

February 22, 2017

7:00 p.m.

CITY MANAGER
Marlene Best

CITY ATTORNEY
Shawn D. Hagerty

CITY CLERK
Patsy Bell, CMC

STAFF:

ASSISTANT TO THE CITY MANAGER
Kathy Valverde

COMMUNITY SERVICES DIRECTOR
Bill Maertz

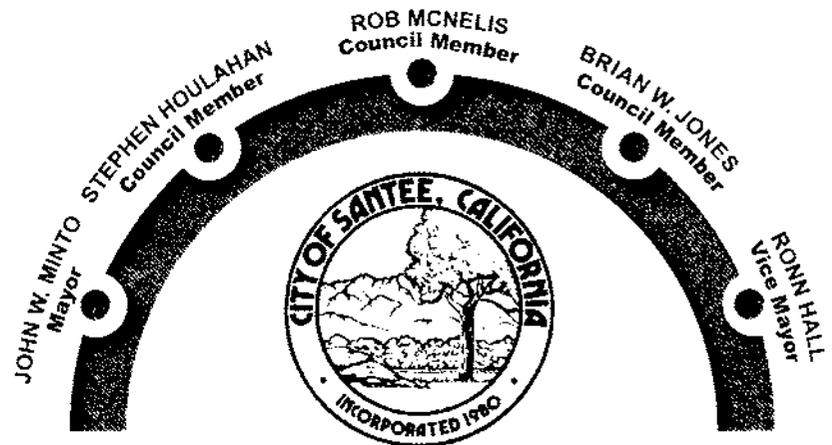
DEVELOPMENT SERVICES DIRECTOR
Melanie Kush

FINANCE DIRECTOR/TREASURER
Tim McDermott

FIRE & LIFE SAFETY DIRECTOR/FIRE CHIEF
Richard Smith

HUMAN RESOURCES & RISK MANAGEMENT
DIRECTOR
Jessie Bishop

LAW ENFORCEMENT
Captain Anthony Ray



COUNCIL AGENDA

CITY COUNCIL CHAMBER - 10601 MAGNOLIA AVENUE, SANTEE, CA 92071

Welcome to your City Council Meeting:

Regular meetings of the City Council are held on the second and fourth Wednesdays of each month from January through October; and the second Wednesday in November and December. For further information call the City Clerk's Office at (619) 258-4100 x114.

Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at the City Clerk's Office at City Hall located at 10601 Magnolia Avenue, Santee during normal business hours.

Addressing the Council:

The Council and staff welcome information on pertinent concerns, but comments at the meeting should be brief and directed to specifics of the case to enable Council to take appropriate action.

Anyone wishing to address an item on the Agenda should complete a Speaker Slip form and submit it to the City Clerk at the beginning of the Council Meeting or no later than the start of the item to be heard.

Public/applicant exhibits become City property and are not returnable.

Other Agencies:

The City Council also sits as the CDC Successor Agency, the Santee Public Financing Authority and the Santee Housing Authority. Any actions taken by these agencies are separate from the actions taken by the City Council.

As a courtesy to all meeting attendees, please set cellular phones and pagers to silent mode and engage in conversations outside the Council Chamber.

**City of Santee
Regular Meeting Agenda**

**Santee City Council
CDC Successor Agency
Santee Public Financing Authority**

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

**February 22, 2017
7:00 PM**

ROLL CALL: Mayor John W. Minto
Vice Mayor Ronn Hall
Council Members Stephen Houlahan, Brian W. Jones and Rob McNelis

LEGISLATIVE INVOCATION \ PLEDGE OF ALLEGIANCE:

ITEMS TO BE ADDED, DELETED OR RE-ORDERED ON AGENDA:

1. CONSENT CALENDAR:

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

- (A) Approval of reading by title only and waiver of reading in full of Ordinances and Resolutions on the agenda.**
- (B) Approval of meeting Minutes of the Santee City Council, the CDC Successor Agency and the Santee Public Financing Authority for the Regular Meetings of January 25, 2017.**
- (C) Approval of Payment of Demands as presented.**
- (D) Approval of the expenditure of \$52,481.26 for January 2017 Legal Services and related costs.**
- (E) Adoption of a Resolution accepting the Town Center Community Park Memorial Flagpole (CIP 2016-34) as complete and direct the City Clerk to file a Notice of Completion.**

- (F) **Second Reading and adoption of an Ordinance amending Title 17 of the Santee Municipal Code, Chapter 17.04 titled "Administration," Chapter 17.08 titled "Development Review," and Chapter 17.10 titled "Residential Districts" to comply with State requirements for secondary dwelling units and farmworker housing.**
- (G) **Authorization of a one year extension of the professional services agreement with Albert A. Webb Associates to provide assessment engineering services for the FY 2017-2018 levy of assessments process in the amount of \$18,401.**

2. PUBLIC HEARING:

- (A) **Continued Public Hearing to assess community development needs and to allocate Program Year 2017 Community Development Block Grant (CDBG) Funding. (continued from 02-08-17)**

Recommendation:

1. Re-open, conduct and close the Public Hearing; and
2. Direct staff to publish a summary of the Annual Action Plan; and
3. Adopt the Resolution for Program Year 2017 CDBG funds.

3. ORDINANCES: *See Item 1(F)*

4. CITY COUNCIL ITEMS AND REPORTS:

5. CONTINUED BUSINESS: None

6. NEW BUSINESS:

- (A) **Resolution awarding the construction contract for the Citywide Bike Lane Project (CIP 2016-04) to Chrisp Company and approving a Categorical Exemption pursuant to the guidelines of the California Environmental Quality Act (CEQA).**

Recommendation:

Adopt the Resolution:

1. Determining the bid from Payco Specialties, Inc. to be non-responsive; and
2. Awarding the construction contract to Chrisp Company for a total amount of \$100,503.65; and
3. Authorizing the City Manager to execute the contract; and
4. Authorizing the Director of Development Services to approve change orders in an amount not to exceed \$10,050.00; and
5. Approving a categorical exemption pursuant to the CEQA.

- (B) **Approve in concept a temporary easement from Home Fed to allow public access to the Stowe Trail.**

Recommendation:

Approve in concept a temporary easement from Home Fed to allow public access to the Stowe Trail in a form substantially similar to the attached Draft Temporary Trail Access Easement and direct City Manager and City Attorney to refine and finalize said temporary trail easement and indemnification of the property owner for this recreational use to allow patrons to access the Stowe Trail from Santee.

7. COMMUNICATION FROM THE PUBLIC:

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

8. CITY MANAGER REPORTS:

9. CDC SUCCESSOR AGENCY:
(Note: Minutes appear as Item 1(B))

10. SANTEE PUBLIC FINANCING AUTHORITY:
(Note: Minutes appear as Item 1(B))

11. CITY ATTORNEY REPORTS:

12. CLOSED SESSION:

13. ADJOURNMENT:

**March & April
Meetings**

Mar	02	SPARC	Civic Center Building 7
Mar	08	City Council Meeting	Council Chamber
Mar	13	Community Oriented Policing Committee	Council Chamber
Mar	16	Manufactured Home Fair Practices Commission	Council Chamber
Mar	22	City Council Meeting	Council Chamber
Apr	06	SPARC	Civic Center Building 7
Apr	10	Community Oriented Policing Committee	Council Chamber
Apr	12	City Council Meeting	Council Chamber
Apr	26	City 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 202 of the American with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the City Clerk's Office at (619) 258-4100, ext. 112 at least 48 hours before the meeting, if possible.

State of California	}	AFFIDAVIT OF POSTING AGENDA
County of San Diego	} ss.	
City of Santee	}	

I, Patsy Bell, CMC, City Clerk of the City of Santee, hereby declare, under penalty of perjury, that a copy of this Agenda was posted in accordance with the Brown Act and Santee Resolution 61-2003 on February 17, 2017, at 4:30 p.m.

_____ Signature	_____ 02/17/17 Date
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City of Santee
COUNCIL AGENDA STATEMENT

1B

MEETING DATE February 22, 2017

AGENDA ITEM NO.

ITEM TITLE APPROVAL OF MEETING MINUTES OF THE SANTEE CITY COUNCIL,
THE CDC SUCCESSOR AGENCY AND THE SANTEE PUBLIC
FINANCING AUTHORITY REGULAR MEETINGS OF JANUARY 25,
2017.

DIRECTOR/DEPARTMENT Patsy Bell, CMC, City Clerk

PB

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.

ATTACHMENTS

January 25, 2017 Minutes

Minutes

Draft

**Santee City Council
CDC Successor Agency
Santee Public Financing Authority**

**Council Chamber – Building 2
10601 Magnolia Avenue
Santee, California**

January 25, 2017

This Regular Meeting of the Santee City Council, the CDC Successor Agency and the Santee Public Financing Authority was called to order by Mayor/Agency Chair/Authority Chair John W. Minto at 7:00 p.m.

Council Members present were: Mayor/Agency Chair/Authority Chair John W. Minto, Vice Mayor/Agency Vice Chair/Authority Vice Chair Ronn Hall, and Council/Agency/Authority Members Stephen Houlahan and Rob McNelis.

Officers present were: City Manager/Agency Executive Director/Authority Secretary Marlene Best, City/Agency/Authority Attorney Shawn Hagerty and City Clerk/Agency Secretary Patsy Bell.

(Note: Hereinafter the titles Mayor, Vice Mayor, Council Member, City Manager, City Attorney and City Clerk shall be used to indicate Mayor/Agency Chair/Authority Chair, Vice Mayor/Agency Vice Chair/Authority Vice Chair, Council/Agency/Authority Member, City Manager/Agency Executive Director/Authority Secretary, City/Agency/Authority Attorney and City Clerk/Agency Secretary.)

The **INVOCATION** was given by Rabbi Leonard Rosenthal of Tifereth Israel Synagogue, and the **PLEDGE OF ALLEGIANCE** was led by Sam Modica.

ADJOURNMENT IN MEMORY: Ruth Diane Bernard

Council Member Houlahan announced that tonight's meeting would be adjourned in memory of Ruth Diane Bernard. He presented the Adjournment in Memory Certificate to Ruth Diane Bernard's children, Donald, Wallace and Lisa.

ITEMS TO BE ADDED, DELETED OR RE-ORDERED ON AGENDA:

Vice Mayor Hall registered an abstention on Item 1(E) due to a conflict of interest and Mayor Minto requested that Item 9(A) be reordered to the Consent Calendar.

- (A) Approval of reading by title only and waiver of reading in full of Ordinances and Resolutions on the agenda.**

Draft

- (B) Approval of meeting Minutes of the Santee City Council, the CDC Successor Agency and the Santee Public Financing Authority for the Regular Meetings of December 14, 2016.
- (C) Approval of Payment of Demands as presented.
- (D) Approval of the Expenditure of \$71,147.53 for December 2016 Legal Services and related costs.
- (E) Rejection of a claim against the City by Allstate Insurance Company for Juan Rodriguez per Government Code Section 913. (Hall abstained)
- (F) Adoption of a Resolution accepting the Via de Cristina Park Project - CIP 2014-31 (Deputy Ken Collier Park) as complete and direct the City Clerk to file a Notice of Completion. (Reso 006-2017)
- (G) Adoption of a Resolution approving the final map for River Village Subdivision (TM 2015-02) and authorizing the City Manager to execute the Subdivision Improvement Agreement and Grant of Sewer Easement to Padre Dam Municipal Water District. Location: Braverman Drive west of Jeremy Street. Applicant: KB Home California, LLC (Reso 007-2017)
- (H) Adoption of a Resolution accepting the public improvements for Mission Gorge Retail Project (DR 2014-06) as complete and directing the City Clerk to release ninety percent of the Faithful Performance Bond and retain ten percent for twelve months as a Warranty Bond, and retain the Labor and Material Bond for six months. Location: 9269 Mission Gorge Road. (Reso 008-2017)

Item reordered to the Consent Calendar:

9. CDC SUCCESSOR AGENCY:

- (A) Adoption of two Resolutions of the Community Development Commission Successor Agency approving the Recognized Obligation Payment Schedule for the period from July 1, 2017 to June 30, 2018 (ROPS 17-18) and authorizing a change in funding source. (Resos CDCSA 001-2017 and CDCSA 002-2017)

ACTION: On motion of Council Member McNelis, seconded by Council Member Houlahan, the Agenda and Consent Calendar were approved as amended with all voting aye.

2. PUBLIC HEARING: None

3. **ORDINANCES:** None

4. **CITY COUNCIL ITEMS AND REPORTS:**

(A) **Annual Presentation of Local Appointments List – Boards, Commissions & Committees.**

Mayor Minto noted that there are four committees on which the Council Members sit that the Representative position receives a stipend. Therefore, those appointments need to be approved separately with the City Representative abstaining from that vote. The following actions took place:

ACTION: On motion of Council Member McNelis, seconded by Council Member Houlahan, Vice Mayor Hall was re-appointed as Representative and Council Member McNelis was appointed as the Alternate on the **Heartland Communications Facility Authority Commission** with all voting aye, except Vice Mayor Hall who abstained.

ACTION: On motion of Vice Mayor Hall, seconded by Council Member Houlahan, Council Member McNelis was re-appointed as Representative and Vice Mayor Hall was appointed as the Alternate on the **Heartland Fire Training Facility Authority Commission** with all voting aye, except Council Member McNelis who abstained.

Mayor Minto asked Vice Mayor Hall to conduct the next portion of this item and left the dais.

ACTION: On motion of Council Member Houlahan, seconded by Council Member McNelis, Mayor Minto was re-appointed as the Representative and Vice Mayor Hall was appointed as Alternate to the **Metropolitan Transit Services Committee** with all voting aye, except Mayor Minto who abstained.

ACTION: On motion of Council Member Houlahan, seconded by Vice Mayor Hall, Mayor Minto was appointed as the Representative, Vice Mayor Hall was appointed as the First Alternate and Council Member McNelis was re-appointed as the Second Alternate to the **San Diego Association of Governments (SANDAG) Board** with all voting aye, except Mayor Minto who abstained.

Mayor Minto returned to the dais. He reported that the Abandoned Vehicle Abatement Service Authority was disbanded in 2015 and recommended that the Committee be sunsetted.

ACTION: On motion of Vice Mayor Hall, seconded by Council Member Houlahan, the Abandoned Vehicle Abatement Service Authority was sunsetted with all voting aye.

Mayor Minto discussed his recommendations for the remaining Committees and asked for Council input.

Draft

ACTION: On motion of Vice Mayor Hall, seconded by Council Member Houlahan, the continuance of all remaining positions, standing groups, alternates, and representation as listed in the Local Appointments List were reaffirmed with the following changes with all voting aye:

- City Council & Santee Elementary School District Conference Committee – Council Members McNelis and Houlahan as the Representatives
- Community Leaders Forum MCAS Miramar – Council Member McNelis as Representative
- East County Economic Development Council – Mayor Minto as the Representative, Vice Mayor Hall as the Alternate
- Goodan Ranch Policy Committee – Council Member Houlahan as Representative, Council Member McNelis as Alternate
- Mission Trails Regional Park Task Force – Council Member Houlahan as Representative, Council Member McNelis as Alternate
- County Service Area 69 (CSA-69) – Vice Mayor Hall as Representative, Council Member Houlahan as Alternate
- Library Committee – Vice Mayor Hall and Council Member McNelis as Representatives

5. CONTINUED BUSINESS:

(A) Interviews of Council Member Applicants and Possible Appointment.

ENTERED INTO THE RECORD:

City Clerk Bell provided correspondence received after the issuance of the agenda and an updated list of the Council Member applicants that included applications received after the issuance of the agenda.

Mayor Minto thanked all the applicants for being in attendance and participating in the public application process. He announced that 41 applications were received, 13 of which were subsequently withdrawn leaving 28 applicants to be interviewed. He stated the City Clerk had performed a random drawing, which determined the interview order to be:

1. Angela Guerra	11. Mike Yanez	21. Rudy Reyes
2. Peter Cortese	12. Sherry Tobey	22. Brian Jones
3. Dawn Gibbs	13. John Olsen	23. Lili Patch
4. Liz Shipman	14. Rusty Coombs	24. Thomas Moller
5. Elijah Elliott	15. Van Collinsworth	25. Jennifer Telitz
6. Arnold Winston	16. Joseph Nelson	26. Dustin Trotter
7. Marshall Shen	17. D'Arcy Granbois	27. Robert Sehlhorst
8. Thomas Cline	18. James Sly	28. Robert Kelly Jr.
9. Robin Rierdan	19. Sherry Kealy	
10. Gardner Grady	20. Rocky Qualin	

Draft

To start the interview process, each applicant was given three minutes for their opening remarks. Vice Mayor Hall and Council Member Houlahan each asked a question of all the applicants.

Council Members recessed at 9:32 p.m. and reconvened in open session at 9:42 p.m.

PUBLIC SPEAKERS:

- Gloria Gerak spoke in support of applicant Jennifer Telitz.
- Bruce Stacy, representing the Willowgrove community, spoke in opposition to a proposed Walmart expansion and asked the applicants and soon-to-be Council Member to consider his neighborhood.

City Clerk Bell announced that five speaker slips, but not wishing to speak, were received from Art Gibbs, Fe Gibbs, Greg Gibbs, Patti Edwards, and Veronica Hobbie in support of applicant Dawn Gibbs.

Mayor Minto asked each Council Member to select four applicants whom they would like to hear more from and advance to the next round of the interview process. City Manager Best selected the order Council would announce their choices by random draw:

<u>MINTO</u>	<u>HOULAHAN</u>	<u>HALL</u>	<u>MCNELIS</u>
James Sly	Jennifer Telitz	Elijah Elliott	Marshall Shen
Arnold Winston	Robert Sehlhorst	Rusty Coombs	John Olsen
Dawn Gibbs	Van Collinsworth	Brian Jones	Brian Jones
Mike Yanez	Liz Shipman	Rocky Qualin	Dustin Trotter

Of the 15 applicants selected, Mr. Marshall Shen was no longer present and therefore removed from consideration.

The Mayor and each Council Member then asked each applicant questions on topics such as growth of the City, addressing recent changes in national government, community activism and problem solving around Santee.

By random draw, the Mayor and each Council Member then selected two applicants to advance to the next round:

<u>MINTO</u>	<u>HALL</u>	<u>MCNELIS</u>	<u>HOULAHAN</u>
Dawn Gibbs	Rusty Coombs	Dustin Trotter	Van Collinsworth
Arnold Winston	Brian Jones	John Olsen	Jennifer Telitz

Of the eight remaining applicants, the Mayor and each Council Member asked each candidate questions on such topics as what challenges a Council member may face, proposed Council goals, handling budget cuts and spending wisely.

MOTION: After discussion, Council Member Houlahan moved to appoint Jennifer Telitz to fill the vacant Council seat. That motion died for lack of a second.

Draft

Mayor Minto asked each Council Member to select one finalist. By random draw, Council Member Houlahan selected Jennifer Telitz, Council Member McNelis selected Dustin Trotter, Vice Mayor Hall selected Brian Jones, and Mayor Minto selected Dawn Gibbs.

Council Members recessed at 11:31 p.m. and reconvened in open session at 11:44 p.m.

To the four remaining finalists, the Mayor and each Council Member posed one final question.

MOTION: After discussion, Council Member Houlahan moved to appoint Jennifer Telitz to fill the vacant Council seat. The motion died for lack of a second.

MOTION: Council Member McNelis moved to appoint Dustin Trotter. The motion died for lack of a second.

ACTION: On motion of Vice Mayor Hall, seconded by Mayor Minto, Brian Jones was appointed to fill the vacant seat on the Santee City Council with all voting aye, except Council Member Houlahan who voted no.

Mr. Jones thanked the Council for the appointment.

6. NEW BUSINESS: None

7. COMMUNICATION FROM THE PUBLIC:

City Clerk Bell called two speakers who submitted slips but were no longer at the meeting, Mary Collier and Shauna Weaver.

8. CITY MANAGER REPORTS: None

9. CDC SUCCESSOR AGENCY:

(Note: Minutes appear as Item 1(B))

(A) Item reordered to the Consent Calendar.

10. SANTEE PUBLIC FINANCING AUTHORITY:

(Note: Minutes appear as Item 1(B))

Draft

11. CITY ATTORNEY REPORTS: None

12. CLOSED SESSION: None

13. ADJOURNMENT:

There being no further business, the meeting was adjourned at 12:13 a.m. in Memory of Ruth Diane Bernard.

Date Approved: _____

Patsy Bell, CMC, City Clerk/Agency Secretary
and for Authority Secretary Marlene Best

City of Santee
COUNCIL AGENDA STATEMENT

1C

MEETING DATE February 22, 2017

AGENDA ITEM NO.

ITEM TITLE PAYMENT OF DEMANDS

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

SUMMARY

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

FINANCIAL STATEMENT *TM*

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

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MSB*

Approval of the payment of demands as presented.

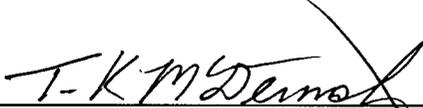
ATTACHMENTS (Listed Below)

- 1) Payment of Demands-Summary of Checks Issued
- 2) Disbursement Journal

Payment of Demands
Summary of Payments Issued

<u>Date</u>	<u>Description</u>	<u>Amount</u>
01/18/17	Accounts Payable	\$ 11,450.48
01/23/17	Accounts Payable	7,259.00
02/01/17	Retiree Medical	5,385.00
02/01/17	Accounts Payable	223,156.96
02/02/17	Payroll	299,754.32
02/02/17	Accounts Payable	318,640.55
02/06/17	Accounts Payable	92,165.95
02/08/17	Accounts Payable	<u>425,399.16</u>
	TOTAL	\$ <u>1,383,211.42</u>

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



Tim K. McDermott, Director of Finance

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
176	1/18/2017	10482 TRISTAR RISK MANAGEMENT	100163		WORKERS' COMPENSATION	11,450.48
Total :						11,450.48
1 Vouchers for bank code : ubgen						Bank total : 11,450.48
1 Vouchers in this report						Total vouchers : 11,450.48

Prepared by: Michelle S
Date: 2-2-17
Approved by: [Signature]
Date: 2-2-17

Voucher List
CITY OF SANTEE

Bank code :	ubgen								
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount			
177	1/23/2017	10402 BANK OF NEW YORK MELLON	8900606738		CDBG SEC. 108 LOAN PYMT	7,259.00			
						Total :			7,259.00
1 Vouchers for bank code : ubgen						Bank total :			7,259.00
1 Vouchers in this report						Total vouchers :			7,259.00

Prepared by: W. Moore
Date: 2-1-17
Approved by: [Signature]
Date: 2-1-17

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
114402	2/1/2017	10024	10024 BUSINESS PRINTING COMPANY INC (Continued)			920.14
114403	2/1/2017	10299	CARQUEST AUTO PARTS	51488	VEHICLE REPAIR SUPPLIES	31.97
				51488	VEHICLE REPAIR SUPPLIES	144.05
				51488	VEHICLE REPAIR PARTS	114.59
					Total :	290.61
114404	2/1/2017	12349	CHOICE LOCKSMITHING	51425	LOCKSMITH SERVICES - FS #5	95.00
					Total :	95.00
114405	2/1/2017	10032	CINTAS CORPORATION #694	51489	UNIFORM/PARTS CLEANER RNTL	60.07
				51489	STATION SUPPLIES	51.64
				51489	UNIFORM/PARTS CLEANER RNTL	60.07
					Total :	171.78
114406	2/1/2017	11330	CLEANSTREET	51591	STREET SWEEPING SVCS	14,876.64
					Total :	14,876.64
114407	2/1/2017	10358	COUNTY OF SAN DIEGO	51619	800 MHZ ACCESS (FIRE/PSD)	1,485.00
					Total :	1,485.00
114408	2/1/2017	10486	COUNTY OF SAN DIEGO		NOTICE OF COMPLETION	50.00
					Total :	50.00
114409	2/1/2017	10711	COUNTY OF SAN DIEGO		STORM WATER	75,808.00
					Total :	75,808.00
114410	2/1/2017	10040	COUNTYWIDE MECHANICAL SYSTEMS	51626	PLUMBING REPAIRS	180.00
					Total :	180.00
114411	2/1/2017	10333	COX COMMUNICATIONS		9534 VIA ZAPADOR	337.82
					10601 N MAGNOLIA AVE	37.71
					9130 CARLTON OAKS DR	161.41
					Total :	536.94
114412	2/1/2017	10608	CRISIS HOUSE	51665	CDBG SUBRECIPIENT	445.41
					Total :	445.41

Bank code :	ubgen	Vendor		Invoice	PO #	Description/Account	Amount
Voucher	Date						
114413	2/1/2017	10363	DIAMONDBACK FIRE & RESCUE	13274	51691	EQUIPMENT REPAIR PARTS	1,080.00
						Total :	1,080.00
114414	2/1/2017	12487	EAST COUNTY ESTATES	TM05013A		REFUNDABLE DEPOSIT	1,512.78
						Total :	1,512.78
114415	2/1/2017	10054	ELDERHELP OF SAN DIEGO	01092017	51668	CDBG SUBRECIPIENT	750.00
						Total :	750.00
114416	2/1/2017	10057	ESGIL CORPORATION	01/09/17-01/13/17 01/16/17-01/20/17 12164896		SHARE OF FEES SHARE OF FEES FIRE INSPECTIONS- 12/2017	12,806.84 7,096.41 83.00
						Total :	19,986.25
114417	2/1/2017	10146	EXPRESSIONS DANCE AND MOVEMENT	210		INSTRUCTOR PAYMENT	97.50
						Total :	97.50
114418	2/1/2017	10580	FASTENAL COMPANY	CAELC66081 CAELC66123 CAELC66216	51524 51524 51524	MATERIALS & HARDWARE MATERIALS & HARDWARE - PSD MATERIALS & HARDWARE	33.36 196.00 27.05
						Total :	256.41
114419	2/1/2017	10251	FEDERAL EXPRESS	5-681-62005		SHIPPING CHARGES	37.45
						Total :	37.45
114420	2/1/2017	10009	FIRE ETC	97393-A 97393-B 97770	51474	RADIO REPAIR RADIO REPAIR COMM EQUIP INSTALLATION	170.00 170.00 1,105.00
						Total :	1,445.00
114421	2/1/2017	10848	GARLOW, JOHN	11282016	51704	TUITION REIMBURSEMENT	2,500.00
						Total :	2,500.00
114422	2/1/2017	10065	GLOBAL POWER GROUP INC	46535 46963	51567 51567	ELECTRICAL REPAIRS & MAINT ELECTRICAL REPAIRS & MAINT	765.94 360.00
						Total :	1,125.94
114423	2/1/2017	10256	HOME DEPOT CREDIT SERVICES	4151622	51514	STATION SUPPLIES	160.92

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
Bank code : ubgen						
114423	2/1/2017	10256	10256 HOME DEPOT CREDIT SERVICES			
			(Continued)			
114424	2/1/2017	10246	HUDSON SAFETY T LITE RENTALS	00041294	TRAFFIC SIGNS & SUPPLIES	108.25
					Total :	108.25
114425	2/1/2017	12560	ITERIS, INC.	51693	REPLACEMENT PARTS-TRAFFIC	350.00
					Total :	350.00
114426	2/1/2017	10120	KEARNY PEARSON FORD	51494	VEHICLE REPAIR PART	168.88
					Total :	168.88
114427	2/1/2017	12559	KLEINFELDER, INC	51694	CARLTON OAKS DRIVE BRIDGE	533.21
					Total :	533.21
114428	2/1/2017	10906	KRONOS INC		ANNUAL SOFTWARE SUPPORT	3,382.79
					Total :	3,382.79
114429	2/1/2017	10430	LEAGUE OF CALIFORNIA CITIES		MEMBERSHIP DUES	17,111.00
					Total :	17,111.00
114430	2/1/2017	10174	LN CURTIS AND SONS		EQUIPMENT REPAIR PART	27.42
					Total :	27.42
114431	2/1/2017	10558	MAERTZ, BILL		CELL PHONE REIMBURSEMENT	108.49
					CELL PHONE REIMBURSEMENT	110.63
					CELL PHONE REIMBURSEMENT	108.79
					CELL PHONE REIMBURSEMENT	108.59
					Total :	436.50
114432	2/1/2017	12583	MAILLY, JAMES A.		SETTLEMENT PAYMENT	250.00
					Total :	250.00
114433	2/1/2017	10538	MEALS ON WHEELS	51673	CDBG SUBRECIPIENT	2,000.00
					Total :	2,000.00
114434	2/1/2017	10079	MEDICO PROFESSIONAL	51497	MEDICAL LINEN SERVICE	20.02
				51497	MEDICAL LINEN SERVICE	8.16

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
114434	2/1/2017	10079 MEDICO PROFESSIONAL				28.18
114435	2/1/2017	10921 MEDLIN, RICHARD	122816		EMS RECERTIFICATIONS	217.00
					Total :	217.00
114436	2/1/2017	12451 MOBILE GRAPHICS & DESIGN	201701	51629	BANNER INSTALL & REMOVAL	450.00
					Total :	450.00
114437	2/1/2017	10083 MUNICIPAL EMERGENCY SERVICES	IN1092871	51498	FREIGHT CHARGE	13.65
					Total :	13.65
114438	2/1/2017	10308 O'REILLY AUTO PARTS	2968-118222	51476	VEHICLE REPAIR PARTS	10.11
			2968-118293	51476	VEHICLE REPAIR PARTS	240.42
			2968-118297	51476	VEHICLE REPAIR PART	146.07
			2968-118329	51476	VEHICLE REPAIR PARTS	10.24
			2968-118580	51476	VEHICLE REPAIR PART	3.20
			2968-119292	51476	VEHICLE SUPPLIES	51.46
					Total :	461.50
114439	2/1/2017	10241 JAN SHERAR	01/30/2017		PETTY CASH REIMB DDS	349.97
					Total :	349.97
114440	2/1/2017	10161 PRIZM JANITORIAL SERVICES INC	14331	51595	CUSTODIAL SERVICES - OFFICES	2,502.63
					Total :	2,502.63
114441	2/1/2017	10101 PROFESSIONAL MEDICAL SUPPLY	Z988294	51499	OXYGEN CYLINDERS & REFILLS	140.28
			Z988295	51499	OXYGEN CYLINDERS & REFILLS	56.00
			Z988296	51499	OXYGEN CYLINDERS & REFILLS	87.99
					Total :	284.27
114442	2/1/2017	12062 PURETEC INDUSTRIAL WATER	1533198	51479	DEIONIZED WATER SERVICE	45.00
			1533199	51479	DEIONIZED WATER SERVICE	45.00
			1533200	51447	DEIONIZED WATER SERVICE	30.00
					Total :	120.00
114443	2/1/2017	10097 ROMAINE ELECTRIC CORPORATION	12-037342	51543	VEHICLE SUPPLIES	157.99
					Total :	157.99

Bank code :	ubgen			Invoice	PO #	Description/Account	Amount	
Voucher	Date	Vendor						
114454	2/1/2017	10475	10475	VERIZON WIRELESS			1,514.05	
114455	2/1/2017	10326	WESCO INC	238854	51459	LIGHTING SUPPLIES	168.20	
						Total :	168.20	
114456	2/1/2017	10136	WEST COAST ARBORISTS INC	121656	51579	URBAN FORESTRY MGMT SVCS	6,515.00	
114457	2/1/2017	10537	WETMORES	63061476	51507	VEHICLE REPAIR PARTS	55.88	
				63061699	51507	VEHICLE REPAIR PARTS	4.47	
				63061794	51507	VEHICLE REPAIR PARTS	40.34	
				63061795	51507	VEHICLE REPAIR PARTS	30.34	
				63061832	51507	VEHICLE REPAIR PARTS	188.30	
				63061882	51507	VEHICLE REPAIR PARTS	74.74	
						Total :	394.07	
114458	2/1/2017	10317	WM HEALTHCARE SOLUTIONS INC	0353006-2793-8	51509	BIOMEDICAL WASTE DISPOSAL	90.77	
				0353007-2793-6	51509	BIOMEDICAL WASTE DISPOSAL	90.80	
						Total :	181.57	
114459	2/1/2017	10232	XEROX CORPORATION	087350801	51583	LEASE CHARGES	191.34	
				087578598	51511	COPIER CHARGES - STATION 5	86.64	
				087645197	51583	COPY CHARGES	209.52	
				087645198	51661	COPY CHARGES	41.95	
				087659717	51578	COPY CHARGES & LEASE	318.84	
				087659718	51532	COPY CHARGES & LEASE	272.66	
						Total :	1,120.95	
64 Vouchers for bank code : ubgen							Bank total :	223,156.96
64 Vouchers in this report							Total vouchers :	223,156.96

Prepared by: Alida S
Date: 02-01-17
Approved by: [Signature]
Date: 2-1-17

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
114460	2/2/2017	10208 ANTHEM BLUE CROSS	February 2017		EMPLOYEE ASSISTANCE PROGRAM	266.40
					Total :	266.40
114461	2/2/2017	10334 CHLIC	2088300		HEALTH/DENTAL INSURANCE	186,281.46
					Total :	186,281.46
114462	2/2/2017	10779 NATIONAL BENEFIT SERVICES LLC	PPE 01/25/17		FLEXIBLE SPENDING ACCOUNT	2,249.18
					Total :	2,249.18
114463	2/2/2017	10353 PERS	01 17 4		RETIREMENT PAYMENT	94,556.71
					Total :	94,556.71
114464	2/2/2017	10424 SANTEE FIREFIGHTERS	PPE 01/25/17		DENTAL/DUES/PEC/BENEVOLENT/I	5,232.19
					Total :	5,232.19
114465	2/2/2017	10776 STATE OF CALIFORNIA	PPE 01/25/17		WITHHOLDING ORDER	267.69
					Total :	267.69
114466	2/2/2017	10001 US BANK	PPE 01/25/17		PARS RETIREMENT	542.38
					Total :	542.38
114467	2/2/2017	10959 VANTAGE TRANSFER AGENT/457	PPE 01/25/17		ICMA - 457	25,777.74
					Total :	25,777.74
114468	2/2/2017	10782 VANTAGEPOINT TRNSFR AGT/801801	PPE 01/25/17		RETIREE HEALTH SAVINGS ACCOL	3,466.80
					Total :	3,466.80
					Bank total :	318,640.55
					Total vouchers :	318,640.55

9 Vouchers for bank code : ubgen

9 Vouchers in this report

Prepared by: *[Signature]*
 Date: 2-2-17
 Approved by: *[Signature]*
 Date: 2-2-17

Voucher List
CITY OF SANTEE

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
114469	2/8/2017	10516 AWARDS BY NAVAJO	01171058		NAME PLATE	14.02
114470	2/8/2017	10021 BOUND TREE MEDICAL LLC	82380506	51676	EMS SUPPLIES	399.09
			82380507	51676	EMS SUPPLIES	254.42
			82380508	51676	EMS SUPPLIES	20.44
			82381949	51676	EMS SUPPLIES	155.25
					Total :	829.20
114471	2/8/2017	10023 BUILDERS FENCE COMPANY INC	1625941	51620	FENCING MATERIALS	10.34
					Total :	10.34
114472	2/8/2017	10429 CALPERS	100000014894187		INDEXED 1959 SURVIVOR BENEFIT	1,254.00
			100000014894251		INDEXED 1959 SURVIVOR BENEFIT	66.00
			100000014894686		INDEXED 1959 SURVIVOR BENEFIT	297.00
					Total :	1,617.00
114473	2/8/2017	10032 CINTAS CORPORATION #694	694301202	51489	UNIFORM/PARTS CLEANER RNTL	60.07
					Total :	60.07
114474	2/8/2017	10979 CITY OF LA MESA	18924		FINGERPRINTING	620.00
					Total :	620.00
114475	2/8/2017	10035 COMPETITIVE METALS INC	240870-A	51490	SHOP SUPPLIES	23.72
			240870-B		VEHICLE SUPPLIES	68.51
					Total :	92.23
114476	2/8/2017	10845 CONTROLLED ENTRY SPECIALISTS	829501	51568	QTRLY DOOR MAINTENANCE	1,448.00
					Total :	1,448.00
114477	2/8/2017	10486 COUNTY OF SAN DIEGO	ZA2017-1		NOE FOR ZONING AMENDMENT	50.00
					Total :	50.00
114478	2/8/2017	10333 COX COMMUNICATIONS	038997401		10601 N MAGNOLIA AVE	103.14
					Total :	103.14
114479	2/8/2017	10142 CSA SAN DIEGO COUNTY	402	51671	CDBG SUBRECIPIENT	1,002.06

Bank code :	ubgen			Invoice	PO #	Description/Account	Amount
Voucher	Date	Vendor					
114479	2/8/2017	10142	10142 CSA SAN DIEGO COUNTY	(Continued)			
114480	2/8/2017	10595	CUTTER'S EDGE INDUSTRIES INC	011217-2	51468	EQUIPMENT MAINTENANCE	Total : 1,002.06 74.94
114481	2/8/2017	10042	DALEY & HEFT LLP	48255 48465 48466 48467 48469		LEGAL SERVICES - CLAIMS LEGAL SERVICES - CLAIMS LEGAL SERVICES - CLAIMS LEGAL SERVICES - CLAIMS LEGAL SERVICES - CLAIMS	Total : 74.94 570.54 4,599.99 1,890.80 4,707.50 1,554.00 13,322.83
114482	2/8/2017	11295	DOKKEN ENGINEERING	31102 31103 31104	50583 50583 50583	WOODSIDE ROUNDABOUT STORMWATER ENGINEERING MAST PARK IMPROVEMENTS	Total : 2,740.00 4,755.00 84,174.04 91,669.04
114483	2/8/2017	10055	EMSAR INC	61039		EQUIPMENT MAINTENANCE	Total : 600.45 600.45
114484	2/8/2017	10057	ESGIL CORPORATION	01/23/17-01/27/17		SHARE OF FEES	Total : 20,049.09 20,049.09
114485	2/8/2017	10251	FEDERAL EXPRESS	5-689-41324		SHIPPING CHARGES	Total : 20,049.09 37.45
114486	2/8/2017	10009	FIRE ETC	98160	51473	FIRE EXTINGUISHER SVC	Total : 37.45 37.45
114487	2/8/2017	10490	HARRIS & ASSOCIATES INC	33238	51326	PROF SVCS-FANITA RANCH EIR	Total : 38.85 38.85
114488	2/8/2017	11196	HD SUPPLY FACILITIES	9151403642 9151471490	51517 51517	STATION SUPPLIES STATION SUPPLIES	Total : 77,987.09 77,987.09 203.56 421.36 624.92
114489	2/8/2017	10256	HOME DEPOT CREDIT SERVICES	0151897 5080865	51514 51514	STATION SUPPLIES STATION SUPPLIES	Total : 59.41 59.41 34.34

Bank code :	ubgen			Invoice	PO #	Description/Account	Amount
Voucher	Date	Vendor					
114489	2/8/2017	10256 HOME DEPOT CREDIT SERVICES	(Continued)	7151931	51514	EQUIPMENT MAINTENANCE	3.20
						Total :	96.95
114490	2/8/2017	12386 HORIZONS CONSTRUCTION COMPANY	6	6R	51535	VIA DE CRISTINA PARK RETENTION	115,887.38
						Total :	-5,794.37
							110,093.01
114491	2/8/2017	12386 HORIZONS CONSTRUCTION COMPANY	CIP 2014-31			RETENTION RELEASE	41,002.23
						Total :	41,002.23
114492	2/8/2017	10272 JENKINS, CARROLL	January- March 2017			RETIREE HEALTH INSURANCE	717.00
						Total :	717.00
114493	2/8/2017	10120 KEARNY PEARSON FORD	1255214		51494	VEHICLE REPAIR PARTS	208.47
						Total :	208.47
114494	2/8/2017	11986 MARION B BORG ENVIRONMENTAL	SANTEE01-40 SANTEE03-20 SANTEE04-15 SECT.6 GRANT-06		51024	SANTEE SUBAREA/FANITA RANCH WALMART EXPANSION CALVARY CHAPEL EXPANSION SUBAREA-ENDANGERED SPECIES	2,485.00
						Total :	1,540.00
							1,015.00
							70.00
							5,110.00
114495	2/8/2017	10079 MEDICO PROFESSIONAL	1932520 1932521		51497 51497	MEDICAL LINEN SERVICE MEDICAL LINEN SERVICE	8.16
						Total :	20.02
114496	2/8/2017	10238 MILLER, STEVE	C76579			STATE LICENSE RENEWAL	115.00
						Total :	115.00
114497	2/8/2017	10458 MIRACLE RECREATION EQUIPMENT	784014		51440	PLAYGROUND EQUIP & REPAIRS	35.60
						Total :	35.60
114498	2/8/2017	10507 MITEL LEASING	1410799 1411155 1411294 1411318			MONTHLY RENTAL 124690 MONTHLY RENTAL 122670 MONTHLY RENTAL 130737 MONTHLY RENTAL 131413	117.26
							876.86
							74.69
							81.21

Bank code : ubgen									
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount			
114498	2/8/2017	10507	10507 MITEL LEASING						
			(Continued)						
114499	2/8/2017	10308	O'REILLY AUTO PARTS	51476	VEHICLE SUPPLIES	106.35	Total :		1,150.02
114500	2/8/2017	10344	PADRE DAM MUNICIPAL WATER DIST		TEMPORARY METER	173.35	Total :		106.35
114501	2/8/2017	10241	JAN SHERAR		PETTY CASH - CSD	199.79	Total :		173.35
114502	2/8/2017	10092	PHOENIX GROUP INFO SYSTEMS	51577	PARKING C/ITE SVC DEC 2016	104.35	Total :		199.79
114503	2/8/2017	10095	RASA	51589	MAP CHECK	335.00	Total :		104.35
114504	2/8/2017	12587	SAN DIEGO COUNTY FIRE CHIEFS		ANNUAL MEMBERSHIP DUES	30.00	Total :		335.00
114505	2/8/2017	10407	SAN DIEGO GAS & ELECTRIC		STREET LIGHTS	29,798.55			
			0422 970 321 8		GAS TAX	116.64			
			3422 380 562 8		LMD	5,379.19			
			4394 020 550 9		PARKS	12,425.55			
			7990 068 577 7				Total :		47,719.93
114506	2/8/2017	10468	SDCFCA - EMS SECTION		ANNUAL MEMBERSHIP DUES	50.00	Total :		50.00
114507	2/8/2017	10217	STAPLES BUSINESS ADVANTAGE		OFFICE SUPPLIES - PSD	80.70			
			3326955172	51587	OFFICE SUPPLIES - PSD	6.56			
			3326955173	51575	OFFICE SUPPLIES	81.37			
			3326955174	51503	OFFICE EQUIPMENT	285.12			
			3326955175	51504	OFFICE SUPPLIES	83.19			
			3327133099	51504	OFFICE SUPPLIES	4.30	Total :		541.24
			3327450387						
114508	2/8/2017	10887	STUBER, TIM		CPSE FO RENEWAL	200.00			

Bank code :	ubgen			Invoice	PO #	Description/Account	Amount
Voucher	Date	Vendor					
114508	2/8/2017	10887	10887 STUBER, TIM				Total : 200.00
114509	2/8/2017	10880	TERRYBERRY COMPANY LLC	D18780		SERVICE AWARD PINS	Total : 345.61
114510	2/8/2017	10250	THE EAST COUNTY	00048269		INVITATION TO BID	Total : 455.00
114511	2/8/2017	10158	THE SOCO GROUP INC	CL90244	51683	FLEET CARD FUELING	Total : 1,042.67
114512	2/8/2017	11882	THOMPSON, ZANE	02/02/17		REIMBURSEMENT	Total : 193.90
114513	2/8/2017	10550	UNIFORMS PLUS INC	43741	51585	CLASS A UNIFORM	Total : 135.54
114514	2/8/2017	10692	UNITED PARCEL SERVICE	000006150X027		SHIPPING CHARGES	Total : 93.57
114515	2/8/2017	10475	VERIZON WIRELESS	9777339211		WIFI SERVICE	Total : 1,028.30
114516	2/8/2017	10136	WEST COAST ARBORISTS INC	122128	51579	URBAN FORESTRY MGMT SVCS	Total : 1,028.30
114517	2/8/2017	10232	XEROX CORPORATION	087694559	51510	COPY CHARGES & LEASE	Total : 3,611.00
				087694560	51530	COPY CHARGES	Total : 183.38
							Total : 43.00
							Total : 226.38
							Bank total : 425,399.16
							Total vouchers : 425,399.16

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
Bank code :	ubgen					

Prepared by: Wilde S
 Date: 2-8-17

Approved by: [Signature]
 Date: 2-8-17

City of Santee
COUNCIL AGENDA STATEMENT

1D

MEETING DATE February 22, 2017

AGENDA ITEM NO.

ITEM TITLE **APPROVAL OF THE EXPENDITURE OF \$52,481.26 FOR JANUARY 2017 LEGAL SERVICES AND RELATED COSTS**

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

SUMMARY

Legal service billings proposed for payment for the month of January 2017 total \$52,481.26 as follows:

1) General Retainer Services	\$ 13,504.98
2) Labor & Employment	511.20
3) Litigation & Claims (General Fund)	9,704.90
4) Special Projects (General Fund)	16,296.05
5) Special Projects (Other Funds)	170.40
6) MHFP Commission	85.20
7) Applicant Initiated Projects	<u>12,208.53</u>
Total	<u>\$ 52,481.26</u>

FINANCIAL STATEMENT *TM*

General Fund:	<u>AMOUNT</u>	<u>BALANCE</u>
Adopted Budget	\$ 398,000.00	
Revised Budget	\$ 458,315.00	
Prior Expenditures	(227,697.61)	
Current Request	(40,017.13)	\$ 190,600.26
Other Funds (excluding applicant initiated items):		
Adopted Budget	\$ 40,000.00	
Revised Budget	\$ 40,655.40	
Prior Expenditures	(7,718.30)	
Current Request	(255.60)	\$ 32,681.50

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MSB*

Approve the expenditure of \$52,481.26 for January 2017 legal services and related costs.

ATTACHMENT (Listed Below)

Legal Services Billing Summary

LEGAL SERVICES BILLING SUMMARY
FY 2016-17

Category	Adopted Budget	Revised Budget	Spent Year to Date	Available Balance	Mo/Yr	Current Request Amount
General Fund:						
General / Retainer	\$ 162,000.00	\$ 162,000.00	\$ 82,677.27	\$ 79,322.73	Jan-17	\$ 13,504.98
Labor & Employment	50,000.00	50,000.00	13,227.85	36,772.15	Jan-17	511.20
Litigation & Claims	50,000.00	67,053.00	78,467.79	(11,414.79)	Jan-17	9,704.90
Special Projects	136,000.00	179,262.00	53,324.70	125,937.30	Jan-17	16,296.05
Total	\$ 398,000.00	\$ 458,315.00	\$ 227,697.61	\$ 230,617.39		\$ 40,017.13
Other City Funds:						
Litigation & Claims	-	\$ 132.90	\$ 132.90	-		-
Special Projects	30,000.00	30,000.00	6,414.60	23,585.40	Jan-17	170.40
MHFP Commission	10,000.00	10,000.00	648.30	9,351.70	Jan-17	85.20
Total	\$ 40,000.00	\$ 40,132.90	\$ 7,195.80	\$ 32,937.10		\$ 255.60
CDC Successor Agency Bond Proceeds:						
Prospect Avenue Project	-	\$ 522.50	\$ 522.50	-		-

LEGAL SERVICES BILLING SUMMARY
FY 2016-17

Category	Adopted Budget	Revised Budget	Spent Year to Date	Available Balance	Mo/Yr	Current Request Amount
Applicant-initiated (paid from developer/applicant deposits)						
Sky Ranch	n/a	n/a	\$ 172.50	n/a		\$ -
Riverwalk (County)	n/a	n/a	260.70	n/a		-
Lantern Crest	n/a	n/a	1,583.50	n/a		-
Castlerock	n/a	n/a	15,890.93	n/a	Jan-17	1,178.03
Castlerock CFD	n/a	n/a	237.60	n/a		-
El Nopal Estates II	n/a	n/a	393.30	n/a		-
Walmart	n/a	n/a	7,951.20	n/a	Jan-17	696.90
Home Fed/Subarea Plan	n/a	n/a	44,804.90	n/a	Jan-17	5,667.80
PDMWD Maint. Yard Wireless Fac.	n/a	n/a	118.50	n/a	Jan-17	121.20
East County Estates	n/a	n/a	189.60	n/a		-
Karl Strauss	n/a	n/a	4,301.02	n/a		-
Santee Walker	n/a	n/a	5,725.20	n/a		-
Prospect Estates	n/a	n/a	3,576.19	n/a	Jan-17	520.60
River Village	n/a	n/a	-	n/a	Jan-17	108.80
Heaney Properties	n/a	n/a	2,877.30	n/a	Jan-17	1,157.90
Calvary Chapel CUP Revision	n/a	n/a	8,240.70	n/a	Jan-17	2,302.80
Hillside Meadows Reorg	n/a	n/a	4,529.00	n/a		-
Robinson Lane	n/a	n/a	2,575.80	n/a		-
Woodside Terrace	n/a	n/a	363.60	n/a	Jan-17	454.50
Raising Cane	n/a	n/a	303.00	n/a		-
Various Other Projects	n/a	n/a	610.60	n/a		-
Total			\$ 104,705.14			\$ 12,208.53

Total Previously Spent to Date
FY 2016-17

General Fund	\$ 227,697.61
Other City Funds	7,195.80
CDCSA Bond Proceeds	522.50
Applicant Deposits	104,705.14
Total	\$ 340,121.05

Total Proposed for Payment

General Fund	\$ 40,017.13
Other City Funds	255.60
CDCSA Bond Proceeds	-
Applicant Deposits	12,208.53
Total	\$ 52,481.26

City of Santee
COUNCIL AGENDA STATEMENT

MEETING DATE February 22, 2017

AGENDA ITEM NO.

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, ACCEPTING THE TOWN CENTER COMMUNITY PARK MEMORIAL FLAGPOLE (CIP 2016-34) AS COMPLETE

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

SUMMARY

This item requests City Council accept the Town Center Community Park Memorial Flagpole (CIP 2016-34) as complete. This project installed a 50' tall aluminum flagpole with lighting at the Town Center Community Park site adjacent to the marine memorial monument and stage.

City Council awarded the construction contract to GEM Industrial, Inc., in the amount of \$29,100.00 on October 26, 2016 and authorized the Director of Development Services to approve change orders in an amount not to exceed \$2,910.00 for unforeseen items and additional work. The Notice to Proceed was issued on November 28, 2016 and all work was completed on January 30, 2017. Two change orders were approved for the project in the amount of \$1,505.32, for a total contract price of \$30,605.32.

Staff requests City Council accept the project as complete and direct the City Clerk to file a Notice of Completion.

FINANCIAL STATEMENT *jr*

Funding for this project was provided by the General Fund and the Recreation Revolving Fund from the proceeds of the Santee Bluegrass Festival for the cost of the flagpole. Total project budget was \$49,010.00.

Design & Bidding	\$ 9,580.78
Original Construction Contract	29,100.00
Construction Change Orders	1,505.32
Construction Engineering/Management	1,428.10
Project Close Out	500.00
Total Project Cost	<u>\$ 42,114.20</u>

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MSB*

Adopt the attached Resolution accepting the Town Center Community Park Memorial Flagpole (CIP 2016-34) as complete, and direct the City Clerk to file a Notice of Completion.

ATTACHMENT

Resolution

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
ACCEPTING THE TOWN CENTER COMMUNITY PARK MEMORIAL FLAGPOLE
(CIP 2016-34) AS COMPLETE**

WHEREAS, the City Council awarded the construction contract for the Town Center Community Park Memorial Flagpole (CIP 2016-34) to GEM Industrial, Inc. on October 26, 2016, for \$29,100.00; and

WHEREAS, City Council authorized the Director of Development Services to approve construction change orders in an amount not to exceed \$2,910.00; and

WHEREAS, staff approved two construction change orders in the amount of \$1,505.32; and

WHEREAS, the project was completed for a total construction contract amount of \$30,605.32; and

WHEREAS, GEM Industrial, Inc. has completed the project in accordance with the contract plans and specifications.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Santee, California, that the work for the construction of the Town Center Community Park Memorial Flagpole (CIP 2016-34) is accepted as complete on this date and the City Clerk is directed to record a "Notice of Completion".

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 22nd day of February 2017, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

PATSY BELL, CMC, CITY CLERK

City of Santee
COUNCIL AGENDA STATEMENT

1F

MEETING DATE February 22, 2017

AGENDA ITEM NO.

ITEM TITLE SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AMENDING TITLE 17 OF THE CITY OF SANTEE MUNICIPAL CODE, CHAPTER 17.04 TITLED "ADMINISTRATION," CHAPTER 17.08 TITLED "DEVELOPMENT REVIEW," AND CHAPTER 17.10 TITLED "RESIDENTIAL DISTRICTS," TO COMPLY WITH STATE REQUIREMENTS FOR SECONDARY DWELLING UNITS AND FARMWORKER HOUSING AND ASSOCIATED MINOR REVISIONS FOR CLARITY AND CONSISTENCY

DIRECTOR/DEPARTMENT Patsy Bell, CMC, City Clerk *PB*

SUMMARY

The Introduction and First Reading of the above-entitled Ordinance was approved at a Regular Council Meeting on February 8, 2017. The Ordinance is now presented for Second Reading by title only, and adoption.

Vote at First Reading: AYES: HALL, HOULAHAN, JONES, MCNELIS, MINTO
 NOES: NONE
 ABSENT: NONE

m
FINANCIAL STATEMENT None

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *mPB*
Adopt Ordinance.

ATTACHMENTS
Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AMENDING TITLE 17 OF THE CITY OF SANTEE MUNICIPAL CODE, CHAPTER 17.04 TITLED "ADMINISTRATION", CHAPTER 17.08 TITLED "DEVELOPMENT REVIEW", AND CHAPTER 17.10 TITLED "RESIDENTIAL DISTRICTS", TO COMPLY WITH STATE REQUIREMENTS FOR SECONDARY DWELLING UNITS, AND FARMWORKER HOUSING, AND TO MAKE ASSOCIATED MINOR REVISIONS FOR CLARITY AND CONSISTENCY

WHEREAS, on September 27, 2016, Senate Bill 1069 (SB 1069) and Assembly Bill 2299 (AB 2299) were adopted which amend Government Code Section 65852.2 regarding accessory dwelling units; and

WHEREAS, on January 1, 2017, SB 1069 and AB 2299 became effective and authorize local agencies to amend the accessory dwelling unit development regulations to comply with the new State Legislation including, but not limited to, the permit process, floor area, parking, and setbacks; and

WHEREAS, the term "second dwelling unit" shall now be referred as "accessory dwelling unit" and defined as a residential dwelling unit that is detached from, attached to, or located within the living area of a primary dwelling unit, and that provides independent living facilities for one or more persons, and that includes provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated. An accessory dwelling unit also includes an efficiency unit, as defined in California Health and Safety Code Section 17958.1, and a manufactured home as defined in California Health and Safety Code Section 18007; and

WHEREAS, the proposed amendments are intended to allow for additional rental housing stock, provide housing for seniors, students, and family members, provide affordable housing, provide housing for those seeking living quarters in high opportunity areas, and provide additional income for homeowners who rent accessory dwelling units; and

WHEREAS, the proposed amendments to Santee Municipal Code Chapters 17.04, 17.08, and 17.10 are intended to ensure consistency within Title 17, clarify standards for auxiliary structures, ensure compliance with state law regarding farmworker housing, and to correct outdated references; and

WHEREAS, the proposed amendments are in compliance with SB 1069 and AB 2299 and in accord with the Housing Element of the General Plan to facilitate timely building permit and development plan processing for residential construction (Policy 6.3), promote efficient and creative alternatives to help reduce government constraints (Policy 6.1), and the character of residential neighborhoods will not be adversely affected because accessory dwelling units will be required to be architecturally compatible with the existing primary residence in terms of scale, design, color, and materials.

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

SECTION 1. The City Council finds that this ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15282 (h) because the adoption of an ordinance to implement the provisions in Government Code Section 65852.2 regarding accessory dwelling units in residential zones is exempt from

ORDINANCE NO. _____

the provisions of CEQA. In addition, the proposed amendments related to farmworker housing are exempt from the provisions of CEQA pursuant to CEQA Section 15061(b)(3), which is the general rule that CEQA does not apply to activities that do not have a potential for causing a significant effect on the environment.

SECTION 2. The City Council hereby finds that all of the foregoing recitals and the staff report presented herewith are true and correct and are hereby incorporated and adopted as findings of the City Council as if fully set forth herein.

SECTION 3. The City Council hereby amends Title 17 of the Santee Municipal Code with the following additions and deletions to Chapters 17.04 "Administration", 17.08 "Development Review", and 17.10 "Residential Districts" to read as follows (Strikethrough text is to be deleted; underlined text is to be added; all other provisions remain the same):

Chapter 17.04 Administration

Certain definitions in Section 17.04.140 subsection (C) are is added or amended to read as follows:

17.04.140 Definitions

~~"Accessory units" means a dwelling unit, attached to a primary residence, providing complete, independent living facilities for no more than two persons including permanent provisions for living, sleeping, eating, cooking and sanitation, and having only one kitchen.~~

"Accessory dwelling unit" means a residential dwelling unit that is detached from, attached to, or located within the living area of a primary dwelling unit that provides independent living facilities for one or more persons, and that includes permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated. An accessory dwelling unit also includes an efficiency unit, as defined in California Health and Safety Code section 17958.1, and a manufactured home, as defined in California Health and Safety Code section 18007.

"Agricultural Employee Housing" means employee housing as defined by Sections 17008, 17021.5, and 17021.6 of the Health and Safety Code.

~~"Secondary dwelling unit" means an attached or detached residential dwelling which provides complete living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, and cooking, sanitation, and shall be no smaller than one hundred fifty square feet and no larger than six hundred square feet.~~

"Structure, attached residential accessory" means a subordinate, non-habitable structure that is incidental and attached to the main dwelling on the same lot. Attached residential accessory structures would include, but not be limited to, garages, carports, unenclosed covered patios, pergolas, workshops, and storage structures.

"Structure, auxiliary" means a subordinate building or structure which is incidental and not attached to the main building or use on the same lot. If an auxiliary building is attached to the main building or if the roof is a continuation of the main building roof, the auxiliary building shall be considered an addition to the main building. ~~An auxiliary structure would include, but not be limited to, garages, workshops, storage structures and containers, cabanas, gazebos and enclosed patios.~~

“Structure, detached residential accessory” means a subordinate, non-habitable structure that is incidental and not attached to the main dwelling on the same lot. Detached residential accessory structures would include, but not be limited to, garages, carports, unenclosed covered patios, pergolas, workshops, sheds, gazebos, cabanas, and storage structures.

“Structure, habitable” means a structure for living, sleeping, and/or cooking.

“Structure, non-habitable” means a structure not for living, sleeping, and/ or cooking. Non-habitable structures would include, but not be limited to garages, carports, unenclosed covered patios, pergolas, workshops, sheds, gazebos, cabanas, and storage structures.

Chapter 17.08

Section 17.08.020 subsections (A) and (B) are amended to read as follows:

17.08.020 Projects requiring development review

A. An application for development review is required for commercial, industrial, institutional, and residential projects ~~other than accessory dwelling units as described in Section 17.10.030(F)(6)~~, involving the issuance of a building permit for construction or reconstruction of a structure which meets any of the following criteria:

1. New construction on vacant property.
2. One or more structural additions or new buildings, either with a total floor area of one thousand square feet or more.
3. Reconstruction or alteration of existing buildings on sites when the alteration significantly affects the exterior appearance of the building or traffic circulation of the site. Exceptions are maintenance or improvement of landscaping, parking, exterior re-painting or other common building and property maintenance activities.
4. The conversion of residential, commercial or industrial buildings to condominiums.

5. A Development Review application will be processed administratively for new accessory dwelling units as described in Section 17.10.030(F)(6) and not subject to application fees.

B. For detached single-family development, the following shall apply:

1. Application processing fees for the construction of one single-family residence on one existing legal lot, ~~or for the construction of a secondary dwelling unit pursuant to Section 17.10.030.E.4~~ shall ~~may~~ be waived. Application fees shall be collected for detached single-family development that:
 - a. Will be constructed on property that is part of a tentative map or tentative parcel map application for two or more lots; or
 - b. Will be constructed on property that is part of a lot line adjustment application for two or more undeveloped lots.

ORDINANCE NO. _____

2. Development review for detached single-family development shall be required for all major subdivision maps and for property within the hillside overlay district, except as provided in subdivision (3) of this subsection.

3. Development review for property within the hillside overlay district shall be required unless the following apply:

a. The project involves the construction of one detached single-family residence on an existing lot; and

b. The lot does not contain any natural slopes greater than ten percent and the site is not located on a ridgeline or in a similar type of visually prominent location; and

c. Adequate public facilities and services are currently available to serve the development.

4. If criteria (a) through (c) of subdivision (3) above apply, an exemption from the requirement for development review may be granted by the director.

Chapter 17.10

Sections 17.10.030 subsections (A)(4)(a), (C)(1), (D)(1)(C), (3) and (9), and (E)(1) are amended to read as follows:

Section 17.10.030(A) Residential Use Regulations

~~Section 17.10.030(A) is amended to read as follows:~~

**TABLE 17.10.030A
USE REGULATIONS FOR RESIDENTIAL DISTRICTS**

USE	HL	R-1	R-1A	R-2	R-7	R-14	R-22	R-30
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A. 4. Day care home, family

(a) Large family day care home (subject to the provisions contained in Section 17.30.020 (H) <u>H</u>)								
--	--	--	--	--	--	--	--	--

C.

1. Animal care facility (subject to Section 17.10.030(E))	C	C	C	—	—	—	—	—
--	---	---	---	---	---	---	---	---

D.

1.C. Other pets pursuant to Section-Table 17.10.030(B)	P	P	P	P	P	P	P	P
---	---	---	---	---	---	---	---	---

ORDINANCE NO. _____

3. <u>Auxiliary Accessory</u> structure (see special requirements per Section 17.10.050)								
9. <u>Accessory Secondary</u> dwelling unit (subject to Section 17.10.030(F)(65))	P	P	P	P	P	P	P	P

E.

1. Temporary uses as prescribed in Section 17.04.06.070 and subject to those provisions	P	P	P	P	P	P	P	P
---	---	---	---	---	---	---	---	---

Section 17.10.030 subsection (F)(5)(h) is amended to read as follows:

Section 17.10.030(F) (Special Use Regulations).

5. Mobilehomes

h. Has a roof overhang of not less than one foot measured from the vertical side of the mobilehome. When carports, garages, porches, or similar structures are attached as an integral part of the mobilehome, no eave is required where the auxiliary accessory structure is attached to the mobilehome.

Section 17.10.030 subsection (F)(6) is amended to read as follows:

6. Secondary Accessory Dwelling Units. Permitted subject to the following criteria:

“Accessory dwelling unit” means a residential dwelling unit that is detached from, attached to, or located within the living area of a an existing primary dwelling unit, and that provides independent living facilities for one or more persons and that includes permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated. An accessory dwelling unit also includes an efficiency unit, as defined in California Health and Safety Code section 17958.1, and a manufactured home, as defined in California Health and Safety Code section 18007.

Accessory Dwelling Units are permitted subject to the following criteria:

- a. An secondary accessory dwelling unit shall be permitted only on a single-family or multifamily zoned lot that:
 - i. Contains an existing single-family dwelling, which has been approved for occupancy.
 - ii. Meets the minimum lot size of the residential district.

ORDINANCE NO. _____

- iii. ~~Is Can be~~ served by adequate municipal sewer and water service.
- iv. Does not currently contain an accessory secondary dwelling unit.

~~b. Accessory Secondary~~ dwelling units may be used as the primary residence of the homeowner or rented separately from the principal structure. An accessory secondary dwelling unit shall not be sold separately from the principal residence on the lot.

~~c. The accessory dwelling unit shall be either attached to the primary dwelling or located within the living area of the dwelling or detached from the dwelling and located on the same lot as the dwelling.~~

~~d. e.~~ Owner occupancy of the primary or secondary residence is required for the grant of a development review permit for an accessory secondary dwelling unit. This provision shall be ensured by a deed restriction, to the satisfaction of the director of development services. A unit approved under this section which no longer meets the above criteria shall be deemed an illegal use.

~~e. d. Secondary Accessory~~ dwelling units in residential districts shall be exempt from the density requirements of the Santee general plan. Accessory dwelling units are a residential use that must be consistent with the Santee general plan and zoning base district designation of the lot.

~~f. e.~~ Residential structures determined to have the potential for use as an accessory secondary dwelling unit shall comply with the standards for accessory secondary dwelling units. ~~In making such a determination the director will consider the size and floor plan of the unit, any direct access to the principal unit, and any existing or proposed covenants and restrictions. Other factors include, but are not limited to, whether the potential secondary dwelling unit has a separate entrance, separate kitchen facilities, a full bathroom, a closet, and/or heating and air conditioning~~

~~g. f. Accessory Secondary~~ dwelling units shall meet the development standards of the zoning base district and all other design criteria of this title applicable to residential auxiliary structures or additions. Accessory dwelling units, ~~and~~ shall be architecturally compatible with the primary dwelling unit existing structure in terms of scale, design, materials, colors, and texture.

~~h. g.~~ If attached, an accessory secondary dwelling unit shall be attached to the primary unit in a manner that the addition would create the appearance of an enlargement of the primary residence and a logical extension of roof and walls rather than give the appearance of an add-on unit.

~~h.~~ ~~In order to discourage inappropriate disruption of existing roof lines, an accessory secondary dwelling unit shall not be constructed on a second story level of a primary residence that is a one-story structure.~~

ORDINANCE NO. _____

i. In order to lessen any appearance of a duplex structure, the entrance to an attached ~~accessory secondary~~ dwelling unit shall not be visible from ~~the~~ public street(s) fronting the property.

j. There shall be no conversion of a garage of a primary residence into an accessory secondary dwelling unit unless all parking requirements are otherwise met for the primary residence (including a two-car garage, if applicable).

k. The minimum allowed area of an accessory secondary dwelling unit shall be no less than one hundred fifty square feet. ~~The maximum allowed area of an accessory unit shall be no more than six hundred square feet. The floor area of an attached accessory dwelling unit shall not exceed 50 percent of the existing or proposed primary dwelling unit floor area, with a maximum floor area of 1,200 square feet. The total area of floor space for a detached accessory dwelling unit shall not exceed 1,200 square feet.~~

l. ~~Accessory Secondary~~ dwelling units shall be exempt from the parking requirements, with the exception of any parking required for the primary unit.

m. Except as modified in this section, ~~accessory secondary~~ dwelling units are subject to all municipal code and other standards applicable to any new structure, including but not limited to height, setback, lot coverage, ~~development review~~, building fees, charges and other zoning, building, and development requirements generally applicable to a proposed dwelling unit or structure in the zone in which the property is located.

n. An accessory dwelling unit is required to have fire sprinklers, only if the primary residence is required to have fire sprinklers.

o. An accessory dwelling unit must receive the approval by the local health officer from the County Department of Environmental Health where a private sewage disposal system is being used.

p. No passageway, defined as a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit, shall be required in conjunction with the construction of an accessory dwelling unit.

q. No additional setbacks shall be required for an existing, legally permitted garage that is converted to an accessory dwelling unit.

r. When a garage is demolished to create an accessory dwelling unit, the replacement parking may be located in any permitted configuration allowed by the City on the same lot as the accessory dwelling unit.

s. A 5-foot setback from the rear and interior side property lines will be required for accessory dwelling units constructed over existing, legally permitted garages.

t. The accessory dwelling unit shall count towards the lot coverage calculations.

ORDINANCE NO. _____

u. Accessory dwelling units that conform with this section shall not be considered in the application of this section or other code, policy, or program to limit residential growth.

v. Applications for an accessory dwelling must be submitted to the Director of Development Services ("Director") on a form and with information and materials, as adopted by the Director.

w. The Director will review and approve complete applications for an accessory dwelling unit that comply with this Section.

x. The Director is authorized to impose fees for the construction of an accessory dwelling unit in accordance with California Government Code, Chapters 5 (commencing with Section 66000) and 7 (commencing with Section 66012).

y. An applicant may appeal the Director's decision to the Planning Commission as provided in Section 17.04.070.

Section 17.10.030 subsections (F)(9)-(12) are amended to read as follows:

9. Single Room Occupancy (SRO) Dwellings. Single room occupancy dwellings, as defined in Section 17958.1 of the Health and Safety Code, are allowed in multiple-family residential zones, ~~subject to Government Code Sections 65589.5 and 65583(a)(1).~~ SRO dwellings are subject to all Municipal Code and other standards applicable to any new multiple-family residential building, including, but not limited to, density, height, setback, on-site parking, lot coverage, development review, compliance with the California Building Code, building fees, charges and other requirements generally applicable to a proposed multiple-family development in the Zone District in which a property is located.

10. Limited and General Group Care Facilities. Limited Group Care Facilities are allowed in residential zones, subject to Government Code Section 65589.5 applicable sections of the Health and Safety Code. General Group Care Facilities are subject to approval of a Conditional Use Permit, to include a review of hours of operation, security, loading requirements, and site management. All Group Care Facilities shall be subject to regulations that apply to other residential dwellings of the same type in the same zoning, pursuant to Government Code Section 65589.5.

11. Transitional and Supportive Housing. This housing, as defined in Section 17.04.140, is allowed in residential zones pursuant to Government Code Section 65583(a)(5), and is subject to regulations that apply to other residential dwellings of the same type in the same zone. (Ord. 517 § 5, 2013; Ord. 513 §§ 3, 4, 2012; Ord. 495 § 3, 2010; Ord. 469 §§ 5 and 7, 2007; Ord. 438 § 1, 2003).

12. Agricultural Employee Housing. This housing, as defined in Section 17.04.140, is allowed in residential districts pursuant to Health and Safety Code Sections 17.021.5

and 17.021.6 and is subject to regulations that apply to other residential dwellings of the same type in the same zone.

Section 17.10.040 subsections (A) and (F) is-are amended to read as follows:

Section 17.10.040 Site Development Criteria.

- A. The site development criteria are intended to provide minimum standards for residential development. ~~These site development standards should be used in conjunction with the design guidelines, which are set forth in the development review manual.~~ This section shall not be construed to supersede more restrictive site development standards contained in the conditions, covenants and restrictions of any property or dwelling unit. However, in no cases shall private deed restrictions permit a lesser standard in the case of a minimum standard of this section or permit greater standard in the case of a maximum standard of this section.

- F. Building Separation. Main buildings must maintain a minimum separation of **fifteen ten** feet from each other. Auxiliary Accessory structures must maintain a minimum separation of five feet from all other structures.

Section 17.10.050 subsection (A) is amended to read as follows:

Section 17.10.050 Special Development Criteria.

The special development criteria set forth in this section are intended to provide minimum standards for accessory auxiliary structures, fences, etc.

A. Auxiliary Structures and Additions Attached and Detached Residential Accessory Structures.

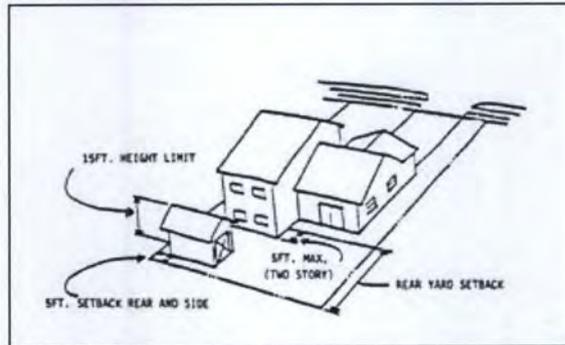
1. Auxiliary-Attached and detached residential accessory structures which require a building permit (including, but not limited to, ~~enclosed patios~~ unenclosed patio covers, cabanas, garages, carports, and storage buildings) ~~and additions to the main dwelling,~~ may ~~be located~~ encroach in a required interior side yard or rear yard, except as required in Table 17.10.040A, subject to the following limitations:

a. Height. A height limit of fifteen feet (one-story) shall apply within the required yard area. Two-story additions may encroach a maximum of five feet into the required rear yard if the director determines that the encroachment is necessary for a continuation and extension of the architectural design, style, and function of the structure.

b. Coverage. A maximum thirty percent building coverage shall apply within any required yard area.

c. Rear Yard Setback. ~~Detached auxiliary structures~~ Attached and detached residential accessory structures or additions, except two story structures, may be located five feet from the rear property line, excluding eave overhang. ~~Double frontage lots (through lots) may not be placed five feet from the rear property line, but must meet the minimum front yard setback of the base district.~~

**DIAGRAM 17.10.050A
AUXILIARY STRUCTURE AND
ADDITION SETBACK**



d. ~~Interior~~ Side Yard Setback. The minimum side yard setback of the base district or that of the existing building shall apply, whichever is less, except ~~detached auxiliary~~ attached or detached accessory structures or additions may be located a minimum setback of five feet from the interior side property line only within the rear yard area, excluding eave overhang. Attached and detached residential accessory structures may not encroach into required exterior side yard setbacks. Unenclosed patios (patio covers) attached to the main building shall meet the minimum side yard setback of the base district.

e. Front Yard and Corner Side Yard. No ~~auxiliary attached or detached residential accessory~~ structure ~~or addition~~ shall occupy any portion of a required front yard or corner side yard.

f. Size. The maximum allowable gross floor area for all completely enclosed ~~auxiliary detached residential accessory~~ structures in conjunction with an existing single-family residence shall be equal to forty percent of the living area of the primary residence, or eight hundred square feet gross floor area, whichever is less. A four hundred square foot detached garage is permitted in all cases if a garage does not currently exist on-site. A request for additional gross floor area is subject to the approval of a minor conditional use permit (see Section 17.06.030). ~~The total gross floor area shall include all auxiliary structures, including those which do not require a building permit, with the exception of those which are completely open on at least three sides, exclusive of any necessary supporting columns.~~

SECTION 4. Severability. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance for any reason is held to be invalid or

ORDINANCE NO. _____

unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

SECTION 5. Upon adoption of the Ordinance, the added text shown in underlined format shall be incorporated and strike-out text removed from the Ordinance.

SECTION 6. This Ordinance shall become effective thirty (30) days after its passage.

SECTION 7. The City Clerk is hereby directed to certify the adoption of this ordinance, to file a Notice of Exemption, and cause the same to be published as required by law.

INTRODUCED AND FIRST READ at a Regular Meeting of the City Council of the City of Santee, California, on the 8th day of February, 2017, and thereafter **ADOPTED** at a Regular Meeting of said City Council held on the 22nd day of February, 2017, by the following vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

PATSY BELL, CMC, CITY CLERK

City of Santee
COUNCIL AGENDA STATEMENT

1G

MEETING DATE February 22, 2017

AGENDA ITEM NO.

ITEM TITLE AUTHORIZE A ONE YEAR EXTENSION OF THE PROFESSIONAL SERVICES AGREEMENT WITH ALBERT A. WEBB ASSOCIATES TO PROVIDE ASSESSMENT ENGINEERING SERVICES

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

SUMMARY

In early 2012 the Finance Department conducted a request for proposals process to recommend a consultant to provide assessment engineering services for the Santee Town Center Landscape Maintenance District, Santee Landscape Maintenance District, Santee Roadway Lighting District and Fire Benefit Fee annual levy. On April 25, 2012 the City Council authorized the City Manager to execute a professional services agreement with Albert A. Webb Associates ("Webb") for a term of three years with an option to extend the agreement for two additional fiscal years. The term of this agreement has expired. Staff recommends that the City Council authorize an additional one year extension of this agreement in the amount of \$18,401 which represents no change from the prior year fee.

Webb is a Southern California based firm that has provided civil engineering and planning services since 1945 and special district assessment services since 1960. Over the past five years Webb has successfully and efficiently performed for the City. Webb also currently serves under separate contracts as special tax consultant for the formation of/proposed annexations to Community Facilities No. 2015-1 (Municipal Maintenance Services) and the proposed Castlerock community facilities district. In staff's opinion it would be most efficient to work with one firm providing both assessment engineering and special tax consultant services. In addition, this will be the third year of a three year phase-in for the Fire Benefit Fee bringing certain commercial/industrial parcels to the full assessment allowed under the enacting ordinance. Webb has been responsible for developing and implementing this phase-in, thus is best positioned to ensure the accurate completion of this assessment adjustment. A request for proposals process will be initiated early next year in order to award the next multi-year agreement for these services.

Staff recommends the City Council authorize the City Manager to execute a one year extension of the professional services agreement with Webb to provide assessment engineering services in the amount of \$18,401.

FINANCIAL STATEMENT *tm*

Funding for this agreement is included in the adopted fiscal year 2016-17 operating budget for the Santee Town Center Landscape Maintenance District, Santee Landscape Maintenance District, Santee Roadway Lighting District and General Fund (Fire Benefit Fee).

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MSB*

Authorize the City Manager to execute a one year extension of the professional services agreement with Albert A. Webb Associates to provide assessment engineering services for the fiscal year 2017-18 levy of assessments process in the amount of \$18,401.

ATTACHMENTS

None

City of Santee
COUNCIL AGENDA STATEMENT

2A
(Cont. from 2/8/17)

MEETING DATE February 22, 2017

AGENDA ITEM NO.

ITEM TITLE CONTINUED PUBLIC HEARING TO ASSESS COMMUNITY DEVELOPMENT NEEDS AND TO ALLOCATE PROGRAM YEAR 2017 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING

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

SUMMARY

This is the second of two public hearings on the allocation of Community Development Block Grant (CDBG) Program funding for Program Year 2017 (July 2017 through June 2018). The first public hearing was held on February 8, 2017, at which time the City Council received a staff report and public testimony. Once the CDBG funding allocations are decided, the City will prepare an Annual Action Plan for Program Year 2017. The Annual Action Plan is subject to public review and a separate public hearing prior to submittal to HUD by May 15, 2017.

There is uncertainty regarding the amount of CDBG funding that will be available to the City for Program Year (PY) 2017 (July 2017 through June 2018); however the timeline for submission of an annual CDBG application requires the City to begin the process of prioritizing CDBG-funded activities in February. For planning purposes, it is assumed that the City's PY 2017 allocation will be \$227,000, which is approximately 10% below the current year's allocation of \$251,823.

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

FINANCIAL STATEMENT *pm* The level of CDBG funding the City of Santee will receive in Program Year 2017 has not yet been announced by the federal Department of Housing and Urban Development. For the purpose of preparing the Program Year 2017 Action Plan, it is projected that the City will receive a CDBG allocation of \$227,000. A carry-forward of \$2,070 in prior-year funds would bring the total amount available for allocation in PY 2017 to approximately \$229,070. In addition, when Program Year 2016 funds were allocated, \$3,398 was set aside to provide a reserve in case future CDBG allocations were insufficient to fund annual Section 108 loan debt service payments. This reserve fund would be needed if the reduction in CDBG funds occurs at the 10% level, and the amount of funding projected to be available for other program activities in PY 2017, including administration, would be \$80,106.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MSB*

1. Re-open, conduct and close the public hearing.
2. Direct staff to publish a summary of the Annual Action Plan.
3. Adopt the Resolution for Program Year 2017 CDBG funds.

ATTACHMENTS

Staff Report Resolution Summary of Requests/Applications Worksheets

**STAFF REPORT
FEBRUARY 22, 2017**

**CONTINUED PUBLIC HEARING
TO ASSESS COMMUNITY DEVELOPMENT NEEDS
AND TO ALLOCATE PROGRAM YEAR 2017
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING**

A. CDBG BACKGROUND

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

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

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

B. CDBG PROGRAM GUIDELINES

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

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

1. Benefit low and moderate income families;

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

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

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

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

3. Address community needs having a particular urgency.

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

C. AVAILABLE FUNDS AND REQUESTS FOR FUNDING

There is uncertainty regarding the amount of CDBG funding that will be available to the City for Program Year (PY) 2017 (July 2017 through June 2018); however the timeline for submission of an annual CDBG application requires the City to begin the process of prioritizing CDBG-funded activities in February. For planning purposes, it is assumed that the City's PY 2017 allocation will be \$227,000, which is approximately 10% below the current year's allocation of \$251,823. A carry-forward of \$2,070 in prior-year funds would bring the total amount available for allocation in PY 2017 to approximately \$229,070. In addition, when Program Year 2016 funds were allocated, \$3,398 was set aside to provide a reserve in case future CDBG allocations were insufficient to fund annual Section 108 loan debt service payments. This reserve fund would be needed if the reduction in CDBG funds occurs at the 10% level, and the amount of funding projected to be available for other program activities in PY 2017, including administration, would be \$80,106.

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

A request for proposals was published on November 17, 2016, with applications due on January 11, 2017. The City received nine applications for PY 2017 CDBG funding totaling \$93,000 as detailed in the attached report and summary of applications.

City Public Facility Project – Section 108 Loan

In addition to the caps imposed by HUD on Administrative and Public Services expenditures, an advance of CDBG allocations to fund improvements to Buena Vista Avenue and Railroad Avenue reduces the amount of funding available for other activities. In October 2011, the City Council approved a Section 108 loan (a loan secured by future allocations of CDBG funding) in the amount of \$1.4 million. Debt service associated with the Section 108 loan in Program Year 2017 is \$152,362 and represents a senior claim on CDBG funding received by the City of Santee.

In response to consecutive reductions in CDBG allocations, in Program Year 2016 the City established a Section 108 loan reserve in the amount of \$3,398 that could be used to meet payment requirements in the event future year allocations were insufficient to do so. If the City’s HUD grant of CDBG funding is reduced by 10% from the current-year amount, as assumed, this reserve will need to be used in order to fund Public Services and Administrative activities at the maximum amounts allowed. It should be noted that a decision to fund the application received from Home of Guiding Hands in the Public Facilities category would result in a corresponding reduction in either the Public Services or Administrative activities funding.

ACTIVITY	CAP	AMOUNT AVAILABLE PER CAP	AMOUNT REQUESTED
Public Service Activities	15%	\$ 34,050	\$ 64,000
Administrative Activities	20%	\$ 45,400	\$ 45,400
Public Facilities	None	\$ 153,018	\$ 165,862
		\$ 232,468	\$ 275,262

Requested in excess of projected funding \$ 42,794

HUD Minimum Allocation Guidance

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

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

D. PUBLIC PARTICIPATION AND ALLOCATION PROCESS

Public participation is an important part of the CDBG process. Two public hearings are required to meet the HUD requirements for citizen participation. In accordance with Code of Federal Regulations (CFR) Title 24, “Housing and Urban Development”, Section 570.704, the City initiated the CDBG application process by publishing a Request for Proposals for Program Year 2017 on November 17, 2016 in the East County Californian, as well as posting the Request for Proposals on the City’s website. Applications were due on January 11, 2017.

Notice of the February 8 public hearing was published in East County Californian on January 26, 2017. All applications which were received were made available for public review and comment. In this way, citizens are afforded an opportunity to examine the contents of all applications received and to provide comments prior to City Council decision on the funding of qualified applications, in compliance with CFR Title 24.

E. RECOMMENDATIONS

- 1) Re-open, conduct and close the public hearing; and
- 2) Direct staff to publish a summary of the Annual Action Plan; and
- 3) Adopt the Resolution for Program Year 2017 CDBG funds

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE,
CALIFORNIA ON THE ASSESSMENT AND PRIORITIZATION OF
COMMUNITY DEVELOPMENT NEEDS, ALLOCATION OF COMMUNITY
DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR
PROGRAM YEAR 2017 AND AUTHORIZATION TO PREPARE AND PUBLISH
A DRAFT ANNUAL ACTION PLAN FOR PROGRAM YEAR 2017**

WHEREAS, in Program Year 2017, the City of Santee anticipates receiving an allocation of approximately \$227,000 in CDBG funds; and

WHEREAS, the City of Santee has an unexpended prior year allocation of \$2,070 available for allocation in Program Year 2016; and

WHEREAS, the City of Santee has \$3,398 in CDBG Debt Service Reserve funds available for allocation if, as anticipated, the City's annual allocation of CDBG funds is reduced by 10% compared with Program Year 2016 funding, increasing the total amount projected to be available to \$232,468; and

WHEREAS, the City of Santee is required to prepare and adopt an Annual Action Plan to implement the FY2015-2019 Consolidated Plan and submit a grant application to HUD prior to receiving funds; and

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

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

1. Direct staff to prepare a Draft Annual Action Plan reflecting the funding priorities identified in the City Council hearing of February 22, 2017.
2. Direct staff to proportionally adjust subrecipient allocations to accommodate any shortfall or surplus between the actual amount received by the City of Santee from the federal Department of Housing and Urban Development for Program Year 2017 and the projected Program Year 2017 CDBG allocation of \$227,000.
3. Direct staff to publish a Summary of the Draft Annual Action Plan as required for the Consolidated Plan.

RESOLUTION NO. _____

ADOPTED by the City Council of the City of Santee, California, at a regular meeting thereof held this 22nd day of February, 2017.

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

PATSY BELL, CMC, CITY CLERK

SUMMARY OF REQUESTS

PUBLIC SERVICES		AMOUNT OF PY 2017 REQUEST	PROPOSED USE	PY 2015 ACCOMPLISHMENTS/ PY 2016 GRANT
1	Cameron Family YMCA / Santee Aquatics Center	\$5,000	Subsidize swim, gymnastics and fitness classes	72 persons assisted/ PY 2016 Grant: \$2,000
2	Crisis House	\$5,000	Intervention services to prevent homelessness	221 persons assisted/ PY 2016 Grant: \$5,000
3	ElderHelp	\$10,000	Support home bound persons to maintain their independence and continue living in their homes.	52 persons assisted/ PY 2016 Grant: \$3,000
4	Caring Neighbors (Lutheran Social Services)	\$6,000	Provide minor home repairs to low-income seniors and disabled Santee residents	44 projects PY 2016 Grant: \$3,000
5	Meals-on-Wheels	\$8,000	Delivery of 2 meals per day to homebound seniors	86 persons assisted/ PY 2016 Grant: \$8,000
6	Santee Food Bank	\$20,000	Emergency food assistance.	13,534 persons assisted/ PY 2016 Grant: \$13,603
7	Santee Santas	\$10,000	Provide assistance to Santee families in crisis through the Holiday Program and Emergency Fund.	230 households assisted/ PY 2016 Grant: \$5,000

Total Requests: \$ 64,000

\$34,050 (Projected cap amount)

SUMMARY OF REQUESTS

ADMINISTRATION		AMOUNT OF PY 2017 REQUEST	PROPOSED USE	PY 2015 ACCOMPLISHMENTS/ PY 2016 GRANT
1	CSA San Diego County	\$15,500	On behalf of the City of Santee, conduct fair-housing testing and counseling. Provide tenant/landlord mediation services	61 persons assisted with housing services/ PY 2016 Grant: \$14,000
2	City of Santee	\$29,900	Administration of CDBG Program and Subrecipient Agreements	Maintained compliance with program regulations.

Total Requests: \$ 45,400 (Projected cap amount)

PUBLIC FACILITIES		AMOUNT OF PY 2017 REQUEST	PROPOSED USE	PY 2015 ACCOMPLISHMENTS/ PY 2016 GRANT
1	City of Santee - Section 108 Loan Debt Service	\$ 152,362	Debt services for Buena Vista/ Railroad Avenue Neighborhood Road Improvements	Project complete.
2	City of Santee - Section 108 Loan Debt Service Reserve	\$ 0	Reserve fund to cover debt service should future CDBG allocations fall below required amount.	PY 2016 Reserve: \$3,398
3	Home of Guiding Hands	\$ 13,500	Make repairs and improvements to group homes for persons with mental and physical disabilities	2 households (12 persons) assisted PY 2016 Grant: \$13,700

Total Requests: \$ 165,862

\$ 153,018 Estimate of funding available after allocating maximum allowed amounts to Public Services and Administration. (i.e. \$232,468 - \$34,050 - \$45,400).

ATTACHMENT 3
APPLICATIONS FOR FUNDING

SOCIAL SERVICES

East County YMCA – Cameron Facility	1
Crisis House.....	5
Elderhelp of San Diego	13
Lutheran Social Services (“Caring Neighbors”).....	20
Meals-on-Wheels Greater San Diego, Inc.	24
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ADMINISTRATION

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PUBLIC FACILITIES

Home of Guiding Hands.....	44
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**City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2017**

GENERAL INFORMATION: Date: 1-6-17

RECEIVED

Agency Name: East County Family YMCA – Cameron Facility

JAN 11 2017

Agency Address: 10123 Riverwalk Drive, Santee CA 92071

Dept. of Development Services
City of Santee

Phone: 619-449-9622

Fax: 619-449-9624

E-mail: smurray@ymca.org

Project/Program Contact Person (Name and Title): Sarah Murray, Program Director – Aquatics, Sports, and Enrichment / Deborah Lenz, Executive Director

Project/Program Location: East County Family YMCA – Cameron Facility

Phone: 619-449-9622

Fax: 619-449-9624

E-mail: smurray@ymca.org

Type of Project (check one):

Public Service Activity

Public Improvement (Construction)

Acquisition of property

Other (describe)

FUNDING INFORMATION:

Amount Requested from Santee: \$5,000

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

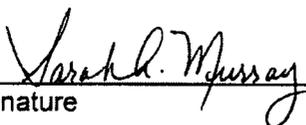
Total Project/Program Budget: \$16,500

Source of Other Funds: Participant fees and annual support campaign funds raised for aquatics, gymnastics, and sports programs \$9500.

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.

Sarah A. Murray, Program Director
Type or Print Your Name and Title


Signature

City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2017

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

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

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

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

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

Gymnastics, aquatics, dance, and sports programs are all supervised by accredited, experienced directors possessing bachelor's degrees. Staff are trained and certified through the respective program area requirements and screened through the YMCA of San Diego County's human resources department. All staff are background checked, attend trainings to identify signs of child abuse, are mandated reporters and are trained in the YMCA character development program teaching and role modeling caring, honesty,

respect, and responsibility. The program operates from March – June of the school year and two times per week.

- **25** Santee school children will be partially funded to participate in 3 2-week session of gymnastics.
- **50** Santee children will be partially funded to participate in swim lessons (5, 2-week sessions) and **35** additional children will be partially funded to participate in 8 no cost drowning prevention lessons through our "Safety Around Water" program offered during May "National Drowning Prevention Month".
- Over **20** children will be partially funded to participate in sports, dance, cheer and physical fitness lessons through a partnership between the YMCA and the Santee School District "Out of School Time" program (formerly "Project Safe") providing funding for 1st to 8th graders in one, two week-low cost session per school year.

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

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

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.

1. Agency/Nonprofit Organization Information:

The YMCA of San Diego County is a California nonprofit public benefit corporation, incorporated in 1959. The East County Family YMCA and the

Department Head, will administer funds and will ensure that eligible Santee children will receive the free or reduced gymnastics, sports, dance, and swim lessons. All three staff have a wealth of experience in implementing, administering, and tracking grand funds used and number of participants reached (including previous CDBG grants). A copy of the YMCA's financial assistance policy will be provided upon request.

Executive Director, Debby Lenz works closely with the 60-member Board of Management to ensure funds are used according to CDBG requirements, and the program is meeting its goals and objectives.

4. Conflict of Interest:

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

None.

**City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2017**

RECEIVED

JAN 06 2017

GENERAL INFORMATION: Date: December 23, 2016

Dept. of Development Services
City of Santee

Agency Name: Crisis House

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

Phone: 619-444-3132

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

Project/Program Contact Person (Name and Title): Jack Micklos, Assistant Executive Director

Project/Program Location: 1034 N Magnolia Ave. El Cajon, CA 92020

Phone: 619-444-3134

Fax: 619-444-1422 E-mail: jmicklos@crisishouse.org

Type of Project (check one):

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

FUNDING INFORMATION:

Amount Requested from Santee: \$ 5,000.00

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

Total Project/Program Budget: \$285,000

Source of Other Funds: HUD CoC, S.D.G.& E, Private Contributions
(Describe)

Applicant Certification:

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

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


Signature

City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2017

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

Crisis House, this year, integrated its Homeless Prevention Program with its Homeless Services and Coordinated Assessment and Housing Placement (CAHP) projects under the Emergency Services program umbrella. This action is the result of being selected the lead agency for San Diego's East County CAHP program and was necessary to incorporate the coordinated assessment and housing placement services for east county's homeless population. Crisis House will administer the *Vulnerability Index-Service Priority Decision Assistance Tool* (VI-SPDAT), the coordinated assessment instrument adopted by the San Diego County CoC, for the Homeless. Staff will be responsible for determining and verifying homeless status, collecting and recording demographic data into the regional Homeless Management Information System (HMIS) including VI-SPDAT scoring and case managing a portion of the case load. The information, unless restricted by the individual, once entered into the HMIS becomes universally shared countywide within the network of forty-seven (47) homeless service providers with two-hundred and fourteen (214) programs. The Regional Task Force on the Homeless ultimately will be developing a "By Name" list of San Diego County's homeless from the information collected. Clients are then prioritized by their vulnerability, assigned a housing navigator and matched to a housing provider. Clients may be matched to available housing anywhere in the county based on their housing preference and need but retain their right to decline. At this time matching is limited to Permanent Supportive Housing or Rapid Re-Housing opportunities but is planned to include Transitional Housing and Emergency Shelter in the future. In September, Crisis House restructured its provision of homeless food assistance to increase frequency of contact and significantly improve the nutritional quality to support CAHP efforts. The area's homeless can now receive a hot nutritionally balanced meal once a week in conjunction with a case management meeting. The agency's homeless services also include case management, day storage of belongings, mail and phone services, food stamp and medical insurance enrollment, the provision of clothing and personnel hygiene items together with weekly mobile medical services. The target population will consist of families and individuals at varying stages of homelessness ranging from chronic to episodic. Many will present with severe to moderate mental health and or addiction issues. Cohorts of youth, seniors, veterans and others with special needs who are experiencing homelessness will be represented within the "target population". Emergency Services will continue to assist low to very low income households with information and referral services for person's in crisis, displaced, experiencing food insecurity, or facing financial or legal challenges. All will be at or below low/moderate income levels. Crisis House anticipates serving approximately 200 City of Santee

residents. However, it's important to note that the "homeless" are transient by nature and often fail to identify with a specific geographic boundary but impact the region as a whole.

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

The period of service delivery will be over twelve months starting July 1, 2017 through June 30, 2018. The Director of Programs is responsible for the project management and compliance of the proposed project. The Director of Programs has over 26 years of experience managing Department of Housing and Urban Development funded programs, monitoring contract performance and compliance and the training and development of staff. The Intake & Referral Specialist along with other qualified personnel will be responsible for administering the VI-SPDAT, data collection and entry and connecting households to needed services. The daily oversight of these activities is the function of the Supervising Case Manager. Veterans are assisted by Supportive Services for Veteran Families (SSVF) assigned staff. Survivors of Domestic Violence with children who are fleeing abusive relationships will be assisted by designated domestic violence staff. The frequency in which services will be delivered will vary based on service type, severity of need, and client's level of engagement. Homeless individuals and families will be assessed using the VI-SPDAT once every six months with weekly contact or until housing is obtained. The provision of hot homeless meals with scheduled case management will be accessible on a weekly basis pending clients participation. Homeless Day Storage, mail and phone services are available daily, Monday through Friday from 8:30 am until 5:00 pm. Households or individuals in crisis or faced with challenges may request help Monday through Friday from 8:30 am until 5:00 pm. The level of engagement for this cohort is typically short-term, one to three meetings.

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

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

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.

1. Agency/Nonprofit Organization Information:

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

The Resource Center at Crisis House is where access and the provision of services is initiated. Our Resource Center provides homeless day storage, mail and phone services and a hot meal and personnel hygiene kit combined with case management for the area's homeless. As the CAHP access site, the Center will be administering the VI-SPDAT, capturing and entering information on homeless households into the Homeless Management Information System. The Center is the hub for Emergency and Social Services in the region including; information and referral services for person's in crisis, displaced, experiencing food insecurity, or facing financial or legal challenges. Crisis House in collaboration with Interfaith Shelter Network administers the Rotational Seasonal Night Shelter in East County from October through March for households who are situationally homeless. Families and individuals can receive medical care every Monday morning onsite from the Family Health Centers of San Diego's Mobile Medical Unit, apply for free or discounted California ID Cards, medical insurance, food stamps and S.D.G. & E reduced rates. Additionally, Crisis House operates a transitional housing program, *New Journey*, for survivors of domestic violence with children, and three rapid re- programs all based on *Housing First* principles. SSVF, Supportive Services for Veteran Families, is a rapid re-housing program for veteran households. *Journey Home and Safe Journey* are rapid re-housing programs for survivors of domestic violence with children. Crisis House as an Agency coordinates the annual Point In Time Count and Interviews of El Cajon's homeless. Additionally, Crisis House hosts the annual Project Homeless Connect -East County, attended by over 30 providers and more than 125 homeless individuals. Crisis House, along with our community partners, helped 137 households with 369 children with food and gifts this holiday season in our annual Adopt-a-Family program. This is not a collaborative application. Crisis House has been a recipient of City of Santee CDBG funds for over twelve (12) years.

2. Financial:

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

Crisis House has in place policies, procedures and an automated accounting software system to insure proper segregation, support, and control and accounting of all funds, property, expenses, revenues and assets for each contract and grant we receive. Each contract, grant or program is assigned a cost center numerical code. Expenditures are supported by a corresponding invoice or receipt and attached to a check request that is authorized by a program manager/supervisor. The check request is coded with the proper cost center numerical code. The expenditure is then entered into our Quick Books Premier for Nonprofits Version 2000 accounting software, an accounting package specifically designed for nonprofit agencies and utilized to properly track revenue and expenditures for multiple funds, contracts, grants and programs.

Crisis House's procedures and records conform to General Accepted Accounting Principles (GAAP) as well as to the various OMB circulars that govern our contracts including OMB A-122. Crisis House undergoes an independent federal single audit by an outside CPA firm each year. As part of our annual audit, the CPA evaluates and reports on our policies, procedures, and internal controls.

All expenditures are supported by source records, which clearly identify the cost as allowable contract expenditure. Bank statements are reconciled monthly by an employee who is not able to authorize disbursements or sign checks and are approved by the Executive Director. All checks require two (2) signatures. All canceled and voided checks are retained.

All revenues are receipted. Deposits are prepared and made by someone other than the person writing the receipts and receipt books are reconciled against the deposits.

Crisis House maintains the following records:

- Cash Receipts Journal - For recording all cash receipts.
- Cash Disbursements/Check Run Journal - For the recording of all cash disbursements.
- General Journal - For recording transactions that are not normally recorded in the Cash Receipts and Cash Disbursements Journals.
- General Ledger - This ledger maintains the various accounts. Posting is performed on an on-going basis as needed to the general ledger.
- Payroll Records - Crisis House currently contracts with ADP payroll services to prepare all paychecks and to complete and file all appropriate payroll deposits, taxes, and reports. Employee time cards are approved by their immediate supervisor and submitted for payroll processing. All time sheets clearly show earned, used and remaining leave balances.
- Bank Reconciliation - All bank accounts are reconciled monthly to the cash account in the General Ledger and include the signatures and dates of person preparing, reviewing, and approving.

- Petty Cash fund - A small petty cash fund is kept in a locked box in a lock file cabinet in a locked room. Requests for reimbursements from petty cash must be signed by an authorized supervisor and must be accompanied by a receipt.
- Supporting Documentation - Files that contain paid check requests, invoices, time and attendance records, canceled checks, bank statements and other supporting documentation are maintained. Paid check requests include information on check number, date paid, amount paid, and the initials of the person making the payment.
- Quarterly Payroll Tax Returns - Copies of Federal and State Quarterly Tax Returns are kept on file at Crisis House.
- Checks-A check request with supporting documentation must be completed for all checks. The Executive Director, Assistant Executive Director or an authorized supervisor must approve vouchers before a check can be written. All checks require two (2) signatures. Blank checks are not pre-signed and no checks can be written payable to "cash". Voided checks are marked "Void", the signature section mutilated, and kept in numerical sequence with the canceled checks after initialed by Executive Director.
- Stale Dated Checks – Checks issued by Crisis House that have not cleared the bank within six months will be voided and removed from our books. During the bank reconciliation and review process each month stale dated checks will be examined and adjusted as needed.
- Mileage Claims - staff claiming mileage reimbursement prepare mileage claims. The claim is signed by the person requesting reimbursement and checked and authorized by program manager/supervisor. All claims show dates, places, miles and purpose for each trip claimed.

Crisis House records and tracks all assets. Records are maintained which contain descriptions and identifying numbers. Portable items such as a cellular phones or laptop computers must be requisitioned from supply and are the responsibility of the requisitioning party until they are returned.

Crisis House maintains all financial records for a minimum of seven (7) years after completion of a contract. Specific items such as tax returns, and annual audits are maintained permanently. A complete agency budget is prepared each year and submitted and approved by the agency's Board of Directors. Variances from budgeted expenses and income are analyzed on a systematic basis and periodic reports are made to the Board. Contract budgets are compared with actual expenses on a monthly basis. Variances are reported to the Executive Director.

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

The Executive Director has a Masters degree in Social Work with a concentration in Social Services Administration. She supervises up to 4 Social Work Master Candidate interns who provide 200-400 hours of direct client services each in the programs. She has over 35 years experience working in the non-profits sector as a Vice President of

Programs for a large multi-service organization and Director of Housing for another international non-profit organization prior to coming to Crisis House. She is also a member of the San Diego County Continuum of Care Program Evaluation Advisory Committee.

The Assistant Executive Director has 20 years experience in the management and provision of social services working with homeless and ex-offender employment and housing programs. He is a member of the San Diego County Continuum of Care CAHP Advisory Committee and Homeless Family Subpopulation Subcommittee and contributed to the systems development.

The Accounting Manager, has an AS degree in accounting and bookkeeping and additional coursework in managerial accounting. She has worked for Crisis House for over ten years and has been managing three HUD Transitional Housing grants, one with 2 subcontractors, County and State contracts and worked directly with our internal auditors for the past three years.

The Director of Programs has a MA in Counseling Education and is responsible for the project management and compliance. She has over 26 years of experience managing Department of Housing and Urban Development funded programs, monitoring contract performance and compliance and the training and development of staff.

The Supervising Case Manager holds a Masters Degree in Social Work and has four years of experience assessing clients and working with those who have alcohol and drug addictions and she is a certified domestic violence counselor. In addition to supervising bachelor and masters degree level interns. She is also the case management coordinator for the seasonal rotational shelter program in partnership with the Interfaith Shelter Network.

The Intake and Referral Specialist has over 13 years of experience with Crisis House as. She assesses and provides case management services based upon individual need and interest. She connects clients to all Crisis House services (including co-located services) and advocates on their behalf to access needed services in the community.

4. Conflict of Interest:

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

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



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October 19, 2016

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EX-OFFICIO

MARY CASE
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(619) 609-1747 M
mcase@crisishouse.org

City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2017

GENERAL INFORMATION: Date: January 9, 2017

Agency Name: ElderHelp of San Diego

Agency Address: 3860 Calle Fortunada #101, San Diego, CA 92123

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

Project/Program Contact Person (Name and Title): Anya Delacruz, Associate Executive Director

Project/Program Location: Most of San Diego County with emphasis on Central and Eastern regions.

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

Type of Project (check one):

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

FUNDING INFORMATION:

Amount Requested from Santee: \$10,000

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

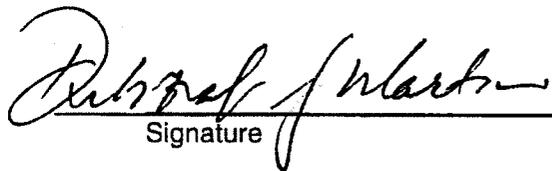
Total Project/Program Budget: \$ \$1,194,861

Source of Other Funds: Government Contracts, Grants, Individuals, and Fundraising
(Describe)

Applicant Certification:

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

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


Signature

City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2017

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

For more than 43 years, ElderHelp's programs and services have successfully provided opportunities for over 200,000 older adults in need, improving their physical and mental health through socialization, recreation activities, care coordination and by providing improved access to healthcare. In San Diego County, the growth of the older adult population is projected to grow by 130 percent to almost a million people by 2030. As this underserved population experiences significant growth, so does the demand placed on our programs, emphasizing the need to expand our service area. Our goal is to help older adults remain in their homes, reduce and delay the likelihood of a significant health event occurring, and enhance the quality of life for older adults.

ElderHelp clients are seniors over 60, the majority of whom live in LMI households and are socially isolated with few support resources. Our umbrella program, Concierge Club, provides a continuum of care with assistance that is tailored to the specific needs of each member, delivered without charge by a cadre of trained and vetted volunteers. Services include health advocacy, case management, trusted referrals, grocery shopping, escorted transportation, home safety inspections and modifications, minor home repairs, light housekeeping, companionship, financial advocacy, pet care and shared housing for seniors who have a spare bedroom. These services weave together to create a safety net of care that allows seniors to remain healthy, to thrive and to contribute to their community.

Our clientele are older adults, with an average age of 80, in predominantly Central and Eastern San Diego County. Most of our clients are either low income (71%) or very low income (9%), and many in this underserved population are disabled, are at risk of falls, or have at least one chronic health condition.

Although many local agencies deliver services to the LMI senior population, ElderHelp meets a unique need – keeping them healthy, safe and stable in their own homes and, just as important, providing relief to their inadequate pocketbooks by providing our assistive services at no cost.

Seniors want to age in place; it's their respite. And as the country, and more pointedly San Diego County, deal with inadequate affordable housing for the tidal wave of seniors on the horizon, the sensible and inevitable solution is to let seniors stay in their homes as long as possible. ElderHelp is perfectly positioned to do this, better than any other agency in the region.

Our Concierge Club transition care service adds a preventative element that fills a critical gap in the healthcare system, and in doing so contributes to cost containment for

the healthcare industry. By providing continuing care for 30 days after the patient is released from the hospital, we are able to cut down on emergency room visits and reduce hospital readmissions about one-third.

Concierge Club services reduce the effects of social isolation in the elderly population. Research shows a clear association between social isolation and disease. The impact of this is profound, as isolation proves to be a costly problem for our healthcare system and our communities. The personalized delivery of Concierge Club services reduces actual physical isolation of seniors, but also reduces their feelings of loneliness and makes them feel valued. Volunteers work one on one with clients in their own homes, responding to personal and daily needs and providing companionship along the way. Beyond that, our transportation services keep them connected to the outside world, with trips to social activities as well as to medical appointments.

HomeShare is a unique affordable housing program that matches individuals in need of low-rent housing with senior home-providers who benefit from rental revenue and/or a service agreement contract that includes assistance with home management and help with everyday tasks like transportation to appointments, meal planning and preparation.

ElderHelp currently has 7 members residing in Santee. We estimate that costs to serve these seniors are \$250-300/month, totaling \$21,000-\$25,000 a year in costs that are specific to Santee. ElderHelp received 59 calls during the 2016 calendar year from Santee residents, and there are currently 4 active Santee home providers for our HomeShare program. Providing this free access to resources and counsel for Santee residents is an extensive part of our services. With this service, ElderHelp has extended our existing outreach efforts to address an overlooked demographic – the “sandwich generation.” We have received funding for a part-time Corporate Outreach Coordinator to supplement the work of our Outreach Manager and to redirect our marketing and advertising efforts in this new direction. Our aim is to increase our outreach to adults who are caring for aging parents and young children while simultaneously holding down a job. In our view, concentration on this new demographic is important in terms of providing assistance to overburdened caregiving family members, while also reaching a new demographic that would likely have adequate resources to make financial contributions to the agency to help offset the cost of services provided to their aging loved one. With continued CDBG funding, ElderHelp will continue this support for the senior population and care providers in Santee.

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

ElderHelp employs educated and trained social workers to provide coordination and oversight for all Concierge Club services. Four types of coordinators monitor success and quality of services and provide support.

Member Care Coordinators are experienced and degreed social workers and provide high-level case management as an underpinning for all other services. Care Coordinators are adept at navigating barriers that older adults struggle with. These

barriers include financial hardships, lack of resources, adjusting to aging, restrictions to mobility, poor health literacy, social isolation, depression and caregiver stress.

Transportation Coordinators see that up to 8 rides a month per senior are scheduled, either with vetted volunteer drivers or contracted vendors. Transportation is our most requested service. We currently serve 35 zip codes within the County and in 2016 provided 6,614 rides to seniors. This critical program reduces the number of missed medical appointments and helps seniors stay proactive and connected.

HomeShare Coordinators conduct extensive screening and interviews to facilitate the initial match and then provide match support on a continuing basis including mediation for both parties, as needed. A provider will have a home visit to confirm the home environment is safe with adequate space and separate living quarters for both parties. Our HomeShare Coordinators conduct extensive screening and interviews to facilitate the initial match and then provide match support on a continuing basis including mediation for both parties, as needed.

The **Volunteer Services Coordinator** oversees more than 400 trained volunteers who are paired with a client to deliver home and garden assistance, grocery shopping, medical advocacy and family support. Volunteers work with clients in their own homes and are scheduled to visit them on average once a week, usually for grocery shopping and/or friendly visits. Other home help services are scheduled on an as-needed basis.

We rely heavily on front-line volunteers to provide in-home services and transportation. All volunteers complete a comprehensive orientation process, including interview, 3 personal references and background checks.

Our personalized services to Santee seniors are ongoing and based on the individual's expressed needs. Services are monitored by experienced social workers and delivered by volunteers. On average, each senior receives some type of contact from ElderHelp about once per week.

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

Our clients' income levels are in line with CDBG Program National Objectives of serving low to moderate income persons. In fact, 80% of our clients are low or very low income. ElderHelp also meets the City of Santee priorities of assisting low to moderate income homeowners, since our mission is to assist seniors to remain living independently in their own homes. ElderHelp serves socially isolated senior members, aged 60 and older, predominantly living in LMI households, the combination of which makes it difficult for them to adequately meet critical daily needs.

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.

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

ElderHelp has deep roots in the San Diego community, dating from the early 1970's. At that time, fewer than 10 organizations were serving seniors in San Diego County. A group of inner-city ministers and business leaders learned, by means of a needs assessment, that Mid-City neighborhoods contained one of the highest concentrations of low-income seniors living in the County. To respond to the needs of those seniors in failing health, poverty and isolation, Mid-City Senior Enterprises was founded in 1973, earning its 501(C)(3) status the following year. Over the next 12 years, more than two dozen programs were offered to provide for common basic needs like food, shelter and companionship. Thousands of seniors found advice and support here, but most of all, the agency developed a reputation as *the* place for seniors to turn for help.

In 1991 the agency changed its name to ElderHelp. ElderHelp provides its multitude of services through five core programs:

1. Concierge Club includes health advocacy, case management, grocery shopping, escorted transportation, home safety inspections and modifications, minor home repairs, light housekeeping, companionship, financial advocacy, and pet care.
2. HomeShare provides roommate matching services that satisfies the needs of two people: for seniors who have a spare bedroom and would like to supplement their income or would like a helping hand around the house; and for home seekers who are looking for an affordable rent situation, not readily available in San Diego County.
3. Seniors A Go Go offers much-needed transportation services for seniors who find it necessary to give up their driving privileges; our priority is to get them to medical appointments, but it is also important to give them access to other opportunities to keep connected to their communities.
4. The Corporate Education and Relations program establishes mutually beneficial relationships with corporations by inviting their group volunteer participation, by offering employed family caregiver education onsite, and by furthering relationships with corporate leadership and decision-makers.
5. As a first line of contact, our Intake and Referral service assists seniors and their families with an introduction to our programs and offers relevant suggestions regarding the large number of senior resources available in San Diego County.

In addition, ElderHelp provides older adults with access to tax assistance, legal help, benefits counseling and general information and resources for the aging population.

ElderHelp's reputation continues to this day. We have positioned ourselves at the forefront of the aging in place movement and consistently strive to build collaborations and raise awareness that advance this goal and provide solace for the low-income, aging population in San Diego. We are able to accomplish this due in part to funding from entities such as the City of Santee, from whom ElderHelp has received funding since 2004, with Santee CDBG grants awarded to ElderHelp since 2009.

2. 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 agency follows Board-approved accounting policies, which are in accordance with Generally Accepted Accounting Principles (GAAP). All direct and indirect costs are accounted for by projected classification, which precludes the possibility of co-mingling funds. All direct costs will be related to this project only. Salaries will be allocated according to FTE assigned to the project. Indirect costs are allocated using an agency-established allocation system based on average usage. ElderHelp uses Quickbooks accounting system, which allows for accounting by general ledger account as well as project classification.

ElderHelp has a full independent audit each year. The results of these audits are available upon request. Internal controls to minimize fraud include segregation of duties, dividing accounting function among three staff members. ElderHelp employs a fund accounting system to track grant funds in excess of \$10,000 which are to be used over time. Upon receipt of those funds an Equity Account is established on the Balance Sheet to track the funds. As the funds are expended, the expenses are coded by classification related to the Equity Account and the funds are drawn down monthly as expended.

3. Personnel:

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

Deborah Martin, Chief Executive Officer and Executive Director, has always been passionate about issues, services and advocacy related to seniors and ElderHelp is a perfect place for that passion. Since her arrival more than four years ago, ElderHelp has seen a significant increase in fiscal stability, and double digit increases in all program metrics including total seniors served, number of new members and volunteers, and total volunteer hours. Deborah has her Bachelor Degree in Business Law. Prior to ElderHelp, Deborah spent over 24 years in the hospitality/tourism/event management industry. Her long-term experience includes operating high-level complex events and incentive programs, creating quality assurance and training programs, opening and managing multiple offices in multiple destinations and overseeing corporate operations for firms ranging from \$7M to \$23M. As ElderHelp's Chief Executive Officer, her role involves overseeing the operations of ElderHelp including financials, legal, program implementation and oversight, fundraising, technology, growth planning and long-range strategic planning. Deborah has made several presentations including to the American Society on Aging national conference, Jewish Funders Network International Conference, and the Association of Baltimore Area Grantmakers. Deborah's past board positions include the YMCA Deaf and Hard of Hearing Camp, Pacific Women's Sports Foundation, Children's Choice for Hearing and Talking Center and the UCSD Rady School of Business Advisory Board.

Anya Delacruz, Associate Executive Director, has over 13 years of experience working with seniors. She joined ElderHelp in 2008 and now oversees all programs supervising the care management, volunteer, transportation, and HomeShare teams. Prior to joining ElderHelp, Anya was employed at Mystic Valley Elder Services. During this time, she worked as a care manager to seniors living independently in their own homes. In conjunction with the Aging Well at Home Program, Anya worked to create senior programs and activities that promote wellness and raise awareness about age related issues. Anya has her Bachelor of Arts in Sociology from Central Connecticut State University.

4. Conflict of Interest:

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

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

**City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2017**

GENERAL INFORMATION:

Date: January 4, 2017

Agency Name: Lutheran Social Services of Southern California (LSSSC)

Agency Address: 2101 E Fourth St. Unit 240-A, Santa Ana, CA 92705

Phone: (714) 685-1800 **Fax:** (714) 619-9217

E-mail: RDrews@LSSCommunityCare.org

Project/Program Contact Person (Name and Title):

Santee Caring Neighbors, Suzanne Stephens, Program Coordinator

RECEIVED

Project/Program Location: Santee Caring Neighbors

9735 Halberns Blvd, Santee, CA 92071

JAN 11 2017

Phone: (619) 448-1888 **Fax:** (619) 448-1888

E-mail: sstephens@lsssc.org

Dept. of Development Services
City of Santee

Type of Project (check one):

Public Service Activity

Public Improvement (Construction)

Acquisition of property

Other (describe)

FUNDING INFORMATION:

Amount Requested from Santee: \$ 6,000

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

Total Project/Program Budget: \$24,851

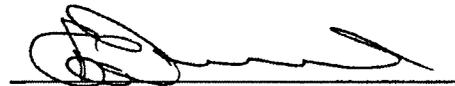
Source of Other Funds: LSSSC general fund, LSSSC foundation, private donations, other grants.

Applicant Certification:

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

Ronald Drews, CEO

Type or Print Your Name and Title



Signature

**City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2017**

- A. Briefly describe the purpose of the project, the population to be served, the area to be benefited and estimated number of Santee residents who would benefit from the project.
- Provide minor home repairs for low and moderate income to:
 1. Adults with disabilities
 2. Seniors
 - Create a safe home (install grab bars, smoke & CO alarms, repair ramps)
 - One-on-one interview to assess not only home repairs needed but other areas that the resident could use support.
 - Provide additional resources (services & programs) that may be useful to maintain one's health and enrich their lives (transportation, meals, food, socialization & companionship)
 - A projected 40 Santee residents would benefit from this project.
- B. Who will carry out the activities, the period over which the activities will be carried out, and the frequency with which the services will be delivered (be very specific).
- The Santee Caring Neighbors Coordinator will administer the program.
 - The one-on-one interviews and home repairs will be on-going throughout the term of the grant with several residents receiving services each month.
 - Quarterly performance reports will be submitted with demographic data via submittal of the Program Overview and the CDBG Eligibility Report to the Housing Program Administrator by the 15th day of the following month.
- C. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, or is included under the Eligible Activities.
- The CDBG grant administered through the City of Santee is used ENTIRELY to benefit the Santee community.
 - All our clients are low income seniors and adults with disabilities.
 - By community volunteers making needed repairs and safety upgrades, our residents are able to remain in their homes and maintain their dignity and self-respect.
 - Provides a public service to seniors and adults with disabilities by providing the many community resources available, allowing them to maintain a healthy and independent life-style.
 - Connects volunteers making home repairs with residents who are unable to do for themselves, thus creating a true sense of community.

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 incorporation 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 collaboration.

In 1944, at the height of World War II, the birth of Lutheran Social Services of Southern California, a 501(c)(3) non-profit organization went underway in San Diego - an organization that would emerge as a leader in the Southern California in transforming the lives of socially and economically disenfranchised populations from despair to self sufficiency.

The mission of LSS is to EMBRACE those in crisis, with short-term and emergency services, EQUIP individuals and families, with program resources to help them on their journey and EMPOWER people to break the cycle of poverty, live with dignity and become self-sufficient. Similarly, our vision is that all people will have the opportunity to live and work in a community in safety, dignity and with hope. To facilitate this, LSS provides a cadre of Critical Needs Support, Supportive Services, Housing, Case Management, Mental Health Services and Advocacy in 20 locations across Southern California.

Today, LSS serves 75,000 families/individuals annually with (1). Critical Needs Support – Meals, grocery bags, emergency shelter, bedding, hygiene kits, bus passes, gas cards, clothing, shower facility, laundry facility, mailing capabilities and school supplies and (2). A Slew of Self-Sufficiency Programs – Case Management, Employment Development, Life Skills Training, Entitlement Enrollment, Civic Engagement Support, Disability Support, Education Services, Housing Support, Community Development, Transportation, Linkage to the Continuum of Care and Linkage to Mainstream Services. In addition, our Family Support Services afford a full array of effective, high quality community-based social services to over 5,000 families/individuals each year in evidence-informed practices that includes wrap-around Mental Health and Behavioral Services, Family Services, Disability Support Services, Senior Support and Outreach.

In San Diego, for the 2014-2015 operating year, 52 seniors and disabled clients received assistance with home repairs. A total of 224 incapacitated, immobile and shut-in seniors received assistance with chores, errands, preparing meals and received companionship from their peers through our Senior Companion Program. By virtue of our Talent Search program, 513 first generation, low-income high school students received academic counseling and college resources as well as assistance with financial aid. We also encouraged persons who have not completed a secondary or postsecondary education to pursue their education. Through Upward Bound, 71 first generation, low-income high school students were equipped with the skills and motivation necessary to pursue and complete post-secondary education. In addition, 4,326 unduplicated clients served grocery bags through Project Hand.

The Santee Caring Neighbors program is in its eighth year of helping to keep people living an independent life and staying connected with their community. The project has been receiving City of Santee CDBG funding since then.

2. 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.

LSS complies with the OMB Circular A-100 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls and maintain necessary source documentation for all costs incurred.

LSS will also administer its program in conformance with OMB Circulars A-122 "Cost Principles for Non-profit Organizations" as applicable. This shall be applied to all costs incurred whether charged on a direct or indirect basis.

LSS will maintain documentation and record-keeping, including:

- A full description of each activity undertaken
- A record demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program.
- Eligibility of activities
- Compliance with Fair Housing and Equal Opportunity components

3. Personnel:

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

Direct Administration: Suzanne Stephens, Santee Caring Neighbors Coordinator. Suzanne has served as the Program Coordinator for Santee Caring Neighbors since August 2009.

Supervisory (support): Meredith Hall, LSSSC Regional Director

Director (support): Deborah Anderson, LSSSC CFO

Director (support): Ron Drews, LSSSC President/CEO

4. Conflict of Interest:

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

NONE

City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2017 (July 1, 2017 – June 30, 2018)

RECEIVED

GENERAL INFORMATION: Date: 01/10/17

JAN 10 2017

Agency Name: Meals on Wheels San Diego County

Dept. of Development Services
City of Santee

Agency Address: 2254 San Diego Avenue, #200, San Diego, Ca 92110

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

Project/Program Contact Person (Name and Title): Heidi Kone, Development Manager - Grants

Project/Program Location: City of Santee

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

Type of Project (check one):

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

FUNDING INFORMATION:

Amount Requested from Santee: \$8,000

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

Total Project/Program Budget: \$122,597.80

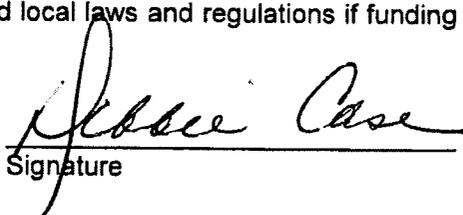
Source of Other Funds: \$69,236.80 Private Foundation Grant Funding and \$45,361.00 in Client Fees (Please see attached).

(Describe)

Applicant Certification:

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

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


Signature

City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2018

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

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

MOWSDC serves all of San Diego County, including the 3,049 square miles of rural and unincorporated areas. Of all seniors served by MOWSDC, 84% are considered extremely-low to low income according to the income guidelines by the Department of Housing and Urban Development (HUD) for all cities in San Diego County. ***MOWSDC subsidizes 60% of the costs for meals, delivery, and other services provided, regardless of a senior's ability to pay. Further subsidies are provided for seniors who are experiencing severe financial difficulties.***

For the City of Santee specifically, MOWSDC served 96 unduplicated clients for the City of Santee's CDBG Program Year 2015. Of those senior clients, 38% fell in the extremely low income bracket, 40% fell in the very low income bracket, 12% fell in the low income bracket, and 10% fell in the moderate income bracket (HUD standards for the City of Santee). Age ranges included 33% over the age of 85, 38% between 75 and 85 years of age, and 25% between the age of 62 and 75 years. Finally, 63% were female, 37% were male, and 47% lived alone. ***For CDBG Program Year 2016, MOWSDC is contracted to serve 100 unduplicated seniors in the City of Santee. It is currently on target to meet the forecasted number. Due to the capacity of the El Cajon Service Center, MOWSDC agrees to maintain service to 100 unduplicated seniors for the City of Santee for its Program Year 2017.***

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

The MOWSDC East County Service Center located at 131 Chambers Street in El Cajon services the City of Santee. The East County Service Center is managed by Trudy Del Priore. Ms. Del Priore has a significant background with customer service in relation to insurance products and social service benefits within San Diego County as they pertain to seniors. Her experience includes extensive community outreach, membership services, provider relationships, and a keen understanding in regard to navigating social services and advocating on behalf of her senior clients. Ms. Del Priore currently supervises a staff of 7 and 330 volunteers.

The period in which the activities will be carried out will be during the City of Santee's Program Year 2017-2018 (July 1, 2017 – June 30, 2018). MOWSDC delivers meals and corresponding services to homebound seniors for everyday of the week (Sunday's meals delivered on Saturday), including holidays.

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

MOWSDC meets the Community Development Block Grant National Objective No. 1 by providing homebound seniors with its services in the City of Santee who are considered extremely-low to moderate income according to the Department of Housing and Urban Development income guidelines for the City of Santee. MOWSDC's services are also considered Eligible Activities, as stated in the City of Santee's priorities as described in the Consolidated Plan 2010 – services it provides assists seniors in remaining in their home.

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.

1. Agency/Nonprofit Organization Information:

For over 58 years, MOWSDC has been delivering meals to homebound seniors throughout San Diego County. Founded in 1960, MOWSDC was incorporated as a 501(c)(3) non-profit in 1970. MOWSDC continues to be the only organization in San Diego County that delivers meals and corresponding services to seniors for every day of the year, including holidays. The daily delivery of fresh meals is also designed to provide MOWSDC the opportunity to conduct daily safety checks with homebound seniors with the express purpose of accessing whether additional help is needed. If MOWSDC establishes additional assistance is required, it partners with a significant number of other social service providers in San Diego County who will intervene and provide additional services if necessary. The day-to-day monitoring of homebound

seniors in the home allows MOWSDC to intervene when the effects of aging and illness become unmanageable.

Finally, one of the most valued services MOWSDC provides to the homebound seniors it serves, often above and beyond providing them with regular nutrition, is the daily social contact and visit with a caring individual. The severe isolation experienced by homebound seniors, in particular those who live alone, can be devastating to both their physical and emotional well-being.

2. Financial:

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

MOWSDC has a full Finance Department and uses QuickBooks Premium for Non-Profits. Each grant is assigned a unique identifier making it possible to track grant expenditures. MOWSDC also has an Accounting Policies and Procedures Manual which is updated regularly.

All clients are required to complete an intake interview with a MOWSDC Service Center employee. Information collected on the Intake Form is entered into the SERVtracker database. The Intake Form documents all demographic information including address, age, gender, ethnic background, income level and all other important information. The database is updated daily and reports are run on regular intervals to ensure data integrity.

3. Personnel:

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

The MOWSDC East County Service Center services the City of Santee. The MOWSDC East County Service Center is managed by Trudy Del Priore. Ms. Del Priore has a significant background with customer service in relation to insurance products and social service benefits within San Diego County as they pertain to seniors. Her experience includes extensive community outreach, membership services, provider relationships, and a keen understanding in regard to navigating social services and advocating on behalf of her senior clients. Ms. Del Priore currently supervises a staff of 7 and 330 volunteers.

4. Conflict of Interest:

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

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

City of Santee CDBG			
Total Annual Meals	Breakdown of Cost per Meal	Direct Cost per Meal	Food & Pack
15,860	Food & Packaging	2.07	32,830.20
15,860	Food Preparation Labor	0.43	6,819.80
15,860	Meal Center Fixed Labor	1.02	16,177.20
15,860	Distribution (Vans)	0.60	9,516.00
15,860	Intake and Volunteer Support	3.61	57,254.60
15,860	Total Direct Cost	\$7.73	122,597.80

City of Santee CDBG		
Funder	Funding Amount	
City of Santee CDBG	\$8,000	122,597.80
Zable Foundation		-\$8,000.00
Allison and Robert Price Family Foundation		-\$30,000.00
The Ethel Kennedy Foundation		-\$15,000.00
Sahm Family Foundation		-\$5,000.00
Grossmont Healthcare District		-\$10,000.00
Client Fees	37% of Project Budget	-\$9,236.80
		-\$45,361.00
		0.00

**City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2017**

RECEIVED

GENERAL INFORMATION: Date: 6 January 2017

JAN 06 2017

Agency Name: Santee Food Bank

Dept. of Development Services
City of Santee

Agency Address: P.O. Box 712054 Santee CA 92072

Phone: 619-448-2096

Fax: None

E-mail: info@thesanteefoodbank.org

Project/Program Contact Person (Name and Title): Rev. Dennis Martins, Administrator

Project/Program Location: 10925 Hartley Road, Suite J, Santee CA 92071

Phone: 619-448-5950

Fax: None

E-mail: info@friendsgcc.org

Type of Project (check one):

Public Service Activity

Public Improvement (Construction)

Acquisition of property

Other (describe)

FUNDING INFORMATION:

Amount Requested from Santee: \$20,000

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

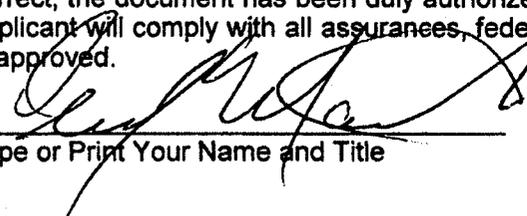
Total Project/Program Budget: \$45,000

Source of Other Funds: Corporate Grants & Community Donations. The SFB is constantly applying for grants & looking for funding from the community. In calendar year 2016 we were awarded a reach-in freezer & a walk-in freezer from Feeding San Diego, \$5,000 worth of non-perishable food items from Catholic Charities. Local churches continue to provide funding as do individual donors.

(Describe)

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.


Type or Print Your Name and Title

Dennis Martins / Administrator
Signature

City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2017

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

The Food Bank provides emergency food assistance to low and moderate income residents of Santee. We provide a minimum of a two day food supply to residents one time a month. We are currently providing food to an average of 1,100 people per month. During calendar year 2016, the Food Bank served 13,081 individuals or a total of 4,677 families.

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

We have a very dedicated core group of volunteers who donate approximately 15,000 hours of their time and talents. The Food Bank Committee Members also contribute numerous hours educating the community, applying for grants, monitoring and overseeing the operation. The volunteers work 5 to 7 days per week picking up fresh donations from area stores. Open every Wednesday and Friday as well as the 1st and 3rd Saturday of each month from 9-11am. Our volunteers come early and stay late to meet demands. We also distribute government commodities on the third Tuesday of each month. The commodity program provides food packs to an average of 324 households a month.

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

The Food Bank exists to benefit low and moderate income residents of Santee (National Objective). Emergency food assistance provides relief for homeowners and renters in Santee by freeing up resources for housing and utility costs, thus meeting City Objectives 1, 2, 4 & 6.

We are a public service provider of emergency food created to serve low to moderate income persons. (Priority 5, Eligible Activities Item E)

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.

1. Agency/Nonprofit Organization Information:

The Santee Food Bank is a DBA under the Santee Ministerial Council operating with a 501c3. Established in 1983 and incorporated in 1990, the Ministerial Council coordinates shared ministries among the churches of Santee and oversees the operations of the Santee Food Bank. At present, there are 4 Pastors who serve on the Santee Food Bank Committee. Note: A re-organization of the Food Bank Committee is taking place because the Ministerial Council voted to transfer their 501c3 to the Santee Food Bank. The sole purpose of the Santee Food Bank continues be to provide food assistance residents of Santee who are in need. Records indicate that the Santee Food Bank has been receiving CDBG funds for the past 11 years.

2. 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.

All CDBG funds are used to pay for the purchase of food and Food Bank utilities. There are no paid employees; therefore, administration costs are minimal. Internal records are kept by our Treasurer and our Administrator. Intake sheets record the number and demographics of those served. We have an independent yearly audit of our books and oversight is provided by the Ministerial Council and the City of Santee.

3. Personnel:

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

Pastor Dennis Martins is the Administrator of the Food Bank and has been leading the organization for one year.

Current Committee Members:

Marty Smothermon, Site Manager

Julie Harper, Secretary

Donna Daum, Treasurer

Angela Hansen, Fundraising and Public Relations Chairperson

Vic Bermudes, Architect

Pastor Frank Placone-Willey, Summit Unitarian Church

Gwen Jones-Lurvey, Retired Methodist Pastor

Pastor Phil Harrington, Pathways Church

Pastor Rick Schowalter, Carlton Hills Lutheran Church

4. Conflict of Interest:

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

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

**City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2017**

RECEIVED

GENERAL INFORMATION: Date: January 3, 2017

JAN 05 2017

Agency Name: Santee Santos Foundation, Inc.

Dept. of Development Services
City of Santee

Agency Address: P.O. Box 710033, Santee, CA 92072-0033

Phone: 619-258-5947

Fax: None

E-mail: santeesantas@gmail.com

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

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

Phone: None

Fax: None

E-mail: None

Type of Project (check one):

Public Service Activity

[X]

Public Improvement (Construction)

[]

Acquisition of property

[]

Other (describe)

FUNDING INFORMATION:

Amount Requested from Santee: \$10,000

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

Total Project/Program Budget: \$34,602

Source of Other Funds: Private Donations

(Describe)

Applicant Certification:

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

Samuel J. Modica, Jr., President

Type or Print Your Name and Title


Signature

City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2017

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

Santee Santas Foundation's primary focus is a December Holiday Program. Qualified Santee residents are provided with a complete holiday meal (turkey, potatoes, dressing, vegetables, fruit, butter and milk) as well as non-perishable food to last approximately two to three weeks. In addition, books are provided for all of the children in the family as well as toys for children 10 and under and gift cards for children 11 and older. The holiday program benefits up to 300 families (including seniors) a year within Santee City Limits/Santee School District Boundaries (in 2016 we assisted 222 families which consisted of a total of 796 persons which included 110 Seniors and 404 Children). We also were able to provide 63 Children with new bicycles/scooters and 1 Adult with a new bicycle this year. This program was created primarily to provide food for the needy families and seniors as well as educational books for children. In addition, as part of our Seniors Project, gifts of clothing, flowers and stuffed animals are given to residents at Stanford Court Nursing Home and seniors residing alone in the Mobile Home Parks in Santee.

We also have an Emergency Assistance Program. We coordinate with the Santee Fire Department to assist families in need as a result of an emergency such as a fire or serious medical emergency. The fire department will notify us of families in these situations and our Santee Fire Department representative on our Board of Directors will assist the families needing our assistance in submitting an application for Emergency Assistance. We then provide gift cards to help the family to buy food or clothing as needed. This program averages helping 1 to 3 families a year within the Santee City Limits.

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

The activities for both programs are managed by the Santee Santas Foundation Board of Directors. The Board Members also supervise any community volunteers who help with the Holiday Program. The Holiday Program is conducted during the month of December and all items are given out to the recipients before December 25th each year. The Emergency Assistance Program is available throughout the year and assistance is provided to each recipient, as they are approved for aid.

Each year, prospective applicants, who reside within the boundaries of the Santee School District and meet income requirements as specified by eligibility guidelines

set forth by the California Department of Education's Free and Reduced Lunch Program, are required to submit the following documentation to be considered for the Santee Santas Foundation's Annual Holiday Program:

Completed and signed Santee Santas application that details family members, address, ages and income status; provide proof of income for all adults, including current employer, Social Security Benefits, Food Stamp Benefits, retirement, unemployment benefits, child support, foster care grants, College grants, etc., for all adults; provide a copy of their Government issued ID (e.g., CA Driver's License), provide a copy of a rental or lease agreement, rental/lease or mortgage assistance forms or mortgage statement; provide a list of any other agencies they have applied for assistance such as Crisis House, Salvation Army, etc.; and provide additional written documentation as needed. Once an applicant's documentation is approved they are added to the current Holiday Program Recipient Database.

A similar application process is used for individuals requesting emergency assistance/funds. All Board Members are notified of the circumstances and if the emergency meets our criteria, a vote is taken to approve or not approve. In many cases, a home visit is also conducted before any aid is given.

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

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

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

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

Santee Santas was founded in 1953 and incorporated on November 1, 1990 as "Santee Santas Foundation, Inc." Santee Santas is a charitable organization and is tax-exempt under section 501(C)(3) of the Internal Revenue Code as documented in the Department of Treasury letter of July 20, 1995. The tax identification number is 33-0199582. Santee

Santas provides services to men, women and children of low to moderate income. All services are offered to any member of the Santee Community who meets the eligibility guidelines for services requested. As best as can be determined, Santee Santas has been receiving CDGB funding since approximately 2009 (7) years.

2. Financial:

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

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

3. Personnel:

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

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

**John Morley, Vice President
Board Member for 4 year; Assistant Food Coordinator for 3 years.**

**Tonya Hendrix, Secretary
Board Member for 5 years; Assistant Toy Coordinator for 2 years; Toy Coordinator for 3 years.
Teacher at Rio Seco School – Pre-Algebra, Science and Avid**

**Linda Vail, Treasurer
Board Member for 11 months and Volunteer for 3 years; Santee School District Foundation Board Member for 10 years. Served as SSDB Public Relations Chair for 5 years; Served as Asst. Treasurer for School District Foundation.**

Sharon Bullard, Board Member and past Treasurer. Has BA in Marketing Board Member for 3 year; Assistant Toy Coordinator for 3 years; Chairperson for Annual Business Mailer Fund Drive for 3 years. Bank Manager for 36 years

Jerelyn Lindsay, Board Member for 12 years; 33 years in education, 9 years as a teacher, 25 years as an Elementary Administrator; Lead of Student Assistance Team that finds appropriate resources academically for students along with support for students/families in need; Serve as the liaison between the Santee School District and the Santee Santas Foundation. Coordinates the canned food drive for all the elementary schools in Santee.

**Marie Gregory, Board Member
Board Member for 11 years; Chairman of the Senior Flower Program for 17 years.**

**Diana Meza, Board Member
Board Member for 7 years; Assistant Toy Coordinator for 4 years**

**Tim Leonard, Board Member
Board Member for 4 years, Delivery Day Coordinator for 4 years; Santee Firefighter**

4. Conflict of Interest:

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

None of the Board of Directors for the Santee Santas Foundation has a conflict of interest with the City of Santee, its boards, commissions, committees or holdings with the exception of Tim Leonard who is a Santee Firefighter. He is the Santee Fire Department liaison between the Fire Department and the Santee Santas Foundation. Additionally, John Morley also serves as a member of the Santee Parks and Recreation Committee.

**City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2017**

RECEIVED
JAN 09 2017
Dept. of Development Services
City of Santee

GENERAL INFORMATION: Date: January 6, 2017

Agency Name: CSA San Diego County

Agency Address: 131 Avocado Avenue, El Cajon, CA 92020

Phone: (619) 444-5700

Fax: (619) 447-5761

E-mail: estela@c4sa.org

Project/Program Contact Person (Name and Title): Estela De Los Rios, Executive Director

Project/Program Location: 131 Avocado Avenue, El Cajon, CA 92020

Phone: (619) 444-5700

Fax: (619) 447-5761

E-mail: estela@c4sa.org

Type of Project (check one):

Public Service Activity

Public Improvement (Construction)

Acquisition of property

Other (describe)

FUNDING INFORMATION:

Amount Requested from Santee: \$ 15,500

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

Total Project/Program Budget: \$ 18,000

Source of Other Funds: in-kind hours, volunteer hours and donations,
(Describe)

Applicant Certification:

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

Estela De Los Rios, Executive Director

Type or Print Your Name and Title

Estela De Los Rios
Signature

City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2017

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

CSA San Diego County aims to provide fair housing and tenant/landlord services that addresses housing discrimination and tenants-landlord conflicts for our San Diego communities. Our services have been primarily available to low and moderate-income residents. We anticipate serving up to 160 residents in Santee during FY 2017-2018 through direct phone contact, in-person mediation, distribution of bilingual Fair Housing handbooks, our website, and through participation in the Santee Collaborative.

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

Goals

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

Objectives and Services

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

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

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

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

Activities detailed in this proposal will be carried out by the CSA San Diego County counselors who are available by phone Monday-Friday between the hours of 8:00 AM and 4:30 PM. The counselors are responsible for receiving housing calls and providing assistance, information, and referrals that lead to a resolution of fair housing discrimination and tenant-landlord calls. All activities will be performed during the fiscal year July 1st, 2017 through June 30, 2018.

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

CSA San Diego County has provided high quality and reliable housing and human relations services in San Diego County for over 40 years. Our services aim to address both national and local CDBG objectives.

- On the national level our services provide a direct benefit to low and moderate-income persons to develop and sustain a reasonable urban community, including decent housing and suitable living environments through the prevention or elimination of slum and decay.
- On the local level we provide public services that promotes affordable, habitable, discrimination-free, and equal opportunity housing.

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.

1. Agency/Nonprofit Organization Information:

CSA San Diego County is a private, non-profit agency that was founded in 1969 under the name *Heartland Human Relations and Fair Housing*. It was incorporated in 2010 as *CSA San Diego County*. Our mission is *"To promote positive attitudes and actions that ensure respect, acceptance and equal opportunity for all people."*

The agency works cooperatively with community groups, local government bodies, law enforcement, and state and federal fair housing enforcement agencies in a collaborative effort to advocate for and promote the concept of fair treatment, the provision of affordable and habitable housing and equal opportunity for all persons regardless of race, religion, color, ethnicity, age, sexual preference, marital status, familial status, disability or source of income. CSA has provided fair housing and human relations services to low and moderate-income households since the early 1970's. CSA has provided housing services to the City of Santee since 1993.

2. Financial:

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

CSA's Board of Directors is legally and fiduciary responsible for the organization on a monthly basis. The Board President, Jose Preciado, supervises the

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

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

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

4. **Conflict of Interest:**

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

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

City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING BY:
Program Year 2017

RECEIVED
DEC 19 2016

GENERAL INFORMATION: Date: 12/12/16 _____

Agency Name: Home of Guiding Hands Corp. _____

Agency Address: 1825 Gillespie Way Suite #200 El Cajon, Ca 92020

Phone: (619) 938-2850 Fax: (619) 938-3055 Email: markk@guidinghands.org

Project/Program Contact Person (Name and Title): Mark Klaus, President/CEO

Project/Program Location: Santee _____

Phone: 619-938-2857 Fax: 619-938-3055 E-mail: markk@guidinghands.org

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

FUNDING INFORMATION:

Amount Requested from Santee: \$13,500

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

Total Project/Program Budget: \$25,074 _____

Source of Other Funds: Home of Guiding Hands in-house labor \$11,574 _____
(Describe)

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.

Mark R. Klaus
Type or Print Your Name and Title

[Signature]
Signature

City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2017

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

We have selected rehabilitation projects for four homes located in Santee that would benefit 24 people with intellectual and developmental disabilities.

The homes are located at:

Germon-10315 Everell Place

Castillo Verde-10835 Greencastle

Ray-8318 Rumson Dr.

Caldera-9915 Via Rita

Projects include two bathroom upgrades, new vinyl bedroom flooring and new kitchen countertops.

Project Materials:

Castillo Verde- Replace bedroom worn flooring. Ensuring safe and accessible flooring for clients utilizing mobility aids. The new flooring will be resilient vinyl plank flooring in all bedrooms \$3,500

Ray- Bathroom upgrade 1-install new energy efficient fixtures, lighting, and tub insert. This project will ensure accessibility to the bathroom for clients using mobility aids. \$3,500

Germon- Bathroom upgrade 2 install new energy efficient fixtures, lighting, tile, accessible shower. This project will ensure accessibility to the bathroom for clients using mobility aids \$3,500

Caldera- Replacement Corian countertops \$3,000

Home of Guiding Hands in-house Project Labor:

Castillo Verde- flooring demo and replace \$3,172 labor and benefits

Ray- Bathroom upgrade 1-demo and install, & accessibility \$3,672 labor and benefits

Germon- Bathroom upgrade 2-demo and install \$3,172 labor and benefits

Caldera- Demo and install of countertops \$500 labor and benefits

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

Edward Hershey, Director of Support Services will be Project Manager. James Ballow, our in-house Facilities Manager, will oversee ordering materials, delivery of materials and scheduling our in-house staff of six maintenance technicians to complete these projects.

Budgeting Bids have been acquired for all proposed projects: two bathroom remodel/upgrades, new bedroom vinyl flooring, and replacement countertops. All projects will be spaced out accordingly.

Once Home of Guiding Hands (HGH) receives the award notice the flooring project will be the first project to undertake.

Bedroom Flooring: The vinyl flooring demo and install will take approximately 10 working days. Special order for vinyl flooring will take 2 weeks. Once in receipt of the materials the facilities crew will be working on the flooring project during the hours that the clients are offsite. Project timing may vary in order to accommodate the needs of our clients.

Bathroom 1 - Upgrades will take approximately 10 working days to complete. Materials have a lead time of 2-3 weeks for fabrication. Once the cabinets are received we will start work. Our staff takes every effort to make this process as seamless as possible.

Bathroom 2 – Upgrades will take approximately 10 working days to complete. Materials have a lead time of 2-3 weeks. Once the cabinets are received we will start work. Our staff make every effort to make this process as seamless as possible with minimal disruption to the residents.

Countertops: Demo and installation will take approximately 5 working days to complete. Materials have a lead time of 2-3 weeks. Maintenance staff will ensure minimal disruption for residents in their home.

We are confident that all projects will be completed by June 30, 2018.

Insurance is already in place under our General Liability Package. The labor for these projects will be with HGH employees from our Facilities Department who have Workers Compensation through HGH.

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

The outlined projects meet CDBG Program National Objectives as our programs and services benefit low income persons and they also aid in the prevention of slum or blight through upkeep and beautification of neighborhood homes. HGH's residents are all considered very low income, they subsist solely on Medi-Cal/SSI benefits. The projects in these four homes will benefit 24 people. Our residential staff provide 24 hour care and training for people with developmental disabilities and related physical challenges. HGH receives state reimbursements for the basic needs and services of our clients primarily through Medi-Cal. These funds do not cover the full costs of providing quality services and support. The only way to complete capital improvements for our 31 homes is through private and corporate donations, fundraising events and grant funding.

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.

1. Agency/Nonprofit Organization Information:

Home of Guiding Hands is a 50 year old 501 (c) 3 non-profit which was founded and incorporated in 1961 by a group of business and community leaders, and began operations in 1967. We are a human services agency serving 1,900 children, adolescents and adults in San Diego and Imperial County.

To be eligible for services, individuals must have a primary diagnosis of an intellectual or developmental disability. This diagnosis may be compounded by other developmental or physical disabilities such as autism, cerebral palsy, epilepsy or impairment in vision or hearing. Referrals are coordinated with the San Diego Regional Center for the developmentally disabled.

We provide a variety of services which include:

Residential Services: Throughout our 31 homes, we provide support to children, adolescents, and adults with intellectual and developmental disabilities, to include autism, cerebral palsy, and epilepsy. Individuals range from 6 to 81 years of age and live in comfortable, friendly environments with varying levels of support and training, 24 hour care, and supervision. Each person receives individualized supports to live, work, and play in their own community.

The Community Living Program: We support and encourage the greatest level of independence for individuals living in their own homes or apartments while assisting them to maximize their self-sufficiency. Each week a trained counselor provides one-on-one support in the areas of money management, meal preparation and planning, shopping and accessing community resources. Community integration is a critical component of the program.

The Adult Family Home Agency: The AFHA program is ideal for individuals transitioning from their existing setting who now choose to live with a family. The individual is integrated into family life, receives support from the family, and is involved in the everyday happenings and joys of a home.

Early Childhood Development: A dual purpose program which provides therapeutic and educational early intervention to young children ages birth to three who are at risk of delay or have been diagnosed with a developmental disability.

Transportation: A specialized transportation service for individuals who experience significant physical and/or medical challenges. We transport adults (the majority whom utilize wheelchairs) to Day Programs in San Diego's South Bay communities. This service enables adults with profound medical needs to connect with others in their community.

Respite Services: We provide in-home support to enable a family and/or caregiver to feel comfortable taking a break from the intensive supervision and care of their family member. We honor and respect the physical and emotional energy necessary to keep this commitment to keep the family member in their home.

Counseling & Family Support Service: We provide therapeutic counseling services in a confidential and supportive environment. Individualized therapy as well as Caregiver and Sibling support groups are available. Services are provided either by a licensed Marriage and Family Therapist or by registered Marriage and Family

Therapist Interns. Our clinicians have extensive experience working with people with developmental disabilities and their families.

Home of Guiding Hands has received funding from The City of Santee for four years, 2008, 2013, 2015, and 2016

2. **Financial:**

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

As an organization with an annual budget of 21 million Home of Guiding Hands (HGH) has strong fiscal management and skilled, experienced staff and involved Business Management and Audit Committees. Policies and procedures are in place to ensure compliance with all State and Federal regulations, as well as non-profit best practices.

A detailed accounting system provides monthly reports, which are reviewed internally by appropriate department heads and administration, and approved by the Board of Directors. All accounting and auditing standards are adhered to, which is substantiated by an annual audit by independent auditors.

Due to Federal funds received on two U.S. Department of housing and Urban Development (HUD) projects, as well as other Federal Funds through Cal Trans Grants, HGH must also undergo a single audit in compliance with OMB Cir. A-133. HGH receives much of its funding from Medi-Cal, and therefore also receives an annual detailed audit of required individual cost statements for each of its 25 Medi-Cal funded homes, as well as the home office.

HGH has an average 99.8% compliance rate for the past 7 years. Systems are in place and records maintained to ensure all funds received whether from grants, donors, or program funding are expended as directed.

3. **Personnel:**

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

Edward Hershey will be acting as Project Manager. Edward is our newest executive team member and has been with us for 1 ½ years. Edward has extensive experience acquiring bids to complete CDBG projects as well as overseeing CDBG projects. He was lead project manager for all implementation and completion of CDBG projects at his previous employer Father Joe's Villages/ St. Vincent de Paul.

Edward will be overseeing Jim Ballow, Facilities Manager. James Ballow has been with HGH for over 10 years and will oversee ordering materials, delivery of materials and scheduling our in-house staff of six maintenance technicians to complete these projects.

4. **Conflict of Interest:**

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

Not applicable.

PY 2017 PUBLIC SERVICES ACTIVITIES (CDBG)

Maximum Amount \$34,050 (15% CAP)

Agency	Request	White	Black	Hispanic	Jones	McNeil	Approved
Cameron Family YMCA	5,000						
Crisis House	5,000						
Elderhelp	10,000						
Caring Neighbors Program (LSS)	6,000						
Meals on Wheels	8,000						
Santee Food Bank	20,000						
Santee Santas	10,000						
Total	64,000						-

Balance to Allocate 34,050 34,050 34,050 34,050 34,050 34,050 34,050

PY 2017 ADMINISTRATIVE ACTIVITIES (CDBG)

Maximum Amount \$45,400 (20% CAP)

Agency	Request	Minto	Hall	Houlihan	Jones	McNeilis	Approved
CDBG Program Administration	29,900						
CSA San Diego County (Federally Required Fair Housing Service)	15,500						
Total	45,400						-

Balance to Allocate 45,400 45,400 45,400 45,400 45,400 45,400 45,400

PY 2017 PUBLIC FACILITIES (CDBG)

Balance Available \$153,018

Agency	Request	Mintz	Hall	Robles	Jones	McNeil	Approved
City of Santee - 108 Loan Debt Service	152,362						
City of Santee - 108 Loan Debt Service Reserve	656						
Home of Guiding Hands	13,500						
Total	166,518						-

Balance to Allocate

153,018 153,018 153,018 153,018 153,018 153,018 153,018

City of Santee
COUNCIL AGENDA STATEMENT

MEETING DATE February 22, 2017

AGENDA ITEM NO.

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AWARDING THE CONSTRUCTION CONTRACT FOR THE CITYWIDE BIKE LANE PROJECT (CIP 2016-04) TO CHRISP COMPANY AND APPROVING A CATEGORICAL EXEMPTION PURSUANT TO THE GUIDELINES OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

DIRECTOR/DEPARTMENT Melanie Kush, Development Services *MK*

SUMMARY This item requests City Council to award the construction contract for the Citywide Bike Lane Project CIP 2016-04. The project will restripe six roadways to install bike lanes that were identified in the City's Bicycle Master Plan on the following streets: Fanita Parkway between Mast Boulevard and Carlton Oaks Drive; Woodside Avenue North between Woodside Avenue and the eastern city limit; El Nopal between Magnolia Avenue and the eastern city limit; Cuyamaca Street between Mast Boulevard and River Park Drive; and Riverview Parkway, between Mission Gorge Road and Town Center Parkway.

On February 7, 2017, the City Clerk publicly opened and examined two sealed bids. The lowest bid was received from Payco Specialties, Inc. for \$79,382.80 and was determined to be non-responsive as they failed to submit any of the required paperwork with their bid. Chrisp Company, was therefore, found to be the lowest responsive and responsible bidder with a bid amount of \$100,503.65 which closely matched the Engineer's Estimate of \$100,000.00. Staff recommends rejecting the Payco Specialties, Inc. bid submittal and awarding the contract to Chrisp Company for the bid amount of \$100,503.65. Staff also requests authorization for the Director of Development Services to approve change orders in an amount not to exceed \$10,050.00 (10%) for unforeseen items and additional work.

FINANCIAL STATEMENT Funding for this project is provided by an Active Transportation Grant from SANDAG and is included in the adopted FY 2016-17 Capital Improvement Program Budget.

Project Budget	<u>\$ 156,000.00</u>
Design and Bidding	\$ 14,750.08
Construction Contract	100,503.65
Construction Change Orders	10,050.00
Construction Engineering/Management	15,000.00
Bicycle Counts and Bicycle Video Detection Installation	<u>15,696.27</u>
Total Anticipated Project Cost	<u>\$ 156,000.00</u>

ENVIRONMENTAL REVIEW

The project is categorically exempt from environmental review by Section 15301 (c) and Section 15304 (h) of the Guidelines to the California Environmental Quality Act.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MJB*

Adopt the attached Resolution:

1. Determining the bid from Payco Specialties, Inc. to be non-responsive.
2. Awarding the construction contract to Chrisp Company for a total amount of \$100,503.65.
3. Authorizing the City Manager to execute the contract.
4. Authorizing the Director of Development Services to approve change orders in an amount not to exceed \$10,050.00.
5. Approving a categorical exemption pursuant to the California Environmental Quality Act.

ATTACHMENTS Resolution Bid Summary

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE,
CALIFORNIA, AWARDING THE CONSTRUCTION CONTRACT FOR THE
CITYWIDE BIKE LANE PROJECT (CIP 2016-04) TO CHRISP COMPANY AND
APPROVING A CATEGORICAL EXEMPTION PURSUANT TO THE
GUIDELINES OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

WHEREAS, the City Clerk, on the 7th day of February, 2017, publicly opened and examined sealed bids for the Citywide Bike Lane Project (CIP 2016-04) ("Project"); and

WHEREAS, the bid submitted by Payco Specialties, Inc. for a total bid amount of \$79,382.80 failed to include the documents required by the Request for Bids and was found to be a non-responsive bid; and

WHEREAS, Chrisp Company was found to be the lowest responsive and responsible bidder with their total bid amount of \$100,503.65; and

WHEREAS, staff recommends awarding the construction contract to Chrisp Company in the amount of \$100,503.65; and

WHEREAS, staff requests authorization to expend an amount not to exceed \$10,050.00 for unforeseen change orders and additional work; and

WHEREAS, the project is categorically exempt from environmental review by Section 15301(c) and Section 15304(h) of the Guidelines to the California Environmental Quality Act.

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

SECTION 1: The bid submitted by Payco Specialties, Inc. is deemed non-responsive and is rejected.

SECTION 2: The construction contract for the Citywide Bike Lane Project (CIP 2016-04) is awarded to Chrisp Company as the lowest responsive and responsible bidder in the amount of \$100,503.65 and the City Manager is authorized to execute the contract on behalf of the City.

SECTION 3: The Director of Development Services is authorized to approve change orders in an amount not to exceed \$10,050.00 for unforeseen change orders and additional work.

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 22nd day of February, 2017 by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

PATSY BELL, CMC, CITY CLERK



MAYOR
John W. Minto

CITY COUNCIL
Roni Hall
Stephen Houlahan
Brian Jones
Rob McNelis

Bike Lane Project CIP 2016-04

Bid Opening: February 7, 2017, 10:00 a.m.

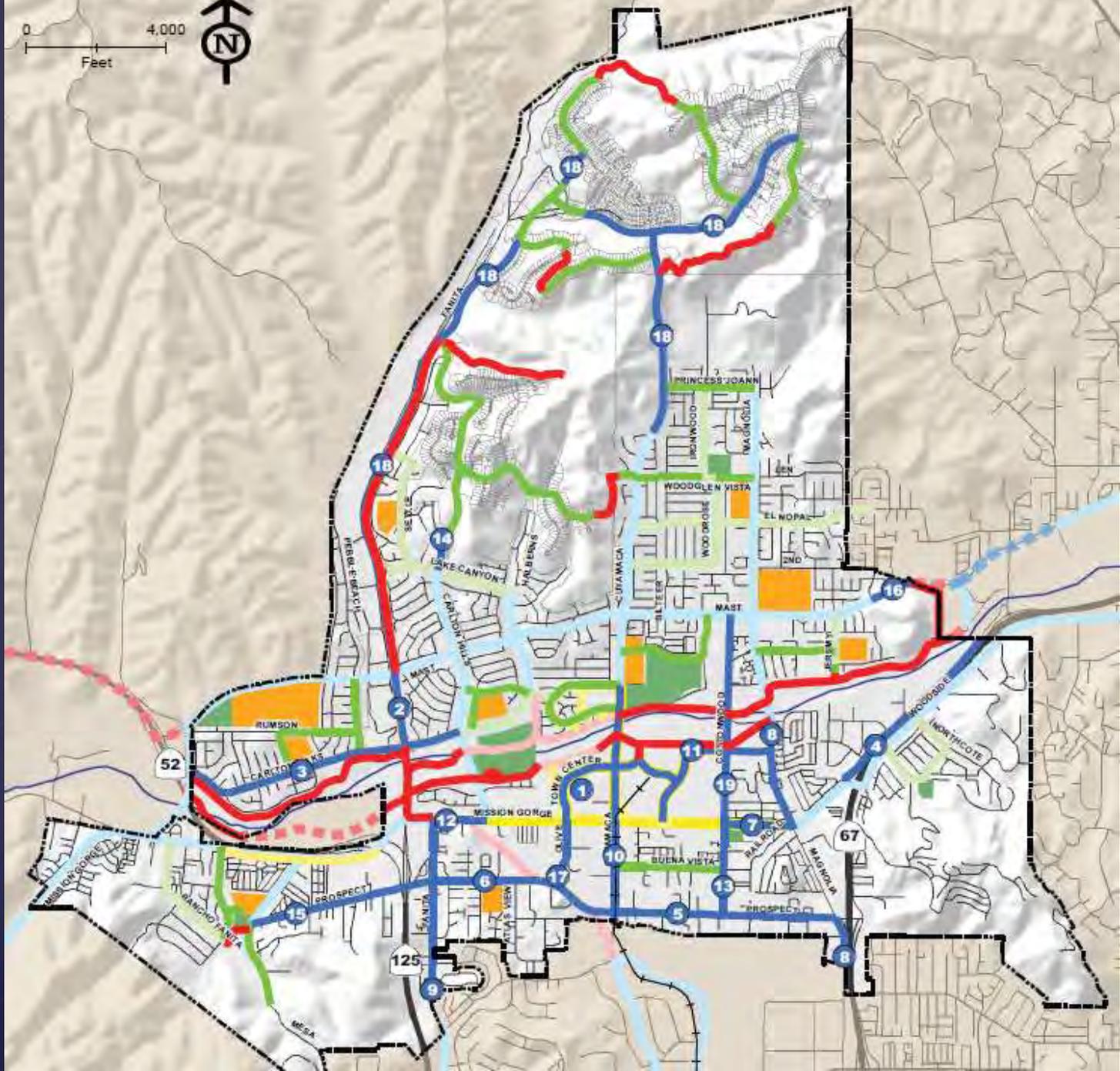
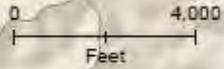
<u>Contractor Name</u>	<u>Total Bid</u>
Payco Specialties, Inc.	\$ 79,382.80
Chrip Company	\$ 100,503.65

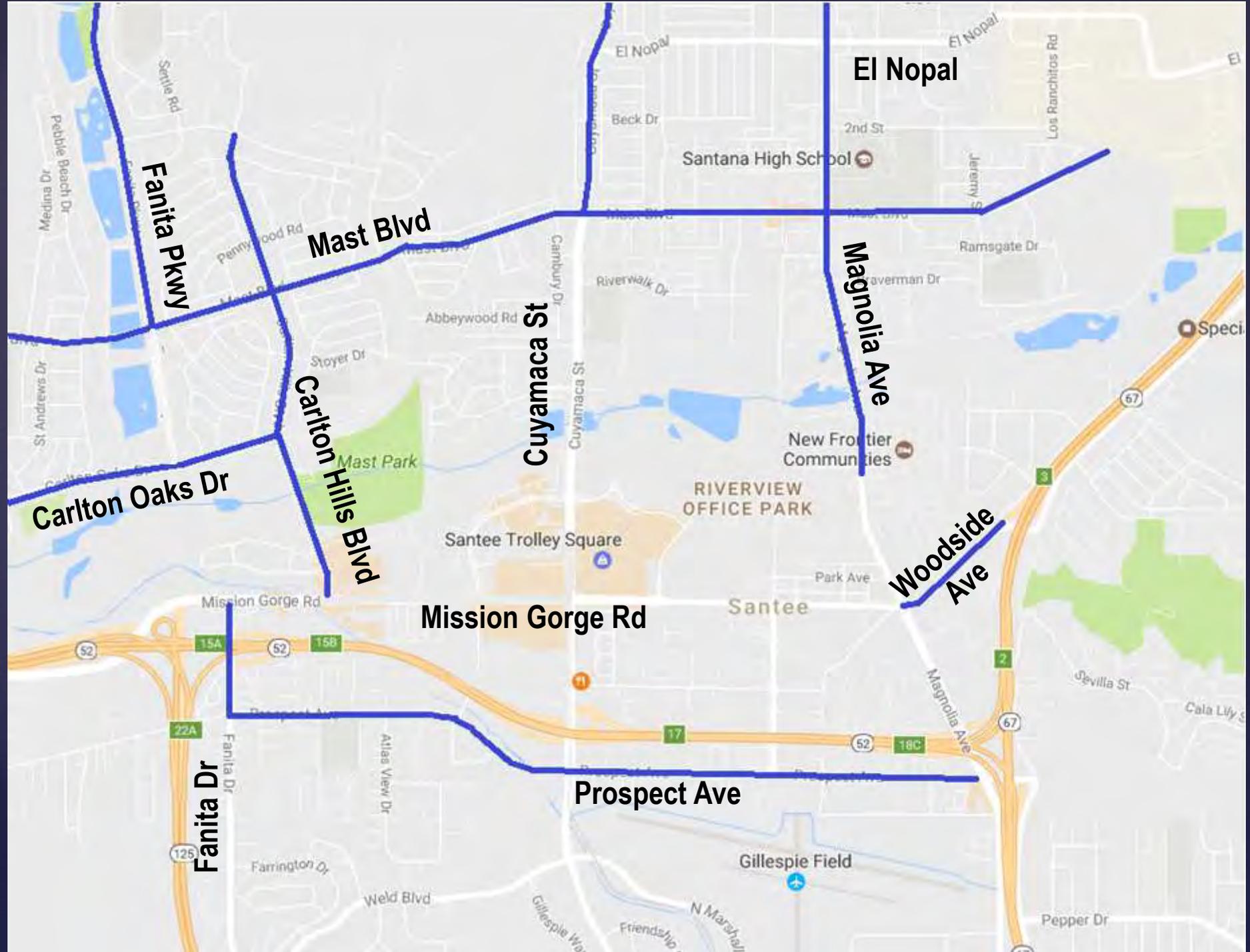
Note: Payco Specialties, Inc. submitted an incomplete bid. The new apparent low is Chrip Company

Apparent Low Bidder Information

Chrip Company
43650 Osgood Road
Fremont, CA 94539
510.656.2840

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





El Nopal

Fanita Pkwy

Mast Blvd

Magnolia Ave

Carlton Oaks Dr

Carlton Hills Blvd

Cuyamaca St

Woodside Ave

Mission Gorge Rd

Fanita Dr

Prospect Ave

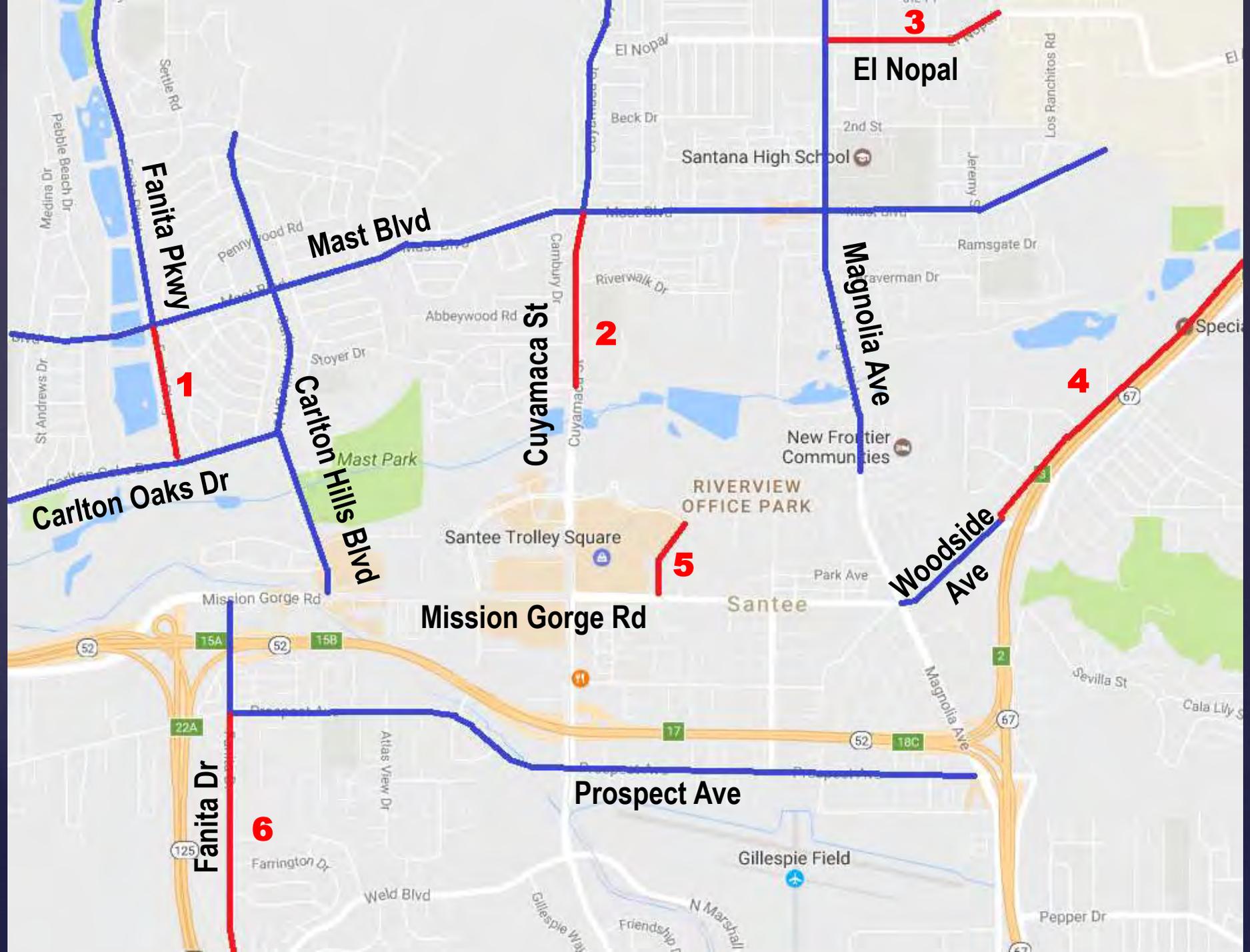
Santana High School

RIVERVIEW OFFICE PARK

Santee Trolley Square

Santee

Gillespie Field



Fanita Pkwy

Mast Blvd

El Nopal

1

2

3

4

Carlton Oaks Dr

Carlton Hills Blvd

Cuyamaca St

Magnolia Ave

5

Woodside Ave

Mission Gorge Rd

Santee

Fanita Dr

6

Prospect Ave

Gillespie Field

RIVERVIEW OFFICE PARK

Santana High School

Santee Trolley Square

New Frontier Communities

Settler Rd

Pebble Beach Dr

Pennywood Rd

El Nopal

Beck Dr

2nd St

Los Ranchitos Rd

Ramsgate Dr

Abbeywood Rd

Riverwalk Dr

Laverman Dr

Stoyer Dr

Mast Park

New Frontier Communities

RIVERVIEW OFFICE PARK

Santee Trolley Square

Park Ave

Mission Gorge Rd

52

15A

52

15B

125

Atlas View Dr

17

52

18C

67

Devilla St

Cala Lily St

Farrington Dr

Weld Blvd

Gillespie Way

Friendship Dr

N Marshall

Pepper Dr

City of Santee
COUNCIL AGENDA STATEMENT

6B

MEETING DATE February 22, 2017

AGENDA ITEM NO.

ITEM TITLE **APPROVE IN CONCEPT A TEMPORARY EASEMENT FROM HOME FED TO ALLOW PUBLIC ACCESS TO THE STOWE TRAIL**

DIRECTOR/DEPARTMENT Bill Maertz, Community Services *WML*

SUMMARY

MCAS Miramar will be allowing hiking and biking patrons to access the Stowe Trail via a recently created permit process.

Staff is recommending the City Council approve in concept a temporary easement from Home Fed to allow public access to the Stowe Trail. The form of the easement will be substantially similar to the attached Draft Temporary Trail Access Easement. In accepting this temporary easement, the City will be agreeing to take responsibility for the trail and to indemnify Home Fed for incidents that occur on the trail. Staff recommends that the City Council direct the City Manager and City Attorney to refine and finalize said temporary trail easement and indemnification of the property owner for this recreational use to allow patrons to access the Stowe Trail from Santee.

This temporary easement will begin at the northern terminus of Fanita Parkway at Ganley Road, head north and follow the western property line of the Home Fed property adjacent to Santee Lakes then head west to the Stowe Trail (Exhibit A).

Once the Castlerock development's trail head opens up to allow access to the Stowe Trail, the need for this temporary easement/indemnification will be eliminated, and the City will quitclaim the easement.

ENVIRONMENTAL REVIEW

This item is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to section 15061(b) (3).

FINANCIAL STATEMENT *fm*

There is no fiscal impact from accepting the Stowe Trail easement.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MOB*

Approve in concept a temporary easement from Home Fed to allow public access to the Stowe Trail in a form substantially similar to the attached Draft Temporary Trail Access Easement and direct the City Manager and City Attorney to refine and finalize said temporary trail easement and indemnification of the property owner for this recreational use to allow patrons to access the Stowe Trail from Santee.

ATTACHMENTS (Listed Below)

Exhibit A
Draft Temporary Trail Access Easement

EXHIBIT - A



RECORDING REQUESTED BY:

City of Santee, California

AFTER RECORDING MAIL TO:

City Clerk
City of Santee
10601 Magnolia Avenue
Santee, CA 92071-1266

ABOVE SPACE FOR RECORDER'S USE

TEMPORARY TRAIL ACCESS EASEMENT

THIS DOCUMENT IS RECORDED AS A BENEFIT TO THE CITY OF SANTEE AND IS EXEMPT FROM RECORDING FEE PURSUANT TO SECTION 27383 OF CALIFORNIA GOVERNMENT CODE.

DOCUMENTARY TRANSFER TAX DUE \$ 0

ASSESSOR'S PARCEL NOS. 378-391-59, 378-382-58, 378-381-49, 376-010-06, 376-020-03, 374-050-02

hereinafter designated GRANTOR(S), represent that HomeFed Fanita Rancho, LLC are the owner(s) of the hereinafter described real property, and for a valuable consideration, receipt of which is hereby acknowledged, do(es) hereby grant, bargain, convey and release unto the City of Santee, a municipal corporation, in the County of San Diego, State of California, hereinafter designated GRANTEE, its successors and assigns, a temporary trail easement for public access upon, through, under, over and across the hereinafter described real property for the public use of a walking and non-motorized biking trail. Said easement will be temporary and will be quitclaimed by GRANTEE upon the opening of the trail segment through the property known as Castle Rock, or June 30, 2018, whichever occurs first. In addition, GRANTEE agrees to quitclaim said easement within 30 days of written notice from GRANTOR.

The real property referred to hereinabove and made subject to said easement by this grant is situated in the City of Santee, State of California, and is more particularly described as follows:

LEGAL DESCRIPTION

(See Exhibits - "A" and "B" Attached)

The GRANTEE accepts the existing condition of the trail. GRANTEE will indemnify, defend and hold harmless the GRANTOR, its officers, employees and elected and appointed officials, and volunteers from and against any and all liabilities, (including without limitation, all claims, losses, damages, penalties, fines, and judgments, associated investigation and administrative expenses, and defense costs, including but not limited to reasonable attorneys' fees, court costs and costs of alternative dispute resolution) regardless of nature or type, expressly including but not limited to those arising from bodily injury (including death) or property damage, arising out of or resulting from any act or omission to act of the GRANTEE, GRANTEE'S agents, officers, employees, elected and appointed officials, and volunteers. This indemnity does not apply to liability for damages arising from the negligence, or willful acts of GRANTOR.

WITNESS WHEREOF, the GRANTOR has executed this instrument this _____ day of _____, 20 ____ .

GRANTORS:

By: _____
(sign here)

By: _____
(sign here)

(print name here)

(print name here)

(title of signatory)

(title of signatory)

(All OWNERS must sign)

(Proper notarial acknowledgment of execution by OWNER must be attached.)

(President or vice-president and secretary or assistant secretary must sign for corporations. If only one officer signs, the corporation must attach a resolution certified by the secretary or assistant secretary under corporate seal empowering that officer to bind the corporation.)

(Attach appropriate Subordination Agreements as applicable)

**CITY OF SANTEE
CERTIFICATE OF ACCEPTANCE
FOR
DEDICATION OF REAL PROPERTY**

This is to certify the easement dedication dated _____ for _____ a
TEMPORARY TRAIL ACCESS EASEMENT granted by _____, to
the City of Santee, a municipal corporation, is hereby accepted by the undersigned
officers on behalf of the City of Santee pursuant to authority granted by Resolution No.
148-89 of the Santee City Council adopted on August 9, 1989.

Date: _____

By: _____
Melanie Kush
Acting Director of Development Services

CITY CLERK'S OFFICE:

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }
County of San Diego }

On _____
(date), before me, Patsy Bell, Santee City Clerk (name and title of the officer), personally appeared _____

(Name(s) of Signer(s)), who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Patsy Bell, City Clerk



SPEAKER SLIP

City of Santee

Meeting Date: 2/22

Agenda Item # 6B

IN SUPPORT

But do not wish to speak

IN OPPOSITION

But do not wish to speak

NEUTRAL

- ◆ Individual speakers are limited to 3 minutes.
- ◆ Organized Group presentations with more than 4 speakers are limited to 15 minutes.
- ◆ Public Hearing Applicants are limited to 20 minutes.

Name Kirk Riley
(Please Print Clearly)

(Address) 5885 Love star dr

(City, State, Zip) San Diego, CA 92120

SDMBA
(Representing - organization, applicant, etc.)

*The City Council reserves the right to hear or to deny to hear speakers.
(see other side for additional information)*

**Complete form and submit to City Clerk
at least 3 minutes prior to discussion.**

2



SPEAKER SLIP

City of Santee

Meeting Date: 2/22/17

Agenda Item # 6(6)

- IN SUPPORT But do not wish to speak
 IN OPPOSITION But do not wish to speak
 NEUTRAL

- ◆ Individual speakers are limited to 3 minutes.
- ◆ Organized Group presentations with more than 4 speakers are limited to 15 minutes.
- ◆ Public Hearing Applicants are limited to 20 minutes.

Name Ben Stone
(Please Print Clearly)

6767 Friars Rd #137
(Address)

San Diego CA 92108
(City, State, Zip)

SDMBA
(Representing - organization, applicant, etc.)

*The City Council reserves the right to hear or to deny to hear speakers.
(see other side for additional information)*

**Complete form and submit to City Clerk
at least 3 minutes prior to discussion.**



SPEAKER SLIP

City of Santee

Meeting Date: 2/22

Agenda Item # 6b

IN SUPPORT

But do not wish to speak

IN OPPOSITION

But do not wish to speak

NEUTRAL

- ◆ Individual speakers are limited to 3 minutes.
- ◆ Organized Group presentations with more than 4 speakers are limited to 15 minutes.
- ◆ Public Hearing Applicants are limited to 20 minutes.

Name

KEVIN LOOMIS

(Please Print Clearly)

(Address)

5995 CROW CT

(City, State, Zip)

SD CA 92120

(Representing - organization, applicant, etc.)

SAN DIEGO MOUNTAIN BIKING ASSOC

The City Council reserves the right to hear or to deny to hear speakers.
(see other side for additional information)

Complete form and submit to City Clerk
at least 3 minutes prior to discussion.



SPEAKER SLIP

City of Santee

Meeting Date: 2/23/17

Agenda Item # 6B

- IN SUPPORT But do not wish to speak
 IN OPPOSITION But do not wish to speak
 NEUTRAL

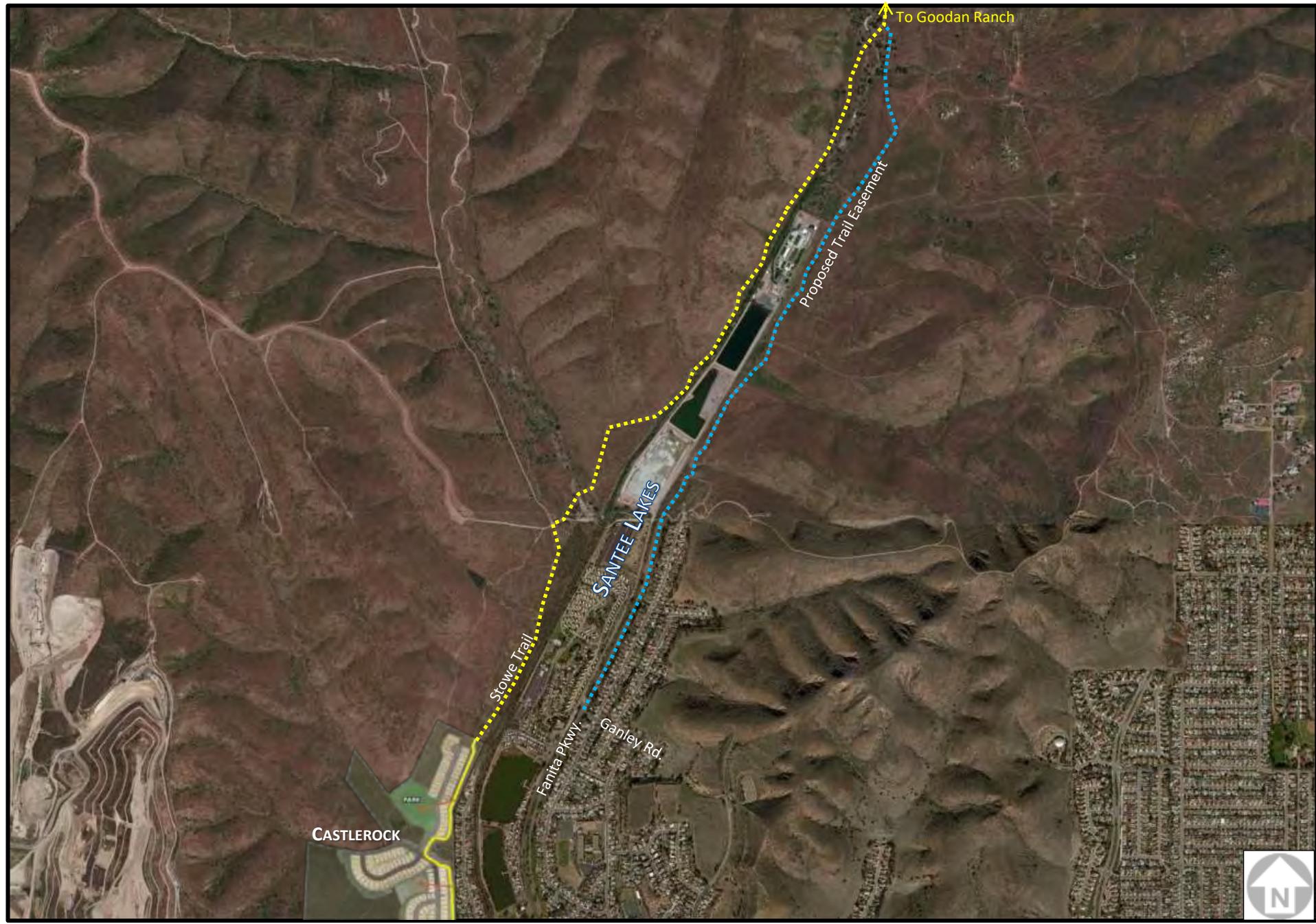
- ◆ Individual speakers are limited to 3 minutes.
- ◆ Organized Group presentations with more than 4 speakers are limited to 15 minutes.
- ◆ Public Hearing Applicants are limited to 20 minutes.

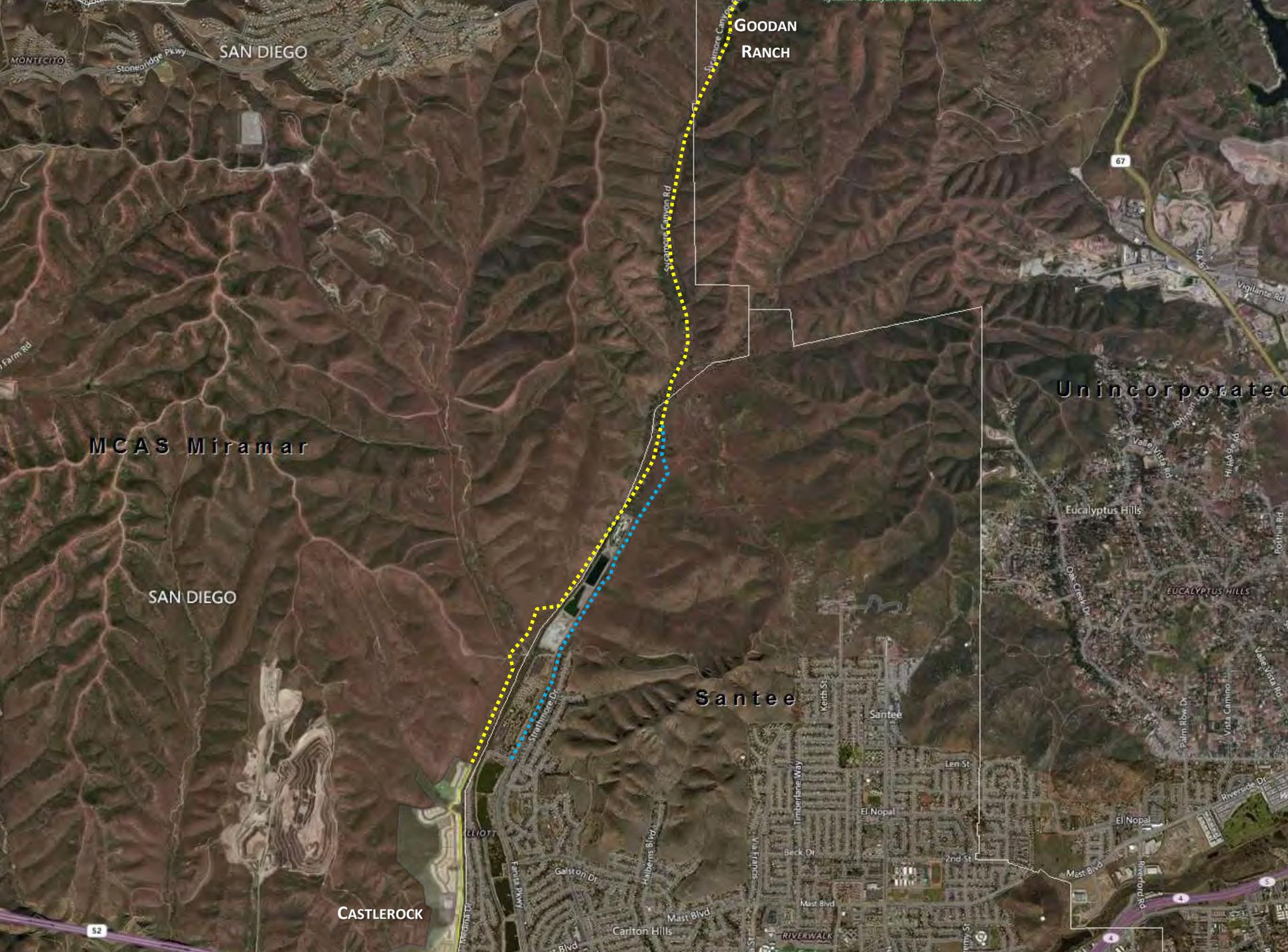
Name GARDNER GRADY
(Please Print Clearly)
9953 PEBBLE BEACH DR
(Address)
SANTEE CA 92071
(City, State, Zip)
CITIZEN
(Representing - organization, applicant, etc.)

*The City Council reserves the right to hear or to deny to hear speakers.
(see other side for additional information)*

**Complete form and submit to City Clerk
at least 3 minutes prior to discussion.**

Exhibit A





SAN DIEGO

GOODAN RANCH

MCAS Miramar

SAN DIEGO

Santee

CASTLEROCK

Unincorporated

Eucalyptus Hills

EUCALYPTUS HILLS

RIVERWALK



SPEAKER SLIP

City of Santee

Meeting Date: 2/24/17

Agenda Item # 7

- IN SUPPORT But do not wish to speak
- IN OPPOSITION But do not wish to speak
- NEUTRAL

- ◆ Individual speakers are limited to 3 minutes.
- ◆ Organized Group presentations with more than 4 speakers are limited to 15 minutes.
- ◆ Public Hearing Applicants are limited to 20 minutes.

Name Scot Wright
(Please Print Clearly)

(Address) 8593 Fowler Dr.

(City, State, Zip) Santee CA 92091

(Representing – organization, applicant, etc.) _____

*The City Council reserves the right to hear or to deny to hear speakers.
(see other side for additional information)*

**Complete form and submit to City Clerk
at least 3 minutes prior to discussion.**