total :	220.50
138279	1/16/2025	10217 STAPLES ADVANTAGE	6019246760 6019780222	54870	OFFICE SUPPLIES - P&B, E BROTHER INK FOR POSTAGE	61.34 75.96
					Total :	137.30
138280	1/16/2025	10117 STATE OF CALIFORNIA	1608196 1610958		CASE FILING SERVICES CASE FILINGS	1,481.25 72.00
					Total :	1,553.25
138281	1/16/2025	10119 STEVEN SMITH LANDSCAPE INC	3080 3081	54901 54812	A 3 LANDSCAPE SERVICES A 1 LANDSCAPE SERVICES	275.00 57,378.00
					Total :	57,653.00
138282	1/16/2025	10250 THE EAST COUNTY	00148578		CLERK OFFICE PUBLICATION ORD	203.00
					Total :	203.00
138283	1/16/2025	15091 T-MOBILE USA INC	993045165; DEC24		CITY HALL	1,195.18
					Total :	1,195.18
138284	1/16/2025	15465 URGENT UPLIFTS - SAN DIEGO	302153		VEHICLE OUTFITTING	724.08
					Total :	724.08
138285	1/16/2025	10642 USPS-POC	01072025		POSTAGE REIMBURSEMENT	968.21
					Total :	968.21
138286	1/16/2025	10475 VERIZON WIRELESS	6100837761		WIFI SERVICE	1,140.29

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
138286	1/16/2025	10475 10475 VERIZON WIRELESS	(Continued)			Total : 1,140.29
138287	1/16/2025	10537 WETMORE'S	06P99827 06P99859	54905 54905	VEHICLE REPAIR PART VEHICLE SUPPLIES	32.45 27.57 Total : 60.02
138288	1/16/2025	14687 WEX BANK	102154024		FLEET CARD FUELING	14,822.12 Total : 14,822.12
138289	1/16/2025	15469 WHITFIELD, LINDA	291204		EMPLOYEE REIMBURSEMENT	35.00 Total : 35.00
138290	1/16/2025	12930 WILLIAMS, ROCHELLE	January 1, 2025		RETIREE HEALTH PAYMENT	91.00 Total : 91.00
138291	1/16/2025	12641 WITTORFF, VICKY DENISE	January 1, 2025		RETIREE HEALTH PAYMENT	31.00 Total : 31.00
138292	1/16/2025	10318 ZOLL MEDICAL CORPORATION	4103508	54817	EMS SUPPLIES	1,695.13 Total : 1,695.13
57 Vouchers for bank code : ubgen						Bank total : 1,037,974.07
57 Vouchers in this report						Total vouchers : 1,037,974.07

Prepared by: J. Smith
 Date: 1-16-25
 Approved by: [Signature]
 Date: 1/16/25

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01/22/2025 2:11:50PM

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
138294	1/22/2025	10001 US BANK	000058246		EQUIPMENT SUPPLIES	200.07
			0010630		IRRIGATION MATERIALS & SUPPLIE	117.79
			001248		OATH OF OFFICE SUPPLIES FOR C	36.61
			0012663		OATH OF OFFICE SUPPLIES FOR C	48.00
			0020003691		EQUIPMENT CALIBRATION	445.87
			002998		TRANSPORTATION CHARGE	17.74
			00367		ANNUAL MEMBERSHIP	175.00
			0077819		OFFICE SUPPLIES - P&B, E	33.50
			01082025		FRAUD CHARGE	81.65
			011101		GENERAL EVENT SUPPLIES	32.13
			011375		GENERAL EVENT SUPPLIES	27.04
			012442		HOLIDAY LIGHTING SUPPLIES	9.37
			016051		GENERAL EVENT SUPPLIES	71.06
			018504		GENERAL EVENT SUPPLIES	86.18
			0196934		FIRE DEPT. BADGES	796.34
			0223535-A		COMPLIANCE FEE	30.00
			0223535-B		COMPLIANCE FEE	0.90
			0236293-A		COMPLIANCE FEES	90.00
			0236293-B		COMPLIANCE FEES	2.69
			024329		WELLNESS	227.12
			026079		TEEN CENTER EVENT	29.20
			026432		WELLNESS	19.96
			027824		OFFICE SUPPLIES	25.03
			030325		GENERAL EVENT SUPPLIES	12.83
			030755		SENIOR SUPPLIES	21.54
			033720		HOLIDAY LIGHTING SUPPLIES	8.08
			034161		GENERAL EVENT SUPPLIES	7.53
			036111		TEEN CENTER SUPPLIES	34.68
			038389		SUPPLIES FOR THE OATH OF OFFI	10.31
			039899		GENERAL EVENT SUPPLIES	21.42
			040732		MEETING SUPPLIES	20.99
			044497		TEEN CENTER SUPPLIES	25.28
			045097		STRATEGIC PLANNING MTG	27.79
			0529802		DEPARTMENT SUPPLIES	29.66
			056938		OATH OF OFFICE SUPPLIES FOR C	129.30
			0589017-A		WELLNESS	500.68

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
138294	1/22/2025	10001 US BANK	(Continued)			
			0589017-B		WELLNESS	148.34
			0602107		PICKLEBALL IMPROVEMENTS	38.48
			062075		WASHING EVENT LINENS	20.00
			063726		MATERIALS AND SUPPLIES	75.00
			067193		GENERAL EVENT SUPPLIES	43.09
			069263		MEETING SUPPLIES	22.86
			070828		SENIOR SUPPLIES	16.59
			073384		SHIPPING CHARGES	10.45
			074891		OFFICE FURNITURE	25.85
			080022		WASHING EVENT LINENS	45.00
			082734		SENIOR PROGRAM SUPPLIES	202.31
			084468		STATION SUPPLIES	16.64
			087550		OATH OF OFFICE SUPPLIES FOR C	102.88
			092731		GENERAL EVENT SUPPLIES	22.60
			094079		SENIOR SUPPLIES	96.62
			094614		SENIOR SUPPLIES	8.58
			097779		OATH OF OFFICE SUPPLIES FOR C	55.00
			098196		COMPUTER SUPPLIES	54.50
			0982272956		FIREFIGHTING EQUIPMENT	2,078.04
			098753		AWARD CEREMONY	58.13
			099783		MEETING SUPPLIES	36.80
			1		OATH OF OFFICE SUPPLIES FOR C	68.31
			10026		RESCUE TOOL	56.08
			1010955		MATERIALS & SUPPLIES	113.92
			1025809		MATERIALS & SUPPLIES	29.06
			1037055		ENGINEERING SUPPLIES	12.38
			1124167		FF OF THE YEAR AWARD	75.72
			1124224		PLAQUE, GAVEL AND ENGRAVING	56.02
			120124		EVENT MARKETING	90.00
			120524		MSA ANNUAL MEMBERSHIP	105.00
			12146419		EQUIPMENT SUPPLIES	268.34
			122548185		WELLNESS	114.53
			1341035-A		OATH OF OFFICE SUPPLIES FOR C	421.65
			1341035-B		OATH OF OFFICE MEETING SUPPL	43.25
			147115		HOLIDAY LIGHTING SUPPLIES	57.86
			148826		SELFIES WITH SANTA SUPPLIES	40.73

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
138294	1/22/2025	10001 US BANK	(Continued)			
			151107		SMALL TOOLS	64.94
			1530619-CR		OFFICE SUPPLIES	-45.24
			15741		CPR CARDS	94.00
			15802		CERTIFICATION CARDS	553.50
			1593820		STATION SUPPLIES	183.16
			1641164		EVENT PROMOTION	174.07
			1645322		EVENT PROMOTION	174.07
			16656881		EMAIL MARKETING SUBSCRIPTION	350.00
			16-HL24		HOLIDAY LIGHTING SUPPLIES	51.66
			182276SNP		VEHICLE REPAIR PART	135.73
			1823		RESCUE TOOL	230.00
			1992903		CPRS AWARD SUBMISSION FEE	85.00
			20007695		MEETING SUPPLIES	439.62
			2002756		CPRS AWARD SUBMISSION	85.00
			2003350		PROFESSIONAL DEVELOPMENT	85.00
			20045		OES PREPOSITION 240202	12.51
			20082		OES PREPOSITION 240202	12.51
			2048337		PUB ED SUPPLIES	942.81
			2222697		WELLNESS	215.25
			24-24677		CODE FORMS	321.96
			24555		OFFICE SUPPLIES	83.94
			2515148		MATERIALS & SUPPLIES	154.96
			2575401		GENERAL EVENT SUPPLIES	19.38
			27612		RESCUE TOOL	35.28
			2861046		OFFICE SUPPLIES - P&B, E	22.83
			2959450		CDBG SUPPLIES	17.42
			2967430		EQUIPMENT SUPPLIES	22.53
			299311		BLANK TAX FORMS 1095	126.49
			2RWVJY		TRANSPORTATION TO CONFEREN	329.96
			3011431		OFFICE SUPPLIES	46.85
			3016016		GRAFFITI REMOVAL	138.15
			3023717		MATERIALS & SUPPLIES	36.03
			3167		EVENT ENTERTAINMENT	865.00
			3255VS3GTT		PRO-CARD USED IN ERROR 11/202	7.98
			3272-4551-7932		SUBSCRIPTION	100.80
			3325821		MATERIALS & SUPPLIES	113.41

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
138294	1/22/2025	10001 US BANK	(Continued)			
			3444635609		SOFTWARE MAINTENANCE & LICE	59.88
			3472282		PICKLEBALL IMPROVEMENTS	1,071.91
			3512921		PICKLEBALL IMPROVEMENTS	11.99
			3524877		PICKLEBALL IMPROVEMENTS	102.24
			3944208		OFFICE SUPPLIES	43.47
			3958		STRATEGIC PLANNING MTG	200.41
			4227454		MATERIALS & SUPPLIES	384.44
			4431402		OFFICE SUPPLIES	167.81
			484711		RESCUE EQUIPMENT	29.73
			498680		WELLNESS	323.26
			5020638		MATERIALS & SUPPLIES	177.35
			50679		STRATEGIC PLANNING MTG	70.55
			5146625		FINANCE OFFICE SUPPLIES	42.47
			5213816		GENERAL EVENT SUPPLIES	17.39
			54088		OATH OF OFFICE SUPPLIES FOR C	157.13
			5611421		FIREFIGHTING TOOLS	94.94
			5670638-A		OFFICE SUPPLIES	38.04
			5670638-B		OFFICE SUPPLIES	51.34
			6163413		OFFICE SUPPLIES	280.86
			6163413-2		OFFICE SUPPLIES	5.69
			619936		TRANSPORTATION CHARGE	32.99
			6277028		EQUIPMENT SUPPLIES	51.71
			6312264		EQUIPMENT SUPPLIES	165.55
			6453010		STATION EQUIPMENT	641.10
			67011		VEHICLE REPAIR PARTS	49.46
			691644		TRANSPORTATION CHARGE	62.99
			7030740		MATERIALS & SUPPLIES	28.11
			7525862		WELLNESS	269.54
			7547458		OFFICE SUPPLIES	118.53
			759443		ANNUAL MEMBERSHIP	468.00
			7604254		OFFICE SUPPLIES	19.38
			78597		EQUIPMENT SUPPLIES	262.12
			78608		OES PREPOSITION 240202	380.92
			7887289		SERVICE AWARD	116.18
			789938		TRANSPORTATION CHARGE	30.79
			8011923		STATION SUPPLIES	10.30

Bank code : ubgen

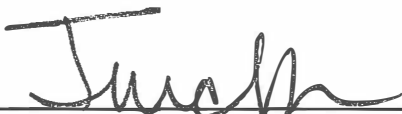
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
138294	1/22/2025	10001 US BANK	(Continued)			
			8014493		MATERIALS & SUPPLIES	142.54
			8014503		PICKLEBALL IMPROVEMENTS	31.69
			8015406		EQUIPMENT SUPPLIES	543.91
			81400		PICKLEBALL IMPROVEMENTS	121.00
			8159412-A		OFFICE SUPPLIES- CALENDARS	83.76
			8159412-B		OFFICE SUPPLIES	12.48
			83		OES PREPOSITION 240202	16.47
			8310645-A		OFFICE SUPPLIES	47.70
			8310645-B		OFFICE SUPPLIES	7.85
			8462653		STATION EQUIPMENT	53.86
			8531		RESCUE EQUIPMENT	66.45
			8579468		EQUIPMENT SUPPLIES	53.86
			8602549		MATERIALS & SUPPLIES	71.05
			8909055		PLANNING SUPPLIES	34.84
			89890		MATERIALS & SUPPLIES	64.61
			9022119		MATERIALS & SUPPLIES	137.92
			9022163		MATERIALS & SUPPLIES	27.55
			9160453		STATION SUPPLIES	46.79
			9423417A		MARKETING/PROMOTIONAL SUPPI	234.84
			9423417B		MARKETING/PROMOTIONAL SUPPI	148.74
			9513807		SMALL TOOLS	72.06
			9548219-A		WELLNESS	147.57
			9548219-B		WELLNESS	24.72
			9926340419		STATION FURNITURE	538.70
			CR8903		OATH OF OFFICE SUPPLIES	274.38
			E/9610315		OES PREPOSITION 240202	37.67
			INET23186		RESCUE EQUIPMENT	514.24
			W92GZSX3		MEMBERSHIP	180.00
			WM90296304-1		SMALL TOOLS	687.17
			WM90296304-2		SMALL TOOLS	182.10
			WM90296304-3		RESCUE TOOLS	418.05
			WM90296304-4		SMALL TOOL	44.27
			WM90296304-5		EQUIPMENT SUPPLIES	40.61
Total :						25,618.53
1 Vouchers for bank code : ubgen						Bank total : 25,618.53

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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1 Vouchers in this report

Total vouchers : 25,618.53

Prepared by: 
Date: 1-22-25
Approved by: _____
Date: 1/22/25

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
21087	1/22/2025	10956 FRANCHISE TAX BOARD	January 25 Retiree PPE 1/15/25		CA STATE TAX WITHHELD CA STATE TAX WITHHELD	46.00 36,072.75	
						Total :	36,118.75
21096	1/22/2025	10955 DEPARTMENT OF THE TREASURY	January 25 Retiree PPE 1/15/25		FEDERAL WITHHOLDING TAX FEDERAL WITHHOLDING TAX	211.00 108,727.45	
						Total :	108,938.45
2 Vouchers for bank code : ubgen						Bank total :	145,057.20
2 Vouchers in this report						Total vouchers :	145,057.20

Prepared by: *Juch*
Date: 1-24-25
Approved by: *E-Bullh*
Date: 1-28-25

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Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
138295	1/23/2025	13456 AGRICULTURAL PEST CONTROL	780561	54828	PEST CONTROL SERVICES	632.65
					Total :	632.65
138296	1/23/2025	10292 ALL STAR FIRE EQUIPMENT INC	261095	55107	SAFETY EQUIPMENT	2,649.94
					Total :	2,649.94
138297	1/23/2025	10412 AT&T	000022776678		TELEPHONE	944.29
					Total :	944.29
138298	1/23/2025	14306 AZTEC LANDSCAPING INC	J1957	54798	CUSTODIAL SERVICES - PARKS	4,972.43
					Total :	4,972.43
138299	1/23/2025	10020 BEST BEST & KRIEGER LLP	LEGAL SVCS DEC 2024		LEGAL SVCS DEC 2024	83,472.40
					Total :	83,472.40
138300	1/23/2025	15472 BROADHEAD, BRENT OR DOLORES	ACID 17173		REFUND- AMBULANCE BILLING	200.00
					Total :	200.00
138301	1/23/2025	15473 BUTLER, HUNTER	ACID 9156		REFUND - AMBULANCE BILLING	2,945.00
					Total :	2,945.00
138302	1/23/2025	15474 CAHA, JANET OR GORDON	ACID 13314 ACID 14099		REFUND - AMBULANCE BILLING REFUND - AMBULANCE BILLING	250.00 250.00
					Total :	500.00
138303	1/23/2025	10876 CANON SOLUTIONS AMERICA INC	4040910950	54839	PLOTTER MAINTENANCE & USAGE	159.35
					Total :	159.35
138304	1/23/2025	10032 CINTAS CORPORATION 694	4216362504	54844	MISC SHOP RENTALS	74.14
					Total :	74.14
138305	1/23/2025	10161 CORE SERVICES INC	91193	54916	CUSTODIAL SERVICES - OFFICES	5,043.39
					Total :	5,043.39
138306	1/23/2025	12153 CORODATA RECORDS	RS7055919	54996	RECORD STORAGE,RETRIEVAL&D	907.44
					Total :	907.44

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
138307	1/23/2025	15475 CORONEL, ANA OR FELIPE	ACID 15682		REFUND- AMBULANCE BILLING	100.00
					Total :	100.00
138308	1/23/2025	10358 COUNTY OF SAN DIEGO	25CTOFSAN06	54987	SHERIFF RADIOS	2,714.00
			25CTOFSASN06	54908	800 MHZ ACCESS FEES	2,074.52
					Total :	4,788.52
138309	1/23/2025	10486 COUNTY OF SAN DIEGO	01172025A		NOD - SAFETY ELEMENT UPDATE	2,968.75
					Total :	2,968.75
138310	1/23/2025	10486 COUNTY OF SAN DIEGO	01172025-B		NOD - SAFETY ELEMENT UPDATE I	50.00
					Total :	50.00
138311	1/23/2025	15413 COUNTYWIDE MECHANICAL SYSTEMS	71769	55099	PLUMBING REPAIRS & RELATED M	1,276.00
			71883	55099	PLUMBING REPAIRS & RELATED M	608.75
					Total :	1,884.75
138312	1/23/2025	10333 COX COMMUNICATIONS	052335901; JAN25		8950 COTTONWOOD AVE	198.14
					Total :	198.14
138313	1/23/2025	15363 CRANE, WILLIAM	01142025BC		MILEAGE AND TOLL REIMBURSEMI	135.28
					Total :	135.28
138314	1/23/2025	14811 DIGITECH COMPUTER LLC	60006700	54998	SLEMSA BILLING CONTRACT SERV	33,906.95
					Total :	33,906.95
138315	1/23/2025	12593 ELLISON WILSON ADVOCACY, LLC	2025-01-07	54917	LEGISLATIVE ADVOCACY SERVICE	1,500.00
					Total :	1,500.00
138316	1/23/2025	10009 FIRE ETC	195086	54800	EQUIPMENT SERVICE	100.00
					Total :	100.00
138317	1/23/2025	12120 GEOCON INCORPORATED	124120313	55087	GEOTECHNICAL REVIEW - CUYAM,	760.00
					Total :	760.00
138318	1/23/2025	12495 GROSSMONT UNION	AR018022	54945	SCHOOL RESOURCE OFFICERS	55,995.00
					Total :	55,995.00

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
138319	1/23/2025	15426 HME INC	5136307	55067	HME TYPE 3-MODEL 34 BRUSH RIC	534,069.45
					Total :	534,069.45
138320	1/23/2025	15316 JD ANIMAL REMOVAL INC	1814	54805	DEAD ANIMAL REMOVAL SERVICE	1,440.00
					Total :	1,440.00
138321	1/23/2025	14956 JET ADVERTISING LLC	12323	54953	WEBSITE CONSULTANT UPDATES	262.50
					Total :	262.50
138322	1/23/2025	10204 LIFE ASSIST INC	1541625 1541650	54807 54807	EMS SUPPLIES EMS SUPPLIES	321.27 5,649.85
					Total :	5,971.12
138323	1/23/2025	10538 MEALS ON WHEELS	2-24-25	54965	CDBG SUPRECIPIENT	1,383.25
					Total :	1,383.25
138324	1/23/2025	10344 PADRE DAM MUNICIPAL WATER DIST	90000366; DEC24		GROUP BILL	43,138.16
					Total :	43,138.16
138325	1/23/2025	10344 PADRE DAM MUNICIPAL WATER DIST	29700015; DEC24		CONSTRUCTION METER	232.88
					Total :	232.88
138326	1/23/2025	10886 PERISCOPE HOLDINGS INC	SI-10469		NIGP CODE LIC RENEWAL	655.00
					Total :	655.00
138327	1/23/2025	15393 REC CONSULTANTS INC	1951-2	55079	PLAN REVIEW - AUBREY GLEN	3,795.00
					Total :	3,795.00
138328	1/23/2025	15314 RSG INC	12827	54868	2025-29 CONSOLIDATED PLAN	1,728.75
					Total :	1,728.75
138329	1/23/2025	10606 SD COUNTY SHERIFF'S DEPT	SHERIFF OCT 2024		LAW ENFORCEMENT OCT 2024	1,470,062.57
					Total :	1,470,062.57
138330	1/23/2025	13061 SAN DIEGO HUMANE SOCIETY &	JAN-25	54959	ANIMAL CONTROL SERVICES	38,674.00
					Total :	38,674.00
138331	1/23/2025	14523 SCA OF CA, LLC	158978PS	54811	STREET SWEEPING SVCS	31,019.58

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
138331	1/23/2025	14523 14523 SCA OF CA, LLC	(Continued)			Total : 31,019.58
138332	1/23/2025	15476 SCHRADER, BARBARA	ACID 12964		REFUND - AMBULANCE BILLING	290.00
					Total :	290.00
138333	1/23/2025	15037 SHARP REES-STEALY MEDICAL	ACID 12992 ACID 13305		REFUND - AMBULANCE BILLING REFUND - AMBULANCE BILLING	595.37 719.50
					Total :	1,314.87
138334	1/23/2025	11910 SPECTRUM GAS PRODUCTS	00868917 00868918	55028 55028	OXYGEN CYLINDER RENTAL OXYGEN CYLINDER RENTAL	179.55 91.70
					Total :	271.25
138335	1/23/2025	10119 STEVEN SMITH LANDSCAPE INC	3087 3127 3128 3129	54900 54812 54900 54901	A 2 LANDSCAPE SERVICES A 1 LANDSCAPE SERVICES A 2 LANDSCAPE SERVICES A 3 LANDSCAPE SERVICES	440.00 59,925.88 21,760.00 14,216.00
					Total :	96,341.88
138336	1/23/2025	15477 STEWART, KAREN OR MARK	ACID 11654		REFUND - AMBULANCE BILLING	100.00
					Total :	100.00
138337	1/23/2025	10250 THE EAST COUNTY	141480		PUBLIC NOTICE - SLEMSA FY24-25	119.00
					Total :	119.00
138338	1/23/2025	15478 TRINIDAD, LETICIA OR	ACID 949		REFUND - AMBULANCE BILLING	100.00
					Total :	100.00
138339	1/23/2025	10133 UNDERGROUND SERVICE ALERT	1220240706 24-252249	54871 54871	DIG ALERT - MONTHLY TICKETS DIG ALERTS - STATE FEES	132.10 53.60
					Total :	185.70
138340	1/23/2025	12480 UNITED SITE SERVICES	114-13990794 114-13991067	55056 55056	PORTABLE TOILET, FENCE & SINK PORTABLE TOILET, FENCE & SINK	299.27 352.58
					Total :	651.85
46 Vouchers for bank code : ubgen						Bank total : 2,436,695.23

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
46	Vouchers in this report					Total vouchers : 2,436,695.23

Prepared by: Juch
Date: 1.1.23.25
Approved by: _____
Date: 1/23/25

EARNINGS SECTION				DEDUCTIONS SECTION			LEAVE SECTION					
Type	Hours/units	Rate	Amount Src	Plan	Base Wages	Deduction	Benefit/Cont	LvPlan	Accrued	Taken	Banked	Lost
				rhsabc	45,394.17	907.88						
				roth	111,666.40	12,674.91						
				sb-1		92.07						
				sb-3		70.72						
				sffa		3,562.24						
				sffapc		1,015.22						
				st1cs3	86,371.63	2,591.15	-2,591.15					
				st2cs3	15,855.73	475.67	-475.67					
				texlif		249.64						
				vaccpr		791.40						
				vaccpt		204.75						
				vcanpr		452.64						
				vcanpt		149.65						
				vgcipt		71.76						
				vghipr		31.12						
				vision	17,406.51	557.50						
				voladd		17.50						
				voldis		424.01						
				vollif		159.94						
				vollpb			-159.94					
Grand Totals	16,631.87		778,156.61			279,653.31	91,609.58					

Gross:	778,156.61
Net:	498,503.30

<< No Errors / 15 Warnings >>

EBull
1/21/25
PRE 1/15/25
Paydate 1/23/25

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
138341	1/23/2025	12724 AMERICAN FIDELITY ASSURANCE	D807081		VOLUNTARY LIFE INS-AM FIDELITY	5,499.04
					Total :	5,499.04
138342	1/23/2025	12903 AMERICAN FIDELITY ASSURANCE CO	2535873B		FLEXIBLE SPENDING ACCOUNT	3,021.15
					Total :	3,021.15
138343	1/23/2025	12722 FIDELITY SECURITY LIFE	166623987		EYEMED - VOLUNTARY VISION	1,191.37
					Total :	1,191.37
138344	1/23/2025	10844 FRANCHISE TAX BOARD	PPE 1/15/25		WITHHOLDING ORDER	213.98
					Total :	213.98
138345	1/23/2025	10508 LIFE INSURANCE COMPANY OF	January 20258		LIFE/LTD INSURANCE	2,826.15
					Total :	2,826.15
138346	1/23/2025	14452 MEDICAL AIR SERVICES ASSC	January 2025		MEDICAL AIR TRANSPORT SVCS	190.00
					Total :	190.00
138347	1/23/2025	10784 NATIONAL UNION FIRE INSURANCE	January 2025		VOLUNTARY AD&D	35.05
					Total :	35.05
138348	1/23/2025	10335 SAN DIEGO FIREFIGHTERS FEDERAL	January 2025		LONG TERM DISABILITY-SFFA	1,357.00
					Total :	1,357.00
138349	1/23/2025	10424 SANTEE FIREFIGHTERS	PPE 1/15/25		DUES/PEC/BENEVOLENT/BC EXP	4,717.04
					Total :	4,717.04
138350	1/23/2025	10776 STATE OF CALIFORNIA	PPE 1/15/25		WITHHOLDING ORDER	449.53
					Total :	449.53
138351	1/23/2025	10776 STATE OF CALIFORNIA	PPE 1/15/25		WITHHOLDING ORDER	260.30
					Total :	260.30
138352	1/23/2025	14467 TEXAS LIFE INSURANCE COMPANY	SM0F0U20250114001		VOLUNTARY INS RIDERS	499.35
					Total :	499.35
138353	1/23/2025	10001 US BANK	PPE 1/15/25		PARS RETIREMENT	1,791.84

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
138353	1/23/2025	10001 10001 US BANK	(Continued)			Total : 1,791.84
138354	1/23/2025	14600 WASHINGTON STATE SUPPORT	PPE 1/15/25		WITHHOLDING ORDER	751.84
						Total : 751.84
14 Vouchers for bank code : ubgen						Bank total : 22,803.64
14 Vouchers in this report						Total vouchers : 22,803.64

Prepared by: Juach
Date: 1-23-25
Approved by: _____
Date: 1/23/25

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
153849	1/23/2025	10482 TRISTAR RISK MANAGEMENT	121692		WORKERS COMP LOSSES; DEC24	19,944.98
					Total :	19,944.98
1 Vouchers for bank code : ubgen						Bank total : 19,944.98
1 Vouchers in this report						Total vouchers : 19,944.98

Prepared by: *Juneth*
Date: 1-28-25
Approved by: *[Signature]*
Date: 1/29/25

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
6235859	1/24/2025	14705 RHS MISSIONSQUARE	PPE 1/15/25		RETIREE HSA	5,275.04	
						Total :	5,275.04
6687023	1/24/2025	14704 457 MISSIONSQUARE	PPE 1/15/25		ICMA - 457	44,791.31	
						Total :	44,791.31
2 Vouchers for bank code : ubgen						Bank total :	50,066.35
2 Vouchers in this report						Total vouchers :	50,066.35

Prepared by: J. Truch
Date: 1-24-25
Approved by: E. Bull
Date: 1-28-25

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
153803	1/24/2025	10401 US BANK TRUST	2769672		TARB 2016A; SEMI-ANNUAL DEBT S	1,658,840.64
Total :						1,658,840.64

1 Vouchers for bank code : ubgen

Bank total : 1,658,840.64

1 Vouchers in this report

Total vouchers : 1,658,840.64

Prepared by: Juath

Date: 1-28-25

Approved by: [Signature]

Date: 1/29/25

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
1254	1/28/2025	10353 PERS	01 25 4		REITREMENT PAYMENT	156,970.68


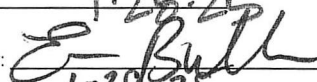
Total : 156,970.68

1 Vouchers for bank code : ubgen

Bank total : 156,970.68

1 Vouchers in this report

Total vouchers : 156,970.68

Prepared by: 
Date: 1-28-25
Approved by: 
Date: 1-28-25

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
138355	1/30/2025	10003 A & B SAW & LAWNMOWER SHOP	1316	54942	SMALL TOOL PARTS & REPAIRS	677.75
					Total :	677.75
138356	1/30/2025	11139 ACE UNIFORMS, LLC - SAN DIEGO	SD0201343	54826	WEARING APPAREL	19.34
			SD0201487	54826	WEARING APPAREL	19.34
			SD0201803	54825	WEARING APPAREL	78.35
			SD0202934	54990	WEARING APPAREL	632.91
			SD0204124	54990	WEARING APPAREL	207.22
			SD0204418	54990	WEARING APPAREL	168.00
					Total :	1,125.16
138357	1/30/2025	10292 ALL STAR FIRE EQUIPMENT INC	260951	54830	SAFETY APPAREL	504.81
					Total :	504.81
138358	1/30/2025	10010 AIS TRUST ACCOUNT NEWPORT	12312024		SPECIAL EVENT INSURANCE 4TH (1,424.00
					Total :	1,424.00
138359	1/30/2025	10510 AMAZON WEB SERVICES, INC	2002267137		CLOUD STORAGE SERVICES	100.00
					Total :	100.00
138360	1/30/2025	11445 AMERICAN MESSAGING	L1072898ZA		FD PAGER SERVICE	219.39
					Total :	219.39
138361	1/30/2025	10516 AWARDS BY NAVAJO	1124313	54834	WEARING APPAREL	106.68
					Total :	106.68
138362	1/30/2025	10924 BATTISTI, JEREMY	2761369		EMPLOYEE REIMBURSEMENT	358.00
					Total :	358.00
138363	1/30/2025	12189 BROWN, MATTHEW	1523229		EMPLOYEE REIMBURSEMENT	123.54
					Total :	123.54
138364	1/30/2025	10023 BUILDERS FENCE COMPANY INC	2022785	54993	FENCING MATERIALS & SUPPLIES	30.92
					Total :	30.92
138365	1/30/2025	11402 CARROLL, JUDI	02012025-96		MEADOWBROOK HARDSHIP PROC	147.64

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
138365	1/30/2025	11402 11402 CARROLL, JUDI	(Continued)			Total : 147.64
138366	1/30/2025	10032 CINTAS CORPORATION 694	4217042858	54844	MISC SHOP RENTALS	74.14 Total : 74.14
138367	1/30/2025	10050 CITY OF EL CAJON	2234		JPA MEMBERSHIP - FY25 Q3	112,421.40 Total : 112,421.40
138368	1/30/2025	11409 CLAYTON, SYLVIA	02012025-340		MEADOWBROOK HARDSHIP PROC	154.50 Total : 154.50
138369	1/30/2025	15152 COAR DESIGN GROUP	22648	54666	NEW FIRE STATION AT CITY OPER/	56,450.00 Total : 56,450.00
138370	1/30/2025	11862 CORODATA SHREDDING INC	DN1502751		CORODATA SHREDDING	96.69 Total : 96.69
138371	1/30/2025	10171 COUNTY OF SAN DIEGO AUDITOR &	11/24 AGENCY REV 11/24 DMV REVENUE 11/24 PHOENIX REV 12/24 DMV REVENUE 12/24 PHOENIX REV 12/24 AGENCY REV		11/24 AGENCY PARK CITE REPT 11/24 DMV PARK CITE REPT 11/24 PHOENIX CITE REV REPT 12/24 DMV PARK CITE REPT 12/24 PHOENIX CITE REV REPT 12/24 AGENCY PARK CITE REPT	240.00 418.75 866.00 428.50 741.00 98.75 Total : 2,793.00
138372	1/30/2025	10234 COUNTY OF SAN DIEGO	02462-1982-RI-2025	54926	GENERATOR AIR POLLUTION CON'	664.00 Total : 664.00
138373	1/30/2025	10486 COUNTY OF SAN DIEGO	202500023		RECORDED DOCUMENT - RELEASI	20.00 Total : 20.00
138374	1/30/2025	10333 COX COMMUNICATIONS	063453006; JAN25 064114701; JAN25		9534 VIA ZAPADOR 8115 ARLETTE ST	98.37 195.32 Total : 293.69
138375	1/30/2025	15363 CRANE, WILLIAM	INV01222025BC		TRAVEL EXPENSE REIMBURSEMEI	44.36 Total : 44.36

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
138376	1/30/2025	14977 EMS LOGIK NARCBOX	35424		EQUIPMENT REPAIR	179.00
					Total :	179.00
138377	1/30/2025	12114 WING N IT INC	2024-2		BREWS & BITES VENDOR STIPEND	250.00
					Total :	250.00
138378	1/30/2025	10070 HAWTHORNE CAT MACHINERY	02C076575A 22616901	54883 54802	VEHICLE REPAIR PART EQUIPMENT RENTAL	31.71 2,599.77
					Total :	2,631.48
138379	1/30/2025	11196 HD SUPPLY FACILITIES	9232705752	54803	STATION SUPPLIES	87.91
					Total :	87.91
138380	1/30/2025	12386 HORIZONS CONSTRUCTION COMPANY	127355.00B 2-CIP2024-36-RET	55001	PROGRESS PAYMENT #2 - TEMP FI RETENTION-PROGRESS PAYMENT	237,974.04 -11,898.70
					Total :	226,075.34
138381	1/30/2025	11807 IMPERIAL SPRINKLER SUPPLY	0019038008-001	54804	IRRIGATION SUPPLIES	338.72
					Total :	338.72
138382	1/30/2025	10204 LIFE ASSIST INC	1539911 1541704 1541943	54807 54807 54807	EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES	1,946.22 224.25 -64.32
					Total :	2,106.15
138383	1/30/2025	13346 MAXEY, NICK	3325028 80491-0444010		EMPLOYEE REIMBURSEMENT EMPLOYEE REIMBURSEMENT	200.00 179.40
					Total :	379.40
138384	1/30/2025	15471 MUNICIPAL RESOURCE GROUP LLC	241201 241549	55116 55116	360 EVALUATION 360 EVALUATION	8,750.00 9,039.96
					Total :	17,789.96
138385	1/30/2025	10218 OFFICE DEPOT	405972673001		FINANCE OFFICE SUPPLIES - TONI	436.07
					Total :	436.07
138386	1/30/2025	10805 OHD INC	100523	54892	EQUIPMENT SERVICE	860.00

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
138386	1/30/2025	10805 10805 OHD INC	(Continued)			Total : 860.00
138387	1/30/2025	10308 O'REILLY AUTO PARTS	2968-260378 2968-260648	54864 54864	VEHICLE REPAIR PART VEHICLE REPAIR PARTS	9.73 72.41 Total : 82.14
138388	1/30/2025	14366 PACIFIC PLAY SYSTEMS INC	2024-1977		ADA SWING SAFETY STRAP KIT	384.13 Total : 384.13
138389	1/30/2025	10344 PADRE DAM MUNICIPAL WATER DIST	90000367; JAN25		GROUP BILL	37,886.11 Total : 37,886.11
138390	1/30/2025	11442 PATTERSON, EDWARD	02012025-225		MEADOWBROOK HARDSHIP PROC	142.45 Total : 142.45
138391	1/30/2025	12481 PBM SUPPLY & MFG INC	2025/01044	54932	SPRAY TRUCK PARTS & SUPPLIES	454.17 Total : 454.17
138392	1/30/2025	12062 PURETEC INDUSTRIAL WATER	2235633 2235634 2235635 6019	55043 55043 55042	DEIONIZED WATER SERVICE DEIONIZED WATER SERVICE DEIONIZED WATER SERVICE - PSC BUSINESS LICENSE REFUND	75.15 149.16 50.10 42.00 Total : 316.41
138393	1/30/2025	10259 ROBERT HALF	64508147	55092	TEMP SVCS - IT SUPPORT SPECIAL	754.00 Total : 754.00
138394	1/30/2025	15246 SAFELITE AUTO GLASS	121924	54954	VEHICLE REPAIR	98.38 Total : 98.38
138395	1/30/2025	10606 SD COUNTY SHERIFF'S DEPT	SHERIFF NOV 2024		LAW ENFORCEMENT NOV 2024	1,423,464.95 Total : 1,423,464.95
138396	1/30/2025	10870 SAN DIEGO COUNTY VECTOR	SD10203-24-25		VECTOR CONTROL SERVICES	695.00 Total : 695.00
138397	1/30/2025	10407 SAN DIEGO GAS & ELECTRIC	34223805628; JAN25 43940205509; JAN25		ROW / MEDIANS (GAS) LMD	324.29 2,120.60

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
138397	1/30/2025	10407 SAN DIEGO GAS & ELECTRIC	(Continued) 79900685777; JAN25 85097421694; JAN25		BALLFIELDS; FACILITIES; PARKS CITY HALL GROUP BILL	17,506.30 8,141.02 Total : 28,092.21
138398	1/30/2025	10768 SANTEE SCHOOL DISTRICT	9632	54810	TEEN CENTER BUS TRANSPORTAT	161.28 Total : 161.28
138399	1/30/2025	14797 SEDANO FORD OF LM INC	20506111	54895	VEHICLE REPAIR PARTS	280.18 Total : 280.18
138400	1/30/2025	12223 SITEONE LANDSCAPE SUPPLY LLC	148388116-001 149220892-001 149250833-001 149373810-001	54925 54925 54925 54925	IRRIGATION PARTS IRRIGATION PARTS IRRIGATION PARTS IRRIGATION PARTS	-967.28 458.56 625.84 55.67 Total : 172.79
138401	1/30/2025	10213 SOUTH BAY FOUNDRY INC	0242401	55009	MEMORIAL PARK BENCH	2,586.00 Total : 2,586.00
138402	1/30/2025	10837 SOUTHWEST TRAFFIC SIGNAL	83959 83960 83961 83962 83963 83964 83965 83966	54948 54948 54955 54955 54955 54955 54955 54955	TRAFFIC SIGNAL - MARKOUTS TRAFFIC SIGNAL - SERVICE CALLS DIG ALERTS TRAFFIC SIGNAL - SERVICE CALLS TRAFFIC SIGNAL - SERVICE CALLS TRAFFIC SIGNAL - SERVICE CALLS TRAFFIC SIGNAL - SERVICE CALLS TRAFFIC SIGNAL - SERVICE CALLS MISC - CAPS AT KNOCKDOWNS	270.00 1,601.70 414.99 412.40 103.10 6,532.12 577.36 988.02 Total : 10,899.69
138403	1/30/2025	11403 ST JOHN, LYNNE	02012025-78		MEADOWBROOK HARDSHIP PROG	147.93 Total : 147.93
138404	1/30/2025	10217 STAPLES ADVANTAGE	6021218883	54869	FY 24/25 OFFICE SUPPLIES - FINAN	202.97 Total : 202.97
138405	1/30/2025	14623 STEPHEN WADE CHEVROLET	3277816	54899	VEHICLE REPAIR PARTS	161.01

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
138405	1/30/2025	14623 14623 STEPHEN WADE CHEVROLET	(Continued)			Total : 161.01
138406	1/30/2025	10119 STEVEN SMITH LANDSCAPE INC	3079	54901	A 3 LANDSCAPE SERVICES	220.00
			3136	54901	A 3 LANDSCAPE SERVICES	440.00
			3141	54812	A 1 LANDSCAPE SERVICES	6,232.80
					Total :	6,892.80
138407	1/30/2025	10572 SUNBELT RENTALS INC	163027074-0002	54814	EQUIPMENT RENTAL	3,119.45
			163027074-0003	54814	EQUIPMENT RENTAL	636.59
					Total :	3,756.04
138408	1/30/2025	15120 THE WATCHLIGHT CORPORATION	872232	54912	SECURITY ALARM SERVICES	440.00
					Total :	440.00
138409	1/30/2025	14354 TRILOGY MEDWASTE WEST, LLC	1671240	54913	BIOMEDICAL WASTE DISPOSAL	236.10
			1671241	54913	BIOMEDICAL WASTE DISPOSAL	234.52
					Total :	470.62
138410	1/30/2025	12480 UNITED SITE SERVICES	INV-5042435	55056	PORTABLE TOILET RENTAL/SERVIC	135.54
					Total :	135.54
138411	1/30/2025	11305 VELOCITY TRUCK CENTERS	RA290037898:01	55011	APPARATUS REPAIR	-129.13
			XA290214515:01	54903	VEHICLE REPAIR PARTS	228.96
					Total :	99.83
138412	1/30/2025	10475 VERIZON WIRELESS	6103281602		WIFI SERVICE	1,140.29
					Total :	1,140.29
138413	1/30/2025	10475 VERIZON WIRELESS	6103281601		CELL PHONE SERVICE	903.13
					Total :	903.13
138414	1/30/2025	14601 VORTEX INDUSTRIES, LLC	11-1780561	55104	OPERATIONS CENTER AUTOMATIC	1,347.50
					Total :	1,347.50
138415	1/30/2025	10136 WEST COAST ARBORISTS INC	223705	54816	URBAN FORESTRY MANAGEMENT	7,516.05
			223706	54816	URBAN FORESTRY MANAGEMENT	6,756.00
					Total :	14,272.05

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
138416	1/30/2025	10318 ZOLL MEDICAL CORPORATION	4112984	54817	EMS SUPPLIES	2,421.14
			4113746	54817	EMS SUPPLIES	434.23
Total :						2,855.37

62 Vouchers for bank code : ubgen

Bank total : 1,968,258.67

62 Vouchers in this report

Total vouchers : 1,968,258.67

Prepared by: Juan M

Date: 1-30-25

Approved by: [Signature]

Date: 1/30/25

EARNINGS SECTION					DEDUCTIONS SECTION				LEAVE SECTION				
Type	Hours/units	Rate	Amount	Src	Plan	Base Wages	Deduction	Benefit/Cont	LvPlan	Accrued	Taken	Banked	Lost
Grand Totals					Employees: 30								
reth			5,460.00		catax	5,460.00	46.00						
					fedtax	5,460.00	211.00						
Grand Totals	0.00		5,460.00				257.00	0.00					

Gross:	5,460.00
Net:	5,203.00

<< No Errors / No Warnings >>

EBull
2/3/25
PPE 2/28/25
Paydate 2/1/25

MEETING DATE February 12, 2025

ITEM TITLE SECOND READING AND ADOPTION OF AN AMENDMENT TO AN URGENCY ORDINANCE OF THE CITY OF SANTEE, CALIFORNIA ENACTING AN ESSENTIAL HOUSING PROGRAM TO BOOST HOUSING PRODUCTION AND IMPROVE HOUSING AFFORDABILITY IN ORDER TO ACHIEVE THE GOALS SET FORTH IN THE CITY'S HOUSING ELEMENT (SIXTH CYCLE: 2-21-2029) AND DETERMINING THE AMENDMENT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

DIRECTOR/DEPARTMENT James Jeffries, City Clerk

SUMMARY

The Introduction and First Reading of the above-entitled Ordinance was approved by unanimous vote at a Regular City Council Meeting on Wednesday, January 22, 2025. The Ordinance is now presented for Second Reading and adoption.

Vote at First Reading: AYES: HALL, KOVAL, MCNELIS, MINTO, TROTTER
 NOES: NONE
 ABSENT: NONE

ENVIRONMENTAL REVIEW

This Amendment is not subject to the requirements of the California Environmental Quality Act (CEQA) because the Director's determination contemplated by this Amendment is a ministerial action not subject to CEQA under Public Resources Code section 21080(a) and (b)(1). Further, the Director's determination is exempt under CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the determination may have a significant effect on the environment. A proposed Housing Development Project that is certified as an Essential Housing Project shall be required to comply with CEQA and other state laws prior to project approval or denial. Finally, the Director's determination will enhance, rather than degrade, existing environmental conditions by ensuring that a certified Essential Housing Project meets stringent environmental standards.

FINANCIAL STATEMENT *HY*

The proposed Amendment has no direct financial impact on the City budget.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION *MSB*

Conduct the Second Reading and adopt the Ordinance.

ATTACHMENT

Ordinance



ORDINANCE NO. ____

**AMENDMENT TO AN URGENCY ORDINANCE OF THE CITY OF SANTEE,
CALIFORNIA ENACTING AN ESSENTIAL HOUSING PROGRAM TO BOOST
HOUSING PRODUCTION AND IMPROVE HOUSING AFFORDABILITY IN ORDER
TO ACHIEVE THE GOALS SET FORTH IN THE CITY'S HOUSING ELEMENT (SIXTH
CYCLE: 2-21-2029) AND DETERMINING THE AMENDMENT EXEMPT FROM THE
CALIFORNIA ENVIRONMENTAL QUALITY ACT**

WHEREAS, on August 25, 2021, the City Council of the City of Santee ("City") unanimously voted to adopt Urgency Ordinance No. 592 enacting an "Essential Housing Program" in the City; and

WHEREAS, the California Legislature enacted and has repeatedly strengthened Government Code section 65915, known as the "Density Bonus Law" or "DBL", to incentivize the production of affordable housing and increase the supply of housing stock available to all income levels; and

WHEREAS, Density Bonus Law and numerous other state housing laws have been enacted to incentivize and streamline the production of market rate and affordable housing in order to improve housing affordability. (Gov. Code, §§ 65915, 65589.5, 66300, 65920 *et seq.*); and

WHEREAS, Density Bonus Law includes the acknowledgement that, if authorized by local ordinance, a city may grant a density bonus in excess of that provided by section 65915 or to projects that do not meet its requirements, pursuant to subsection (n) thereof, and may include an increase in gross residential density or no increase in density, and grants housing projects other advantages, including "incentives and concessions"; "waivers or reductions" of "development standards"; and prescribed "parking ratios." (Gov. Code, § 65915 (b)(1), (f), (n).); and

WHEREAS, the Legislature has declared that Density Bonus Law is to be interpreted liberally in favor of producing the maximum number of total housing units. (Gov. Code, § 65915 (r)); and

WHEREAS, this Amendment to Urgency Ordinance No. 592 is intended to clarify an identified ambiguity surrounding the authority, intent, and implementation of previously adopted Urgency Ordinance No. 592 and its Essential Housing Program, and does not constitute a change in, but is declaratory of, existing law; and

WHEREAS, a purpose of this Amendment is to establish procedures and standards for streamlining housing projects and permitting concessions, waivers, and density bonuses for housing projects that further City housing objectives but that may not meet the strict requirements of State Density Bonus Law in accordance with Government Code § 65915 (n); and

WHEREAS, this Amendment is a "local ordinance" within the meaning of State Density Bonus Law in accordance with Government Code § 65915 (n); and

ORDINANCE NO. _____

WHEREAS, the City of Santee (“City”) is a California charter city; and

WHEREAS, the City Council is authorized to adopt this Amendment by state law and the City Council hereby declares its intent to utilize its authority, however and wherever derived, to adopt this Amendment and amend Urgency Ordinance 592.

NOW, THEREFORE, the City Council of the City of Santee does ordain as follows:

SECTION 1. Recitals Incorporated. The above recitals are each incorporated by reference and adopted as findings by the City Council.

SECTION 2. Amendment to Ordinance 592. Urgency Ordinance 592 enacting the City’s Essential Housing Program is amended as follows:

A. Section 4. Essential Housing Program, Paragraph D (Essential Housing Project Determination), subparagraph (1) is amended to read as follows:

1. Notwithstanding any goal, policy, term, provision, requirement, or mandate contained in the General Plan and its various Elements, a Housing Development Project certified as an Essential Housing Project, as described in Section G below, including any approved density bonus, waivers, concessions and/or incentives, as applicable, shall be deemed both in compliance and consistent with the General Plan Land Use Element and Housing Element and shall not require an amendment to the General Plan, an amendment to a Specific Plan, a rezone, or other legislative act.

B. Section 4. Essential Housing Program, Paragraph L (Definitions) is amended to add new subparagraph 11, which reads as follows:

11. “Waivers, Concessions and Incentives” shall have the meaning given those terms in Government Code section 65915.

C. Section 5. Findings Related to State Housing Law is amended to add a new final sentence to the paragraph, which reads as follows:

Moreover, the City Council finds that the Essential Housing Program is a local ordinance authorized by Density Bonus Law, Government Code section 65915 subdivision (n), as a method to increase housing supply and combat the declared housing crisis.

D. Ordinance 592 Exhibit A, Essential Housing Project Application, Paragraph 17 is amended as follows:

ORDINANCE NO. ____

17. RESIDENTIAL DWELLING UNIT COUNT:

Indicate the number of dwelling units proposed. ~~, including a breakdown of levels by affordability*, set by each income category.~~ For projects that do not meet the minimum affordability requirements for eligibility under the State Density Bonus Law, the Checklist (Attachment 2) should indicate how the project meets minimum housing affordability credit standards identified by the City's Essential Housing Program, to satisfy the proportionality requirements under State Density Bonus Law, Government Code section 65915(n), in order to benefit from the market rate density bonus units, incentives and concessions, and waivers offered by the City's Program. Pursuant to Government Code section 65915(f), the applicant is not obligated to accept density bonus market rate units.

E. Ordinance 592 Exhibit A, Essential Housing Project Application, Paragraph 18 is amended as follows:

18. Affordable Housing Incentives, Waivers, Concessions, and Parking Reductions – ~~Will the project proponent seek any incentives, waivers, concessions, or parking reductions pursuant to California Government Code section 65915? If so, provide details on separate page.~~ The Essential Housing Program provides for the use of waivers, concessions, and/or incentives pursuant to State Density Bonus Law (Gov. Code sections 65915(d), (e), (n), and (p).) Requests for incentives, concessions and waivers must be provided on a separate page attached to this form or as part of the development application submittal.

SECTION 3. CEQA. The City Council finds that a determination under this Amendment to Urgency Ordinance 592 is not subject to the requirements of the California Environmental Quality Act (CEQA) because the Director's determination contemplated by this Amendment is a ministerial action not subject to CEQA under Public Resources Code § 21080(a) and (b)(1). Further, the Director's determination is exempt under CEQA Guidelines § 15061(b)(3) because it can be seen with certainty that there is no possibility that the determination may have a significant effect on the environment. A proposed Housing Development Project that is certified as an Essential Housing Project shall be required to comply with CEQA and other state laws prior to project approval or denial. Further, the Director's determination will enhance, rather than degrade, existing environmental conditions by ensuring that a certified Essential Housing Project meets stringent environmental standards.

SECTION 4. Severability. If any provision of this Amendment or its application to any person or circumstance is held to be invalid, such invalidity has no effect on the other provisions or applications of the Amendment that can be given effect without the invalid

ORDINANCE NO. _____

provision or application, and to this extent, the provisions of this Amendment are severable. The City Council declares that it would have adopted this Amendment irrespective of the invalidity of any portion thereof.

SECTION 5. Publication and Effective Date. Notice of the January 22, 2025, public hearing was published in a newspaper of general circulation on January 10, 2025. In addition, a summary of this Ordinance was published on February 7, 2025, five days prior to its adoption and this date, and will be published again within 15 days after adoption. The Amendment will take effect thirty (30) days after passage.

INTRODUCED AND FIRST READ at a Regular Meeting of the City Council of the City of Santee California on the 22nd day of January 2025, and thereafter **ADOPTED** at a Regular Meeting thereof held 12th day of February 2025, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

MEETING DATE February 12, 2025

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA PROHIBITING PARKING OF VEHICLES OVER EIGHT FEET IN HEIGHT BETWEEN THE HOURS OF 12 AM AND 6 AM ON OLIVE LANE

DIRECTOR/DEPARTMENT Carl Schmitz, Engineering Director 

SUMMARY

This is a City-initiated request in response to complaints regarding the parking of large vehicles for extended periods of time on Olive Lane between Prospect Avenue and Mission Gorge Road. Some of the vehicles identified have inhabitants resulting in litter and storm water violations. This area has also become a regular spot for overnight parking of large semi-trucks that leave their generators running throughout the night. Residents desire restricting overnight parking to reduce the number of vehicles stored on the street for extended periods.

Per the California Vehicle Code Section 22507, a local authority may by resolution restrict parking of vehicles that are six feet or more in height during certain hours of the day.

Staff recommends installing “No Parking” signs that prohibit parking of vehicles over eight feet in height between the hours of 12 AM and 6 AM to discourage storage of large vehicles in the area, as shown on the attached map. Enforcement would be conducted by the City’s Code Enforcement staff, and the Sheriff’s Department.

ENVIRONMENTAL REVIEW

Categorically exempt from the provisions of the California Environmental Quality Act (CEQA) Section 15301 - Class 1 Exemption.

FINANCIAL STATEMENT 

Staff estimates the total cost to purchase and install the “No Parking” signs will be \$1,200. Funding for the installation is included in the adopted fiscal year 2024-25 Gas Tax Fund operating budget.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION

Adopt the attached Resolution prohibiting parking of vehicles over eight feet in height from the hours of 12 AM to 6 AM on Olive Lane and authorizing the installation of signs providing notice of the restriction.

ATTACHMENT

Resolution
Exhibit “A” - Map of proposed parking restriction



RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA
PROHIBITING PARKING OF VEHICLES OVER EIGHT FEET IN HEIGHT FROM THE
HOURS OF 12 AM TO 6 AM ON OLIVE LANE**

WHEREAS, City staff has received a number of complaints from City residents about large vehicles that remain parked on Olive Lane between Prospect Avenue and Mission Gorge Road for extended periods of time without moving, some of which are inhabited and as a result contribute to concerns about litter and violations of applicable storm water regulations; and

WHEREAS, this street is located within the City of Santee; and

WHEREAS, California Vehicle Code Section 22507 allows a local agency, by ordinance or resolution, to prohibit or restrict the stopping, parking, or standing of vehicles, including, but not limited to, vehicles that are six feet or more in height, on certain streets or highways, or portions thereof, during all or certain hours of the day; and

WHEREAS, prohibiting vehicles over eight feet in height to park on this portion of Olive Lane between the hours of 12:00 AM and 6 AM will help reduce risks associated with the long-term storage of large vehicles on a public street.

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

It is hereby prohibited to park a vehicle over eight feet in height between the hours of 12:00 AM and 6:00 AM on Olive Lane as shown on the map attached hereto as Exhibit "A". City staff is authorized to purchase and install signs providing notice of this restriction.

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 12th day of February 2025, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

Exhibit A – Location of Parking Restriction

Exhibit A
Location of Overnight Parking Restriction



MEETING DATE February 12, 2025

ITEM TITLE RESOLUTION ADOPTING THE SECOND AMENDMENT TO THE SANTEE-LAKESIDE EMERGENCY MEDICAL SERVICES AUTHORITY JOINT EXERCISE OF POWER AGREEMENT

DIRECTOR/DEPARTMENT Justin Matsushita, Fire Department

SUMMARY

The Santee-Lakeside Emergency Medical Services Authority (SLEMSA) was created through a Joint Powers Agreement between the City of Santee (Santee) and the Lakeside Fire Protection District (LFPD) to provide emergency ambulance services and transportation for Santee, Lakeside, and the unincorporated area of El Cajon referred to as Bostonia (the Agreement). On January 1, 2023, the SLEMSA assumed administrative and operational control of ambulance services from the dissolved County Service Area (CSA) 69 per Local Agency Formation Commission (LAFCO) filing number RO22-01.

The purpose of the Agreement was to (1) create the Santee-Lakeside Emergency Medical Services Joint Powers Authority; (2) to provide for the administration of the Authority; and (3) to jointly exercise the common powers of the Parties through the Authority by administering, funding, managing and overseeing coordination of Advanced Life Support ambulance transport services by the Member Agencies.

Pursuant to the JPA Agreement, the Authority will be governed by a Commission consisting of four (4) Commissioners, two (2) appointed by each member agency (Santee and LFPD). The Agreement may be amended by a majority vote of the SLEMSA Commission following approval of a two-thirds vote of the member agencies ((the two-thirds vote relates to the minimum of three (3) Commissioners required for a quorum). The Commission initiates a proposed amendment by requesting a formal recommendation from the Board of Chiefs, if applicable. The Commission then forwards the proposed amendment, with its recommendation, to the governing body of each Member Agency along with a copy of the proposed amendment, which shall be adopted, properly executed, and returned to the Commission if the Member Agencies concur with the amendment.

Here, the Commission has proposed a second amendment to the Agreement for City Council approval. The proposed amendments would change the “Secretary of the Commission” and “Secretary of the Board of Chiefs” position titles to “Clerk of the Commission” and “Clerk of the Board of Chiefs” and designate the Lakeside Fire Protection District’s Board Clerk to serve in both re-titled positions, rather than alternating the position between the Member Agencies on a two-year rotational basis as is currently the case. The proposed amendment would also allow the Commission to designate an attorney of one of the Parties to serve as the Attorney to SLEMSA at its first regular meeting in 2025, for calendar year 2025 only; thereafter, at the first regular meeting of every succeeding even-numbered calendar year commencing in 2026, the Commission will designate the Attorney from the other Party to the Agreement to serve as the Attorney to the Authority.



FINANCIAL STATEMENT *Hy*

The cost of administering the Clerk of the Commission duties will be approximately \$20,610 annually and will be paid directly by the SLEMSA JPA. The service fee will be presented for approval to the SLEMSA Commission each year as part of the annual budget process.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION

Adopt the attached Resolution approving the attached Second Amendment to the Santee-Lakeside Emergency Medical Services Authority Joint Exercise of Power Agreement and authorizing the City Manager to sign the Amendment.

ATTACHMENT

SLEMSA Second Amendment Resolution
Exhibit A

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, APPROVING THE SECOND AMENDMENT TO THE SANTEE-LAKESIDE EMERGENCY MEDICAL SERVICES AUTHORITY JOINT EXERCISE OF POWER AGREEMENT

WHEREAS, on or about August 31, 2022, the City of Santee and Lakeside Fire Protection District (collectively “Parties”) entered into the Santee-Lakeside Emergency Medical Services Authority Joint Exercise of Powers Agreement (“Agreement”) pursuant to Articles 1 through 4, Chapter 5, Division 7, Title 1 of the Government Code of the State of California (commencing with Section 6500) related to the joint exercise of power common to public agencies by the Parties to permit the joint exercise of certain powers both have in common; and

WHEREAS, the Parties are authorized to jointly exercise their powers pursuant to the provisions of Article 2, Chapter 4; Part 2, Division 2, Title 5, Sections 55631 through 55634, and Articles 1 through 4, Chapter 5, Division 7, Title 1 (commencing with Section 6500), of the Government Code of the State of California; and

WHEREAS, the purpose of the Agreement is to (1) create the Santee-Lakeside Emergency Services Joint Powers Authority; (2) to provide for the administration of the Authority; and (3) to jointly through the Authority exercise the common powers of the Parties by administering, funding, managing and overseeing coordination of advanced life support ambulance transport services by the Member Agencies. Such purpose is accomplished and common powers exercised in the manner set forth in the Agreement; and

WHEREAS, the agreement may be amended by a majority vote of the Commission only after approval of two-thirds vote of the Member Agencies. The Commission shall initiate any proposed amendment by requesting a formal recommendation from the Board of Chiefs, if applicable. The Commission shall then forward the proposed amendment with its recommendation to the governing body of each Party to the Agreement. The proposal shall be accompanied by a copy of the proposed amendment to the Agreement, which shall be adopted, properly executed, and returned to the Commission if the Party concurs with the amendment. The Secretary shall notify each Party of the resultant action; and

WHEREAS, the Parties wish for this Second Amendment to amend the terms of the Agreement regarding the subject matters contained herein, and for the new terms to be effective on the last signature date on the Second Amendment; and

WHEREAS, the Parties desire for all terms of the Agreement to remain effective to the extent they are not amended by the First Amendment and this Second Amendment.

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

RESOLUTION NO.

1. Approves the Second Amendment to the Santee-Lakeside Emergency Medical Services Authority Joint Powers Agreement, a copy of which is attached as Exhibit "A"; and
2. Authorizes the City Manager to execute all necessary documents.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 12th day of February 2025, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

Attachment:

Exhibit A – Second Amendment to the Santee-Lakeside Emergency Medical Services Authority Joint Exercise of Powers Agreement

**SECOND AMENDMENT TO
SANTEE-LAKESIDE
EMERGENCY MEDICAL SERVICES AUTHORITY
JOINT EXERCISE of POWERS AGREEMENT**

THIS SECOND AMENDMENT TO JOINT EXERCISE OF POWERS AGREEMENT (“Second Amendment”) is made and entered into this ___ day of _____ 2024, by and between the City of Santee (“Santee”), a California charter city and municipal corporation, and the Lakeside Fire Protection District (“LFPD”), organized and existing under the Fire Protection District Law of 1987, Health and Safety Code section 13800 *et seq.* (collectively, “Parties”).

RECITALS

WHEREAS, the Parties are authorized to jointly exercise their powers pursuant to the provisions of Article 2, Chapter 4; Part 2, Division 2, Title 5, Sections 55631 through 55634, and Articles 1 through 4, Chapter 5, Division 7, Title 1 (commencing with Section 6500), of the Government Code of the State of California; and

WHEREAS, on or about August 23, 2022, the Parties entered into the Santee-Lakeside Emergency Medical Services Authority Joint Exercise of Powers Agreement (“Agreement”) pursuant to Articles 1 through 4, Chapter 5, Division 7, Title 1 of the Government Code of the State of California (commencing with Section 6500) relating to the joint exercise of power common to public agencies by the Parties to permit the joint exercise of certain powers both have in common; and

WHEREAS, the purpose of the Agreement is to (1) create the Santee-Lakeside Emergency Medical Services Joint Powers Authority; (2) to provide for the administration of the Authority; and (3) to jointly through the Authority exercise the common powers of the Parties by administering, funding, managing and overseeing coordination of advanced life support ambulance transport services by said Member Agencies. Such purpose is accomplished and common powers exercised in the manner set forth in the Agreement; and

WHEREAS, the Agreement may be amended by a majority vote of the Commission only after approval of two-thirds vote of the Member Agencies. The Commission shall initiate any proposed amendment by requesting a formal recommendation from the Board of Chiefs, if applicable. The Commission shall then forward the proposed amendment with its recommendation to the governing body of each Party to the Agreement. The proposal shall be accompanied by a copy of the proposed amendment to the Agreement, which shall be adopted, properly executed, and returned to the Commission if the Party concurs with the amendment. The Secretary shall notify each Party of the resultant action; and

WHEREAS, the Parties wish for this Second Amendment to amend the terms of the Agreement regarding the subject matters contained herein, and for the new terms to be effective on the last signature date set forth below (“Effective Date”); and

WHEREAS, the Parties desire for all terms of the Agreement to remain effective to the extent they are not amended by the First Amendment and this Second Amendment.

NOW, THEREFORE, the Parties, for and in consideration of the mutual benefits, promises, and agreements set forth herein, agree as follows:

AGREEMENT

Section 1. The foregoing recitals are true and correct.

Section 2. Sub-Sections 9B, 9D and 9E of the Agreement are hereby revised to read as follows:

SECTION 9. Officers and Respective Duties.

B. Clerk of the Commission: The Clerk of the Commission shall be the Lakeside Fire Protection District's Board Clerk, unless the Commission elects to appoint another individual at its sole discretion. The Clerk, in addition to keeping the minutes pursuant to the provisions of Sub-Section 8E of this Agreement, will prepare an agenda for each meeting of the Commission and the Board of Chiefs. The Clerk will solicit agenda items for regular meetings at least fifteen (15) working days in advance of said meeting and will distribute the agenda and supporting documentation in accordance with the provisions of the Ralph M. Brown Act. The Clerk will meet jointly with the Chair of the Board of Chiefs and Chair of the Commission at least ten (10) working days in advance to develop the agenda. Agenda items will be supported by appropriate documentation and explanation. The Clerk will deliver the agenda and supporting documentation to each Commissioner, each Officer of the Authority, and each member of the Board at least five (5) working days prior to the scheduled meeting. The Clerk will serve as the Authority's FPPC Filing Officer and file the forms with the San Diego County Board of Supervisors.

In order to compensate for the services of the Clerk, the Authority shall pay the Lakeside Fire Protection District. The amount of the service fee and payment schedule shall be set forth in writing and approved by the Commission, the Lakeside Fire Protection District ~~and the City of Santee~~ following the Effective Date of the Second Amendment and may be revised as necessary in a writing signed by the Parties based on the Lakeside Fire Protection District's projection of the cost to perform said services. The scope of services provided by the Clerk shall be determined from time to time by the Commission in its sole discretion.

D. Clerk of the Board of Chiefs: The Clerk of the Board of Chiefs shall be the Clerk of the Commission. The Clerk will keep minutes and will prepare an agenda for each meeting of the Board of Chiefs.

E. Attorney of the Authority: The attorney of one of the Parties shall be appointed as the Attorney to the Authority at its first regular meeting, and shall serve at the pleasure of the Commission. Thereafter, at the first regular meeting held in every succeeding even calendar year commencing in 2026, it is the intent of the Parties that the Commission shall select the Attorney from the other Party to the Agreement to serve as the Attorney to the Authority. The Attorney shall advise the Commission, the Board of Chiefs, the Administrative Services Provider and/or officers of the Authority in connection with any business relating to the Authority. The Attorney or a designated deputy shall attend all meetings of the Commission; provided

however, that the absence of the Attorney shall not affect the validity of any meeting. The Commission may, as determined necessary, employ other counsel to represent and/or advise the Commission, the Board of Chiefs, and/or officers of the Authority, on business and/or other litigation. Notwithstanding the above, for calendar year 2025 only, the Commission may, in its sole discretion, remove the current Attorney and appoint counsel for the City of Santee as the Attorney to the Authority at a regular meeting by a vote of two (2) of the Commissioners.

IN WITNESS THEREOF, the Parties hereto have caused this Second Amendment to be executed and attested by their proper officers thereunto duly authorized, and their official seals to be hereto affixed as of the day and year first above written.

CITY OF SANTEE

LAKESIDE FIRE PROTECTION DISTRICT

By: _____
Marlene D. Best, City Manager

By: _____
Donald H. Butz, Fire Chief

**APPROVED AS TO FORM:
BEST & KRIEGER LLP**

**APPROVED AS TO FORM:
MCDUGAL LOVE BOEHMER FOLEY
LYON & MITCHELL**

By: _____
Shawn Haggerty, City Attorney

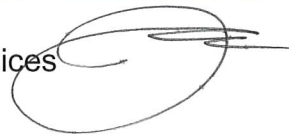
By: _____
Steve Boehmer, General Counsel

Date: _____

Date: _____

MEETING DATE February 12, 2025

ITEM TITLE RESOLUTION AUTHORIZING THE APPROPRIATION OF FUNDS TO PURCHASE ITEMS IN PREPARATION FOR THE TRANSITION TO PARKS AND CITY FACILITIES LANDSCAPE AND CUSTODIAL PARK SERVICES SUPPORTED BY CITY EMPLOYEES BEGINNING FY 2025/26

DIRECTOR/DEPARTMENT Nicolas Chavez, Community Services 

SUMMARY

At the January 22, 2025 City Council meeting, staff presented a proposal to consider transitioning contract landscaping in Area 1 and custodial in parks to services supported by City employees. The City Council was in unanimous support of the proposal and directed staff to come back as soon as they were able to request the appropriation of funds for purchasing of needed vehicles, trailers, equipment and supplies, and other items, in an effort to have everything the new crew will need to begin working on July 1, 2025. The lease amount in this agenda item represents two months' (May and June) of lease payments. The department is ordering the vehicles as soon as possible so that they will have operational vehicles by July 1, 2025.

Staff has identified an itemized list of purchases needed prior to July 1, 2025, in an estimated amount of \$212,150.00, which includes a \$20,000.00 contingency:

5 F-150's	\$8,150.00
F-150 City Fleet Services	\$500.00
3 Lawnmowers	\$62,500.00
3 Trailers	\$27,000.00
1 UTV	\$12,000.00
Sea Containers (Outfitted)	\$18,000.00
Back Room/Shed Improvements	\$10,000.00
Computers/Phones	\$7,310.00
Landscaping Tools	\$25,000.00
Uniforms	\$6,690.00
3 Month Custodial Supplies	\$2,500.00
3 Month Landscape Supplies	\$12,500.00
Contingency	\$20,000.00
	\$212,150.00

FINANCIAL STATEMENT 

Funding for the purchases will be appropriated from the General Fund and the Vehicle Replacement Fund reserve balances. The leasing of the five (5) trucks will require an appropriation of \$8,650.00 from the Vehicle Replacement Fund reserve balance. The appropriation needed to purchase the other equipment and supplies will require an appropriation, of \$203,500.00 from the General Fund reserve balance to the newly created Parks Maintenance Department.



CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION

Adopt the Resolution:

1. Authorizing the appropriation of \$8,650.00 from the Vehicle Replacement Fund reserve balance, and
2. Authorizing the appropriation of \$203,500.00 from the General Fund reserve balance into the Parks Maintenance Budget; and
3. Authorizing the lease of five (5) park maintenance vehicles.

ATTACHMENTS

Resolution

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE APPROPRIATION OF FUNDS TO PURCHASE
ITEMS IN PREPARATION FOR THE TRANSITION TO PARKS AND CITY
FACILITIES LANDSCAPE AND CUSTODIAL PARK SERVICES SUPPORTED BY
CITY EMPLOYEES BEGINNING FY 2025-26**

WHEREAS, at the January 22, 2025, City Council meeting staff presented a proposal to consider transitioning landscaping in Area 1 and custodial in parks to services supported by City employees; and

WHEREAS, the City Council was in unanimous support of the proposal and directed staff to return with a request for the appropriation of funds for purchasing needs; and

WHEREAS, staff has identified an itemized list of purchases needed prior to July 1, 2025, in an estimated amount of \$212,150 in order to have the new crew ready to begin working July 1, 2025; and

WHEREAS, staff recommends appropriating \$8,650.00 from the Vehicle Replacement Fund reserve balance for the purpose of leasing and outfitting the vehicles needed for the new Parks Maintenance Department; and

WHEREAS, staff recommends appropriating \$203,500.00 from the General Fund reserve balance into the Parks Maintenance budget for the purpose of purchasing equipment and supplies needed for the new department; and

WHEREAS, staff recommends authorizing the lease of five (5) park maintenance vehicles; and

WHEREAS, staff recommends authorizing the City Manager to execute all necessary documents.

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

SECTION 1. Authorizes the appropriation of \$8,650.00 from the Vehicle Replacement Fund reserve balance.

SECTION 2. Authorizes the appropriation of \$203,500.00 from the General Fund reserve balance into the Parks Maintenance budget.

SECTION 3. Authorizes the lease of five (5) park maintenance vehicles.

RESOLUTION NO. _____

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 12th day of February 2025, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

MEETING DATE February 12, 2025

ITEM TITLE A PUBLIC HEARING TO ASSESS COMMUNITY DEVELOPMENT NEEDS AND TO SOLICIT PROPOSALS FOR PROGRAM YEAR 2025 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAM FUNDING CONSISTENT WITH THE CONSOLIDATED PLAN AND FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT ("CEQA")

DIRECTOR/DEPARTMENT Sandi Sawa, AICP, Director of Planning and Building/City Planner *S Sawa*

SUMMARY

CDBG Program - The federal Community Development Block Grant (CDBG) Program promotes viable urban communities by providing decent housing, a suitable living environment and expanded economic opportunities, principally for low- and moderate-income persons. There is uncertainty regarding the amount of CDBG funding that will be available to the City of Santee (City) for Program Year (PY) 2025 (July 2025 through June 2026); however, the timeline for submission of an annual CDBG application requires the City to begin the process of prioritizing CDBG-funded activities in February. For planning purposes, it is estimated that the City's PY 2025 allocation will be \$322,704, which is the average of the allocations for the past three years and is 8.04% less than the PY 2024 allocation.

A request for proposals (RFP) was published on December 6, 2024, with applications due to the City by January 13, 2025. In response to the RFP, the City received six Public Service applications for PY 2025 CDBG funding, totaling \$69,500. The City also received one application in response the Administrative Activities portion of the CDBG program for fair housing and tenant/landlord mediations services-, totaling \$21,000. The City, however, did not receive any Public Facilities applications in response to the RFP.

HOME Program – The HOME Investment Partnership Program (HOME) provides funding for housing acquisition/rehabilitation, construction, rental assistance, and home ownership assistance. The City of Santee participates in HOME funding through a consortium including five other cities and the County of San Diego. The County administers HOME-funded programs on behalf of consortium members, including a first-time homebuyer down payment assistance loan program. In 2024, only one loan for the purchase of a home in Santee was completed and eight loans were completed countywide in FY 2024 based on high home prices and interest rates.

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 *SS*

No funding decisions will be made at this meeting. Allocations of CDBG funding will be determined during the second public hearing to be conducted on February 26, 2025.



CITY ATTORNEY REVIEW

N/A

Completed

RECOMMENDATION

Open the public hearing, receive public testimony, and continue the public hearing to February 26, 2024.

ATTACHMENTS

Staff Report
Summary of Requests
Applications



STAFF REPORT

PUBLIC HEARING TO ASSESS COMMUNITY DEVELOPMENT NEEDS AND TO SOLICIT PROPOSALS FOR PROGRAM YEAR 2025 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAM FUNDING CONSISTENT WITH THE CONSOLIDATED PLAN AND FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”)

CITY COUNCIL MEETING OF FEBRUARY 12, 2025

A. CDBG BACKGROUND

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

B. CDBG PROGRAM GUIDELINES

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

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

1. Benefit low- and moderate-income persons.

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

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

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

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

are needed throughout the area.

3. Address community needs having a particular urgency.

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

C. PUBLIC PARTICIPATION AND ALLOCATION PROCESS

Public participation is an important part of the CDBG process. Two public hearings are required to meet the HUD requirements for citizen participation. In accordance with Code of Federal Regulations (CFR) Title 24, HUD, Section 570.704, the City initiated the CDBG application process by publishing a Notice of Funding Availability for Program Year 2025 on December 6, 2024, in the East County Californian, as well as posting the Request for Proposals on the City's website. Applications were due to the City by January 13, 2025.

Notice of the February 12, 2025, public hearing was published in the East County Californian on January 31, 2025. Through this agenda item, the applications 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, Section 570.704.

D. AVAILABLE CDBG FUNDS AND REQUESTS FOR FUNDING

The CDBG allocation to the City of Santee for Program Year 2024 was \$350,916. As of February 4, 2025, HUD has not announced the amount that the City of Santee will be allocated for Program Year 2025 (July 2025 – June 2026). However, the schedule for preparation of annual Action Plans by the City of Santee and the County of San Diego requires that public input be solicited at this time and a tentative plan for funding activities in Program Year 2025 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 2025 allocation will be \$322,704.00, which is the average of the three prior Program Year allocations and 8.04% less than the PY 2024 allocation.

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

Public Facilities Funding

In Program Year (PY) 2022, the first phase of the Citywide Americans for Disabilities Act (ADA) Pedestrian Ramp Project was completed, which included the installation of 46 new ADA compliant pedestrian ramps. This project benefited 3,443 disabled and elderly persons (presumed low- income) residents according to the U.S. Census

Bureau’s 2019 American Community Survey. The Phase I pedestrian ramps are in the neighborhoods south of West Hills High School and northeast of Santana High School.

In the current year PY 2024 staff plans on completing Phase II of the Citywide ADA Pedestrian Ramp project to include 39 new ADA compliant pedestrian ramps in the neighborhoods west of Carlton Hills school and west of Chef F. Harritt School. Phase II of the project would benefit 754 disabled persons and 457 elderly persons in these neighborhoods.

The proposed PY 2025 public infrastructure funding (\$210,804) would be used toward a future phase of the Citywide ADA Pedestrian Ramp project.

SUMMARY OF ESTIMATED EXPENDITURES

ACTIVITY	CAP	AMOUNT AVAILABLE PER CAP	AMOUNT REQUESTED
Public Service Activities	15%	\$ 48,600	\$ 69,500
Administrative Activities	20%	\$ 64,800	\$ 64,800
Public Infrastructure	None	\$ 210,804	\$ 210,804
		\$ 324,204*	\$ 345,104

*Total amount available per cap includes staff’s estimate based on prior program year’s allocations (\$322,704) plus program income/interest from prior years (\$1,500) to be allocated toward Public Infrastructure. Public Service Activities cap amount is subject to change depending on HUD’s final award allocation.

Requested in excess of projected funding \$ 20,900

E. HOME PROGRAM

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

Since 1997, the City has used HOME funds for the First Time Homebuyer Program (FTHB), providing down payment assistance via a deferred loan for low-income first-time homebuyers. A total of 109 loans have been funded since the inception of the program.

The City of Santee participates in HOME funding through a consortium comprised of the County of San Diego and the Cities of Encinitas, Carlsbad, La Mesa, San Marcos, and Vista to administer Federal HOME funds. The County of San Diego acts as the administrator of the consortium. Low-income persons seeking down payment and closing cost assistance for the purchase of a home in Santee apply to the County of San Diego Department of Housing and Community Development for underwriting and loan origination.

During Calendar Year 2024, one loan for the purchase of a Santee home was completed. Unfortunately, the increase in housing costs coupled with high mortgage rates post-Covid pandemic has left a relatively narrow band of qualified homebuyers under the 80 percent Area Median Income (AMI) qualification. As evidence of this decline, the chart below shows the number FTHB loans completed countywide by the County of San Diego's Housing and Community Development Department

Program Year 2018:	27
Program Year 2019:	15
Program Year 2020:	17
Program Year 2021:	6
Program Year 2022:	5
Program Year 2023:	5
Program Year 2024	8 (as of 1/17/2024)

F. RECOMMENDATION

Open the public hearing, receive public testimony, and continue the public hearing to February 26, 2025.

ATTACHMENT 2

SUMMARY OF REQUESTS

PUBLIC SERVICES		AMOUNT OF PY 2025 REQUEST	PROPOSED USE	PY 2023 ACCOMPLISHMENTS/ PY 2024 GRANT*
1	Crisis House	\$7,500	Services to homeless persons that lead to permanent housing.	80 persons assisted/ PY 2024 Grant: Did not apply
2	ElderHelp of San Diego	\$7,000	Support home-bound seniors to maintain their independence through case management, services and minor home repairs.	76 persons assisted/ PY 2024 Grant: \$5,730
3	Meals-on-Wheels	\$5,000	Home delivery of meals to homebound Santee seniors.	71 persons assisted/ PY 2024 Grant: \$5,730
4	Santee Food Bank	\$35,000	Food bank services for LMI Santee residents and families.	15,802 persons assisted PY 2024 Grant: \$29,740
5	Santee Santas	\$5,000	Food supplies to assist LMI families over the two-week school holiday break.	768 persons assisted/ PY 2024 Grant: \$5,730
6	Voices for Children	\$10,000	Provide Court Appointed Special Advocates (CASAs) to assist income qualified foster children.	3 children assisted/ PY 2024 Grant: \$5,730

Total Requests: \$ 69,500

Projected Cap Amount \$ 48,600

ATTACHMENT 2

SUMMARY OF REQUESTS

ADMINISTRATION		AMOUNT OF PY 2025 REQUEST	PROPOSED USE	PY 2023 ACCOMPLISHMENTS/ PY 2024 GRANT
1	CSA San Diego County	\$21,000	On behalf of the City of Santee, conduct fair-housing testing and counseling. Provide tenant/landlord mediation services.	30 persons assisted with fair housing services. PY 2024 Grant: \$21,000
2	City of Santee	\$ 43,800	Administration of CDBG Program and Subrecipient Agreements.	Maintained compliance with program regulations. PY 2024 Grant: \$49,220

Total Requests: \$ 64,800 (Projected cap amount)

PUBLIC INFRASTRUCTURE		AMOUNT OF PY 2025 REQUEST	PROPOSED USE	PY 2022 ACCOMPLISHMENTS/ PY 2024 GRANT
1	Future funding for City of Santee Citywide ADA Pedestrian Ramp Project	\$ 210,804	Future Citywide installation, in phases. of ADA compliant pedestrian ramps at locations where no ramp exists.	3,443 persons served. PY 2024 Grant: \$216,175

Total Requests: \$ 210,804 (Projected available balance)

**REQUEST GRAND
TOTAL: \$ 345,104**

ATTACHMENT 3

PROGRAM YEAR 2025 APPLICATIONS FOR FUNDING

PUBLIC SERVICES

Crisis House.....1
ElderHelp of San Diego.....11
Meals-On-Wheels Greater San Diego County.....21
Santee Food Bank.....31
Santee Santas Foundation.....40
Voices for Children.....51

ADMINISTRATION

CSA San Diego County.....62



**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2025**

The following application must be completed by each qualified organization interested in being considered for CDBG funding. Please type or print clearly. Attach additional sheets of information as necessary. **All information must be provided, or the application will be considered incomplete and will not be further evaluated for funding consideration.**

The application must not exceed a total of twenty (20) pages. The completed application must be submitted prior to 5:00 P.M. on Monday, January 13, 2025. Applications may be submitted electronically to bcrane@cityofsanteeca.gov. Paper copies may be mailed or delivered by January 13, 2025, to the City of Santee, Planning & Building Department, Attn: Bill Crane, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG funding may contact Bill Crane by email at bcrane@cityofsanteeca.gov or by telephone at (619) 258-4100 ext. 221 before December 31, 2025. (Note: Santee City Hall will be closed from Monday, December 23 through Tuesday, December 31, 2025) Additionally, information about the CDBG program for subrecipients (applicants) may be found on HUD Exchange website at <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>

GENERAL INFORMATION: Date: 12/27/2024

Agency Name: Crisis House
Agency Address: 9550 Cuyamaca St, Ste 102, Santee, 92071
Agency Type (non-profit, for-profit, public, etc.): Non-profit

Phone: 619-444-1194 Fax: [\[Click here to enter text\]](#)
E-mail: info@crisishouse.org

Project/Program Contact Person (Name and Title): Magz Lemaster, Director of Programs
Project/Program Location: Santee, CA

Phone: 619-444-1194 Fax: [\[Click here to enter text\]](#)
E-mail: magz@crisishouse.org

Type of Project (check one):
Public Service Activity
Public Improvement (Construction)
Acquisition of property
Other (describe) [\[Click here to enter text\]](#)

Federal Unique Entity Identifier (UEI): NYJB DLPXT2K1

City of Santee – Application for CDBG Funding

NOTE: UEI may be accessed through the following website: <https://sam.gov/content/home>

Federal Tax ID: 33-0217339

California Entity ID: 1584159

Faith Based Organization:

YES x NO

Person completing application: Kelcie Parra

FUNDING INFORMATION:

Amount Requested from Santee: \$ 7,500

Total Project/Program Budget: \$ \$ 892,276

Is the Project/Program scalable? Meaning if awarded less than requested could the Project/Program still be carried out, albeit to a lesser degree? Please explain: Yes, the program is scalable based on funding.

Please complete Page 5 (CDBG Project Budget) itemizing revenues and expenses (sources and amounts) for the proposed project or activity in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

PROJECT/ACTIVITY INFORMATION

A. What is the purpose/mission of the applicant agency?

We 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.

B. 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.**

Purpose of Project: Provide services and referrals with the goal of connecting homeless and chronically homeless individuals and families in the City of Santee, to services, agencies and programs to help them secure services that lead to permanent housing.

Population to be Served: Crisis House will outreach to vulnerable individuals and families who are homeless and living in Santee and areas not meant for human habitation, as well as persons imminently at-risk of homelessness due to COVID-19.

Area to be benefited: City of Santee, California.

Estimated number of unduplicated Santee residents to benefit from project: This project will serve up to 75 persons.

City of Santee – Application for CDBG Funding

- C. 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).

Our Programs Department includes our Homeless Outreach Team, who will be conducting the weekly outreach activities and our Director of Programs who oversees that team and steps in as a backup, as well as working directly with clients. The Outreach Team brings food, water, and hygiene kits to people experiencing homelessness as part of their outreach protocol, and offers resources as indicated. Staff make an initial assessment of the client's vulnerability and needs and help arrange connections to referrals to other resources for which client might qualify (e.g., medical, income, benefits, etc.). Crisis House is also a provider of Rapid Rehousing, Diversion, and emergency housing.

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

The project meets the National Objective of benefitting a majority low- and moderate-income residents – this program serves individuals at very low-income thus supporting that objective. As far as the City of Santee priorities, this program addresses priority two: Public Services for LMI Residents - Provide public services and activities to improve the quality of life for residents, including special needs populations and individuals experiencing homelessness. Furthermore, the eligible activity we will be providing is activity e: Provision of public services (including labor, supplies and materials) such as those concerned with employment, crime prevention, childcare, health care, education, public safety, fair housing counseling, recreation, services for seniors 62 years or older, homeless persons, drug abuse counseling and treatment, energy conservation counseling and testing, emergency food and housing services.

- E. Agency/Nonprofit Organization Information:

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

Crisis House, a Public Benefit Corporation, was established as a social service agency in 1970, incorporated in 1987 and received 501 (c) (3) IRS Determination in 1988. Crisis House offers an array of housing and social services for the region's survivors of domestic violence and children, as well as outreach services targeting individuals experiencing homelessness. Our focus has always been low and extremely low-income populations. The agency programs include a continuum of housing services for survivors of Domestic Violence and their children, a Camp Hope Program focused on children and services for individuals experiencing homelessness. Crisis House supports the East County by hosting the annual Project Homeless Connect in East County, attended by over 48

City of Santee – Application for CDBG Funding

providers and more than 200 homeless individuals. Crisis House supports Santee by organizing and completing the Point in Time Count (PIT) in Santee, sending staff and volunteers throughout Santee to secure an accurate count of homeless individuals in our community. In fiscal year 2023-2024, Crisis House helped 227 people exit homelessness and secure permanent housing. Overall, we served 3,576 people with housing and crucial services. Crisis House provided permanent or emergency housing to 237 households fleeing domestic violence. Crisis House has been a recipient of City of Santee CDBG funds for over fifteen (15) years.

F. 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 Quick Books accounting software, 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. Checks over \$2,000 require two (2) signatures. All canceled and void 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 various accounts. Posting is performed on an on-going basis as needed to the general ledger.

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

City of Santee – Application for CDBG Funding

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 locked 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. 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.

G. Personnel:

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

The Director of Programs has lived experience as it pertains to homelessness, has experience in healthcare settings and other nonprofit social services agencies. They have decades of experience overseeing staff, programs, and budgets. Our outreach team is comprised of individuals trained in street outreach, trauma-informed care, housing plans, and diversion. Specifically over the last 1.5 years, Crisis House has doubled the size of it's Homeless Services department which has increased our reach, impact, and outcomes.

H. 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.

City of Santee – Application for CDBG Funding

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.

I. Policies and Procedures:

Your organization must have programmatic Policies and Procedures in place for the program you are applying for. Please describe the policies and procedures your organization has in place for determining program eligibility, income eligibility, record keeping\retention and reimbursement requests.

Crisis House abides by the program eligibility requirements of the respective grant(s) and performs an assessment to determine program and income eligibility prior to rendering services. Crisis House utilizes the Homeless Management Information System for all recordkeeping as it pertains to client data and provision of services. Reimbursement requests are tracked through our program staff and double-checked by our Accounting department. Policies and procedures (SOPs) for each program are available upon request.

BENEFITS AND BENEFICIARIES

A. How accessible or convenient is the proposed project/activity to Santee residents? (Please be specific such as direct services to a client's home, Santee location, transportation provided, etc.)

Crisis House administrative office is located in Santee. Our team coordinates and participates in the annual Point-in-Time (PIT) count each year which provides us with a unique understanding as to where, homeless individuals are living in Santee. This intimate knowledge of the riverbeds, parks and streets of Santee informs our outreach efforts and makes our services exceptionally accessible to Santee homeless residents.

B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

100% of clients are at 30 percent or below of the area median income.
_____ % of clients are between 31 and 50 percent of the area median income.
_____ % of clients are between 51 and 80 percent of the area median income.
_____ % of clients are above 80 percent of the area median income.

[Click here to enter text]

C. Does your agency focus its activities on populations with special needs?

No

Yes (Please specify)

City of Santee – Application for CDBG Funding

Please specify which special needs populations. (persons experiencing homelessness, persons with disabilities, persons with substance abuse problems, veterans, seniors, children, etc.)

Our focus will be people experiencing homelessness. However, the intersection between homelessness and other issues has been well documented. Our Outreach teams will respond to all homeless individuals, and those with concurrent special needs such as substance abuse, veterans, seniors, and families will also be assessed and referred to appropriate resources, if necessary.

DOCUMENTATION

A. How will the recipients’ information (e.g., race, ethnicity, income, household size) be collected and documented?

We will continue to use San Diego’s HMIS system (Clarity) to collect and document information and Santee CDBG forms.

B. How will the outcomes be measured, collected, and documented?

As mentioned above information regarding client and any interactions will be collected in Clarity, our HMIS system and the CDBG forms This allows us to document and track outcomes and run reports that measure outcomes. We review our program goals quarterly and adjust our strategies if our intended outcomes are not being met.

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

If applicant is a government agency, do not complete below.

	Check answer in the applicable boxes below	Yes	No
1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?	<u>X</u>	
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents:		
	a) IRS Form 990?	<u>X</u>	
	b) California Franchise Tax Board Form 199?	<u>X</u>	
	c) Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law?	<u>X</u>	
	d) Date Articles of Incorporation files with Secretary of State?	04/06/1987	
3.	All necessary licenses required to operate are maintained?	<u>X</u>	
4.	Worker’s Compensation Insurance is active and current?	<u>X</u>	
5.	General Liability Insurance is active and current?	<u>X</u>	

City of Santee – Application for CDBG Funding

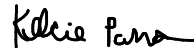
Applicants **are required to** submit the documentation listed in items 2 and 3 above with their application.

Applicants are also required to provide a documentation, such as resolution for their governing board, authorizing the appropriate (named) staff to execute program applications, agreements, payment requests, and related documents on behalf of the agency related to the CDBG grant.

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.

Kelcie Parra, Executive Director
Type or Print Your Name and Title



Kelcie Parra (Dec 30, 2024 19:36 PST)

Signature

CDBG Project Budget (See Next Page)

The Community Development Block Grant (CDBG) program allows subrecipients to use leveraged funds to complete larger projects that address multiple needs. Leveraged funds refers to non-match cash or in-kind resources that are used to make a project operational. The use is leveraged funds is not required but is encouraged where appropriate.

City of Santee – Application for CDBG Funding

CDBG PROJECT BUDGET

Organization: Crisis House

Total organization budget \$ 3,138,499

Program/Project name requesting funds: Crisis House Homeless Outreach

CDBG funds requested: \$ 7,500 Total program/project budget: \$ 892,276

Note: Indicate with an asterisk (*) funds that are volunteer time or in-kind contribution.

1. Sources of funding for program/project:		(S)Secured or (A)Anticipated
a. Funding requested from the City	\$ <u>7,500</u>	(S) or (A)
b. Other federal funds (if any)	<u>347,688</u>	(S) or (A)
c. State or local government funds	<u>537,088</u>	(S) or (A)
d. Donations and contributions	_____	(S) or (A)
e. Fees or memberships	_____	(S) or (A)
f. In-kind contributions / Volunteer time	_____	(S) or (A)
g. Other funding	_____	(S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	\$ <u>892,276</u>	(S) or (A)

2. Uses of CDBG funds requested for the program/project: (1.a.)

a. Wages and salaries	\$ <u>5,625</u>	
b. Personnel benefits	<u>1,875</u>	
c. Materials and supplies	_____	
d. Program expenses and evaluation	_____	
e. Rent and utilities	_____	
f. Insurance	_____	
g. Mileage (___ @ 62.5 cents/mile)	_____	
h. Incentives and Special Events	_____	
i. Indirect costs	_____	
j. _____	_____	
k. _____	_____	

I. TOTAL REQUESTED FUNDING (same as 1.a.) \$ 7,500

3. Percentage of project budget represented by CDBG request 1 %

4. If your project will require future funding, please provide information about how the program will be funded. [\[Click here to enter text\]](#)



**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2025**

The following application must be completed by each qualified organization interested in being considered for CDBG funding. Please type or print clearly. Attach additional sheets of information as necessary. **All information must be provided, or the application will be considered incomplete and will not be further evaluated for funding consideration.**

The application must not exceed a total of twenty (20) pages. The completed application must be submitted prior to 5:00 P.M. on Monday, January 13, 2025. Applications may be submitted electronically to bcrane@cityofsanteeca.gov. Paper copies may be mailed or delivered by January 13, 2025, to the City of Santee, Planning & Building Department, Attn: Bill Crane, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG funding may contact Bill Crane by email at bcrane@cityofsanteeca.gov or by telephone at (619) 258-4100 ext. 221 before December 31, 2025. (Note: Santee City Hall will be closed from Monday, December 23 through Tuesday, December 31, 2025) Additionally, information about the CDBG program for subrecipients (applicants) may be found on HUD Exchange website at <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>

GENERAL INFORMATION: Date: 1/8/2025

Agency Name: ElderHelp of San Diego
Agency Address: 9590 Chesapeake Drive, San Diego, CA 92123
Agency Type (non-profit, for-profit, public, etc.): non-profit

Phone: 619-284-9281 Fax: 619-284-0241
E-mail: info@elderhelpofsandiego.org

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

Phone: 619-371-4269 Fax: 619-284-0241
E-mail: adelacruz@elderhelpofsandiego.org

Type of Project (check one):
Public Service Activity
Public Improvement (Construction)
Acquisition of property
Other (describe) [\[Click here to enter text\]](#)

Federal Unique Entity Identifier (UEI): GMBSRM6N74U3

City of Santee – Application for CDBG Funding

NOTE: UEI may be accessed through the following website: <https://sam.gov/content/home>

Federal Tax ID: 95-2880426

California Entity ID: 713849

Faith Based Organization:

YES X NO

Person completing application: Becca Pollard

FUNDING INFORMATION:

Amount Requested from Santee: \$ 7,000

Total Project/Program Budget: \$ 885,749

Is the Project/Program scalable? Meaning if awarded less than requested could the Project/Program still be carried out, albeit to a lesser degree? Please explain: Yes, ElderHelp is committed to providing services to seniors in the City of Santee but would need to reassess the level of service if awarded a lesser amount.

Please complete Page 5 (CDBG Project Budget) itemizing revenues and expenses (sources and amounts) for the proposed project or activity in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

PROJECTACTIVITY INFORMATION

A. What is the purpose/mission of the applicant agency?

Founded in 1973, ElderHelp of San Diego's mission is providing personalized services and resources that empower seniors to remain independent and live with dignity in their own homes. With over 50 years of experience, ElderHelp supports seniors facing challenges such as declining health, financial hardship, and social isolation by addressing their basic needs. In FY24, we served 7,667 individuals through seven core programs: Care Coordination, Senior Food and Essentials Pantry, Seniors a Go Go (SAGG), Housing Services, Intake and Referral Services, Family Caregiver Support, and RUOK calls. Given that since 2020 service requests have increased by 393%, ElderHelp continues to expand its services by targeting underserved areas of San Diego County and enhancing programs such as housing and nutritional support to alleviate the impact of rising food and housing costs.

B. 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.**

ElderHelp's Care Coordination program addresses senior health through personalized, preventive, and interventive services. These include grocery shopping for nutritious food, home safety assessments and minor repairs to prevent falls and injuries, and providing companionship to alleviate loneliness and related mental health challenges. Addressing the root causes of physical and mental health decline is essential, especially for San

City of Santee – Application for CDBG Funding

Diego's low-income senior population. Studies show that untreated depression in seniors can exacerbate other chronic conditions, such as diabetes or hypertension, leading to repeated and costly hospitalizations. Additionally, economic challenges have heightened the need for ElderHelp's services, as the cost of living in San Diego County increased by 33% during the pandemic, making it the fourth most expensive metro area in the U.S. This disproportionately affects ElderHelp clients—96% of whom are low or very low income and in many cases disabled, at high risk for falls, or managing multiple chronic health conditions.

ElderHelp's approach not only addresses these issues, it offers a high return on investment compared to traditional medical interventions. Providing preventive and interventive services costs ElderHelp an average of \$250–\$300 per client annually. Independent evaluations by UC Berkeley have demonstrated that our services save each Care Coordination client a minimum of \$3,200 annually. Furthermore, by helping seniors avoid emergency room visits and maintain their physical and mental health, ElderHelp saves the healthcare system an estimated \$4,265,536 each year.

In FY26, the Care Coordination program will serve approximately 320 clients each month, including 20 Santee residents. Additionally, we estimate another 30 Santee residents will be supported through ElderHelp's Information and Referral services, further expanding our reach and impact in the community.

C. 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).

ElderHelp's Care Coordination program is led by a highly skilled team of professionals, including degreed social workers and gerontologists with over 100 years of combined experience serving the senior population. Team members are certified in critical areas such as mental health, motivational interviewing, crisis de-escalation, dementia and Alzheimer's care, trauma-informed practices, and suicide prevention. Complementing this expertise are more than 350 dedicated volunteers who are trained to meet the evolving needs of seniors. These volunteers provide a vital lifeline for isolated seniors, offering consistent personal connections that help mitigate the risks of loneliness and associated mental health challenges. In FY24, ElderHelp delivered over 30,000 instances of care to clients—through home deliveries, in-person visits, phone check-ins, and transportation services—demonstrating significant growth in our capacity to serve the community. The Care Coordination program, along with all other ElderHelp services, is managed by Associate Executive Director Anya Delacruz who has more than 20 years of experience working with seniors and a deep understanding of their unique challenges. She oversees program development, ensures accountability for performance and deliverables, and fosters a strong and positive work environment for staff. Her leadership continues to strengthen the organization's ability to deliver impactful services that support seniors in maintaining their independence and dignity. All activities will be carried out during the 2026 fiscal year, from June 30th 2025 to July 1st 2026.

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

City of Santee – Application for CDBG Funding

ElderHelp's client base aligns closely with the CDBG Program National Objectives, as 96% of the seniors we serve are classified as low or very low-income. Additionally, ElderHelp supports the City of Santee's priorities by providing essential services to low- to moderate-income homeowners, helping seniors maintain their independence and continue living safely in their own homes. Our services are designed to assist socially isolated seniors aged 60 and older, the majority of whom reside in LMI households. This combination of financial hardship and isolation often creates significant barriers to meeting their basic daily needs, which ElderHelp is uniquely positioned to address.

E. 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.**

Incorporated May 6, 1974, ElderHelp is a 501(c)(3) nonprofit organization that has supported more than 270,000 older adults in need, including hundreds of seniors in the City of Santee since 2004. For more than five decades we have helped seniors remain in their homes while improving their quality of life through targeted services such as Care Coordination, Senior Food and Essentials Pantry, Housing Services, Seniors A Go Go, RUOK Calls, Family Caregiver Assistance Program, and Intake and Referral Services. The impact of our programs is invaluable, as they enable seniors to live safer and healthier lives longer in their own homes. In the last fiscal year alone, we provided services to 7,667 seniors, with remarkable outcomes as less than 1% of our clients transitioned to long-term care, less than 1% experienced falls, and fewer than 2% required an ER visit or hospitalization. This is a significant achievement, considering that the national average for senior hospitalization is 1 in 6, compared to ElderHelp's rate of 1 in 50. Furthermore, ElderHelp's comprehensive support allows seniors to remain in their homes for an average of 10 years longer than the national standard, avoiding costly long-term care facilities and maintaining community connections. ElderHelp has proudly partnered with the City of Santee through consistent CDBG funding for 21 years of collaboration and shared success. This enduring partnership highlights the value and effectiveness of ElderHelp's services in addressing the needs of Santee's senior population.

F. 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.

City of Santee – Application for CDBG Funding

ElderHelp adheres to Board-approved accounting policies aligned with GAAP and utilizes QuickBooks accounting software. The organization maintains an up-to-date accounting procedures manual, which is revised as needed and reviewed annually by an independent auditor. Disbursement and payment procedures require invoices and check requests to be submitted and reviewed by the end user or spender, approved by a department manager, and reviewed by the Executive Director. Checks are prepared by the Accounting Specialist and signed by either the Executive Director or Associate Executive Director, with checks over \$5,000 requiring two signatures. Bank statements are reconciled monthly by the Accounting Specialist and approved by the Executive Director. Restricted revenues are accounted for separately, and all expenses are tracked by budget line item, specific to each program or revenue stream, to ensure appropriate use of designated funds. Monthly, the Board of Directors receives a complete set of financial statements, including a Statement of Income & Expense (Current Month and Year-to-Date with budget-to-actual comparison), a Statement of Financial Position, and a Cash Flow Report. All accounting tasks are handled by staff, and financial records are securely maintained at the main office. ElderHelp undergoes an annual independent audit, with findings presented to the Board of Directors by the auditor. The responsibility for financial oversight of CDBG expenditures lies with the CEO/Executive Director and Director of Finance. Additionally, ElderHelp tracks participation from Santee residents using a detailed spreadsheet that logs phone inquiries and client numbers, which are reported quarterly to the City of Santee.

G. Personnel:

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

Deborah Martin, CEO/Executive Director, holds a Bachelor's Degree in Business Law and served as a chief operating officer in private sector ventures for 20+ years. For more than a decade she has led all aspects of ElderHelp's operations, including financial management, legal compliance, program implementation and oversight, fundraising, technology, growth planning, and long-term strategic planning. Anya Delacruz, Associate Executive Director, brings over 20 years of experience working with seniors. Since joining ElderHelp in 2008, she has been instrumental in shaping and expanding the organization's programs. Anya is responsible for ensuring program performance and deliverables while fostering a positive work environment and staff morale. Elizabeth Wagner, Director of Community and Volunteer Services, oversees the day-to-day operations of the Care Coordination and Seniors A Go Go programs. With extensive experience supporting all of ElderHelp's services, Elizabeth's compassionate and skillful approach consistently achieves the best outcomes for the seniors we serve.

H. 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.

City of Santee – Application for CDBG Funding

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

I. Policies and Procedures:

Your organization must have programmatic Policies and Procedures in place for the program you are applying for. Please describe the policies and procedures your organization has in place for determining program eligibility, income eligibility, record keeping\retention and reimbursement requests.

All clients undergo a comprehensive intake process, which is recorded in our Salesforce database. Through Salesforce, we track key information including the initial phone call, the application process, enrollment, and the services provided. The system ensures that clients are not entered multiple times and that the detailed intake and enrollment process captures a complete view of any benefits the client is already receiving from other providers. As part of our assessment, we review clients' income, benefits (such as health insurance, housing benefits like Section 8), and the services they are currently receiving (such as IHSS or Meals on Wheels). This helps us better coordinate care, reduce service duplication, and ensure clients receive the most relevant support. Salesforce's specialized system guarantees that we report on unduplicated clients, and we also track discharges to maintain accurate records. If a client returns to our program, we can easily access information about their previous enrollment, services provided, and reasons for discharge. We do not impose restrictions on how frequently individuals can apply for or access our services because we are committed to being a continuous solution for helping seniors remain independent and age in place in their own homes.

BENEFITS AND BENEFICIARIES

A. How accessible or convenient is the proposed project/activity to Santee residents? (Please be specific such as direct services to a client's home, Santee location, transportation provided, etc.)

Most ElderHelp services are provided at the client's home or telephonically. Santee residents can also go to ElderHelp's office, which is located 11 miles from the center of the City of Santee.

B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

62 % of clients are at 30 percent or below of the area median income.
38 % of clients are between 31 and 50 percent of the area median income.
_____ % of clients are between 51 and 80 percent of the area median income.
_____ % of clients are above 80 percent of the area median income.

City of Santee – Application for CDBG Funding

C. Does your agency focus its activities on populations with special needs?

- No Yes (Please specify)

Please specify which special needs populations. (persons experiencing homelessness, persons with disabilities, persons with substance abuse problems, veterans, seniors, children, etc.)

ElderHelp exclusively serves seniors and their families.

DOCUMENTATION

A. How will the recipients’ information (e.g., race, ethnicity, income, household size) be collected and documented?

ElderHelp collects client demographic data as part of the intake process (by phone or in person) which is then securely stored in Salesforce.

B. How will the outcomes be measured, collected, and documented?

Using Salesforce, we collect and track a wide range of data points, including clients' social and medical needs, experiences, and interactions with staff and volunteers. We then generate reports to assess services and identify areas for client interventions. Through ongoing client monitoring and feedback from volunteers, we maintain a thorough qualitative evaluation of client needs, both self-identified and otherwise, as well as client satisfaction. This information is collected during client and volunteer interviews, assessments and reassessments, and regular follow-ups (via phone or home visits). Based on these insights, the team makes necessary adjustments to ensure that client goals are met and to track progress and improvements. Data analysis and program evaluation are managed by ElderHelp’s Associate Executive Director, Anya Delacruz.

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

If applicant is a government agency, do not complete below.

	Check answer in the applicable boxes below	Yes	No
1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?	<u>X</u>	
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents:		
	a) IRS Form 990?	<u>X</u>	
	b) California Franchise Tax Board Form 199?	<u>X</u>	
	c) Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law?	<u>X</u>	

City of Santee – Application for CDBG Funding

	d) Date Articles of Incorporation files with Secretary of State?	04/06/1974	
3.	All necessary licenses required to operate are maintained?	<u>X</u>	
4.	Worker’s Compensation Insurance is active and current?	<u>X</u>	
5.	General Liability Insurance is active and current?	<u>X</u>	

Applicants **are required to** submit the documentation listed in items 2 and 3 above with their application.

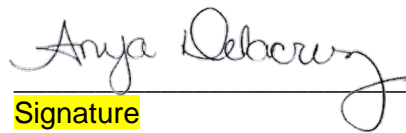
Applicants are also required to provide a documentation, such as resolution for their governing board, authorizing the appropriate (named) staff to execute program applications, agreements, payment requests, and related documents on behalf of the agency related to the CDBG grant.

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.

Anya Delacruz, Associate Executive Director

Type or Print Your Name and Title


Signature

CDBG Project Budget (See Next Page)

The Community Development Block Grant (CDBG) program allows subrecipients to use leveraged funds to complete larger projects that address multiple needs. Leveraged funds refers to non-match cash or in-kind resources that are used to make a project operational. The use is leveraged funds is not required but is encouraged where appropriate.

City of Santee – Application for CDBG Funding

CDBG PROJECT BUDGET

Organization: ElderHelp of San Diego

Total organization budget \$ 2,160,365

Program/Project name requesting funds: Care Coordination Program

CDBG funds requested: \$ 7,000 Total program/project budget: \$ 885,749 Note: Indicate with an asterisk (*) funds that are volunteer time or in-kind contribution.

1. Sources of funding for program/project:		(S)Secured or (A)Anticipated
a. Funding requested from the City	\$ <u>7,000</u>	(S) or (A)
b. Other federal funds (if any)	\$ <u>20,000</u>	(S) or (A)
c. State or local government funds	\$ <u>85,000</u>	(S) or (A)
d. Donations and contributions	\$ <u>773,749</u>	(S) or (A)
e. Fees or memberships	_____	(S) or (A)
f. In-kind contributions / Volunteer time	_____	(S) or (A)
g. Other funding	_____	(S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	\$ <u>885,749</u>	(S) or (A)

2. Uses of CDBG funds requested for the program/project: (1.a.)

a. Wages and salaries	\$ <u>7,000</u>	
b. Personnel benefits	_____	
c. Materials and supplies	_____	
d. Program expenses and evaluation	_____	
e. Rent and utilities	_____	
f. Insurance	_____	
g. Mileage (___ @ 62.5 cents/mile)	_____	
h. Incentives and Special Events	_____	
i. Indirect costs	_____	
j. _____	_____	
k. _____	_____	

I. TOTAL REQUESTED FUNDING (same as 1.a.) \$ 7,000

3. Percentage of project budget represented by CDBG request .79 %

4. If your project will require future funding, please provide information about how the program will be funded. ElderHelp maintains stable, diversified funding by developing a comprehensive annual fundraising plan supported by a longer term strategic vision.

City of Santee – Application for CDBG Funding

Our revenue sources include Foundation Grants (33%), Government & Non-Gov't Contracts (20%), Individual Contributions (11%), Corporate Grants & Support (7%) and Events (6%).



Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2025

The following application must be completed by each qualified organization interested in being considered for CDBG funding. Please type or print clearly. Attach additional sheets of information as necessary. All information must be provided, or the application will be considered incomplete and will not be further evaluated for funding consideration.

The application must not exceed a total of twenty (20) pages. The completed application must be submitted prior to 5:00 P.M. on Monday, January 13, 2025. Applications may be submitted electronically to bcrane@cityofsanteeca.gov. Paper copies may be mailed or delivered by January 13, 2025, to the City of Santee, Planning & Building Department, Attn: Bill Crane, at 10601 Magnolia Avenue, Santee, CA 92071.

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GENERAL INFORMATION: Date: 1/13/2025

Agency Name: Meals on Wheels Greater San Diego, Inc. dba: Meals on Wheels San Diego County
Agency Address: 9590 Chesapeake Drive San Diego, CA 92123
Agency Type (non-profit, for-profit, public, etc.): Non-profit

Phone: 619-248-4012 Fax: 601-260-6373
E-mail: ADuarte@meals-on-wheels.org

Project/Program Contact Person (Name and Title): Tim Ray, East County Service Center Director
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 [checked]
Public Improvement (Construction) []
Acquisition of property []
Other (describe) [Click here to enter text]

Federal Unique Entity Identifier (UEI): DCWTFQJ3V5H8

City of Santee – Application for CDBG Funding

NOTE: UEI may be accessed through the following website: <https://sam.gov/content/home>

Federal Tax ID: 95-2660509

California Entity ID: 0602451

Faith Based Organization:

YES NO

Person completing application: Molly Niedermeyer, Fundraising Coordinator

FUNDING INFORMATION:

Amount Requested from Santee: \$ 5,000

Total Project/Program Budget: \$ 183,101.52

Is the Project/Program scalable? Meaning if awarded less than requested could the Project/Program still be carried out, albeit to a lesser degree? Please explain: Yes, the project/program will still be carried out to the same degree regardless of the funding amount. Meal delivery to seniors is our main program and we do not rely on one funding source.

Please complete Page 5 (CDBG Project Budget) itemizing revenues and expenses (sources and amounts) for the proposed project or activity in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

PROJECT/ACTIVITY INFORMATION

A. What is the purpose/mission of the applicant agency?

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 to 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 navigate these challenges more successfully, avoid negative health impacts, and maintain their preferred residence.

B. 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.**

MOWSDC provides personally delivered meals to seniors on weekdays and Saturdays (Sunday meals delivered with Saturday meals), including holidays. All the meals are prepared according to USDA guidelines for senior nutrition. They are reduced-sugar, sodium, and fat and include a healthy Latino Cuisine, easy to chew, renal friendly,

City of Santee – Application for CDBG Funding

gluten friendly, and vegetarian menu options. Every client served is provided with (a minimum) 60% subsidy for all services, and further subsidies are provided to those with greater financial need.

The MOWSDC program addresses food insecurity, declining health, and social isolation. As part of the "more than just a meal" service model, staff and volunteer drivers establish a trusting relationship with the seniors, which allows MOWSDC to monitor the quality of life and support seniors as they age at home. Volunteers and staff place electronic "wellness alerts" using their mobile devices. When a client's condition or health change is discovered, a wellness alert is placed via the mobile device and is received and documented by the Care Navigator Team. MOWSDC has five Care Navigators that respond to any concerns that volunteers observe during meal delivery. MOWSDC's Care Navigators perform referrals to other services and provide hands-on assistance in managing seniors' well-being. Nutritious meals, social visits, and routine safety checks help address three of the biggest threats to successful aging: hunger, isolation, and loss of independence.

The area to be served with this request is the entire City of Santee, including the 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 (7/1/2023-6/30/2024), MOWSDC provided nutritious meals to 71 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; 67% fall within the extremely low-income bracket (<30% of AMI); 32% fall in the very low-income bracket (30-80% of AMI) and 1 % fall in the moderate-income bracket (80-120% of AMI); 42% are female head of household; 24% are veterans; 40% live alone and 24% have disabilities.

For the City of Santee Program Year 24-25 (July 1, 2024 - June 30, 2025), MOWSDC is contracted to serve 99 unduplicated seniors in Santee. Per the Quarter 1 Report, MOWSDC had already served 31 unduplicated Santee seniors, putting MOWSDC at 31% of its goal. For the City of Santee's Program Year 2025 (July 1, 2025 - June 30, 2026), MOWSDC will serve 73 unduplicated seniors in Santee, delivering up to two meals daily accompanied by a safety check and social visit. CDBG funding will provide food and packaging costs for 1,547 meals (\$3.23 direct cost per meal), reducing the overall cost of each meal delivered. This will ensure a minimum subsidy of 60% of the total per-meal-delivered costs for every senior, and further subsidy will be offered to those who qualify.

- C. 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 at 131 Chambers Street in El Cajon services the City of Santee. Mr. Tim Ray directs the East County Service Center. (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

City of Santee – Application for CDBG Funding

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 69-weekend routes to senior residences - 1,800 daily personal meal deliveries. The City of Santee's program is a component of the countywide services. The activities will be carried out during the City of Santee's CDBG Program Year 2025-2026 (July 1, 2025, to June 30, 2026). MOWSDC delivers meals and corresponding services to homebound seniors for every day of the week (Sunday's meals are delivered on Saturday). MOWSDC is the only meal delivery program that delivers on weekends and holidays.

- D. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, and is included under the Eligible Activities. Please see the Request for Proposals 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 in the City of Santee qualify for 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.

- E. 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 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 received CDBG funds from the City of Santee since 2009 (fifteen years).

- F. Financial:

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

City of Santee – Application for CDBG Funding

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 are managed through SERVtracker, our client service software. All clients must 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 regularly to ensure data integrity. As a registered 501 (c)(3) non-profit, an independent auditor audits MOWSDC financial statements annually, and Form 990 is filed annually with the Internal Revenue Service as required. Internal financial reports are also produced monthly by the Controller, issued to the Board Finance Committee for review, and presented quarterly to the full MOWSDC Board of Trustees.

G. Personnel:

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

Mr. Ray, East County Director, has extensive management experience in the senior care field and hospitality industry. Mr. Ray was the Administrator at the Inn on the Boulevard Assisted Living for thirteen years. He holds a B.S. in Business Administration. Mr. Topper, Controller, has extensive non-profit experience, including as Director of Finance and Administration for the Northern Arizona University Foundation, a \$43M privately funded endowment, Director of Finance and Controller for Ameri Tribes, and an accounting manager with the Hotel Group. Mr. Topper is a fully licensed CPA (AZ) and was a finalist for San Diego Business Journal CFO of the Year 2011. He holds a B.S. in Accountancy from Northern Arizona University.

H. 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 a member of any of its boards, commissions, or committees or has any conflict of interest or holding.

City of Santee – Application for CDBG Funding

I. Policies and Procedures:

Your organization must have programmatic Policies and Procedures in place for the program you are applying for. Please describe the policies and procedures your organization has in place for determining program eligibility, income eligibility, record keeping\retention and reimbursement requests.

MOWSDC conducts a comprehensive intake of all the seniors it serves. All seniors fall under the PRESUMED BENEFIT category (HUD - adults over 62 are automatically considered low income). However, income level information is always collected along with other demographic information which includes, but is not limited to, ethnicity, race, household composition, gender, marital status and veteran status. All information is collected by staff during formal intake of client. All information is entered into the SERVtraker database and a hard copy is kept at the Service Center site in a secured location.

BENEFITS AND BENEFICIARIES

- A. How accessible or convenient is the proposed project/activity to Santee residents? (Please be specific such as direct services to a client's home, Santee location, transportation provided, etc.)

Access to this care is provided in the client's home in the City of Santee, without the need for seniors to negotiate outside their existing living area.

- B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)
59% of clients are at 30 percent or below of the area median income.
32% of clients are between 31 and 50 percent of the area median income.
3% of clients are between 51 and 80 percent of the area median income.
6% of clients are above 80 percent of the area median income.

[Click here to enter text]

- C. Does your agency focus its activities on populations with special needs?

No

Yes (Please specify)

Please specify which special needs populations. (persons experiencing homelessness, persons with disabilities, persons with substance abuse problems, veterans, seniors, children, etc.)

MOWSDC offers services to older adults 60+, caregivers, and disabled veterans. MOWSDC primarily serves older adults who are low-income and often homebound due to age, illness, or disability. This project will be to serve seniors who are 62 years or older.

City of Santee – Application for CDBG Funding

DOCUMENTATION

- A.** How will the recipients' information (e.g., race, ethnicity, income, household size) be collected and documented?

Clients are contacted initially by phone to collect financial and demographic information and services requested. An in-person interview is scheduled, and MOWSDC staff visits the senior in the home to complete in-home observations and needs assessment, finalize a planned delivery schedule, and initiate service. Upon intake, clients complete a self verification form to verify income level based on household size, race, ethnicity, and female head of household status. When the MOWSDC staff members return to the office, the information is then entered into our electronic database called SERVTracker.

- B.** How will the outcomes be measured, collected, and documented?

MOWSDC uses a sophisticated electronic database called SERVtracker to collect and report on client demographics, meal delivery, and safety/wellness information. In addition to an initial phone intake and in-person interview with MOWSDC staff, volunteers and staff who visit homes daily also have data input responsibilities. The MOWSDC mobile application, used by all volunteers and staff, allows for daily observations to be entered with regard to client living conditions (Change of Condition Alert). This data is electronically relayed back to the MOWSDC Care Navigators and Service Center Directors, who assess for needed responses. The Care Navigators contact the clients by phone or in person, depending on the urgency and risk level of the report. Responses may include initiating calls to family, social service agencies, emergency health responders, community groups who assist in home repairs, and other partner agencies. Interventions are notated in each client alert file. The Service Center Directors, Executive Management, and Board of Trustees conduct ongoing performance evaluation and program reviews.

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

If applicant is a government agency, do not complete below.

	Check answer in the applicable boxes below	Yes	No
1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?	✓	
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents:		
	a) IRS Form 990?	✓	
	b) California Franchise Tax Board Form 199?	✓	
	c) Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law?	✓	
	d) Date Articles of Incorporation files with Secretary of State?	07\07\1970	

City of Santee – Application for CDBG Funding

3.	All necessary licenses required to operate are maintained?	✓	
4.	Worker's Compensation Insurance is active and current?	✓	
5.	General Liability Insurance is active and current?	✓	

Applicants **are required to** submit the documentation listed in items 2 and 3 above with their application.

Applicants are also required to provide a documentation, such as resolution for their governing board, authorizing the appropriate (named) staff to execute program applications, agreements, payment requests, and related documents on behalf of the agency related to the CDBG grant.

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

CDBG Project Budget (See Next Page)

The Community Development Block Grant (CDBG) program allows subrecipients to use leveraged funds to complete larger projects that address multiple needs. Leveraged funds refers to non-match cash or in-kind resources that are used to make a project operational. The use of leveraged funds is not required but is encouraged where appropriate.

City of Santee – Application for CDBG Funding

CDBG PROJECT BUDGET

Organization: Meals on Wheels San Diego County

Total organization budget \$ 10,547,405.00

Program/Project name requesting funds: Senior Meal Delivery & Accompanying Services

CDBG funds requested: \$5,000.00 Total program/project budget: \$183,101.52 Note: Indicate with an asterisk (*) funds that are volunteer time or in-kind contribution.

1. Sources of funding for program/project:		(S)Secured or (A)Anticipated
a. Funding requested from the City	<u>\$5,000.00</u>	(S) or (A)
b. Other federal funds (if any)	_____	(S) or (A)
c. State or local government funds	_____	(S) or (A)
d. Donations and contributions	<u>\$122,781.52</u>	(S) or (A)
e. Fees or memberships	<u>\$60,320.00</u>	(S) or (A)
f. In-kind contributions / Volunteer time	_____	(S) or (A)
g. Other funding	_____	(S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	<u>\$ 183,101.52</u>	(S) or (A)

2. Uses of CDBG funds requested for the program/project: (1.a.)

a. Wages and salaries	\$ _____
b. Personnel benefits	_____
c. Materials and supplies	_____
d. Program expenses and evaluation	_____
e. Rent and utilities	_____
f. Insurance	_____
g. Mileage (___ @ 62.5 cents/mile)	_____
h. Incentives and Special Events	_____
i. Indirect costs	_____
j. <u>Food & Packaging</u>	<u>\$5,000.00</u>
k. _____	_____

l. TOTAL REQUESTED FUNDING (same as 1.a.) \$5,000.00

3. Percentage of project budget represented by CDBG request _____ 2.37 _____ %

4. If your project will require future funding, please provide information about how the program will be funded. Clients pay, on average, 40% of the actual meal cost, \$5 per meal, equating to an estimated total of \$60,320.00. Private donors will contribute the

City of Santee – Application for CDBG Funding

remaining \$122,781.52 of this project through MOWSDC's robust charitable giving program. To ensure all programs are fundable from multiple sources, additional grant applications, corporate campaigns, and fundraising events are planned to meet any unexpected shortfall.



**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2025**

The following application must be completed by each qualified organization interested in being considered for CDBG funding. Please type or print clearly. Attach additional sheets of information as necessary. **All information must be provided, or the application will be considered incomplete and will not be further evaluated for funding consideration.**

The application must not exceed a total of twenty (20) pages. The completed application must be submitted prior to 5:00 P.M. on Monday, January 13, 2025. Applications may be submitted electronically to bcrane@cityofsanteeca.gov. Paper copies may be mailed or delivered by January 13, 2025, to the City of Santee, Planning & Building Department, Attn: Bill Crane, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG funding may contact Bill Crane by email at bcrane@cityofsanteeca.gov or by telephone at (619) 258-4100 ext. 221 before December 31, 2025. (Note: Santee City Hall will be closed from Monday, December 23 through Tuesday, December 31, 2025) Additionally, information about the CDBG program for subrecipients (applicants) may be found on HUD Exchange website at <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>

GENERAL INFORMATION: Date: 1/8/2025

Agency Name: Santee Food Bank
Agency Address: 9715 Halberns Blvd.
Agency Type (non-profit, for-profit, public, etc.): Non-profit
Phone: 619-448-2096 Fax: N/A
E-mail: info@thesanteefoodbank.org

RECEIVED

JAN 13 2025

Dept. of Development Services
City of Santee

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

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

Type of Project (check one):
Public Service Activity
Public Improvement (Construction)
Acquisition of property
Other (describe)_[Click here to enter text]

Federal Unique Entity Identifier (UEI): P8JASWGUMQ7

City of Santee – Application for CDBG Funding

NOTE: UEI may be accessed through the following website: <https://sam.gov/content/home>

Federal Tax ID: 33-0498557

California Entity ID: 1810542

Faith Based Organization:

YES xx NO

Person completing application: Marty Smothermon/Gina Kasten/

FUNDING INFORMATION:

Amount Requested from Santee: \$ 35,000

Total Project/Program Budget: \$ 75,000

Is the Project/Program scalable? Meaning if awarded less than requested could the Project/Program still be carried out, albeit to a lesser degree? Please explain:

The Santee Food Bank relies solely on the fiscal generosity of the community and through various grants and cash donations. The money received through CDBG funding provides funding for our operating expenses. Awarding a lesser amount would not lessen food distribution, but would potentially decrease our operating budget.

Please complete Page 5 (CDBG Project Budget) itemizing revenues and expenses (sources and amounts) for the proposed project or activity in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

PROJECT/ACTIVITY INFORMATION

A. What is the purpose/mission of the applicant agency?

The Santee Food Bank's sole purpose is to assist Santee residents by providing much needed food for their families. During the Covid-19 crisis we were able to continue food distribution as usual.

B. 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.**

Our purpose is to gather food from our local stores, transport the items to our facility, sort everything and categorize the items. Meats, pre-prepared entrees, fresh vegetables, fruit fresh eggs and dairy products are refrigerated or frozen as appropriate. DURING CALENDAR YEAR 2024 THE SANTEE FOOD BANK PROVIDED FOOD TO 14,757 SANTEE RESIDENTS,

C. 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).

City of Santee – Application for CDBG Funding

Our dedicated volunteer staff give upwards of 18,000 hours annually of their time. A team of three drivers use their personal vehicles to pick up donations from Santee businesses and deliver them to our facility six days a week. In addition, the board of directors' networks with the community applies for grants and provides oversight to the day-to-day operations. We are open every Wednesday, Friday and Saturday from 8:00-11:00 am. We continue to partner with Sunrise Church, delivering food to 60 households of homebound individuals. This special monthly distribution is designed to help those who no longer can physically come to the food bank site.

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

The Santee Food Bank continues to be a registered non-profit 501(c3) organization. The food bank was established in 1983 and incorporated in 1990. Our agency partners with the San Diego Food Bank and Feeding San Diego, thus strengthening our common goal to help alleviate hunger in our community.

- E. 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 Santee Food Bank distributes food to qualifying residents of Santee on a monthly basis. We have been receiving CDBG funding since 2007, and the 18 years of funding have helped us to cover our operational costs such as utilities, rent, liability insurance and equipment maintenance/repair.

- F. 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 Santee Food Bank Treasurer uses Quicken to keep accurate up-to-date financial records. A monthly financial report is provided to the board for review and approval. The President, Treasurer and Site Manager all have access to banking records, ensuring a Check & Balance system. Paper copies of all financial transactions are securely stored in the food bank office.

City of Santee – Application for CDBG Funding

G. Personnel:

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

President: Dennis Martins, Pastor Friends Christian Church; Secretary: Aimee Sandoval, retired teacher; Treasurer: Donna Daum, retired actuary; Marty Smothermon: Site Manager & Vice President, retired cost analyst and longtime board member.

H. 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 of interest between any Santee Food Bank volunteer or the Santee Food Bank Board members and the city of Santee.

I. Policies and Procedures:

Your organization must have programmatic Policies and Procedures in place for the program you are applying for. Please describe the policies and procedures your organization has in place for determining program eligibility, income eligibility, record keeping\retention and reimbursement requests.

We use the secure Oasis system for our client record keeping. We follow the eligibility requirements as mandated by CDBG (HUD) to determine client eligibility. The Oasis system accurately records client information and the treasurer handles all reimbursement procedures with the City of Santee.

BENEFITS AND BENEFICIARIES

A. How accessible or convenient is the proposed project/activity to Santee residents? (Please be specific such as direct services to a client's home, Santee location, transportation provided, etc.)

The food bank is open every Wednesday, Friday and Saturday from 8:00am to 11:00am to any eligible Santee resident. In addition, once a month we partner with Sunrise Church to deliver food to approximately 60 shut-in residents/families who live in Santee mobile home parks and are unable to come in person to our facility.

B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

___ 85 ___ % of clients are at 30 percent or below of the area median income.

City of Santee – Application for CDBG Funding

 10 % of clients are between 31 and 50 percent of the area median income.
 5 % of clients are between 51 and 80 percent of the area median income.
 0 % of clients are above 80 percent of the area median income.

[Click here to enter text]

C. Does your agency focus its activities on populations with special needs?

No XX Yes (Please specify)

Please specify which special needs populations. (persons experiencing homelessness, persons with disabilities, persons with substance abuse problems, veterans, seniors, children, etc.)

The Santee Food Bank gives food to all Santee residents who are looking to us for assistance with their food budgets. Our clientele includes the homeless, disabled, seniors and veterans who come to us.

DOCUMENTATION

A. How will the recipients' information (e.g., race, ethnicity, income, household size) be collected and documented?

The Oasis system of record keeping allows for the gathering of the above required totals for each category listed.

B. How will the outcomes be measured, collected, and documented?

Oasis automatically tallies the statistics. Giving us the required totals.

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

If applicant is a government agency, do not complete below.

	Check answer in the applicable boxes below	Yes	No
1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?	<u>X</u>	
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents:	<u>X</u>	
	a) IRS Form 990?	<u>X</u>	
	b) California Franchise Tax Board Form 199?	<u>X</u>	
	c) Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law?	<u>X</u>	

City of Santee – Application for CDBG Funding

	d) Date Articles of Incorporation files with Secretary of State?	RESTATED NAME 12/8/2020
3.	All necessary licenses required to operate are maintained?	<u>x</u>
4.	Worker's Compensation Insurance is active and current?	<u>n/a</u>
5.	General Liability Insurance is active and current?	<u>x</u>

Applicants **are required to** submit the documentation listed in items 2 and 3 above with their application.

Applicants are also required to provide a documentation, such as resolution for their governing board, authorizing the appropriate (named) staff to execute program applications, agreements, payment requests, and related documents on behalf of the agency related to the CDBG grant.

City of Santee – Application for CDBG Funding

APPLICANT CERTIFICATION

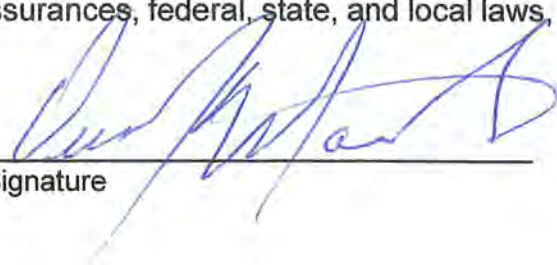
To the best of my knowledge and belief, the information contained in this application is true and correct; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with all assurances, federal, state, and local laws, and regulations if funding is approved.

DENNIS MARTENS

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

Type or Print Your Name and Title

Signature

A handwritten signature in blue ink, appearing to read "Dennis Martens", is written over a horizontal line. The signature is stylized and cursive.

CDBG Project Budget (See Next Page)

The Community Development Block Grant (CDBG) program allows subrecipients to use leveraged funds to complete larger projects that address multiple needs. Leveraged funds refers to non-match cash or in-kind resources that are used to make a project operational. The use of leveraged funds is not required but is encouraged where appropriate.

City of Santee – Application for CDBG Funding

CDBG PROJECT BUDGET

Organization: Santee Food Bank
Total organization budget \$75,000

Program/Project name requesting funds: Santee Food Bank

CDBG funds requested: \$35,000 Total program/project budget: \$75,000
Note: Indicate with an asterisk (*) funds that are volunteer time or in-kind contribution.

- 1. Sources of funding for program/project: (S)Secured or (A)Anticipated
a. Funding requested from the City \$35,000 (S) or (A)
b. Other federal funds (if any) 0 (S) or (A)
c. State or local government funds 0 (S) or (A)
d. Donations and contributions 15,000 (S) or (A)
e. Fees or memberships 0 (S) or (A)
f. In-kind contributions / Volunteer time 10,000 * (S) or (A)
g. Other funding 15,000 (S) or (A)
h. TOTAL PROJECT FUNDING (project budget) \$75,000 (S) or (A)

- 2. Uses of CDBG funds requested for the program/project: (1.a.)
a. Wages and salaries \$0
b. Personnel benefits 0
c. Materials and supplies \$1,000
d. Program expenses and evaluation
e. Rent and utilities 18,000
f. Insurance 12,000
g. Mileage (@ 62.5 cents/mile) 0
h. Incentives and Special Events 0
i. Indirect costs 0
j. Equipment Maintenance & Repair \$4,000
k.

l. TOTAL REQUESTED FUNDING (same as 1.a.) \$35,000

3. Percentage of project budget represented by CDBG request 46.6666%

City of Santee – Application for CDBG Funding

4. If your project will require future funding, please provide information about how the program will be funded. we will look for new grant sources
We will always be in need of additional funding and any new grant sources would be appreciated.



**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2025**

The following application must be completed by each qualified organization interested in being considered for CDBG funding. Please type or print clearly. Attach additional sheets of information as necessary. **All information must be provided, or the application will be considered incomplete and will not be further evaluated for funding consideration.**

The application must not exceed a total of twenty (20) pages. The completed application must be submitted prior to 5:00 P.M. on Monday, January 13, 2025. Applications may be submitted electronically to bcrane@cityofsanteeca.gov. Paper copies may be mailed or delivered by January 13, 2025, to the City of Santee, Planning & Building Department, Attn: Bill Crane, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG funding may contact Bill Crane by email at bcrane@cityofsanteeca.gov or by telephone at (619) 258-4100 ext. 221 before December 31, 2025. (Note: Santee City Hall will be closed from Monday, December 23 through Tuesday, December 31, 2025) Additionally, information about the CDBG program for subrecipients (applicants) may be found on HUD Exchange website at <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>

GENERAL INFORMATION: Date: 1/13/2025

Agency Name: Santee Santa Foundation Inc.
Agency Address: P. O. Box 710033, Santee 92072
Agency Type (non-profit, for-profit, public, etc.): Non-profit

Phone: 619.258.5947 Fax: [\[Click here to enter text\]](#)
E-mail: santeesantas@gmail.com

Project/Program Contact Person (Name and Title): Tonya V. Hendrix, President
Project/Program Location: Santee Santos depends on the donation of empty retail space for the months of November and December

Phone: 619.301.0745 Fax: [\[Click here to enter text\]](#)
E-mail: ladyTVH2019@gmail.com

Type of Project (check one):
Public Service Activity
Public Improvement (Construction)
Acquisition of property
Other (describe) [\[Click here to enter text\]](#)

City of Santee – Application for CDBG Funding

Federal Unique Entity Identifier (UEI): EKYGB7FP2A84

NOTE: UEI may be accessed through the following website: <https://sam.gov/content/home>

Federal Tax ID: 33-0199582

California Entity ID: 1570919

Faith Based Organization:

YES NO

Person completing application: Tonya V. Hendrix

FUNDING INFORMATION:

Amount Requested from Santee: \$ 5000

Total Project/Program Budget: \$ 70,500

Is the Project/Program scalable? Meaning if awarded less than requested could the Project/Program still be carried out, albeit to a lesser degree?

Please explain:

Yes, our program is scalable. We can modify the amount of food, the number of toys and the amount on gift cards given to the families/children.

Please complete Page 5 (CDBG Project Budget) itemizing revenues and expenses (sources and amounts) for the proposed project or activity in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

PROJECT/ACTIVITY INFORMATION

A. What is the purpose/mission of the applicant agency?

Santee Santas is an all-volunteer organization working together to deliver the holiday spirit throughout the Santee community by providing non-perishable foods to supplement their pantry for the two-week holiday break. The foods provided include pancake mix, soups, fruits, vegetables, peanut butter, jelly, pasta and sauce etc. Families are also given a gift card for one of the grocery stores in the Santee community to purchase fresh food such as milk, butter, and meat. In addition, all children receive wrapped holiday gifts, including age appropriate books and family games.

B. 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.**

Over the past two years Santee Santas has served an average of 205 families 702 people and 387 children. In the 2025 Holiday Program we expected to serve approximately 185 families. 630 people and 320 children.

City of Santee – Application for CDBG Funding

- C. 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).

There are ten (10) board members, three (3) committee volunteers and approximately 250 community volunteers. The activities of the program are managed by the Santee Santos Foundation Board of Directors and Committee Volunteers. Community volunteers collect, sort, box and distribute food. They also assist in selecting, wrapping, boxing and distributing toys, books, and games. The program activity begins in October with soliciting donations from businesses and individuals through our business mailer. A group of volunteers wrap toy donation collection boxes and distribute them to local businesses. Applications are collected online. Applications are open from mid-October through November 15th. Board members review and approve or deny applicants according to HUD income standards. Food purchasing, sorting, boxing and distribution as well as toy collection, wrapping, boxing and distribution occur in December. Delivery occurs prior to December 25 and is also carried out by community volunteers. Seniors receive specialized foods with consideration for their medical conditions. Poinsettias are delivered to individuals residing in senior mobile home parks. Santee Santos also provides emergency funds for persons suffering loss or displacement due to fire.

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

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

- E. Agency/Nonprofit Organization Information:

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

Santee Santos was founded in 1953 and incorporated on November 1, 1990, as “Santee Santos Foundation, Inc”. Santee Santos is a charitable organization and is tax exempt under section 501 (C)(3) of the Internal Revenue Code as documented in the Department of Treasury letter of July 20, 1995. The tax identification number is 33-0199582. Santee Santos provides services to men, women and children of low- to moderate-income. All services are offered to any member of the Santee community who meets the eligibility guidelines for services requested. Santee Santos Foundation has been receiving CDBG funding since approximately 2009, although we did not apply for the 2022 grant year as our organization had received an exceptionally large amount in business and individual donations during the 2021 season.

City of Santee – Application for CDBG Funding

F. 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.

Santee Santos is organized and operated entirely by volunteers. There are no paid staff. The treasurer is a member of the Santee Santos Board of Directors. Standard accounting practices are followed using a fiscal year of April 1st to March 31st. Expenses must be approved in an annual budget or approved by a majority vote of the Santee Santos Board of Directors. All expenses are in support of the mission of the Santee Santos Foundation and are in accordance with the by-laws. Receipts are required and maintained for expenditures. The account is reconciled each month with the bank statement. A financial report is presented by the treasurer at each regular meeting of the Foundation. The annual report is posted on the Santee Santos Foundation website each year.

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

Tonya V. Hendrix, President (March 2019)
Board member since 2012; Secretary 2012-2019; Volunteer Coordinator, Toy Coordinator, Delivery Day Team, Senior Outreach Coordinator
Santee School District Teacher (retired)

Linda Vail, Treasurer (February 2016)
Board member since 2016; Communications, Assistant Toy Coordinator, Delivery Day Team, Senior Outreach Volunteer, Applications Administrator
Santee School District Administrative Secretary (retired)
Santee School District Foundation Board Member (15 years)
Santee School District Independent Citizens Oversight Committee Member

Kathy Rasmussen, Member, Acting Secretary (November 2024)
Board member since 2021; Business Mailer Coordinator, Communications, Assistant Food Program Coordinator
Santee School District School Secretary (retired)

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Hailey Conyer (April 2023)

Board member since April 2023, Donation Collection Box Coordinator, Food Volunteer, Delivery Day Volunteer

Channing Dawson, Member (October 2018)

Board member since 2018; Fire Department/Board Liaison, Delivery Day Team-Woodglen Vista
City of Santee Fire Department

Heather Dennis (April 2024)

Board Member since April 2024, Toy Volunteer, Senior Poinsettia Program Coordinator, Delivery Day Team- Assistant Woodglen Vista
San Diego Unified School District - Teacher

Kelly Disbrow Vice President (April 2024)

Board member since April 2023, Facilities Coordinator, Toy Program Assistant Coordinator
Lionel's Legacy - Foster coordinator
Girl Scouts Troop – Cookie manager
Teacher Assistant Charter school

Terry Johnson, Member (October 2020)

Board member since 2020; Book Coordinator; Toy Program Assistant Coordinator, Senior Outreach Assistant Coordinator, Coordinator Funding through Grants, Facilities Coordinator, Delivery Day Team Coordinator-Woodglen Vista
Santee School District Foundation - VP, fundraising
Shriners (45 yrs.) fundraising, planning events, working on committees
Santee School District Teacher (retired)

Sarah Kirk, Member (April 2024)

Board member since 2024; Hospitality Chair, Assistant Food Program
Mira Costa College - Professor

Ginger Owens, Member, (March 2020)

Board member since 2020; Toy Volunteer, Social Media Coordinator, Food Program Coordinator, Delivery Day Team
ARC East County Board Member and President
ARC San Diego Executive Board Member
Graphic Designer (retired)

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H. Conflict of Interest:

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

Channing Dawson is a Santee Firefighter and is the only member of the Santee Santos Foundation Board that could be affected by the execution of this application.

I. Policies and Procedures:

Your organization must have programmatic Policies and Procedures in place for the program you are applying for. Please describe the policies and procedures your organization has in place for determining program eligibility, income eligibility, record keeping\retention and reimbursement requests.

The Santee Santos Policies and Procedures for eligibility require that applicants reside within the Santee School District boundaries, meet income levels as indicated by the FY CDBG Income limits of “very low” or “extremely low” and not receive holiday assistance from any other agency or program. All applicants are required to provide photocopies of the following information: valid government issued photo ID of all adults with current address, a current year report card, progress report or attendance report for each school-age child, birth certificate for all children under school age, rental agreement or mortgage statement or valid HUD statement listing all persons living in the home. Proof of income – photocopies for earned wages, SSI, self-employment wages, unemployment, disability/workers compensation, CalWORKs/CalFresh, foster care, child support, and/or alimony, Pell grants or other grants for college attendance. Documentation is maintained for seven (7) years. As of 2023 we are using a third-party administrator for applications which provides document security and retrieval. Record keeping is maintained by monthly meetings and minutes. Financial records are maintained using QuickBooks. Reimbursements are provided to board members or activity chairs with the submission of original receipts and board approval.

BENEFITS AND BENEFICIARIES

A. How accessible or convenient is the proposed project/activity to Santee residents? (Please be specific such as direct services to a client’s home, Santee location, transportation provided, etc.)

The application is online at the Santee Santos Foundation, Inc website. Paper applications are distributed at low-income senior residential complexes. Banners announcing the opening of applications are placed at all local schools and on

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Cuyamaca Street. Notices are dispersed through Santee Schools, on the Santee Santos website and through social media. Recipients of the program receive food, toys and gift cards delivered to their homes prior to December 25. These are delivered by community volunteers or board members.

- B.** What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

67% of clients are at 30 percent or below of the area median income.

18% of clients are between 31 and 50 percent of the area median income.

15% of clients are between 51 and 80 percent of the area median income.

00% of clients are above 80 percent of the area median income.

- C.** Does your agency focus its activities on populations with special needs?

No

Yes (Please specify)

Please specify which special needs populations. (persons experiencing homelessness, persons with disabilities, persons with substance abuse problems, veterans, seniors, children, etc.)

[Click here to enter text]

DOCUMENTATION

- A.** How will the recipients' information (e.g., race, ethnicity, income, household size) be collected and documented?

Recipients must submit an application which proves the identity of all the residents of the home and proof of qualifying income level with documentation which includes proof of earned wages, SSI, self-employment wages, Unemployment, Disability/workers compensation, Cal Works/Cal Fresh, foster care, child support, and/or alimony. This also includes PELL grants or other grants for college students. Acceptable forms of proof are photocopies of: Recent work (most recent either 1 month or last 2 weeks) Current CalWORKs/Cal Fresh Notice of Action/Foster Care/AFDC paperwork Recent HUD statement Recent Unemployment/State Disability/Workers Compensation check stubs Bank statements showing the income deposited into personal account Proof of other income sources (SSI, Child Support, Self-employment, etc.) Statement for any Pell grant or other grant for college attendance. Applications are completed online at Santee Santos Foundation, Inc website Seniors living in low-income senior residential complexes may submit paper copies of the application distributed by Santee Santos...

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B. How will the outcomes be measured, collected, and documented?

Applications are reviewed and approved or denied by a board member. All families must meet income levels as defined by HUD income levels of Very low or extremely low (distributed by the City of Santee) The Information is added to a spreadsheet which is used to provide a specific amount of food and the number of children (ages 0-17 years) that will receive toys, or gift cards.

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

If applicant is a government agency, do not complete below.

	Check answer in the applicable boxes below	Yes	No
1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?	<u>X</u>	
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents:	<u>X</u>	
	a) IRS Form 990?	<u>X</u>	
	b) California Franchise Tax Board Form 199?	<u>X</u>	
	c) Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law?	<u>X</u>	
	d) Date Articles of Incorporation files with Secretary of State?	11/06/1990	
3.	All necessary licenses required to operate are maintained?	<u>NA</u>	
4.	Worker’s Compensation Insurance is active and current?		<u>X</u>
5.	General Liability Insurance is active and current?	<u>X</u>	

Applicants **are required to** submit the documentation listed in items 2 and 3 above with their application.

Applicants are also required to provide a documentation, such as resolution for their governing board, authorizing the appropriate (named) staff to execute program applications, agreements, payment requests, and related documents on behalf of the agency related to the CDBG grant.

APPLICANT CERTIFICATION

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

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

Tonya V. Hendrix

Signature

City of Santee – Application for CDBG Funding

CDBG Project Budget (See Next Page)

The Community Development Block Grant (CDBG) program allows subrecipients to use leveraged funds to complete larger projects that address multiple needs. Leveraged funds refers to non-match cash or in-kind resources that are used to make a project operational. The use of leveraged funds is not required but is encouraged where appropriate.

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CDBG PROJECT BUDGET

Organization: Santee Santas Foundation, Inc

Total organization budget \$ 77,350

Program/Project name requesting funds: Santee Santas Holiday Program

CDBG funds requested: \$5000 Total program/project budget: \$ 70,500 Note: Indicate with an asterisk (*) funds that are volunteer time or in-kind contribution.

1. Sources of funding for program/project:		(S)Secured or (A)Anticipated
a. Funding requested from the City	\$5000	(S) or (A)
b. Other federal funds (if any)	_____	(S) or (A)
c. State or local government funds	_____	(S) or (A)
d. Donations and contributions	\$30,500	(S) or (A)
e. Fees or memberships	_____	(S) or (A)
f. In-kind contributions	\$16,500	(S) or (A)
g. Other funding (Business Mailer)	\$18,500	(S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	\$70,500	(S) or (A)

2. Uses of CDBG funds requested for the program/project: (1.a.)

a. Wages and salaries	\$ _____
b. Personnel benefits	_____
c. Materials and supplies (food)	\$5000
d. Program expenses and evaluation	_____
e. Rent and utilities	_____
f. Insurance	_____
g. Mileage (___ @ 62.5 cents/mile)	_____
h. Incentives and Special Events	_____
i. Indirect costs	_____
j. _____	_____
k. _____	_____

I. TOTAL REQUESTED FUNDING (same as 1.a.) \$5000

3. Percentage of project budget represented by CDBG request 7%

4. If your project will require future funding, please provide information about how the program will be funded.

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Santee Santas annual budget is based solely on anticipated donations and varies year to year. The organization solicits funds and in-kind donations in a variety of ways. These include submitting grant requests to corporations and organizations such as Smart and Final, Walmart, Target, Shriners, Sycuan and local businesses. Business mailers are sent out to local businesses soliciting donations. Personal donations are solicited on our website. Local businesses around the city host donation boxes for toy collection. The Santee School District sponsors a local grocery store gift card drive each year. The program is modified based on the actual amount of anticipated income the organization receives.



**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2025**

The following application must be completed by each qualified organization interested in being considered for CDBG funding. Please type or print clearly. Attach additional sheets of information as necessary. **All information must be provided, or the application will be considered incomplete and will not be further evaluated for funding consideration.**

The application must not exceed a total of twenty (20) pages. The completed application must be submitted prior to 5:00 P.M. on Monday, January 13, 2025. Applications may be submitted electronically to bcrane@cityofsanteeca.gov. Paper copies may be mailed or delivered by January 13, 2025, to the City of Santee, Planning & Building Department, Attn: Bill Crane, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG funding may contact Bill Crane by email at bcrane@cityofsanteeca.gov or by telephone at (619) 258-4100 ext. 221 before December 31, 2025. (Note: Santee City Hall will be closed from Monday, December 23 through Tuesday, December 31, 2025) Additionally, information about the CDBG program for subrecipients (applicants) may be found on HUD Exchange website at <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>

GENERAL INFORMATION: Date: 12/23/2024

Agency Name: Voices for Children
Agency Address: 2851 Meadow Lark Drive, San Diego, CA 92123-2709
Agency Type (non-profit, for-profit, public, etc.): Non-profit

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

Project/Program Contact Person (Name and Title): Rebecca Rader, Chief Philanthropy Officer
Project/Program Location: San Diego County

Phone: 858-610-5665 Fax: 858-569-7151
E-mail: RebeccaR@speakupnow.org

Type of Project (check one):
Public Service Activity
Public Improvement (Construction)
Acquisition of property
Other (describe) [\[Click here to enter text\]](#)

Federal Unique Entity Identifier (UEI): F3UKH7PKL3G5

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NOTE: UEI may be accessed through the following website: <https://sam.gov/content/home>

Federal Tax ID: 95-3786047

California Entity ID: 1155526

Faith Based Organization:

YES NO

Person completing application: Brian Hutchins

FUNDING INFORMATION:

Amount Requested from Santee: \$ 10,000

Total Project/Program Budget: \$ 7,220,000

Is the Project/Program scalable? Meaning if awarded less than requested could the Project/Program still be carried out, albeit to a lesser degree? Please explain: The Court Appointed Special Advocate (CASA) program is scalable. The organizational cost of providing a child in foster care with one year of advocacy is approximately \$2,500. For every \$2,500 we receive from the City of Santee CDBG program, we will provide one Santee child with a year of advocacy and support.

Please complete Page 5 (CDBG Project Budget) itemizing revenues and expenses (sources and amounts) for the proposed project or activity in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

PROJECT/ACTIVITY INFORMATION

A. What is the purpose/mission of the applicant agency?

Voices for Children transforms the lives of abused, abandoned, or neglected children by providing them with trained, volunteer Court Appointed Special Advocates (CASAs).

B. 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 \$10,000 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, dedicated, and 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 children'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 affects youth

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and families of every race, ethnicity, and socioeconomic class, youth of color remain overrepresented. Approximately 45% of the youth served by VFC with known racial and ethnic origins are Hispanic/Latino, 22% are Black, 17% are white, 11% are multiracial, 3% are Native American, 1% are Asian/Pacific Islander, and 1% are some other race.

VFC will provide CASA volunteers to at least 1,200 unduplicated clients throughout San Diego County in fiscal year (FY) 2025–26. Based on data from previous years, we estimate more than 50 children from the City of Santee will spend time in foster care during FY 2025–26. This grant, if awarded, will enable VFC to provide four (4) of these City of Santee children with the benefits of ongoing and comprehensive CASA advocacy.

- C.** 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 will take place between July 1, 2025, and June 30, 2026. All CASA volunteers complete VFC's intensive 35-hour training course called Advocate University before working with children. They commit to serving for at least one year and spend approximately 10 hours a month on their cases. Each month, CASA volunteers visit with their assigned children and speak with family members, caregivers, teachers, healthcare providers, and child welfare professionals to gain a thorough understanding of each child's situation. Twice a year, CASA volunteers accompany their assigned children to court and submit comprehensive written reports that include case updates and identify the children's specific needs. Judges rely on these reports to make informed decisions about the children's housing, education, mental and physical healthcare, family connections, readiness for independent living (for children 16 and older), and overall well-being. Many CASA volunteers advocate for their assigned child beyond their one-year commitment and throughout the child's time in foster care. The advocacy provided to each individual child varies greatly depending on the child's unique circumstances and needs. Children in foster care are diverse. They range in age from 0 to 21, and they enter the foster care system for a variety of reasons. Some children will only spend a few months in the foster care system, while others will remain in the system for many years until they turn 21. The disparate paths that children's cases take make it difficult to measure the quantity of the services we provide because the advocacy provided by each CASA is tailored to address each child's specific situation 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 outings in the community; 2) The CASA volunteer's presence and verbal advocacy at regularly scheduled court hearings, child welfare meetings, and school meetings; and 3) The submission of comprehensive court reports that include case updates about the child and recommendations at all regularly scheduled court hearings (typically every six months). Each Advocacy Supervisor provides supervision and guidance to 40–50 CASA volunteers. Advocacy Supervisors are the day-to-day contacts for CASA volunteers. They educate CASA volunteers about the foster care system, assist them in identifying

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community resources, and accompany them to school conferences, child welfare meetings, and court hearings. Advocacy Supervisors also maintain a 24-hour, 365-day cell phone line that CASA volunteers can access in emergencies. They ensure that each CASA has the training and resources they need to advocate on behalf of a child in foster care.

- D.** Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, and is included under the Eligible Activities. Please see the Request for Proposals 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—a population known to be at great risk of future homelessness. Through the CASA program, VFC improves the quality of life for children in foster care. This year, approximately 3,000 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 isolated from their families, possibly living with strangers in unfamiliar environments, and frequently lacking consistent and caring adult figures in their lives. The overburdened foster care system simply cannot meet the individual needs of the children it is supposed to protect. Its shortcomings—including heavy caseloads and a high turnover rate for child welfare professionals—result in additional childhood trauma that has lifelong impacts. Trauma and abuse put children and youth at high risk for adverse consequences throughout their life. Homelessness, insufficient education, barriers to mental and physical healthcare, lack of social connections, and justice system involvement are a few of the daunting challenges that children may encounter during and after foster care. These dire outcomes can be mitigated. Research from the Center for the Study of Social Policy suggests that social support and equitable access to essential services will strengthen children and families that have had experience with the child welfare system. According to Youth.gov, "Permanent relationships with positive adults are a powerful protective factor against negative outcomes and can provide critical support to youth as they transition to adulthood." CASA volunteers help children achieve better outcomes. 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 youth are not overlooked by advocating in court, in schools, and in the community. VFC is the only organization designated by the San Diego Superior Court to provide CASA services to children, including City of Santee children, in San Diego County foster care.

- E.** Agency/Nonprofit Organization Information:

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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, an independent nonprofit organization, 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 44 years, including at least 129 from Santee who have been provided CASAs since 2014 alone. VFC is grateful to have received CDBG funding from the City of Santee for the past five fiscal years. We are currently providing advocacy services to children in foster care in the City of Santee and have provided CASAs or Staff Advocates to 19 Santee children thus far into FY 2024–25. VFC's primary program/service is the CASA program, which is the focus of this grant request. 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 staff assess every child who enters foster care and refer those 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 elevate to a level requiring ongoing advocacy. Under the Case Liaison program, VFC staff called Case Liaisons are stationed in each of San Diego County's five juvenile dependency courtrooms, including the dependency courtroom at the Superior Court East County Division located in El Cajon. In addition to accessing the needs of children entering foster care, Case Liaisons provide direct advocacy services to children in foster care with less urgent needs and support CASA volunteers attending hearings in the Case Liaison's assigned courtroom. VFC's Juvenile Justice CASA program provides specialized advocacy services to youth involved with or at risk of involvement with the justice system. VFC will assess the cases of every child who spends time in foster care in San Diego County and provide CASA or Case Liaison services to at least 1,615 of the estimated 3,000 children who will spend time in foster care during FY 2025–26.

F. 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.

Each year, an independent CPA firm audits VFC. During the audit process, it reviews our policies concerning personnel, financial reporting, record-keeping, financial management, internal controls, accounting systems, and payment procedures. VFC

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uses a financial accounting system called Finance Edge. Through Finance Edge, VFC expends grant dollars in support of targeted groups. VFC then 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 these fiscal and program management procedures, VFC is able to ensure that the project benefits the targeted group. Our Board of Directors (27 members) has governance responsibilities to ensure that all policies and procedures are adhered to by staff.

G. 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 17 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.

H. 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.

I. Policies and Procedures:

Your organization must have programmatic Policies and Procedures in place for the program you are applying for. Please describe the policies and procedures your organization has in place for determining program eligibility, income eligibility, record keeping\retention and reimbursement requests.

VFC exclusively serves youth who have experienced abuse or neglect and are under the Court's jurisdiction. VFC obtains information about each child's status as a dependent of the Juvenile Court directly from the San Diego County Juvenile Court. We also obtain information about a youth's gender, age, race, and ethnicity from the San

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Diego County Health and Human Services Agency (HHSA). All this information is used to complete an intake form for each program participant. Intake forms and corresponding documentation are maintained in our internal database, CASA Manager, a database developed for CASA programs. We also use CASA Manager to track progress on each child's case plan, including information about a child's housing, education, physical and mental health, and other details, such as whether a child's CASA advocacy is funded by a specific grant, which allows us to accurately process and document reimbursement requests. VFC has a personnel policy manual, an affirmative action plan, and a grievance procedure. VFC maintains all programmatic and financial records for at least seven years. Electronic files are backed up on a continuous basis.

BENEFITS AND BENEFICIARIES

- A.** How accessible or convenient is the proposed project/activity to Santee residents? (Please be specific such as direct services to a client's home, Santee location, transportation provided, etc.)

Project activities and direct services are carried out by CASA volunteers at various times and places throughout the City of Santee and throughout the County of San Diego depending on the needs of each child. CASA volunteers and VFC staff deliver services in each of the places where children live, go to school, work, play, and attend court hearings and child welfare meetings. A driver license and access to a vehicle are requirements to volunteer as a CASA, as CASAs drive throughout the city of Santee and County of San Diego in the course of their work. CASAs often transport their assigned children to outings and occasionally provide transportation to therapy sessions, family visits, etc. VFC operates an emergency cell phone line for CASA volunteers who have issues or emergencies outside of typical business hours.

- B.** What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

____ 100 % of clients are at 30 percent or below of the area median income.
____ % of clients are between 31 and 50 percent of the area median income.
____ % of clients are between 51 and 80 percent of the area median income.
____ % of clients are above 80 percent of the area median income.

VFC exclusively serves youth who have experienced abuse or neglect and are under the Court's jurisdiction. Youth who have experienced abuse and neglect are presumed to be low-and-moderate-income (LMI) persons under the U.S. Department of Housing and Urban Development's definition.

- C.** Does your agency focus its activities on populations with special needs?

No

Yes (Please specify)

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Please specify which special needs populations. (persons experiencing homelessness, persons with disabilities, persons with substance abuse problems, veterans, seniors, children, etc.)

VFC serves the special needs population of children in foster care. Each of the children we serve has experienced abuse, neglect, or abandonment at the hands of their parents or caregivers. This population faces a heightened risk of homelessness and other adverse outcomes. The correlation between time spent in foster care and homelessness is both striking and disturbing. Studies show that approximately half of the homeless population nationwide spent time in foster care and that 40–50% of youth become homeless within 18 months of exiting foster care.

DOCUMENTATION

A. How will the recipients’ information (e.g., race, ethnicity, income, household size) be collected and documented?

VFC obtains information about a child’s status as a dependent of the Juvenile Court directly from the San Diego County Juvenile Court. We obtain information about a youth’s gender, age, race, ethnicity, and siblings from the San Diego County Health and Human Service’s Agency. All this information is used to complete an intake form for each program participant. Intake forms, corresponding documentation, and case notes and status updates are maintained in our internal database, CASA Manager.

B. How will the outcomes be measured, collected, and documented?

VFC will monitor our progress through our internal database system, CASA Manager. This system was developed for CASA programs, and it has the capacity to record details about each child’s case, including demographic information, housing placement, and reason for entry into the foster care system. We also use CASA Manager to track progress on each child’s case plan, including information about a child’s housing, education, physical and mental health, and other details. CASA Manager has the capacity to store intake information, including social workers’ reports, court minute orders, and VFC’s intake forms for each child. VFC’s Director of Operations, Matt Olson, will be responsible for monitoring the progress of the program. Matt has a background in child development and 13 years of experience in advocacy and management at VFC. Matt developed VFC’s data collection procedures and protocols. He currently oversees data collection and operations at VFC.

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

If applicant is a government agency, do not complete below.

	Check answer in the applicable boxes below	Yes	No
1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?	<input checked="" type="checkbox"/>	

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2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents:		
	a) IRS Form 990?	<u>X</u>	
	b) California Franchise Tax Board Form 199?	<u>X</u>	
	c) Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law?	<u>X</u>	
	d) Date Articles of Incorporation files with Secretary of State?	08/17/1982	
3.	All necessary licenses required to operate are maintained?	<u>X</u>	
4.	Worker’s Compensation Insurance is active and current?	<u>X</u>	
5.	General Liability Insurance is active and current?	<u>X</u>	

Applicants **are required to** submit the documentation listed in items 2 and 3 above with their application.

Applicants are also required to provide a documentation, such as resolution for their governing board, authorizing the appropriate (named) staff to execute program applications, agreements, payment requests, and related documents on behalf of the agency related to the CDBG grant.

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.

Jessica Muñoz, Esq., MFS, President & CEO



Type or Print Your Name and Title

Signature

CDBG Project Budget (See Next Page)

The Community Development Block Grant (CDBG) program allows subrecipients to use leveraged funds to complete larger projects that address multiple needs. Leveraged funds refers to non-match cash or in-kind resources that are used to make a project operational. The use is leveraged funds is not required but is encouraged where appropriate.

City of Santee – Application for CDBG Funding

CDBG PROJECT BUDGET

Organization: _____

Total organization budget \$9,433,000 _____

Program/Project name requesting funds: Court Appointed Special Advocate (CASA) Program

CDBG funds requested: \$10,000 Total program/project budget: \$7,220,000

Note: Indicate with an asterisk (*) funds that are volunteer time or in-kind contribution.

1. Sources of funding for program/project:	(S)Secured or (A)Anticipated
a. Funding requested from the City	<u>\$10,000 (A)</u> _____ (S) or (A)
b. Other federal funds (if any)	<u>\$225,000 (A)</u> _____ (S) or (A)
c. State or local government funds	<u>\$502,617 (S); \$812,383 (A)</u> (S) or (A)
d. Donations and contributions	<u>\$2,665,000 (A)</u> _____ (S) or (A)
e. Fees or memberships	<u>\$0</u> _____ (S) or (A)
f. In-kind contributions / Volunteer time	<u>\$0</u> _____ (S) or (A)
g. Other funding	<u>\$3,005,000 (A)</u> _____ (S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	<u>\$7,220,000 (A unless noted)</u> (S) or (A)

2. Uses of CDBG funds requested for the program/project: (1.a.)

a. Wages and salaries	<u>\$10,000</u> _____
b. Personnel benefits	_____
c. Materials and supplies	_____
d. Program expenses and evaluation	_____
e. Rent and utilities	_____
f. Insurance	_____
g. Mileage (___ @ 62.5 cents/mile)	_____
h. Incentives and Special Events	_____
i. Indirect costs	_____
j. _____	_____
k. _____	_____

I. TOTAL REQUESTED FUNDING (same as 1.a.) \$10,000 _____

3. Percentage of project budget represented by CDBG request 0.14 _____%

City of Santee – Application for CDBG Funding

4. If your project will require future funding, please provide information about how the program will be funded. VFC has served San Diego County children in foster care since our inception in 1980, and we are committed to the sustainability of the CASA program for years to come. Creating and maintaining a diverse revenue stream supports our sustainability. Our program budget is comprised of revenue generated primarily through individual philanthropy (27%), foundation and corporate support (16%), government grants (25%), and special events (30%). We solicit support through grant requests, major gift solicitations, direct mail campaigns, and fundraising events. Each member of our Board of Directors financially supports VFC, and our Board is actively engaged in expanding the organization's visibility in the community and our network of supporters. 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. Any funding that we receive on or after July 1, 2025, will go toward the project budget. VFC receives pledges for government funds for future years. For FY 2025–26, VFC was awarded \$484,405 of state funding through a process administered by the California CASA association. VFC also typically receives more than \$450,000 annually in Victims of Crime Act grant funding through the California Governor's Office of Emergency Services. We anticipate that this will remain a significant funding source.



Community Development Block Grant (CDBG) Program APPLICATION FOR FUNDING Program Year 2025

The following application must be completed by each qualified organization interested in being considered for CDBG funding. Please type or print clearly. Attach additional sheets of information as necessary. **All information must be provided, or the application will be considered incomplete and will not be further evaluated for funding consideration.**

The application must not exceed a total of twenty (20) pages. The completed application must be submitted prior to 5:00 P.M. on Monday, January 13, 2025. Applications may be submitted electronically to bcrane@cityofsanteeca.gov. Paper copies may be mailed or delivered by January 13, 2025, to the City of Santee, Planning & Building Department, Attn: Bill Crane, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG funding may contact Bill Crane by email at bcrane@cityofsanteeca.gov or by telephone at (619) 258-4100 ext. 221 before December 31, 2025. (Note: Santee City Hall will be closed from Monday, December 23 through Tuesday, December 31, 2025) Additionally, information about the CDBG program for subrecipients (applicants) may be found on HUD Exchange website at <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>

GENERAL INFORMATION: Date: 1/8/2025

Agency Name: CSA San Diego County
Agency Address: 327 Van Houten Ave
Agency Type (non-profit, for-profit, public, etc.): Non-Profit

Phone: 619-444-5700 Fax: [\[Click here to enter text\]](#)
E-mail: jared@c4sa.org___

Project/Program Contact Person (Name and Title): Jared Hernandez
Project/Program Location: 327 Van Houten Ave – El Cajon, CA 92020

Phone: 619-444-5700 Fax: [\[Click here to enter text\]](#)
E-mail: jared@c4sa.org [\[Click here to enter text\]](#)___

Type of Project (check one):
Public Service Activity
Public Improvement (Construction)
Acquisition of property
Other (describe) [\[Click here to enter text\]](#)

Federal Unique Entity Identifier (UEI): LD7WR1PFMGD4

City of Santee – Application for CDBG Funding

NOTE: UEI may be accessed through the following website: <https://sam.gov/content/home>

Federal Tax ID: 27-3317344

California Entity ID: N/A

Faith Based Organization:

YES x NO

Person completing application: Monica Lopez

FUNDING INFORMATION:

Amount Requested from Santee: \$ \$21,000

Total Project/Program Budget: \$ \$421,159

Is the Project/Program scalable? Meaning if awarded less than requested could the Project/Program still be carried out, albeit to a lesser degree? Please explain: ***CSA's proposed project offers a comprehensive scope of services to address housing issues and fair housing cases in the city of Santee. However, CSA would be able to provide a scaled-back service by cutting back on marketing and outreach efforts. However, this would hinder the full scope of services needed to address housing disparities and work toward eradicating housing discrimination in Santee.***

Please complete Page 5 (CDBG Project Budget) itemizing revenues and expenses (sources and amounts) for the proposed project or activity in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

PROJECT/ACTIVITY INFORMATION

A. What is the purpose/mission of the applicant agency?

CSA San Diego County is a 501(c)(3) non-profit organization whose primary mission is the promotion of social justice and public welfare through programs, services, and advocacy against all forms of discrimination, including advocacy for the eradication of housing discrimination to assure equal housing opportunity for all individuals.

B. 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.**

Our services have been primarily targeted for and accessed by low and moderate-income residents. We anticipate serving up to 110 (40 directly through our office and 70 through outreach and education services) residents in Santee during FY 2024-2025 through direct phone contact, our website, in- person mediation, distribution of bilingual Fair Housing handbooks, and through outreach events and collaborations with other groups such as the Santee Collaborative, East County Action Network, and the East County Senior Service Providers. Through these organizations, and the

City of Santee – Application for CDBG Funding

Santee library, our staff distributes information regarding fair housing so that our services can be fully utilized. The services we provide are available in English, Spanish, and Arabic, and, by appointment, other.

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 listed below will meet these goals:

Eradicate discrimination in housing

Our services have been primarily targeted for and accessed by low and moderate-income residents. We anticipate serving up to 110 (40 directly through our office and 70 through outreach and education services) residents in Santee during FY 2024-2025 through direct phone contact, our website, in-person mediation, distribution of bilingual Fair Housing handbooks, and through outreach events and collaborations with other groups such as 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 regarding fair housing so that our services can be fully utilized. The services we provide are available in English, Spanish, and Arabic, and, by appointment, other.

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 listed below will meet these goals:

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 CA Civil Rights Department and/or HUD.

Conduct Fair Housing Testing within the City of Santee when deemed necessary 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 tenant/landlord conflicts

Provide conflict resolution counseling

Offer mediation services where other interventions have been unsuccessful

Increase the knowledge of tenants and landlords about rental housing rights and responsibilities as well as other issues

City of Santee – Application for CDBG Funding

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 website

Develop other materials and programs as necessary

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 CDBG Administrator or staff

Provide web links to local and regional housing services and information

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.

In addition to our fair housing program, CSA provides other human relations services:

-Provide assistance and resources for victims of hate crimes

-Education to the community about human trafficking and labor exploitation

-Civic engagement

-Housing counseling

-Credit/Finance management counseling

-First Time Home Buyer Education

C. 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).

CSA has a staff of 14, 12 of whom have fair housing counseling experience. The program and services run from July 1st through June 30th. The office business hours are M-F 8 AM - 4:30 PM. If circumstances arise, CSA will arrange to meet with clients outside of the usual hours and at a location better suited to meet the client's needs. Reports will go to the City of Santee.

City of Santee – Application for CDBG Funding

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

The National Object in this program Benefits low and moderate income (LMI) persons. The City of Santee's Five-Year Consolidated Plan will be advanced by providing a public service to improve the quality of life for residents, and support affordable housing opportunities for low to moderate income residents. This program meets Basic Eligible Activities '(e) Provision of public services, fair housing counseling.

- E. 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 and then incorporated in 1972. In 2010, our organization was renamed 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 Santee since 1993 (30 years).

- F. 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, Jesus Pacheco, 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 CPA

City of Santee – Application for CDBG Funding

Cesar Ramirez, who maintains a QuickBooks accounting and payroll system. Invoices and fiscal documentation are provided to Santee quarterly. All records are kept either as computer files or in a hard copy that is filed and stored securely on-site. CSA is anticipating its second annual audit per OMB Circular A-133.

G. Personnel:

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

Executive Director, Jared Hernandez, 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 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, tenant-landlord services are performed by a multilingual staff with over 40 cumulative years of expertise in the area of housing.

H. 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 CSA San Diego County is an officer or employee of the City of Santee, a member of any of its boards, commissions, or committees, or has any interest or holding that could be affected by any action taken in execution of this application.

I. Policies and Procedures:

Your organization must have programmatic Policies and Procedures in place for the program you are applying for. Please describe the policies and procedures your organization has in place for determining program eligibility, income eligibility, record keeping\retention and reimbursement requests.

CSA's policies and procedures include an intake process that involves screening clients and asking questions to determine eligibility for services. CSA's policies and procedures address record retention and disposal as well as fiscal policies and procedures that include handling reimbursement requests. CSA also has programmatic policies and procedures specific to the proposed project activities which include: Non-Discrimination Policies that provide clear statements affirming a commitment to preventing discrimination in housing as outlined in fair housing laws. Scope of Coverage that includes definitions of the types of housing and housing-related transactions covered by fair housing laws, including

City of Santee – Application for CDBG Funding

rental, sales, lending, and insurance. Complaint Handling Procedures: Guidelines for handling complaints filed by individuals who believe they have experienced housing discrimination. Information on how complaints can be submitted, investigated, and resolved. Details on the timeframes and steps involved in the complaint resolution process. Education and Outreach Programs: Initiatives to educate the public, housing providers, and other stakeholders about fair housing rights and responsibilities. Outreach programs to raise awareness about fair housing laws and the agency's services. Training Programs: Training programs for staff, housing providers, and other relevant parties to ensure awareness and compliance with fair housing laws. Monitoring and Enforcement: Procedures for monitoring housing providers and other entities to ensure compliance with fair housing laws. Enforcement mechanisms for addressing violations, including penalties, fines, and corrective actions. Reasonable Accommodations and Modifications: Guidance on reasonable accommodations for individuals with disabilities to ensure they have equal access to housing. Procedures for addressing requests for reasonable modifications to the physical structure of housing to accommodate individuals with disabilities. Partnerships and Collaborations: Collaborations with other governmental agencies, community organizations, and advocacy groups to enhance fair housing initiatives. Data Collection and Reporting: Protocols for collecting and analyzing data related to housing discrimination. Requirements for reporting on agency activities and outcomes. Public Communication: Communication strategies for informing the public about fair housing laws, agency services, and recent developments in the field. These policies and procedures are designed to create a framework that promotes fair housing practices and addresses instances of discrimination. CSA regularly reviews and updates its policies to ensure they remain effective in addressing emerging challenges and changes in the housing landscape.

BENEFITS AND BENEFICIARIES

- A.** How accessible or convenient is the proposed project/activity to Santee residents? (Please be specific such as direct services to a client's home, Santee location, transportation provided, etc.)

CSA's intakes and interviews can be handled via phone or through the website. Our office in El Cajon is about four miles from Santee's southern border. The office hours M-F 8 AM - 4:30 PM. If circumstances require it, CSA will arrange to meet with clients outside of the usual hours or in a location better suited to the client's needs. We can also interpreters, by appointment, to help with LEP, deaf, or otherwise disadvantaged.

- B.** What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

72 % of clients are at 30 percent or below of the area median income.
17 % of clients are between 31 and 50 percent of the area median income.

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9 % of clients are between 51 and 80 percent of the area median income.
2 % of clients are above 80 percent of the area median income.

96% of our clients in 2023-2024 were low- moderate income.

- C. Does your agency focus its activities on populations with special needs?
 No Yes (Please specify)

Please specify which special needs populations. (persons experiencing homelessness, persons with disabilities, persons with substance abuse problems, veterans, seniors, children, etc.)

N/A

DOCUMENTATION

- A. How will the recipients’ information (e.g., race, ethnicity, income, household size) be collected and documented?

All clients are asked to fill out an intake form with all their demographic data on our website or we can email it to them. Sometimes the counselor will have to ask the client for information in person or via telephone. The data is entered into our CMS (Client Management System) along with the counselor’s notes and other relevant documents (such as the client’s lease or 3 day notice).

- B. How will the outcomes be measured, collected, and documented?

CSA has a proven track record of achieving results and has developed a detailed Evaluation Plan that includes several strategies for developing, implementing, evaluating, and improving program performance against proposed activity goals during the grant including measuring its outputs and outcomes. The agency will utilize data collection and technology to capture, maintain and share data and measure program success. CSA will track how many persons have received assistance in counseling, the number of workshops/presentations have been completed, the number of clients attending, the locations of the services, types of outreach activities provided, and the amount of materials that have been distributed. The Program Manager will evaluate the progress of the program by analyzing the data collected at the end of every month during the grant period to ensure target goals are achieved. CSA will also utilize its CMS to run reports and create spread sheets to document and report outcomes to the City.

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

If applicant is a government agency, do not complete below.

	Check answer in the applicable boxes below	Yes	No
1.	The applicant is incorporated as a Non-Profit organization and currently	<input checked="" type="checkbox"/>	<input type="checkbox"/>

City of Santee – Application for CDBG Funding

	has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?		
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents:	<u>x</u>	
	a) IRS Form 990?	<u>x</u>	
	b) California Franchise Tax Board Form 199?	<u>x</u>	
	c) Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law?	<u>x</u>	
	d) Date Articles of Incorporation files with Secretary of State?		08/10/2010
3.	All necessary licenses required to operate are maintained?	<u>x</u>	
4.	Worker's Compensation Insurance is active and current?	<u>x</u>	
5.	General Liability Insurance is active and current?	<u>x</u>	

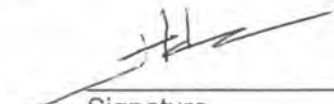
Applicants **are required to** submit the documentation listed in items 2 and 3 above with their application.

Applicants are also required to provide a documentation, such as resolution for their governing board, authorizing the appropriate (named) staff to execute program applications, agreements, payment requests, and related documents on behalf of the agency related to the CDBG grant.

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.

Jared Hernandez, Executive Director
Type or Print Your Name and Title



 Signature

CDBG Project Budget (See Next Page)

The Community Development Block Grant (CDBG) program allows subrecipients to use leveraged funds to complete larger projects that address multiple needs. Leveraged funds refers to non-match cash or in-kind resources that are used to make a project operational. The use of leveraged funds is not required but is encouraged where appropriate.

City of Santee – Application for CDBG Funding

CDBG PROJECT BUDGET

Organization: CSA San Diego County

Total organization budget \$ 1,046,000

Program/Project name requesting funds: Fair Housing and Tenant/Landlord

CDBG funds requested: \$ 21,000 Total program/project budget: \$ 421,159 Note: Indicate with an asterisk (*) funds that are volunteer time or in-kind contribution.

1. Sources of funding for program/project:		(S)Secured or (A)Anticipated
a. Funding requested from the City	\$ <u>21,000</u>	(S) or (A)
b. Other federal funds (if any)	\$ <u>396,079</u>	(S) or (A)
c. State or local government funds	_____	(S) or (A)
d. Donations and contributions	_____	(S) or (A)
e. Fees or memberships	_____	(S) or (A)
f. In-kind contributions / Volunteer time	\$ <u>4,080</u>	(S) or (A)
g. Other funding	_____	(S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	\$ <u>421,159</u>	(S) or (A)

2. Uses of CDBG funds requested for the program/project: (1.a.)

a. Wages and salaries	\$ <u>14,630</u>
b. Personnel benefits	\$ <u>2,046</u>
c. Materials and supplies	\$ <u>100</u>
d. Program expenses and evaluation	\$ <u>150</u>
e. Rent and utilities	\$ <u>3,046.50</u>
f. Insurance	\$ <u>340</u>
g. Mileage (<u> </u> @ 62.5 cents/mile)	\$ <u>62.5</u>
h. Incentives and Special Events	\$ <u>500</u>
i. Indirect costs	\$ <u>125</u>
j. _____	_____
k. _____	_____

I. TOTAL REQUESTED FUNDING (same as 1.a.) \$ 21,000

3. Percentage of project budget represented by CDBG request 5 %

4. If your project will require future funding, please provide information about how the program will be funded. These services address housing discrimination, protect vulnerable populations, and prevent legal risks while fostering an inclusive community. To sustain

City of Santee – Application for CDBG Funding

the program, future city funding could be needed if services are needed in Santee. Investing in fair housing demonstrates a commitment to equity and creates a stable housing environment for all residents.

MEETING DATE

February 12, 2025

ITEM TITLE SECOND READING OF AN ORDINANCE OF THE CITY OF SANTEE, CALIFORNIA ADDING CHAPTER 7.19 TO TITLE 7 OF THE SANTEE MUNICIPAL CODE TO PROHIBIT TRESPASS ON PRIVATE PROPERTY AND BUSINESS PREMISES

DIRECTOR/DEPARTMENT

Shawn Hagerty, City Attorney

SUMMARY

This Agenda Item would establish the City of Santee's (City) authority to regulate trespassing on private property and business premises and assist property and business owners remove unwanted trespassers from their property and mitigate associated disturbances to businesses and the community in the manner described in the January 22, 2025, Council Agenda Statement on this item.

In preparation for this Second Reading, City Council requested information about what private property or business owners need to do to avail themselves of the protections offered by this Ordinance and what they should expect in terms of enforcement and repeat offenders. Although each situation will differ, a general outline of how this Ordinance can be utilized, entitled FAQs: Overview of New Chapter 7.19 Trespass Ordinance for Local Businesses, is attached.

While other methods to address trespassing are available, adding Chapter 7.19 to the Santee Municipal Code will give the City the authority to play a more direct and active role in mitigating and addressing trespassing violations.

ENVIRONMENTAL REVIEW

This Ordinance is not a "project" under CEQA.

FINANCIAL STATEMENT

The proposed Ordinance has no direct financial impact on the City budget. If Code Compliance Officers are anticipated or expected to play a role in trespass regulation, additional resources and support may be necessary.

CITY ATTORNEY REVIEW

N/A Completed

RECOMMENDATION

Conduct the Second Reading and adopt the Ordinance.

ATTACHMENTS

FAQs: Overview of New Chapter 7.19 Trespass Ordinance for Local Businesses Ordinance



FAQs: OVERVIEW OF NEW CHAPTER 7.19 TRESPASS ORDINANCE
FOR LOCAL BUSINESSES

What has changed? This new ordinance gives law enforcement the authority to cite, and the City Attorney's Office the authority to prosecute trespassers under Santee's Municipal Code.

What is most important to know? Each encounter is a new incident. Enforcement of the Trespass Ordinance is not the same as a restraining order. A business representative needs to take the first step of reporting a trespass each time one occurs, even if dealing with the same individual.

Who is a trespasser? In the context of a local, privately owned business, a trespasser can be anyone who enters the business premises without permission or remains there after being asked to leave. It can also be anyone who enters with the intention of interfering with the business or obstructs those attempting to carry on business. Generally speaking, business owners give implied consent to the public to enter and conduct business; implied consent can be revoked by asking the individual to leave.

What counts as a "business premises"? Certainly the inside of a business is considered to be a private business premises where the consent to enter and do business can be revoked. The area immediately in front of a private store entrance and its perimeter areas are also generally considered private property where consent can be revoked. These are referred to as "non-public" forums. The farther away a person is from the store front, even if still within privately owned shopping centers, the more challenging it can be to establish that a person needs permission to be there. Private shopping center common areas designed and intended to encourage the public to congregate and socialize at leisure, as opposed to a courtesy resting bench or table, can be "public" forums. In a public forum, the ability to revoke an individual's permission to be present is limited by counter-balancing liberty of speech protections under state law and freedom of speech protections under federal law. Law enforcement and cities can face challenges to enforcement actions taken in a public forum and often refuse to do so without a court order.

What can/must a business owner do to deal with trespassers?

Provide Notice: The key to successful enforcement of a trespassing violation is to establish that the individual was given notice that they are not welcome on the business premises and were asked to leave. Proper notice can be accomplished in 2 ways. The business representative can:

1. Ask the individual to leave and then call the Sheriff's Office and share a description of the individual and confirmation that they were asked to leave.
2. Call the Sheriff's Office and request that the Deputy ask the individual to leave.

Clearly document the facts: The person asking the individual to leave will be a witness in any future prosecution and should create an immediate record of all details regarding the trespass, including to the extent possible: their name and title; the time, date, and location of the trespass; the date the record is made; a description of the individual and name if possible; what was said when asking the individual to leave; how the individual responded; names, addresses and phone numbers of any witnesses; and photographs or videos of the individual. Law Enforcement will also ask for detailed information and, where the Deputy does not witness the trespass or request for the trespasser to leave, will require a signed citizen's arrest form, which they will provide.

This Overview is provided for general information purposes only and
is not intended to serve as legal advice or as a representation from law enforcement

FAQs: OVERVIEW OF NEW CHAPTER 7.19 TRESPASS ORDINANCE
FOR LOCAL BUSINESSES

If the individual returns: document the interaction and contact the Sheriff's Office to report that an individual previously contacted by law enforcement has returned. Although each offense stands on its own, repeat violations add up and, if a case is already pending, could augment the charges and penalties.

What should a business owner expect to happen?

Warning or Citation: The Sheriff's Deputy will assess the situation (based on the information referenced above) and take appropriate action, such as:

- Ask the individual to leave
- Issue a warning to the individual not to return to the property
- Issue a citation to the individual
- The Deputy cannot arrest an individual based on an allegation of trespass

Prosecution by City Attorney: If a citation is written, the City Attorney's Office will review the evidence and initiate criminal prosecution if the facts support the charge. The offense is either an infraction or a misdemeanor. The business owner will be contacted and notified of any court dates or orders. Prosecutions can take many months.

Penalties:

- A common resolution to a charge of trespass is a Diversion Order, which pauses the criminal prosecution and orders the defendant to stay away from the premises for a specified period of time and obey all laws. The City Attorney requests a year-long stay away order, but the Court can order any period of time from a few months to a year. Upon successful adherence to the order, criminal charges are dismissed. While a Diversion Order is in effect, if subsequent violations or criminal charges against the defendant are brought to the City's attention, the Court will be notified.
- If the defendant pleads or is found guilty, criminal misdemeanors can result in
 - A fine
 - Assessment of fees
 - Jail time up to 180 days or 1 year probation

This Overview is provided for general information purposes only and
is not intended to serve as legal advice or as a representation from law enforcement

ORDINANCE ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE ADDING CHAPTER 7.19 TO TITLE 7 OF THE SANTEE MUNICIPAL CODE TO PROHIBIT TRESPASS ON PRIVATE PROPERTY AND BUSINESS PREMISES

WHEREAS, the City of Santee, California (“City”) is a municipal corporation, duly organized under the constitution and laws of the State of California; and

WHEREAS, the City is authorized by California Constitution Article XI, Section VII and section 100 of the Charter of the City of Santee to make and enforce within its limits all local, police, sanitary, and other ordinances and regulations; and

WHEREAS, California Penal Code Section 602 prohibits trespass on private property and the interference with a lawful business being carried out on the property; and

WHEREAS, the City is aware that from time to time private property and business owners have had difficulty dispelling trespassers from their land; and

WHEREAS, the City now desires to regulate trespass on private property, by way of this Ordinance, to prohibit persons from remaining on private property without the consent of the owner(s).

NOW, THEREFORE, the City Council of the City of Santee does ordain as follows:

SECTION 1. Incorporation. The recitals above are each incorporated by reference and adopted as findings by the City Council.

SECTION 2. Trespassing Prohibition. A new Chapter 7.19 is hereby added to Title 7 of the Santee Municipal Code to read as follows:

**Chapter 7.19
TRESPASS**

7.19.010 Definitions.

The following definitions apply to the use of these terms for the purposes of this chapter:

“Expressive activity policy” means a written policy of a shopping center owner that establishes regulations for the time, place, and manner of expressive activity on private property

“Posted property” means any property at each corner of which, and at each entrance to which, a sign is posted three (3) feet above the normal ground level, and said sign is composed of wood, metal or other equally substantial material, the face of which is not less than one (1) square foot

ORDINANCE ____

in area, and upon which, in legible letters not less than two (2) inches in height in black against a white background, appear the words "PRIVATE PROPERTY—NO TRESPASS." In addition, the sign may contain such other words as may be desired, indicating that trespassers are subject to prosecution. Where the area of such property exceeds one (1) acre, the notice shall also be posted at intervals of not more than three hundred (300) feet along or near the boundaries thereof.

7.19.030 Trespass upon private property prohibited.

- A. No person shall remain upon any private property or business premises, after being requested to leave by the owner, owner's agent, lessee, or by a peace officer acting at the request of any of the foregoing. For purposes of this section, a lessee includes a tenant in lawful possession of real property.
- B. No person, without permission, express or implied, from the owner, owner's agent, or lessee, shall enter upon the private property or business premises after having been notified by the owner, owner's agent, lessee, or a peace officer acting at the request of any of the foregoing to keep off or keep away therefrom.
- C. No person shall enter or remain upon posted private property without the permission, expressed or implied, of the owner, owner's agent, or lessee of such posted property or premises.
- D. No person shall enter or remain upon business premises for the purpose of injuring any property or property rights or with the intention of interfering with, obstructing, or injuring any lawful business or occupation carried on by the owner of the land, the owner's agent or by the person in lawful possession.

7.19.040 Exceptions.

- A. Exceptions. The provisions of Section 7.19.030 shall not apply in any of the following instances:
 - 1. When its application results in or is coupled with an act prohibited by the Unruh Civil Rights Act or any other provision of law relating to prohibited discrimination against any person on account of sex, race, color, religion, creed, ancestry, national origin, disability, medical condition, marital status, or sexual orientation;
 - 2. When its application results in or is coupled with an act prohibited by Section 365 of the California Penal Code or any

ORDINANCE ____

other provision of law relating to duties of innkeepers and common carriers;

3. When its application would result in an interference with or inhibition of peaceful labor picketing or other lawful labor activities;
4. When its application would result in an interference with or inhibition of activities protected by the California or United States Constitutions, including, but not limited to free speech and freedom of assembly rights, if any;
5. When the person who is upon another's property is there pursuant to the property owner's expressive activity policy;
6. When the person who is upon another's private property or business premises is there under claim or color of legal right and is not loitering or otherwise suspected of violating any law or ordinance. This exception is applicable, but not limited to, the following situations involving disputes wherein the participants have available to them practical and effective civil remedies: marital and post-marital disputes, child custody or visitation disputes, disputes regarding title to or rights in real property, landlord-tenant disputes, disputes between members of the same family or between persons residing upon the property concerned up until the time of the dispute, employer-employee disputes, business-type disputes such as those between partners, debtor-creditor disputes, and instances wherein the person claims rights to be present pursuant to order, decree or process of a court.

7.19.050 Violations and Penalties.

Any person who violates any provision of this chapter is subject to the penalties provided in chapter 1.04 of this code.

SECTION 3. Conflicting Regulations. Upon the effective date of this Ordinance, all former ordinances or parts thereof conflicting or inconsistent with the provisions of this Ordinance are hereby repealed and declared to be of no further force and effect.

SECTION 4. Severability. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. The City Council hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof.

ORDINANCE ____

SECTION 5. Compliance With CEQA. City Council finds that this Ordinance is not a project subject to the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines section 15378, as it is an administrative activity of government and the Ordinance does not have the potential to result in either a direct or reasonably foreseeable indirect physical change in the environment. Even if the amendments are considered a project under CEQA, they are exempt from CEQA review pursuant to State CEQA Guidelines section 15061(b)(3) as the Ordinance does not have the potential to result in either a direct or reasonably foreseeable indirect physical change in the environment.

SECTION 6. Publication and Effective Date. A summary of this Ordinance was published on February 7, 2025, five days prior to its adoption and this date, and will be published again within 15 days after adoption. The Amendment will take effect thirty (30) days after passage.

INTRODUCED AND FIRST READ at a Regular Meeting of the City Council of the City of Santee, California, on the 22nd day of January 2025, and thereafter **ADOPTED** at a Regular Meeting of the City Council held on this 12th day of February 2025, by the following vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

MEETING DATE February 12, 2025

ITEM TITLE RESOLUTION OF THE CITY COUNCIL APPROPRIATING FUNDS FOR A FEASIBILITY STUDY FOR THE FUTURE CONSTRUCTION OF A TEMPORARY FIRE STATION AND SUBSEQUENT PERMANENT FIRE STATION AT WOODGLEN VISTA PARK

DIRECTOR/DEPARTMENT Justin Matsushita, Fire Chief

SUMMARY

This item requests City Council appropriate funds to conduct a feasibility study for a fourth fire station located in the northern portion of the City of Santee. The proposed temporary fire station and permanent fire station would be located in the northeast portion of Woodglen Vista Park, at the grass fields accessible off of Kerrigan Street. The fire station will address response time deficiencies as identified during March 22, 2023, AP Triton, LLC informational presentation to the Santee City Council. This location is also desirable as it will not require the purchase of additional property to construct the fire stations.

On December 13, 2023, the City Council authorized the City Manager to execute a professional services contract with Coar Design Group to complete the necessary design services required for the fire infrastructure projects included in the adopted FY 2024-2028 Capital Improvement Program over a multi-year, multiple phase program. The first of the proposed design services is for the Phase 1A - New Fire Station at the City Operations Center (Fire Station No. 20) CIP 2024-34 ("Project"). The design for this Project is currently scheduled to be completed in Spring 2025.

The professional services contract with Coar Design Group included future design services for the following projects, pending funding and approval by the City Council:

- Phase 1B - Fleet Maintenance Facility at the City Operations Center
- Phase 2A - Replacement of Fire Station No. 4
- Phase 2B – Emergency Operation Center
- Phase 3 - New Fire Station in Northern Santee

The existing professional services agreement is for a term of two (2) years to complete the design of Fire Station 20, with an option to amend and extend the agreement for a term totaling eight (8) years to complete the necessary design services for the future proposed projects. Phase 3 includes the design of a *New Fire Station in Northern Santee*.

ENVIRONMENTAL REVIEW

Appropriation of funds for the award of the contract for architectural and engineering services is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378 and section 15061 (b)(3). Future construction plans for all

future phase Fire Infrastructure projects will be subject to CEQA review as part of the design review process.

FINANCIAL STATEMENT *NY*

The New Fire Station in Northern Santee feasibility project would require a \$37,400 transfer and appropriation from the General Fund reserve balance to the Capital Improvement Program Fund.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION

Adopt the Resolution:

1. Approving the transfer and appropriation of \$37,400 from the General Fund reserve balance to the Capital Improvement Program Fund for a Fire Station Feasibility Study for a new Fire Station in Northern Santee; and
2. Authorizing the City Manager to execute an amendment to the Professional Services Agreement with Coar Design Group for architectural, engineering, landscape architectural and environmental services relating to the design of Phase 3 - New Fire Station in Northern Santee for an amount not to exceed \$34,000; and
3. Authorizing the City Manager to approve amendments to the Professional Services Agreement as needed for additional architectural, engineering, landscape architectural and environmental services relating to the design of Phase 3 - New Fire Station in Northern Santee in an additional total amount not to exceed \$3,400.

ATTACHMENTS

Resolution
Staff Report
COAR – Proposal

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, APPROVING THE APPROPRIATION OF FUNDS FOR A FEASIBILITY STUDY FOR THE FUTURE CONSTRUCTION OF A TEMPORARY FIRE STATION AND SUBSEQUENT PERMANENT FIRE STATION AT WOODGLEN VISTA PARK

WHEREAS, on March 22, 2023, AP Triton, LLC delivered an informational presentation to the Santee City Council related to the current system delivery deficiencies of the fire department, including response times in Northern Santee; and

WHEREAS, on December 13, 2023, the City Council authorized the City Manager to execute a professional services contract with Coar Design Group to complete the necessary design services required for the fire infrastructure projects that were included in the adopted FY 2024-2028 Capital Improvement Program over a multi-year, multiple phase program that included :

- Phase 1B – Fleet Maintenance Facility at the City Operations Center
- Phase 2A – Replacement of Fire Station No. 4
- Phase 2B – Emergency Operation Center
- Phase 3 – New Fire Station in Northern Santee; and

WHEREAS, the City has identified a site located in the northeast portion of Woodglen Vista Park at the grass fields accessible from Kerrigan Street as a possible site for a fourth Fire Station to address response time deficiencies, utilizing property that the City already owns; and

WHEREAS, the City desires to expand the current professional services contract with Coar Design Group to include the completion of a Fire Station Feasibility Study at the Woodglen Vista Park location at a cost not to exceed \$37,400 including a 10% contingency amount (\$3,400); and

WHEREAS, the existing professional services agreement with Coar Design Group is for a term of two (2) years to complete the design of Fire Station 20, with an option to amend and extend the agreement for a term totaling eight (8) years to complete the necessary design services for the future proposed projects.; and

WHEREAS, completion of a Fire Station Feasibility Study requires the appropriation of funds in the amount of \$34,000 from the City's General Fund; and

WHEREAS, the appropriation of funds for a Fire Station Feasibility Study is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378 and section 15061 (B)(3). Future construction plans for all future phase Fire Infrastructure projects will be subject to CEQA review as part of the design review process; and

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

RESOLUTION NO.

1. Approves the transfer and appropriation of funds from the General Fund reserve balance to the Capital Improvement Program Fund in the amount of \$37,400 for the completion of a Fire Station Feasibility Study for a new Fire Station in Northern Santee; and
2. Authorizes the City Manager to execute an amendment to the Professional Services Agreement with Coar Design Group for architectural, engineering, landscape architectural and environmental services relating to the design of Phase 3 – New Fire Station in Northern Santee for an amount not to exceed \$34,000, and
3. Authorizes the City Manager to approve amendments to the Professional Services Agreement as needed for additional architectural, engineering, landscape architectural and environmental services relating to the design of Phase 3 – New Fire Station in Northern Santee in an additional total amount not to exceed \$3,400.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 12th day of February 2025, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

Attachment:

Staff Report

COAR Design Group Proposal

STAFF REPORT
RESOLUTION OF THE CITY COUNCIL APPROPRIATING FUNDS FOR A
FEASIBILITY STUDY FOR THE FUTURE CONSTRUCTION OF A TEMPORARY FIRE
STATION AND SUBSEQUENT PERMANENT FIRE STATION AT WOODGLEN
VISTA PARK

February 12, 2025

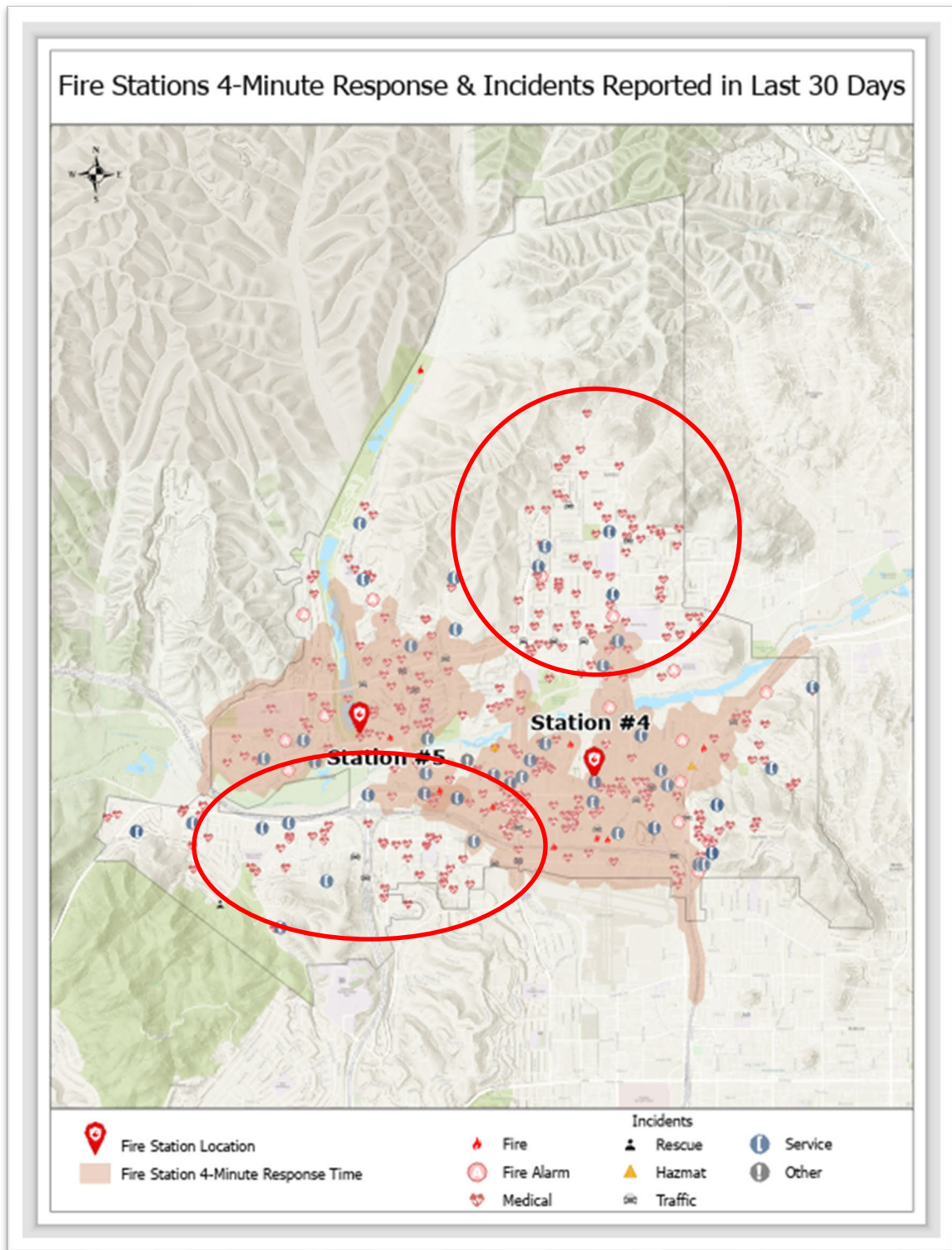
Background

On March 22, 2023, AP Triton, LLC delivered an informational presentation to the Santee City Council related to the current system delivery deficiencies of the fire department. The presentation included a comprehensive analysis of fire department policies and practices, a community risk assessment, and recommendations for future delivery models and actions for service delivery improvements. The report from AP Triton, LLC, included 27 recommendations that included the need for fire department infrastructure investments to improve response times and better serve the needs of the community. The Community Risk Assessment and Long-Range Master Plan also reported that the Unit-Hour Utilization (UHU) of both paramedic ambulances in Santee are at cautionary levels. The UHU for Medic 4 (M4) was reported at 39.4% and Medic 5 (M5) was reported at 30%. These numbers represent the percentage of time that the medic unit is assigned to an emergency response, and do not include travel time returning from the hospital after a transport. The threshold for cautionary UHU status for paramedic units is 30%. This report also indicated that 70% of calls for service occur between 8 am and 8 pm.

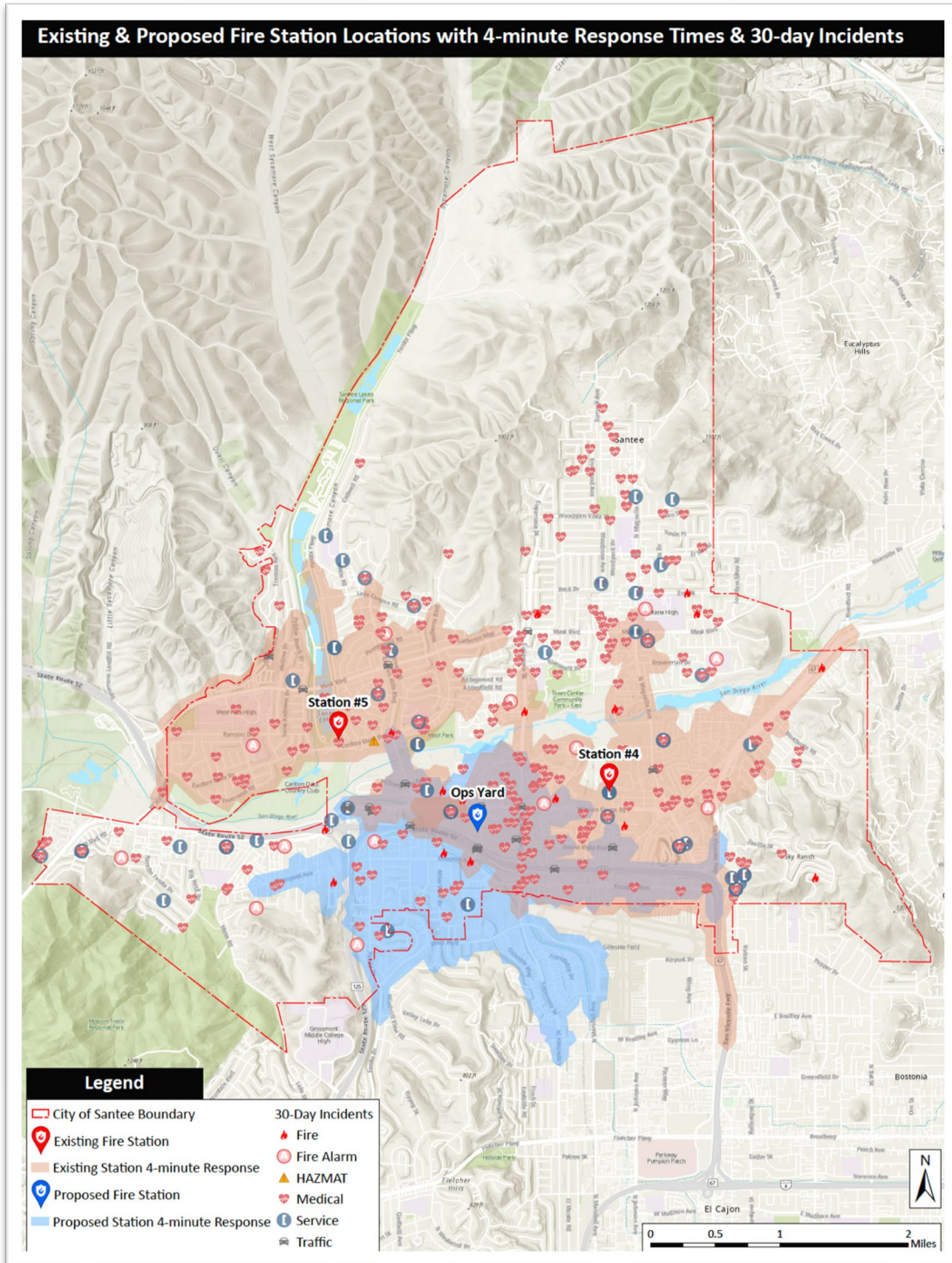
Following direction from the City Council, on April 26, 2023, the Fire Chief presented an update on the progress, and plan for implementation, related to the recommendations from the Community Risk Assessment and Long-Range Master Plan. The presentation identified response time deficiencies in the northern and southern portions of the City of Santee due to a lack of options for apparatus and personnel placement (*Map 1*). The presentation also included potential future fire station locations to address the response time gaps within the city. While it was acknowledged that the identified locations were not optimal for addressing the response time desires, the locations presented were the best available options based upon: A) Property ownership by the City of Santee; B) Property lot size adequate to support a fire station; and C) Property proximity to response needs based upon existing call volume density.

On October 11, 2023, the City Council approved the appropriation of funds for the potential future purchase and placement of a prefabricated (“manufactured”) building and apparatus storage bay at the Public Services Division (PSD) Operations Yard. If constructed, these facilities will be utilized as a temporary fire station to improve response times to the southwest portion of the city (*Map 2*). The addition of this temporary third station will also improve response times to locations with high fire hazard threat and emergency medical response call volume, located along the San Diego River Corridor and Town Center Parkway areas respectively.

Map 1: 4-Minute Response Times & Response Gaps



Map 2: Fire Station 20 Location & 4-Minute Response Times



On December 13, 2023, the City Council authorized the City Manager to execute a professional services contract with Coar Design Group to complete the necessary design services required for the fire infrastructure projects included in the adopted FY 2024-2028 Capital Improvement Program over a multi-year, multiple phase program. The first of the proposed design services is for the Phase 1A - New Fire Station at the City Operations Center (Fire Station No. 20) CIP 2024-34 (“Project”). Fire Station 20 will be co-located adjacent to the Temporary Fire Station.

While the completion of the design of Fire Station 20 is anticipated to be completed in Spring 2025, the construction costs for this capital project (approximately \$21,000,000) are currently unfunded. Furthermore, with the anticipated design phase estimated between 12-18-months, and the anticipated construction timeline estimated to be a similar timeline, the realistic best-case scenario for a date of operation is projected to be 2.5 to 3 years from the contract award date, December 13, 2023.

Although identified as a concern, the northern portion of the City of Santee remains underserved from an emergency response time perspective.

Recommendation

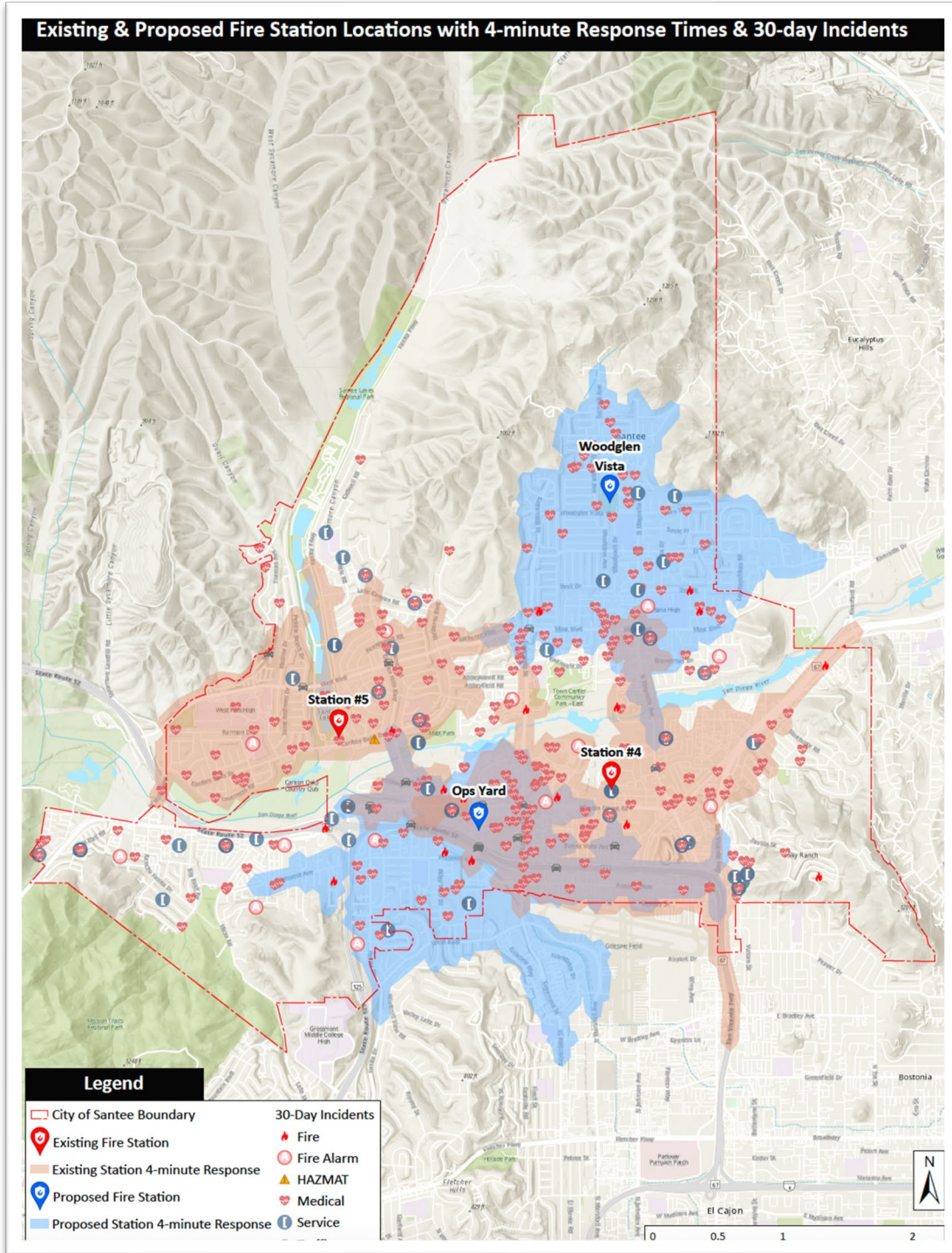
To address existing response time deficiencies in the northern area of the city, staff recommends that the Council support the appropriation of funds to complete a feasibility study for a fourth fire station. The proposed site of the fourth fire station would be in the northeastern corner of Woodglen Vista Park, accessible from Kerrigan St (*Map 3*).

Map 3: Woodglen Vista Fire Station – Proposed Location



The resulting improvements in citywide 4-minute response times are demonstrated in Map 4.

Map 4: Woodglen Vista Fire Station – 4-Minute Response Times



The professional services contract with Coar Design Group, authorized on December 13, 2023, approved future design services for the following projects, pending funding and approval by the City Council:

- Phase 1B - Fleet Maintenance Facility at the City Operations Center
- Phase 2A - Replacement of Fire Station No. 4
- Phase 2B – Emergency Operation Center
- Phase 3 - New Fire Station in Northern Santee

The existing professional services agreement is for a term of two (2) years to complete the design of Fire Station 20, with an option to amend and extend the agreement for a term totaling eight (8) years to complete the necessary design services for the future proposed projects. Phase 3 includes the design of a *New Fire Station in Northern Santee*.

The proposed feasibility study is an essential starting component of the design process for a fourth fire station in the northern portion of the City of Santee. The scope of services to be provided by Coar Design Group for this project include following:

1. *Lead stakeholder meetings, prepare agendas and provide meeting minutes for all meetings.*
2. *Research and interviews with City and Fire Department staff to assess and understand the operational and public service needs of the Fire Station.*
3. *Work with Fire Department Staff to develop preliminary space needs analysis and establish square foot requirements for the facility.*
4. *Perform preliminary zoning and building code check with City Building official representatives.*
5. *Evaluate site suitability for parking, traffic flow, temporary facilities, egress/ingress and needed and desirable site improvements.*
6. *Develop a conceptual design site and floor plan views.*
7. *Develop preliminary cost estimates based upon building systems for the proposed design. The estimates prepared at this phase will be generally square foot cost estimates for the various building components and will include a design development contingency (to allow for potential increases as the design is refined further in the later stages of the project).*
8. *Prepare a Feasibility Study Report to contain all the above information and analyses including an executive summary.*
9. *Prepare a presentation for Department and City Management Team to discuss the feasibility assessment and recommendations.*

Financial Impact

The total cost for this proposal is approximately \$34,000.

December 23, 2024

Justin Matsushita
Fire Chief
City of Santee Fire Department
10601 Magnolia Avenue
Santee, CA 92071

RE: Santee Fire Station Assessment at Woodglen Vista Park

Dear Chief Matsushita,

As requested by the City we are providing this proposal for concept design services for the future Fire Station contemplated at Woodglen Vista Park. We are excited at the opportunity to work with the Department City on a solution that will help serve the Santee community for years to come.

The Department is interested in taking a portion of the City owned park and converting it for use as a Fire Station. The proposed station would consist of approximately 2-1/2 bays, a single story building to support a single engine company and appropriate support spaces. In addition the design would need to accommodate a temp station that could serve the Department until the new station is complete, so would need to remain operational during the course of construction.

Please note that this proposal is based on the Scope of Services we believe is necessary to successfully complete this phase of the Project. Our proposal includes only Architectural design services at this time. We are not proposing to include the services of Civil, Structural, Mechanical, Plumbing, and Electrical Engineering consultants, with the understanding that additional useful cost data could be achieved with additional consultants but may not be necessary at this preliminary stage. The following sections include a more detailed explanation of the scope being provided. If there are scope items that are not included, or that are not necessary, we are pleased to adjust the scope to meet your needs.

We are proposing to offer the following Scope of Services.

A. Concept Design

1. Lead stakeholder meetings, prepare agendas and provide meeting minutes for all meetings.
2. Research and interviews with City and Fire Department staff to assess and understand the operational and public service needs of the Fire Station.
3. Work with Fire District Staff to develop preliminary space needs analysis and establish square foot requirements for the facility.
4. Perform preliminary zoning and building code check with City Building official representatives.
5. Evaluate site suitability for parking, traffic flow, temp facilities, egress/ingress and needed and desirable site improvements.
6. Develop a conceptual design site and floor plan views.
7. Develop preliminary Cost Estimates based upon building systems for the proposed design. The estimates prepared at this phase will be generally square foot cost estimates for the various building components, and will include a design development contingency (to allow for potential increases as the design is refined further in the later stages of the project).
8. Prepare a Feasibility Study Report to contain all the above information and analyses including an executive summary.
9. Prepare a presentation for Department and City Management Team to discuss the feasibility assessment and recommendations.

ASSUMPTIONS & ADDITIONAL SERVICES

The following items are not included in the proposed Scope of Services and may be provided as Additional Services only after written authorization is received. Unless a subsequent fixed fee proposal is provided, the work will be done on an hourly basis.

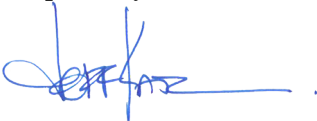
Additional Services not included in our basic scope of work include:

1. Schematic Design, Design Development, Construction Documents, Bidding or Construction Administration Services.
2. Geotechnical Investigation or Reports.
3. Fire Protection System design, Hydraulic Pump Design for fire protection systems, and/or any modifications to existing Fire Sprinkler and Fire Alarm Systems.
4. Specific assessments of electrical, mechanical or plumbing systems and conditions for the existing site. Civil, Structural, Mechanical, Plumbing and Electrical Engineering design services.
5. Topographic Survey of the sites for exterior civil and landscape issues including storm drainage, potential modifications to traffic patterns and review of all hardscape components.
6. Landscape Architectural design services
7. Phase 1 Environmental Services for Soils, Asbestos, and/or Lead Survey and remediation.
8. Photo-voltaic (PV) design and engineering.
9. Discretionary Permit, Use Permit, and/or Planning Package(s).
10. Preparation of Boundary Surveys, ALTA Surveys, Title Reports, Deeds, Plats or Easement documents, construction staking, or other documents in conjunction with the project site or Right-of-Way.
11. Plan check and permit fees (if paid by the consultant) will be a reimbursable expense, charged at 1.1 times the Consultant's cost.
12. All delivery, printing, and reproduction costs will be a reimbursable expense, charged at 1.1 times the Consultant's cost.

We propose to provide the stated basic services for a fixed fee of Thirty Four Thousand Dollars (\$34,000.00). Invoices will be submitted monthly for the work completed during the month, on any phase in accordance with City Guidelines.

We appreciate the opportunity to present this proposal and are excited at the prospect of working with you on this project. We are available to meet at any time to review and discuss the proposed Scope of Services and fee proposal if desired. If you have any questions regarding this scope of work, please do not hesitate to contact me at (619) 504-0984.

Respectfully,



Jeff Katz, AIA
Principal

MEETING DATE February 12, 2025

ITEM TITLE CONSIDERATION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, CANCELLING A REGULAR CITY COUNCIL MEETING IN THE SUMMER MONTHS OF JULY OR AUGUST

DIRECTOR/DEPARTMENT James Jeffries, City Clerk

SUMMARY

Traditionally, the City Council has approved the cancellation of one Regular Meeting during the summer months each year to accommodate various scheduling issues. Staff request that the City Council identify which summer meeting date, July 9, July 23 or August 13, 2025, will be cancelled to provide adequate notice for the public.

According to Legislative Policy Memorandum 2019-1, the cancellation of any scheduled Regular Meeting must be done by Resolution.

FINANCIAL STATEMENT

N/A

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION

Identify preferred date for meeting cancellation and adopt the Resolution cancelling one Regular Meeting during the summer months.

ATTACHMENT

Calendar of Summer Meetings
Resolution

JULY 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9 COUNCIL	10	11	12
13	14	15	16	17	18	19
20	21	22	23 COUNCIL	24	25	26
27	28	29	30	31		

AUGUST 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13 COUNCIL	14	15	16
17	18	19	20	21	22	23
24	25	26	27 COUNCIL	28	29	30
31						

RESOLUTION NO. ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
CANCELLING A REGULAR CITY COUNCIL MEETING IN THE SUMMER MONTHS
OF JULY OR AUGUST**

WHEREAS, the City Council adopted Legislative Policy Memorandum 2019-1 (LPM 2019-1) on December 11, 2019, which updated the policy on Council governance and established the Regular Meeting schedule for the City Council; and

WHEREAS, LPM 2019-1 allows the Council to cancel any scheduled Regular Meeting by Resolution; and

WHEREAS, the City Council has traditionally cancelled one of its summer meetings to accommodate various scheduling issues; and

WHEREAS, staff requests the City Council identify which summer meeting date, July 9, July 23, or August 13, 2025, will be cancelled.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Santee, California, the _____ (Insert Date) _____ Regular Meeting is hereby cancelled.

BE IT FURTHER RESOLVED that the City Council directs the City Clerk to post a Notice of Meeting Cancellation at the appropriate time.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 12th day of February 2025, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

MEETING DATE February 12, 2025

ITEM TITLE PROPOSAL TO ADOPT THE CITY HOLIDAY CLOSURE FOR 2025 AND FUTURE YEARS

DIRECTOR/DEPARTMENT Marlene D. Best, City Manager

SUMMARY

In November 2024, the Santee City Council approved a pilot program for a holiday closure, allowing for the closure of Santee City Hall during the Christmas Eve and New Year holiday period, from December 23, 2024, to January 1, 2025. As part of the approval, staff was directed to bring back an update on how the closure impacted operations, residents, businesses, and visitors.

Once the closure was approved, each department undertook specific measures to ensure a smooth transition. This included preparing essential services, providing information on how the closure would affect operations, and making staff available on standby for any urgent matters that might arise during the period.

A key aspect of the preparation was an extensive marketing campaign aimed at informing residents, local businesses, and other stakeholders. The campaign utilized a variety of communication channels, including social media, email newsletters, and signage at City Hall, to ensure widespread awareness of the closure. By proactively informing the community, City Hall ensured that the public was aware of when services would be unavailable and where they could go for assistance if needed.

Following the holiday closure, department directors submitted reports on the impact of the closure. Safety operations continued and were not impacted by the closure. Overall, each department noted minimal disruptions to services and operations. City staff remained on standby throughout the closure period, ensuring that any urgent needs were addressed promptly and effectively.

There were no significant issues reported regarding the lack of in-person access to City Hall, and there was a noticeable reduction in foot traffic during the closure period. Many routine services continued to be handled remotely or through digital platforms, which helped mitigate any potential disruptions.

The holiday closure pilot program was successfully implemented with minimal impact on services. The preparation and communication efforts played a critical role in ensuring that residents and businesses were well-informed and able to plan accordingly.

Based on the results of this pilot, the City of Santee Mayor and Councilmembers are being asked to consider an annual City holiday closure (every year) for City operations (non-safety) for the week of Christmas through the New Year's holiday, with a return to work after the new year on the most reasonable next regular workday.



2025 Proposed Holiday Closure Dates:

Closed Wednesday, December 24, 2025, through January 2, 2026. Staff returns Monday, January 5, 2026.

The closure between December 24th and January 2nd would include three (3) existing City-designated holidays and five (5) closure days, the same as the 2024 trial holiday closure. In addition, the following would continue: The City and employees equally contribute to compensation for those five days and Department Directors would preauthorize and designate certain positions to work or be on standby duty.

Moving forward, the City Manager will work with the Human Resources Department to authorize the official holiday closure dates on the annual holiday closure calendar. The holiday closure would include three (3) existing City-designated holidays and no more than five (5) closure days. The non-holiday dates would align with the most reasonable business working days in the annual calendar.

FINANCIAL STATEMENT #V

There is no direct cash-based fiscal impact to the City of Santee for the proposed holiday closure because the total dollar amount paid to staff would be the same if staff was working or using paid-time-off (accrued leave) hours. There is an economic impact in that the proposal increases the number of paid-time-off hours granted to employees.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION

The City Council is asked to consider approving the holiday closure as an annual practice and authorize the City Manager to finalize the no more than five (5) non-holiday closure dates each year that align with the annual calendar. Staff invite the Mayor and Council Members to discuss questions and concerns.

ATTACHMENT

None.