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that item.**

**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 11, 2015  
7:00 PM**

**ROLL CALL:** Mayor Randy Voepel  
Vice Mayor John W. Minto  
Council Members Jack Dale, Ronn Hall, 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 on agenda.**

**(B) Approval of Payment of Demands as presented.**

**2. PUBLIC HEARINGS:**

**(A) Public Hearing to assess community development needs and to solicit proposals for Program Year 2015 Community Development Block Grant (CDBG) and Home Program funding consistent with the Consolidated Plan**

Recommendation:

Receive public testimony and continue the Public Hearing to February 25, 2015.

3. **ORDINANCES (First Reading):** None

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

**(A) Annual Presentation of Local Appointments List – Boards, Commissions & Committees. (Continued from 1-28-15)**

Recommendation:

1. Council action on recommended appointment(s), if any, as presented by Mayor at meeting; and
2. Reaffirmation/continuance of all other standing groups and representation as listed.

5. **CONTINUED BUSINESS:**

**(A) Request for authorization to consider an application for a Zoning Base District Map amendment to change the land use designation from Low-Medium Density Residential (R-2) designation to the Medium Density Residential (R-7) designation on a 3.5-acre undeveloped property located at 8600 Prospect Avenue. Applicant: City Ventures, L.P. (cont. from 10-22-14)**

Recommendation:

Provide direction as to whether staff should proceed with processing an application requesting a change to the Land Use Designation and Zone.

6. **NEW BUSINESS:**

**(A) Authorization for additional change orders to the Streetlight Maintenance contract with CTE, Incorporated.**

Recommendation:

Authorize the Director of Development Services to execute additional change orders to the Streetlight Maintenance contract with CTE, Inc. up to \$20,000.

**(B) Resolution approving the Citywide Safe Route to School Plan.**

Recommendation:

Adopt the Resolution approving the Citywide Safe Route to School Plan.

- (C) Adopt Resolution authorizing execution of an agreement with Braun Northwest Incorporated to purchase one new 2015 Braun North Star 171-1 ambulance on a 2015 GMC G4500 chassis utilizing City of Pasadena Contract #0000052009 and open market purchasing for build modifications and add-on items, declaring vehicle V-140 as surplus property and appropriating funds.**

Recommendation:

Adopt the Resolution:

1. Authorizing the purchase of one new 2015 Braun North Star 171-1 Ambulance on a 2015 GMC G4500 Chassis from Braun Northwest Incorporated utilizing City of Pasadena Contract #0000052009 in the amount of \$204,287.40; and
2. Finding that open market purchasing for build modifications, and add-ons in the amount of \$8,150.00, is in the City's best interests and authorizing such purchasing; and
3. Authorizing the City Manager to approve additional expenditures for unforeseen changes in an amount not to exceed \$10,622.00 (5%); and
4. Declaring vehicle V-140, a 2006 Ford E-450 ambulance (medic unit), surplus property upon receipt and acceptance of the new vehicle and directing sale of the surplus vehicle at public auction or inter-agency sale; and
5. Authorizing the City Manager to execute an agreement and all necessary documents for a total purchase amount not to exceed \$223,059.40; and
6. Appropriating \$63,059.40 from the Vehicle Replacement Fund reserve.

- (D) Approve participation in the San Diego State University (SDSU) Sage Project, authorize submission of a proposal in response to SDSU's Request for Proposals, and if selected, authorize execution of a Memorandum of Understanding to partner with SDSU on the Sage Project.**

Recommendation:

Approve participation in the San Diego State University (SDSU) Sage Project, authorizing the City Manager to submit a proposal in response to SDSU's Request for Proposals, and if selected, authorize the City Manager to enter into a Memorandum of Understanding to partner with SDSU on the Sage Project.

**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 1B)
  
10. **SANTEE PUBLIC FINANCING AUTHORITY:**  
(Note: Minutes appear as Item 1B)
  
11. **CITY ATTORNEY REPORTS:**
  
12. **CLOSED SESSION:       None**
  
13. **ADJOURNMENT:**



Feb	05	SPARC	Conf Room Building 6
Feb	09	Community Oriented Policing Committee	Council Chamber
Feb	11	City Council Meeting	Council Chamber
Feb	25	City Council Meeting	Council Chamber
Mar	05	SPARC	Conf Room Building 6
Mar	09	Community Oriented Policing Committee	Council Chamber
Mar	11	City Council Meeting	Council Chamber
Mar	19	Manufactured Home Fair Practices Commission	Council Chamber
Mar	25	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](http://www.CityofSanteeCa.gov).**

*The City of Santee complies with the Americans with Disabilities Act. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 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    } County of San Diego    } City of Santee            }	<b>AFFIDAVIT OF POSTING AGENDA</b>  I, <u>Patsy Bell, CMC, City Clerk</u> of the City of Santee, hereby declare, under penalty of perjury, that a copy of this Agenda was posted in accordance with Resolution 61-2003 on <u>February 6, 2015</u> at <u>4:30 p.m.</u>
_____ Signature	_____ Date

City of Santee  
**COUNCIL AGENDA STATEMENT**

1B

**MEETING DATE** February 11, 2015

**AGENDA ITEM NO.**

**ITEM TITLE** PAYMENT OF DEMANDS

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

**SUMMARY**

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

**FINANCIAL STATEMENT** *TM*

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

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION** *TM*

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>
01/21/15	Accounts Payable	\$ 211,792.03
01/22/15	Payroll	283,913.44
01/22/15	Accounts Payable	157,907.76
01/23/15	Accounts Payable	52.96
01/27/15	Accounts Payable	2,010.00
01/27/15	Accounts Payable	<u>1,537,975.67</u>
	TOTAL	<u>\$ 2,193,651.86</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

Voucher List  
CITY OF SANTEE

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
107699	1/21/2015	10633 ALL STAR GLASS INC	IEC083522		WINDSHIELD REPLACEMENT	238.26
					<b>Total :</b>	<b>238.26</b>
107700	1/21/2015	10018 BENCHMARK LANDSCAPE SVCS INC	115545B	50918	LANDSCAPE MAINTENANCE	10,594.00
					<b>Total :</b>	<b>10,594.00</b>
107701	1/21/2015	10021 BOUND TREE MEDICAL LLC	81644008	50724	EMS SUPPLIES	304.46
			81644009	50724	EMS SUPPLIES	304.46
			81644010	50725	PHARMACEUTICALS	3.75
			81644011	50725	PHARMACEUTICALS	42.24
			81644012	50724	EMS SUPPLIES	806.33
			81644013	50724	EMS SUPPLIES	42.69
			81644014	50724	EMS SUPPLIES	306.68
			81645501	50724	EMS SUPPLIES	175.13
			81645502	50725	PHARMACEUTICALS	45.99
			81646204	50724	EMS SUPPLIES	49.56
			81646205	50724	EMS SUPPLIES	49.57
			81646206	50724	EMS SUPPLIES	24.78
			81647025	50724	EMS SUPPLIES	428.45
					<b>Total :</b>	<b>2,584.09</b>
107702	1/21/2015	10876 CANON SOLUTIONS AMERICA INC	988375994	50719	SCANNER MAINTENANCE	55.13
					<b>Total :</b>	<b>55.13</b>
107703	1/21/2015	10032 CINTAS CORPORATION #694	694785468	50815	UNIFORM/PARTS CLEANER RNTL	59.43
					<b>Total :</b>	<b>59.43</b>
107704	1/21/2015	10171 COUNTY OF SAN DIEGO AUDITOR &	12/2014 AGENCY REV		12/14 AGENCY PARK CITE REPT	105.00
			12/2014 DMV REVENUE		12/14 DMV PARK CITE REPT	62.50
			12/2014 PHOENIX REV		12/14 PHOENIX CITE REV REPT	298.50
					<b>Total :</b>	<b>466.00</b>
107705	1/21/2015	10486 COUNTY OF SAN DIEGO	9280		PARCEL MAP COPY	2.00
					<b>Total :</b>	<b>2.00</b>
107706	1/21/2015	10333 COX COMMUNICATIONS	052335901		8950 COTTONWOOD AVE	229.96

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
107706	1/21/2015	10333 COX COMMUNICATIONS	(Continued) 066401501		10601 N MAGNOLIA AVE	31.38
					<b>Total :</b>	<b>261.34</b>
107707	1/21/2015	10200 DELGADO, PEDRO ORSO	01142015		CELL PHONE REIMBURSEMENT	104.66
					<b>Total :</b>	<b>104.66</b>
107708	1/21/2015	10250 EAST COUNTY CALIFORNIAN	00030249		INVITATION TO BID	357.00
					<b>Total :</b>	<b>357.00</b>
107709	1/21/2015	10057 ESGIL CORPORATION	1/5/15-1/9/15 10/6/14-10/10/14 11144077 11144087		SHARE OF FEES SHARE OF FEES FIRE PLAN REVIEW-11/2014 FIRE INSPECTIONS-11/2014	11,960.09 7,477.84 1,584.00 913.00
					<b>Total :</b>	<b>21,934.93</b>
107710	1/21/2015	11835 FASTAIRE HAND DRYLER INC	HD2962	50952	PARK HAND DRYER PARTS	89.00
					<b>Total :</b>	<b>89.00</b>
107711	1/21/2015	10580 FASTENAL COMPANY	CAS169095	50771	TOOLS	152.34
					<b>Total :</b>	<b>152.34</b>
107712	1/21/2015	11417 HOUSING AUTHORITY OF COUNTY OF	2014/15 HACSD		HOUSING ADMIN COST ALLOW	150,000.00
					<b>Total :</b>	<b>150,000.00</b>
107713	1/21/2015	10198 HYDRO SCAPE PRODUCTS	8409741-00	50956	IRRIGATION SUPPLIES	279.80
					<b>Total :</b>	<b>279.80</b>
107714	1/21/2015	10079 MEDICO PROFESSIONAL	1543844 1543845	50869 50869	MEDICAL LINEN SERVICE MEDICAL LINEN SERVICE	22.47 13.93
					<b>Total :</b>	<b>36.40</b>
107715	1/21/2015	11870 MILLER, DAVID	SNT-001		PROMOTIONAL TEST PREP	700.00
					<b>Total :</b>	<b>700.00</b>
107717	1/21/2015	10344 PADRE DAM MUNICIPAL WATER DIST	20122553 20123122 20123238		10118 MAGNOLIA AVE MAGNOLIA AVE - RW MAGNOLIA AVE - RW	34.02 28.40 28.40

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
107717	1/21/2015	10344 PADRE DAM MUNICIPAL WATER DIST	(Continued)			
			20124957		MAGNOLIA AVE	34.02
			20126680		10131 MAST BLVD	40.96
			20126706		SAN REMO ESTATES - RW	159.51
			20127372		CONEJO RD	51.49
			20129488		BILTEER DR	31.08
			20157657		CUYAMACA ST	60.75
			20157659		CUYAMACA ST	86.45
			20158652		NE CUYAMACA ST	100.43
			20158731		NW CUYAMACA ST	131.63
			20300090		MAGNOLIA (NORTH EL NOPAL)	28.40
			20302742		10601 MAGNOLIA AVE #1	128.93
			20302746		10605 MAGNOLIA AVE #2	163.71
			20302752		10609 MAGNOLIA AVE #3	269.98
			20302928		MAGNOLIA AVE VLLG	100.43
			20302930		MAGNOLIA (NORTH KERRIGAN)	112.91
			20303048		10629 MAGNOLIA AVE #6	258.06
			20303136		10625 MAGNOLIA AVE #7	203.96
			20303146		10613 MAGNOLIA AVE #4	269.98
			20303156		10617 MAGNOLIA AVE #5	223.45
			20303166		10621 MAGNOLIA AVE #8	194.95
			20303202		MAGNOLIA AVE 7&8	34.78
			20303628		MAGNOLIA AVE	31.08
			20303846		MAGNOLIA AVE	487.31
			20316111		EL NOPAL JULIO	68.81
			20352468		EUCALYPTUS CT	31.08
			20402775		10210 WOODGLEN VISTA - RW	266.29
			20402857		WOODGLEN VISTA DR - RW	507.95
			20403145		WOODLGEN VISTA DR	172.93
			20434525		PRINCESS JOANN RD	31.08
			20903888		CUYAMACA ST FLD	1,197.71
			20903892		CUYAMACA ST	131.41
			20903954		S FIELDS # 1 TWN CENTER	384.31
			20903956		S FIELDS # 2 TWN CENTER	350.59
			20903958		S FIELDS # 3 TWN CENTER	328.11
			20904454		RIVERWALK DR	92.07
			20905700		550 PARK CENTER DR	287.49

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
107717	1/21/2015	10344 PADRE DAM MUNICIPAL WATER DIST	(Continued)			
			20905720		550 PARK CENTER DR	100.43
			20905730		550 PARK CENTER DR	100.43
			20906564		MAST BLVD	40.95
			20930458		MAGNOLIA AVE - RW	71.99
			20931659		MAGNOLIA AVE - RW	28.40
			20931731		MAGNOLIA AVE & S BRAVERMAN	28.40
			20960110		MISSION CREEK DR	375.47
			20962784		MISSION CREEK TOWNHOMES	66.37
			20964110		99 WILLOW POND RD - RW	60.75
			20965043		102 RIVER PARK DR - RW	60.75
			20971810		RIVER PARK DR	181.99
			20971812		RIVER PARK DR	77.61
			20972190		RIVER PARK DR	156.29
			20972390		RIVER PARK DR - RW	94.47
			20972985		RIVER PARK DR - RW	60.75
			23037089		9518 MAST BLVD	34.02
			23037565		9557 MAST BLVD	46.57
			23038028		9643 MAST BLVD	71.99
			23106288		9721 MAST BLVD	28.40
			23106864		9793 MAST BLVD	71.99
			24200549		8950 COTTONWOOD AVE	297.67
			24202225		MAGNOLIA @ MISSION GORGE	28.40
			24213058		10355 MISSION GORGE RD	102.86
			24301350		CALA LILY ST	109.35
			26007501		WOODSIDE @ NORTHCOTE	37.32
			26012480		9161 SHADOW HILL RD	242.61
			26508965		DIAMONBACK DR	31.08
			29701296		SANTEE AREA - FLOATER	158.00
			40000081		RAILROAD AVENUE	31.08
			40000097		MISSION GORGE RD - MED	31.08
					<b>Total :</b>	<b>9,972.36</b>
107718	1/21/2015	10241 JAN SHERAR	01072015		PETTY CASH REIMBURSEMENT	220.97
					<b>Total :</b>	<b>220.97</b>
107719	1/21/2015	10092 PHOENIX GROUP INFO SYSTEMS	112014031	50740	PARKING CITE SVC NOV 2014	49.40

Voucher List  
CITY OF SANTEE

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
107719	1/21/2015	10092 PHOENIX GROUP INFO SYSTEMS	(Continued)			
107720	1/21/2015	10150 PROBUILD	04-70349	50826	SIGN MATERIALS	309.07
107721	1/21/2015	11318 SEALMASTER OF SO CAL	3726	50880	ASPHALT	783.00
107722	1/21/2015	10529 SIMPLOT PARTNERS	202025420		TURF FOR SCHOOL FIELDS	1,224.08
107723	1/21/2015	10217 STAPLES ADVANTAGE	3252137252	50703	OFFICE SUPPLIES	140.14
107724	1/21/2015	10478 STATE BOARD OF EQUALIZATION	OCT-DEC 2014		USE TAX OCT-DEC 2014	273.00
107725	1/21/2015	10119 STEVEN SMITH LANDSCAPE INC	29301	50883	LANDSCAPE SERVICES	217.12
			29325	50883	LANDSCAPE SERVICES	7,190.00
			29351	50883	LANDSCAPE SERVICES	645.00
			29352	50883	LANDSCAPE SERVICES	520.00
					<b>Total :</b>	<b>8,572.12</b>
107726	1/21/2015	10121 SUPERIOR READY MIX LP	677071		CONCRETE	319.36
107727	1/21/2015	10158 THE SOCO GROUP INC	CL29893	50927	FLEET CARD FUELING	319.36
107728	1/21/2015	11434 TYLER BUSINESS FORMS	177806		2014 TAX FORMS	1,210.88
107729	1/21/2015	10133 UNDERGROUND SERVICE ALERT	1120140657	50720	DIG ALERT SERVICES	273.57
107730	1/21/2015	10232 XEROX CORPORATION	077616799	50742	COPY CHARGES & LEASE	273.57
					<b>Total :</b>	<b>121.50</b>
					<b>Total :</b>	<b>121.50</b>
					<b>Total :</b>	<b>274.55</b>
					<b>Total :</b>	<b>274.55</b>

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
107731	1/21/2015	10318 ZOLL MEDICAL CORPORATION	2196337	50802	EMS SUPPLIES	133.65
Total :						133.65
32 Vouchers for bank code : ubgen						Bank total : 211,792.03
32 Vouchers in this report						Total vouchers : 211,792.03

Prepared by:   
Date: 1-21-15

Approved by:   
Date: 1-21-15

Bank code : ubgen											
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount					
107732	1/22/2015	10844 FRANCHISE TAX BOARD	PPE 01/14/15		WITHHOLDING ORDER	110.00					
						<b>Total :</b>					<b>110.00</b>
107733	1/22/2015	10508 LIFE INSURANCE COMPANY OF	January 2015		LIFE INSURANCE	2,512.37					
						<b>Total :</b>					<b>2,512.37</b>
107734	1/22/2015	10779 NATIONAL BENEFIT SERVICES LLC	PPE 01/14/15		FLEXIBLE SPENDING ACCOUNT	1,890.82					
						<b>Total :</b>					<b>1,890.82</b>
107735	1/22/2015	10784 NATIONAL UNION FIRE INSURANCE	January 2015		VOLUNTARY AD&D	123.11					
						<b>Total :</b>					<b>123.11</b>
107736	1/22/2015	10353 PERS	01 15 3A		RETIREMENT PAYMENT	115,783.19					
						<b>Total :</b>					<b>115,783.19</b>
107737	1/22/2015	10335 SAN DIEGO FIREFIGHTERS FEDERAL	January 2015		LONG TERM DISABILITY-SAFETY	877.50					
						<b>Total :</b>					<b>877.50</b>
107738	1/22/2015	10424 SANTEE FIREFIGHTERS	PPE 01/14/15		DUES/PEC/BC EXPENSES	2,162.49					
						<b>Total :</b>					<b>2,162.49</b>
107739	1/22/2015	10776 STATE OF CALIFORNIA	PPE 01/14/15		WITHHOLDING ORDER	319.38					
						<b>Total :</b>					<b>319.38</b>
107740	1/22/2015	10783 UNITED WAY OF SAN DIEGO COUNTY	January 2015		UNITED WAY	102.00					
						<b>Total :</b>					<b>102.00</b>
107741	1/22/2015	10001 US BANK	PPE 01/14/15		PARS RETIREMENT	646.52					
						<b>Total :</b>					<b>646.52</b>
107742	1/22/2015	10959 VANTAGE TRANSFER AGENT/457	PPE 01/14/15		ICMA - 457	26,259.74					
						<b>Total :</b>					<b>26,259.74</b>
107743	1/22/2015	10782 VANTAGEPOINT TRNSFR AGT/801801	PPE 01/14/15		RETIREE HEALTH SAVINGS ACCOL	7,120.64					
						<b>Total :</b>					<b>7,120.64</b>
						<b>Bank total :</b>					<b>157,907.76</b>

12 Vouchers for bank code : ubgen

Bank code : ubgen

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

Total vouchers : 157,907.76

Prepared by:   
Date: 01/22/15

Approved by:   
Date: 1-22-15



Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
107810	1/27/2015	10429 CALPERS	10000014451332		INDEXED 1959 SURVIVOR BENEFIT	120.60
			10000014451568		INDEXED 1959 SURVIVOR BENEFIT	1,728.60
			10000014452596		INDEXED 1959 SURVIVOR BENEFIT	160.80
					<b>Total :</b>	<b>2,010.00</b>

1 Vouchers for bank code : ubgen

1 Vouchers in this report

Bank total : 2,010.00

Total vouchers : 2,010.00

Prepared by:   
Date: 01/27/2015

Approved by:   
Date: 1-27-15

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
Bank code :	ubgen					
107745	1/27/2015	11445 AMERICAN MESSAGING	L1072898PA		FD PAGER SERVICE	45.37
					<b>Total :</b>	<b>45.37</b>
107746	1/27/2015	10189 ATTENTION GETTERS DESIGN INC	36311	50721	VEHICLE SUPPLIES	39.24
					<b>Total :</b>	<b>39.24</b>
107747	1/27/2015	10018 BENCHMARK LANDSCAPE SVCS INC	115545	50915	LANDSCAPE SERVICES	9,811.37
			115757	50918	LANDSCAPE SERVICES	1,190.00
					<b>Total :</b>	<b>11,001.37</b>
107748	1/27/2015	10020 BEST BEST & KRIEGER LLP	LEGAL SVCS DEC 2014		LEGAL SERVICES DEC 2014	91,706.58
					<b>Total :</b>	<b>91,706.58</b>
107749	1/27/2015	11513 BOND, ELLEN	05012014-263		MEADOWBROOK HARDSHIP PGRM	43.64
					<b>Total :</b>	<b>43.64</b>
107750	1/27/2015	10021 BOUND TREE MEDICAL LLC	81648809	50725	PHARMACEUTICALS	202.79
			81648810	50724	EMS SUPPLIES	242.56
			81648811	50724	EMS SUPPLIES	7.08
			81650225	50724	EMS SUPPLIES	42.98
			81650226	50725	PHARMACEUTICALS	112.57
			81650227	50724	EMS SUPPLIES	895.51
			81652914	50724	EMS SUPPLIES	42.98
					<b>Total :</b>	<b>1,546.47</b>
107751	1/27/2015	10098 BURNER, RONALD	123114	50714	ATHLETIC FIELD COORDINATION	2,083.34
					<b>Total :</b>	<b>2,083.34</b>
107752	1/27/2015	11169 CALIFORNIA WATERS LLC	9962	50845	FOUNTAIN MAINTENANCE	1,525.00
					<b>Total :</b>	<b>1,525.00</b>
107753	1/27/2015	11402 CARROLL, JUDI	05012014-96		MEADOWBROOK HARDSHIP PGRM	44.02
					<b>Total :</b>	<b>44.02</b>
107754	1/27/2015	10032 CINTAS CORPORATION #694	694787963	50815	UNIFORM/PARTS CLEANER RNTL	64.38
					<b>Total :</b>	<b>64.38</b>

Bank code : ubgen									
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount			
107755	1/27/2015	10979 CITY OF LA MESA	16884		FINGERPRINTING SERVICES	440.00			
					<b>Total :</b>	<b>440.00</b>			
107756	1/27/2015	11409 CLAYTON, SYLVIA	05012014-340		MEADOWBROOK HARDSHIP PGRM	45.77			
					<b>Total :</b>	<b>45.77</b>			
107757	1/27/2015	11330 CLEANSTREET	76862	50832	STREET SWEEPING	14,652.20			
					<b>Total :</b>	<b>14,652.20</b>			
107758	1/27/2015	10234 COUNTY OF SAN DIEGO	20141120-02462	50768	GENERATOR PERMITS	309.00			
					<b>Total :</b>	<b>309.00</b>			
107759	1/27/2015	10358 COUNTY OF SAN DIEGO	15CTOFSASN06	50729	800 MHZ ACCESS (FIRE/PS)	1,272.00			
					<b>Total :</b>	<b>1,272.00</b>			
107760	1/27/2015	10333 COX COMMUNICATIONS	063453006 112256001		9534 VIA ZAPADOR 9130 CARLTON OAKS DR	303.09 160.47			
					<b>Total :</b>	<b>463.56</b>			
107761	1/27/2015	10043 D & D SERVICES INC	1231150	50837	ANIMAL DISPOSAL	1,235.00			
					<b>Total :</b>	<b>1,235.00</b>			
107762	1/27/2015	11295 DOKKEN ENGINEERING	28432	50583	HEATHERDALE STORM DRAIN	9,990.00			
					<b>Total :</b>	<b>9,990.00</b>			
107763	1/27/2015	10250 EAST COUNTY CALIFORNIAN	00030292		PUBLIC HEARNG NOTICE	231.00			
					<b>Total :</b>	<b>231.00</b>			
107764	1/27/2015	10056 EPIC PEST CONTROL & LANDSCAPE	1EPC9184	50881	PEST CONTROL SERVICES	700.38			
					<b>Total :</b>	<b>700.38</b>			
107765	1/27/2015	10057 ESGIL CORPORATION	1/12/15-1/16/15		SHARE OF FEES	8,429.05			
					<b>Total :</b>	<b>8,429.05</b>			
107766	1/27/2015	10580 FASTENAL COMPANY	CAS169202 MN01942136	50734 50771	SHOP SUPPLIES FAST PROGRAM FEES	21.59 300.00			
					<b>Total :</b>	<b>321.59</b>			

Voucher List  
CITY OF SANTEE

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
107767	1/27/2015	10009 FIRE ETC	69680	50737	EQUIPMENT SUPPLIES	99.88
					<b>Total :</b>	<b>99.88</b>
107768	1/27/2015	10256 HOME DEPOT CREDIT SERVICES	1154856	50818	STATION SUPPLIES	107.65
					<b>Total :</b>	<b>107.65</b>
107769	1/27/2015	10301 HORSMAN AUTOMOTIVE	385357	50746	VEHICLE TESTING	44.95
					<b>Total :</b>	<b>44.95</b>
107770	1/27/2015	10246 HUDSON SAFETY T LITE RENTALS	00027521	50775	GUARDRAIL MATERIALS	50.14
					<b>Total :</b>	<b>50.14</b>
107771	1/27/2015	10198 HYDRO SCAPE PRODUCTS	8445630-00	50956	IRRIGATION SUPPLIES	221.82
					<b>Total :</b>	<b>221.82</b>
107772	1/27/2015	11833 IO ENVIRONMENTAL AND	03 03R	50942	SAN DIEGO RIVER TRAIL RETENTION	216,495.34 -10,824.77
					<b>Total :</b>	<b>205,670.57</b>
107773	1/27/2015	10075 IRON MOUNTAIN INFO MGMT INC	200511960 KZZ7689	50707 50842	OFF-SITE DATA STORAGE OFF-SITE STORAGE	181.76 777.02
					<b>Total :</b>	<b>958.78</b>
107774	1/27/2015	10174 LN CURTIS AND SONS	1330537-00		FIRE HOSE	1,341.95
					<b>Total :</b>	<b>1,341.95</b>
107775	1/27/2015	10079 MEDICO PROFESSIONAL	1547662 1547663	50869 50869	MEDICAL LINEN SERVICE MEDICAL LINEN SERVICE	22.47 13.93
					<b>Total :</b>	<b>36.40</b>
107776	1/27/2015	10410 MILLER, DAVID JOSEPH	01302015		DJ SERVICES	200.00
					<b>Total :</b>	<b>200.00</b>
107777	1/27/2015	10084 NALCO CAL-WATER LLC	62536 62537	50807 50807	DEIONIZED WATER SERVICE DEIONIZED WATER SERVICE	112.50 75.00
					<b>Total :</b>	<b>187.50</b>
107778	1/27/2015	10451 NEOPOST USA INC	52124080	50860	POSTAGE METER RENTAL	162.00

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
107778	1/27/2015	10451 NEOPOST USA INC	(Continued) 52393256		RATE CHANGE PROTECTION	278.06
					<b>Total :</b>	<b>440.06</b>
107779	1/27/2015	11782 O'DONNELL, JOHN	01222015	50925	TUITION REIMBURSEMENT	814.80
					<b>Total :</b>	<b>814.80</b>
107781	1/27/2015	10344 PADRE DAM MUNICIPAL WATER DIST	20902014		TOWN CENTER PKY - RW	103.31
			20902021		TOWN CENTER PKY - RW	97.69
			20902023		TOWN CENTER PKW - RW	86.45
			20902032		170 TOWN CENTER PKY - RW	60.75
			20902134		TOWN CENTER PKY - RW	86.45
			20902136		TOWN CENTER PKY - RW	86.45
			20902205		TOWN CENTER PKY - RW	86.45
			20902461		TOWN CENTER PKY - RW	60.75
			20910090		TOWN CENTER PKY - RW	108.93
			21000894		TOWN CENTER PKY - RW	83.23
			21002705		MISSION GORGE RD	60.75
			21010397		9534 VIA ZAPADOR	285.42
			21013462		MISSION GORGE RD	60.75
			21015591		MISSION GORGE & FANITA DR	73.36
			21502414		GLEN OAKS WAY	28.40
			21503082		PROSPECT AVE/ CLIFFORD HGTS	40.95
			21506676		PROSPECT CT	31.08
			21509881		MISSION GORGE RD	60.75
			22001782		BIG ROCK RD	86.45
			22108500		MISSION GORGE RD	40.95
			22108550		8115 ARLETTE ST	81.73
			22500472		BIG ROCK RD	184.06
			23000004		8915 CARLTON HILLS BLVD	40.95
			23000020		CARLTON HILLS BLVD	658.43
			23000231		CARLTON HILLS BLVD	40.95
			23000755		9329 LAKE CANYON RD	28.40
			23001898		9413 CARLTON HILLS BLVD	60.75
			23003384		9555 CARLTON HILLS BLVD	40.95
			23036584		9457 MAST BLVD	40.95
			23048037		9496 MAST BLVD	28.40
					PENNYWOOD RD - RW	40.95

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
107781	1/27/2015	10344 PADRE DAM MUNICIPAL WATER DIST	(Continued)			
			23048315		9705 CARLTON HILLS BLVD	40.95
			23050931		9776 CARLTON HILLS BLVD	40.95
			23052603		9809 CARLTON HILLS BLVD	28.40
			23200646		9313 LAKE CANYON RD	28.40
			23201051		9231 LAKE CANYON RD	40.95
			23305937		9000 MAST BLVD NE	86.45
			23500006		CARLTON OAKS DR	60.75
			23500010		CALLE DEL LAGO - MED	131.21
			23500117		9310 FANITA PKY	59.58
			23500521		9310 CARLTON OAKS DR	419.70
			23607107		MAST BLVD EAST	97.69
			23607133		MAST BLVD WEST	86.45
			23607136		MAST BLVD WEST	412.48
			23607138		8750 MAST BLVD	744.90
			24204686		MAST BLVD	80.29
			24204976		PROSPECT @ MAGNOLIA - RW	28.40
			24204987		MAGNOLIA @ PROSPECT - RW	40.95
			24205292		PROSPECT @ MAGNOLIA	40.95
			24215485		PROSPECT @ MAGNOLIA - RW	86.45
			24215491		PROSPECT AVE POC #4 MTR C	86.45
			24216037		PROSPECT AVE POC #4 MTR D	86.45
					PROSPECT AVE POC #4 MTR B	86.45
					<b>Total :</b>	<b>5,518.19</b>
107782	1/27/2015	11442 PATTERSON, LUANNE	05012014-225		MEADOWBROOK HARDSHIP PGRM	42.21
					<b>Total :</b>	<b>42.21</b>
107783	1/27/2015	10093 PLAYPOWER LT FARMINGTON INC	1400186650	50825	PLAY EQUIPMENT PARTS	211.56
					<b>Total :</b>	<b>211.56</b>
107784	1/27/2015	10161 PRIZM JANITORIAL SERVICES INC	9221 9223	50867 50866	JANITORIAL SERVICES JANITORIAL SERVICES	1,973.85 2,620.55
					<b>Total :</b>	<b>4,594.40</b>
107785	1/27/2015	10101 PROFESSIONAL MEDICAL AND	Z975150 Z975151 Z975152	50777 50777 50777	OXYGEN CYLINDERS & REFILLS OXYGEN CYLINDERS & REFILLS OXYGEN CYLINDERS & REFILLS	44.10 170.25 51.15

Voucher List  
CITY OF SANTEE

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
107785	1/27/2015	10101 PROFESSIONAL MEDICAL AND	(Continued) Z975153	50777	OXYGEN CYLINDERS & REFILLS	161.90
					<b>Total :</b>	<b>427.40</b>
107786	1/27/2015	10095 RASA	4795 4796 4797	50861 50861 50861	MAP CHECK MAP CHECK MAP CHECK	860.00 210.00 105.00
					<b>Total :</b>	<b>1,175.00</b>
107787	1/27/2015	10606 S.D. COUNTY SHERIFF'S DEPT.	11/2014 SHERIFF		11/2014 LAW ENFORCEMENT	1,019,893.93
					<b>Total :</b>	<b>1,019,893.93</b>
107788	1/27/2015	10407 SAN DIEGO GAS & ELECTRIC	0422 970 321 8 2237 358 004 2 3422 380 562 8 4394 020 550 9 7990 068 577 7 8509 742 169 4		STREET LIGHTS TRAFFIC SIGNAL GAS TAX LMD PARKS CITY HALL GROUP BILL	31,148.38 5,330.64 106.31 4,993.80 11,552.25 6,959.97
					<b>Total :</b>	<b>60,091.35</b>
107789	1/27/2015	11463 SANKS, ESTHER	05012014-66		MEADOWBROOK HARDSHIP PGRN	44.35
					<b>Total :</b>	<b>44.35</b>
107790	1/27/2015	10713 SANTEE KIWANIS	2014	50924	ROADSIDE PRIDE GRANT	300.00
					<b>Total :</b>	<b>300.00</b>
107791	1/27/2015	10107 SANTEE MINISTERIAL COUNCIL	12312014	50912	CDBG SUBRECIPIENT REIMB	4,348.70
					<b>Total :</b>	<b>4,348.70</b>
107792	1/27/2015	10487 SIEMENS INDUSTRY INC	5610006814 5620005570	50889 50889	TRAFFIC SIGNAL MAINTENANCE TRAFFIC SIGNAL CALL OUTS	2,679.00 1,947.62
					<b>Total :</b>	<b>4,626.62</b>
107793	1/27/2015	10112 SILVERADO AVIONICS INC	7871		EQUIPMENT REPAIR	242.80
					<b>Total :</b>	<b>242.80</b>
107794	1/27/2015	11341 SRM CONTRACTING & PAVING	17556 17556B	50874 50874	TOWN CTR PKWY IMPROVEMENTS WOODSIDE AVE IMPROVEMENTS	10,887.09 6,284.74



Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
107805	1/27/2015	10331 HDS WHITE CAP CONST SUPPLY	(Continued) 10002859220	50844	TOOLS FOR YARD	267.01
					<b>Total :</b>	<b>57.76</b>
107806	1/27/2015	10317 WM HEALTHCARE SOLUTIONS INC	0289397-2793-0 0289398-2793-8	50793 50793	BIOMEDICAL WASTE DISPOSAL BIOMEDICAL WASTE DISPOSAL	94.23 94.19
					<b>Total :</b>	<b>188.42</b>
107807	1/27/2015	11753 WONDRIES FLEET GROUP	34486218	50895	2014 FORD F-150 4X4	25,132.51
					<b>Total :</b>	<b>25,132.51</b>
107808	1/27/2015	10232 XEROX CORPORATION	077616800 077616801 077616802 077616803 077616804 077616805 077687626 077687627	50871 50701 50795 50704 50868 50831 50796 50794	COPY CHARGES COPY CHARGES COPY CHARGES COPY CHARGES & LEASE COPY CHARGES & LEASE COPY CHARGES & LEASE COPY CHARGES & LEASE COPY CHARGES	39.02 378.74 67.55 251.33 278.69 208.44 181.90 18.91
					<b>Total :</b>	<b>1,424.58</b>
107809	1/27/2015	10318 ZOLL MEDICAL CORPORATION	2197976 2197977 2197978	50802 50802 50802	EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES	133.65 384.75 97.20
					<b>Total :</b>	<b>615.60</b>

64 Vouchers for bank code : ubgen

64 Vouchers in this report

Bank total : 1,537,975.67

Total vouchers : 1,537,975.67

Prepared by: \_\_\_\_\_  
Date: 01/27/2015

Approved by: \_\_\_\_\_  
Date: 1-27-15

City of Santee  
**COUNCIL AGENDA STATEMENT**

2A

MEETING DATE February 11, 2015

AGENDA ITEM NO.

ITEM TITLE PUBLIC HEARING TO ASSESS COMMUNITY DEVELOPMENT NEEDS AND TO SOLICIT PROPOSALS FOR PROGRAM YEAR 2015 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAM FUNDING CONSISTENT WITH THE CONSOLIDATED PLAN

DIRECTOR/DEPARTMENT Melanie Kush, Acting Director of Development Services *MK*

**CDBG Program** - The Community Development Block Grant (CDBG) Program is a federal program intended to promote viable urban communities by providing decent housing, a suitable living environment and to expand economic opportunities, principally for low and moderate income persons. The amount of CDBG funding available to the City of Santee for Program Year 2015 (July 2015 through June 2016) has not been announced. However, the timeline for approval of an annual CDBG Action Plan makes it necessary to begin the process of prioritizing CDBG-funded activities in February.

During the current Program Year (PY 2014), the City of Santee received a total CDBG allocation of \$279,672. It is anticipated that the City will receive a similar allocation in Program Year 2015. Additionally, a carry-forward of \$170,000 brings the projected total amount available for allocation in Program Year 2015 to approximately \$279,842. Payments associated with an advance of CDBG allocations to fund improvements to Buena Vista Avenue and Railroad Avenue represent a senior claim on annual CDBG allocations. The remaining amount of \$123,616 would be available for allocation to other activities, including program administration.

A request for proposals was published on November 20, 2014, with applications due on January 15, 2015. The City received seven applications totaling \$69,000 for funding in the category of Public Services, two applications totaling \$70,400 in the category of Public Facilities and one application for Administrative Activities in the amount of \$13,500.

**Home Program** - The HOME Program provides funding for housing acquisition/rehabilitation, construction, rental assistance and home ownership assistance. The City of Santee participates in HOME funding through a consortium including five other cities and the County of San Diego. The County of San Diego administers HOME-funded programs on behalf of consortium members. The City has historically directed HOME funding to first-time homebuyer downpayment assistance.

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

FINANCIAL STATEMENT No funding decisions will be made at this meeting. Allocations of CDBG funding will be determined during a public hearing to be conducted on February 25, 2015.

CITY ATTORNEY REVIEW  N/A  Completed

RECOMMENDATION *JOD* Receive public testimony and continue the public hearing to February 25, 2015.

ATTACHMENTS (Listed Below)

- 1) Staff Report
- 2) Census Map
- 3) Summary of Requests
- 4) Applications for Funding

## ATTACHMENT 1

### STAFF REPORT

#### PUBLIC HEARING TO ASSESS AND PRIORITIZE COMMUNITY DEVELOPMENT NEEDS AS DESCRIBED IN THE CONSOLIDATED PLAN AND TO SOLICIT PROPOSALS FOR PROGRAM YEAR 2015 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM FUNDS

CITY COUNCIL MEETING OF FEBRUARY 11, 2015

#### A. CDBG BACKGROUND

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

#### B. CDBG PROGRAM GUIDELINES

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

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

##### 1. Benefit low and moderate income families;

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

- a. Activities that benefit an area dominated by a low income population. (Attachment 2 shows areas of low income population within the city of Santee)
- b. Activities requiring income data for each applicant.
- c. Activities that benefit a limited clientele who are generally presumed to be principally low and moderate income. Categories of limited clientele allowed by HUD include abused children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons and migrant farm workers.

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

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

3. Address community needs having a particular urgency.

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

**C. PUBLIC PARTICIPATION AND ALLOCATION PROCESS**

Public participation is an important part of the CDBG process. Two public hearings are required to meet the HUD requirements for citizen participation. In accordance with Code of Federal Regulations (CFR) Title 24, "Housing and Urban Development", Section 570.704, the City initiated the CDBG application process by publishing a Request for Proposals for Program Year 2015 on November 21, 2015 in the East County Californian, as well as posting the Request for Proposals on the City's website. Applications were due on January 15, 2015.

Notice of the February 11 public hearing was published in East County Californian on January 22, 2015 and posted throughout the community in order to solicit maximum citizen input. 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.

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

The CDBG allocation to the City of Santee for Program Year 2014 was \$279,672. As of February 4<sup>th</sup>, 2015, HUD had not announced the amount that the City of Santee will be allocated in Program Year 2015. However, the schedule for preparation of Annual Action Plans by the City of Santee and the County of San Diego requires that public input be solicited at this time and a tentative plan for funding activities in Program Year 2015 be approved and submitted to HUD no later than May 15<sup>th</sup>. It is anticipated that the City will receive a similar allocation in Program Year 2015. Additionally, a carry-forward of \$170 may be allocated to Public Facilities activities, bringing the projected total amount available for allocation in Program Year 2015 to approximately \$279,842.

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

<b>ACTIVITY</b>	<b>CAP</b>	<b>AMOUNT PER ACTIVITY</b>
Public Service Activities	15%	\$ 41,951
Administrative Activities	20%	\$ 55,934
Public Facilities Activities	None	\$ 181,957*
		<b>\$279,842</b>

On November 20, 2014, a request for proposals was published and mailed to interested parties. Nine applications for Program Year 2015 funding were received in addition to City program administration and debt service. These are detailed in Attachments 3 and 4 and are summarized below.

**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 also limit 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. These funds, together with an allocation of \$2.0 million in Traffic Mitigation Fees, provide the majority of the funding for the Buena Vista Avenue and Railroad Avenue improvement project. Debt service associated with Section 108 loan in Program Year 2015 is \$156,226 and represents a senior claim on CDBG funding received by the City of Santee.

<b>ACTIVITY</b>	<b>AMOUNT AVAILABLE PER CAP</b>	<b>AMOUNT REQUESTED</b>
Public Service Activities	\$ 41,951	\$ 69,000
Administrative Activities	\$ 55,934	\$ 55,934
Public Facilities	\$ 181,957*	\$ 226,626
	<b>\$ 279,842</b>	<b>\$ 351,560</b>

Requested in excess of projected funding

\$ 71,718

\* Including carry-forward of \$170.

**E. HOME PROGRAM**

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

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

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

**F. RECOMMENDATION**

Receive public testimony and continue the public hearing to February 25, 2015.



**ATTACHMENT 3**

**SUMMARY OF REQUESTS**

<b>PUBLIC SERVICES</b>		<b>AMOUNT OF PY 2015 REQUEST</b>	<b>PROPOSED USE</b>	<b>PY 2013 ACCOMPLISHMENTS</b>
1	Cameron Family YMCA / Santee Aquatics Center	\$6,000	Subsidize swim, gymnastics and fitness classes	49 persons assisted (PY 2014 Grant: \$3,300)
2	Caring Neighbors (Lutheran Social Services)	\$10,000	Provide minor home repairs to low-income seniors and disabled Santee residents	42 persons assisted (PY 2014 Grant: \$3,300)
3	Crisis House	\$5,000	Intervention services to prevent homelessness	302 persons assisted (PY 2014 Grant: \$3,300)
4	ElderHelp	\$10,000	Support home bound persons to maintain their independence and continue living in their homes.	24 persons assisted (PY 2014 Grant: \$3,300)
5	Meals-on-Wheels	\$8,000	Delivery of 2 meals per day to homebound seniors	85 persons assisted (PY 2014 Grant: \$5,510)
6	Santee Food Bank	\$20,000	Emergency food assistance.	19,083 persons assisted (PY 2014 Grant: \$17,730)
7	Santee Santas	\$10,000	Provide assistance to Santee families in crisis through the Holiday Program and Emergency Fund.	(No award in PY2013) (PY 2014 Grant: \$5,510)

**Total Requests:           \$ 69,000**

\$41,951 (Projected cap amount)

**ATTACHMENT 3**

**SUMMARY OF REQUESTS**

	<b>ADMINISTRATION</b>	<b>AMOUNT OF PY 2014 REQUEST</b>	<b>PROPOSED USE</b>	<b>PY 2013 ACCOMPLISHMENTS</b>
1	CSA San Diego County	\$13,500	On behalf of the City of Santee, conduct fair-housing testing and counseling. Provide tenant/landlord mediation services	86 persons assisted with housing services (PY 2014 Grant: \$14,860)
2	City of Santee	\$42,434	Administration of CDBG Program and Subrecipient Agreements	Maintained compliance with program regulations.

**Total Requests:        \$ 55,934** (Projected cap amount)

	<b>PUBLIC FACILITIES</b>	<b>AMOUNT OF PY 2014 REQUEST</b>	<b>PROPOSED USE</b>	<b>PY 2013 ACCOMPLISHMENTS</b>
1	City of Santee - Section 108 Loan Debt Service	\$156,226	Debt services for Buena Vista/ Railroad Avenue Neighborhood Road Improvements	Phase 1 complete. Phase 2 in construction.
2	Home of Guiding Hands	\$20,400	Make repairs and improvements to group homes for persons with mental and physical disabilities	8 persons assisted (PY 2014 Grant: \$17,020)
3	Santee Food Bank	\$50,000	Relocate and provide utility connections for portable buildings at new location.	(No Public Facilities award in PY2013)

**Total Requests:        \$ 226,626**

\$181,957 Estimate of funding available after allocating maximum allowed amounts to Public Services and Administration. (i.e. \$279,842 - \$41,951 - \$55,934)

**After paying debt service, \$25,731 remains available for Public Facilities activities.**

**ATTACHMENT 4**  
**APPLICATIONS FOR FUNDING**

**SOCIAL SERVICES**

East County YMCA – Cameron Facility .....	1
Crises House .....	5
Elderhelp of San Diego .....	10
Caring Neighbors (LSS of Southern California) .....	15
Meals-on-Wheels Greater San Diego, Inc. ....	20
Santee Food Bank .....	24
Santee Santas .....	29

**PUBLIC FACILITIES**

Home of Guiding Hands .....	34
Santee Food Bank .....	39

**ADMINISTRATION**

CSA San Diego County .....	44
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City of Santee  
Community Development Block Grant Program  
**APPLICATION FOR FUNDING**  
Program Year 2015

RECEIVED

JAN 13 2015

**GENERAL INFORMATION:** Date: 1-10-15

Agency Name: East County Family YMCA – Cameron Facility Dept. of Development Services  
Agency Address: 10123 Riverwalk Drive Santee CA 92071 City Of Santee  
Phone: (619) 449-9622 Fax: (619) 449-9624 E-mail: dlenz@ymca.org

Project/Program Contact Person (Name and Title): Deborah Lenz/Susan Alvarez

Project/Program Location: Same as above

Phone: same Fax: same E-mail: same

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

**FUNDING INFORMATION:**

Amount Requested from Santee: \$6000

**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: \$16,550

Source of Other Funds: Participant fees for aquatics and sports programs \$8500 and annual support campaign – portion of \$475,000 raised will be applied to eligible Santee residents requesting assistance

(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.

ROB SAUVALOT EXECUTIVE DIRECTOR  
Type or Print Your Name and Title

  
Signature

**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2015**

- 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 (166.15). 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.**

This project will benefit low income and disadvantaged Santee youth and teens by subsidizing class fees, thereby providing low cost swim, dance, physical fitness, sports and gymnastics lessons throughout the school 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 aid over 800 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" and "Project Safe."

- 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, sports and youth fitness 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 live scanned, 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 throughout the school year – Monday and Wednesday.

- **125** Santee school children will participate in five 2-week session of gymnastics.
- **200** Santee children will participate in swim lessons (five 2-week sessions) and **250** additional children will participate in 5-10 low cost swim lessons in the spring.

- Over 100 children will 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") enabling 1st graders to 8<sup>th</sup> graders to participate 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 childrens' self-esteem, promote self-discipline and teaches them skills that they will use the rest of their lives. Swim lessons, physical fitness, dance, sports and gymnastics contribute to improved general health (increased strength, cardio vascular 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.**

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

**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 East County Family YMCA, as a branch of the YMCA of San Diego County, practices generally accepted accounting methods, utilizing cost centers to ensure that grant funds are used as required by the city. Financial audits are performed annually by an independent accounting agency. A volunteer Finance Committee and the Board of Management monitor the Branch Budget monthly.

Financial need of children or youth will be determined and records will be kept at the branch. Funding is recorded on the application registration form. CDBG funds will be provided only to qualifying Santee residents.

**3. Personnel:**

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

Deborah Lenz, the Associate Executive Director, will oversee the operation of the program. She has been with the YMCA for 31 years, and has been managing programs for her entire YMCA career. Susan Alvarez, as Membership Director, will administer the funds and will ensure that eligible Santee children will receive the free or reduced gymnastics, sports, dance, fitness and swimming lessons. Both staff members have a wealth of experience in implementing, administering, and tracking grant funds used and numbers of participants reached (including previous CDBG grants). A copy of the YMCA's financial assistance policy will be provided upon request.

The Executive Director/Vice President, Rob Sauvajot works closely with the 60-member Board of Management to ensure that funds are used according to CDBG requirements, and that 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

RECEIVED

APPLICATION FOR FUNDING  
Program Year 2015

JAN 09 2015

Dept. of Development Services  
City Of Santee

**GENERAL INFORMATION:** Date: January 6, 2014

Agency Name: Crisis House

Agency Address: 1034 N Magnolia Avenue El Cajon, CA 92020

Phone: (619) 444-1194

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 Avenue El Cajon, CA 92020

Phone: 619-444-1194 x 306

Fax: 619-444-1422

E-mail: jmicklos@crisishouse.org

Type of Project (check one):

Public Service Activity

Public Improvement (Construction)

Acquisition of property

Other (describe)

**FUNDING INFORMATION:**

Amount Requested from Santee: \$ 5,000.00

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

Total Project/Program Budget: \$ 285,000

Source of Other Funds: HUD COC, SDG&E, San Diego and private contributions

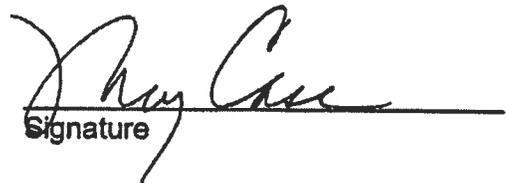
(Describe)

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 2015**

**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 objective of Crisis House's Homeless Prevention Program is to engage Santee residents in case management services in order to assist those who are homeless to increase their level of self sufficiency, find housing and to prevent other very low income at risk people from becoming homeless. Client services are provided to meet the strategy of homeless prevention or intervention through a 'person centered' case management approach. Services and activities will be provided to assist the client to include long term and short term resolutions. Long term resolutions include activities such as budgeting, income attainment, work supports, long-term transitional housing, peer support or counseling for victims of domestic violence. Short term activities include referral and placement in emergency shelters/transitional housing, food, clothing, medical insurance enrollment, Cal Fresh (Food Stamps) enrollment, veteran services, access to medical care on site and medical referrals, utility discounts, and other services unique to each client. Crisis House services are offered to all ages, male and female. The criteria for people receiving services are that they are residents of the City of Santee. We project that we will serve approximately 300 Santee residents annually, based upon historical data.**

**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 project activities will be primarily carried out by the Emergency Assistance Case Manager. The Domestic Violence Mental Health Counselor and Case Manager and an Addictions Specialist will also see special needs clients. The project will be supervised by the Assistant Executive Director (AED) who will also provide direct services as needed. The AED also directs the flow of service delivery to ensure that clients receive all the services they need and want and ensure documentation and reporting. We expect to provide service to 300 residents from Santee, based upon our history of service delivery, averaging 25 contacts per month. The services will be provided over a 12 month period beginning July 1, 2015 and will end June 30, 2016. It is estimated that services will be provided to Santee residents daily during normal business hours from 8:30 to 5:00 pm Monday – Friday (closed for lunch from 12-1 and Food Pantry is closed Tuesday – Thursday afternoons).**

**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 Objectives by benefiting low and moderate income persons. It meets the City of Santee consolidated plan priorities by providing assistance to the homeless and assisting lower income renters and homeowners.**

**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.**

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

**Crisis House was established in 1970 and is a Public Benefit Corporation as specified in Section 501 (c) (3) of the Internal Revenue Code and under the laws of the State of California. Crisis House is a “safe hub” providing a a continuum of services for the economically disadvantaged and homeless residents of East San Diego County. Our mission is to respond immediately to break the cycle of poverty, domestic violence and homelessness and strengthen families so they can thrive and transform their lives. Our vision is a thriving community where everyone is safe, healthy and self-sufficient. We do all of this in the spirit of our values: Hope • Integrity • Respect • Empowerment • Excellence.**

**Services currently provided at Crisis House include Housing, Emergency and Social Services. Services include assessment, crisis intervention and information and referral (walk in and call in), education and advocacy, seasonal emergency shelter placement (rotational shelter), emergency food and children’s pantry, clothing, homeless food packs, homeless hygiene kits, homeless storage, phone and mail service, healthcare, transitional housing (66 beds for families, victims of domestic violence and disabled adults with addiction and/or mental health issues), domestic violence services, annual Project Homeless Connect East County coordination and holiday adopt-a-family program.**

**In addition to services provided directly by Crisis House our Community Resource Center is home for other social service providers such as Veteran Community services; San Diego Food Bank (Food Stamp enrollment); Family Health Centers of San Diego (Mobile Medical Clinic and medical insurance enrollment); and Disabilities Help Center (SSI/SSDI)**

**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 uses a double entry accrual accounting system with separate accountability of funds. The agency uses a fully integrated accounting software package**

designed specifically for non-profit entities. Cost centers are established for each grant, contract or funding source. All revenue under grants and cost reimbursement contracts is recognized as earned. Expenses are charged to the program receiving benefit from expense. All expenditures are supported by source records which clearly identify costs as allowable contract expenditures. All expenditures must receive proper authorization prior to payments being issued. All Crisis House checks require two signatures and all void and cancelled checks are review and retained. All supporting documents are stored for a minimum of five years. Bank reconciliations are performed monthly and are reviewed monthly and are approved by the Executive Director or Assistant Executive Director in the absence of the Executive Director. The Board of Directors of Crisis House review the financial reports at their quarterly meetings. Each year Crisis House contracts with an independent Certified Public Accountant to perform a complete audit of the agency's financial records and procedures.

### **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 8 interns over each semester/quarter school year in addition to 2 Master's level social work interns and 1 bachelor level social work intern (senior) provide 200-400 hours 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 national non-profit organization prior to coming to Crisis House.

The Assistant Executive Director has 16 years experience in the management and provision of social services with a specialty in working with homeless and ex-offenders employment programs. He supervises the day- to-day program operations and reporting, assists with budgeting and other administrative responsibilities.

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 nine years and has been managing three HUD Transitional Housing grants, one with 2 subcontractors and worked directly with our internal auditors for the past three years. Our Domestic Violence Mental Health Counselor has a MA In Counseling Education and supervises 2 masters' level student interns. She recently retired from the San Diego Housing Commission after 20 years of experience and recognition as Director of Section 8, Public Housing and HUD consultant.

The Addictions Case Manager holds a Masters Degree In Social Work and has three years of experience assessing client and working with those who have alcohol and drug addictions.

The Emergency Services Case Manager has over 12 years of experience working for Crisis House as the Intake specialist and Emergency Assistance Case Manager. 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.

**Crisis House has no member, 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 would be affected by any action in execution of this application.**

City of Santee  
Community Development Block Grant Program  
**APPLICATION FOR FUNDING**  
Program Year 2014

**RECEIVED**

JAN 15 2015

Dept. of Development Services  
City Of Santee

**GENERAL INFORMATION:** Date: Jan 7, 2015

Agency Name: ElderHelp of San Diego

Agency Address: 6150 Mission Gorge Road, Ste 140

Phone: 619-284-9281

Fax: 619-284-0214

E-mail: info@elderhelpofsandiego.org

Project/Program Contact Person (Name and Title): The Concierge Club and HomeShare

Anya DeLacruz, Associate Executive Director

Project/Program Location: Most of San Diego County with emphasis on central and eastern region

Phone: 619-284-9281x125

Fax: 619-284-0214

E-mail: adelacruz@elderhelpofsandiego.org

Type of Project (check one):

Public Service Activity

Public Improvement (Construction)

Acquisition of property

Other (describe)

\* Community support and housing for LMI seniors

**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: \$ 737,600

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 2014**

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

ElderHelp's Concierge Club was established in 2008 to mitigate social isolation of seniors and the compounded financial, health and medical issues that are the result of isolation. Concierge Club services combine high-level care coordination with a host of in-home services, including health advocacy, case management, trusted referrals, grocery shopping, escorted transportation, home safety inspections, modifications, housekeeping, companionship, financial advocacy, pet care and shared housing. Shared housing, referred to as HomeShare, is a key service component of Concierge Club that specifically helps seniors remain in their homes while also providing a creative housing solution to low-income individuals and those on the verge of homelessness, primarily in the LMI range. Through HomeShare, matches are made using a comprehensive process including intake, assessment, registration, and screening. We negotiate the arrangements between the two parties and then remain involved and supportive for as long as the match exists. Matches provide additional income for home providers and affordable rent for home seekers.

While our Concierge Club has been serving Santee residents for some time, support through CDBG funds will allow us to extend the HomeShare service component to this region for the first time. Since 2001, ElderHelp has provided more than 650 HomeShare matches throughout the City of San Diego and has counseled over 21,000 callers on housing options. We currently have 14 Concierge Club clients residing in Santee. With CDBG funding, we aim to increase to 50 Santee clients served through the full spectrum of Concierge Club and resource referral over the course of the funding period.

- 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 employees educated and trained social workers to provide coordination and oversight for all Concierge Club services. Three types of coordinators monitor success and quality of services and provide support.

HomeShare Coordinators facilitate a comprehensive process including intake, assessment, registration, and screening of both home seekers and home providers. Once successful matches are made, ongoing mediation and support is available as needed. ElderHelp also initiates outreach and evaluation quarterly.

Member Care Coordinators advocate on behalf of members, working directly with seniors who have limited support from family and friends. The unique mix of services provided and the frequency with which they are delivered are tailored to the needs of the individual member. Member Care Coordinators provide phone and in-home check-ins. Contacts can be monthly, quarterly or bi-annual depending on need level. The Transportation Coordinator manages all member ride requests. The Transportation Coordinator helps to keep volunteer drivers engaged and spearheads retention and appreciation activities for drivers.

We rely heavily on front-line volunteers who complete a comprehensive orientation process, including interview, 3 personal referrals and background checks. The Volunteer Services Manager oversees match compatibility.

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

For 40 years, ElderHelp's programs and services have successfully provided opportunities for over 200,000 seniors to remain living independently in their own homes. Concierge Club provides access to health care and assistance with day to day living, which has been demonstrated to improve health and quality of life for seniors who are without other support. (National Objective: Benefit low to moderate income persons). HomeShare specifically provides affordable housing by focusing on maximum use of existing housing stock. It matches seniors who want to remain in their homes with adults of all ages who are in need of affordable housing. (Priorities: Assist low to moderate income homeowners.) ElderHelp serves socially isolated senior clients, aged 55 and older, predominantly living in LMI households, the combination of which makes it difficult for them to adequately meet critical daily needs. (Eligible Activities: Provisions of services for seniors 62+). Funding would provide us with the opportunity to augment current Concierge Club services with delivery of the HomeShare program to the residents of Santee. Benefits of HomeShare include increased independence for seniors, economic relief, security and companionship.

**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.**

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

In San Diego County, the number of seniors is expected to grow by 130% to almost a million people by 2030. Currently, four in ten seniors will not have the means to meet their basic needs including housing, healthcare, transportation and food. With 75%-80% of a senior's fixed income typically going toward housing, seniors are not accessing needed healthcare and becoming more isolated resulting in poor health outcomes. ElderHelp is one of the only agencies in San Diego County providing and subsidizing critical home-based services to LMI seniors.

Our service delivery model is tested and proven to significantly improve outcomes for our clients. ElderHelp serves seniors, aged 60 and older living throughout San Diego County. Nearly 90% of ElderHelp clients are considered to be in the LMI category. The majority of them are socially isolated, without familial support, and are no longer able to drive. With the support of City of Santee RFP funds, we will be able to expand our reach to support this underserved population. We are constantly working to promote awareness and support seniors within the County of San Diego.

ElderHelp has collaborative cross referral relationships with almost all aging related nonprofits in San Diego including LiveWell Senior Center, Jewish Family Services, St. Pauls/PACE, Serving Seniors, Glenner Memory Care Centers and Scripps Ranch Civic Association (SRCA). We have an M.O.U. with ElderLaw and Advocacy to assist our members with end of life planning, legal issues, elder abuse and senior scams as well as health insurance reimbursement issues. ElderLaw and Advocacy meets with seniors in our office at least once a month and are available as needed throughout the year. The Health Insurance Counseling & Advocacy Program (HICAP) provides counseling on Medicare issues and supplemental insurance plans including medication plans every month. ElderHelp also belongs to the San Diego Senior Alliance (SDSA), collaboration between CEOs and Executive Directors from community based senior organizations that unify to meet the needs of seniors within the region.

**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 control 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.

ElderHelp strives for a diversified, wide net of funding to provide stability during periods of economic downturns. Currently, our funding averages 31% grants, 25% contracts, 8% corporate, 28% individual and 8% in-kind donations. We hope to continue this diversified funding program in order to ensure long-term sustainability as well as the ability to increase our capacity. For every grant that we receive, 80% of every dollar goes directly to programs. We continue to re-engineer many aspects of our Concierge Club to advance our mission by meeting the future needs of seniors and supporting the increased need for long-term care.

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

Deborah Martin, CEO/Executive Director, joined ElderHelp in 2012 during a time of transition and growth for the organization. In May 2013, she accepted the position as the full-time Executive Director and was eager to evolve the organization to meet the needs of seniors living in San Diego. ElderHelp has seen tremendous improvement in financial stability, program efficiency and overall agency growth under Deb's guidance. She is passionate about advocating for this overlooked population and expanding ElderHelp's programs to reach more regions. With over 25 years in the hospitality/tourism/event industry, Deb has experience operating complex events and incentive programs, creating quality assurance and training, and overseeing business operations for firms ranging up to \$23M. Her experience is critical in positioning ElderHelp to face the changing landscape of aging and healthcare.

Anya Delacruz, Associate Executive Director, has over 10 years of experience working with seniors. She joined ElderHelp in 2008 and is passionate in her role to expand ElderHelp's programs and services. Anya has played an integral role in developing The Concierge Club since its conception and developing the village model for the organization. She oversees the enrollment process and focuses on expanding the service area along with increasing membership for the Concierge Club. Anya plays a critical role in positioning the Concierge Club to meet future demands for long-term support services.

**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 2015

**RECEIVED**

JAN 15 2015

**GENERAL INFORMATION:**

Date: January 09, 2015  
Dept. of Development Services  
City Of Santee

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

**Agency Address:** P.O. Box 70760, Pasadena, CA 91107

**Phone:** (714)685-1800      **Fax:** (714) 279-8216

**E-mail:** sstephens@LSSCommunityCare.org

**Project/Program Contact Person (Name and Title):**

Santee Caring Neighbors, Suzanne Stephens, Program Coordinator

**Project/Program Location:** Santee Caring Neighbors

9735 Halberns Blvd, Santee, CA 92071

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

**E-mail:** sstephens@LSSCommunityCare.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:** \$ 10,000

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

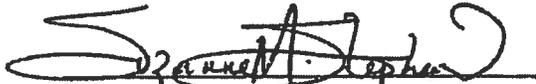
**Total Project/Program Budget:** \$18,487

**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.

Suzanne M Stephens, Caring Neighbors Coordinator  
Type or Print Your Name and Title

  
Signature

**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2014**

- 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 detectors)
  - 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 projection of 40 Santee residents would benefit from this project. (15% over last year's projection)
- 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 limited resources of the CDBG grant are used for the Santee community.
  - All our clients are low and moderate 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.**

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

Lutheran Social Services (LSS) was incorporated in 1946 in the state of California as a Not-For-Profit Corporation under section c (3) of the Internal Revenue Service Code. LSS has a rich history of providing a variety of assistance services to lower income, homeless and disenfranchised. Currently LSS offers other services including employment assistance, senior services, counseling & behavior health, emergency assistance and disaster response.

The Santee Caring Neighbors program is in its sixth year of helping to keep people living an independent life and staying connected with their community.

**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 is the program coordinator for Santee Caring Neighbors since August, 2009

Supervisory (support): John Taylor, LSSSC San Diego Area Director

Director (support): Lindsay Hubby, LSSSC 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)

Santee Caring Neighbors Program

Proposed Budget FY15-16

Program Expenses

Supplies	1,200	1,200
Indirect	2,049	1,240
Postage	47	40
staff travel/mileage	200	120
Info Tecnology	480	400

Personnel costs

Salary-		
Coordinator 16 hrs/wk	\$12,480	\$6,000
Fringe (SS, WC, SDIC)	2,031	1,000

TOTAL \$18,487 \$10,000 CDBG

City of Santee  
Community Development Block Grant Program  
**APPLICATION FOR FUNDING**  
Program Year 2015

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JAN 15 2015

Dept. of Development Services  
City Of Santee

**GENERAL INFORMATION:** Date: January 15, 2015

Agency Name: Meals-on-Wheels Greater San Diego, Inc.

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

Phone: 619-260-6110 Fax: 619-260-6373 E-mail: hkone@meals-on-wheels.org

Project/Program Contact Person (Name and Title): Marian Mann, Service Center Manager

Project/Program Location: East County Service Center located at 131 Chambers Street, Ste 100, El Cajon, Ca 92020

Phone: 619-447-8782 Fax: 619-447-2308 E-mail: mmann@meals-on-wheels.org

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

**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: \$131,579

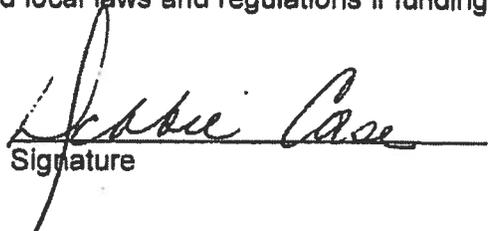
Source of Other Funds: MOWGSD's sources of other funding include program service fees, fundraising through donations, private grants, government grants, corporate grants, community outreach, events, and bequests.

(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, President & CEO  
Type or Print Your Name and Title

  
Signature

**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2015**

- 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.**

MOWGSD delivers two fresh meals and beverages to homebound seniors for every day of the year (Sunday meals delivered on Saturday), including holidays. Along with delivering fresh meals daily, MOWGSD volunteers also provide every senior with regular social interaction and a routine wellness check in an effort to help maintain the physical and emotional health that may deteriorate by the isolation of being homebound. The regular and consistent care provided by MOWGSD and its volunteers is designed to support seniors in remaining healthy and independent as they age in their home. MOWGSD's East County Service Center serves the City of Santee and for FY2014, MOWGSD served 90 very low, low, and moderate income homebound seniors (according to HUD standards) living in the City of Santee.

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

The MOWGSD East County Service Center services the City of Santee. The Service Center Manager, Marian Mann, has been with MOWGSD since 1999 and has been employed as the East County Service Center Manager for 15 years. The period over which the activities will be carried out is during the 2015-2016 CDBG funding year. MOWGSD services clients daily, Monday thru Saturday (Sunday 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.**

MOWGSD meets The Community Development Block Grant Program National Objective No. 1 by providing homebound seniors with two fresh meals daily delivered to their home in the City of Santee who are low-to-moderate income. MOWGSD services are also considered Eligible Activities as stated in the City of Santee's priorities as described in the Consolidated Plan 2010-2015 because the activity of delivering two fresh

meals a day to homebound seniors that are low to moderate income 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.**

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

For over 55 years, Meals-on-Wheels Greater San Diego, Inc. (MOWGSD) has been delivering meals to homebound seniors throughout San Diego County. Founded in 1960, MOWGSD was incorporated as a 501(c)(3) non-profit in 1970. MOWGSD continues to be the only organization in San Diego County that delivers meals to seniors for every day of the year, including holidays. Along with delivering fresh meals daily, MOWGSD volunteers also provide every senior with regular social interaction and a routine wellness check in an effort to help maintain the physical and emotional health that may deteriorate by the isolation of being homebound. The regular and consistent care provided by MOWGSD and its volunteers is designed to support seniors in remaining healthy and independent as they age in their home.

**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.**

MOWGSD 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. MOWGSD also has an Accounting Policies and Procedures Manual which is updated regularly.

All clients are required to complete an intake interview with a MOWGSD 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 East County Service Center is managed by Marian Mann. Ms. Mann has been with MOWGSD since 1999 and has managed the East County Service Center for 15 years. Ms. Mann has an extensive background in public services in San Diego County and is very experienced providing care services to older adults. She holds a BA in Psychology.

**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.**

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

**City of Santee  
Community Development Block Grant Program  
APPLICATION FOR FUNDING  
Program Year 2015**

**GENERAL INFORMATION:** DATE: 7 January 2015

Agency Name: Santee Food Bank

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

Phone: 619-448-4456 Fax: None E-mail: info@thesanteefoodbank.org

Project/Program Contact Person (Name and Title): Marty Smothermon, Administrator

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

Phone: 619-449-2066 Fax: NONE E-mail: msmsmother@aol.com

Type of Project (check one):

Public Service Activity	<input checked="" type="checkbox"/>	\$20k
Public Improvement (Construction)	<input checked="" type="checkbox"/>	\$50k
Acquisition of property	<input type="checkbox"/>	
Other (describe)		

**FUNDING INFORMATION:**

Amount Requested from Santee: \$70,000, (\$20,000 + \$50,000-See Addendum))

**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

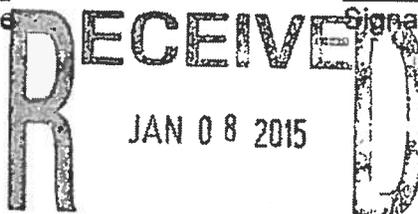
Source of Other Funds: Churches, Businesses, Community, Pay Pal  
(Describe)

Applicant Certification:

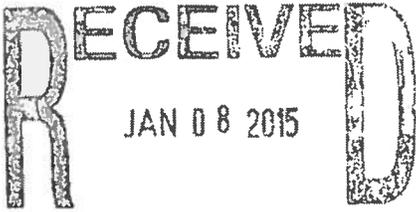
To the best of my knowledge and belief, the information contained in this application is true and correct; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with all assurances, federal, state and local laws and regulations if funding is approved.

Marty Smothermon, Administrator  
Type or Print Your Name and Title

Marty Smothermon  
Signature



BY: \_\_\_\_\_



BY: \_\_\_\_\_

**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2015**

- 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 per month. We are currently providing food to more than 1,800 people per month. During calendar year 2014 the Food Bank served 17,188 individuals or a total of 5,994 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 committed staff of all volunteers who put in about 14,650 hours per year of service. The Board of Directors also put in 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. The Food Bank is open every Wednesday and Friday as well as the 1<sup>st</sup> and 3<sup>rd</sup> 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 312 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 lower 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.**

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

The Santee Food Bank is a DBA under the Santee Ministerial Council operating with a 501c3. They were established in 1983 and incorporated in 1990. The Council coordinates shared ministries among the churches of Santee. At present, the Council consists of 7 board members each representing churches in the community. 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 Santee Food Bank distributes food to Santee residents.

**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 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.

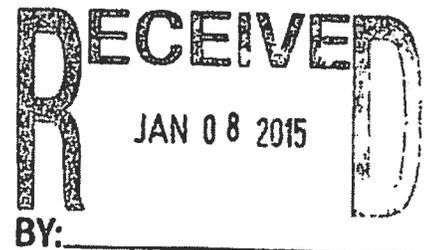
**3. Personnel:**

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

Marty Smothermon is the Administrator of the Food Bank and has been involved with the organization for over 12 years. First as a volunteer, then 4 years ago she became the On-Site Administrator and is still serving in that capacity. Prior to becoming the Administrator, she served as Treasurer for 2 years.

**Current Board Members:**

Pastor Phil Harrington, Pathways Church  
Marsi Walker, Secretary, LDS Church  
Reverend Sue Farley, Santee United Methodist Church  
Pastor Dennis Martins, Friends Church  
Pastor Frank Placone-Willey, Summit Unitarian Church  
Donna Daum, Treasurer  
Barbara Rymer, Web, Facebook and PayPal Administrator  
Angela Hansen, Fundraising and Public Relations Chairperson  
Vic Bermudes, Architect



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.

**RECEIVED**  
JAN 08 2015  
BY: \_\_\_\_\_

Public Improvement (Addendum):

The year 2014 was full challenges for the Santee Food Bank. In early February, the Food Bank received a 90-day notice to vacate the premises located at 8824 Cottonwood Avenue. By April, the Food Bank found another location to move to thus ensuring that the community would continue to be served. This move was completed in mid April and we began operations at 10925 Harley Road, Suite J. The Hartley site is approximately ½ the size of the Cottonwood site so, we rent a cargo container for storage. Our rent for the Hartley site is \$500 a month and the cargo container rental is \$100 a month. This rent is not covered by the 2014-15 CDBG funds and our administration costs have escalated at an alarming rate. (Rent for the Cottonwood site was \$1 per year).

In May, the Carlton Hills Evangelical Lutheran Church approached the Food Bank with an offer that, over the ensuing months, resulted in a 10-year, no cost lease (with renewable 10 year options) for the Food Bank to operate on their property. Effective, Jan 1, 2015, this lease was signed on December 7, 2014.

Architect, Vic Bermudes has located 3 portable classrooms that the Ramona School District is willing to donate to the Food Bank. We need financial assistance with transporting the portables, bringing in water, sewer and electrical service from the street to the northeast corner of the Halburns property. Thus the request for \$50,000 to cover those costs is respectfully requested.

By moving to the Halburns site, the Food Bank secures itself a permanent location that will save at least \$7,200 a year in rent. This move is a good fit the Food Bank and our community. Additionally, the Salvation Army Senior Lunch Program operates at the Halburns site and this move further enhances the community outreach goals of both the Santee Food Bank and the City of Santee.

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**City of Santee  
Community Development Block Grant Program  
APPLICATION FOR FUNDING  
Program Year 2015**

**RECEIVED**

JAN 14 2015

Dept. of Development Services  
City Of Santee

**GENERAL INFORMATION:** Date: January 11, 2015

Agency Name: Santee Santas Foundation, Inc.

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

Phone: 619-258-5947

Fax: None

E-mail: santee\_santas@yahoo.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: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of Project (check one):

Public Service Activity

Public Improvement (Construction)

Acquisition of property

Other (describe)

**FUNDING INFORMATION:**

Amount Requested from Santee: \$10,000.00

**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: \$ 35,500.00

Source of Other Funds: Private Donations

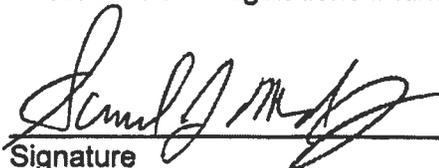
(Describe)

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 2014**

- 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 (in 2014 we assisted 231 families/seniors with a total of 396 children). 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 and 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 its 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 25<sup>th</sup> 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 Santos Foundation's Holiday Program:**

**Completed and signed Santee Santos 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 Drivers 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 list for the Holiday Program. 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.**

**Santee Santos was founded in 1953 and incorporated on November 1, 1990 as "Santee Santos Foundation, Inc. Santee Santos is a charitable organization and is tax-exempt under section 501(C)(3) of the Internal Revenue Code as documented in the Department of Treasury letter of**

**July 20, 1995. The tax identification number is 33-0199582. Santee Santos provides services to men, women and children of low to moderate income. All services are offered to any member of the Santee Community who meets the eligibility guidelines for services requested.**

**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 Santos Board of Directors. Standard accounting practices are followed using a fiscal year ending March 31<sup>st</sup>. All payments made must be previously approved in the budget or approved by a majority vote of the Santee Santos Board of Directors. All payments are in support of the mission of the Santee Santos Organization and are in accordance with the by-laws. Receipts are maintained for every expenditure. The checkbook is reconciled each month with the bank statement. A financial report is presented by the treasurer at each Board of Directors meeting. 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 6 years and past Secretary for 3 years; Food Coordinator for 1 year/Assistant for 5 years; Volunteer for 1 Year.**

**John Morley, Vice President  
Board Member for 2 year; Assistant Food Coordinator for 1 year.**

**Tonya Hendrix, Secretary  
Board Member for 3 years; Assistant Toy Coordinator for 2 years; Toy Coordinator for 1 year.  
Teacher at Rio Seco School – Pre-Algebra, Science and Avid**

**Sharon Bullard, Treasurer – Has BA in Marketing  
Board Member for 1 year; Bank Manager for 36 years**

**Vicki Cecil, Past Treasurer; Board Member for 6 years, has BA degree in accounting**

**Jerelyn Lindsay, Board Member for 11 years  
31 years in education, 9 years as a teacher, 24 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 Santos Foundation. Coordinates the canned food drive for all the elementary schools in Santee**

**Marie Gregory, Board Member  
Board Member for 9 years; Chairman of the Senior Flower Program for 15 years.**

**Diana Meza, Board Member  
Board Member for 5 years; Assistant Toy Coordinator for 2 years**

**Tim Leonard, Board Member  
Board Member for 2 years, Delivery Day Coordinator for 2 years; Santee Firefighter**

**Dustin Trotter, Board Member  
Board Member for 1 year; Assistant Toy Coordinator for 1 year; small business owner in Santee**

#### **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 Santos 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 Santos 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 2014

**RECEIVED**

JAN 09 2015

Dept. of Development Services  
City Of Santee

**GENERAL INFORMATION:** Date: 12/15/14

Agency Name: Home of Guiding Hands

Agency Address: 1825 Gillespie Way

Phone: 619-938-2850

Fax: 619-938-3055

E-mail: 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: \$ 20,400.00

**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: \$ 31,613.00

Source of Other Funds: Home of Guiding Hands in-house labor

(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; President & CEO  
Type or Print Your Name and Title

Signature

**ATTACHMENT C**

**City of Santee  
Community Development Block Grant Program  
APPLICATION FOR FUNDING  
Program Year 2014**

- 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 of our 11 homes in Santee that would benefit 24 people with developmental disabilities. The homes are located at 10939 Greencastle St., 10315 Everell Place, 10919 Grand Fork Drive, and 10436 Reginas Court. Projects include replacing windows in two homes, repainting the exterior of one home, and updating two bathrooms in one home.

**Project Materials:**

- 1.10939 Greencastle St.-Bathroom 1 remodel-\$2,200
- 2.10939 Greencastle St.-Bathroom 2 remodel-\$2,200
- 3.10315 Everell Place-Exterior Painting-\$1,600
- 4.10436 Reginas Court- window replacement \$7,400
- 5.10919 Grand Fork Dr.- window replacement \$7,000

**Labor:**

- 1.10939 Greencastle St.-Bathroom 1 remodel- 100 hours labor- \$1,950, Benefits \$390
- 2.10939 Greencastle St.-Bathroom 2 remodel-100 hours labor- \$1,950, Benefits \$390
- 3.10315 Everell Place-Exterior Painting-80 hours labor- \$1,128, Benefits \$257
- 4.10436 Reginas Court- window replacement- 100 hours labor \$1,950, Benefits \$390
- 5.10919 Grand Fork Dr.- window replacement-120 hours labor \$2,340, Benefits \$468

- 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).

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 five projects. We are fortunate to have staff complete these projects as they are very sensitive to our residents' needs and are able to work around their schedules that allow for the least amount of disruption to their lives and routines.

The projects will take approximately 7-8 weeks to complete which will deplete the CDBG funds awarded.

**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 four of our Santee homes will benefit 24 people. Our homes 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 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.**

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

Home of Guiding Hands is a 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 1,000 children, adolescents and adults in San Diego and Imperial County. We provide a variety of services.

**Residential Services:** Our 31 residential homes support 182 children, adolescents and adults ranging in age from six to 82 with intellectual and developmental disabilities, including autism, cerebral palsy, and epilepsy.

**Respite Care:** Providing relief for the family members caring for children or adults with developmental disabilities at home and is provided to over 450 families throughout San Diego and Imperial County

**The Community Living Program:** Provides community living options for 34 individuals who choose to live independently in their own home. Clients receive support in the areas of money management, meal preparation and planning, shopping and accessing community resources.

**The Adult Family Home Program:** Provides a family setting for 12 individuals who were living in a group home or the independent living program to a more supportive environment with a "Foster Family" so they can receive more individualized care while continuing to live in their community.

**The Early Childhood Development Services Program:** Educational early intervention to over 100 very young children ages birth-3 who are at risk of delay or have been diagnosed with a developmental disability.

**Transportation:** Specialized transportation services for 100 individuals with developmental disabilities who also experience significant physical and/or mental challenges. The availability of this service enables adults with profound medical needs to connect with others in their community.

**Counseling Services:** In our extensive work with people with intellectual and developmental disabilities and their families, we at Home of Guiding Hands recognize the unique stress and challenges facing our families. In order to provide support for all members of the family, HGH is now offering a broad range of counseling services for family members and caregivers, to include group, individual and family therapy.

**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 \$16.3 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, 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 five 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.**

As CFO and VP of Support Services, Jan Adams had implemented numerous projects while working at HGH. Adams oversees all remodels and building projects, and was the point of contact for the Santee CDBG awarded in 2008, 2012, 2013, and 2014. James Ballow, our Staff Facilities Manager reports to Ms. Jan Adams and manages all projects and day to day details.

Jim Ballow has over 25 years of experience as a General Contractor prior to joining the HGH staff in 2005. Jim and our in-house facilities staff of six have extensive experience in kitchen and bath remodels, flooring and window replacement, and general maintenance such as painting and fence installation. Jim and his staff specialize in completing these tasks but also honoring the delicate balance necessary to bring the least amount of disruption to our residents and staff that live and work in these 31 homes.

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

**City of Santee  
Community Development Block Grant Program  
APPLICATION FOR FUNDING  
Program Year 2015**

**GENERAL INFORMATION:** DATE: 7 January 2015

Agency Name: Santee Food Bank

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

Phone: 619-448-4456 Fax: None E-mail: info@thesanteefoodbank.org

Project/Program Contact Person (Name and Title): Marty Smothermon, Administrator

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

Phone: 619-449-2066 Fax: NONE E-mail: msmsmother@aol.com

Type of Project (check one):

Public Service Activity	<input checked="" type="checkbox"/>	\$20k
Public Improvement (Construction)	<input checked="" type="checkbox"/>	\$50k
Acquisition of property	<input type="checkbox"/>	
Other (describe)		

**FUNDING INFORMATION:**

Amount Requested from Santee: \$70,000, (\$20,000 + \$50,000-See Addendum)

**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

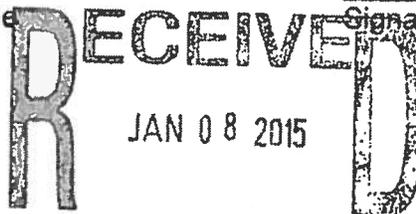
Source of Other Funds: Churches, Businesses, Community, Pay Pal  
(Describe)

Applicant Certification:

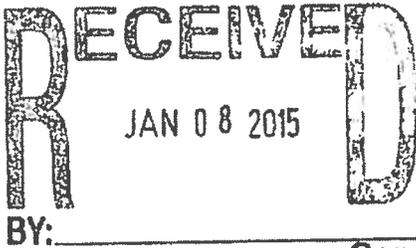
To the best of my knowledge and belief, the information contained in this application is true and correct; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with all assurances, federal, state and local laws and regulations if funding is approved.

Marty Smothermon, Administrator  
Type or Print Your Name and Title

Marty Smothermon  
Signature



BY: \_\_\_\_\_



**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2015**

- 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 per month. We are currently providing food to more than 1,800 people per month. During calendar year 2014 the Food Bank served 17,188 individuals or a total of 5,994 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 committed staff of all volunteers who put in about 14,650 hours per year of service. The Board of Directors also put in 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. The Food Bank is open every Wednesday and Friday as well as the 1<sup>st</sup> and 3<sup>rd</sup> 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 312 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 lower 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.**

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

The Santee Food Bank is a DBA under the Santee Ministerial Council operating with a 501c3. They were established in 1983 and incorporated in 1990. The Council coordinates shared ministries among the churches of Santee. At present, the Council consists of 7 board members each representing churches in the community. 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 Santee Food Bank distributes food to Santee residents.

**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 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.

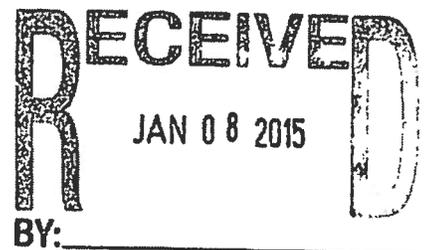
**3. Personnel:**

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

Marty Smothermon is the Administrator of the Food Bank and has been involved with the organization for over 12 years. First as a volunteer, then 4 years ago she became the On-Site Administrator and is still serving in that capacity. Prior to becoming the Administrator, she served as Treasurer for 2 years.

**Current Board Members:**

Pastor Phil Harrington, Pathways Church  
Marsi Walker, Secretary, LDS Church  
Reverend Sue Farley, Santee United Methodist Church  
Pastor Dennis Martins, Friends Church  
Pastor Frank Placone-Willey, Summit Unitarian Church  
Donna Daum, Treasurer  
Barbara Rymer, Web, Facebook and PayPal Administrator  
Angela Hansen, Fundraising and Public Relations Chairperson  
Vic Bermudes, Architect



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.

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Public Improvement (Addendum):

The year 2014 was full challenges for the Santee Food Bank. In early February, the Food Bank received a 90-day notice to vacate the premises located at 8824 Cottonwood Avenue. By April, the Food Bank found another location to move to thus ensuring that the community would continue to be served. This move was completed in mid April and we began operations at 10925 Harley Road, Suite J. The Hartley site is approximately ½ the size of the Cottonwood site so, we rent a cargo container for storage. Our rent for the Hartley site is \$500 a month and the cargo container rental is \$100 a month. This rent is not covered by the 2014-15 CDBG funds and our administration costs have escalated at an alarming rate. (Rent for the Cottonwood site was \$1 per year).

In May, the Carlton Hills Evangelical Lutheran Church approached the Food Bank with an offer that, over the ensuing months, resulted in a 10-year, no cost lease (with renewable 10 year options) for the Food Bank to operate on their property. Effective, Jan 1, 2015, this lease was signed on December 7, 2014.

Architect, Vic Bermudes has located 3 portable classrooms that the Ramona School District is willing to donate to the Food Bank. We need financial assistance with transporting the portables, bringing in water, sewer and electrical service from the street to the northeast corner of the Halburns property. Thus the request for \$50,000 to cover those costs is respectfully requested.

By moving to the Halburns site, the Food Bank secures itself a permanent location that will save at least \$7,200 a year in rent. This move is a good fit the Food Bank and our community. Additionally, the Salvation Army Senior Lunch Program operates at the Halburns site and this move further enhances the community outreach goals of both the Santee Food Bank and the City of Santee.

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- 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, formerly known as Heartland Human Relations and Fair Housing Association, proposes to provide fair housing and tenant/landlord services that address both discrimination in housing and conflicts that arise between tenants and landlords. The services needed are the core services provided by the CSA. Our services have been available primarily to low and moderate-income residents. We anticipate serving up to 160 residents in Santee during FY 2015-2016 through direct phone contact, face-to-face mediation, distribution of our 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 disseminates information about housing so that our services are more fully utilized. The services we provide are available in English, Spanish, and Arabic.

#### *Goals*

Specifically, our Program Goal is to assist the City of Santee to provide housing that is free of discrimination, where conflicts between tenants and landlords are adequately addressed, 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) Reduce discrimination in housing
  - o Provide consultation and respond to all fair housing and tenant/landlord calls from residents
  - o Provide advocacy for equal housing opportunities
  - o Assist victims of discrimination under state and federal law and process violations
  - o Access the need for individual fair housing testing and complaint verification
  - o Make referrals when necessary to the Department of Fair Employment and Housing
  - o Fair Housing Testing of four sites within the City of Santee.
  - o Assist in & be responsive to addressing the recommendations of the Analysis of Impediments to Fair Housing Choice
  - o Address the City of Santee's Housing Element and Consolidated Plan
- 2) Reduce tenant/landlord conflicts
  - o Provide conflict resolution counseling by phone
  - o 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
  - o Conduct education, outreach activities, training
  - o Provide resource information outside of the area of fair housing
  - o Publish and disseminate a Handbook on Renting (English, Arabic, and Spanish)
  - o Provide up-to-date fair housing information on our web site
  - o Develop other materials and programs as necessary
- 4) Provide well documented and accessible services
  - o Provide monthly and annual reports to the CDBG Administrator
  - o Provide data that is informative and useful

- o Respond punctually to calls from tenants and landlords
  - o Respond punctually and effectively to programmatic or administrative requests from the CDBG Administrator or staff
  - o Provide web links to local and regional housing services and information
- 5) Assist Santee to develop and maintain regional resources and utilize best practices
- o Attend the Santee Collaborative and serve on its committees
  - o Participate in the San Diego Regional Alliance for Fair Housing (SDRAFFH)
  - o 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 CSA housing counselors who are available by phone Monday thru Friday between the hours of 8:00 a.m. and 4:00 p.m. These counselors take housing calls and provide information and referrals that lead to a resolution of both fair housing (discrimination) and tenant/landlord calls. Counselors will provide support and referral for services. All activities to be performed during fiscal year July 1, 2015 through June 30, 2016.

**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, reliable housing services and human relations services in San Diego County for over 40 years. Our services address both national and local CDBG objectives.

- National: Our services provide a direct benefit to low and moderate-income persons to develop/sustain a viable urban community, including decent housing and suitable living environments through the prevention or elimination of slum and blight.
- Local: Provide public services in the area of housing that support affordable, habitable housing that is free of discrimination.

We strive to provide consistent, quality services as we innovate to address changes in housing and the demands and opportunities offered by changes in communication technology. We work collaboratively with our city contractors and other organizations to introduce the best practices possible to our work.

Through this program, CSA staff strives to assist the City of Santee meet the expectations under Title I of the Housing and Community Development Act: "develop viable urban communities"; provide decent, habitable housing; provide suitable living environments that address the forces that lead to homelessness; provide housing that is free of discrimination and harassment; and address conflicts between tenants and landlords.

**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.

CSA is a private, non-profit agency incorporated in 1972. The mission of the agency 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 governmental 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 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.

The Board of Directors has legal and fiduciary responsibility 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. The Executive Director supervises the agency's bookkeeper, Magdalena Peraza, who maintains a QuickBooks accounting and payroll system. Invoicing and fiscal documentation is provided to Santee monthly. All records are kept either as computer files or as hard copy, 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 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. Yvonne Kovatch, the Senior Housing Counselor, supervises the agency's fair housing counselors and oversees accurate completion of contract deliverables. The management skills of both the Executive Director and the Senior Housing Counselor will assure 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 tri-lingual staff with over 40 accumulated years of expertise in the area of housing as well as social services, government services, business, and data management.

**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 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 taken in execution of this application.

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

4A

(cont. from 1-28-15)

**MEETING DATE:** February 11, 2015

**AGENDA ITEM NO.**

**ITEM TITLE**            **ANNUAL PRESENTATION OF LOCAL APPOINTMENTS LIST —  
BOARDS, COMMISSIONS & COMMITTEES**

**DIRECTOR/DEPARTMENT**

Patsy Bell, CMC, City Clerk

PB

**SUMMARY**

At its December 10, 2014 City Council meeting, the City Council received the annual listing of all appointed Boards, Commissions and Committees, known as the Local Appointments List, in accordance with Government Code 54970 et seq., commonly known as the Maddy Act. The City Council directed this matter be returned to the January 28, 2015 meeting for annual review; however, at that meeting it was continued to the February 11, 2015 meeting.

At this time, the following vacancy exists and is eligible for appointment:

1 vacancy on the Santee Library Committee

Council may wish to make changes and/or deactivate any board, commission, or committee that it believes has completed its original purpose in accordance with Council Legislative Policy Memorandum 84-1.

The attached master listing will be updated to reflect Council's action at this meeting and will be available for public review at the Santee Library and the City Clerk's Office as required by state law.

**FINANCIAL STATEMENT**

  
N/A

**CITY ATTORNEY REVIEW**

N/A

Completed

**RECOMMENDATION**

1. Council action on recommended appointment(s), if any, as presented by Mayor at meeting; and
2. Reaffirmation/continuance of all other standing groups and representation as listed.

**ATTACHMENTS (Listed Below)**

Local Appointments List

CITY OF SANTEE  
LOCAL APPOINTMENTS LIST  
BOARDS, COMMISSIONS, AND COMMITTEES

Revised By:  
The City Clerk's Office  
December 2014

**PART ONE:**

The following Boards, Commissions, and Committees exist and function as a part of the City of Santee's internal municipal structure.

**CITY COUNCIL & SANTEE ELEMENTARY SCHOOL DISTRICT CONFERENCE COMMITTEE**

Established: 3/27/85 [City Council Minutes]. Established by City Council to meet with School Board Members to discuss selected items.

Qualifications: Member of City Council or School Board

Term: Annual

Representatives: Rob McNelis, Council Member  
John Minto, Council Member

School District: Dustin Burns, President [Appointed 12/17/13]  
Barbara Ryan, Vice President [Appointed 12/16/14]

Appointed: 1/12/11 [McNelis]

Reappointed: 1/25/12, 1/23/13

Appointed: 1/25/12 [Minto]

Reappointed: 1/23/13

Phone: (619) 258-2304

**COMMUNITY ORIENTED POLICING COMMITTEE**

**Established:** 8/14/96 [Resolution 129-96]. The purpose of the Committee is to make recommendations regarding the City's Community Oriented Policing Program. These may include recommendations regarding crime prevention, drug awareness, education programs, neighborhood watch programs, law enforcement staffing, and other issues regarding the City's overall policing effort. Committee recommendations may be forwarded to the Council for final action.

**Qualifications:** Members are set forth by Council and include a City Council Member, City Manager, Santee Sheriff's Station Commander, representatives from the Santee School District, Grossmont Union High School District, Chamber of Commerce, Santee Collaborative [1/23/08 City Council Minutes], Institute for Public Strategies [1/28/09 City Council Minutes], and a Citizen at Large to be appointed by the Mayor, with the approval of the City Council. Human Relations Representatives added [9/8/10 City Council Minutes].

**Term:** At the pleasure of the legislative body.

**Representatives:** John Minto, Council Member  
Pedro Orso-Delgado, Acting City Manager  
Captain James Bovet, Santee Sheriff's Station Commander  
Martha Miramontes, Crime Prev. Specialist, Santee Sheriff Station  
John Schweller, Santee School District  
Tim Schwuchow, Principal, Santana High School  
Larry Oedewaldt, Vice Principal, Santana High School  
Paul Dautremont, Principal, West Hills High School  
Mary Nishikawa, Assistant Principal, West Hills High School  
Meredith Riffel, Santee Collaborative  
John Olsen, Executive Director, Santee Chamber of Commerce  
Joyce Moore, Institute for Public Strategies  
Thomas Carr, Human Relations Representative  
Tawni Jochens, Human Relations Representative

**Citizen at Large:** Warren Savage

**Appointed:** 1/25/12

**Reappointed:** 1/23/13

**Meetings:** Meetings are held on the 2<sup>nd</sup> Monday of each month at 2:00 p.m.; City Hall, 10601 N. Magnolia Avenue, Council Chambers Conference Room.

**Staff Assistance:** Sue Richardson, Recreation Services Manager, Community Services Department



**MANUFACTURED HOME FAIR PRACTICES COMMISSION**

- Established: 6/10/94 [by City Ordinance 324]. Amended 8/26/94 by Ordinance 329, 10/28/98 by Ordinance 381, and on 1/24/01 by Ordinance 412. The purpose of the Commission is to ensure that the provisions of the Santee Manufactured Home Fair Practices Ordinance are appropriately implemented in Santee.
- Qualifications: The Commission consists of five regular members. All members must be resident electors and are appointed by the Mayor, with the approval of the City Council. No member shall be:
- (a) a manufactured home owner or resident;
  - (b) an owner, operator or manager of a manufactured home park;
  - (c) any person owning or possessing any interest in, or operating or managing, any other rental property totaling four (4) or more dwelling units, whether such four (4) units are located on one parcel or lot, or are spread among several parcels or lots. As used in this section, "dwelling unit" shall mean an apartment unit, a condominium unit, or a single family residence.
  - (d) a person with an identifiable economic or professional interest in the rights of park owners or residents.
- Term: Each regular member shall be appointed to serve a two-year term. Each regular member shall hold office until a new member has been duly appointed.
- Meetings: Meetings are held quarterly on the 3<sup>rd</sup> Thursday of March, June, September, and the 2<sup>nd</sup> Thursday of December at City Hall Council Chambers, 10601 Magnolia Avenue.
- Staff Assistance: Tom Romstad, Senior Management Analyst, Development Services Department

**Commission Members:**  
(next page)

LOCAL APPOINTMENTS LIST, REVISED DECEMBER 2014

**Commission Members:**

Lee E. Wilson

Appointed: 1/25/95

Reappointed: 1/22/97, 1/27/99, 1/24/01, 2/12/03, 1/26/05, 1/24/07, 1/28/09, 1/12/11,  
1/23/13

Term Ends: 2015

Rusty Williams

Appointed: 9/24/03

Reappointed: 1/26/05, 1/24/07, 1/28/09, 1/12/11, 1/23/13

Term Ends: 2015

Frank Bathrick

Appointed: 2/10/10

Reappointed: 1/25/12, 1/22/14

Term Ends: 2016

Keshav Damoor

Appointed: 8/28/13

Reappointed: 1/22/14

Term Ends: 2016

Nick Bradley

Appointed: 11/12/14

Reappointed:

Term Ends: 2015

LOCAL APPOINTMENTS LIST, REVISED DECEMBER 2014

**SALARY SETTING ADVISORY COMMITTEE**

Established: 1/28/09 [City Council Minutes]. The purpose of the Committee is to make recommendations to the Council regarding the appropriate level of salary and benefits for the Mayor and the City Council.

Qualifications: Appointments are made by the Mayor, with the approval of the City Council.

Term: At the pleasure of the legislative body.

Meetings: On an as-needed basis at City Hall, 10601 Magnolia Avenue, Council Chambers Conference Room.

Staff Assistance: Kathy Valverde, Assistant to the City Manager

**Committee Members:**

Karen Bisignano	Appointed: 1/28/09
Bill Howell	Appointed: 1/28/09
Tom Lemmon	Appointed: 1/28/09
Marilynn Linn	Appointed: 1/28/09
James Montague	Appointed: 1/28/09
Warren Savage	Appointed: 1/28/09
Arnold Winston	Appointed: 1/28/09
Keshav Damoor	Appointed: 8/28/13

LOCAL APPOINTMENTS LIST, REVISED DECEMBER 2014

**SANTEE PARK AND RECREATION COMMITTEE (SPARC)**

Established: 9/28/81 [Resolution 75-81]. The purpose of the Committee is to act in an advisory capacity to the City Council on matters pertaining to municipal parks and recreation programs in the City of Santee. April 26, 1995, Council adopted revised bylaws [City Council Minutes].

Qualifications: Resident appointments to the Santee Park and Recreation Committee are made by the Mayor, with the approval of the City Council.

Term: At the pleasure of the legislative body.

Meetings: Meetings are on the first Thursday of each month at 6:30 p.m. at City Hall, 10601 Magnolia Avenue, Conference Room. in Bldg. 6, Community Services

Staff Assistance: Bill Maertz, Director of Community Services; and Heather Heckman, Administrative Secretary

**Committee Members:**

Anita Bautista Appointed: 10/11/95

Ken Fox, Chair Appointed: 4/28/99

Lisa Neely, Vice-Chair Appointed 6/13/01

Rusty Williams Appointed: 10/24/01

Charles Hattaway, Secretary Appointed: 6/11/03

James Dreisbach-Towle Appointed: 5/11/05

Arli Wolfson Appointed: 4/08/09

Heather Jones Appointed: 5/25/11

Alan Tuthill Appointed: 6/22/11

John Morley Appointed: 1/25/12

**Alternate Member #1:**

Laqueta Strawn Appointed: 1/25/12

**Alternate Member #2:**

Todd Tolson Appointed: 2/12/14

**PART TWO - JOINT AGENCIES**

The following Boards, Commissions, and Committees, external to the City of Santee's internal governmental process, have appointed delegates to represent the City of Santee.

Unless otherwise stated, appointments are made by the Mayor, with the approval of the City Council.

**ABANDONED VEHICLE ABATEMENT SERVICE AUTHORITY**

This Joint-Agency body studies matters related to the abatement, removal, and disposal of abandoned, wrecked, dismantled, or inoperative vehicles in order to protect the health and safety of citizens. [Resolution No. 170-91]

- Qualifications: The Board of Directors of the San Diego Service Authority for Freeway Emergencies shall constitute the members of the Board of Directors of the San Diego Abandoned Vehicle Abatement Service Authority.
- Term: Annual.
- Representatives: Two members are selected by the Board of Supervisors and five members selected jointly by the City Councils of Cities within the County.
- Appointed: 1/12/11 [Minto]  
Reappointed: 1/25/12
- Meetings: ***Currently, there are no meetings scheduled. The City will be contacted once and if this committee begins meeting again.***  
Meetings are held bimonthly at the County Administration Center, 1600 Pacific Highway, Room 303, San Diego, CA 92104.
- Contact Person: Marta Sullivan, Program Manager
- Address: San Diego Police Department  
1401 Broadway, MS 715  
San Diego, CA 92101
- Phone: (619) 531-2662

LOCAL APPOINTMENTS LIST, REVISED DECEMBER 2014

**CITY SELECTION COMMITTEE (League of California Cities)**

Established: Under the auspices of the League of California Cities, San Diego County Division, this committee makes appointments to LAFCO, the Service Authority for Freeway Emergencies, and the Abandoned Vehicle Abatement Service Authority.

Qualifications: Every City Mayor automatically is a representative.

Term: 2016 (Corresponds to the Mayor's term)

Meetings: This committee meets as needed.

Representative: Randy Voepel, Mayor

Contact Person: Gliceria Magpayo, Program Manager for County Clerk of the Board of Supervisors  
County of San Diego  
1600 Pacific Highway, Room 402  
San Diego, CA 92101-2471

Phone: (619) 531-4870

**COMMUNITY LEADERS FORUM MCAS MIRAMAR**

Established: 4/28/99 [City Council Minutes]. Meetings to provide current information regarding ongoing activities at the base relating to helicopter flight patterns at MCAS Miramar.

Qualifications: Member of the City Council

Term: Annual

Representative: Randy Voepel, Mayor

Resident Co-Rep: James D. Panknin

Appointed: 6/9/04

Reappointed: 1/26/05, 1/25/06, 1/24/07, 1/23/08, 1/28/09, 1/27/10, 1/12/11, 1/25/12, 1/23/13, 1/22/14

Contact: Colonel Philip Parkhurst, AC-S

Address: Community Plans and Liaison Officer  
Attn: Laura Thornton  
P. O. Box 452001  
San Diego, CA 92145-2001

Phone: (858) 577-6603

Meetings: Third Thursdays, monthly, at 5:30 p.m. at MCAS Miramar.

LOCAL APPOINTMENTS LIST, REVISED DECEMBER 2014

**EAST COUNTY ECONOMIC DEVELOPMENT COUNCIL**

Established: 12/12/84 [City Council Minutes].

Rejoin: 7/23/86 [City Council Minutes].

Qualifications: Position-specific; Mayor and Council Member.

Term: Annual

Meetings: Third Wednesday, monthly, 7:30 a.m. in the East County Economic Development Council's Board Room.

Representative: John Minto, Council Member

Alternate: Randy Voepel, Mayor

Deactivated: 11/18/92

Reactivated: 1/14/93

Appointed: 12/5/00 [Voepel] and 2/12/03 [Minto]

Reappointed: 1/24/01, 1/23/02, 2/12/03, 1/28/04, 1/26/05, 1/25/06, 1/24/07, 1/23/08, 1/28/09, 1/27/10, 1/12/11, 1/25/12, 1/23/13, 1/22/14

Address: East County Economic Development Council  
1908 Friendship Drive, Suite A  
El Cajon, CA 92020

Phone: (619) 258-3670

Contact Person: Jo Marie Diamond, President/Chief Executive Officer

LOCAL APPOINTMENTS LIST, REVISED DECEMBER 2014

**GOODAN RANCH POLICY COMMITTEE**

**Established:** In July 1991, an agreement was signed by the State of California Department of Fish and Game, the County of San Diego, the City of Poway, and the City of Santee to jointly purchase Goodan Ranch. The Joint Powers Agreement, effective November 7, 1995, establishes the Goodan Ranch Policy Committee.

**Qualifications:** The Goodan Ranch Policy Committee is comprised of three elected representatives, appointed by the governing bodies of the County of San Diego, the City of Poway, and the City of Santee, and one representative from the State of California Department of Fish and Game. An alternate is also appointed by each of the Public Agencies.

**Term:** Annual.

**Meetings:** Once annually.

**Representative:** Rob McNelis, Council Member

**Appointed:** 1/12/11

**Reappointed:** 1/25/12, 1/23/13, 1/22/14

**Alternate:** Pedro Orso-Delgado, Acting City Manager, or designee.

**Contact Person:** Bill Maertz, Director of Community Services

**Address:** City of Santee  
10601 Magnolia Avenue  
Santee, CA 92071

**Phone:** (619) 258-4100, Extension 126

LOCAL APPOINTMENTS LIST, REVISED DECEMBER 2014

**HEARTLAND COMMUNICATIONS FACILITY COMMISSION\***

Established: 7/23/86 [Council Minutes]. The governing body of Heartland Communications Facility Authority Board of Chiefs. Each public agency which is a party to this agreement, has one seat on the Commission. The cities of El Cajon, Lemon Grove, Santee, and La Mesa, and the Alpine, Bostonia, Lakeside and San Miguel Fire Protection Districts jointly equip, maintain, operate and staff a facility, thereby providing emergency services of receiving and dispatching calls to said public agencies.

Qualifications: Member of governing body of public agency

Term: Per appointing public agency.

Meetings: Fourth Thursdays in January, April, July, and October at the Ronald Reagan Center in El Cajon, 4:00 p.m.

Representative: Randy Voepel, Mayor  
Alternate: John Minto, Council Member

Appointed: 12/3/96 [Voepel] and 1/24/07 [Minto]  
Reappointed: 1/22/97, 1/28/98, 1/27/99, 1/26/00, 1/24/01, 1/23/02, 2/12/03, 1/28/04, 1/26/05, 1/25/06, 1/24/07, 1/23/08, 1/28/09, 1/27/10, 1/12/11, 1/25/12, 1/23/13, 1/22/14

Contact: Valerie Nellis  
Heartland Communications  
Facility Authority  
100 East Lexington Ave.  
El Cajon, CA 92020  
(619) 441-1623

Diane McClarty, Communications Director  
Heartland Communications Facility Authority  
100 East Lexington Ave.  
El Cajon, CA 92020-4517  
(619) 441-1624  
FAX: (619) 444-5982

Phone:

*\*Stipend Received*

LOCAL APPOINTMENTS LIST, REVISED DECEMBER 2014

**HEARTLAND FIRE TRAINING FACILITY AUTHORITY COMMISSION\***

Parties involved have common powers to secure the construction and operation of a fire training facility for training personnel, etc., at the Owens Tower Fire Training Facility.

Established: 12/01/73

Qualifications: Agency member Heartland Fire Training Facility Authority

Term: Per appointing public agency.

Meetings: Second Thursdays in January, April, July, and October at Heartland Facility at 4:00 p.m.

Representative: Rob McNelis, Council Member [1/12/11; changed from alternate to representative 1/23/13]

Alternate: John Ryan, Council Member [1/12/11; changed from rep to alternate 1/23/13]

Appointed: 1/12/11

Reappointed: 1/25/12, 1/23/13, 1/22/14

Contact: Dave Miller  
Heartland Communications Facility Authority  
1301 N. Marshall Avenue  
El Cajon, CA 92020

Phone: (619) 441-1693

*\*Stipend Received*

**LEAGUE OF CALIFORNIA CITIES**

Qualifications: Members of the City Council.

Term: Annual

Representative: John Minto, Council Member [1/26/05]

Alternate: Rob McNelis, Council Member [1/12/11]

Appointed: 1/26/05 [Minto] and 1/12/11 [McNelis]

Reappointed: 1/25/06, 1/24/07, 1/23/08, 1/28/09, 1/27/10, 1/12/11, 1/25/12, 1/23/13, 1/22/14

Address: League of California Cities  
P.O. Box 82081  
San Diego, CA 92138-2081

Phone: (916) 658-8200

Contact Person: Catherine Hill, Regional Representative

**METROPOLITAN TRANSIT SERVICES (MTS) (formerly MTDB)\***

Established: 1/31/85 [City Council Minutes].

Qualifications: Members of the City Council.

Term: Annual.

Meetings: Monthly at 9:00 a.m.

Representative: John Minto, Council Member [1/12/11]

Alternate: Rob McNelis, Council Member [1/12/11]

Appointed: 1/12/11

Reappointed: 1/25/12, 1/23/13, 1/22/14

Address: Metropolitan Transit Development Board  
1255 Imperial Avenue, Suite 1000  
San Diego, CA 92101-7490

Phone: (619) 557-4515

Contact Person: Julia Sansone, Executive Assistant to CEO Paul Jablonski and Clerk  
of the Board

*\*Stipend Received*

**MISSION TRAILS REGIONAL PARK TASK FORCE**

This Committee, comprised of representatives of various cities and agencies, advises on matters pertaining to acquisition, development, operation, and maintenance of Mission Trails Regional Park.

Qualifications: Member of the City Council

Term: Annual

Membership: The Mission Trails Regional Park Task Force is comprised of two members from the San Diego City Council, one of whom shall be from the Council District in which the Regional Park is located, two members from the County Board of Supervisors, one of whom shall be from the Supervisorial District in which the Regional Park is located, one member from the Santee City Council, one member from the La Mesa City Council, and the Chairperson of the Mission Trails Regional Park Citizens Advisory Committee.

Meetings: Third Wednesday of odd-numbered months at 12:15 p.m. at the San Diego City Administration Building, 202 C Street.

Representative: Rob McNelis, Council Member [1/12/11]

Alternate: John Ryan, Council Member [1/12/11]

Appointed: 1/12/11

Reappointed: 1/25/12, 1/23/13, 1/22/14

Contact Person: Steve Haupt, District Manager,

Address: 202 C Street, MS 35A  
San Diego, CA 92101-3860

Phone: (619) 533-6733

LOCAL APPOINTMENTS LIST, REVISED DECEMBER 2014

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

Qualifications: City of Santee resident.

Term: Although the Mayor has term length discretion, representatives typically serve a term concurrent with the appointing Mayor. Appointment process requires each of the eleven represented groups nominate a member every two years in the odd numbered years so that nomination can be considered at task force's January meeting.

Representative: Frank Bathrick

Appointed: 12/11/13

Reappointed: 1/22/14

Alternates: Chair and Vice Chair of Santee Park and Recreation Committee  
(Alternates per Council meeting 03/13/91)

Meetings: Meetings are held at 7:00 p.m. on the first Tuesday of odd numbered months at the Mission Trails Regional Park Visitor and Interpretive Center.

Contact Person: David Monroe, District Manager, Northern Parks Division  
202 C Street, MS 35A  
San Diego, CA 92101-3860

Phone: (619) 525-8286

LOCAL APPOINTMENTS LIST, REVISED DECEMBER 2014

**SAN DIEGO AIRPORT AUTHORITY BOARD**

This Joint Agency body, created January 1, 2003, convenes on matters connected to its state-mandated mission to effectively manage and operate San Diego International Airport and address the region's long-term air transportation needs.

Qualifications: A member of one of the East County City Councils or a resident of one of the East County cities.

Term: 3 years

Membership: The Airport Authority is governed by an appointed board of nine members who represent all areas of San Diego County and three ex-officio members.

Meetings: First Thursday of every month at 9:00 a.m. on the third floor of the Commuter Terminal at the San Diego International Airport.

Representative: Mary Sessom, Lemon Grove Mayor

Term Expires: January 31, 2016

Appointing Authority: East County area mayors

Appointed: 2/4/13

Contact Person: Tony Russell, Authority Clerk

Address: San Diego International Airport  
Commuter Terminal, 3rd Floor - Board Conference Room  
3225 N. Harbor Dr. - San Diego, CA 92101

Phone: (619) 400-2550

LOCAL APPOINTMENTS LIST, REVISED DECEMBER 2014

**SAN DIEGO ASSOCIATION OF GOVERNMENTS (SANDAG) Board of Directors\***

Qualifications: Members of the City Council

Term: Annual

Representative: Jack Dale, Council Member [1/26/05]

Alternate: John Minto, Council Member [1/12/11]

2<sup>nd</sup> Alternate: Rob McNelis, Council Member [1/12/11]

Appointed: 1/26/05

Reappointed: 1/25/06, 1/24/07, 1/23/08, 1/28/09, 1/27/10, 1/12/11, 1/25/12, 1/23/13,  
1/22/14

Address: SANDAG  
401 B Street, Suite 800  
San Diego, CA 92101

Phone: (619) 699-1900

Contact Person: Tessa Lero, Clerk of the Board; (619) 699-1991

*\*Stipend Received*

## LOCAL APPOINTMENTS LIST, REVISED DECEMBER 2014

### **COUNTY SERVICE AREA (CSA) 69 (PARAMEDICS)**

County Service Area (CSA) 69 (Paramedics) provides input to the County of San Diego relative to paramedic services offered to the Santee/Lakeside area. The group advises on the such things as the level of services provided, how services might be better provided, and on funding and budgetary aspects of the programs within this service district.

**Qualifications:** City of Santee resident representative and a Member of the Santee City Council.

**Term:** Although the Mayor has term length discretion, Resident Representatives typically serve a term concurrent with the appointing Mayor. Council Representatives have no specified term length.

**Membership:** Members are appointed by participating organizations: two at-large members from the City of Santee (one resident and one City Council Member, both appointed by the Mayor with the approval of the City Council), one representative each from the Santee School District, Santee Chamber of Commerce, Lakeside Fire Protection District, Lakeside Planning Committee, Lakeside Chamber of Commerce, Lakeside Union School District, East County Fire Protection District, and Grossmont Hospital District.

**Reference Dates:** 11/22/82 [Council Minutes], 9/04/85 [Resolution 175-85] change in membership.

**Representative:** Randy Voepel, Mayor [12/3/96]  
**Alternate:** John Minto, Council Member [1/26/05]

**Resident:** Warren H. Savage, Jr.  
**Appointed:** 1/24/96

**Reappointed:** 1/24/96, 1/22/97, 1/28/98, 1/27/99, 1/26/00, 1/24/01, 1/23/02, 2/14/01, 2/12/03, 1/28/04, 1/26/05, 1/25/06, 1/24/07, 1/23/08, 1/28/09, 1/27/10, 1/12/11, 1/25/12, 1/23/13, 1/22/14

**Contact Person:** Adria Cavanaugh, CSA Administrator

**Address:** San Diego County Health and Human Services Agency  
Emergency Medical Services  
6255 Mission Gorge Road  
San Diego, CA 92120-3599

**Phone:** (619) 285-6429

**Meetings:** Meetings are held on the second Thursday of the month quarterly or on an as-needed basis at the Lakeside Fire Protection District, 12216 Lakeside Avenue, Lakeside.

**Staff Assistance:** Fire Department

LOCAL APPOINTMENTS LIST, REVISED DECEMBER 2014

**UNIFIED SAN DIEGO EMERGENCY SERVICES ORGANIZATION**

Address: Office of Disaster Preparedness  
5580 Overland Avenue, Suite 100  
San Diego, CA 92123

Contact Person: Shirla Hueth

Phone: (858) 715-2211

**Disaster Council**

Qualifications: Position-specific

Term: Annual

Meetings: Every other month (February, April, June, August, October, and December) on the third Thursday at 9:00 a.m.

Representatives: Mayor Randy Voepel as Chairperson; Acting City Manager Pedro Orso-Delgado as Director of Emergency Services and Fire Chief Richard Mattick as Assistant Director of Emergency Services.

Appointed: 10/26/81 [Council Minutes], 11/09/81 [Ordinance 35]

City of Santee  
**COUNCIL AGENDA STATEMENT**

5A

(cont. from 10-22-14)

**MEETING DATE** February 11, 2015

**AGENDA ITEM NO.**

**ITEM TITLE** REQUEST FOR AUTHORIZATION TO CONSIDER AN APPLICATION FOR A ZONING BASE DISTRICT MAP AMENDMENT TO CHANGE THE LAND USE DESIGNATION FROM THE LOW-MEDIUM DENSITY RESIDENTIAL (R-2) DESIGNATION TO THE MEDIUM DENSITY RESIDENTIAL (R-7) DESIGNATION ON A 3.5-ACRE UNDEVELOPED PROPERTY LOCATED AT 8600 PROSPECT AVENUE (APPLICANT: CITY VENTURES, L.P).

**DIRECTOR/DEPARTMENT**

Melanie Kush, Development Services



**SUMMARY**

During the 2003 General Plan Update process, the City Council chose not to automatically process General Plan and Zone Amendments, but rather have requests first go to the Council as discussion items for preliminary review of proposed amendments.

This request was first brought to the City Council on October 22, 2014. At that meeting, Council members directed staff to bring the request back before the new City Council after elections were held in November 2014. There have been no material changes to this item since the October 22, 2014 meeting.

Staff is requesting City Council authorization to proceed with an application to evaluate a request submitted by City Ventures for a Zoning Amendment on a 3.5-acre property located at 8600 Prospect Avenue (Exhibit A). The property is designated Low-Medium Density Residential (R-2) in the General Plan and Zoning District Base Map (Exhibit B). The applicant requests that the City Council allow the submittal of a General Plan Amendment and Rezone application to consider establishing the Medium Density Residential (R-7) designation/zone classification for the parcel (Exhibit C).

A decision by the Council to authorize staff to consider an application for a General Plan Amendment/Rezone does not indicate eventual approval of the requested amendment. This proposal would be presented to City Council at a future public hearing. It is anticipated that the Council would consider the GPA/Rezone application and development application of a residential project concurrently.

**FINANCIAL STATEMENT**

Cost of the Amendment will be covered by the applicant. The cost of the General Plan initiation request was \$500.00 that was paid by the applicant.

**CITY ATTORNEY REVIEW**

N/A

Completed

**RECOMMENDATION**

Provide direction as to whether staff should proceed with processing an application requesting a change to the Land Use Designation and Zone.

**ATTACHMENTS**

Staff Report  
Exhibit A: Aerial Vicinity Map  
Exhibit B: Existing Zone District

Exhibit C: Proposed Zone District  
Exhibit D: Concept Site Plan  
Minutes from October 22, 2014

## STAFF REPORT

### REQUEST FOR AUTHORIZATION TO CONSIDER AN APPLICATION FOR A ZONING BASE DISTRICT MAP AMENDMENT TO CHANGE THE LAND USE DESIGNATION FROM THE LOW-MEDIUM DENSITY RESIDENTIAL (R-2) DESIGNATION TO THE MEDIUM DENSITY RESIDENTIAL (R-7) DESIGNATION ON A 3.5-ACRE UNDEVELOPED PROPERTY LOCATED AT 8600 PROSPECT AVENUE (APPLICANT: CITY VENTURES, L.P).

#### A. BACKGROUND

On August 5, 2014, City Ventures submitted a request to the City for consideration of a request for a Zoning Amendment on a 3.5-acre property located at 8600 Prospect Avenue. The property is designated Low-Medium Density Residential (R-2) in the General Plan and on the Zoning District Base Map. The applicant requests that the City Council allow the submittal of a General Plan Amendment and Rezone application to consider establishing the Medium Density Residential (R-7) designation/zone classification for the parcel.

This request was first brought to the City Council on October 22, 2014 (see item 6E of the attached minutes). The applicant provided testimony in favor of the change.

Consistent with Council discussion on October 22, 2014, a courtesy notice of the February 11, 2015 meeting was mailed on February 4, 2015 to 63 adjoining owners of property within 300 feet of the subject property and hand delivered to residents of Mission Gorge Villa Mobile Home Park that abut the subject property.

#### B. ISSUES

Uses permitted within the R-7 Residential District would be appropriate for the project site if developed with consideration given to surrounding existing and planned uses. The applicant is planning to develop a density and product type at the low range of the R-7 zone (7 units per acre). The current R-2 zone allows up to 5 units per acre.

At a minimum, the following issues would be analyzed as part of the formal application review process for a proposed amendment to the Zoning Base District Map:

Land Use Compatibility: The site is bordered on the north by existing R-7 zoning, to the west by a mobile home park zoned R-2, to the south by single family homes zoned R-2, and on the east by a parcel (currently zoned Park/Open space) which was recently before the council as a separate General Plan initiation request for a change to R-7. The application would provide elevation cross sections, and other site design information to facilitate staff review of the application.

Traffic/Circulation: The site borders Prospect Avenue. The application would provide information about traffic and pedestrian circulation, ingress, egress and safety to facilitate staff review of the compatibility related to surrounding development.

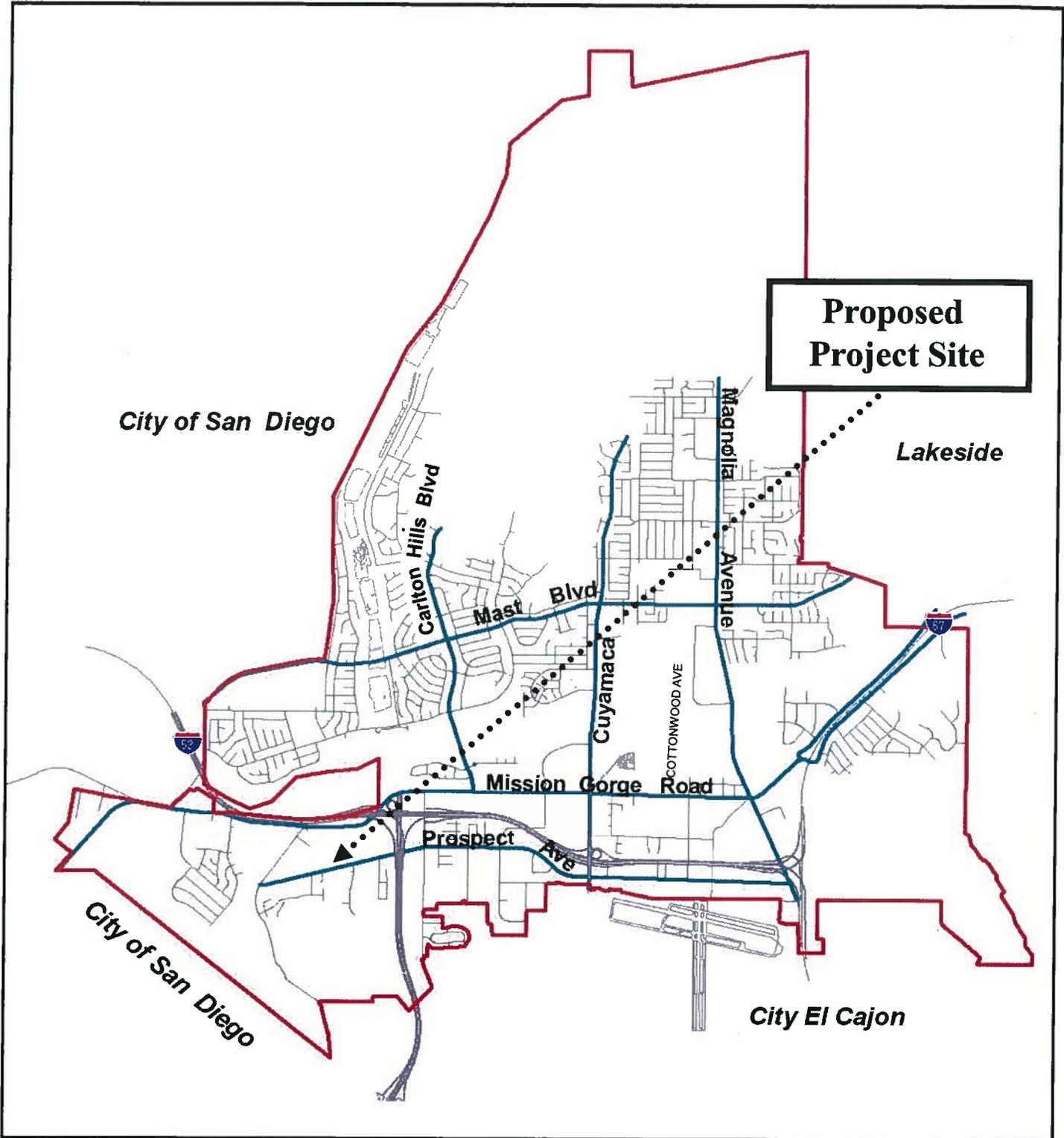
Housing Element Consistency: The objectives and policies contained in the Housing Element address Santee's housing needs and are implemented through a series of housing programs offered by the City. Application review should consider the nature of the proposal to accomplish Housing Element direction related to: 1) conserving and improving the condition of the existing housing stock, 2) providing adequate sites to achieve a variety of housing types and densities, and 3) assisting in the development of affordable housing opportunities.

**C. STAFF RECOMMENDATION**

Provide direction as to whether staff should proceed with processing the Rezone application.



**Exhibit A: Vicinity Map  
General Plan Initiation Request – 8600  
Prospect Ave**



**Proposed  
Project Site**

City of San Diego

Lakeside

City of San Diego

City El Cajon

**THE CITY OF SANTEE**  
**Exhibit A – Vicinity Map**  
**General Plan Initiation Request –**  
**8600 Prospect Ave**

Notes: The City of Santee Department of Development Services is not responsible for any inaccuracies or omissions in this map. The user is responsible for verifying the accuracy of the information shown on this map.

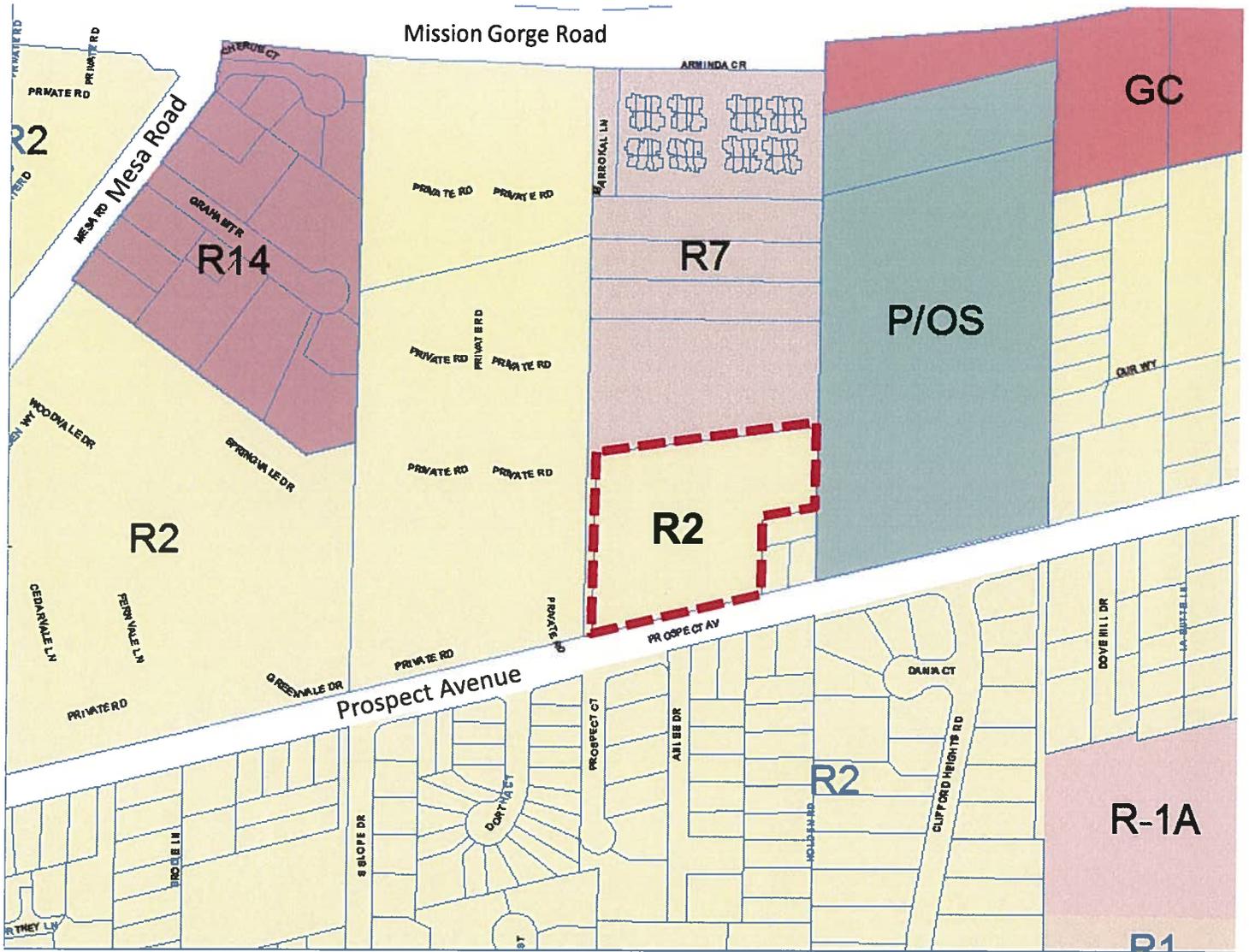


Map 1

The City of Santee  
 Department of Development Services



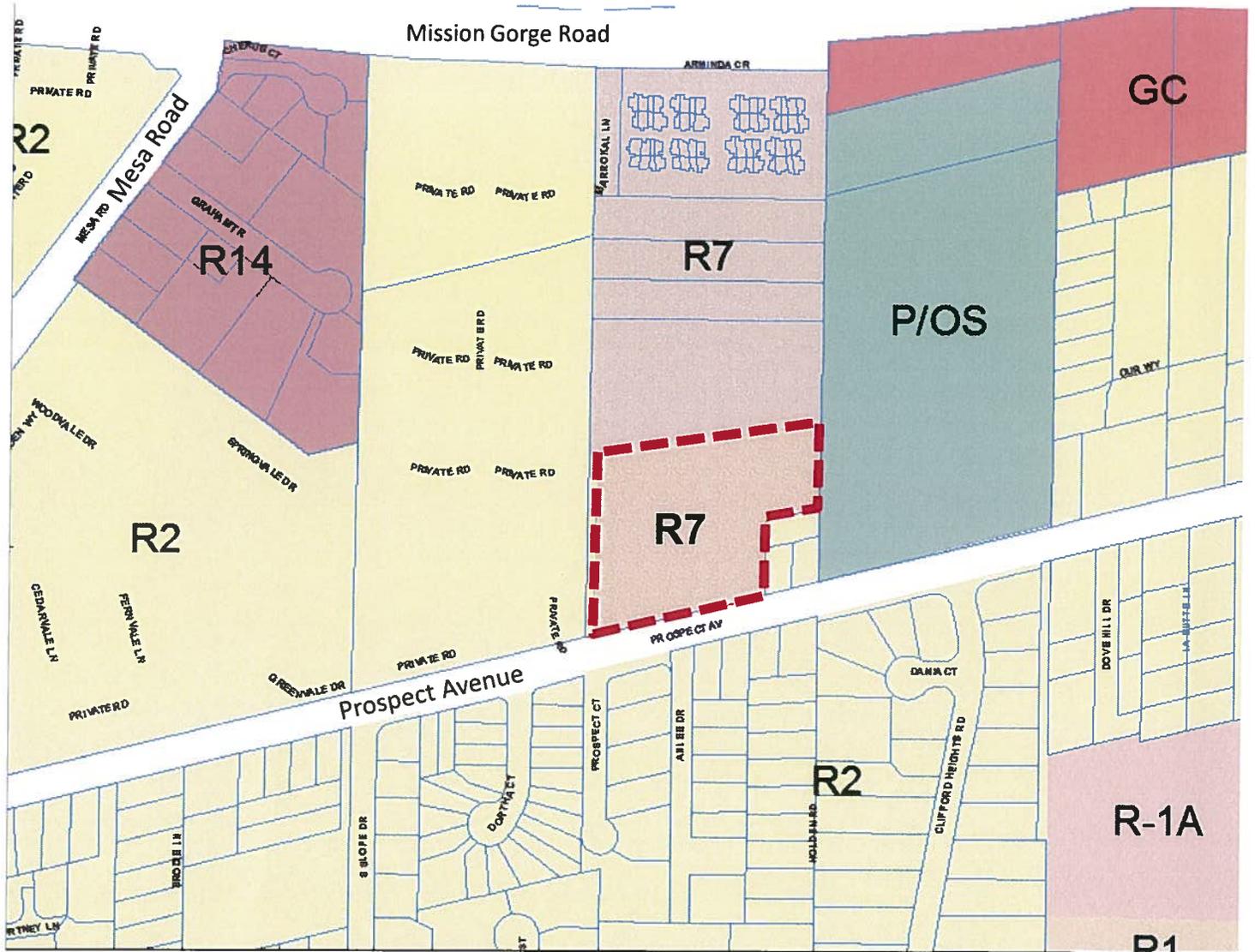
800 9th Magnolia Avenue  
 Santee, CA 92087  
 (619) 238-4100



**Exhibit B - Existing Land Use Designation and Zone: 8600 Prospect Avenue**

**R2 – Low-Medium Density Residential (2-5 dwelling units/gross acre)**

This designation is intended for residential development characterized by single family homes in standard subdivision form (6,000 sq. ft. lots). It covers the largest portion of the City planned for residential uses and is usually found in areas of generally level topography. It is intended to include mobile home parks in the City that may exhibit a slightly higher gross density.



**Exhibit C - Proposed Land Use Designation and Zone: 8600 Prospect Avenue**

**R7 – Medium Density Residential (7-14 dwelling units/gross acre)**

This designation is intended for a wide range of residential development types including attached and detached single family units at the lower end of the density range and multiple family attached units at the higher end of the density range. Areas developed under this designation should exhibit adequate access to streets of at least collector capacity and be conveniently serviced by neighborhood commercial and recreational facilities.

**Project Summary**

Gross Area: ± 3.7 Acres

Total Units: 33 Homes

- (12) Plan 1: ± 1,750 S.F., 3 Bedroom, 2.5 Bath
- (13) Plan 2: ± 1,810 S.F., 3 Bedroom, 2.5 Bath
- (8) Plan 3: ± 2,085 S.F., 4 Bedroom, 3 Bath

Gross Density: 8.92 Homes per Acre

**Parking:**

Required:

- 75 Spaces (2.25 spaces per home)
- (33) Homes x 2.0 Spaces = 66 Spaces
- (33) Guest x 0.25 Spaces = 9 Spaces

Provided:

- 85 Spaces (2.57 spaces per home)
- Garage: 66 Spaces
- Driveway: 10 Spaces (1 space/dwive)
- Head In: 9 Spaces (9' x 19')

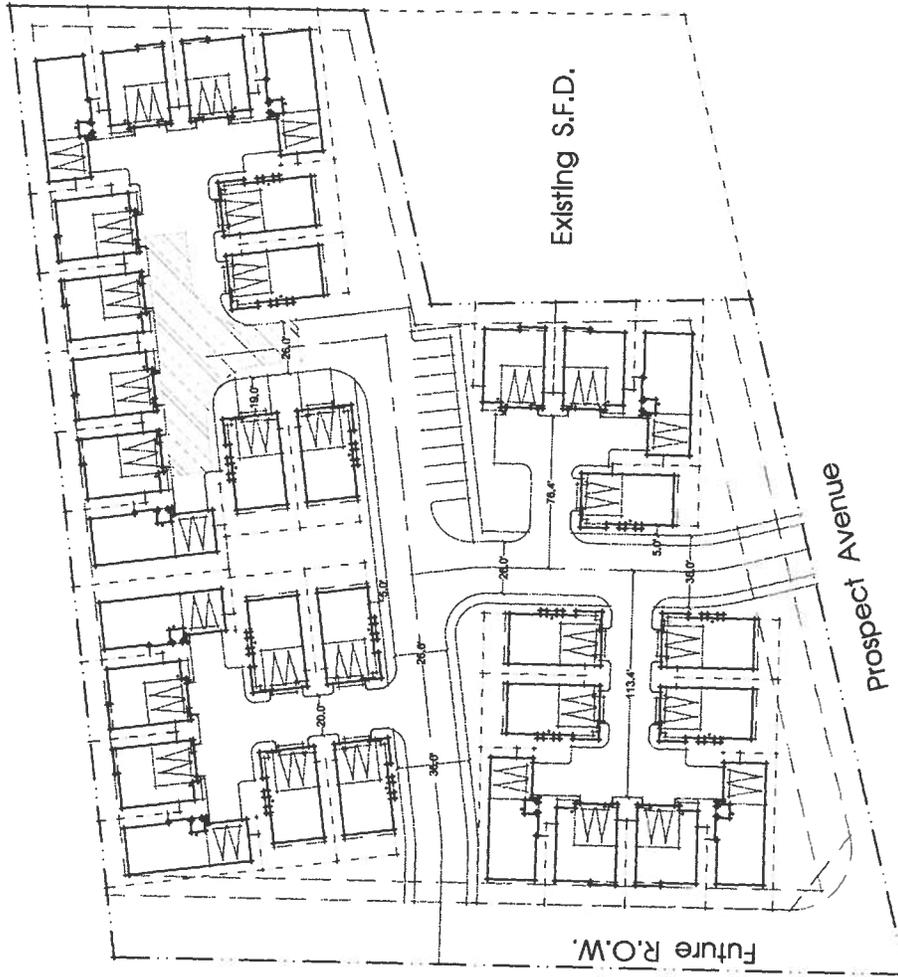
Open Spaces:

Required:

3,100 S.F. Total (100 S.F. private open space per home)

Provided:

23,110 S.F. Total (± 745 S.F. per home - 5' min. dim.)



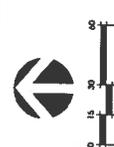
**Notes:**

1. Site plan is for conceptual purposes only.
2. All dimensions are approximate and subject to change.
3. All dimensions are subject to change.
4. All dimensions are subject to change.
5. All dimensions are subject to change.
6. All dimensions are subject to change.
7. All dimensions are subject to change.

**Conceptual Yield Study 2**

**Prospect Ave & Prospect Court**

Santee, CA  
City Ventures



**EXHIBIT D SITE PLAN**  
M HEZMAHALCH ARCHITECTS, INC.  
10000 STATE ST. SUITE 200 SAN DIEGO, CA 92123  
Tel: 619.444.1111 Fax: 619.444.1112  
www.mhezmah.com  
2018019 January 22, 2018

## **Minutes**

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

**Council Chambers  
10601 Magnolia Avenue  
Santee, California**

**October 22, 2014**

This Regular Meeting of the Santee City Council, the CDC Successor Agency, and the Santee Public Financing Authority was called to order by Mayor/Chair Randy Voepel at 7:10 p.m.

Council Members present were: Mayor/Chair Randy Voepel; Vice Mayor/Vice Chair Rob McNelis; and Council/Authority Members Jack E. Dale and John W. Minto. Council/Authority Member John Ryan was absent.

Staff present were: Acting City Manager/Authority Secretary Pedro Orso-Delgado, City/Authority Attorney Shawn Hagerty, Director of Community Services Bill Maertz, Acting Director of Development Services Melanie Kush, Finance Director/Treasurer Tim McDermott, Director of Fire and Life Safety Richard Mattick, Director of Human Resources Jodene Dunphy, Assistant to the City Manager Kathy Valverde, Senior Economic Development Coordinator Pamela White, Acting City Planner Kevin Mallory, Santee Sheriff's Captain James Bovet, City Clerk Patsy Bell, and Administrative Secretary Pam Coleman.

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

**LEGISLATIVE INVOCATION: Pastor Phil Herrington, Pathways Community Church**

**PLEDGE OF ALLEGIANCE: Maggie Acerra**

#### Added Item

#### **ADJOURNMENT IN MEMORY: CLAUDE "BUD" LEWIS**

Mayor Voepel announced that the meeting would be adjourned in memory of former longtime Carlsbad Mayor Bud Lewis. In lieu of flowers, the family has asked that donations be made to Semper Fi Fund.

**ITEMS TO BE ADDED, DELETED OR RE-ORDERED ON AGENDA:** None

**1. CONSENT CALENDAR:**

- (A) Approval of reading by title only and waiver of reading in full of Ordinances on agenda.**
- (B) Approval of Meeting Minutes:**
  - Santee City Council 10-8-14 Regular Meeting
  - CDC Successor Agency 10-8-14 Regular Meeting
  - Public Financing Authority 10-8-14 Regular Meeting
- (C) Approval of Payment of Demands as presented.**
- (D) Approval of the expenditure of \$76,058.24 for September 2014 legal services and related costs.**
- (E) Adoption of a Resolution awarding the construction contract for the Citywide Corrugated Metal Pipe (CMP) Replacement Program (CIP 2014-20) to Whillock Contracting Incorporated for a total amount of \$562,320.51, authorizing the City Manager to execute the agreement, and authorizing the Director of Development Services to approve change orders in an amount not to exceed \$56,232.00. (Reso 70-2014)**
- (F) Adoption of a Resolution awarding the construction contract for the Magnolia Avenue at Palm Glen Drive Median Project to Blue Pacific Engineering and Construction for a total amount of \$66,575.00, authorizing the City Manager to execute the agreement, authorizing the Director of Development Services to approve change orders in an amount not to exceed \$6,600.00, and appropriating additional Traffic Mitigation Impact Fees in the amount of \$22,718.50. (Reso 71-2014)**
- (G) Authorization to waive minor bid irregularity and award contract for Irrigation Supplies Categories 1 and 3 per Bid 14/15-20009 to Imperial Sprinkler Supply in an amount not to exceed \$6,108.48 through June 30, 2015; authorization for the City Manager to approve three (3) additional 12-month options to renew along with the corresponding purchase orders and annual change orders up to 10% of the then-current contract amount; and reject all bids for Irrigation Supplies Categories 2, 4 and 5 as non-responsive.**

**ACTION:** On motion of Vice Mayor McNelis, seconded by Council Member Minto, the Agenda and Consent Calendar were approved as presented with all voting aye, except Council Member Ryan who was absent.

2. **PUBLIC HEARINGS:** None

3. **ORDINANCES (First Reading):** None

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

Council Member Minto announced that he would not be at the November 12, 2014 Council meeting because he would be attending a League of California Cities Mayor and Council Executive Committee Forum in Sacramento. Mayor Voepel thanked the Council Members for their time on the many outside Boards, Commissions, and Committees that they serve on.

5. **CONTINUED BUSINESS:** None

6. **NEW BUSINESS:**

- (A) **Accept the donation of disc golf equipment, design and installation services from San Diego Disc Golf Club for the creation of a disc golf course at the eastern end of Mast Park and appropriation of funds to purchase additional disc golf equipment. (Reso 72-2014)**

Director of Community Services Maertz presented the staff report utilizing a PowerPoint presentation and answered Council's questions.

**ACTION:** On motion of Vice Mayor McNelis, seconded by Council Member Minto, the donation of the disc golf equipment, design and installation service from San Diego Disc Golf Club for the creation of a disc golf course at the eastern end of Mast Park was accepted; and \$4,700 was appropriated from the 2014 Bluegrass Festival proceeds in the Recreation Revolving Fund to purchase the disc golf baskets and installation materials with all voting aye, except Council Member Ryan who was absent.

(B) **Overview of the Circulation Element update process.**

Acting Director of Development Services Kush introduced the item. Principal Traffic Engineer Minjie Mei presented an overview of the Circulation Element update process utilizing a PowerPoint presentation and answered Council's questions. He clarified that the process of considering all modes of transportation in the Circulation Element is required by the State and could impact future funding possibilities if not included.

- (C) **Resolution supporting the re-designation and expansion of the North San Diego County Recycling Market Development Zone and adoption of a Negative Declaration Addendum.**

Director of Community Services Maertz presented a brief staff report.

**PUBLIC SPEAKER:**

In Support:

- Elmer Heap, Waste Management, was available to answer Council questions.

**ACTION:** On motion of Vice Mayor McNelis, seconded by Council Member Minto, the Resolution supporting the re-designation and expansion of the North San Diego Recycling Market Development Zone was adopted, the negative Declaration Addendum was adopted, and the County of San Diego was authorized as the Zone Administrator with all voting aye, except Council Member Ryan who was absent.

- (D) **Project status update and authorization to enter into a project management agreement with the San Diego Association of Governments (SANDAG) through SourcePoint for the Prospect Avenue Corridor Enhancement Project, CIP 2011-50.**

Acting Director of Development Services Kush introduced the item, and Principal Civil Engineer Carl Schmitz presented the staff report utilizing a PowerPoint presentation and answered Council's questions.

**PUBLIC SPEAKER:**

In Support:

- John Olsen, Santee Chamber of Commerce, requested that local businesses receive ample notice before any future road closures.

**ACTION:** On motion of Vice Mayor McNelis, seconded by Council Member Minto, the report was noted and filed, and the City Manager was authorized to enter into a Project Management Agreement with SANDAG through SourcePoint with all voting aye, except Council Member Ryan who was absent.

- (E) **Request for authorization to consider an application for a Zoning Base District Map amendment to change the land use designation from the Low-Medium Density Residential (R-2) designation to the Medium Density Residential (R-7) designation on a 3.5-acre undeveloped property located at 8600 Prospect Avenue. (Applicant: City Ventures)**

Acting Director of Development Services Kush introduced the item, and Associate Planner Travis Cleveland presented the staff report utilizing a PowerPoint presentation and answered Council's questions.

**PUBLIC SPEAKERS:**

In Support:

- Andy Gerber, City Ventures, applicant, answered Council's questions.

In Opposition:

- Frank Tsimboukakis

**MOTION:** Council Member Dale moved to direct staff not to proceed with processing an application requesting a change to the Land Use Designation and Zone from the Low-Medium Density Residential (R-2) to the Medium Density Residential (R-7). Council Member Minto seconded the motion.

During discussion, Mayor Voepel requested to continue this item to a future meeting date.

**WITHDRAWN MOTION:** After further discussion, Council Member Dale concurred with Mayor Voepel and withdrew his motion.

It was by Council consensus that this item be continued to a future meeting date.

**7. COMMUNICATION FROM THE PUBLIC:**

- (A) Donald Chafetz spoke regarding the increased amount of planes flying over Santee.
- (B) Betty Chafetz discussed the flight schools at Gillespie Field.
- (C) Susan Strom, Advocates for Safe Airport Policies (ASAP), discussed the committee's concern over the expansion of Gillespie Field.
- (D) Robert Germann, Citizen's Against Gillespie's Expansion, spoke regarding Gillespie Field and distributed a compilation of reports and flyers from various agencies.
- (E) John Hossick, Santee Mobilehome Owners Action Committee Vice President of Communications, thanked City Council and staff for their ongoing support of the mobile home parks in the City.
- (F) Frank Tsimboukakis discussed his opposition to new housing developments in Santee.

- (G) John Olsen, Santee Chamber of Commerce, requested clarification on what the City is able to do regarding the flight patterns at Gillespie Field.

8. **CITY MANAGER REPORTS:** None

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

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

11. **CITY ATTORNEY REPORTS:** None

Council Members recessed at 8:58 p.m. and convened in Closed Session at 9:06 p.m. with all Members present, except Council Member Ryan who was absent.

12. **CLOSED SESSION:**

(A) **CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**  
(Gov. Code section 54956.9(d)(1))  
Name of Case: Santee Firefighters Association v. City of Santee, Case  
No. LA-CE-919-M

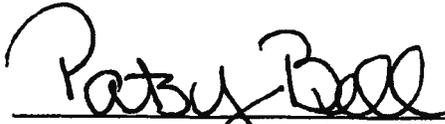
(B) **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**  
(Gov. Code section 54956.9(d)(2))  
Significant Exposure to Litigation: One case

Council Members reconvened in Open Session at 9:37 p.m. with all Members present, except Council Member Ryan who was absent. Mayor Voepel reported that direction was given to staff on Item 12(A) and Item 12(B).

**13. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 9:37 p.m. in Memory of Claude "Bud" Lewis.

Date Approved: November 12, 2014



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Patsy Bell, City Clerk and for  
Acting Authority Secretary Pedro Orso-Delgado

City of Santee  
**COUNCIL AGENDA STATEMENT**

6A

**MEETING DATE** February 11, 2015

**AGENDA ITEM NO.**

**ITEM TITLE** AUTHORIZATION FOR ADDITIONAL CHANGE ORDERS TO THE STREETLIGHT MAINTENANCE CONTRACT WITH CTE, INC.

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

**SUMMARY**

This item requests the City Council to authorize the Director of Development Services to execute additional change orders to the streetlight maintenance contract with CTE, Inc. for unforeseen repairs and wire thefts.

The City Council approved the streetlight maintenance contract in June 2014 with CTE, Inc. in the amount of \$26,736.52 for FY 14-15 and authorized the Director of Development Services to execute change orders up to \$5,300.00 for a total contract amount of \$32,036.52.

In the last several months, the City has experienced a number of wire thefts at multiple locations in the City totaling nearly \$13,000 in damages. Additionally, since July 2014 several streetlight locations have had wiring malfunctions that have resulted in additional repair work. Further costs were incurred with the replacement of three streetlight poles that were knocked down by drivers. These repairs and additional work will require additional contract change order authorization. Staff requests that Council authorize additional change orders in the amount of \$20,000 which would bring the total revised contract amount to \$52,036.52.

Staff is working with the Sheriff's Department to capture the wire thieves and with the City's Risk Manager to recoup costs associated with the repair and replacement of damaged poles due to knockdowns.

**FINANCIAL STATEMENT** 

There are sufficient funds available in the approved Santee Roadway Lighting District budget to cover the requested change order authorization.

Total Budget	<u>\$70,000.00</u>
Original contract amount	\$26,736.52
Original change order authorization	5,300.00
Additional change order authorization requested	<u>20,000.00</u>
<b>Total Requested Contract Amount</b>	<b><u>\$52,036.52</u></b>

**CITY ATTORNEY REVIEW**     N/A     Completed

**RECOMMENDATION** 

Authorize the Director of Development Services to execute additional change orders to the streetlight maintenance contract with CTE, Inc. up to \$20,000.

**ATTACHMENTS**

None

City of Santee  
**COUNCIL AGENDA STATEMENT**

6B

**MEETING DATE** February 11, 2015

**AGENDA ITEM NO.**

**ITEM TITLE** RESOLUTION APPROVING THE CITYWIDE SAFE ROUTE TO SCHOOL PLAN

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

**SUMMARY**

This item requests City Council approve the Citywide Safe Route to School Plan.

On March 13, 2013 City Council authorized the professional services contract with Circulate San Diego (formerly WalkSanDiego) for the grant funded project to develop a citywide safe route to school plan. The project team, including city staff and the consultant, as well as other stakeholders has been working the last two years to develop the plan. The project team reviewed all ten schools in the City one by one, conducted extensive outreach efforts, and engaged school officials, parents and students in the process. The result is a citywide safe route to school plan that identifies barriers for safe routes to school and strategies and projects for traffic safety improvements in the surrounding areas for each school. The Plan will be a guiding document for safety improvements around Santee schools and will also help the City compete for grants to fund safe route to school projects. A copy of the draft plan is attached, as well as a highlighted summary of proposed improvements for each school.

Staff requests City Council approve the Citywide Safe Route to School Plan as presented.

**FINANCIAL STATEMENT** *fm*

Funding for this project was provided by a Caltrans Community Based Transportation Planning Grant in the amount of \$168,750 and Traffic Mitigation development impact fees in the amount of \$18,750 which were used to meet the local matching fund requirement for the grant. The total budget for this project was \$187,500.

State Transportation Planning Grant	\$ 168,750
Traffic Mitigation Fees (City match)	<u>18,750</u>

**Total Project Funding** \$ 187,500

Professional Services Agreement with Circulate San Diego	\$ 150,000
Staff time	<u>37,500</u>

**Total Project Cost** \$ 187,500

**CITY ATTORNEY REVIEW**       N/A       Completed

**RECOMMENDATION** *[Signature]*

Adopt the attached Resolution approving the Citywide Safe Route to School Plan.

**ATTACHMENTS**

- Resolution
- Highlights of the Citywide Safe Route to School Plan
- Draft Citywide Safe Route to School Plan

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

**RESOLUTION APPROVING THE CITYWIDE SAFE ROUTE TO SCHOOL PLAN**

**WHEREAS**, walking and biking promote healthy life style; and

**WHEREAS**, the City is committed to improving safety for children to walk and bike to school; and

**WHEREAS**, the City received a State Transportation Planning grant in the amount of \$168,750 for the development of a Citywide Safe Route to School Plan; and

**WHEREAS**, on March 13, 2013 the City Council authorized the professional service contract with Circulate San Diego (formerly WalkSanDiego) for the amount of \$150,000 to carry out the citywide safe route to school planning project; and

**WHEREAS**, Circulate San Diego has successfully carried out the project and prepared the draft Citywide Safe Route to School Plan.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Santee, California, that the City Council approves the Citywide Safe Route to School Plan as presented.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 11<sup>th</sup> day of February 2015, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

\_\_\_\_\_  
**RANDY VOEPEL, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**PATSY BELL, CMC, CITY CLERK**

## Citywide Safe Route to School Plan

### Highlights of Proposed Improvements

School	Street	Segment	Project
<b>Cajon Park Elementary</b>	Magnolia Avenue	Corridor	Consider enhancement of pedestrian crossings by installation of lead pedestrian intervals at key locations: Magnolia Ave and Mast Blvd Magnolia Ave and El Nopal Magnolia Ave and Len St
<b>Cajon Park Elementary</b>	Magnolia Avenue and El Nopal	Intersection	Consider painting high visibility yellow ladder striped crosswalks Consider installation of yield to pedestrian signage.
<b>Cajon Park Elementary</b>	Magnolia Avenue and Len Street	Intersection	Consider installation of yield to pedestrian signage. Evaluate installation of protected left turn signal.
<b>Carlton Hills Elementary</b>	Various	Intersection	Evaluate the installation of ADA pedestrian ramps.
<b>Carlton Hills Elementary</b>	Carlton Hills Blvd between Willowgrove Avenue and Carlton Oaks Drive	Segment	Evaluate installing flashing speed limit feedback sign if speeding is confirmed.
<b>Carlton Hills Elementary</b>	Pike Road and Domer Road	Intersection	Evaluate painting ladder striped crosswalks on all four legs.
<b>Carlton Hills Elementary</b>	Halberns Blvd and Willow Pond Road	Intersection	Evaluate painting crosswalks at all 4 legs.
<b>Carlton Oaks Elementary</b>	Rumson Drive and Wethersfield Road	Intersection	Evaluate the feasibility of curb extensions.
<b>Carlton Oaks Elementary</b>	Rumson Drive and Oakbourne Road	Intersection	Evaluate the feasibility of curb extensions.
<b>Carlton Oaks Elementary</b>	Wethersfield Road and Carlton Oaks Drive	Intersection	Evaluate the installation of a protected left turn signal.
<b>Chet Harritt Elementary</b>	Prospect Avenue between Fanita Pkwy and Mesa Road	Corridor	Evaluate the installation of a complete sidewalk network along Prospect Avenue.
<b>Chet Harritt Elementary</b>	Prospect Avenue and Slope Street	Intersection	Evaluate the installation of a ladder striped high visibility crosswalk.

<b>Chet Harritt Elementary</b>	Rancho Fanita Drive and Big Rock Road	Intersection	Evaluate the installation of a crosswalk.
<b>Hill Creek Elementary</b>	Jeremy Street and Ramsgate Drive	Intersection	Evaluate the installation of a ladder striped high visibility crosswalk.
<b>Hill Creek Elementary</b>	Jeremy Street	Segment	Evaluate travel and parking lane striping and installing no u-turn and all cars must pull to the curb before dropping off or picking up signage.
<b>Hill Creek Elementary</b>	Magnolia Avenue and Mast Boulevard	Intersection	Consider enhancement of pedestrian crossings by installation of lead pedestrian intervals.
<b>PRIDE Academy</b>	Olive Lane south of Mission Gorge Road	Segment	Evaluate the installation of a complete sidewalk network with a landscape buffer.
<b>PRIDE Academy</b>	Northview Lane and Prospect Avenue	Intersection	Evaluate the installation of a "no left turn" sign at pick up/drop off hours (school had a temporary sign before and it worked well).
<b>Rio Seco Elementary</b>	Riverwalk Drive and Pedestrian Walkway	Intersection	Evaluate the installation of a yellow ladder striped high visibility crosswalk with curb extension.
<b>Rio Seco Elementary</b>	Cuyamaca Street south of River Park Drive	Corridor	Evaluate the installation of a complete sidewalk network or pathway and widening the existing pedestrian path to include a buffer or planting zone.
<b>Rio Seco Elementary</b>	Cuyamaca Street south of River Park Drive	Segment	Consider installing a flashing speed limit feedback sign during peak times for sports as well as drop-off and pick-up times.
<b>Sycamore Canyon Elementary</b>	Lake Canyon Drive from Settle Road to Fanita Drive	Segment	Evaluate the installation of a complete sidewalk network.
<b>Sycamore Canyon Elementary</b>	Settle Road and Celita Court	Intersection	Evaluate the installation of ADA pedestrian ramps.
<b>Sycamore Canyon Elementary</b>	Settle Road and the school parking lot	Intersection	Evaluate the installation of a stop sign for the parking lot exit.
<b>Sycamore Canyon Elementary</b>	Las Lomas Drive and Settle Road	Intersection	Evaluate repainting the existing uncontrolled crosswalk with yellow ladder striped high visibility markings.
<b>Santana High</b>	Magnolia Ave between Mission Gorge Road and Chubb Lane	Segment	Evaluate the completion of the sidewalk network along the Westside.

<b>Santana High</b>	Magnolia Avenue south of Chubb Lane	Segment	Consider removing telephone pole obstructions or widening the existing sidewalk.
<b>West Hills High</b>	Mast Blvd	Corridor	Consider enhancement of pedestrian crossings by installation of lead pedestrian intervals at key locations: Mast Blvd and Fanita Pkwy Mast Blvd and Pebble Beach Drive Mast Blvd and Medina Drive Mast Blvd and Carlton Hills Blvd
<b>West Hills High</b>	Mast Blvd and Carlton Hills Blvd	Intersection	Evaluate installation of "no right turn on red" signage and yield to pedestrian signage.

# DRAFT CITYWIDE SAFE ROUTE TO SCHOOL PLAN

This document can be view by clicking on this link.

City of Santee  
COUNCIL AGENDA STATEMENT

**MEETING DATE** February 11, 2015

**AGENDA ITEM NO.**

**ITEM TITLE** ADOPT RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT WITH BRAUN NORTHWEST INCORPORATED TO PURCHASE ONE NEW 2015 BRAUN NORTH STAR 171-1 AMBULANCE ON A 2015 GMC G4500 CHASSIS UTILIZING CITY OF PASADENA CONTRACT #0000052009 AND OPEN MARKET PURCHASING FOR BUILD MODIFICATIONS AND ADD-ON ITEMS, DECLARING VEHICLE V-140 AS SURPLUS PROPERTY AND APPROPRIATING FUNDS

**DIRECTOR/DEPARTMENT** Richard Mattick, Fire Department *RTM*

**SUMMARY**

This item requests City Council authorization to purchase one new 2015 Braun North Star 171-1 Ambulance on a 2015 GMC G4500 Chassis from Braun Northwest Incorporated utilizing City of Pasadena Contract #0000052009, and an open market purchase process for build modifications and select add-on items, which will be purchased separately from other vendors. The new ambulance will replace Vehicle #140 (V-140), a 2006 Ford E-450 ambulance (medic unit) that has over 100,000 miles and has been taken out of service multiple times for major warranty repairs by Ford. Repairs included turbocharger failures, cooling system and suspension issues. Details are contained in the attached staff report.

**FINANCIAL STATEMENT** *fm*

Funding for this vehicle is included in the FY 2014-15 Vehicle Replacement Fund budget in the amount of \$160,000.00. An appropriation of \$63,059.40 from the Vehicle Replacement Fund reserve is required to cover the full cost to purchase and equip this vehicle. The cost of this purchase will be reimbursed from the County of San Diego's CSA-69 contract over the next three (3) years.

**CITY ATTORNEY REVIEW**  N/A  Completed

**FLEET MANAGER REVIEW**  N/A  Completed

**RECOMMENDATION** Adopt Resolution *POO*

1. Authorizing the purchase of one new 2015 Braun North Star 171-1 Ambulance on a 2015 GMC G4500 Chassis from Braun Northwest Incorporated utilizing City of Pasadena Contract #0000052009 in the amount of \$204,287.40; and
2. Finding that open market purchasing for build modifications, and add-ons in the amount of \$8,150.00, is in the City's best interests and authorizing such purchasing; and
3. Authorizing the City Manager to approve additional expenditures for unforeseen changes in an amount not to exceed \$10,622.00 (5%); and
4. Declaring vehicle V-140, a 2006 Ford E-450 ambulance (medic unit), surplus property upon receipt and acceptance of the new vehicle and directing sale of the surplus vehicle at public auction or inter-agency sale; and
5. Authorizing the City Manager to execute an agreement and all necessary documents for a total purchase amount not to exceed \$223,059.40; and
6. Appropriating \$63,059.40 from the Vehicle Replacement Fund reserve.

**ATTACHMENTS**

Staff Report  
Resolution

## STAFF REPORT

### **ADOPT RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT WITH BRAUN NORTHWEST INCORPORATED TO PURCHASE ONE NEW 2015 BRAUN NORTH STAR 171-1 AMBULANCE ON A 2015 GMC G4500 CHASSIS UTILIZING CITY OF PASADENA CONTRACT #0000052009 AND OPEN MARKET PURCHASING FOR BUILD MODIFICATIONS AND ADD-ON ITEMS, DECLARING VEHICLE V-140 AS SURPLUS PROPERTY AND APPROPRIATING FUNDS**

**January 28, 2015**

This item requests City Council authorization to purchase one new 2015 Braun North Star 171-1 Ambulance on a 2015 GMC G4500 Chassis from Braun Northwest Incorporated utilizing City of Pasadena Contract #0000052009, and an open market purchase process for build modifications and select add-on items, which will be purchased separately from other vendors. The new ambulance will replace Vehicle #140 (V-140), a 2006 Ford E-450 ambulance (medic unit) that has over 100,000 miles and has been taken out of service multiple times for major warranty repairs by Ford. These repairs include turbocharger failures, cooling system issues with pitting and leaking water pumps, airbag suspension leaks, and exhaust fumes entering the cab.

In 2012 the City began replacing the Ford E-450 chassis ambulances with GMC G4500 chassis ambulances. The most recent 2012 GMC G4500 ambulance has performed well for the Fire Department. It has had no mechanical or ride issues. As with the 2012 model, the 2015's van-type chassis with a 6.6 liter V8 turbo-diesel engine matches all specialized requirements of the Department's ambulances including accepting existing medic modules.

Santee Municipal Code (SMC) section 3.24.180 authorizes the City to purchase equipment and supplies from a vendor at a price established by a competitive or competitively negotiated bid by another public agency as long as that bid substantially complies with the formal bidding procedures in Santee Municipal Code section 3.24.110. In July 2012, City of Pasadena conducted a formal competitive bid process, substantially complying with Santee's Municipal Code, for procurement of ambulances. Based on the requirements for lowest responsive responsible bidder offering the best overall quality and selection of products and services, Braun Northwest Incorporated was awarded Contract #0000052009 for a five-year term. In addition, SMC section 3.24.120.B.4 allows purchase of equipment materials and supplies on the open market, without compliance with the bidding procedure, when City Council determines that due to special circumstances it would be in the City's best interest to do so. In this case, modifications that are not part of City of Pasadena's bid, that include changing from a Chevrolet chassis to a GMC chassis and redesigning the interior of the ambulance box, must be made to the vehicle in order to match and be compatible with existing City ambulance fleet. Braun Northwest Incorporated of Chehalis, Washington is the only west coast vendor that sells Braun North Star medic unit modules which the City now uses exclusively for its ambulances. Braun Northwest Incorporated is also an authorized GMC vendor.

Santee's Purchasing Ordinance requires City Council approval of all purchases exceeding \$20,000. Staff recommends utilizing City of Pasadena Contract #0000052009 for the base vehicle and price, and open market purchasing for build modifications, to purchase one new 2015 Braun North Star 171-1 Ambulance on a 2015 GMC G4500 Chassis from Braun Northwest Incorporated and for select add-on items such as mobile data computers (MDCs) and radios, which will be purchased separately from other vendors.

Anticipated cost amounts are as follows which include base price per City of Pasadena's contract, build modifications, inspections, delivery, add-ons, and a 5% contingency for any unforeseen changes:

1. Base Price:	\$163,449.00
2. Modifications:	25,706.00
Subtotal:	\$189,155.00
3. CA Sales Tax @ 8%:	15,132.40
Total Braun Northwest Incorporated:	\$204,287.40
4. Add-ons:	8,150.00
5. 5% Contingency:	10,622.00
Total All-Inclusive Amount:	\$223,059.40

Staff requests authorization to purchase one new 2015 Braun North Star 171-1 Ambulance on a 2015 GMC G4500 Chassis from Braun Northwest Incorporated utilizing City of Pasadena Contract #0000052009 and open market purchasing for build modifications and add-ons; authorizing the City Manager to approve additional expenditures for unforeseen changes in an amount not to exceed \$10,622.00 (5%); declaring vehicle V-140, a 2006 Ford E-450 ambulance (medic unit), surplus property upon receipt and acceptance of the new vehicle and directing sale of the surplus vehicle at public auction or inter-agency sale; authorizing the City Manager to execute an agreement and all necessary documents for a total purchase amount not to exceed \$223,059.40; and appropriating \$63,059.40 from the Vehicle Replacement Fund reserve.

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE AUTHORIZING EXECUTION OF AN AGREEMENT WITH BRAUN NORTHWEST INCORPORATED TO PURCHASE OF ONE NEW 2015 BRAUN NORTH STAR 171-1 AMBULANCE ON A 2015 GMC G4500 CHASSIS UTILIZING CITY OF PASADENA CONTRACT #0000052009 AND OPEN MARKET PURCHASING FOR BUILD MODIFICATIONS AND ADD-ONS, DECLARING VEHICLE V-140 AS SURPLUS PROPERTY AND APPROPRIATING FUNDS**

**WHEREAS**, the City of Santee FY 2014-15 budget includes replacement of vehicle V-140, a 2006 Ford E-450 ambulance (medic unit), that has over 100,000 miles and has been taken out of service multiple times for major repairs; and

**WHEREAS**, in July 2012, the City of Pasadena conducted a formal competitive process, substantially complying with Santee's Municipal Code, for procurement of ambulances whereby Braun Northwest Incorporated was awarded Contract #0000052009 for a five-year term; and

**WHEREAS**, Braun Northwest Incorporated of Chehalis, Washington is the only west coast vendor that sells Braun North Star medic unit modules, which the City now uses exclusively for its ambulances, and is an authorized GMC vendor; and

**WHEREAS**, special circumstances exist whereby modifications that are not part of City of Pasadena's bid, including changing from a Chevrolet chassis to a GMC chassis and redesigning the interior of the ambulance box, must be made to the vehicle, and select add-on items such as mobile data computers (MDCs) and radios must be purchased from other vendors, in order to match and be compatible with existing City ambulance fleet thus justifying use of an open market purchase for said changes under Santee Municipal Code 3.24.120.B.4.

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

1. Authorizes the purchase of one new 2015 Braun North Star 171-1 Ambulance on a 2015 GMC G4500 Chassis from Braun Northwest Incorporated utilizing City of Pasadena Contract #0000052009 in the amount of \$204,287.40; and
2. Finds open market purchasing for build modifications, and add-ons in the amount of \$8,150.00, is in the City's best interests and authorizes such purchasing; and
3. Authorizes the City Manager to approve additional expenditures for unforeseen changes in an amount not to exceed \$10,622.00 (5%); and
4. Declares vehicle V-140, a 2006 Ford E-450 ambulance (medic unit), surplus property upon receipt and acceptance of the new vehicle and directing sale of the surplus vehicle at public auction or inter-agency sale; and

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

5. Authorizes the City Manager to execute an agreement and all necessary documents for a total purchase amount not to exceed \$223,059.40; and
6. Appropriates \$63,059.40 from the Vehicle Replacement Fund reserve.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 11<sup>th</sup> day of February 2015, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

\_\_\_\_\_  
**RANDY VOEPEL, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**PATSY BELL, CMC, CITY CLERK**

City of Santee  
**COUNCIL AGENDA STATEMENT**

6D

**MEETING DATE** February 11, 2015

**AGENDA ITEM NO.**

**ITEM TITLE** APPROVE PARTICIPATION IN THE SAN DIEGO STATE UNIVERSITY (SDSU) SAGE PROJECT, AUTHORIZE SUBMISSION OF A PROPOSAL IN RESPONSE TO SDSU'S REQUEST FOR PROPOSALS, AND IF SELECTED, AUTHORIZE EXECUTION OF A MEMORANDUM OF UNDERSTANDING TO PARTNER WITH SDSU ON THE SAGE PROJECT

**DIRECTOR/DEPARTMENT** Pedro Orso-Delgado, Acting City Manager

**SUMMARY**

San Diego State University (SDSU) is requesting proposals from local governments in the region to serve as the official community partner for the Sage Project for one to two-years, starting in Fall 2015. The Sage Project puts students and local governments together to provide students with an opportunity to engage in meaningful real-world projects while also providing staff resources to a local government to complete community projects that may otherwise be delayed. More information on the Sage Project is included in the attached staff report.

Staff has identified 13 projects for consideration by SDSU under the Sage Project (see attached Summary of Proposed Projects). Potential funding sources for these projects include public facilities fees, park-in-lieu fees, traffic mitigation fees, developer contributions, grants funds, and the General Fund. If selected by SDSU, staff will conduct a cost-benefit analysis of each project and will bring individual projects with identified costs and funding sources to Council for approval prior to execution.

Proposals must be submitted to SDSU no later than February 16, 2015.

**FINANCIAL STATEMENT** *fm*

The cost of participating in the Sage Project depends on the number of projects approved by SDSU as well as the number of classes working on each project. Typically, the fee for each project ranges from \$15,000 to \$50,000, as determined by SDSU. If selected as the official city partner, the City Manager will enter into a general Memorandum of Understanding (MOU) with SDSU to participate in the program. At that time, staff will conduct a cost-benefit analysis of each project and Individual Project Agreements with identified costs and funding sources will be submitted to City Council for approval prior to execution of each project.

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION** *AD*

Approve participation in the San Diego State University (SDSU) Sage Project, authorize the City Manager to submit a proposal in response to SDSU's Request for Proposals, and if selected, authorize the City Manager to enter into a Memorandum of Understanding to partner with SDSU on the Sage Project.

**ATTACHMENTS**

Staff Report  
Summary of Proposed Projects  
Sample MOU

## STAFF REPORT

San Diego State University Sage Project  
February 11, 2015

### About the Sage Project

The Sage Project is a partnership between San Diego State University (SDSU) and a local government in the San Diego region. It is modeled after the University of Oregon's Sustainable Cities Initiative, which allows students to tackle community issues with city officials. The objective of the Sage Project is to help the public good by focusing thousands of hours of course-based student effort within a community.

SDSU students, through their course work, engage in meaningful real-world projects where they are able to generate ideas, designs and solutions to assist the partner city in areas of need, while contributing to the quality of life for residents and the community. Students from across the University assist with partner-directed projects to address smart growth, quality of life and sustainability goals. SDSU students and faculty connect with high-priority, high-need community projects, thereby generating interest and fresh ideas that can create momentum and provide real service to the community.

The Sage Project promotes student success by providing college classes with opportunities for applied learning, service in local communities, and research. Students are able to engage in meaningful work that helps address real city challenges, while also developing personal connections with a local community, and acquiring skills and experiences to prepare them for a future in the workforce.

The Sage Project offers course work from a wide variety of disciplines to assist the partner city, including:

- City Planning
- Engineering
- Public Administration
- Computer Science
- Graphic Design
- Political Science
- Marketing
- Recreation / Tourism
- Communication
- Homeland Security
- Event Planning
- Finance
- Social Work
- Other

Upon completion of each project or milestone, students present their designs, analyses, solutions and recommendations to the partner city in a public format. The students' work is then consolidated into a professional report that the partner city can use for decision-making.

### Current Sage Partnership

SDSU's current city partner for the 2014-15 academic year is National City. As with other municipalities, National City was challenged to complete needed community projects and became the first official partner with SDSU under the Sage pilot program. Course projects were tied directly to the goals and initiatives outlined in National City's 2013 Strategic Plan and were developed in consultation with National City staff, thereby ensuring that there was a real need for the work. Because the projects were top city priorities, the ideas, designs, products, and services provided by the students generated real-world impact by addressing critical but unmet community needs.

Some of the projects in National City have included:

- Street improvements to slow traffic, enhance pedestrian safety and address stormwater runoff
- Land-use analysis and designs for downtown revitalization
- Product design for sound walls
- Improved wayfinding signage
- Solar cell installation analysis
- Long-range property management plan

Through the Sage Project, more than 800 students have had the opportunity to work with National City staff and city officials on developing creative ideas, designs and potential solutions while seeing how their academic work can have a positive impact on a community.

### Benefits of the Sage Project

The Sage Project puts students and local governments together to provide students with an opportunity to engage in meaningful real-world projects while also providing resources to a local government in order to complete community projects that may otherwise be delayed. The Sage Project also helps foster new relationships and collaborative research efforts. The partnership involves the education of highly engaged students who may one day serve as prospective interns and/or staff members for the city organization or within the community. Students also serve as knowledgeable voices who can in turn educate fellow students, residents, business owners or future employers about their experiences with the local government.

### Cost of Participating in the Sage Project

The Sage Project is funded by fees paid to SDSU by the partner city. The city partner should have the resources (staff and funding) to support between 10 and 20 projects. The cost of being a partner and participating in the Sage Project depends on the number of projects approved by SDSU as well as the number of classes working on each project. Typically, each project ranges from \$15,000 to \$50,000.

Funding covers coordination and communication support from Sage Project staff; site visits to the partner city by Sage Project staff, faculty and students; development, printing and distribution of compiled reports; end-of-year symposium and other events; and coordination with media, public relations and networking related to the partnership.

The Sage Project Director is responsible for coordinating the faculty and students and serves as the liaison for the partner city. It is expected that the city partner will appoint one lead person, approximately .25 to .50 of time to serve as the coordinator on the city side and to be the liaison with the Sage Project Director. This person will be Kathy Valverde, Assistant to the City Manager, with other city staff assigned to assist with the technical work for each project. It is anticipated that city staff will dedicate an average of a few hours each week during the particular semester that the students are working on each project.

# San Diego State University Sage Project

## CITY OF SANTEE

### SUMMARY OF PROPOSED PROJECTS

#### 1. Athletic Center Feasibility Study

##### Summary

A 65,000 square foot field house style gymnasium and classrooms for recreation programs is planned for the site adjacent to the Cameron Family YMCA and Santee Aquatics Center at Town Center Community Park. Town Center Community Park sits on 55 acres, of which an area north of the YMCA has been reserved for the construction of a building that would serve multiple users. Among these users would be seniors and those enrolled in recreational programs. However, the reserved site is constrained in terms of size and would benefit from a comprehensive analysis of the area and surrounding conditions. The identification of alternative sites within the Town Center Specific Plan Area should be included in this study. Town Center is designed and planned to be a walkable, sustainable community based on smart growth principles, i.e. clustering density near a transit center.

##### Sustainability and Quality of Life Impacts

Any new facility would incorporate energy and water saving features that could serve as a demonstration piece for the community. Non-motorized forms of mobility would be integrated in the site design. A new community center and gymnasium would allow the City to extend the reach of recreational programs into the community, including programs aimed at fixed-income seniors. The City lacks a seniors' center. An athletic center would make recreation services and facilities available to a greater diversity of households and income levels. Additionally, there are few recreation facilities where the public can escape high temperatures in the summer. While the Aquatics Center is open to those who can pay the entry fee, a field house and gymnasium would offer a lower-cost alternative.

##### Designated Project Contact

Bill Maertz, Community Services Director

##### Other Staff Involved

Melanie Kush, Acting Director of Development Services/Planning Director

Sue Richardson, Recreation Services Manager

##### Project Goals

Analyze the site constraints of building an athletic center at the Santee Aquatics Center property; examine alternative locations; and incorporate energy and water saving features in the site and building design to achieve target reductions in greenhouse gas emissions and energy use.

##### Other Issues, Problems or Concerns that Students May Address

Demographic profile, needs analysis and programming of uses.

##### Funding Source

Public Facilities Fees

## **2. Feasibility Study for a New Civic Center Complex with Fire Station and City Hall**

### Summary

Santee City Hall is located at 10601 Magnolia Avenue which is geographically and functionally removed from Santee's Town Center. Moreover, City Hall is not directly served by public transit. Civic uses are typically in locations that are accessible to all segments of the population, including those who do not own vehicles. The closest fire station within the City limits is on Cottonwood Avenue, in Town Center. This fire station, built in 1971, has reached a condition such that demolition and reconstruction is identified in the Capital Improvement Program. Relocation to take advantage of direct access from major streets is preferred to rebuilding on the existing property.

The requested activity is the preparation of a feasibility study and land-use analysis for a new civic center complex in the Town Center area, including site analysis for a new fire station to replace the existing one. The study would include an analysis of a combined City Hall complex with a fire station and an athletic center, or locate and develop each independently.

A 1992 Santee Civic Square Master Plan envisioned pedestrian-oriented mixed uses that would include a city hall complex (54,000 square feet) and other public facilities at the discretion of the City. As much as 24.5 acres was allocated to the construction of a Civic Center adjacent to the San Diego River. Since then, this area has been re-planned as part of the RiverView Corporate Office Park, but other undeveloped properties remain in Town Center that could be evaluated for a new civic center, with a fire station and offices for City administration.

### Sustainability and Quality of Life Impacts

Santee Town Center is a 706-acre specific-plan area designed to be a walkable, sustainable community based on smart growth principals, i.e. clustering density near a transit center. A new civic center in Town Center would put municipal offices -- now located in the extreme northeast part of the city -- closer to many Santee residents and reduce the length of vehicle trips. A new fire station at Town Center would improve response times for residents north of the San Diego River.

### Designated Project Contact

Melanie Kush, Acting Director of Development Services/Director of Planning

### Other Staff Involved

Richard Mattick, Fire Chief

Richard Smith, Fire Division Chief

Scott Johnson, Principal Civil Engineer

John O'Donnell, Associate Planner

Tim McDermott, Finance Director

### Project Goals

Produce a feasibility study for a new Santee Civic Center Complex with a new fire station and city hall. Include an analysis of alternatives for a fire station, in combination with the civic center complex as well as a stand-alone station located nearby.

#### Other Issues, Problems or Concerns that Students May Address

Fire station land swap with the County of San Diego; ways to improve access to public services for all segments of the community; image of City Hall; land use integration and compatibility associated with proposed relocation sites; and identification of related public improvements, including way-finding signs.

#### Funding Source

General Fund

### **3. Concept Design for Iconic Pedestrian Bridge**

#### Summary

Santee Town Center is divided by the San Diego River, with a 55-acre community park and both existing and planned multiple-family residential development on the north side, and mixed use on the south side. A non-motorized bridge would unify the two sides and bring people into the park. Prepare a feasibility study and concept design for a pedestrian bridge across the San Diego River connecting Town Center Community Park on the north side of the river to the smart growth residential and commercial district on the south side of the river. The study would include siting and design analysis, and estimated cost to construct. The bridge should meld engineering, art and an appreciation for the natural setting of Santee's coastal valley, in anticipation of becoming an iconic symbol of Santee's Town Center.

#### Sustainability and Quality of Life Impacts

The bridge would allow residents at high and medium-density residential developments on either side of the river to access the park from the Trolley Square Shopping Center, where there is a multi-modal Metropolitan Transit Station. Easier access to mass transit and decreased vehicle use should result in lower greenhouse gas emissions. The bridge would also foster greater walkability/bikeability for hundreds of households living in newly constructed mid-rise apartments at Town Center, as well as residents of the 218-unit Riverwalk community on the north side of the river adjacent to the park.

#### Designated Project Contact

Scott Johnson, Principal Civil Engineer

#### Other Staff Involved

Bill Maertz, Community Services Director

Melanie Kush, Acting Director of Development Services

John Keane, Senior Civil Engineer

Minjie Mei, Principal Traffic Engineer

#### Project Goals

Produce feasibility study of design alternatives for pedestrian bridge across the San Diego River at Town Center.

Other Issues, Problems or Concerns that Students May Address

Physical constraints presented by the width of the river and the necessary bridge span; state and federal permits; effects on endangered species; wetland impacts; and required environmental mitigation and costs thereof.

Funding Source

Park-in-Lieu Fees

**4. Walkability Study - Citywide Sidewalk & Pedestrian Ramp Evaluation**

Summary

Work with SANDAG and other regional groups to raise Santee's profile and ranking as a walkable community. This would involve local planning and traffic engineering initiatives, community engagement, and public outreach to solicit and develop solutions to make Santee more pedestrian accessible. It would also involve public outreach to educate Santee residents about pedestrian and bike-oriented options. The study should also explore how a marketing and advocacy campaign could raise Santee's profile as a pedestrian-oriented community. Measurable outcomes of this effort would be Santee attaining a higher walkability rating. A key component of the study is to review and compile an inventory of sidewalks and pedestrian ramps throughout the City with maps and photos. The inventory should identify the types and conditions of the sidewalks/ramps, determine ADA compliance and gaps in sidewalks/ramps. The inventory should be in tabular format as well as in GIS shape files. Provide a preliminary cost estimate for constructing missing sidewalks and pedestrian ramps, and prioritize a plan to fill the gaps.

Sustainability and Quality of Life Impacts

Walkability improvements such as filling in gaps in the City's sidewalk and pedestrian ramp inventory will enhance accessibility for persons with disabilities and promote greater walkability and mobility throughout the community.

Designated Project Contact

Minjie Mei, Principal Traffic Engineer

Other Staff Involved

Jeff Morgan, Senior Traffic Engineer

Project Goals

Develop a strategy to raise Santee's walkability rating. Compile an inventory of sidewalks and pedestrian ramps and a "gaps analysis" showing areas needing improvement and calculate cost estimates for filling the gaps.

Funding Source

To be identified / potential grant funds

## 5. Traffic Roundabout

### Summary

Study the feasibility of and design a traffic roundabout to be located at the intersection of Woodside Avenue and the State Route 67 off-ramp in Santee. The project should produce a feasibility study that includes:

- Traffic Analysis – study if a roundabout can handle the existing and future traffic volumes, impact to traffic safety, and size of the roundabout (one lane or two lane).
- Geometric analysis – will the proposed roundabout fit with existing roadways.
- Right- of-way analysis – will the proposed roundabout fit in the existing right-of-way; prepare cost estimate if additional right-of-way is needed.
- Drainage analysis – address potential drainage issues.
- Preliminary design – the design shall include geometric designs of the proposed roundabout and cost estimates.
- Design report – the report shall document all design issues and how they are resolved.

### Sustainability and Quality of Life Impacts

A roundabout allows more cars to pass through an intersection per hour than a 4-way stop. Fewer vehicle stops will promote fuel efficiency and reduce greenhouse gas emissions. The use of a roundabout also avoids the installation of a signalized intersection which uses energy.

### Designated Project Contact

Minjie Mei, Principal Traffic Engineer

### Other Staff Involved

Jeff Morgan, Senior Traffic Engineer

### Project Goals

Produce a preliminary engineering design of a traffic roundabout at Woodside Avenue and the State Route 67 off-ramp.

### Funding Source

Traffic Mitigation Fees

## 6. Riverview Parkway Road Connection

### Summary

Conduct a feasibility and concept study for the completion of a previously master-planned roadway and drainage improvement project on Riverview Parkway. The segment extends from Magnolia Avenue westward through Town Center to its intersection with Town Center Parkway. The Las Colinas drainage channel affects the roadway design. The feasibility and concept study would include a horizontal and vertical roadway analysis comparing prior design and right-of-way impacts anticipated with current and future development. This would also include the evaluation of current drainage systems and their conveyance under the proposed roadway.

### Sustainability and Quality of Life Impacts

The proposed project connects the eastern side of Santee to Town Center with a pedestrian friendly corridor. It would promote walkable access between planned housing units, transit centers, commercial shopping centers, retail centers, entertainment facilities and employment opportunities. The drainage systems would propose water quality and capacity improvement features to meet current pollutant treatment and conveyance requirements from multiple agencies while incorporating natural landscaping and traditional drainage characteristics where achievable.

### Designated Project Contact

Carl Schmitz, Principal Civil Engineer

### Other Staff Involved

Scott Johnson, Principal Civil Engineer

Steve Miller, Senior Civil Engineer

Toby Espinola, Senior Civil Engineer

Cecilia Tipton, Stormwater Program Manager

### Project Goals

Produce a conceptual plan with alternatives to a previously approved master planned development for completing the road connection with a focus on the environmentally sensitive stream crossing.

### Funding Source

Developer Contribution Funds

## **7. San Diego River Water Quality Enhancement**

### Summary

Review the City's inventory of undeveloped sites for opportunities to develop and implement water quality enhancement projects. Prioritize locations and determine feasibility. Study potential sites and stormwater treatment methods that would allow the City to participate in the alternative compliance option for City capital improvement projects and private development. These alternative compliance sites would allow for off-site compliance with stormwater regulations as outlined within the region's Water Quality Permit, and regional guidance documents. Identify project types that will provide water quality enhancements by addressing the increasing development footprint within the City, which would otherwise result in hydromodification impacts (increased runoff volumes, scouring of river tributaries, increased pollutant loads, impacts to aquatic biological integrity, etc.). Identifying potential sites now, before vacant land becomes sparse, will allow the City to meet its water quality goals and allow for more orderly development. Urban runoff from new development would be treated more efficiently and effectively.

### Sustainability and Quality of Life Impacts

Clean water is essential to life and continuing growth is inevitable. Allowing alternative (off-site) compliance to comply with water quality regulations will result in more holistic and sustainable approaches to addressing water quality while allowing for growth. Projects will provide "pocket

“parks” where people can enjoy open space, native habitats, and an opportunity for expanding existing trail systems and other recreational uses, such as bike and/or hiking trails, birding, fishing and kayaking. These features will enhance habitat, water quality, and quality of life for the community.

Designated Project Contact

Cecilia Tipton, Stormwater Project Manager

Other Staff Involved

Scott Johnson, Principal Civil Engineer

Project Goals

Produce a report identifying potential project locations; a methodology for site selection and prioritization; project options that would meet water quality objectives (i.e. stream bank stabilization, wetland creation/restoration, detention/retention basins, invasive species removal/habitat restoration); and a methodology for selection.

Other Issues, Problems or Concerns that Students May Address

Review and ensure compatibility with plans in development within the region which include a Watershed Area Analysis, Water Quality Equivalency Methodology, and Water Quality Credit System. Identify required permitting processes and work with resource agencies to streamline permitting processes.

Funding Source

Seeking Proposition One Water Grant

**8. Gillespie Field Airport Land Use Compatibility Plan Review**

Summary

Review, analyze and prepare a comparative report of the policies and implementation measures between the Gillespie Field Airport Land Use Compatibility Plan and the City’s General Plan, with recommendations on policies, goals and objectives that should be considered in the City’s General Plan.

Sustainability and Quality of Life Impacts

Such a study would allow the City to consider land uses compatible with the Gillespie Field airport operations. Property on the north side of the airport along Prospect Avenue in Santee is predominantly industrial, but interspersed with vestigial residential uses. Proper zoning may reduce conflicts between residential and industrial land uses.

Designated Project Contact

Melanie Kush, Acting Director of Development Services/Planning Director

Other Staff Involved

Richard Mattick, Fire Chief  
Richard Smith, Division Chief  
Scott Johnson, Principal Civil Engineer  
John O'Donnell, Associate Planner

Project Goals

Complete an airport land use compatibility study with recommendations for amending the City's General Plan.

Other Issues, Problems or Concerns that Students May Address

Land use compatibility, public safety, property rights.

Funding Source

General Fund

**9. Conceptual Aerotropolis Plan**

Summary

The "Aerotropolis Plan" is a transportation planning study to analyze and develop recommendations for specific implementation measures to promote access and direct linkage of the Gillespie Field Airport major employment center and airway system with the industrial and commercial land uses within the City of Santee, City of El Cajon, and County unincorporated area that are adjacent to the airport. The Aerotropolis concept calls for the creation of a concentrated economic hub around the airport area, which is identified in the SANDAG TransNet Smart Growth Incentive Program as a Potential Special Use Center. The Gillespie Field Potential Special Use Center is an existing multi-modal employment hub served by the Gillespie Field LRT transit station. The City of Santee, City of El Cajon, and County of San Diego have partnered to support the potential Special Use Center to provide additional employment opportunities and identify multimodal improvements needed to connect the area in a comprehensive manner.

Sustainability and Quality of Life Impacts

The Aerotropolis and Special Use Center study area includes Gillespie Field Airport, existing and planned transit, and the potential to become a stronger mixed-use employment center and multimodal transportation hub, based on its land uses and potential employee base. Careful planning can expedite this development, advance the Caltrans California Aviation System Plan, and develop a transit-oriented center as promoted by the regional Sustainable Communities Strategy. The proposed Gillespie Field Aerotropolis Vision Plan will leverage existing partnerships to actively support, integrate, expand, and diversify the study area's economic base including existing, emerging, and locally-owned businesses and entrepreneurs that generate quality jobs, investment and environmental sustainability.

Designated Project Contact

Melanie Kush, Acting Director of Development Services/Planning Director

### Other Staff Involved

City of Santee: Carl Schmitz, Principal Civil Engineer; Minjie Mei, Principal Traffic Engineer; Jeff Morgan, Senior Traffic Engineer

City of El Cajon: Anthony Shute, Planning Manager

East County Economic Development Council: James Sly, Vice President.

(Letters of support from partner organizations to be included)

### Project Goals

Develop the Aerotropolis Vision Plan to address several local and regional problems in ways to support transportation planning goals and industrial business development. The Vision Plan would include: Business Rationale and Competitive Logic, Infrastructure and Facilities Design Guidelines, Gillespie Aerotropolis Business Plan Guidelines, and Gillespie Aerotropolis Implementation Plan Guidelines.

### Other Issues, Problems or Concerns that Students May Address

Economic analysis, business demographics, transportation systems, land use assessment.

### Funding Source

General Fund

## **10. Recruitment/Marketing Plan for Hotel**

### Summary

Develop a recruitment strategy and marketing plan to secure a new hotel in Santee, which could serve the 360,000 annual visitors generated by the Sportsplex USA tournaments and events, and unmet demand in the community. Because there is an insufficient supply of hotel rooms locally, the Sportsplex must arrange for tournament accommodations with hotels in a 10-mile radius, which contributes to unnecessary vehicle trips and freeway congestion. It would include identifying the type and size of the hotel; isolating potential sites; researching hotel site requirements; developing a strategy to recruit a major hotel chain to Santee; and creating a marketing plan to showcase the Santee community's attributes as a visitor destination.

### Sustainability and Quality of Life Impacts

Development of a new hotel would address an unmet need for local accommodations to serve visitor demand generated by the Sportsplex and the Santee community, thereby reducing vehicle trips for hotel accommodations in outside communities. Because of the nature of tournament play and other scheduled events, this can mean multiple trips to the Sportsplex over several days. Locating a hotel facility in Santee's downtown area will also give visitors easy access to the Santee Transit Center to utilize mass transit and the San Diego Trolley to access other parts of the region.

### Designated Project Contact

Pamela White, Senior Economic Development Coordinator

Other Staff Involved

City of Santee Development Services/Planning staff  
Santee Sportsplex USA: Eddie Vandiver, General Manager  
Santee Chamber of Commerce: John Olsen, CEO

(Letters of support from partner organizations to be included)

Project Goals

Produce a recruitment strategy and marketing plan to bring a new hotel to Santee and study what sites in the City are most suitable for this development.

Funding Source

General Fund

**11. Web Site Redesign**

Summary

Review the City's current website and develop ideas to improve readability, user friendliness, ease of locating information, as well as maintenance and update of information by staff. The website continues to provide Santee citizens with timely and useful information, however the technology used to create the website is now antiquated and technical support is no longer available. Additionally, the website is constrained by propriety agreements, which limits the City's ability to make desired changes without added costs.

Sustainability and Quality of Life Impacts

An updated website that enhances online services would save on vehicle trips to City Hall, thereby reducing greenhouse gas emissions. Examples of trips that could be eliminated, by accomplishing these on-line, include paying parking tickets and other citations; applying for and paying for business licenses; obtaining City applications; and completing and submitting forms.

Designated Project Contacts

Cory Christensen, IT Manager

Other Staff Involved

Jerry Cerpa, LAN Analyst  
Terry Rodgers, P/T Special Projects Coordinator  
Bill Maertz, Community Services Director  
Kathy Valverde, Assistant to the City Manager

Project Goals

Complete review of the City's website and subsequent proposal for a new design that will improve readability and navigation. The website should also be analyzed for expanded compliance with the Americans with Disabilities Act (i.e. voice activation for the visually impaired); self-hosting versus remote hosting; and integration of third party applications and relevance of current information.

Funding Source

General Fund

## **12. City Branding**

### Summary

City staff has performed a preliminary review for a new, updated City brand. This project would build on existing efforts to discover a City brand that is enticing, honest and powerful. Create a focused snapshot of the community's values, assets and priorities which can be articulated as the City's value statement. The process would involve extensive community engagement, interviewing stakeholders and community representatives and coordinating a series of focus groups. The next step would be to evaluate and distill that information into an authentic "sense of place" and City brand for Santee.

### Sustainability and Quality of Life Impacts

For the Santee community, this process will reinforce the community's connection to Santee's natural attributes and amenities. Initial City branding efforts identified the San Diego River, the public trail system, parks and natural habitat areas as key factors in determining Quality of Life for Santee residents. Identifying and formalizing those values through a City branding campaign will promote greater awareness of local natural resources and amenities, and encourage more environmentally responsible and sustainable practices.

### Designated Project Contact

Bill Maertz, Community Services Director

### Other Staff Involved

Pamela White, Senior Economic Development Coordinator

Melanie Kush, Acting Director of Development Services/Planning Director

### Project Goals

Identify a brand that uniquely and authentically represents Santee -- and one which resonates with all sectors of the community. Design a City branding campaign based on empirical research and other campaigns that have been successful.

### Funding Source

General Fund

## **13. Community Gateway Features**

### Summary

Develop concept designs for unique gateway features, including enhanced signage and landscaping, that can serve to identify the main entryways into Santee. Also prepare a cost analysis to implement the program.

The Community Enhancement Element is one of nine elements that comprise the City of Santee General Plan, and address the interrelationships of citizens and the built environment in terms of scale, design, sense of community and well-being. The Element also identifies opportunities to enhance the character and livability of Santee and provides guidelines to achieve such aims. A key

objective of this Element is the enhancement of City gateways through thematic monument signage utilizing a rustic river rock theme, and landscaped backdrops.

Sustainability and Quality of Life Impacts

The Community Enhancement Element of the General Plan is concerned with the essential functions of livability and quality of life within the community. Community gateway features enhance community identity, provide a unified thematic design reflecting the City's character, and reinforce a sense of place and quality of life for residents and visitors alike.

Designated Project Contact

Bill Maertz, Community Services Director

Other Staff Involved:

Melanie Kush, Acting Director of Development Services/Planning Director

Project Goals

Produce design concepts for enhancing the appearance of entryways into the City, and develop thematic monument signage reflecting the community's character and natural features. Design concepts should include application and relevancy of electronic messaging.

Funding Source

General Fund

**Memorandum of Understanding**  
**Between**  
**The Board of Trustees of the California State University System, on behalf of**  
**San Diego State University**  
**and**  
**XXXXXXX**

This Memorandum of Understanding (“MOU”) is entered into on this X<sup>th</sup> day of March, 2015 by and between the XXXXXXXX, a municipal corporation (the “City”) and the Board of Trustees of the California State University system, on behalf of San Diego State University (“SDSU”).

**RECITALS**

WHEREAS, the City and SDSU desire to continue their relationship in which SDSU and the City collaborate on a variety of programs; and

WHEREAS, examples of such programs are the Community Engagement for Sustainable Cities Program (CESC Program) and the MBA Consulting Program (the “Programs”); and

WHEREAS, the collaboration between the parties may give rise to specific projects in which SDSU may be able to assist the City with an issue, concern, or problem; and

WHEREAS, the purpose of this MOU is to outline the general parameters of the collaboration; and

WHEREAS, the City and SDSU will enter into a separate Project Agreement for each project;

NOW THEREFORE, the City and SDSU agree as follows:

1. Project Agreement. The City and SDSU shall enter into a separate Project Agreement for each project. A copy of the template for the Project Agreement is attached to this MOU as Exhibit “A”. SDSU and the City agree to each and every provision of the attached Project Agreement.
2. General Responsibilities of the City. The City shall:
  - A. Work with SDSU to develop potential projects;

B. Provide information in support of each project including, but not limited to, reports, designs, plans, and data sets;

C. Assist SDSU with identifying stakeholders, public engagement activities, and community contacts in support of each project, as applicable; and

D. Host student field trips to help establish the context for projects, as applicable.

2. General Responsibilities of SDSU. SDSU shall:

A. Assign qualified students to work on each specific project;

B. Assign qualified faculty member(s) to supervise the performance of the student(s) on the specific projects;

C. Assist with the development of a scope of work for each project;

D. Provide logistical support for each project; and

E. Develop communications about the Programs and the specific projects.

3. Effective Date and Length of the MOU. This MOU will become effective on March X, 2015. The duration of this MOU is for the period of one (1) year and five (5) months, with the option to renew for one additional seventeen (17) month period.

4. Contacts. The parties shall assign a contact person who shall have responsibility for the execution and progress of this MOU.

The contact person for the City:

Name  
Title  
City/County  
Street Address  
City, CA XXXXX-XXXX

The contact person for SDSU:

Jeff Fratt, C.P.M.  
Buyer III Lead  
Reference Agreement \_\_\_\_\_  
Contract and Procurement Management  
San Diego State University  
5500 Campanile Dr. AD 116  
San Diego, CA 92182-1616

5. Termination. This Agreement may be terminated with or without cause by either party. Termination shall be effective upon thirty (30) day's written notice to the other party.

6. Assignment. Neither this MOU nor any interest herein may be assigned by either party without the prior written consent of the other party. Neither party shall subcontract to any other person, entity or agency the performance of any of its obligations under this MOU without the prior written consent of the other party.

7. Capacity and Authority. All individuals signing this MOU represent and warrant that they have the necessary capacity and authority to act for, sign and bind the respective party on whose behalf they are signing.

8. Miscellaneous Provisions.

A. *Captions.* Any captions to, or headings of, the sections or subsections of this MOU are solely for the convenience of the Parties, are not a part of this MOU, and shall not be used for the interpretation or determination of the validity of this MOU or any provision hereof.

B. *No Obligations to Third Parties.* Except as otherwise expressly provided herein, the execution and delivery of this MOU shall not be deemed to confer any rights upon, or obligate the Parties, to any person or entity other than the parties hereto.

C. *Exhibits and Schedules.* Any Exhibits and Schedules attached to this MOU are incorporated into this MOU by this reference for all purposes.

D. *Amendment to this MOU.* The terms of this MOU may not be modified or amended except by an instrument in writing executed by each of the Parties.

IN WITNESS WHEREOF, the Parties have executed this MOU on the date and year first above written.

*[Signature Page to Follow]*

**CITY OF XXXXXXX**

**SAN DIEGO STATE UNIVERSITY**

By: \_\_\_\_\_  
Name / Title / Date

By: \_\_\_\_\_  
Agnes Wong Nickerson / Date  
Associate Vice President  
Financial Operations

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Kathy La Master / Date  
Associate Vice President for Academic Affairs

\_\_\_\_\_  
Attorney / Date

SAMPLE