



City Council

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

CITY OF SANTEE REGULAR MEETING AGENDA Santee City Council

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

MEETING INFORMATION

Wednesday, February 28, 2024

6:30 p.m.

Council Chambers | Building 2

10601 Magnolia Ave • Santee, CA 92071

TO WATCH LIVE:

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

www.cityofsanteeca.gov

IN-PERSON ATTENDANCE

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

LIVE PUBLIC COMMENT

Members of the public who wish to comment on matters on the City Council agenda or during Non-Agenda Public Comment may appear in person and submit a speaker slip, before the item is called. Your name will be called when it is time to speak.

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



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

ROLL CALL: Mayor John W. Minto
 Vice Mayor Dustin Trotter – District 4
 Council Member Rob McNelis – District 1
 Council Member Ronn Hall – District 2
 Council Member Laura Koval – District 3

LEGISLATIVE INVOCATION: Lakeside Christian Church – Marshall Masser

PLEDGE OF ALLEGIANCE

PROCLAMATION: Proclamation of the City Council Naming March 2, 2024, as Little League Day in Santee

PRESENTATION: Presentation by the East County Advanced Water Purification Joint Powers Association on the East County Advanced Water Purification Project

CONSENT CALENDAR:

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

- (1) **Approval of Reading by Title Only and Waiver of Reading in Full, of Ordinances and Resolutions on the Agenda. (City Clerk – Ortiz)**
- (2) **Approval of Payment of Demands as Presented. (Finance – Jennings)**
- (3) **Approval of the Expenditure of \$70,377.39 for January 2024 Legal Services. (Finance – Jennings)**
- (4) **Rejection of Claims Against the City by Riderwood HOA and by Kylie Minshew, and a Recommendation to Accept a Claim by Veronica and Alex Rivas. (Human Resources – Freeman)**
- (5) **Adoption of a Resolution Authorizing the City Manager to Enter into a Professional Services Agreement with Compass Rose GIS to Provide As-Needed GIS Services. (City Manager – Best)**

NON-AGENDA PUBLIC COMMENT (15 minutes):

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

PUBLIC HEARING:

- (6) **Continued Public Hearing to Assess Community Development Needs and to Solicit Proposals for Program Year 2024 Community Development Block Grant (CDBG) and HOME Program Funding Consistent with the Consolidated Plan and Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Engineering – Schmitz)**

Recommendation:

1. Re-open, conduct and close the Public Hearing; and
2. Direct staff to publish a summary of the Annual Action Plan; and
3. Adopt the Resolution assessing and prioritizing community development needs, allocating CDBG funds for program year 2024 and authorizing staff to prepare and publish a draft Annual Action Plan for Program Year 2024.

- (7) **Public Hearing and Introduction and First Reading of an Ordinance Amending Chapter 7.04 of Title 7 “Public Peace, Morals, and Welfare” (Case File ZOA-2023-0002) of the Santee Municipal Code to Allow Cannabis Manufacturing as a Stand-Alone Use in the Light Industrial (IL) and General Industrial (IG) Zones and Finding the Ordinance is Covered by the Previously Adopted Mitigated Negative Declaration for the Santee Cannabis Business Ordinance Pursuant to the California Environmental Quality Act (“CEQA”). (Planning and Building – Sawa)**

Recommendation:

1. Open, conduct, and close the Public Hearing on the Ordinance Amending Title 7.
2. Introduce and Conduct the First Reading of the Ordinance and set the Second Reading for March 13, 2024.

NEW BUSINESS:

- (8) **Fiscal Year 2023-24 Operating Budget Update and Resolution Amending the Fiscal Year 2023-24 Budget. (Finance – Jennings)**

Recommendation:

Adopt the Resolution approving the Amended FY 2023-24 Budget as outlined in the staff report and its attachments, including the General Fund expenditure and revenue allocation adjustments, adjustments to allocations to other funds, including ARPA, and the addition of a full-time Development Technician I position to the budget. It is also recommended that the City Council provide direction to staff on use and appropriation of the excess General Fund unrestricted fund balance.

(9) General Fund Reserve Policy Discussion. (Finance – Jennings)Recommendation:

Receive report and discuss the levels of risk and determine what type and level of reserve the City should have, what circumstances warrant the use of reserve funds, determine a replenishment plan for when reserve funds are depleted, and discuss assignments, if desired.

(10) Resolution Supporting Affordable Housing and Commitment to a Collaboration Between the City of Santee and the County of San Diego. (City Manager – Best)Recommendation:

It is recommended that the City Council approve the Resolution in support of the County's proposed land use plan on the Edgemoor remainder parcel.

NON-AGENDA PUBLIC COMMENT (Continued):

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

CITY COUNCIL REPORTS:**CITY MANAGER REPORTS:****CITY ATTORNEY REPORTS:****CLOSED SESSION:****(11) Conference with Legal Counsel—Anticipated Litigation**

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

Initiation of Litigation Pursuant to Paragraph (4) of Subdivision (d) of Section 54956.9: One potential case involving Harrison Trucking/8801 Olive Lane.

(12) Public Employee Performance Evaluation

(Government Code Section 54957(b))

Title: City Clerk

ADJOURNMENT:



BOARDS, COMMISSIONS & COMMITTEES
FEBRUARY & MARCH MEETINGS

Feb	01	SPARC	Council Chamber
Feb	12	Community Oriented Policing Committee	Council Chamber
Feb	14	Council Meeting	Council Chamber
Feb	28	Council Meeting	Council Chamber
Mar	07	SPARC CANCELLED	Council Chamber
Mar	11	Community Oriented Policing Committee	Council Chamber
Mar	13	Council Meeting	Council Chamber
Mar	24	SMHFPC	Council Chamber
Mar	27	Council Meeting	Council Chamber

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

For your convenience, a complete Agenda Packet is available for public review at City Hall and on the City’s website at www.CityofSanteeCA.gov.

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



MEETING DATE

February 28, 2024

ITEM TITLE PRESENTATION BY THE EAST COUNTY ADVANCED WATER PURIFICATION JOINT POWERS ASSOCIATION ON THE EAST COUNTY ADVANCED WATER PURIFICATION PROJECT

DIRECTOR/DEPARTMENT

Carl Schmitz, Engineering



SUMMARY

The East County Advanced Water Purification Joint Powers Authority will provide an update on the East County Advanced Water Purification project. This project is a partnership between the Padre Dam Municipal Water District, Helix Water District, County of San Diego, and City of El Cajon for the purpose of creating a new local, sustainable, and drought-proof water supply using state-of-the-art technology. The project will recycle East San Diego County's wastewater locally, purify the water at an Advanced Water Treatment Plant, and transport the purified water to Lake Jennings for surface water augmentation.

The project includes a new water recycling facility, solids handling facility, and advanced water purification (AWP) facility near the site of the existing Ray Stoyer Water Recycling Facility and a new 10-mile long purified water pipeline from the new AWP facility to Lake Jennings reservoir. Additionally, the project will retrofit the East Mission Gorge Pump Station located on Mission Gorge Road at the SR-52 onramp and install a 3.5-mile sewer force main from the East Mission Gorge Pump Station north to the new water recycling facility. An existing sewer main on Mission Gorge Road from the East Mission Gorge Pump Station to the Mission Trails Regional Park and further east in the City of San Diego will be rehabilitated.

FINANCIAL STATEMENT

N/A



CITY ATTORNEY REVIEW

N/A

Completed

RECOMMENDATION

MOB

Receive presentation.

ATTACHMENT

None.

MEETING DATE February 28, 2024

ITEM TITLE PROCLAMATION OF THE CITY COUNCIL NAMING MARCH 2, 2024,
AS LITTLE LEAGUE DAY IN SANTEE

DIRECTOR/DEPARTMENT John W. Minto, Mayor

SUMMARY

Santee currently has two (2) youth sports organizations that are part of California District 41 Little League, Santee National Little League and West Hills Little League. Combined, the two (2) leagues have nearly 600 participants.

This year, Opening Day for Little League in Santee will be March 2, 2024. Opening Day is a fun-filled day often with family activities and other exciting events.

A Proclamation has been prepared in honor of Little League Day and will be accepted by representatives from both leagues and players in the leagues. In attendance will be:

- Nate Almada - President, Santee National Little League
- Players, Santee National Little League
- Mike Gregus - President, West Hills Little League
- Players, West Hills Little League

FINANCIAL STATEMENT N/A

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION *MSB*
Present Proclamation.

ATTACHMENT
Proclamation





| Proclamation

WHEREAS, the Little Leagues in the city of Santee have come together to promote youth baseball for over 50 years; and

WHEREAS, the city of Santee honors and celebrates our baseball athletes both young and old who engage in America's national pastime for recreation or competition; and

WHEREAS, Little League believes in the power of youth baseball to teach life lessons that build stronger individuals and communities, joined together by one common goal, encouraging friends, families and communities to participate in the game of baseball, thus creating a sustainable enthusiasm for the game that has produced countless family and community bonding experiences; and

WHEREAS, the sport of baseball teaches participants teamwork, perseverance, leadership and sportsmanship; and

WHEREAS, Santee residents benefit from partnerships between West Hills Little League, Santee National Little League and the city of Santee, allowing for the use of facilities such as West Hills Park and the various baseball fields used for practice and play.

NOW, THEREFORE, I, John W. Minto, Mayor of the city of Santee, on behalf of the City Council do hereby proclaim March 2, 2024, as

“LITTLE LEAGUE DAY”

in the city of Santee and encourage residents to engage in activities that promote baseball for social connection, exercise and play for all ages.

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

Mayor John W. Minto

MEETING DATE February 28, 2024

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

DIRECTOR/DEPARTMENT Annette Ortiz, CMC, City Clerk

SUMMARY

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

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

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

FINANCIAL STATEMENT

N/A

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION

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

ATTACHMENT

None



MEETING DATE February 28, 2024

ITEM TITLE APPROVAL OF PAYMENT OF DEMANDS

DIRECTOR/DEPARTMENT Heather Jennings, Finance *HJ*

SUMMARY

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

FINANCIAL STATEMENT

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

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MSB*

Approve the Payment of Demands as presented.

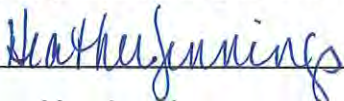
ATTACHMENT

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

Payment of Demands
Summary of Payments Issued

<u>Date</u>	<u>Description</u>	<u>Amount</u>
01/26/24	Accounts Payable	\$ 5,710.95
02/07/24	Accounts Payable	214,736.44
02/07/24	Accounts Payable	39,994.25
02/07/24	Accounts Payable	124,526.04
02/08/24	Payroll	440,225.07
02/08/24	Accounts Payable	261,646.89
02/09/24	Accounts Payable	42,592.77
02/13/24	Accounts Payable	177,181.25
02/13/24	Accounts Payable	149,896.73
02/14/24	Accounts Payable	301,450.78
02/15/24	Accounts Payable	<u>27,996.62</u>
	TOTAL	<u><u>\$1,785,957.79</u></u>

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



 Heather Jennings, Director of Finance

vchlist
02/07/2024 11:38:58AM

Voucher List
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240126	1/26/2024	12774	LIABILITY CLAIMS ACCOUNT	012424	LIABILITY CLAIMS AWARDS & INDE	5,710.95
Total :						5,710.95
1 Vouchers for bank code : ubqen						Bank total : 5,710.95
1 Vouchers in this report						Total vouchers : 5,710.95

Prepared by: Jucall
Date: 2-7-24
Approved by: E. Bate
Date: 2-7-24

vchlist
02/07/2024 1:41:20PM

Voucher List
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135636	2/7/2024	11139 ACE UNIFORMS AND ACCESSORIES	SD0157581	54631	CLASS B UNIFORMS	126.22
Total :						126.22
135637	2/7/2024	11139 ACE UNIFORMS AND ACCESSORIES	VS0112649	54631	CLASS B UNIFORMS	18.55
Total :						18.55
135638	2/7/2024	13990 C.P. RICHARDS SIGNS, INC.	63732	54356	VEHICLE SUPPLIES	331.63
			63752	54640	VEHICLE SUPPLIES	1,649.38
			63854	54653	POLARIS TRAILER ID DECALS	2,333.79
Total :						4,314.80
135639	2/7/2024	10299 CARQUEST AUTO PARTS	11102-602847	54426	VEHICLE SUPPLIES	89.06
			11102-603251	54426	VEHICLE REPAIR SUPPLIES	18.66
			11102-603291	54426	VEHICLE REPAIR PARTS	35.89
Total :						143.61
135640	2/7/2024	10032 CINTAS CORPORATION 694	4180326403	54635	MISC SHOP RENTAL SERVICE	85.86
Total :						85.86
135641	2/7/2024	10486 COUNTY OF SAN DIEGO	202400048		SD ASSESSOR'S RECORDED COU	110.00
Total :						110.00
135642	2/7/2024	10449 DAY MANAGEMENT CORPORATION	INV809011	54363	RADIO ANTENNAS	384.02
Total :						384.02
135643	2/7/2024	14446 ENTERPRISE FM TRUST	STMT 282938A-020424		VEHICLE LEASING PROGRAM	7,474.92
Total :						7,474.92
135644	2/7/2024	12760 FOCUS PSYCHOLOGICAL	SANTEE2023-12	54470	COUNCELING SERVICES	800.00
Total :						800.00
135645	2/7/2024	10066 GLOBALSTAR USA LLC	000000063787114		SATELLITE PHONE SERVICE	104.68
Total :						104.68
135646	2/7/2024	14459 HMC GROUP	172286	53747	SANTEE COMMUNITY CENTER	8,503.40
Total :						8,503.40

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02/07/2024 1:41:20PM

Voucher List
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135647	2/7/2024	10204 LIFE ASSIST INC	1397534	54377	EMS SUPPLIES	62.32
			1397934	54377	EMS SUPPLIES	810.33
			1398015	54377	EMS SUPPLIES	2,196.66
					Total :	3,069.31
135648	2/7/2024	10507 MITEL TECHNOLOGIES INC / GREAT	35813873; FEB24		MITEL MXE III CONTROLLER SATA	1,588.52
					Total :	1,588.52
135649	2/7/2024	10080 MOST DEPENDABLE FOUNTAINS INC	INV75615	54562	BOTTLE FILLER STATIONS FOR PA	45,864.03
					Total :	45,864.03
135650	2/7/2024	10083 MUNICIPAL EMERGENCY SERVICES	IN1989202	54381	EQUIPMENT REPAIR	96.98
					Total :	96.98
135651	2/7/2024	10095 RASA	5781	54512	MAP CHECK - SANTEE SCHOOL YF	1,400.00
					Total :	1,400.00
135652	2/7/2024	10097 ROMAINE ELECTRIC CORPORATION	12-060681	54487	VEHICLE SUPPLIES	1,481.78
					Total :	1,481.78
135653	2/7/2024	15139 SALEM, CHRIS	18267		REFUNDABLE DEPOSIT	22,926.68
					Total :	22,926.68
135654	2/7/2024	10606 S.D. COUNTY SHERIFF'S DEPT.	01292024	54560	CAL-ID PROGRAM	5,018.00
					Total :	5,018.00
135655	2/7/2024	10407 SAN DIEGO GAS & ELECTRIC	04229703218; JAN24 22373580042; JAN24		STREET LIGHTS TRAFFIC SIGNALS	50,805.04 8,618.24
					Total :	59,423.28
135656	2/7/2024	10702 SANTEE SANTAS FOUNDATION INC	#SSDF 24-001	54513	CDBG SUBRECIPIENT	5,533.00
					Total :	5,533.00
135657	2/7/2024	13171 SC COMMERCIAL, LLC	2560410-IN 2561582-IN	54395 54395	EMS SUPPLIES DELIVERED FUEL	446.09 444.46
					Total :	890.55
135658	2/7/2024	10110 SECTRAN SECURITY INC	24010591	54445	FY 23/24 ARMORED CAR TRANSPC	171.42

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02/07/2024 1:41:20PM

Voucher List
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135658	2/7/2024	10110 10110 SECTRAN SECURITY INC	(Continued)			Total : 171.42
135659	2/7/2024	14797 SEDANO FORD OF LM INC	20475275	54446	VEHICLE SUPPLIES	215.96
						Total : 215.96
135660	2/7/2024	12223 SITEONE LANDSCAPE SUPPLY LLC	137753332-001 137783302-001	54420 54420	IRRIGATION PARTS IRRIGATION PARTS	657.55 93.04
						Total : 750.59
135661	2/7/2024	13162 SOCAL PPE	SC6449	54605	TURNOUT MAINTENANCE	8,802.75
						Total : 8,802.75
135662	2/7/2024	10314 SOUTH COAST EMERGENCY VEHICLE	517207	54417	VEHICLE REPAIR PARTS	342.34
						Total : 342.34
135663	2/7/2024	11056 STANDARD ELECTRONICS	S60520	54647	FIRE ALARM & SPRINKLER MONIT	588.00
						Total : 588.00
135664	2/7/2024	10217 STAPLES ADVANTAGE	3556714622 3556783350 3556783351 3557237606	54552 54552 54402 54335	OFFICE SUPPLIES - PSD OFFICE SUPPLIES - PSD OFFICE SUPPLIES - P&B, E FY 23/24 OFFICE SUPPLIES - FINAI	54.74 389.88 100.24 173.70
						Total : 718.56
135665	2/7/2024	10838 STATE OF CA DEPT OF INDUST REL	OSIP 71263		WORK COMP ASSESSMENT	27,436.82
						Total : 27,436.82
135666	2/7/2024	10617 STATE OF CALIFORNIA	L1937328464		UNEMPLOYMENT 12/31/2023	118.00
						Total : 118.00
135667	2/7/2024	10121 SUPERIOR READY MIX LP	401734	54648	ASPHALT MATERIALS & SUPPLIES	377.28
						Total : 377.28
135668	2/7/2024	10250 THE EAST COUNTY	00137629 00137960 00137962		INVITATION TO BID - FANITA DR. M ADVERTISING	847.00 1,778.00
						Total : 2,625.00
135669	2/7/2024	14354 TRILOGY MEDWASTE WEST, LLC	1510274	54453	BIOMEDICAL WASTE DISPOSAL	289.69

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02/07/2024 1:41:20PM

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135669	2/7/2024	14354 TRILOGY MEDWASTE WEST, LLC	(Continued) 1510275	54453	BIOMEDICAL WASTE DISPOSAL	289.86
					Total :	579.55
135670	2/7/2024	11194 USAFACT INC	4013393		BACKGROUND CHECKS	136.92
					Total :	136.92
135671	2/7/2024	10475 VERIZON WIRELESS	9953906215		WIFI SERVICE	1,292.33
					Total :	1,292.33
135672	2/7/2024	10136 WEST COAST ARBORISTS INC	209554	54456	URBAN FORESTRY MANAGEMENT	1,222.73
					Total :	1,222.73
37 Vouchers for bank code : ubgen						Bank total : 214,736.44
37 Vouchers in this report						Total vouchers : 214,736.44

Prepared by: Jessiah
 Date: 2.7.24
 Approved by: [Signature]
 Date: 2/7/24

vchlist
02/14/2024 1:59:38PM

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
2598	2/7/2024	10482 TRISTAR RISK MANAGEMENT	119559		WORKERS COMP LOSSES; JAN24	39,994.25
Total :						39,994.25
1 Vouchers for bank code : ubgen						Bank total : 39,994.25
1 Vouchers in this report						Total vouchers : 39,994.25

Prepared by: Jualh
Date: 2-14-24
Approved by: F. Balle
Date: 2-14-24

vchlist
02/08/2024 4:32:22PM

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
71819	2/7/2024	10956 FRANCHISE TAX BOARD	February Retiree PPE 01/31/24		CA STATE TAX WITHHELD CA STATE TAX WITHHELD	46.00 30,868.61
Total :						30,914.61
71836	2/7/2024	10955 DEPARTMENT OF THE TREASURY	February Retiree PPE 1/31/24		FEDERAL WITHHOLDING TAX FED WITHHOLDING & MEDICARE	211.00 93,400.43
Total :						93,611.43
2 Vouchers for bank code : ubgen						Bank total : 124,526.04
2 Vouchers in this report						Total vouchers : 124,526.04

Prepared by: Juan M
Date: 2-8-24
Approved by: E. Balle
Date: 2-14-24

PyBatch
02/06/2024 9:31:47AM

Payroll Processing Report
CITY OF SANTEE
1/18/2024 to 1/31/2024-1 Cycle b

EARNINGS SECTION					DEDUCTIONS SECTION			LEAVE SECTION					
Type	Hours/units	Rate	Amount	Src	Plan	Base Wages	Deduction	Benefit/Cont	LvPlan	Accrued	Taken	Banked	Lost
					sb-1		83.70						
					sb-3		67.31						
					sffa		3,697.49						
					sffapc		998.28						
					st1cs3	92,842.30	2,785.30	-2,785.30					
					st2cs3	14,997.96	449.94	-449.94					
					texlif		249.71						
					vaccpr		618.15						
					vaccpt		223.51						
					vcanpr		341.55						
					vcanpt		90.25						
					vgcipt		88.70						
					vision	16,602.61	540.91						
					voladd		18.43						
					voldis		237.71						
					vollad				217.24				
					vollif		217.28						
Grand Totals	15,174.40		687,041.38				246,816.31	286,891.81					

Gross:	687,041.38
Net:	440,225.07

<< No Errors / 11 Warnings >>

KA 2/6/24
EB 2/6/24
PPE 1/31/24
Paydate 2/8/24

vchlist
02/08/2024 12:16:41PM

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135673	2/8/2024	12724 AMERICAN FIDELITY ASSURANCE	D680428		VOLUNTARY LIFE INS-AM FIDELITY	4,378.92
					Total :	4,378.92
135674	2/8/2024	12903 AMERICAN FIDELITY ASSURANCE CO	2353901B		FLEXIBLE SPENDING ACCOUNT	3,243.53
					Total :	3,243.53
135675	2/8/2024	10334 CHLIC	3306462		HEALTH INSURANCE	230,875.26
					Total :	230,875.26
135676	2/8/2024	14793 CONTROLLING INS COST IN CA, SCHOO 2024-2			EMPLOYEE ASSISTANCE PROGRA	374.36
					Total :	374.36
135677	2/8/2024	14458 METROPOLITAN LIFE INSURANCE	80048896		DENTAL INSURANCE	14,433.70
					Total :	14,433.70
135678	2/8/2024	10785 RELIANCE STANDARD LIFE	February 2024		VOLUNTARY LIFE INSURANCE	434.54
					Total :	434.54
135679	2/8/2024	10424 SANTEE FIREFIGHTERS	PPE 01/31/24		DUES/PEC/BENEVOLENT/BC EXP	4,837.66
					Total :	4,837.66
135680	2/8/2024	10776 STATE OF CALIFORNIA	PPE 01/31/24		WITHHOLDING ORDER	449.53
					Total :	449.53
135681	2/8/2024	10776 STATE OF CALIFORNIA	PPE 01/31/24		WITHHOLDING ORDER	429.69
					Total :	429.69
135682	2/8/2024	10001 US BANK	PPE 01/31/24		PARS RETIREMENT	1,437.86
					Total :	1,437.86
135683	2/8/2024	14600 WASHINGTON STATE SUPPORT	PPE 01/31/24		WITHHOLDING ORDER	751.84
					Total :	751.84
11 Vouchers for bank code : ubgen						Bank total : 261,646.89
11 Vouchers in this report						Total vouchers : 261,646.89

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02/08/2024 12:16:41PM

Voucher List
CITY OF SANTEE

Bank code : ubgen

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
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Prepared by: J. Smith
Date: 4-8-24
Approved by: E. Baker
Date: 2-8-24

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02/09/2024 1:50:35PM

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
6020841	2/9/2024	14705 RHS MISSIONSQUARE	PPE 01/31/24		RETIREE HSA	4,787.74
					Total :	4,787.74
6752853	2/9/2024	14704 457 MISSIONSQUARE	PPE 1/31/24		ICMA - 457	37,805.03
					Total :	37,805.03
2 Vouchers for bank code : ubgen						Bank total : 42,592.77
2 Vouchers in this report						Total vouchers : 42,592.77

Prepared by: Juchin 2.9.24
Date: _____
Approved by: E-Bale 2-14-24
Date: _____

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02/14/2024 1:34:22PM

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
59379	2/13/2024	10401 US BANK TRUST	2495822		CFD 2017 DEBT SERVICE SEMI AN	177,181.25
Total :						177,181.25

1 Vouchers for bank code : ubgen

Bank total : 177,181.25

1 Vouchers in this report

Total vouchers : 177,181.25

Prepared by: *JucM2*
Date: 2-14-24
Approved by: *E. Buh*
Date: 2-14-24

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02/13/2024 1:57:01PM

Voucher List
CITY OF SANTEE

Bank code : ubqen

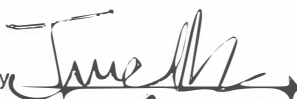
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
2243	2/13/2024	10353 PERS	02 24 3		RETIREMENT PAYMENT	149,896.73
Total :						149,896.73


1 Vouchers for bank code : ubqen

Bank total : 149,896.73

1 Vouchers in this report

Total vouchers : 149,896.73

Prepared by: 
Date: 2-13-24

Approved by: 
Date: 2-19-24

vchlist
02/14/2024 11:13:38AM

Voucher List
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135684	2/14/2024	10010 AIS TRUST ACCOUNT NEWPORT	2567999		FIDO FEST INSURANCE	1,601.00
					Total :	1,601.00
135685	2/14/2024	10299 CARQUEST AUTO PARTS	11102-603482	54426	VEHICLE REPAIR PARTS	38.07
					Total :	38.07
135686	2/14/2024	12665 CARROLL BUSINESS SUPPLY	995385-0	54357	OFFICE SUPPLIES	370.57
					Total :	370.57
135687	2/14/2024	10032 CINTAS CORPORATION 694	4181110294 4181133135	54635 54635	MISC SHOP RENTAL SERVICE STATION SUPPLIES	70.13 50.42
					Total :	120.55
135688	2/14/2024	12328 CINTAS CORP. #2	5194071828	54538	FIRST-AID KIT SERVICE	233.26
					Total :	233.26
135689	2/14/2024	10979 CITY OF LA MESA	1134		FINGERPRINTING SERVICES	60.00
					Total :	60.00
135690	2/14/2024	12153 CORODATA RECORDS	RS4980331	54527	CORODATA RECORDS MANAGMEN	1,115.76
					Total :	1,115.76
135691	2/14/2024	10039 COUNTY MOTOR PARTS COMPANY INC	607286	54427	VEHICLE REPAIR SUPPLIES	81.90
					Total :	81.90
135692	2/14/2024	10333 COX COMMUNICATIONS	038997401; FEB24 094486701; FEB24		9951 RIVERWALK DR CITY HALL GROUP BILL	57.00 3,391.52
					Total :	3,448.52
135693	2/14/2024	10046 D MAX ENGINEERING INC	8309	54476	STORMWATER INSPECTIONS & RE	2,606.73
					Total :	2,606.73
135694	2/14/2024	10449 DAY MANAGEMENT CORPORATION	INV810296	54363	EQUIPMENT REPAIR	912.00
					Total :	912.00
135695	2/14/2024	14811 DIGITECH COMPUTER LLC	60004746	54504	SLEMSA BILLING CONTRACT SERV	28,847.55

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Voucher List
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135695	2/14/2024	14811 14811 DIGITECH COMPUTER LLC	(Continued)			Total : 28,847.55
135696	2/14/2024	14926 EAGLES POINT SECURITY INC	18815	54366	SPECIAL EVENT SECURITY	210.00
						Total : 210.00
135697	2/14/2024	13442 EBBIN MOSER + SKAGGS LLP	5056 5060	52777 52777	MSCP SUBAREA PLAN MSCP SUBAREA PLAN	12,706.25 8,426.25
						Total : 21,132.50
135698	2/14/2024	10009 FIRE ETC	186627	54369	SAFETY APPAREL	323.25
						Total : 323.25
135699	2/14/2024	10065 GLOBAL POWER GROUP INC	93494 93528	54414 54414	GENERATOR MAINT & REPAIRS GENERATOR MAINT & REPAIRS	1,170.97 320.44
						Total : 1,491.41
135700	2/14/2024	10144 HDL COREN & CONE	SIN035449	54337	FY 23/24 PROP TAX AUDIT & INFO :	4,987.50
						Total : 4,987.50
135701	2/14/2024	11724 ICF JONES & STOKES INC	INV-00000082634 INV-00000084117	53609 53609	MSCP SUBAREA PLAN MSCP SUBAREA PLAN	59,107.50 12,477.50
						Total : 71,585.00
135702	2/14/2024	10204 LIFE ASSIST INC	1398158 1400329	54377 54377	EMS SUPPLIES EMS SUPPLIES	73.61 36.81
						Total : 110.42
135703	2/14/2024	13155 LIFETIME DOG TRAINING, LLC	5007		INSTRUCTOR PAYMENT	1,800.00
						Total : 1,800.00
135704	2/14/2024	14470 M W STEELE GROUP INC	2200-17 2200HAP-08 2200SGIP-08	53741 53741 53741	SANTEE ART & ENTERTAINMENT C HAP - HOUSING ACCELERATION P SGIP - SMART GROWTH INCENTIV	37,141.98 10,700.00 17,122.50
						Total : 64,964.48
135705	2/14/2024	10306 MOTOROLA SOLUTIONS INC	8281806024	54572	APX 8000 REPLACEMENT RADIOS	41,167.43
						Total : 41,167.43

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Voucher List
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135706	2/14/2024	10083 MUNICIPAL EMERGENCY SERVICES	IN1990479	54655	WEARING APPAREL	1,073.00
Total :						1,073.00
135707	2/14/2024	10308 O'REILLY AUTO PARTS	2968-200049	54384	VEHICLE REPAIR PART	19.01
Total :						19.01
135708	2/14/2024	10344 PADRE DAM MUNICIPAL WATER DIST	29700015; JAN24		CONSTRUCTION METER	288.74
Total :						288.74
135709	2/14/2024	10442 PAYCO SPECIALTIES	1768-10-2023	54669	STREET STRIPING MAINTENANCE	3,290.00
Total :						3,290.00
135710	2/14/2024	15173 RECREATIONAL OFF-HIGHWAY	RO-9062		TUITION & COURSE MATERIALS	3,000.00
Total :						3,000.00
135711	2/14/2024	14889 RIDENOW SOCAL	50591	54616	EQUIPMENT ACCESSORIES	1,286.88
Total :						1,286.88
135712	2/14/2024	10407 SAN DIEGO GAS & ELECTRIC	1000012388		SDG&E ENGINEERING FEES - SAN	2,976.00
Total :						2,976.00
135713	2/14/2024	12708 SAN DIEGO GEOGRAPHIC	978		SANGIS AERIAL MAPS	2,033.33
Total :						2,033.33
135714	2/14/2024	13171 SC COMMERCIAL, LLC	2564865-in 2567457-IN	54395 54395	DELIVERED FUEL DELIVERED FUEL	603.64 607.43
Total :						1,211.07
135715	2/14/2024	10837 SOUTHWEST TRAFFIC SIGNAL	82932	54465	METER PEDESTRAL WORK - MAGI	1,232.41
Total :						1,232.41
135716	2/14/2024	10217 STAPLES ADVANTAGE	3557237604 3557307554 3557307555	54534 54402 54534	STAPLES OFFICE SUPPLIES OFFICE SUPPLIES - P&B, E STAPLES OFFICE SUPPLIES	42.07 58.79 293.68
Total :						394.54
135717	2/14/2024	14411 STROBES N'MORE LLC	12132023	54633	VEHICLE LIGHTING	7,428.10

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Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135717	2/14/2024	14411 14411 STROBES N'MORE LLC	(Continued)			Total : 7,428.10
135718	2/14/2024	11947 SWARCO MCCAIN INC	PB3133P	54289	MAGNOLIA AVE. SIGNAL UPGRADE	21,090.00
						Total : 21,090.00
135719	2/14/2024	10250 THE EAST COUNTY	00134424		NOTICE OF PREPARATION - DRAF	399.00
						Total : 399.00
135720	2/14/2024	10136 WEST COAST ARBORISTS INC	209711	54456	URBAN FORESTRY MANAGEMENT	1,075.80
			209713	54456	URBAN FORESTRY MANAGEMENT	7,445.00
						Total : 8,520.80
37 Vouchers for bank code : ubgen						Bank total : 301,450.78
37 Vouchers in this report						Total vouchers : 301,450.78

Prepared by: Juan M
 Date: 2.14.24
 Approved by: [Signature]
 Date: 2.14.24

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Voucher List
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135722	2/15/2024	10001 US BANK	00018570		GFOA FY2023 COA SUBMITTAL	610.00
			0011		WELLNESS EVENT	120.00
			001249		MATERIALS & SUPPLIES	1.53
			0013910337-001		MATERIALS & SUPPLIES	117.93
			00386-01-060022		FOUNTAIN MAINTENANCE SUPPLII	138.77
			006421		OFFICE SUPPLIES FINANCE DEPT	27.21
			01022024		SQUARE MARKETING FEE	90.00
			01052024-1		MEETING DUES	30.00
			01052024-2		MEETING DUES	30.00
			016719		MATERIALS & SUPPLIES	1,500.00
			019564		INTERVIEW PANEL SUPPLIES	44.50
			02062024		MEMBERSHIP CHARGE	10.86
			0220290		MATERIALS & SUPPLIES	85.55
			0231268		MATERIALS & SUPPLIES	278.05
			025409		SENIORS SUPPLIES	57.34
			02744190		VEHICLE REPAIR PART	24.24
			036260		MATERIALS & SUPPLIES	28.92
			05252024		MEETING DUES	15.00
			059850		MATERIALS & SUPPLIES	162.38
			0603081		MATERIALS & SUPPLIES	36.53
			0612626		MATERIALS & SUPPLIES	64.17
			061795		MEETING SUPPLIES	32.00
			068728		MATERIALS & SUPPLIES	683.61
			069969		TEEN CENTER ACTIVITY SUPPLIES	97.45
			070181		TEEN CENTER SUPPLIES	39.78
			071682		MEETING SUPPLIES	16.99
			072331		STATION SUPPLIES	104.38
			078036		FINANCE DEPT EQUIPMENT	99.11
			081374		MEETING SUPPLIES	91.14
			084539		CSD CELL PHONE CASES	220.84
			085977		MATERIALS & SUPPLIES	24.76
			098561		SENIOR SUPPLIES	18.92
			100478		TRANSPORTATION CHARGE	33.82
			1005		SPARC PRE-MEETING	106.65
			101700246		BUILDING SUPPLIES	31.50
			1020660103		SIGNAGE	16.35

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Voucher List
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135722	2/15/2024	10001 US BANK	(Continued)			
			1041814		ENGINEERING SUPPLIES	13.45
			10721704816		COMPUTER MONITORS	679.64
			11159746927984247		MATERIALS & SUPPLIES	32.50
			11162471578579432		MATERIALS & SUPPLIES	12.56
			11162471578579432B		MATERIALS & SUPPLIES	23.37
			112184		TRANSPORTATION CHARGE	19.99
			11239680574109031		MATERIALS & SUPPLIES	27.42
			11412904129782644		MATERIALS & SUPPLIES	14.01
			1147		2024 FRESNO TRAINING SYMPOSI	599.00
			11474121041076227		MATERIALS & SUPPLIES	5.41
			11751365		2024 EMPLOYMENT POSTER	361.94
			11992873A		PARK KIOSK BANNERS	203.19
			11992873B		PARK KIOSK BANNERS DUPLICATE	203.19
			11992873C		KIOSK SIGN SIZE REFUND	-81.55
			12016764		PARK KIOSK SIGNS	271.03
			120341215		EQUIPMENT SUPPLIES	122.46
			12047347		KIOSK SIGNS	1,090.99
			12063131		TRAIL MAP BROCHURES	206.45
			122024		MEMBERSHIP	105.00
			12366744		MEETING DUES	145.00
			12857444		FOLDING CHAIRS FOR CIVIC CEN	759.93
			1285998		MATERIALS & SUPPLIES	90.78
			139808		MEMBERSHIPS	225.00
			1463721		BACKLIT KIOSK SIGNS	164.33
			1464247		OFFICE SUPPLIES	98.54
			15417		ACLS CARDS	611.00
			1586621		OFFICE SUPPLIES	64.64
			172670331		EMS SUPPLIES	262.76
			173014268		EMS SUPPLIES	920.94
			186112		MATERIALS & SUPPLIES	-964.36
			186408		MATERIALS & SUPPLIES	157.30
			186483		MATERIALS & SUPPLIES	1,007.46
			186508		MATERIALS & SUPPLIES	15.52
			1949040		COMMUNICATION EQUIPMENT	214.40
			20240117		INSTRUCTIONAL CLASSES	25.00
			20481493		SHIPPING AND MAILING POSTAGE	14.99

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Voucher List
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135722	2/15/2024	10001 US BANK	(Continued)			
			211003872-1		BREWS & BITES SUPPLIES	1,525.00
			23498		TRANSPORTATION CHARGE	5.00
			2398		STAFF UNIFORMS	157.59
			276719		W-2 FORMS\BACKER INSTRUCTIO	198.05
			28236718		TRAIL MAP BROCHURES	264.13
			28258515		DISCOVERY DAY BANNER	349.13
			28264838		EVENT FLYERS	63.40
			2893068		STATION SUPPLIES	15.06
			29270545		ENGINEERING SUPPLIES	415.90
			29661		MATERIALS & SUPPLIES	964.36
			2Q3HVI		AIRFARE-LEAGUE OF CA CITIES	394.96
			300012711		MEMBERSHIPS	65.00
			3072864-24		SUBSCRIPTION RENEWAL	455.00
			321153		INTERVIEW PANEL SUPPLIES	78.65
			33935		EQUIPMENT REPAIR ENGINEERING	25.00
			34026		SUPPLIES	21.55
			3-419730		VEHICLE REPAIR SUPPLIES	32.29
			348317855-001		OFFICE CHAIRS	689.58
			3513215		MATERIALS & SUPPLIES	10.65
			358030		LODGING-TRAINING CERT CLASS	560.48
			3625		COMMUNITY OUTREACH EVENT	82.22
			3804246		ENGINEERING SUPPLIES	59.49
			3981007		OFFICE SUPPLIES	54.92
			4011372		FOUNTAIN MAINTENANCE SUPPLII	129.66
			429666		DRAFTING EQUIPMENT - ENGINEE	10.95
			44236397US2		CAR RENTAL-LEAGUE OF CA CITIES	220.69
			4682630		EQUIPMENT REPAIR PART	122.16
			46DMYA-1		AIRFARE TO ICSC CONFERENCE	254.00
			46DMYA-2		AIRFARE TO ICSC CONFERENCE	254.00
			4905030		SDSU CAREER EVENT	350.00
			5026555		MATERIALS & SUPPLIES	194.54
			529788		TRANSPORTATION CHARGE	27.81
			5512992		PARK SHELTER CLEANING SUPPLI	50.21
			56905		MATERIALS & SUPPLIES	1,723.99
			5709826		WEARING APPAREL	1,019.18
			5993864		EVENT SUPPLIES	40.68

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Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
135722	2/15/2024	10001 US BANK	(Continued)			
			6493054		MATERIALS & SUPPLIES	73.24
			70241		SUMMER CAMP	100.00
			711696		CHIEFS' PLANNING MEETING	40.00
			7150975		STATION REPAIR PARTS	27.50
			7514706		MATERIALS & SUPPLIES	15.04
			7667466		PLANNING SUPPLIES	21.54
			772094		FITNESS PROGRAM SUBSCRIPTIC	49.50
			8022655		STATION EQUIPMENT SUPPLIES	31.22
			8074		MATERIALS & SUPPLIES	190.96
			8251413		PLANNING & BUILDING SUPPLIES	35.53
			8504187		EQUIPMENT REPAIR	216.66
			8508221		EQUIPMENT ACCESSORIES	118.51
			8511		CHIEFS' PLANNING MEETING	161.52
			874082		TRANSPORTATION CHARGE	19.31
			8881844		MATERIALS & SUPPLIES	14.62
			9012440		MATERIALS & SUPPLIES	125.86
			9027496		FOUNTAIN MAINTENANCE SUPPLII	109.78
			9084827		COMPUTER EQUIPMENT PARTS	122.81
			912		INTERVIEW PANEL SUPPLIES	22.60
			9373838		OFFICE SUPPLIES	33.93
			9561054		MATERIALS & SUPPLIES	145.26
			960162		TRANSPORTATION CHARGE	22.99
			983366320		PARKING FOR ECONOMIC DEVELC	10.45
			9933810		STATION SUPPLIES	63.41
			9985833		MATERIALS & SUPPLIES	36.92
			99882		CHIEFS' PLANNING MEETING	60.06
			I313421		EQUIPMENT REPAIR	234.00
			ORD11617915		MATERIALS & SUPPLIES	982.56
			SC-17189-21KMD		LEAGUE OF CA CITIES REGISTRAT	675.00
			XLN99H8XDQN		2024 FRESNO TRAINING SYMPOSI	537.00
					Total :	27,996.62
1		Vouchers for bank code : ubgen			Bank total :	27,996.62
1		Vouchers in this report			Total vouchers :	27,996.62

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Voucher List
CITY OF SANTEE

Bank code : ubqen

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
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Prepared by: Juan M
Date: 2-15-24
Approved by: F. Bell
Date: 2-15-24

MEETING DATE February 28, 2024

ITEM TITLE APPROVAL OF THE EXPENDITURE OF \$70,377.39 FOR JANUARY 2024 LEGAL SERVICES

DIRECTOR/DEPARTMENT Heather Jennings, Finance *HJ*

SUMMARY

Legal services invoices proposed for payment for the month of January 2024 total \$70,377.39 as follows:

1) General Retainer Services	\$ 17,026.00
2) Labor & Employment	5,335.00
3) Litigation & Claims	6,072.75
4) Special Projects - General Fund	27,879.34
5) Special Projects – Other Funds	2,588.50
6) Third-Party Reimbursable Projects	<u>11,475.80</u>
Total	<u>\$ 70,377.39</u>

FINANCIAL STATEMENT

Adopted Budget	\$ 811,300.00	
Revised Budget	811,300.00	
Prior Expenditures	(394,593.63)	
Current Request	(56,313.09)	\$ 360,393.28
Other Funds (excluding third-party reimbursable items):		
Adopted Budget	\$ 95,000.00	
Revised Budget	95,000.00	
Prior Expenditures	(45,549.00)	
Current Request	(2,588.50)	\$ 46,862.50

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *MSB*

Approve the expenditure of \$70,377.39 for January 2024 legal services and reimbursable costs.

ATTACHMENTS

1. Legal Services Billing Summary January 2024
2. Legal Services Billing Recap FY 2023-24



**LEGAL SERVICES BILLING SUMMARY
JANUARY 2024**

DESCRIPTION	CURRENT AMOUNT	INVOICE NUMBER	NOTES
Retainer 1001.00.1201.51020	\$ 17,026.00 17,026.00	987829	
Labor & Employment: Labor & Employment Employee Benefits 1001.00.1201.51020	5,252.50 82.50 5,335.00	987778 987784	
Litigation & Claims: Litigation & Claims Affordable Housing Coalition of San Diego County Allan Family Trust Litigation Parcel 4 Litigation Schaeffer Receivership Sky Ranch Potential Homeowner/HOA Litigation 1001.00.1201.51020	1,492.80 404.00 1,431.00 599.95 165.00 1,980.00 6,072.75	987779 987782 987796 987788 987797 987790	
Special Projects (General Fund): Community Oriented Policing CEQA Special Advice Water Quality Prop 218 Entertainment District Parcel 4 Hotel Advanced Records Center Services for PRA Cannabis American Rescue Plan Act (ARPA) General Telecommunications Work Surplus Land Act/Real Property Special Advice 1001.00.1201.51020	18,350.54 110.00 412.50 55.00 962.50 275.00 344.00 5,618.00 431.80 192.50 1,127.50 27,879.34	987780 987800 987783 987785 987786 987787 987791 987792 987830 987793 987795	
Mobile Home Rent Control Commission Cuyamaca Street Right-of-Way Acquisition SLEMSA JPA	82.50 2,231.00 275.00 2,588.50	987781 987789 987794	2901.04.4106.51020 cip71402.30.05 5505.00.1901.51020
Third-Party Reimbursable: MSCP Subarea Plan Karl Strauss Tyler St. Subdivision Slope Street Subdivision Palisade Warehouse Super Star Car Wash Summit Townhomes Extra Space Storage	816.00 408.00 4,784.60 816.00 3,264.00 1,020.00 285.60 81.60 11,475.80	987798 987799 987801 987802 987806 987809 987810 987805	spp1704a.10.05 tpm2301a.10.05 tm17001a.10.05 tm20001a.10.05 dr23002a.10.05 cup2302a.10.05 tm23003a.10.05 cup2401a.10.05
Total	\$ 70,377.39		

**LEGAL SERVICES BILLING RECAP
FY 2023-24**

Attachment 2

<u>Category</u>	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Previously Spent Year to Date</u>	<u>Available Balance</u>	<u>Current Request Mo./Yr.</u>	<u>Amount</u>
General Fund:						
General / Retainer	\$ 206,310.00	\$ 206,310.00	\$ 102,312.82	\$ 103,997.18	Jan-24	\$ 17,026.00
Labor & Employment	60,000.00	60,000.00	39,041.49	20,958.51	Jan-24	5,335.00
Litigation & Claims	50,000.00	50,000.00	62,672.93	(12,672.93)	Jan-24	6,072.75
Special Projects	494,990.00	494,990.00	190,566.39	304,423.61	Jan-24	27,879.34
Total	<u>\$ 811,300.00</u>	<u>\$ 811,300.00</u>	<u>\$ 394,593.63</u>	<u>\$ 416,706.37</u>		<u>\$ 56,313.09</u>
Other City Funds:						
MHFP Commission	\$ 10,000.00	\$ 10,000.00	\$ 3,300.00	\$ 6,700.00	Jan-24	\$ 82.50
Capital Projects	75,000.00	75,000.00	34,850.50	40,149.50	Jan-24	2,231.00
SLEMSA JPA	10,000.00	10,000.00	7,398.50	2,601.50	Jan-24	275.00
Total	<u>\$ 95,000.00</u>	<u>\$ 95,000.00</u>	<u>\$ 45,549.00</u>	<u>\$ 49,451.00</u>		<u>\$ 2,588.50</u>
Third-Party Reimbursable:						
Total			<u>\$ 75,522.20</u>			<u>\$ 11,475.80</u>

Total Previously Spent to Date FY 2023-24	
General Fund	\$ 394,593.63
Other City Funds	45,549.00
Applicant Deposits or Grants	<u>75,522.20</u>
Total	<u>\$ 515,664.83</u>

Total Proposed for Payment	
General Fund	\$ 56,313.09
Other City Funds	2,588.50
Applicant Deposits or Grants	<u>11,475.80</u>
Total	<u>\$ 70,377.39</u>

MEETING DATE February 28, 2024

ITEM TITLE REJECTION OF CLAIMS AGAINST THE CITY BY RIDERWOOD HOA AND BY KYLIE MINSHEW, AND A RECOMMENDATION TO ACCEPT A CLAIM BY VERONICA AND ALEX RIVAS

DIRECTOR/DEPARTMENT Rida Freeman, Director of Human Resources

SUMMARY

A claim was filed against the City of Santee by Riderwood Homeowners' Association (HOA) on October 20, 2023. The claimant alleges that on August 18, 2023, the City damaged a fence in the complex. Although the City was on site in late June, the City's work involved annual cleaning of a concrete channel, weed abatement and debris removal. City personnel were working in an area outside of the fence where the claimant reported damage on its interior side within the complex. Staff recommends that the City Council reject this claim.

A claim was filed against the City of Santee by Kylie Minshew on January 24, 2024. The claimant alleges that on January 10, 2024, while driving on Cuyamaca Street, her vehicle struck a pothole, damaging one tire on her vehicle. The department confirmed that there was no record of any calls or complaints about the pothole prior to January 14, 2024. Staff recommends that the City Council reject this claim.

A claim was filed against the City of Santee by Veronica and Alex Rivas on January 22, 2024, in the amount of \$762.05. This amount, provided by the claimant, represents the replacement cost for their outdoor swing, fence and backyard landscaping that allegedly sustained damage when vines were cut from a wall on West Hills Parkway on November 6, 2023. This project was completed by a contractor hired by the City to remove the vines. The damage occurred when the vines were cut and fell onto the rear of their property on Leticia Drive. Staff recommends that the City Council accept this claim and authorize payment to the claimants. Staff will attempt to get reimbursement for this claim from the contractor.

These claims have been reviewed by the City's Director of Human Resources, the City Attorney, and the City's third-party administrator prior to bringing them forward for consideration.

The claim documents are on file in the Office of the City Clerk for Council reference.

FINANCIAL STATEMENT *HR*

There is no financial impact to the City for rejected claims. The cost to the City for one claim, if accepted by the City Council, is \$762.05. Adequate funding to pay this claim is available in the FY 2023-24 Risk Management Budget.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION *MSB*

Reject two claims per Government Code Section 913
Accept one claim for liability of property damage in the amount of \$762.05.

ATTACHMENT

None



MEETING DATE February 28, 2024

ITEM TITLE RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH COMPASS ROSE GIS TO PROVIDE AS-NEEDED GIS SERVICES.

DIRECTOR/DEPARTMENT Kathy Valverde, Assistant to the City Manager *KV*

SUMMARY

With the recent vacancy of the City's I.T. Analyst position and the vacancy of the part time GIS/IT Technician, the City is in need of immediate assistance to maintain the GIS database and assist with current projects. Recruitments are currently underway for both positions; however critical GIS work is needed in the interim.

City staff researched four potential GIS vendors, spoke directly with two vendors, and determined that Compass Rose GIS will best provide these services. Compass Rose offers competitive rates, has experience working with local jurisdictions in our region, and is familiar with EnerGov, the City's new online permitting system, which utilizes GIS interfaces. It is anticipated that Compass Rose will work approximately 20 hours per week and will include the following services:

- Maintain and update the City's existing GIS data inventory, including coordination of updates with SanGIS and the County Assessor's Office
- Support and maintain the EnerGov/GIS integration
- Support individual project applications and inquiries, including preparation of map exhibits, field maps, and story maps
- Update the City's active projects list
- Perform inventory updates and revisions to facilities and improvements, as needed
- Track inspections/maintenance of the City's stormwater system and other infrastructure

FINANCIAL STATEMENT *SV*

It is anticipated that Compass Rose GIS will provide 20 hours per week of services for the next four months (March through June), at a cost of \$10,000 per month, and a total cost not to exceed \$40,000. Funding for this agreement is contingent upon approval of the proposed Fiscal Year 2023-24 Mid-Year Budget Update, also being presented at the February 28 City Council meeting. This agreement will not be processed for signature until funding is approved. Salary savings from the IT Analyst and GIS/IT Technician positions will help offset some of this cost.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION *MD B*

Adopt Resolution authorizing the City Manager to execute a Professional Services Agreement with Compass Rose GIS for as-needed GIS services for an amount not to exceed \$40,000.

ATTACHMENT Resolution



RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES
AGREEMENT WITH COMPASS ROSE GIS TO PROVIDE AS-NEEDED GIS SERVICES**

WHEREAS, due to current staff vacancies, the City is in need of immediate assistance to maintain the City's GIS database, assist with current projects, and provide critical GIS work; and

WHEREAS, as-needed GIS services are anticipated for four months (March through June) at approximately 20 hours per week until staff vacancies can be filled; and

WHEREAS, after review of four vendors, Compass Rose GIS was selected by staff due to their competitive rates, current experience working with local jurisdictions in the region, and familiarity with EnerGov, the City's new online permitting system, which utilizes critical GIS interfaces; and

WHEREAS, staff recommends the City enter into a Professional Services Agreement with Compass Rose GIS, for an amount not to exceed \$40,000, to provide as-needed GIS services; and

WHEREAS, funding is included in the proposed Fiscal Year 2023-24 Mid-Year Budget Update and award of this agreement is contingent upon its approval; the agreement will not be processed for signature if funding is not approved. In addition, salary savings will help offset some of the costs.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Santee, California, that it hereby authorizes the City Manager to execute a Professional Services Agreement with Compass Rose GIS for as-needed GIS services in an amount not to exceed \$40,000.

ADOPTED by the City Council of the City of Santee, California, at a regular meeting thereof held this 28th day of February 2024, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

MEETING DATE February 28, 2024

ITEM TITLE CONTINUED PUBLIC HEARING TO ASSESS COMMUNITY DEVELOPMENT NEEDS AND TO SOLICIT PROPOSALS FOR PROGRAM YEAR 2024 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAM FUNDING CONSISTENT WITH THE CONSOLIDATED PLAN AND FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT ("CEQA")

DIRECTOR/DEPARTMENT Carl Schmitz, City Engineer 

SUMMARY

At the public hearing during the February 14th meeting the City Council received a staff report and public testimony from applicants for Program Year 2024 (July 2024 through June 2025) Community Development Block Grant (CDBG) funding. This hearing is a continuation of the February 14, 2024, public hearing and its purpose is to allocate CDBG program funding for Program Year 2024. Based on direction provided by the City Council during this hearing, staff will prepare a Draft Annual Action Plan for Program Year 2024. The Annual Action Plan is subject to public review and a separate public hearing prior to submittal to the federal Department of Housing and Urban Development (HUD) by May 15, 2024.

Since the February 14th public hearing, the amount of CDBG funding that will be available to the City for Program Year 2024 has not been announced; however, the timeline for submission of an annual CDBG application requires the City to complete the process of prioritizing CDBG-funded activities well before the May 15th deadline. For planning purposes, it is estimated that the City's PY 2024 allocation will be \$306,433, which is the average of the allocations for the past three years and 4.8% less than the PY 2023 allocation.

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

ENVIRONMENTAL REVIEW 

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

FINANCIAL STATEMENT

For planning purposes, it is assumed that the City's PY 2024 CDBG allocation will be \$306,433.

CITY ATTORNEY REVIEW

N/A

Completed



RECOMMENDATION *MDB*

1. Re-open, conduct and close the public hearing; and
2. Direct staff to publish a summary of the Annual Action Plan; and
3. Adopt the Resolution assessing and prioritizing community development needs, allocating CDBG funds for program year 2024 and authorizing Staff to prepare and publish a draft Annual Action Plan for Program Year 2024.

ATTACHMENTS

Staff Report
Resolution
Summary of Requests/Applications
Worksheets

STAFF REPORT

CONTINUED PUBLIC HEARING TO ASSESS COMMUNITY DEVELOPMENT NEEDS AND TO SOLICIT PROPOSALS FOR PROGRAM YEAR 2024 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAM FUNDING CONSISTENT WITH THE CONSOLIDATED PLAN AND FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”)

CITY COUNCIL MEETING
FEBRUARY 28, 2024

A. CDBG BACKGROUND

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

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

B. CDBG PROGRAM GUIDELINES

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

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

1. Benefit low- and moderate-income families.

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

- a. Activities that benefit an area in which low-income households are prevalent.
 - b. Activities requiring income data for each applicant to demonstrate eligibility.
 - c. Activities that benefit a limited clientele who are generally presumed to be principally low- and moderate-income. Categories of limited clientele allowed by HUD include abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers.
2. Aid in the prevention or elimination of slums or blight.

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

3. Address community needs having a particular urgency.

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

C. AVAILABLE FUNDS AND REQUESTS FOR FUNDING

As of February 21, 2024, HUD has not announced the amount that the City of Santee will be allocated for Program Year 2024. However, the schedule for preparation of annual Action Plans by the City of Santee requires that public input be solicited at this time and a tentative plan for funding activities in Program Year 2024 be approved and submitted to HUD no later than May 15th. Due to uncertainty regarding the budget for HUD programs, for planning purposes, staff estimates that the City of Santee's Program Year 2024 allocation will be \$306,433 which is the average of the three prior Program Year allocations and 4.8% less than the PY 2023 allocation.

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

A request for proposals was published on December 8, 2023, with applications due on January 8, 2024. The City has received six applications for PY 2024 CDBG Public Services funding totaling \$57,000, one application for Public Infrastructure in the amount of \$15,000, and one application for Administrative (Fair Housing Services) funding for \$21,000 as detailed in the attached Summary of Requests.

Public Facilities Funding

With the 2021 payoff of the Section 108 Loan used for the Buena Vista/Railroad Avenue project, staff analyzed different options for CDBG funded public facility improvements. Based on this analysis staff recommended and the City Council approved the Citywide installation of ADA compliant pedestrian ramps at locations where no ramp exists as part of the Program Year 2022 CDBG funding cycle.

In Program Year 2023, the first phase of the Citywide ADA Pedestrian Ramp Project was completed which included the installation of 46 new ADA compliant pedestrian ramps. This project benefited 3,443 disabled and elderly persons (presumed low- income) residents according to the U.S. Census Bureau’s 2019 American Community Survey. The new pedestrian ramps are in the neighborhoods south of West Hills High School and northeast of Santana High School. The proposed \$204,442 (estimate) to be allocated towards Program Year 2024 Public Infrastructure would be used for future phases of the Citywide ADA Pedestrian Ramp project.

Included in this year’s CDBG funding applications was a request from Home of Guiding Hands (HGH) which is a non-profit organization that provides disability services in San Diego and Imperial Counties to more than 4,500 persons with special needs each year. HGH has requested \$15,000 for a rehabilitation project at one of their homes that houses six individuals with intellectual and developmental disabilities. The proposed landscaping and concrete project would help make the home’s yard more accessible to non-ambulatory and/or less ambulatory persons and would increase the durability and longevity of the yard. The funding would be used for materials and to partially cover labor costs.

If the City Council decides to fund this project or a portion thereof, the amount funded would be deducted from the estimated \$204,442 allocated in the Public Infrastructure category. While HGH has not received CDBG funding in recent years, they have been awarded funding in the past, most recently in Program Year 2016.

SUMMARY OF ESTIMATED EXPENDITURES

ACTIVITY	CAP	AMOUNT AVAILABLE PER CAP	AMOUNT REQUESTED
Public Service Activities	15%	\$ 45,990	\$ 57,000
Administrative Activities	20%	\$ 61,320	\$ 61,320
Public Infrastructure	None	\$ 204,442	\$ 204,442
		\$ 311,752	\$ 322,762

Requested in excess of projected funding \$ 11,010

D. PUBLIC PARTICIPATION AND ALLOCATION PROCESS

Public participation is an important part of the CDBG process. Two public hearings are required to meet the HUD requirements for citizen participation. In accordance with the

Code of Federal Regulations (CFR) Title 24, “Housing and Urban Development”, Section 570.704, the City initiated the CDBG application process by publishing a Notice of Funding Availability (NOFA) for Program Year 2024 on December 8, 2023, in the East County Californian, as well as posting the NOFA, Request for Proposals and Application on the City’s website. Applications were due on January 8, 2024.

Notice of the February 14th public hearing was published in the East County Californian on February 2, 2024.

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

E. RECOMMENDATIONS

- 1) Re-open, conduct and close the public hearing; and
- 2) Direct staff to publish a summary of the Annual Action Plan; and
- 3) Adopt the Resolution assessing and prioritizing community development needs, allocating CDBG funds for program year 2024 and authorizing Staff to prepare and publish a draft Annual Action Plan for Program Year 2024.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA ON THE ASSESSMENT AND PRIORITIZATION OF COMMUNITY DEVELOPMENT NEEDS, ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR PROGRAM YEAR 2024, AUTHORIZATION TO PREPARE AND PUBLISH A DRAFT ANNUAL ACTION PLAN FOR PROGRAM YEAR 2024, AND FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”)

WHEREAS, for Program Year 2024, the City of Santee anticipates receiving an allocation of \$306,433 in CDBG funds, which is the average of the three prior Program Year allocations and 4.8% less than the PY 2023 allocation; and

WHEREAS, the City of Santee is required to prepare and adopt an Annual Action Plan to implement the Consolidated Plan and submit a grant application to HUD by May 15th, and prior to receiving funds; and

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

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

1. Direct staff to prepare a Draft Annual Action Plan reflecting the funding priorities identified in the City Council hearing of February 28, 2024; and
2. Direct staff to proportionately adjust allocations among Public Services, Public Facilities and Administrative Activities to accommodate any shortfall or surplus between the projected Program Year 2024 CDBG allocation of \$306,433 and the actual CDBG grant received by the City of Santee for Program Year 2024; and
3. Direct staff to publish a Summary of the Draft Annual Action Plan as required for the Consolidated Plan.
4. Finds this item is exempt from environmental review under the California Environmental Quality Act ("CEQA") by CEQA Guidelines section 15061(b)(3).

RESOLUTION NO. _____

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 28th day of February, 2024.

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

ATTACHMENT 3

PROGRAM YEAR 2024 APPLICATIONS FOR FUNDING

PUBLIC SERVICES

ElderHelp of San Diego.....1
HomeMore Project.....10
Meals-On-Wheels Greater San Diego County.....23
Santee Food Bank.....32
Santee Santas Foundation.....39
Voices for Children.....49

ADMINISTRATION

CSA San Diego County.....60

PUBLIC FACILITIES\INFRASTRUCTURE

Home of Guiding Hands.....69



RECEIVED

JAN 08 2024

Dept. of Development Services
City of Santee

**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2024**

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

The application must not exceed a total of fifteen (15) pages. The completed application must be submitted prior to 5:00 P.M. on Monday, January 8, 2024. Applications may be submitted electronically to bcrane@cityofsanteeca.gov. Paper copies may be mailed or delivered by January 8, 2024, to the City of Santee, Planning & Building Department, Attn: Bill Crane, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG funding may contact Bill Crane by email at bcrane@cityofsanteeca.gov before: 5:00 P.M. on Tuesday, January 2, 2024. Additionally, information about the CDBG program for subrecipients (applicants) may be found on HUD Exchange website at <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>

GENERAL INFORMATION: Date: 1/5/2024

Agency Name: ElderHelp of San Diego
Agency Address: 5095 Murphy Canyon Rd #100, San Diego CA 92123
Phone: 619-284-9281 Fax: 619-284-0214
E-mail: info@elderhelpofsandiego.org

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

Phone: 619-371-4269 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)_[Click here to enter text]

Federal Unique Entity Identifier (UEI): GMBSRM6N74U3

NOTE: UEI may be accessed through the following website: <https://sam.gov/content/home>
Person completing application: Dorian Townsend, Grants Manager

City of Santee – Application for CDBG Funding

FUNDING INFORMATION:

Amount Requested from Santee: \$ 7000

Total Project/Program Budget: \$ 857,228

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

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

PROJECT/ACTIVITY INFORMATION

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

Founded in 1973, ElderHelp of San Diego's mission is to provide personalized services and information that help seniors remain independent and live with dignity in their own homes. Our agency has 50 years of experience helping seniors experiencing declining health, poverty, and isolation to remain independent in their homes through services providing for seniors' basic needs. In FY23 we served 7,398 individuals across seven programs: Care Coordination, Senior Food and Essentials Pantry, Seniors a Go Go (SAGG), Housing Services, Intake and Referral Services, Family Caregiver Support, and RUOK calls. From FY20 to FY23 service requests increased by 393%. To meet this need, ElderHelp is thoughtfully growing its services, expanding into areas of San Diego County that are underserved and enhancing programs, including housing and nutritional services, to help mitigate the effects of rising inflation and housing expenses.

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

Our Care Coordination program supports senior health through client-centered, preventive/interventive services that include grocery shopping for nutritious food, home safety inspections and minor home repairs to reduce falls and injury, and companionship for those experiencing loneliness and attendant mental health issues. Aging concerns are a priority healthcare need for our region, as identified by the 2019 CHNA report. For all seniors in San Diego, but especially the significant percentage who are low-income, it is necessary to address the precursors to declining health conditions, both physical and mental. It is established that seniors with untreated depression are less likely to take their medication for other diseases such as diabetes or high blood pressure, and therefore are more likely to need repeated costly hospitalizations. As part of the continuity of care, ElderHelp's Care Coordination program identifies and responds to the precursors that are known to contribute to medically-related health problems that affect seniors' ability to live independently in their own homes.

Our approach to meeting these care needs offers an impressive return on investment

City of Santee – Application for CDBG Funding

when compared to the cost of doctors and hospitals. The preventive/interventive care we have described above costs ElderHelp an average of \$250-300 annually per client when all ElderHelp services are considered. Based on two UC Berkeley evaluations of our services and related fiscal impact, it was determined that in addition to the direct service benefit above, our programs save each care coordination client a minimum of \$3,200 annually. Additionally, keeping ElderHelp clients out of emergency rooms and in good mental and physical health results in a savings of \$4,265,536 to the healthcare system annually.

According to economist Jeff Tucker, San Diego County cost of living increased 33% during the pandemic, making it the fourth highest priced metro area in the US. This has placed a disproportionate burden on ElderHelp clients, who are 60 and over, with 96% either low or very low income. The average age of clients is 77, and many are disabled, at high risk of falls, or have more than one chronic health condition. Our understanding of these factors has informed our development of programs and services over the past 50 years to address low-income seniors' unique experience of poverty, food insecurity, difficulties accessing healthcare, housing insecurity, and anxiety/depression due to isolation. Our Care Coordination Program, along with our other six core programs, is designed to reduce the burden on seniors, serving as a well-honed spectrum of services to keep seniors living independently in their homes.

The Care Coordination program will serve approximately 320 clients each month, with 20 Santee residents provided with ongoing Care Coordination services. In addition, approximately 30 Santee residents will further be served through our Information and eReferral services in FY25.

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

ElderHelp's Care Coordination program boasts a well-qualified program team, comprised of degreed social workers and gerontologists with more than 100 years of combined experience working with the senior population. The team has been certified in mental health, motivational interviewing, techniques for de-escalating situations in high-risk populations, dementia and Alzheimer training, trauma informed care, and suicide prevention. More than 350 volunteers are trained to support changing senior needs and are instrumental to our success, as they are the also the familiar personal contact that for so many isolated seniors can help address their susceptibility to mental health issues. In FY23, we had over 40,000 instances of care provided to our clients (deliveries, visits, calls, rides) which significantly increased our organizational capacity and impact. All programs, including the Care Coordination Program, are overseen by Anya Delacruz, Associate Executive Director, who has more than 20 years' experience working with seniors. She joined ElderHelp in 2008 and has played an integral role in developing the organization's programs. She has accountability for program performance and deliverables, as well as staff morale.

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

City of Santee – Application for CDBG Funding

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

E. Agency/Nonprofit Organization Information:

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

Since 1973, ElderHelp has served as a 501c3 nonprofit organization, helping over 260,000 older adults in need, including many seniors in the City of Santee. Our goal throughout these five decades has been to help older adults remain in their homes and enhance the quality of life for older adults through targeted services including Care Coordination, Senior Food and Essentials Pantry, Housing Services, Seniors A Go Go, RUOK Calls, Family Caregiver Assistance Program, and Intake and Referral Services. The impact of ElderHelp's programs is clear: we keep seniors living safer, healthier, and longer in their own homes. ElderHelp dramatically increased our services last fiscal year, supporting 7,398 seniors with only 3.5% of our caseload transitioning to long term care, less than 1% experiencing falls, and less than 2% having an ER visit or hospitalization. The hospitalization rate is a significant marker of senior wellbeing: the national average for senior hospitalization is 1 in 6, whereas with ElderHelp it is 1 in 50. All ElderHelp services kept seniors in their homes 7 years longer than the national average, allowing them to age in their homes and communities rather than costly long term care facilities. ElderHelp has received CDBG funding from the City of Santee every year since 2004. That adds up to 20 years of support, strong evidence of a successful partnership.

F. Financial:

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

ElderHelp follows Board-approved accounting policies that are consistent with GAAP, using Quickbooks accounting software. The agency maintains an accounting procedures manual, which is updated as necessary and reviewed annually by an outside, independent auditor. Disbursement and payment procedures require that invoices and check requests be submitted/reviewed by the end user/spender, approved by a

City of Santee – Application for CDBG Funding

department manager and reviewed by the Executive Director. Checks are processed by the Accounting Specialist and signed by the Executive Director or the Associate Executive Director. Checks over \$5,000 require two signatures. Bank statements are reconciled monthly by the Accounting Specialist and approved by the Executive Director. Restricted revenues are accounted for separately. Expenses are tracked by budget line item, specific to each program or revenue stream to ensure that designated funds are spent appropriately. Each month, the Board of Directors is presented with a complete set of financial statements which includes a Statement of Income & Expense Current Month and Year to Date showing the budget to actual, a Statement of Financial Position and a Cash Flow report. All accounting is performed by staff, and financial records are kept in the main office. While not a requirement, each year ElderHelp submits to an independent audit, which is presented to the Board by the auditor. The ultimate responsibility for financial oversight of CDBG expenditures will be Deborah Martin, CEO/Executive Director, and the Director of Finance, Sara Gongora. In addition, we keep a spreadsheet to track Santee participation, including phone inquiries, and report client numbers to the City of Santee on a quarterly basis.

G. Personnel:

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

Deborah Martin, CEO/Executive Director, has her Bachelor's Degree in Business Law., Her role involves overseeing the operations of ElderHelp, including financials, legal, program implementation and oversight, fundraising, technology, growth planning and long-range strategic planning. Anya Delacruz, Associate Executive Director, has more than 20 years' experience working with seniors. She joined ElderHelp in 2008 and has played an integral role in developing the organization's programs. She has accountability for program performance and deliverables, as well as staff morale. The Care Coordination Manager, Elizabeth Wagner, oversees the daily operations of the Care Coordination and Seniors A Go Go programs. Elizabeth has supported all of ElderHelp's programs and her gentle handling of any situation produces the best outcomes for our clients.

H. Conflict of Interest:

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

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

I. Policies and Procedures:

Your organization must have programmatic Policies and Procedures in place for the program you are applying for. Please describe the policies and procedures

City of Santee – Application for CDBG Funding

your organization has in place for determining program eligibility, income eligibility, record keeping\retention and reimbursement requests.

All clients complete a comprehensive intake process, which is entered into our Salesforce programs database. Through Salesforce, we track the initial phone call, application process, enrollment, and services provided. The system prevents clients from being entered multiple times and the in-depth application and enrollment process typically captures a full picture of any benefits already received by the client through other providers. Part of our assessment for any client is to review their income, benefits (health insurance, housing benefits like section 8, etc.), and the services they're currently receiving (IHSS, MOW, etc.). This allows us to understand what services they have so we can better coordinate their care and reduce duplication of services and benefits. Our specialized system in Salesforce ensures that we are only reporting on unduplicated clientele. We also track discharges, so if a client comes back to our program, we know that they were formerly enrolled and the specifics re: services we provided, why they were discharged, etc. We do not have a policy around how often people can apply for or access our services because we want to be the solution to keeping seniors living independently in their homes.

BENEFITS AND BENEFICIARIES

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

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

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

_____ 62_ % of clients are at 30 percent or below of the area median income.

_____ 38_ % of clients are between 31 and 50 percent of the area median income.

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

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

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

No

Yes (Please specify)

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

City of Santee – Application for CDBG Funding

ElderHelp exclusively serves seniors and their families.

DOCUMENTATION

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

ElderHelp regularly collects client data for all aspects of our programs in Salesforce.

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

Through Salesforce we run reports to evaluate services and provide client interventions. Salesforce tracks most data points, such as client social and medical needs and experiences, and interactions between staff, clients, and volunteers. In addition, Care Coordinators administer a biopsychosocial assessment at intake with regular checks against baseline. Throughout our routine monitoring of clients and listening to volunteer feedback, we maintain a vigilant qualitative assessment of client needs, whether self-identified or not, and client satisfaction. Information is gathered during client and volunteer interviews, client assessments and reassessments, and regular follow-up (via phone or home visits). The team makes necessary changes to ensure goals are met and to measure growth and improvement. Data analysis and evaluation is performed by ElderHelp’s Associate Executive Director Anya Delacruz.

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

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

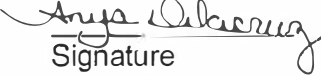
	Check answer in the applicable boxes below	Yes	No
1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?	<u>X</u>	
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents:		
	a) IRS Form 990?	<u>X</u>	
	b) California Franchise Tax Board Form 199?	<u>X</u>	
	c) Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law?	<u>X</u>	
	d) Date Articles of Incorporation files with Secretary of State?	06/20/1974	
3.	All necessary licenses required to operate are maintained?	<u>X</u>	
4.	Worker’s Compensation Insurance is active and current?	<u>X</u>	
5.	General Liability Insurance is active and current?	<u>X</u>	

City of Santee – Application for CDBG Funding

APPLICANT CERTIFICATION

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

Anya Delacruz, Assoc. Executive Director


Signature

City of Santee – Application for CDBG Funding

CDBG PROJECT BUDGET

Organization: ElderHelp of San Diego

Total organization budget \$ 2,406,292

Program/Project name requesting funds: Care Coordination Program

CDBG funds requested: \$ 7,000 Total program/project budget: \$ 857,228 Note: Indicate with an asterisk (*) funds that are volunteer time or in-kind contribution.

- 1. Sources of funding for program/project: (S)Secured or (A)Anticipated
a. Funding requested from the City \$ 7,000 (S) or (A)
b. Other federal funds (if any) 20,000 (S) or (A)
c. State or local government funds 84,533 (S) or (A)
d. Donations and contributions 745,695 (S) or (A)
e. Fees or memberships (S) or (A)
f. In-kind contributions / Volunteer time (S) or (A)
g. Other funding (S) or (A)
h. TOTAL PROJECT FUNDING (project budget) \$ 857,228 (S) or (A)

- 2. Uses of CDBG funds requested for the program/project: (1.a.)
a. Wages and salaries \$ 7,000
b. Personnel benefits
c. Materials and supplies
d. Program expenses and evaluation
e. Rent and utilities
f. Insurance
g. Mileage (@ 62.5 cents/mile)
h. Incentives and Special Events
i. Indirect costs
I. TOTAL REQUESTED FUNDING (same as 1.a.) \$ 7,000

3. Percentage of project budget represented by CDBG request 0.8 %

4. If your project will require future funding, please provide information about how the program will be funded. ElderHelp pursues a diversified funding strategy, which currently includes approximately 38% from grants, 21% from government and non-government contracts, 5% from corporate support, 30% from individuals, 5% from events, and 1% in client contributions.

RECEIVED

JAN 08 2024



Dept. of Development Services
City of Santee

**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2024**

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

The application must not exceed a total of fifteen (15) pages. The completed application must be submitted prior to 5:00 P.M. on Monday, January 8, 2024. Applications may be submitted electronically to bcrane@cityofsanteeca.gov. Paper copies may be mailed or delivered by January 8, 2024, to the City of Santee, Planning & Building Department, Attn: Bill Crane, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG funding may contact Bill Crane by email at bcrane@cityofsanteeca.gov before: 5:00 P.M. on Tuesday, January 2, 2024. Additionally, information about the CDBG program for subrecipients (applicants) may be found on HUD Exchange website at <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>

GENERAL INFORMATION: Date: 01/08/2024

Agency Name: The HomeMore Project

Agency Address: 10824 Lindbrook Drive, Suite 121, Los Angeles, CA 90024

Phone: 628-444-8094

E-mail: hello@homemoreproject.org

Project/Program Contact Person (Name and Title): Zac Clark, Executive Director.

Project/Program Location: Santee, California

Phone: 678-654-7070

E-mail: zac@homemoreproject.org

Type of Project (check one): Public Service Activity

Federal Unique Entity Identifier (UEI): J13SY4S4GLD1

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

Person completing application: Zac Clark, Executive Director

City of Santee – Application for CDBG Funding

FUNDING INFORMATION:

Amount Requested from Santee: \$ \$5,000

Total Project/Program Budget: \$ \$25,000

Is the Project/Program scalable? Meaning if awarded less than requested could the Project/Program still be carried out, albeit to a lesser degree? Please explain: Yes, our program is structured for every \$100 we receive, we can help someone experiencing homelessness. Receiving \$5,000 of support would help us serve 50 people, whereas receiving, for example, \$2,500 would help us serve 25 people.

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

PROJECTACTIVITY INFORMATION

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

Our Mission is to uplift the homeless community in California by building a culture of transparent and genuine relationships while focusing on the centralization of resources and providing realistic yet innovative solutions to an ongoing crisis.

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

It is crucial to leverage technology, innovation, and creativity to address the daily obstacles and long-term impacts faced by individuals experiencing homelessness. According to UCSF, around 70% of the homeless population in California possess cell phones, which serve as their means to connect with loved ones and access vital services. However, the lack of places and opportunities to charge their phones becomes a significant barrier. We have spoken to hundreds of individuals who have expressed that a simple phone call or email could have potentially secured them housing, but without a reliable connection, they were pushed to the back of the line. Moreover, homelessness presents numerous challenges when it comes to keeping one's belongings safe, dry, secure, and usable. Given the various elements and conditions faced by those without homes, maintaining the safety of belongings in everyday backpacks can be incredibly challenging.

Our Makeshift Traveler is a backpack specifically tailored to the needs of an individual experiencing homelessness. The pack was designed sustainably with a goal to serve as premium storage until obtaining permanent housing. The pack is made from recycled water bottles, creating a waterproof and robust hardshell to make up the outer portion of the pack. Notably, the pack features a solar panel with a battery pack and USB charging port, as nearly 70% of those without homes

City of Santee – Application for CDBG Funding

rely on their phones to connect with loved ones and access critical services. The bottom of the pack also features a nylon pillow, which can puff out by inserting a t-shirt inside the backpack. This is both a comfort feature and a security feature, as theft is a common occurrence during the evening hours.

We include a sleeping bag, poncho, radio, flashlight, ID card, socks, lock, hygiene kit, water bottle, and an informational brochure listing partner services with other organizations and agencies. This grant will support 50 individuals experiencing homelessness in Santee, California by providing each of them with one of our Makeshift Traveler backpacks.

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

The HomeMore Project has a dedicated team comprising our Board of Directors, overseeing the Makeshift Traveler program. This committed group provides strategic guidance and ensures the alignment of the program with our organizational mission and values. The physical distribution of Makeshift Travelers will be executed by our paid part-time staff and led by our Executive Director, Zac Clark. This includes logistical planning, coordination with partner organizations, and direct engagement with individuals experiencing homelessness. The activities will be carried out over the course of the year, with monthly distribution events scheduled to ensure a consistent and sustained impact. The frequency of services delivered will align with these monthly distribution events, ensuring regular and reliable support for those in need throughout the program period.

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

Public Services: The Makeshift Traveler program qualifies as a public service by directly benefiting individuals experiencing homelessness. It goes beyond providing physical items, contributing to the broader public good by fostering connections, addressing challenges, and promoting a sense of dignity.

Economic Development: The program indirectly contributes to economic development by addressing challenges that may hinder individuals from engaging in education, employment, or other economic activities. By providing essential tools, it supports their ability to reintegrate into society.

In essence, the Makeshift Traveler program is well-aligned with the CDBG Program National Objectives, the City of Santee Priorities, and Eligible Activities, as it directly serves and benefits the homeless population, addressing their unique needs and contributing to the broader goals of community development and inclusivity.

City of Santee – Application for CDBG Funding

E. Agency/Nonprofit Organization Information:

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

The HomeMore Project is a 501(c)(3) nonprofit organization founded in August 2020, months after the COVID-19 pandemic began. Our founder, Zac Clark, was in his second year at the University of San Francisco when he moved into his first apartment in a neighborhood called the "Tenderloin" in San Francisco, California. It is home to roughly 30-40% of San Francisco's homeless population, spanning only 16 blocks. During the pandemic, there were no tourists, and most corporate workers had left. Therefore, the only individuals that Clark interacted with were those experiencing homelessness. These interactions are what led Clark to found "The HomeMore Project."

The HomeMore Project is now in over 15 cities in California for 2024, including San Diego and other parts of Southern California. We aim to deliver 1,500 of our Makeshift Traveler in new regions, such as Santee.

F. Financial:

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

The HomeMore Project maintains robust fiscal management procedures to ensure transparency, accountability, and the effective allocation of resources. Our financial reporting adheres to industry standards, providing a clear and comprehensive overview of income, expenditures, and budgetary allocations. Our accounting systems employ modern software to maintain accurate and up-to-date records. Payment procedures are structured to prioritize efficiency and accountability, with a stringent review process in place. We adhere to audit requirements to guarantee compliance with legal and regulatory standards. Records are meticulously maintained to trace project benefits to targeted groups, ensuring that funds are directed toward initiatives that directly serve individuals experiencing homelessness. This meticulous approach to fiscal management reflects our commitment to responsible stewardship of resources, enabling us to maximize the impact of our programs and projects.

City of Santee – Application for CDBG Funding

G. Personnel:

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

The HomeMore Project's impactful activities are carried out by a dedicated team, primarily consisting of passionate and committed interns and volunteers. Our dynamic internship program engages over 25 interns annually, providing them with a unique opportunity to contribute their skills and ideas to meaningful projects in the realms of marketing, finance, journalism, media, and more. These interns, often college students from across the United States, commit to an enriching experience of approximately 10 hours per week. In addition to our interns, we maintain a robust volunteer base of over 65 individuals who generously offer their time and expertise. The collective efforts of our interns and volunteers form the backbone of our organization, enabling the successful execution of activities that range from program development to outreach initiatives. Activities are carried out year-round, fostering a continuous and impactful presence in the communities we serve. The frequency of services is maintained through regular team meetings, collaboration platforms, and ongoing communication channels that keep our dedicated team engaged and aligned with our mission.

H. Conflict of Interest:

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

N/A

I. Policies and Procedures:

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

The HomeMore Project maintains comprehensive Policies and Procedures specifically tailored for the Makeshift Traveler program. For determining program eligibility, we follow a transparent and inclusive approach, assessing individuals experiencing homelessness based on their unique circumstances and needs. Our organization does not impose strict income eligibility criteria, recognizing the diverse situations of those facing homelessness. Regarding record-keeping and retention, we have established protocols to ensure meticulous documentation of program activities, beneficiary details, and distribution outcomes. This includes the maintenance of digital and physical records for accurate reporting and

City of Santee – Application for CDBG Funding

accountability. Reimbursement requests are processed in accordance with our financial policies, with clear guidelines on documentation requirements and approval processes to guarantee fiscal responsibility and compliance with grant regulations. These policies and procedures are integral to maintaining program integrity, transparency, and effectiveness.

We are happy to provide our more detailed policies and procedures, along with training programs if requested.

BENEFITS AND BENEFICIARIES

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

The HomeMore Project will partner with local nonprofit organizations in Santee to facilitate the distribution of our Makeshift Traveler to 50 individuals experiencing homelessness. We recognize the importance of establishing local partnerships to executive our program.

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

100 % of clients are at 30 percent or below of the area median income.

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

Yes

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

The HomeMore Project primarily serves individuals experiencing homelessness. This population is diverse in terms of demographics. It includes men and women, as well as gender-diverse individuals, spanning various age groups. The demographic composition can vary widely from young adults to older individuals. Additionally, there is diversity in terms of racial and ethnic backgrounds, with people from various communities and backgrounds experiencing homelessness. The target population encompasses both individuals who have been homeless for an extended period and those who have more recently fallen into homelessness, reflecting the broader societal issue of housing instability.

City of Santee – Application for CDBG Funding

DOCUMENTATION

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

During distribution, we utilize a simple data collection method of digital or paper forms to fill out. We then record that information into our data base.

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

We utilize a five-goal framework to outline the objectives of our Makeshift Traveler program and measure the success of it.

Goal 1: Providing Immediate Relief and Connectivity

Our primary goal is to provide immediate relief and connectivity through the Makeshift Traveler. This comprehensive pack includes vital items and tools to support individuals experiencing homelessness until they can access temporary shelters or programs designed to alleviate homelessness.

Goal 2: Storytelling and Community Awareness

Our outreach efforts go beyond distributing flyers; they involve in-depth conversations that last up to an hour or more, where we engage with people in their communities. By sharing their stories, we aim to raise community awareness about homelessness and foster empathy.

Goal 3: Comprehensive Data Gathering

Collecting consistent and comprehensive data from individuals experiencing homelessness is a significant challenge. Distributing Makeshift Travelers provides us with an opportunity to gather specific demographic data and insights into their homeless experiences. This data enriches case manager files and better positions individuals to receive support with our lengthy list of partner organizations.

Goal 4: Linking to Vital Partner Services

Each Makeshift Traveler includes an Informational Brochure, listing various essential services, organizations, and government programs such as food, shelter, mental health treatment, substance abuse treatment, and entertainment. We've established partnerships with over 15 local organizations in San Francisco listed in the brochure to facilitate connections between recipients and these vital services. During expansion projects, we seek to include 7-10 local partners.

Goal 5: Feedback & Connections for our future Interim Housing Program

Gathering feedback on our future Interim Housing Program is crucial for primary research and program development. If recipients indicate specific program elements that wouldn't benefit them, we will make necessary adjustments. Simultaneously, we are building a list of individuals interested in participating in a Proof of Concept version in 2025. This helps us establish connections and gauge interest for future initiatives.

City of Santee – Application for CDBG Funding

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

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

	Check answer in the applicable boxes below	Yes	No
1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?	<u>Yes</u>	
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents:	<u>Yes</u>	
	a) IRS Form 990?	<u>Yes</u>	
	b) California Franchise Tax Board Form 199?	<u>Yes</u>	
	c) Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law?	<u>Yes</u>	
	d) Date Articles of Incorporation files with Secretary of State?		08\20\2020
3.	All necessary licenses required to operate are maintained?	<u>Yes</u>	
4.	Worker's Compensation Insurance is active and current?	<u>NA</u>	
5.	General Liability Insurance is active and current?	<u>Yes</u>	

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.

Zac Clark, Executive Director

Type or Print Your Name and Title

Zac Clark

Signature

City of Santee – Application for CDBG Funding

CDBG PROJECT BUDGET

Organization: The HomeMore Project

Total organization budget \$155,000

Program/Project name requesting funds: Makeshift Traveler backpack for Homeless in Santee

CDBG funds requested: \$5,000 Total program/project budget: \$25,000

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

1. Sources of funding for program/project:		(S)Secured or (A)Anticipated
a. Funding requested from the City	\$10,000 (A) _____	(S) or (A)
b. Other federal funds (if any)	_____	(S) or (A)
c. State or local government funds	_____	(S) or (A)
d. Donations and contributions	\$12,500 (S) _____	(S) or (A)
e. Fees or memberships	_____	(S) or (A)
f. In-kind contributions / Volunteer time	_____	(S) or (A)
g. Other funding	\$2,500 (S) _____	(S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	\$ _____	(S) or (A)

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

a. Wages and salaries	\$0 _____
b. Personnel benefits	\$0 _____
c. Materials and supplies	\$4,800 _____
d. Program expenses and evaluation	\$200 _____
e. Rent and utilities	\$0 _____
f. Insurance	\$0 _____
g. Mileage (___ @ 62.5 cents/mile)	\$0 _____
h. Incentives and Special Events	\$0 _____
i. Indirect costs	\$0 _____

I. TOTAL REQUESTED FUNDING (same as 1.a.) \$5,000 _____

3. Percentage of project budget represented by CDBG request 20%

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

A more detailed budget for the project and breakdown of each Makeshift Traveler is provided in the attachments.

The HomeMore Project Budget Compliments of
2024 Makeshift Traveler Program Budget- 250 Units



Expenses: Makeshift Traveler Program	Per Unit	For 250 Units
Makeshift Traveler Unit	\$36.50	\$9,125.00
Solar Panel (3 W)	\$22.00	\$5,500.00
Instruction Manual	\$0.14	\$35.00
Unit Itself	\$58.64	\$14,660.00
Radio and Headphones	\$7.30	\$1,825.00
Flash Light	\$1.50	\$375.00
Poncho	\$0.50	\$125.00
Sleeping Bag	\$5.80	\$1,450.00
Water Bottle	\$1.98	\$495.00
Lock (50cm)	\$2.00	\$500.00
USB C Charging Cable and Brick	\$1.80	\$450.00
Socks (5 Pairs)	\$0.00	\$0.00
Informational Brochure	\$0.99	\$247.50
Identification Card	\$0.99	\$247.50
Included Materials	\$22.86	\$5,715.00
Shipping Container to USA Storage Facility	\$4.00	\$4,000
Importing Tax	\$0.00	\$0.00
Packaging	\$1.00	\$250
Logistics	\$5.00	\$4,250
Total Expenses for Makeshift Traveler:	\$86.50	\$24,625.00
Expenses: General and Administrative		

Supplies (office and field)	\$75.00
HomeMore Merchandise for Volunteers and Team Members	\$300.00
Total Expenses for GA:	\$375.00

Total Project Budget:	\$25,000
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The \$5,000 received would directly support 50 Makeshift Traveler backpacks for the homeless community in Santee, California. This would be allocated to the entire per-unit cost for 50 backpacks.



THE HOMEMORE PROJECT

Our Mission is to uplift the homeless community in California by building a culture of transparent and genuine relationships while focusing on the centralization of resources and providing realistic yet innovative solutions to an ongoing crisis.





Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

THE HOMEMORE PROJECT INC
449 OFARRELL STREET UNIT 502
SAN FRANCISCO, CA 94102-0000

Date:
10/30/2020
Employer ID number:
85-2644419
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
August 5, 2020
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053648001850

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements



RECEIVED

JAN 23 2024

Dept. of Development Services
City of Santee

**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2024**

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

The application must not exceed a total of fifteen (15) pages. The completed application must be submitted prior to 5:00 P.M. on Monday, January 8, 2024. Applications may be submitted electronically to bcrane@cityofsanteeca.gov. Paper copies may be mailed or delivered to the City of Santee, Department of Development Services, Attn: Bill Crane, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG funding may contact Bill Crane by email at bcrane@cityofsanteeca.gov before: 5:00 P.M. on Monday, January 3, 2024. Additionally, general information about CDBG-CV funding may be found on HUD's website at <https://www.hudexchange.info/programs/cdbg/>

GENERAL INFORMATION: Date: 1/23/2024

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

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

Project/Program Contact Person: Tim Ray, East County Service Center Manager
Project/Program Location: El Cajon

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

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

Federal Unique Entity Identifier (UEI): DCWTFQJ3V5H8
NOTE: UEI may be accessed through the following website: <https://sam.gov/content/home>

Person completing application: Ali Duarte, Associate Director of Grants

City of Santee – Application for CDBG Funding

FUNDING INFORMATION:

Amount Requested from Santee: \$ 5,000

Total Project/Program Budget: \$ 152,367.60

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

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

PROJECTACTIVITY INFORMATION

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

Meals on Wheels San Diego County (MOWSDC)'s mission is to empower seniors and veterans to remain independent by nourishing their bodies, minds, and spirits. Our vision is to drive out senior hunger and isolation across our region. MOWSDC is part of the community safety net serving older adults with the home delivery of up to two nutritious meals a day at a subsidized price and accompanied by social visits, safety checks, and care navigator support with referrals if necessary. Many seniors experience chronic illnesses and disabilities, making activities of daily living difficult. In many cases, seniors will become temporarily and/or permanently homebound. Becoming homebound prevents seniors from obtaining food, healthcare, support services, and engagement in social activities. Home delivery of meals, with daily safety and wellness checks, enables seniors experiencing these difficulties to navigate these challenges more successfully, avoid negative health impacts, and maintain their preferred residence.

B. Briefly describe the purpose of the project, the population to be served, the area to be benefited and estimated number of Santee residents who would benefit from the project. Inclusion of the estimated number of Santee residents served is required.

MOWSDC provides personally delivered meals to seniors on weekdays and Saturdays (Sunday meals delivered with Saturday meals), including holidays. All the meals are prepared according to USDA guidelines for senior nutrition. They are reduced-sugar, -sodium, and -fat and include a healthy Latino Cuisine, easy to chew, renal friendly, gluten friendly, and vegetarian menu options. Every client served is provided with (a minimum) 60% subsidy for all services, and further subsidies are provided to those with greater financial need.

The MOWSDC program addresses food insecurity, declining health, and social isolation. As part of the "more than just a meal" service model, staff and volunteer drivers establish a trusting relationship with the seniors, which allows MOWSDC to

City of Santee – Application for CDBG Funding

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

The area to be served with this request is the entire City of Santee, including the City of Santee's LMI Census Tracts. The service population includes older adults 62+ who are homebound and fall within the extremely low- to moderate-income bracket established by the Department of Housing and Urban Development. In the last completed City of Santee CDBG program year (7/1/2022-6/30/2023), MOWSDC provided nutritious meals to 73 Santee seniors. Historically, the seniors served in the City of Santee by MOWSDC have the following characteristics: 37% are aged 85+ and 37% are between 75 and 84 years of age; 67% fall within the extremely low-income bracket (<30% of AMI); 32% fall in the very low-income bracket (30-80% of AMI) and 1% fall in the moderate-income bracket (80-120% of AMI); 42% are female head of household; 24% are veterans; 40% live alone and 24% have disabilities.

For the City of Santee Program Year 23-24 (July 1, 2023 – June 30, 2024), MOWSDC is contracted to serve 97 unduplicated seniors in Santee. Per the Quarter 2 Report, MOWSDC had already served 55 unduplicated Santee seniors, putting MOWSDC at 57% of its goal. For the City of Santee's Program Year 2024 (July 1, 2023 – June 30, 2024), MOWSDC will serve 99 unduplicated seniors in Santee, delivering up to two meals daily accompanied by a safety check and social visit. CDBG funding will provide food and packaging costs for 1,644 meals (\$3.04 direct cost per meal), reducing the overall cost of each meal delivered. This will ensure a minimum subsidy of 60% of the total per-meal-delivered costs for every senior, and further subsidy will be offered to those who qualify.

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

The MOWSDC East County Service Center at 131 Chambers Street in El Cajon services the City of Santee. Mr. Tim Ray manages the East County Service Center. (Please see details on his qualifications in Section F.) Daily meal deliveries are coordinated through a complex routing system to individual senior homes across the City of Santee using 400 volunteer delivery drivers coordinated by eight program staff. Fresh meals are produced for the program at the MOWSDC meal center and are packaged for delivery. Across the county, four service centers coordinate deliveries of hot and cold meal packages and beverages to 19 different drop-sites across the county. Volunteer drivers collect individualized meals at these drop sites and cover 127-weekday routes and 69-weekend routes to senior residences - 1,800 daily personal meal deliveries. The City of Santee's program is a component of the countywide services. The activities will be carried out during the City of Santee's CDBG Program Year 2024-2025 (July 1, 2024, to June 30,

City of Santee – Application for CDBG Funding

2025). MOWSDC delivers meals and corresponding services to homebound seniors for every day of the week (Sunday's meals are delivered on Saturday). MOWSDC is the only meal delivery program that delivers on weekends and holidays.

- D. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, or is included under the Eligible Activities. Please see the the Notice of Funding Availability to assist with this request.

MOWSDC's project for the City of Santee meets CDBG Program National Objective 1 by providing services to seniors considered extremely low- to moderate-income. One hundred percent of seniors in the City of Santee fall qualify for the HUD LMI income levels. Additionally, the services provided are considered a high priority, as stated in the City of Santee's 2020-2024 Consolidated Plan under Public Services for LMI-Resident, ensuring improved quality of life for seniors and other persons with special needs through supportive services. MOWSDC's program supports improved health and safety for seniors and veterans while they age in place.

- E. Agency/Nonprofit Organization Information:

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

MOWSDC was established in 1960 and incorporated as a 501 (3)(c) in 1970. MOWSDC serves all of San Diego County, including the 3,049 square miles of rural and unincorporated areas. MOWSDC provides services to adults over 60 who are homebound due to age, illness, or disability. Care services include the delivery of up to two fresh meals a day, a social visit, a safety check, and care navigation with referrals to other social service providers if necessary. All services are subsidized for all seniors at 60%, and further subsidies are provided to those who qualify. MOWSDC has received CDBG funds from the City of Santee since 2009 (fourteen years).

- F. Financial:

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

MOWSDC has a fully staffed Finance Department and uses QuickBooks Premium for Nonprofits. Each grant is assigned a unique identifier, making it possible to track grant expenditures. MOWSDC also has an Accounting Policies and Procedures Manual that is updated regularly. MOWSDC uses Quickbooks for general ledger, accounts payable, and financial recordkeeping and reporting. The chart of accounts structure provides for

City of Santee – Application for CDBG Funding

adequate segregation and tracking of separate funding sources. All vendor invoices and other expenses are paid by check. Contributions and grants are recorded and managed in Raisers Edge. Program fee billing and tracking are managed through SERVtracker, our client service software. All clients must complete an intake interview with a MOWSDC Service Center employee. Information collected on the Intake Form is entered into the SERVtracker database. The intake form documents all demographic information, including address, age, gender, ethnic background, income level, and all other important information. The database is updated daily, and reports are run regularly to ensure data integrity. As a registered 501 (c)(3) non-profit, an independent auditor audits MOWSDC financial statements annually, and Form 990 is filed annually with the Internal Revenue Service as required. Internal financial reports are also produced monthly by the CFO, issued to the Board Finance Committee for review, and presented quarterly to the full MOWSDC Board of Trustees.

G. Personnel:

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

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

H. Conflict of Interest:

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

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

City of Santee – Application for CDBG Funding

BENEFITS AND BENEFICIARIES

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

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

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

___67___% of clients are at 30 percent or below of the area median income
___32___% of clients are between 31 and 50 percent of the area median income
___1___% of clients are between 51 and 80 percent of the area median income
___0___% of clients are above 80 percent of the area median income

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

No

Yes (Please specify)

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

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

DOCUMENTATION

- A. How will the recipients' information be collected and documented?

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

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

MOWSDC uses a sophisticated electronic database called SERVTracker to collect and report on client demographics, meal delivery, and safety/wellness information. In addition to an initial phone intake and in-person interview with MOWSDC staff, volunteers and staff who visit homes daily also have data input responsibilities. The new MOWSDC

City of Santee – Application for CDBG Funding

mobile application, used by all volunteers and staff, allows for daily observations to be entered with regard to client living conditions (Change of Condition Alert). This data is electronically relayed back to the MOWSDC Care Navigators and Service Center Directors, who assess for needed responses. The Care Navigators contact the clients by phone or in person, depending on the urgency and risk level of the report. Responses may include initiating calls to family, social service agencies, emergency health responders, community groups who assist in home repairs, and other partner agencies. Interventions are notated in each client alert file. The Service Center Directors, Executive Management, and Board of Trustees conduct ongoing performance evaluation and program reviews.

APPLICANT CERTIFICATION

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

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


Signature

City of Santee – Application for CDBG Funding

CDBG-CV PROJECT BUDGET

Organization: Meals on Wheels San Diego County

Total organization budget \$9,538,216 _____

Program/Project name requesting funds: _Senior Meal Delivery & Accompanying Services_

CDBG funds requested: \$ _5,000_ Total program/project budget: \$ _152,367.60_ Note: Indicate with an asterisk (*) funds that are volunteer time or in-kind contribution.

- 1. Sources of funding for program/project: (S)Secured or (A)Anticipated
a. Funding requested from the City \$ _5,000_ (S) or (A)
b. Other federal funds (if any) _____ (S) or (A)
c. State or local government funds _____ (S) or (A)
d. Donations and contributions _____ 85,442.8 (S) or (A)
e. Fees or memberships _____ 61,924.8 (S) or (A)
f. In-kind contributions / Volunteer time _____ (S) or (A)
g. Other funding _____ (S) or (A)
h. TOTAL PROJECT FUNDING (project budget) \$ _152,367.60_ (S) or (A)

- 2. Uses of CDBG funds requested for the program/project: (1.a.)
a. Wages and salaries \$ _____
b. Personnel benefits _____
c. Materials and supplies _____
d. Program expenses and evaluation _____
e. Rent and utilities _____
f. Insurance _____
g. Mileage (___ @ 62.5 cents/mile) _____
h. Incentives and Special Events _____
i. Indirect costs _____
j. ___Food & packaging_____ 5,000
k. _____
I. TOTAL REQUESTED FUNDING (same as 1.a.) \$ _5,000_

3. Percentage of project budget represented by CDBG request ___3___%

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

City of Santee – Application for CDBG Funding

Clients pay, on average, 40% of the actual meal cost - depending on income levels (average is \$3.80 per meal - equating to an estimated \$61,924.80). Private donors will contribute the remaining \$85,442.80 of this project through MOWSDC's robust charitable giving program. To ensure all programs are fundable from multiple sources, additional grant applications are planned along with robust corporate campaigns and fundraising events to meet any unexpected shortfall.

RECEIVED

JAN 05 2024

Dept. of Development Services
City of Santee



**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2024**

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

The application must not exceed a total of fifteen (15) pages. The completed application must be submitted prior to 5:00 P.M. on Monday, January 8, 2024. Applications may be submitted electronically to bcrane@cityofsanteeca.gov. Paper copies may be mailed or delivered by January 8, 2024, to the City of Santee, Planning & Building Department, Attn: Bill Crane, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG funding may contact Bill Crane by email at bcrane@cityofsanteeca.gov before: 5:00 P.M. on Tuesday, January 2, 2024. Additionally, information about the CDBG program for subrecipients (applicants) may be found on HUD Exchange website at <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>

GENERAL INFORMATION: Date: Click here to enter a date.
January 5, 2024

Agency Name: Santee Food Bank
Agency Address: PO Box 712054, Santee, CA 92072

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

Project/Program Contact Person: Dennis Martins, President
Project/Program Location: 9715 Halberns Blvd., Santee, CA 92071

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

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

Federal Unique Entity Identifier (UEI): P8JASWGUMQ7
NOTE: UEI may be accessed through the following website: <https://sam.gov/content/home> Person completing application: Marty Smothermon

FUNDING INFORMATION:

City of Santee – Application for CDBG Funding

Amount Requested from Santee: \$ \$25,000

Total Project/Program Budget: \$ 53,600

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

If we experience a decrease in CDBG funding, it will create a financial hardship

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

PROJECT/ACTIVITY INFORMATION

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

The Santee Food Bank provides emergency food assistance to low to moderate income residents of Santee as well as all who come to us. We provide a minimum two-day pack to clients once per calendar month. During calendar year 2023 food was provided to 19,120 Santee residents, resulting in an average of 1,593 clients per month. In addition to Santee, we provided food to 10,189 individuals who are not Santee residents. This resulted in a grand total of 29,309 individuals who benefitted from our organization in 2023.

(These numbers include the food pantry, commodities, and shut-ins).

B. Briefly describe the purpose of the project:

The purpose of the Santee Food Bank is to provide food to help those in need of assistance.

The population to be served:

We endeavor to provide food to everyone who comes to us for assistance. Our focus has always been to provide food to the residents of Santee. However, we are a Super Pantry, and as such we also provide food to those who do not reside in Santee.

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

Our dedicated all-volunteer staff gives over 18,000 hours of their time every year. Our small team of 3 drivers use their personal vehicles to pick up donations from local grocery stores and deliver to our site 6 days a week. In addition, the Board of Directors donates hundreds of hours networking with the community, applying for grants and providing oversight for the day-to-day operations. We are open every Wednesday, Friday and Saturday from 8-11 AM. We also distribute government commodities on the 3rd Tuesday of each month. The

City of Santee – Application for CDBG Funding

commodity program provides food for an average of 250 households each month. Additionally, we partner with Sonrise Church to deliver food to an average of 50 households with homebound individuals. This monthly distribution is designed to help those who no longer can leave their homes.

D. The Santee Food Bank continues to be non-profit operating under 501©3. It was established in 1983 and incorporated in 1990. Our agency partners with the San Diego Food Bank and Feeding San Diego who provide our organization with assistance when needed. Our primary purpose is to help alleviate hunger.

E. Established in 1983 and incorporated in 1990, the Santee Food Bank distributes food to everyone who comes to us from low to middle income. Our organization has been receiving CDBG funding since 2007 and these 17 years of funding continues to help us pay our utility bills, liability insurance, rent, and equipment maintenance/repairs.

F. Financial:

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

The Santee Food Bank treasurer uses QuickBooks to keep accurate and up-to-date records. A monthly report is provided to the Board for review. Both the president and site manager have access to the banking information. Paper copies of all financial transactions are stored in the food bank office.

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

Personnel: President: Dennis Martins, Friends Christian Church; Secretary: Leah Winstead, U.S. Navy active duty; Treasurer: Donna Daum, retired actuary; Manager & Vice President Marty Smothermon, retired cost analyst and long-time board member.

H . Conflict of Interest

Please identify any member, officer, or employee of your organization who is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees or has any interest or holding which could be affected by any action taken in the execution of this application. [00]

City of Santee – Application for CDBG Funding

There are no known conflicts of interest between the food bank and the City of Santee,

I. Policies and Procedures:

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

As a food bank we serve all who come to us. The one qualifier is that they can only receive food once a month. Client records are retained for five years and kept confidential. All reimbursement requests must be accompanied by a receipt.

BENEFITS AND BENEFICIARIES

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

We have developed a drive-through distribution enabling clients to remain in their vehicles. This also encourages clients to carpool to our facility. We also deliver on a once-a-month basis to those who are unable to leave their homes, utilizing our shut-in program.

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

<u>80</u>	% of clients are at 30 percent or below of the area median income.
<u>15</u>	% of clients are between 31 and 50 percent of the area median income.
<u>3</u>	% of clients are between 51 and 80 percent of the area median income.
<u>2</u>	% of clients are above 80 percent of the area median income.

[Click here to enter text]

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

No

Yes (Please specify) **Yes**

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

Click here to enter text.

With food distribution we consider each client's specific needs and situation.

Reusable bags are used when packing shelf stable foods for the homeless.

We also provide toiletries when available. When we have milk, it is first distributed to families with children.

DOCUMENTATION

City of Santee – Application for CDBG Funding

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

We are in the process of implementing Oasis, a digital record-keeping system. This will modernize and streamline our data gathering. During this transition we continue to use paper intake sheets which are stored and kept in a locked file cabinet for five years, after which they are shredded.

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

We have developed a comprehensive Excel workbook which helps us maintain our client demographics. This includes the number of people in a household, number of families, families with children, income level, ethnicity, female head of household, veterans, disabled, homeless, and seniors.

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

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

	Check answer in the applicable boxes below	Yes	No
1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?	<u>Yes</u>	
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents:	<u>yes</u>	
	a) IRS Form 990?	<u>yes</u>	
	b) California Franchise Tax Board Form 199?	<u>yes</u>	
	c) Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law?	<u>yes</u>	
	d) Date Articles of Incorporation files with Secretary of State?		01/05/2021

City of Santee – Application for CDBG Funding

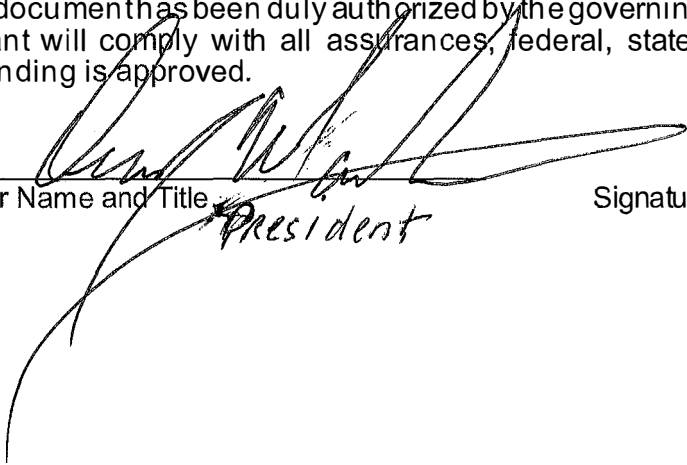
3.	All necessary licenses required to operate are maintained?	<u>yes</u>	
4.	Worker's Compensation Insurance is active and current?	<u>N/A</u>	
5.	General Liability Insurance is active and current?	<u>yes</u>	

APPLICANT CERTIFICATION

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

Dennis Martins

Type or Print Your Name and Title



President

Signature

City of Santee – Application for CDBG Funding

CDBG PROJECT BUDGET

Organization: Santee Food Bank
 Total organization budget \$53,600

Program/Project name requesting funds: \$25,000

CDBG funds requested: \$25,000 Total program/project budget: \$53,600 Note: Indicate with an asterisk (*) funds that are volunteer time or in-kind contribution.

1. Sources of funding for program/project:		(S)Secured or (A)Anticipated	
a. Funding requested from the City	\$ 25,000	A	(S) or (A)
b. Other federal funds (if any)	<u>0</u>		(S) or (A)
c. State or local government funds	<u>0</u>		(S) or (A)
d. Donations and contributions	<u>\$15,000</u>	A	(S) or (A)
e. Fees or memberships	<u>0</u>		(S) or (A)
f. In-kind contributions / Volunteer time			(S) or (A)
g. Other funding	<u>\$13600</u>	A	(S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	<u>\$ \$53,600</u>	A	(S) or (A)

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

a. Wages and salaries	<u>\$ 0</u>
b. Personnel benefits	<u>0</u>
c. Materials and supplies	<u>0</u>
d. Program expenses and evaluation	<u>0</u>
e. Rent and utilities	<u>20,600</u>
f. Insurance	<u>4,400</u>
g. Mileage (<u> </u> @ 62.5 cents/mile)	<u>n/a</u>
h. Incentives and Special Events	<u>n/a</u>
i. Indirect costs	<u>n/a</u>
j. _____	<u>n/a</u>
k. _____	<u>n/a</u>

I. TOTAL REQUESTED FUNDING (same as 1.a.) \$ 25,000

3. Percentage of project budget represented by CDBG request 46.7 %

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



**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2024**

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

The application must not exceed a total of fifteen (15) pages. The completed application must be submitted prior to 5:00 P.M. on Monday, January 8, 2024. Applications may be submitted electronically to bcrane@cityofsanteeca.gov. Paper copies may be mailed or delivered by January 8, 2024, to the City of Santee, Planning & Building Department, Attn: Bill Crane, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG funding may contact Bill Crane by email at bcrane@cityofsanteeca.gov before: 5:00 P.M. on Tuesday, January 2, 2024. Additionally, information about the CDBG program for subrecipients (applicants) may be found on HUD Exchange website at <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>

GENERAL INFORMATION: Date: [Click here to enter a date.](#)

Agency Name: Santee Santas Foundation Inc.
Agency Address: P. O. Box 7100033, Santee, CA 92072

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

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

Phone: 619.301.0745 Fax: [\[Click here to enter text\]](#)
E-mail: LadyTVH2019@gmail.com

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

Federal Unique Entity Identifier (UEI): EKYGB7FP2A84
NOTE: UEI may be accessed through the following website: <https://sam.gov/content/home>
Person completing application: Tonya V. Hendrix

City of Santee – Application for CDBG Funding

FUNDING INFORMATION:

Amount Requested from Santee: \$ 5000

Total Project/Program Budget: \$ 59,775.00

Is the Project/Program scalable? Meaning if awarded less than requested could the Project/Program still be carried out, albeit to a lesser degree? Please explain: Yes, our program is scalable. We can modify the amount of food, the number of toys and the amount on gift cards given to the families/children.

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

PROJECTACTIVITY INFORMATION

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

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

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

Over the past three years Santee Santas has served an average of 181 families, 663 people and 361 children. During the 2023 Holiday program we had the privilege of serving 209 families including over 400 children.

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

There are nine (9) board members, five (5) committee volunteers and approximately 245 community volunteers. The activities of the program are managed by the Santee Santas Foundation Board of Directors and Committee Volunteers. Community volunteers collect, sort, box and distribute food. They also assist in selecting, wrapping, boxing and distributing toys, books, and games. The program activity begins in October with soliciting donations from businesses and individuals through our business mailer. A group of volunteers wrap toy donation collection boxes and distribute them to local businesses. Applications are collected online. Applications are open from mid-October through December 1st. Board members review and approve or deny applicants according to HUD income standards. Food purchasing, sorting, boxing and distribution

City of Santee – Application for CDBG Funding

as well as toy collection, wrapping, boxing and distribution occur in December. Delivery occurs prior to December 25 and is also carried out by community volunteers. Seniors received specialized foods with consideration for their medical conditions. Poinsettias are delivered to individuals residing in senior mobile home parks. Santee Santas also provides emergency funds for persons suffering loss or displacement due to fire.

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

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

- E.** Agency/Nonprofit Organization Information:

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

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

- F.** Financial:

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

Santee Santas is organized and operated entirely by volunteers. There are no paid staff. The treasurer is a member of the Santee Santas Board of Directors. Standard accounting practices are followed using a fiscal year of April 1st to March 31st. Expenses must be approved in an annual budget or approved by a majority vote of the Santee Santas Board

City of Santee – Application for CDBG Funding

of Directors. All expenses are in support of the mission of the Santee Santos Foundation and are in accordance with the by-laws. Receipts are required and maintained for expenditures. The account is reconciled each month with the bank statement. A financial report is presented by the treasurer at each regular meeting of the Foundation. The annual report is posted on the Santee Santos Foundation website each year.

G. Personnel:

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

Tonya V. Hendrix, President (March 2019)

Board member since 2012; Secretary 2012-2019; Volunteer Coordinator, Assistant Toy Coordinator, Delivery Day Team, Assistant Senior Outreach Coordinator
Santee School District Teacher (retired)

Linda Vail, Treasurer (February 2016)

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

Marie Gregory, Secretary (March 2019)

Board member since April 2005; Facilities Coordinator, Senior Outreach Coordinator, Food Program Coordinator, Deliver Day Team
Small Business Owner
Floral Designer, Educator and Judge
AIFD (American Institute of Floral Design) Regional Board of Directors Member
Future Farmers of America/AIFD Liaison

Hailey Conyer (April 2023)

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

Channing Dawson, Member (October 2018)

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

Kelly Disbrow (April 2023)

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

City of Santee – Application for CDBG Funding

Terry Johnson, Member (October 2020)
Board member since 2020; Book Coordinator; Toy Program Assistant Coordinator,
Senior Outreach Assistant Coordinator
Santee School District Foundation - VP, fundraising
Shriners (45 yrs.) fundraising, planning events, working on committees
Santee School District Teacher (retired)

Ginger Owens, Member, (March 2020)
Board member since 2020; Toy Volunteer, Assistant to Treasurer
Graphic Designer (retired)
ARC East County Board Member and President
ARC San Diego Executive Board Member

Kathy Rasmussen, Member, (December 2021)
Board member since 2021; Business Mailer Coordinator, Communications, Food
Volunteer
Santee School District School Secretary (retired)

H. Conflict of Interest:

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

The only member of the Santee Santos Foundation who has a conflict with the City of Santee, 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 is Channing Dawson, a Santee Firefighter.

I. Policies and Procedures:

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

The Santee Santos Policies and Procedures for eligibility require that applicants reside within the Santee School District boundaries, meet income levels as indicated by the FY CDBG Income limits and not receive holiday assistance from any other agency or program. All applicants are required to provide photocopies of the following information: valid government issued photo ID of all adults with current address, a current year report card, progress report or attendance report for each school-age child, birth certificate for all children under school age, rental agreement or mortgage statement or valid HUD statement listing all persons living in the home. Proof of income – photocopies for earned wages, SSI, self-employment wages, unemployment, disability/workers compensation,

City of Santee – Application for CDBG Funding

CalWORKs/CalFresh, foster care, child support, and/or alimony, Pell grants or other grants for college attendance. Documentation is maintained for seven (7) years. As of 2023 we are using a third-party administrator for applications which provides document security and retrieval. Record keeping is maintained by monthly meetings and minutes. Financial records are maintained using QuickBooks. Reimbursements are provided to board members or activity chairs with the submission of original receipts and board approval

BENEFITS AND BENEFICIARIES

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

The application is online at the Santee Santos Foundation, Inc website. Paper applications are distributed at low-income senior residential complexes. Banners announcing the opening of applications are placed at all local schools and on Cuyamaca Street. Notices are dispersed through Santee Schools, on the Santee Santos website and through social media. Recipients of the program receive food, toys and gift cards delivered to their homes prior to December 25. These are delivered by community volunteers or board members.

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

59% of clients are at 30 percent or below of the area median income.
18% of clients are between 31 and 50 percent of the area median income.
23% of clients are between 51 and 80 percent of the area median income.
0% of clients are above 80 percent of the area median income.

[Click here to enter text]

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

No Yes (Please specify)

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

Though our program does not focus solely on any of these special needs populations; we serve persons experiencing homelessness, persons with disabilities, veterans, seniors and children.

City of Santee – Application for CDBG Funding

DOCUMENTATION

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

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

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

Applications are reviewed and approved or denied by a board member. All families must meet income levels as defined by HUD income levels (distributed by the City of Santee) The Information is placed on a spreadsheet which is used to provide a specific amount of food and how many children will receive toys, or gift cards.

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

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

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

City of Santee – Application for CDBG Funding

APPLICANT CERTIFICATION

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

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

Tonya V. Hendrix
Signature

City of Santee – Application for CDBG Funding

CDBG PROJECT BUDGET

Organization: Santee Santas Foundation, Inc

Total organization budget \$ 59,775.00

Program/Project name requesting funds: Santee Santas 2024 Holiday Program

CDBG funds requested: \$ 5000 Total program/project budget: \$59,775.00 Note: Indicate with an asterisk (*) funds that are volunteer time or in-kind contribution.

1. Sources of funding for program/project:		(S)Secured or (A)Anticipated
a. Funding requested from the City	\$ 5000.00	(S) or (A)
b. Other federal funds (if any)	_____	(S) or (A)
c. State or local government funds	_____	(S) or (A)
d. Donations and contributions	\$ 28,500.00	(S) or (A)
e. Fees or memberships	_____	(S) or (A)
f. In-kind contributions	\$ 20,965.00	(S) or (A)
g. Other funding (Business mailer)	\$ 15,000.00	(S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	\$ 59,775.00	(S) or (A)

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

a. Wages and salaries	\$ _____
b. Personnel benefits	_____
c. Materials and supplies (food)	\$ 5000.00
d. Program expenses and evaluation	_____
e. Rent and utilities	_____
f. Insurance	_____
g. Mileage (___ @ 62.5 cents/mile)	_____
h. Incentives and Special Events	_____
i. Indirect costs	_____
j. _____	_____
k. _____	_____

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

3. Percentage of project budget represented by CDBG request 8%

4. If your project will require future funding, please provide information about how the program will be funded. Santee Santas annual budget is based solely on anticipated donations and varies year to year. The organization solicits funds and in-kind donations in a

City of Santee – Application for CDBG Funding

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



**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2024**

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

The application must not exceed a total of fifteen (15) pages. The completed application must be submitted prior to 5:00 P.M. on Monday, January 8, 2024. Applications may be submitted electronically to bcrane@cityofsanteeca.gov. Paper copies may be mailed or delivered by January 8, 2024, to the City of Santee, Planning & Building Department, Attn: Bill Crane, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG funding may contact Bill Crane by email at bcrane@cityofsanteeca.gov before: 5:00 P.M. on Tuesday, January 2, 2024. Additionally, information about the CDBG program for subrecipients (applicants) may be found on HUD Exchange website at <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>

GENERAL INFORMATION: Date: 1/5/2024

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

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

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

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

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

Federal Unique Entity Identifier (UEI): F3UKH7PKL3G5
NOTE: UEI may be accessed through the following website: <https://sam.gov/content/home>
Person completing application: Rebecca Rader

City of Santee – Application for CDBG Funding

FUNDING INFORMATION:

Amount Requested from Santee: \$ \$10,000

Total Project/Program Budget: \$ \$7,309,275

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

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

PROJECT/ACTIVITY INFORMATION

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

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

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

Voices for Children (VFC) respectfully requests \$10,000 in CDBG funding to support the Court Appointed Special Advocate (CASA) program. The purpose of the project is to match children in foster care with consistent, caring volunteers, called CASAs, who fill a critical gap in the overburdened foster care system by ensuring that the best interests of the children are not overlooked. CASAs advocate on children's behalf in court and in the community.

VFC provides advocacy and support via the CASA program to children, ages 0–21, who are living in San Diego County foster care. While the foster care system affects youth and families of every race, ethnicity, and socioeconomic class, youth of color remain overrepresented. Approximately 49% of the youth served by VFC with known racial and ethnic origins are Hispanic/Latino, 17% are Black, 16% are multiracial, 14% are white, 2% are Native American, 1% are Asian/Pacific Islander, and 1% are some other race.

VFC will provide CASAs to at least 1,250 unduplicated clients throughout San Diego County in fiscal year (FY) 2024–25. Based on data from previous years, we estimate more than 20 children from the City of Santee will spend time in foster care during FY 2024–25. This grant, if awarded, will enable VFC to provide four (4) of these City of Santee children with the benefits of CASA advocacy.

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

City of Santee – Application for CDBG Funding

Through the CASA program, community volunteers called CASAs advocate on behalf of children in foster care under the supervision and guidance of VFC staff members called Advocacy Supervisors. All CASA activities funded by this grant will take place between July 1, 2024, and June 30, 2025. All CASAs complete VFC's intensive 35-hour training course called Advocate University before working with children. They commit to serving for at least 18 months and spend 10–15 hours a month on their cases. Each month, CASAs visit with their assigned children and speak with family members, caregivers, teachers, healthcare providers, and child welfare professionals to gain a thorough understanding of each child's situation. Twice a year, CASAs accompany their assigned children to court and submit comprehensive written reports that include case updates and identify the children's specific needs. Judges rely on these reports to make informed decisions about the children's housing, education, mental and physical healthcare, and overall well-being. Many CASAs advocate for their assigned child beyond their 18-month commitment and throughout the child's time in foster care. The advocacy provided to each individual child varies greatly depending on the child's unique circumstances and needs. Children in foster care are a diverse group in many ways. They range in age from 0 to 21, and they enter the foster care system for a variety of reasons. Some children will only spend a few months in the foster care system, while others will remain in the system until they turn 21. The disparate paths that children's cases take make it difficult to measure the quantity of the services we provide because the advocacy provided by each CASA is tailored to address each child's specific situation and needs during their time in the foster care system. However, VFC's CASA program provides every participant with three distinct services: 1) An individual and personal relationship with a CASA volunteer, which is established through home visits and outings in the community; 2) The CASA's presence and verbal advocacy at regularly scheduled court hearings, child welfare meetings, and school meetings; and 3) The submission of comprehensive court reports that include case updates about the child and recommendations at all regularly scheduled court hearings (typically every six months). Each Advocacy Supervisor provides supervision and guidance to 40–50 CASA volunteers. Advocacy Supervisors are the day-to-day contacts for CASA volunteers. They educate CASAs about the foster care system, assist them to identify community resources, and accompany them to school conferences, child welfare meetings, and court hearings. Advocacy Supervisors also maintain a 24-hour, 365-day cell phone line that CASAs can access in emergencies. They ensure that each CASA has the training and resources they need to advocate on behalf of a child in foster care.

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

VFC exclusively serves children who have experienced abuse or neglect and are under the Court's jurisdiction. According to the U.S. Department of Housing and Urban Development (HUD), abused and neglected children are presumed to be low- and moderate-income (LMI) persons. This project meets the City of Santee's priority of providing public services and activities to improve the quality of life for residents, specifically the special needs population of children in foster care—a population known

City of Santee – Application for CDBG Funding

to be at great risk of future homelessness. Through the CASA program, VFC improves the quality of life for children in foster care. This year, approximately 2,500 children will spend time in the San Diego County foster care system. Each child has experienced multiple and often compounding traumatic experiences in the form of child abuse and neglect at the hands of a caregiver or parent. These experiences are often the result of intergenerational trauma caused by poverty, racism, and/or discrimination. Once in foster care, children face new stressors: being isolated from their families, possibly living with strangers in unfamiliar environments, and frequently lacking consistent and caring adult figures in their lives. The overburdened foster care system simply cannot meet the individual needs of the children it is supposed to protect. Its shortcomings—including heavy caseloads and a high turnover rate for child welfare professionals—result in additional childhood trauma that has lifelong impacts. Trauma and abuse puts children and youth at high risk for adverse consequences throughout their life. Homelessness, insufficient education, barriers to mental and physical healthcare, lack of social connections, and justice system involvement are a few of the daunting challenges that children may encounter during and after foster care. These dire outcomes can be mitigated. Research from the Center for the Study of Social Policy suggests that social support and equitable access to essential services will strengthen children and families that have had experience with the child welfare system. According to Youth.gov, “Permanent relationships with positive adults are a powerful protective factor against negative outcomes and can provide critical support to youth as they transition to adulthood.” CASA volunteers help children achieve better outcomes. While child welfare professionals and caregivers may come and go, CASAs form enduring relationships with youth and provide them with consistent advocacy and support. They ensure that the unmet educational, physical and mental health, and housing needs of youth are not overlooked by advocating in court, in schools, and in the community. VFC is the only organization designated by the Superior Court to provide CASA services to children in San Diego County foster care, including the City of Santee.

E. Agency/Nonprofit Organization Information:

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

VFC, an independent nonprofit organization, has been in operation since 1980. It was incorporated on December 1, 1982. The founders established VFC with the intention of mitigating the devastating effects of child abuse and long-term foster care. They adopted an emerging model in which volunteers, called CASAs, are enlisted to ensure better housing placements and more positive life outcomes for children in foster care. VFC and its staff and volunteers have impacted thousands of San Diego County children in foster care over the past 43 years, including 126 from Santee who have been provided CASAs since 2014 alone. VFC is grateful to have received CDBG funding from the City of Santee for the past four fiscal years. We are currently providing advocacy

City of Santee – Application for CDBG Funding

services to children in foster care in the City of Santee and have provided CASAs or Staff Advocates to 32 Santee children thus far into FY 2023–24. VFC's primary program/service is the CASA program, which is the focus of this grant request. VFC also operates three sub-programs in San Diego County: the Case Assessment Program, the Case Liaison program, and the Juvenile Justice CASA program. Under the Case Assessment Program (CAP), VFC staff assess every child who enters foster care and refer those children with the greatest needs to the CASA program and children with less urgent needs to the Case Liaison program. CAP staff regularly monitor those children not provided either a CASA or a Case Liaison in case their needs elevate to a level requiring ongoing advocacy. Under the Case Liaison program, VFC staff called Case Liaisons are stationed in each of San Diego County's five juvenile dependency courtrooms, including the dependency courtroom at the Superior Court East County Division located in El Cajon. In addition to accessing the needs of children entering foster care, Case Liaisons provide direct advocacy services to children in foster care with less urgent needs and support CASAs attending hearings in the Case Liaison's assigned courtroom. VFC's Juvenile Justice CASA program provides specialized advocacy services to youth involved with or at risk of involvement with the justice system. VFC will assess the cases of every child who spends time in foster care in San Diego County and provide CASA or Case Liaison services to at least 1,750 of the estimated 2,500 children who will spend time in foster care during FY 2024–25.

F. Financial:

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

Each year, an independent CPA firm audits VFC. During the audit process, they review our policies concerning personnel, financial reporting, record-keeping, financial management, internal controls, accounting systems, and payment procedures. VFC uses a financial accounting system called Finance Edge. Through Finance Edge, VFC expends grant dollars in support of targeted groups. VFC then invoices the grantor to ensure that funds were spent on the project beneficiaries. Additionally, client records are maintained in our program database, CASA Manager, where efforts and outcomes are tracked according to funding source. Through all these fiscal and program management procedures, VFC is able to ensure that the project benefits the targeted group. Our Board of Directors (26 members) has governance responsibilities to ensure that all policies and procedures are adhered to by staff.

G. Personnel:

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

Stephen Moore, Chief Program Officer, will administer this project, if awarded. He has been instrumental in the development of the CASA program since he began with VFC in 2008 as an Advocacy Supervisor. Over the last 15 years, Stephen has assumed various

City of Santee – Application for CDBG Funding

positions with increasing responsibility. He has a vast depth of institutional knowledge. Additionally, Stephen serves on the San Diego County Child and Family Strengthening Advisory Board and is an important liaison between VFC and the Court, dependency judges, and other service organizations with whom we partner. Stephen has been the programmatic lead for each of VFC's previous CDBG grant awards and has successfully stewarded each one to meet or exceed goals. Stephen has a bachelor's degree in criminal justice from San Diego State University.

H. Conflict of Interest:

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

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

I. Policies and Procedures:

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

VFC exclusively serves youth who have experienced abuse or neglect and are under the Court's jurisdiction. VFC obtains information about each child's status as a dependent of the Juvenile Court directly from the San Diego County Juvenile Court. We also obtain information about a youth's gender, age, race, and ethnicity from the San Diego County Health and Human Services Agency (HHSA). All this information is used to complete an intake form for each program participant. Intake forms and corresponding documentation are maintained in our internal database, CASA Manager, a database developed for CASA programs. We also use CASA Manager to track progress on each child's case plan, including information about a child's housing, education, physical and mental health, and other detail, such as whether a child's CASA advocacy is funded by a specific grant, which allows us to accurately process and document reimbursement requests. VFC has a personnel policy manual, an affirmative action plan, and a grievance procedure. VFC maintains all programmatic and financial records for at least seven years. Electronic files are backed up on a continuous basis.

BENEFITS AND BENEFICIARIES

City of Santee – Application for CDBG Funding

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

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

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

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

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

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

No Yes (Please specify)

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

VFC serves the special needs population of children in foster care. Each of the children we serve has experienced abuse, neglect, or abandonment at the hands of their parents or caregivers. This population also faces a heightened risk of homelessness. According to John Burton Advocates for Youth, one in three youth who exits foster care in California experiences homelessness within two years.

DOCUMENTATION

City of Santee – Application for CDBG Funding

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

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

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

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

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

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

	Check answer in the applicable boxes below	Yes	No
1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?	<u>X</u>	
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents:		
	a) IRS Form 990?	<u>X</u>	
	b) California Franchise Tax Board Form 199?	<u>X</u>	
	c) Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law?	<u>X</u>	
	d) Date Articles of Incorporation files with Secretary of State?	08/17/1982	
3.	All necessary licenses required to operate are maintained?	<u>X</u>	
4.	Worker’s Compensation Insurance is active and current?	<u>X</u>	
5.	General Liability Insurance is active and current?	<u>X</u>	

City of Santee – Application for CDBG Funding

APPLICANT CERTIFICATION

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

Jessica Muñoz, Esq., MFS,
President & CEO

Type or Print Your Name and Title



Signature

City of Santee – Application for CDBG Funding

CDBG PROJECT BUDGET

Organization: Voices for Children

Total organization budget \$8,854,132

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

CDBG funds requested: \$10,000 Total program/project budget: \$7,309,275

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

1. Sources of funding for program/project:		(S)Secured or (A)Anticipated
a. Funding requested from the City	<u>\$10,000 (A)</u>	(S) or (A)
b. Other federal funds (if any)	<u>\$231,000 (A)</u>	(S) or (A)
c. State or local government funds	<u>\$1,510,774 (A); \$48,226 (S)</u>	(S) or (A)
d. Donations and contributions	<u>\$3,141,275 (A)</u>	(S) or (A)
e. Fees or memberships	<u>\$0</u>	(S) or (A)
f. In-kind contributions / Volunteer time	<u>\$0</u>	(S) or (A)
g. Other funding	<u>\$2,368,000 (A)</u>	(S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	<u>\$7,309,275 (A unless noted)</u>	(S) or (A)

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

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

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

3. Percentage of project budget represented by CDBG request 0.13 %

4. If your project will require future funding, please provide information about how the program will be funded. VFC has served San Diego County children in foster care since our

City of Santee – Application for CDBG Funding

inception in 1980, and we are committed to the sustainability of the CASA program for years to come. Creating and maintaining a diverse revenue stream supports our sustainability. Our program budget is comprised of revenue generated primarily through individual philanthropy (27%), foundation and corporate support (16%), government grants (25%), and special events (30%). We solicit support through grant requests, major gift solicitations, direct mail campaigns, and fundraising events. Each member of our Board of Directors financially supports VFC, and our Board is actively engaged in expanding the organization's visibility in the community and our network of supporters. VFC operates on an accrual accounting system. At the start of each fiscal year (beginning on July 1), we begin raising the budget for that fiscal year. Any funding that we receive on or after July 1, 2024, will go toward the project budget. VFC receives pledges for government funds for future years. For FY 2024–25, VFC expects to be awarded \$611,432 of state funding through a process administered by the California CASA association. VFC also typically receives more than \$500,000 annually in Victims of Crime Act grant funding through the California Governor's Office of Emergency Services. We anticipate that this will remain a significant funding source.



**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2024**

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

The application must not exceed a total of fifteen (15) pages. The completed application must be submitted prior to 5:00 P.M. on Monday, January 8, 2024. Applications may be submitted electronically to bcrane@cityofsanteeca.gov. Paper copies may be mailed or delivered by January 8, 2024, to the City of Santee, Planning & Building Department, Attn: Bill Crane, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG funding may contact Bill Crane by email at bcrane@cityofsanteeca.gov before: 5:00 P.M. on Tuesday, January 2, 2024. Additionally, information about the CDBG program for subrecipients (applicants) may be found on HUD Exchange website at <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>

GENERAL INFORMATION: Date: 1/3/2024

Agency Name: CSA San Diego County
Agency Address: 327 Van Houten Avenue

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

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

Project/Program Contact Person (Name and Title): Estela De Los Rios, Executive Director
Project/Program Location: 327 Van Houten Avenue-El Cajon, CA 92020
Phone: 619-277-5786
E-mail: estela@c4sa.org

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

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

Federal Unique Entity Identifier (UEI): LD7WR1PFMGD4

NOTE: UEI may be accessed through the following website: <https://sam.gov/content/home>
Person completing application: Monica Lopez

FUNDING INFORMATION:

City of Santee – Application for CDBG Funding

Amount Requested from Santee: \$ 21,000

Total Project/Program Budget: \$ 425,000

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

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

PROJECTACTIVITY INFORMATION

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

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

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

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

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

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

Eradicate discrimination in housing

City of Santee – Application for CDBG Funding

Provide consultation and respond to all fair housing and tenant/landlord calls from residents

Provide advocacy for equal housing opportunities

Assist victims of discrimination under state and federal law and process violations

Make referrals when necessary to the CA Civil Rights Department and/or HUD.

Conduct Fair Housing Testing within the City of Santee when deemed necessary and be responsive to addressing the recommendations of the Analysis of Impediments to Fair Housing Choice

Address the City of Santee's Housing Element and Consolidated Plan tenant/landlord conflicts

Provide conflict resolution counseling

Offer mediation services where other interventions have been unsuccessful

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

Conduct education, outreach activities, training

Provide resource information outside the area of fair housing

Publish and disseminate a Handbook on Renting (English, Arabic, Spanish)

Provide up-to-date fair housing information on our website

Develop other materials and programs as necessary

Provide well documented and accessible services

Provide quarterly and annual reports to the CDBG Administrator Provide data that is informative and useful

Respond punctually to calls from tenants and landlords

Respond punctually and effectively to programmatic or administrative requests from CDBG Administrator or staff

Provide web links to local and regional housing services and information

Assist Santee in developing and maintaining regional resources and utilizing best practices

Attend the Santee Collaborative and serve on its committees

Participate in the San Diego Regional Alliance for Fair Housing (SDRAFFH)

City of Santee – Application for CDBG Funding

Develop and maintain relationships with other fair housing organizations that have the potential to increase the capacity of Santee to maintain housing that is free of discrimination and tenant/landlord conflict.

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

- Provide assistance and resources for victims of hate crimes***
- Education to the community about human trafficking and labor exploitation***
- Civic engagement***
- Housing counseling***
- Credit/Finance management counseling***
- First Time Home Buyer Education***

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

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

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

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

- E. Agency/Nonprofit Organization Information:

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

CSA San Diego County is a private, non-profit agency that was founded in 1969 under the name Heartland Human Relations and Fair Housing and then incorporated in 1972. In 2010, our organization was renamed CSA San Diego County and incorporated under that name. Our mission is "To promote positive attitudes and actions that ensure respect, acceptance, and equal opportunity for all people." The agency works cooperatively with community groups, local

City of Santee – Application for CDBG Funding

government bodies, law enforcement, and state and federal fair housing enforcement agencies in a collaborative effort to advocate for and promote the concept of fair treatment, the provision of affordable and habitable housing, and equal opportunity for all persons regardless of race, religion, color, ethnicity, age, sexual preference, marital status, familial status, disability, or source of income. CSA has provided fair housing and human relations services to low and moderate-income households since the early 1970's. CSA has provided housing services to the City Santee since 1993 (30 years).

F. Financial:

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

CSA's Board of Directors is legally and fiduciary responsible for the organization on a monthly basis. The Board President, Jesus Pacheco, supervises the Executive Director who is responsible for the finances of the organization on a day-to-day basis. In turn, the Executive Director supervises the agency's CPA Cesar Ramirez, who maintains a QuickBooks accounting and payroll system. Invoices and fiscal documentation are provided to Santee quarterly. All records are kept either as computer files or in a hard copy that is filed and stored securely on-site. CSA is anticipating its second annual audit per OMB Circular A-133.

G. Personnel:

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

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

H. Conflict of Interest:

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

City of Santee – Application for CDBG Funding

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

I. Policies and Procedures:

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

CSA's policies and procedures include an intake process that involves screening clients and asking questions to determine eligibility for services. CSA's policies and procedures address record retention and disposal as well as fiscal policies and procedures that include handling reimbursement requests. CSA also has programmatic policies and procedures specific to the proposed project activities which include: Non-Discrimination Policies that provide clear statements affirming a commitment to preventing discrimination in housing as outlined in fair housing laws. Scope of Coverage that includes definitions of the types of housing and housing-related transactions covered by fair housing laws, including rental, sales, lending, and insurance. Complaint Handling Procedures: Guidelines for handling complaints filed by individuals who believe they have experienced housing discrimination. Information on how complaints can be submitted, investigated, and resolved. Details on the timeframes and steps involved in the complaint resolution process. Education and Outreach Programs: Initiatives to educate the public, housing providers, and other stakeholders about fair housing rights and responsibilities. Outreach programs to raise awareness about fair housing laws and the agency's services. Training Programs: Training programs for staff, housing providers, and other relevant parties to ensure awareness and compliance with fair housing laws. Monitoring and Enforcement: Procedures for monitoring housing providers and other entities to ensure compliance with fair housing laws. Enforcement mechanisms for addressing violations, including penalties, fines, and corrective actions. Reasonable Accommodations and Modifications: Guidance on reasonable accommodations for individuals with disabilities to ensure they have equal access to housing. Procedures for addressing requests for reasonable modifications to the physical structure of housing to accommodate individuals with disabilities. Partnerships and Collaborations: Collaborations with other governmental agencies, community organizations, and advocacy groups to enhance fair housing initiatives. Data Collection and Reporting: Protocols for collecting and analyzing data related to housing discrimination. Requirements for reporting on agency activities and outcomes. Public Communication: Communication strategies for informing the public about fair housing laws, agency services, and recent developments in the field. These policies and procedures are designed to create a framework that promotes fair housing practices and addresses instances of discrimination. CSA regularly reviews and updates its policies to ensure they remain effective in addressing emerging challenges and changes in the housing landscape.

City of Santee – Application for CDBG Funding

BENEFITS AND BENEFICIARIES

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

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

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

 72 % of clients are at 30 percent or below of the area median income.

 17 % of clients are between 31 and 50 percent of the area median income.

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

 2 % of clients are above 80 percent of the area median income.

98% of our clients in 2023-2024 were low- moderate income.

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

No

Yes (Please specify)

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

N/A

DOCUMENTATION

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

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

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

City of Santee – Application for CDBG Funding

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

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

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

	Check answer in the applicable boxes below	Yes	No
1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?	<u>x</u>	
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents:	<u>x</u>	
	a) IRS Form 990?	<u>x</u>	
	b) California Franchise Tax Board Form 199?	<u>x</u>	
	c) Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law?	<u>x</u>	
	d) Date Articles of Incorporation files with Secretary of State?		08/10/2010
3.	All necessary licenses required to operate are maintained?	<u>x</u>	
4.	Worker's Compensation Insurance is active and current?	<u>x</u>	
5.	General Liability Insurance is active and current?	<u>x</u>	

APPLICANT CERTIFICATION

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

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


Signature

City of Santee – Application for CDBG Funding

CDBG PROJECT BUDGET

Organization: CSA San Diego County

Total organization budget \$ 81,350

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

CDBG funds requested: \$ 21,000 Total program/project budget: \$ 388,500 Note: Indicate with an asterisk (*) funds that are volunteer time or in-kind contribution.

1. Sources of funding for program/project: (S)Secured or (A)Anticipated
- a. Funding requested from the City \$ 21,000 (S) or **(A)**
 - b. Other federal funds (if any) \$ 365,500 (S) or **(A)**
 - c. State or local government funds _____ (S) or (A)
 - d. Donations and contributions _____ (S) or (A)
 - e. Fees or memberships _____ (S) or (A)
 - f. In-kind contributions / Volunteer time \$ 2,000 (S) or **(A)**
 - g. Other funding _____ (S) or (A)
 - h. TOTAL PROJECT FUNDING (project budget) \$ 388,500 (S) or **(A)**

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

- a. Wages and salaries \$ 15,170
- b. Personnel benefits \$ 1,000
- c. Materials and supplies \$ 100
- d. Program expenses and evaluation \$ 150
- e. Rent and utilities \$ 3,200
- f. Insurance \$ 622.50
- g. Mileage (100 @ 62.5 cents/mile) \$ 62.50
- h. Incentives and Special Events SDRAFFH Fees \$ 50
- i. Indirect costs \$ 145
- j. **SDRAFFH Fees** _____ \$ 500
- k. _____

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

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

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



RECEIVED
DEC 19 2023
Dept. of Development Services
City of Santee

**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2024**

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

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GENERAL INFORMATION: Date: 12/15/2023

Agency Name: Home of Guiding Hands
Agency Address: 1908 Friendship Drive, El Cajon, CA 92020

Phone: (619) 938-2850 Fax: (619) 938-3050
E-mail: info@guidinghands.org

Project/Program Contact Person (Name and Title): Felix Lafuente, Grant Writer & Manager
Project/Program Location: Santee, CA

Phone: (619) 938-2855 Fax: (619) 749-5925
E-mail: felix@guidinghands.org

Type of Project (check one):
Public Service Activity
Public Improvement (Construction)
Acquisition of property
Other (describe)_Improvements on the residence of LMI individuals with disabilities.

Federal Unique Entity Identifier (UEI): M5NFQQC3Q5M8

NOTE: UEI may be accessed through the following website: <https://sam.gov/content/home>
Person completing application: Felix Lafuente

City of Santee – Application for CDBG Funding

FUNDING INFORMATION:

Amount Requested from Santee: \$ 15,000

Total Project/Program Budget: \$ 50,000

Is the Project/Program scalable? Meaning if awarded less than requested could the Project/Program still be carried out, albeit to a lesser degree? Please explain: The project is certainly scalable because there are several components to it, meaning that if the grant request was partially awarded, we would allocate the funds to a part of the project. In addition, we have committed matching funds that will also contribute to this project.

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

PROJECT/ACTIVITY INFORMATION

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

Our mission is to "improve the lives of those we serve". We believe that every person deserves to live the life of their choosing. We partner with people and their families to identify goals, and then provide the support needed to grow & learn new skills. For us, it's more than just delivering quality services, we're helping people build quality lives.

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

If awarded, the funding will be used for the following as part of the rehabilitation project at one of our homes where we provide 24/7 residential care to six (6) individuals with intellectual and developmental disabilities.

- 1) Decomposed Granite in the yard
- 2) Concrete pathways in the yard

The landscaping & concrete project will help make the yard more accessible to non-ambulatory and/or fragilely ambulatory clients who are in wheelchairs, as well as easier for visually-impaired clients who have difficulty with depth perception. It also increases the durability and longevity of the yard, while improving the aesthetics. CDBG funds will be used for materials and to partially cover the labor.

The residents that this project will benefit call this residence home. Obstacles such as gopher holes, uneven terrain, and roots can be extremely hazardous to our clients, and it is therefore imperative that we make it as accessible and safe as possible.

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

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Our Facilities Manager – James Ballow, will be the lead coordinator and scheduler of both projects. The VP of Operations – Falon Leszczynski will be overseeing the overall project execution. The VP of Development – Frances Burnett will be providing the oversight of the administrative part of the project. The Grants Writer & Manager – Felix Lafuente will be in charge of the grant administration and reporting.

Estimates have been completed for both improvements: the yard landscaping and concrete work. Once HGH receives an award notice, we will begin purchasing materials and scheduling our in-house maintenance crews, and contacting the contractors needed for the project. We are estimating the landscaping portion of the project to require 80 hours of labor, and the concrete portion to require 115 hours of labor. We expect to complete the project with a timeline of three weeks.

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

The proposed project meets the CDBG objectives because the clients to be served all meet the LMI criteria. Individuals with developmental and intellectual disabilities often confront various financial constraints that significantly impact their daily lives. These challenges include limited employment opportunities, reliance on government assistance, high healthcare costs, expenses related to accessibility and mobility aids, and the economic strain on families providing care. The nature of these disabilities can result in higher risks of poverty, restricted educational and skill development opportunities, and limited asset accumulation, contributing to an overall vulnerability to economic hardships. The project also addresses an urgent community need, as the danger of a potential slip or fall for our blind and/or fragile clients is a huge risk.

The proposed project aligns seamlessly with the City of Santee Priorities as outlined in the Five-Year Consolidated Plan. The project contributes to creating a safer and more accessible living space, particularly for an extremely vulnerable population. In addition, the home rehabilitation project would enhance the residents' quality of life through improved outdoor spaces and increased safety.

Finally, the project falls within the Basic Eligible Activities outlined by the CDBG program, specifically under "Acquisition, Construction, Reconstruction, or Installation of Public Facilities and Improvements." The proposed project addresses a critical need for infrastructure improvement by enhancing the safety and accessibility of the residential care home's yard. The installation of decomposed granite and concrete pathways mitigates existing hazards such as gopher holes, uneven terrain, and roots. This improvement ensures a safer environment for non-ambulatory and visually-impaired residents who may face challenges navigating the outdoor space. By creating a more accessible and secure environment, the project directly contributes to the infrastructure improvement of the facility, aligning with the essential need for a supportive and hazard-free living space for individuals with intellectual and developmental disabilities.

- E. Agency/Nonprofit Organization Information:

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

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

Home of Guiding Hands (HGH) is a 501 (c)(3) that has been committed to providing quality community support, critical housing and life skills training for children, men and women with developmental and intellectual disabilities for 55 years. Initiated in 1967 by a group of ambitious East County leaders, we have evolved from a single 14-acre campus to a provider of a full spectrum of services to more than 4,500 infants, adolescents, and adults throughout San Diego and Imperial Counties. The basis for what we do is the belief that individuals can thrive in a setting that offers a more fulfilling lifestyle, provides individualized attention, stresses increased opportunities for self-sufficiency, and encourages greater community integration and access. To be eligible for services, individuals must have a primary diagnosis of a developmental and/or intellectual disability such as autism, cerebral palsy, epilepsy, etc. Referrals originate from the San Diego Regional Center which acts as the entry point for services and supports for persons with developmental and intellectual disabilities. HGH fully embraces the philosophy of the whole person, respecting familial, cultural and environmental influences which contribute to the unique personality characteristics and individual skills of each person. We emphasize a collaborative partnership and maintain a commitment to the use of best practices and when providing services to persons with developmental disabilities. We believe that all individuals should have access to programs that enable the individual to achieve optimal success and outcomes. Each individual will be empowered to exercise choice and personal rights. Person-directed services are a constant pursuit. HGH believes that all people have the right to be treated with dignity and respect. We are extremely thankful to have received CDBG funding from the city of Santee in the past, on four (4) occasions. Those funding opportunities have helped us achieve our mission in providing the best services possible to the individuals we serve, and we hope to continue this meaningful collaboration that impacts the lives of Santee community members.

F. Financial:

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

Our Agency's fiscal management is overseen by our C.F.O, Mary Ruvalcaba and her staff of 7 accountants. On an annual basis, our organization employs an independent auditing firm to audit financial reporting, record keeping, accounting systems, payment procedures and other requirements. Please see attached full audit for fiscal year ending 6/30/2023.

G. Personnel:

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

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Our Facilities and Maintenance Manager – James Ballow, will be the lead coordinator and scheduler of both projects. James will act as the lead coordinator and scheduler of the project. James has been with the HGH team for over 18 years, and has grown within his department to become the lead. He oversees all maintenance in the residential homes, the resource center in El Cajon, and the office in El Centro. The VP of Operations – Falon Leszczynski will be overseeing the overall project execution. Falon is responsible for the maintenance of 31- residential group homes, and the 25,000 square foot resource center that HGH occupies in El Cajon. She also oversees the transportation department with a fleet of 70 vehicles, as well as the entire IT network for 850+ employees who are working in the office, remotely, or at one of the group homes. Falon is responsible for HGH's community-wide PPE distributions, all agency Covid testing, vaccine administration, and compliances associated with both, as well as overseeing marketing, and other special projects. Falon has a Master's degree in Management and Leadership from Western Governors University and a Bachelors degree in Human Services from Springfield College. Prior to joining HGH, Falon was the Special Programs Manager for the SanDiego Housing Commission where she was responsible for the planning, direction, and oversight of the City of San Diego's Homelessness Response Center. Prior to the San Diego Housing Commission, Falon was with the YMCA and had a leadership role in the opening and operations at various YMCA's. The VP of Development – Frances Burnett will be providing the oversight of the administrative part of the project. Frances brings over 20 years of nonprofit development experience to this project execution. The Grants Writer & Manager – Felix Lafuente will be in charge of the grant administration and reporting. Felix has experience writing, managing and reporting on governmental, corporate, and foundation grants that have supported all departments, including CDBG funds.

H. Conflict of Interest:

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

N/A

I. Policies and Procedures:

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

Program Eligibility Determination:

Policies and procedures outline the process for determining program eligibility to ensure alignment with HUD National Objective §570.208.

Income Eligibility: Clear procedures are in place to determine income eligibility of

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applicants, and specifies the income method used.

Information Collection and Assessment: The policies detail how information on the income status of participants is requested, updated, and properly assessed.

Income Eligibility Determination: The policies specify the process for determining income eligibility using either 24 CFR Part 5 or the 1040 method.

Eligible Census Tracts: Procedures are in place to assist only clientele living within eligible census tracts.

Demographic Data Collection: Policies detail how data on race and ethnicity of the applicant are collected, adhering to HUD requirements.

Quarterly Reports: Specifies the process for submitting quarterly or periodic reports to government bodies.

Client Information Protection: Policies and procedures include measures for safeguarding client information, ensuring compliance with privacy regulations.

File Organization and Management: Procedures are outlined for file organization, storage, and management.

Reimbursement Process: Policies in place ensure reimbursement transparency and adherence to regulations.

BENEFITS AND BENEFICIARIES

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

The primary purpose and goal of our project is increased accessibility for the residents of our group home with disabilities. By laying down decomposed granite on the yard, and building a concrete pathway, we would greatly increase safety and accessibility for our visually-impaired, non-ambulatory, and fragilely-ambulatory clients.

State Title 24 focuses on businesses that provide goods and services to the public. Home of Guiding Hands provides residential services to children, adolescents and adults with developmental and intellectual disabilities and must adhere to Title 22 Regulations that apply to all community care facilities regulated by the Community Care Licensing Division. We also acknowledge that our project will be reviewed for compliance with federal and state laws as they relate to accessibility.

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

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

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

The individuals benefiting from these home improvements are all low-income adults with intellectual and developmental disabilities. There will be six unduplicated clients, with 100% of them being residents and 100% of them LMI individuals.

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

No Yes

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

We provide services to individuals of all ages with intellectual and developmental disabilities such as autism, cerebral palsy, Down syndrome, epilepsy, and more. Home of Guiding Hands is unique compared to many organizations, due to the versatility of our programs and services available to our clients. We provide a continuum of care starting at birth through the end stages of life. We offer customized individual care and support based on the strengths and abilities of each person. The defining philosophy that drives our organization is that all individuals deserve access to the services that enable them to achieve optimal success in life. Our services are person-directed. Respect and dignity guide our programming encouraging individuals to dream and pursue fulfillment. We accomplish this by offering a variety of choices so that people can direct their own lives by choosing programs that best suits their individual needs and wishes.

DOCUMENTATION

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

This project will serve both severely low-income and disabled individuals. This data is collected internally from our Program Services Department who compile this data upon admission into our residential program. All clients that receive services from HGH must be referred from the San Diego Regional Center. The Regional Center provides a variety of services to persons with intellectual and developmental disabilities, their families, and the community. The methods used for collecting the demographic data are completed by the Regional Center and sent to us upon placement. Assessments are provided following the initial application for services, during the intake and assessment period. These are completed for the purpose of establishing eligibility for Regional Center services. Upon determination of eligibility that the client can be admitted into one of our group homes, there are meetings with family members and transition visits to the house that we conduct to ensure a good match for the client and their housemates. An admission application is filled out by the parent or guardian, which is when demographic information is captured.

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

Method of data collection: Incident Reports

1. Reduction in the number of slips in the yards. This figure is required by county and state mandates as part of our mandatory reporting.

2. Reduction in the number of trips in the yards. This figure is required by county and state mandates as part of our mandatory reporting.

3. Reduction in the number of falls in the yards. This figure is required by county and state mandates as part of our mandatory reporting.

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

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

	Check answer in the applicable boxes below	Yes	No
1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?	<u>Yes</u>	
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents:		
	a) IRS Form 990?	<u>Yes</u>	
	b) California Franchise Tax Board Form 199?	<u>Yes</u>	
	c) Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law?	<u>Yes</u>	
	d) Date Articles of Incorporation files with Secretary of State?		08/21/2007
3.	All necessary licenses required to operate are maintained?	<u>Yes</u>	
4.	Worker's Compensation Insurance is active and current?	<u>Yes</u>	
5.	General Liability Insurance is active and current?	<u>Yes</u>	

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.

Felix Lafuente
Grant Writer & Manager



 Signature

City of Santee – Application for CDBG Funding

CDBG PROJECT BUDGET

Organization: Home of Guiding Hands

Total organization budget \$ 33,335,970

Program/Project name requesting funds: Essential residential improvements for LMI individuals with disabilities.

CDBG funds requested: \$15,000 Total program/project budget: \$50,000

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

1. Sources of funding for program/project:		(S)Secured or (A)Anticipated
a. Funding requested from the City	<u>\$15,000</u>	(A)
b. Other federal funds (if any)	_____	(S) or (A)
c. State or local government funds	_____	(S) or (A)
d. Donations and contributions	<u>\$35,000</u>	(S)
e. Fees or memberships	_____	(S) or (A)
f. In-kind contributions / Volunteer time	_____	(S) or (A)
g. Other funding	_____	(S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	<u>\$50,000</u>	(A)

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

a. Wages and salaries	<u>\$ 6,900</u>
b. Personnel benefits	_____
c. Materials and supplies	<u>600</u>
d. Program expenses and evaluation	_____
e. Rent and utilities	_____
f. Insurance	_____
g. Mileage (___ @ 62.5 cents/mile)	_____
h. Incentives and Special Events	_____
i. Indirect costs	_____
j. Equipment rental	<u>7,500</u>
k. _____	_____
I. TOTAL REQUESTED FUNDING (same as 1.a.)	<u>\$15,000</u>

3. Percentage of project budget represented by CDBG request 30 %

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

PY 2024 PUBLIC FACILITIES (CDBG)**Balance Available \$204,442**

Agency	Request	Minto	Trotter	Hall	Koval	McNelis	Approved
City of Santee - Citywide ADA Pedestrian Ramp Project (Future Phase)	189,442	-	-	-	-	-	-
Home of Guiding Hands - Sidewalk and Yard Improvements	15,000	-	-	-	-	-	-
Total	204,442	-	-	-	-	-	-

Balance to Allocate**204,442 204,442 204,442 204,442 204,442 204,442**

PY 2024 ADMINISTRATIVE ACTIVITIES (CDBG)

Maximum Amount \$61,320 (20% CAP)

Agency	Request	Minto	Trotter	Hall	Koval	McNelis	Approved
CDBG Program Administration	40,320	-	-	-	-	-	-
CSA San Diego County (Federally Required Fair Housing Service)	21,000	-	-	-	-	-	-
Total	61,320	-	-	-	-	-	-

Balance to Allocate

61,320

61,320

61,320

61,320

61,320

61,320

PY 2024 PUBLIC SERVICES ACTIVITIES (CDBG)

Maximum Amount \$45,990 (15% CAP)

Agency	Request	Minto	Trotter	Hall	Koval	McNelis	Approved
Elderhelp	7,000	-	-	-	-	-	-
The HomeMore Project	5,000	-	-	-	-	-	-
Meals on Wheels	5,000	-	-	-	-	-	-
Santee Food Bank	25,000	-	-	-	-	-	-
Santee Santas	5,000	-	-	-	-	-	-
Voices for Children	10,000	-	-	-	-	-	-
Total	57,000	-	-	-	-	-	-

Balance to Allocate

45,990

45,990

45,990

45,990

45,990

45,990

MEETING DATE February 28, 2024

ITEM TITLE PUBLIC HEARING AND INTRODUCTION AND FIRST READING OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AMENDING CHAPTER 7.04 OF TITLE 7 “PUBLIC PEACE, MORALS, AND WELFARE” (CASE FILE ZOA-2023-0002) OF THE SANTEE MUNICIPAL CODE TO ALLOW CANNABIS MANUFACTURING AS A STAND-ALONE USE IN THE LIGHT INDUSTRIAL (IL) AND GENERAL INDUSTRIAL (IG) ZONES AND FINDING THE ORDINANCE IS COVERED BY THE PREVIOUSLY ADOPTED MITIGATED NEGATIVE DECLARATION FOR THE SANTEE CANNABIS BUSINESS ORDINANCE PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

DIRECTOR/DEPARTMENT Sandi Sawa, Planning & Building Director 

SUMMARY

Ordinance 602, the Cannabis Business Permit Ordinance, allows the issuance of cannabis business permits for up to four (4) retailers, including microbusinesses that include storefront retail activities. Neither cannabis manufacturing nor cannabis distribution was permitted as a stand alone use.

On January 24, 2024, City Council directed staff to amend portions of Title 7 (“Public Peace, Morals, and Welfare”) to allow cannabis manufacturing as a stand-alone use and to prohibit the manufacturing of volatile materials. A full strikeout and underlined “redline” version of the proposed text, which indicates all the proposed changes, is attached.

If directed by City Council, City staff intends to bring the ordinance changes back for the Second Reading on March 13, 2024.

ENVIRONMENTAL REVIEW

Pursuant to the requirements of the California Environmental Quality Act (“CEQA”), the City Council adopted a Mitigated Negative Declaration (“MND”) and Mitigation Monitoring and Reporting Program for the Santee Cannabis Business Ordinance in July 2022 (State Clearinghouse No. 2022060058), and adopted Ordinance 602 in August 2022. The MND analyzed cannabis manufacturing as a stand-alone use in the IL and IG zones.

The currently proposed amendment to allow cannabis manufacturing as a stand-alone use in the IL and IG zones is consistent with the analysis in the 2022 MND. No subsequent environmental review is required as none of the circumstances in State CEQA Guidelines Section 15162 have occurred.

Further, the proposed ordinance is exempt from CEQA pursuant to State CEQA Guidelines Section 15305. The proposed ordinance modifying an allowed stand-alone land use constitutes a minor change in land use limitations and is consistent with Section 15305 of the CEQA Guidelines.

FINANCIAL STATEMENT #8

There is no material direct fiscal impact to the City from this action.

CITY ATTORNEY REVIEW

N/A

Completed

RECOMMENDATION MSB

1. Open, conduct, and close the Public Hearing on the Ordinance Amending Title 7.
2. Introduce and Conduct the First Reading of the Ordinance and set the Second Reading for March 13, 2024.

ATTACHMENTS

Staff Report

Ordinance with Track Changes

Ordinance Amending Title 7

STAFF REPORT

PUBLIC HEARING AND INTRODUCTION AND FIRST READING OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AMENDING CHAPTER 7.04 OF TITLE 7 “PUBLIC PEACE, MORALS, AND WELFARE” (CASE FILE ZOA-2023-0002) OF THE SANTEE MUNICIPAL CODE TO ALLOW CANNABIS MANUFACTURING AS A STAND-ALONE USE IN THE LIGHT INDUSTRIAL (IL) AND GENERAL INDUSTRIAL (IG) ZONES AND FINDING THE ORDINANCE IS COVERED BY THE PREVIOUSLY ADOPTED MITIGATED NEGATIVE DECLARATION FOR THE SANTEE CANNABIS BUSINESS ORDINANCE PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

CITY COUNCIL MEETING February 28, 2024

A. INTRODUCTION

In August of 2022, the City Council enacted Ordinance 602, the Cannabis Business Permit Ordinance of the City of Santee. Ordinance 602 allows the issuance of cannabis business permits for up to four (4) retailers, including microbusinesses that include storefront retail activities. Ordinance 602 also permits the issuance of cannabis business permits, with no limit on the number, for testing laboratories or microbusinesses that do not include storefront retail. However, neither cannabis manufacturing nor cannabis distribution was permitted as a stand-alone use.

On January 24, 2024, a workshop was held to discuss whether cannabis manufacturing should be allowed as a standalone use and whether cannabis retail locations should be allowed in Neighborhood Commercial (NC) zone. The City Council directed staff to amend Ordinance 602 to allow cannabis manufacturing as a stand-alone use in the Light Industrial (IL) and General Industrial (IG) zones. The City Council also directed staff to prohibit manufacturing of volatile materials. No changes were recommended to allow cannabis retail locations in the NC zone.

B. SUMMARY OF PROPOSED REVISIONS

Below is a summary of the revisions to be made to Title 7 and by the adoption of the Ordinance. A full strikeout and underlined “redline” version of the text, which indicates all the proposed changes, is attached to the Council Agenda Statement.

The proposed substantive revision to Title 7 is generally as follows:

Chapter 7.04 Cannabis Businesses

Section 7.04.060	Revised definitions prohibiting volatile materials.
Section 7.04.100	Revised to include manufacturing as a type of cannabis business that may be issued a permit. Specifies that other uses not listed in this section are prohibited.
Section 7.04.290	Revised to clarify the requirements that cannabis and cannabis

products are subject to.

Section 7.04.390 Revised to clarify that distribution is allowed as part of a microbusiness.

Section 7.04.410 Revised to prohibit the manufacturing of volatile materials.

C. STAFF RECOMMENDATION

1. Open and conduct the public hearing on the Ordinance amending Title 7 and introduce and conduct the first reading of that Ordinance.
2. Set the second reading of the Ordinance for March 13, 2024.

Santee Cannabis Business Ordinance

Chapter 7.04 – Cannabis Businesses

7.04.010 Title.

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

7.04.020 Purpose and intent.

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

7.04.030 Legal authority.

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

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

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

7.04.050 Compliance with state and local laws and regulations.

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

7.04.060 Definitions.

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

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

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

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

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

“City Manager” means the City Manager or designee.

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

“Cultivation” means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis. All references to cultivation allowed under this chapter mean indoor cultivation only.

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

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

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

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

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

“Laboratory” means a laboratory, facility or entity in the state that offers or performs tests of cannabis or cannabis products and that is both of the following: (1) accredited by an accrediting body that is independent from all other persons involved in commercial cannabis activity in the state; and (2) licensed by the State Department of Cannabis Control within the Business, Consumer Services, and Housing Agency.

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

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

“Manufacturing site” means a location that produces, prepares, propagates, or compounds cannabis or cannabis products, directly or indirectly, by extraction methods, independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis, and is owned and operated by a person issued a valid Cannabis Business Permit for manufacturing from the City and a valid state license as required for manufacturing of cannabis products. As used in this chapter, “manufacturing” or “manufacturing site” does not include the use of volatile solvents and this chapter does not permit manufacturing that would require a Type 7 License under State Law.

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

“Microbusiness” means a business that engages in at least three of the following activities at one location: indoor cultivation (up to 10,000 total square feet), manufacturing, distribution, or retail (storefront or non-storefront).

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

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

“Owner” means any of the following:

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

An individual with the authority to provide strategic direction and oversight for the

overall operations of the commercial cannabis business, such as the chief executive officer, president or their equivalent, or an officer, director, vice president, general manager or their equivalent.

e. An individual with the authority to execute contracts on behalf of the commercial cannabis business.

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

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

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

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

“Retailer” or “store front retailer” shall have the same meaning as that contained in Business and Professions Code Section [26070](#)(a)(1), which defines a retailer as having a physical location form which commercial cannabis activities are conducted. A retailer’s premises may be closed to the public. A retailer may conduct sales exclusive by delivery.

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

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

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

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

“Volatile solvent” means a solvent as defined by Health and Safety Code Section [11362.3](#)(b)(3) as of the effective date of this chapter and as subsequently amended. [Under this chapter, use of volatile solvents as part of the manufacturing process is prohibited.](#)

“Youth center” means any:

1. Public or private facility that is primarily used to host recreation, academic, or social activities for minors, including, but not limited to:
 - a. Private youth membership organizations or clubs;
 - b. Social service teenage club facilities;

- c. Video arcades where 10 or more video games or game machines or devices are operated, and where minors are legally permitted to conduct business; or
- d. Similar amusement park facilities.

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

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

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

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

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

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

- A. Any person who is an owner, employee, agent, and / or who otherwise works within a cannabis business must be legally authorized to do so under applicable state law.
- B. Cannabis business owners, operators, investors, managers, and employees shall be required to submit to a criminal background check for themselves and all persons in their employment.
- C. The City Manager shall conduct or cause to be conducted annual criminal background checks which must at a minimum identify the following:
 - 1. Whether the owners, operators, investors, managers, and employees applying for employment have ever been convicted of a violent felony as defined by California Penal Code 667.5 or equivalent offenses in other states;
 - 2. Whether the owners, operators, investors, managers, and employees have ever been convicted of a felony for hiring, employing, or in transporting, carrying, selling, giving away, preparing for sale, or peddling, any controlled substance; or selling, offering to sell, furnishing, offering to furnish, administering, or giving any controlled substance to a minor; or

3. Whether the owners, operators, investors, managers, and employees have ever been convicted of a felony for drug trafficking with enhancements pursuant to Section 11370.4 or 11379.8 of the Health and Safety Code.

D. Evidence of a conviction of any the offenses enumerated in subsection C of this section shall be grounds for denial of ownership or employment.

E. Violation of this section shall be grounds for immediate suspension of the business's operating Cannabis Business Permit, pending a hearing before the City Manager within 30 days for a final determination of the status of the permit.

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

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

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

7.04.100 Maximum number and type of authorized cannabis businesses permitted; other uses prohibited.

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

A. After the effective date of this Ordinance, the City shall only issue Cannabis Business Permits (consistent with this chapter) for up to four Retailers, including microbusinesses that include storefront retail activities. There is no limit on the number of Cannabis Business Permits that the City may issue to testing laboratories, manufacturing (non-volatile only) or microbusinesses that do not include storefront retail.

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

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

7.04.110 Community benefits.

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

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

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

D. The community benefit agreement may provide that the community benefit fee will expire upon the establishment of a City commercial cannabis tax.

7.04.120 City's reservation of rights.

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

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

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

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

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

- A. By resolution, the City Council shall adopt procedures and review criteria for the City's evaluation of Cannabis Business Permit applications. A Cannabis Business Permit application shall be required prior to review and approval of any land use entitlement, business license or other City authorization.
- B. The procedures shall provide the process for soliciting applications including time frames, limitations, forms, and rules for completing applications.
- C. Should the City Council, pursuant to authority granted under Section 7.04.100 of this Code, establish a maximum number of cannabis businesses that may be issued a Cannabis Business Permit, the review criteria shall include detailed instructions on the methodology to be used to evaluate applications on a point, or other evaluation system, tied to particular sets of criteria.
- D. The scoring on review criteria shall be used to determine which candidates will be eligible to proceed to the final selection process as determined by City Council resolution.
- E. The City Manager shall be authorized to prepare any necessary forms and adopt any necessary rules to implement the procedures guidelines and review criteria.
- F. At the time of filing, each Applicant shall pay an application fee established by resolution of the City Council to cover all costs incurred by the City in the application process.

7.04.140 Exercise of a Cannabis Business Permit.

A Cannabis Business Permit shall be exercised within 12 months of issuance. "Exercised" shall mean when any of the following occur:

1. A certificate of occupancy has been issued;
2. The permitted use(s) has commenced on the site; or
3. A City building permit or grading permit is secured, and construction lawfully commenced.

7.04.150 Continuous Use Requirement.

- A. Once the permitted cannabis use is legally established and operational, the use must remain in continuous operation or all use rights are subject to termination. If a permitted use ceases to operate for a period of four or more months, then the use shall be considered abandoned unless a mitigating circumstance occurred that was beyond the control of the Permittee and an extension is authorized by the City Manager.
- B. The approval of a new use shall terminate all rights and approvals of a Cannabis Business Permit occupying the same site or location.

7.04.160 Term of a Cannabis Business Permit.

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

7.04.170 Reapplying for a Cannabis Business Permit.

If an Applicant is denied a Cannabis Business Permit due to a disqualifying factor such as failing a background check or not complying with any state or local jurisdiction's regulatory

requirements in which legal or administrative action has been taken, a new application may not be filed for two years from the date of the denial. This section shall not apply to an Applicant who passed the initial application screening process but was not granted a Cannabis Business Permit by the City Council.

7.04.180 Term and Renewal of Cannabis Business Permits.

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

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

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

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

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

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

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

7.04.190 Revocation of permits.

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

7.04.200 Effect of state license suspension.

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

7.04.210 Effect of state revocation.

Revocation of a license issued by the State of California, or by any of its departments or divisions, shall immediately revoke the ability of a cannabis business to operate within the City until the State of California or its respective department or division takes appropriate action. Should the State revoke a license, the cannabis business owner may reapply for a new Cannabis Business Permit at such time as it can demonstrate that the grounds for revocation of the license by the State no longer exist or that the underlying deficiency has otherwise been cured.

7.04.220 Appeals.

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

7.04.230 Change in location – Updated application form.

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

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

7.04.240 Transfer of Cannabis Business Permit.

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

adopted by the City Manager, pursuant to Section 7.04.130, and / or by resolution of the City Council.

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

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

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

E. This section shall not apply to the extent the current owners are attempting to add a new and / or additional owner whose ownership interest is less than 50% of the business, but all other remaining owners shall remain in place. Any new and / or additional ownership, however, shall require written approval by the City Manager in accordance with procedures adopted by the City Manager and / or by resolution of the City Council. Failure to obtain such approval prior to adding a new owner will result in a violation of the permit and this chapter, and shall be deemed a ground for revocation.

7.04.250 City business license.

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

7.04.260 Building permits and inspections.

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

7.04.270 Authorization from the Director.

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

7.04.280 Right to occupy and to use property.

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

property, acknowledging that the property owner has read this chapter and consents to the operation of the cannabis business on the owner’s property.

7.04.290 Zoning and location requirements for cannabis businesses.

Cannabis businesses permitted to engage in retail, distribution, manufacturing, testing labs, and microbusiness operations for cannabis and cannabis products are also subject to the zoning and locational requirements of this chapter. Not all of the types of cannabis businesses listed below are currently uses that are allowed by permit in the City.

A. Distribution, manufacturing (non-volatile only), testing laboratories and microbusiness that do not include storefront retail activities are only permitted in the following zone districts: IL (Light Industrial) and IG (General Industrial), and must satisfy all the applicable requirements set forth in Title 13 of this Code. Distribution that is not part of a permitted microbusiness is not currently a use that is allowed by permit in the City.

B. Retail businesses (including microbusinesses that include storefront retail activities but do not include cultivation) are only permitted in the following zone districts: IL (Light Industrial), IG (General Industrial), and GC (General Commercial), and must meet all the requirements pursuant to Title 13 of this code.

Land Use	Land Use Designation		
	GC	IL	IG
Distribution (<u>not currently a use that is allowed by permit in the City</u>), <u>manufacturing (non-volatile only)</u>	--	P	P
Microbusinesses with storefront retail and without cultivation	P	P	P
Microbusinesses with cultivation	--	P	P
Storefront Retail	P	P	P
Non-storefront Retail	--	P	P
Testing Labs	--	P	P

- C. All Cannabis Business Permittees must also meet all of the following distance requirements:
1. The cannabis business shall be no closer than 900 feet from any zoned parcel in the City designated by the City and state law as a sensitive use, and pursuant to subsection C.2 of this section. The distance measured shall be the horizontal distance measured in a straight

line from the property line of those parcels in subsection C.2 of this section to the closest property line of the lot on which the cannabis business is located.

2. It shall be no closer than 900 feet from any parcel containing any of the following that is in existence at the time the license is issued:

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

b. A commercial daycare center licensed by the state, county or City;

c. A church or other religious institution; and

d. A youth center. A “youth center” means any public or private facility that is primarily used to host recreation, academic, or social activities for minors, including, but not limited to:

i. Private youth membership organizations or clubs;

ii. Social service teenage club facilities;

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

iv. Similar amusement park facilities.

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

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

D. Each proposed cannabis business shall also:

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

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

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

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

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

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

7.04.300 Limitations on City's liability.

To the fullest extent permitted by law, the City shall not assume any liability whatsoever with respect to having issued a Cannabis Business Permit pursuant to this chapter or otherwise approving the operation of any cannabis business. As a condition to the approval of any Cannabis Business Permit, the Applicant shall be required to meet all of the following conditions before they can receive the Cannabis Business Permit:

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

B. Take out and maintain, at all times while operating the cannabis business, and in a form and with insurance companies acceptable to the City: (1) Commercial General Liability Insurance with a limit of no less than \$2,000,000 per occurrence and \$4,000,000 aggregate for bodily injury (including death), personal injury and property damage; and (2) if Permittee or Permittee's employees use vehicles in the operation of the business, Automobile Liability Insurance for bodily injury (including death) and property damage including coverage for owned, non-owned and hired vehicles, with a limit of no less than \$1,000,000 per occurrence. The City of Santee, its City Council and each member thereof, its officers, employees, and agents shall be named as an additional insured on the Commercial General Liability policy. If Permittee maintains higher limits than the minimum required above, the City requires and shall be entitled to coverage for the higher limits maintained by Permittee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City. Insurance requirements may be adjusted from time to time by the City Manager.

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

7.04.310 Records and recordkeeping.

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

operations conducted by an independent certified public accountant. Each Permittee shall be subject to a regulatory compliance review and a gross receipts financial audit, where applicable, as determined by the City Manager.

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

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

7.04.320 Security measures.

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

1. Perimeter fencing and exterior lighting systems (including motion sensors) for after-hours security as approved by the Director in collaboration with the Sheriff's Department, as applicable.
2. Preventing individuals from remaining on the premises of the cannabis business if they are not engaging in an activity directly related to the permitted operations of the cannabis business; in cases in which the individual will not voluntarily leave the premises in violation of applicable law the cannabis employee shall contact the Sheriff's Department.
3. Establishing limited access areas accessible only to authorized cannabis business personnel.
4. Except for limited amounts of cannabis or cannabis products being used for display purposes in retail areas, all finished goods at a commercial cannabis business shall be stored in a secured and locked vault or vault-equivalent during non-operating hours. All safes and vaults used to store cash and / or cannabis goods shall be compliant with Underwriters Laboratories burglary-resistant and fire-resistant standards. All cannabis and cannabis products, including live clone plants that are being sold, shall be kept in a manner as to prevent diversion, theft, and loss.
5. Installing 24-hour security surveillance cameras of at least high-definition (HD) quality to monitor all entrances and exits to and from the premises, all interior spaces within the cannabis business which are open and accessible to the public, all interior spaces where cannabis, cash, or currency is being stored for any period of time on a regular basis, and all interior spaces where diversion of cannabis could reasonably occur. All cameras shall record in color. All exterior cameras shall be in weather-proof enclosures, shall be located so as to minimize the possibility of vandalism, and shall have the capability to automatically switch to black and white in low light conditions. The cannabis business

shall be responsible for ensuring that the security surveillance camera's footage is remotely accessible by the City Manager, and that it is compatible with the City's software and hardware. In addition, if required by City, remote and real-time live access to the video footage from the cameras shall be provided to the Sheriff's Department at the expense of the Permittee. Video recordings shall be maintained for a minimum of 120 days and shall be made available to the Sheriff's Department upon request. Video shall be of sufficient quality for effective prosecution of any crime found to have occurred on the site of the cannabis business and shall be capable of enlargement via projection or other means. Internet protocol address information shall be provided to the Sheriff's Department by the cannabis business, to facilitate remote monitoring of security cameras by the Sheriff's Department. Each business shall have network security protocols that are certified by Underwriters Laboratories, LLC.

6. Sensors shall be installed to detect entry and exit from all secure areas and shall be monitored in real time by a security company licensed by the state of California Bureau of Security and Investigative Services.

7. Panic buttons shall be installed in all cannabis businesses with direct notification to the Sheriff's Department dispatch and shall be configured to immediately alert dispatch for the Sheriff's Department.

8. Having a professionally installed, maintained, and monitored real-time alarm system by a security company licensed by the state of California Bureau of Security and Investigative Services.

9. Any security measures, such as bars, installed on the windows or the doors of the cannabis business shall be installed only on the interior of the building.

10. Security personnel shall be on site 24 hours a day or alternative security as authorized by the City Manager and must have a verified response security patrol when closed. Security personnel must be licensed by the state of California Bureau of Security and Investigative Services personnel and shall be subject to the prior review and approval of the City Manager, with such approval not to be unreasonably withheld.

11. Each cannabis business shall have the capability to remain secure during a power outage and shall ensure that all access doors are not solely controlled by an electronic access panel to ensure that locks are not released during a power outage.

12. Entrance areas are to remain under the control of a designated responsible party that is either: (a) an employee of the cannabis business; or (b) a licensed security professional.

13. Each cannabis business shall have an accounting software system in place to provide point-of-sale data as well as audit trails for both product and cash, where applicable.

14. Each cannabis business shall demonstrate to the City Manager compliance with the state's track and trace system for cannabis and cannabis products as soon as it is operational.

15. Each cannabis business shall have a professionally installed video surveillance system, access control and intrusion alarm systems designed to protect the inventory, facility, and employees. Each business shall have network security protocols that are certified by Underwriters Laboratories, LLC.

16. Exterior vegetation shall be planted, altered, and maintained in a fashion that precludes its use as a hiding place for persons on the premises.

17. Emergency access and emergency evacuation plans that are in compliance with state and local fire safety standards.

18. Installation of “mosquitos” (high-pitch frequency devices) as a deterrent to vandalism / loitering.

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

1. Confirms that a designated manager will be on duty during business hours and will be responsible for monitoring the behavior of employees.

2. Identifies all managers of the cannabis business and their contact phone numbers.

3. Confirms that first aid supplies and operational fire extinguishers are located in the service areas and the manager’s office.

4. Confirms that burglar, fire, and panic alarms are operational and monitored by a licensed security company 24 hours a day, seven days a week, and provides contact information for each licensed security company.

5. Identifies a sufficient number of licensed, interior and exterior security personnel who will monitor individuals inside and outside the cannabis business, the parking lot, any adjacent property under the business’s control, and ensure that the parking lot is cleared of employees and their vehicles one-half hour after closing.

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

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

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

1. Significant discrepancies identified during inventory. The level of significance shall be determined by the regulations promulgated by the City Manager.

2. Diversion, theft, loss, or any criminal activity involving the cannabis business or any agent or employee of the cannabis business.

3. The loss or unauthorized alteration of records related to cannabis, customers or employees or agents of the cannabis business.

4. Any other breach of security.

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

7.04.330 Fees and charges.

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

B. All cannabis businesses authorized to operate under this chapter shall pay all sales, use, business and other applicable taxes, and all license, registration, and other fees required under federal, state, and local law. Each cannabis business shall cooperate with City with respect to any reasonable request to audit the cannabis business's books and records for the purpose of verifying compliance with this section, including but not limited to a verification of the amount of taxes or fees required to be paid during any period.

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

7.04.340 General operating requirements.

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

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

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

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

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

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

G. Signage and Notices.

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

2. No signs placed on the premises of a cannabis business shall obstruct any entrance or exit to the building or any window.

3. Each entrance to a cannabis business shall be visibly posted with a clear and legible notice indicating that smoking, ingesting, vaping, or otherwise consuming cannabis on the premises or in the areas adjacent to the cannabis business is prohibited. The sign shall be no larger than two feet by two feet.

4. Business identification signage shall be limited to that needed for identification only and shall not contain any logos or information that identifies, advertises, or lists the services or the products offered. No cannabis business shall advertise by having a person holding a sign and advertising the business to passersby, whether such person is on the premises of the cannabis business or elsewhere including, but not limited to, the public right-of-way.

5. Signage shall not depict any image of cannabis or cannabis products. No permanent banners, flags, temporary billboards, or other prohibited signs may be used at any time.

H. Minors.

1. Persons under the age of 21 years shall not be allowed on the premises of a cannabis business and shall not be allowed to serve as a driver for a mobile delivery service. It shall be unlawful and a violation of this chapter for any person to employ any person at a cannabis business who is not at least 21 years of age.

2. Notwithstanding subsection H.1 of this section, persons aged 18 to 20 years shall be allowed on the premises of a cannabis business if they can produce a valid physician's recommendation or a medical marijuana card issued pursuant to Health and Safety Code Section 11362.71. In that event, such persons can lawfully purchase cannabis for the sole purpose of addressing the medical need that is the subject of the valid physician's recommendation.

3. The entrance to the cannabis business shall be clearly and legibly posted with a notice that no person under the age of 21 years of age is permitted to enter upon the premises of the cannabis business.

I. Odor Control. Odor control devices and techniques shall be incorporated in all cannabis businesses to ensure that odors from cannabis are not detectable off site. Cannabis businesses shall provide a sufficient odor absorbing ventilation and exhaust system so that odor generated

inside the cannabis business that is distinctive to its operation is not detected outside of the facility, anywhere on adjacent property or public rights-of-way, on or about the exterior or interior common area walkways, hallways, breezeways, foyers, lobby areas, or any other areas available for use by common tenants or the visiting public, or within any other unit located inside the same building as the cannabis business. As such, cannabis businesses must obtain a building permit and install and maintain the following equipment, or any other equipment which the Director determines is a more effective method or technology:

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

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

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

L. Loitering. The owner and / or operator of a cannabis business shall prohibit loitering by persons outside the facility both on the premises and within 100 feet of the premises. The cannabis business shall notify the Sheriff's Department if anyone continues to loiter around the building or premises in violation of applicable law after all reasonable action has been taken to remove the individual(s) and the action has failed to do so in a timely manner.

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

business intends to establish and to operate pursuant to Section 7.04.290 and all applicable requirements in this chapter.

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

7.04.350 Amendments to general operating requirements.

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

7.04.360 Operating requirements for retail store front facilities.

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

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

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

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

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

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

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

1. The sale and delivery of cannabis goods shall not occur through a pass-through window or a slide-out tray to the exterior of the premises.

2. Retailers shall not operate as or with a drive-in or drive-through at which cannabis goods are sold to persons within or about a motor vehicle.

3. No cannabis goods shall be sold and / or delivered by any means or method to any person within a motor vehicle.

4. All cannabis goods sold by a retail business shall be contained in child-resistant packaging.

5. Retailers shall record point-of-sale areas and areas where cannabis goods are displayed for sale on the video surveillance system. At each point-of-sale location, camera placement must allow for the recording of the facial features of any person purchasing or selling cannabis goods, or any person in the retail area, with sufficient clarity to determine identity.

H. Access to Retailer Premises.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7.04.390 Operating requirements for distributors (distribution is not a use that is currently eligible for a permit in the City unless as part of an otherwise permitted microbusiness).

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

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

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

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

E. A distributor or an employee of the distributor shall be physically present to observe the laboratory employee obtain the sample of cannabis goods for testing and shall ensure that the increments are taken from throughout the batch. The sampling shall be video-recorded, and the

recording kept available to the state and the City for a minimum of 180 days, pursuant to Title 16, Division 42, Section 5305 of the California Code of Regulations.

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

7.04.400 Operating requirements for testing labs.

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

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

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

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

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

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

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

7.04.410 Operating requirements for cannabis manufacturing

A. Cannabis manufacturing shall only be permitted pursuant to Section 7.04.070 or any subsequent created manufacturing state license [\(but not a Type 7 volatile solvent manufacturing license\)](#) as defined in MAUCRSA and may be permitted to operate only within those zone districts as defined in the Santee Municipal Code. [Cannabis manufacturing permitted under this chapter does not include the use of volatile solvents.](#)

B. Any compressed gases used in the manufacturing process shall not be stored on any property within the City in containers that exceeds the amount which is approved by the Fire Department

and authorized by the regulatory permit. Each site or parcel subject to a Cannabis Business Permit shall be limited to a total number of tanks as authorized by the Fire Department on the property at any time.

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

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

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

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

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

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

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

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

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

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

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

7.04.420 Operating requirements for delivery services.

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

- A. Obtain from the City a permit authorizing the delivery of cannabis and cannabis products within the City limits. A copy of this permit shall be retained by all drivers.
- B. The retail business operating the delivery service shall provide the City Manager with evidence of a valid state license for a cannabis business on whose authorization the delivery service is performing the delivery function.
- C. The retail business operating the delivery service shall furnish to the City Manager the year, make, model, license plate number, and numerical vehicle identification number (VIN) for any and all vehicles that will be used to deliver cannabis goods.

7.04.430 Permissible delivery locations and customers.

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

- A. A licensed cannabis business shall not deliver cannabis goods to an address located on publicly owned land or any address on land or in a building leased by a public agency.
- B. A licensed cannabis business shall comply with all requirements of state and local law pertaining to the Cannabis Business Permit and all subsequent policies, procedures and regulations which may be amended by the City Manager from time to time in order to enforce this chapter.
- C. Any kiosk, iPad, tablet, smart phone, fixed location, or technology platform, whether manned or unmanned, other than a retail location permitted by the City, that facilitates, directs, or assists the retail sale or delivery of cannabis or cannabis products is prohibited and shall be a violation of this chapter.

7.04.440. Operating Requirements for Microbusinesses.

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

7.04.450 Promulgation of regulations, standards and other legal duties.

- A. In addition to any regulations adopted by the City Council, the City Manager is authorized to establish any additional rules, regulations and standards governing the issuance, denial or renewal of Cannabis Business Permits, the ongoing operation of cannabis businesses and the City's oversight, or concerning any other subject determined to be necessary to carry out the purposes of this chapter.
- B. Regulations shall be published on the City's website.
- C. Regulations promulgated by the City Manager shall become effective upon date of publication. Cannabis businesses shall be required to comply with all state and local laws and regulations, including but not limited to any rules, regulations or standards adopted by the City Manager.

7.04.460 Community relations.

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

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

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

7.04.470 Fees deemed debt to the City.

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

7.04.480 Permit holder responsible for violations.

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

7.04.490 Inspection and enforcement.

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

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

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

7.04.500 Violations declared a public nuisance.

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

7.04.510 No vested rights.

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

7.04.520 Civil penalties.

A. In addition to the enforcement and fines described herein, the City Attorney may bring a civil action for injunctive relief and civil penalties pursuant to Chapter 1.04 of this code against any owner who violates this chapter. In any civil action brought pursuant to this chapter, the court may award reasonable attorneys' fees and costs to the prevailing party.

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

7.04.530 Personal use.

A. For purposes of this section, personal recreational use, possession, purchase, transport, or dissemination of cannabis is considered unlawful in all areas of the City to the extent it is unlawful under California law.

B. Outdoor Cultivation. A person may not plant, cultivate, harvest, dry, or process cannabis plants outdoors in any zoning district of the City. No use permit, building permit, variance, or any other permit or entitlement, whether administrative or discretionary, will be approved or issued for any such use or activity.

C. Indoor Cultivation.

1. A person may not plant, cultivate, harvest, dry, or process cannabis plants inside a private residence, or inside an accessory structure to a private residence located upon the grounds of a private residence. No use permit, building permit, variance, or any other permit or entitlement, whether administrative or discretionary, will be approved or issued for any such use or activity.

2. To the extent a complete prohibition on indoor cultivation inside a private residence, or inside an accessory structure to a private residence located upon the grounds of a private residence, is not permitted under California law, a person may not plant, cultivate, harvest, dry, or process cannabis plants inside a private residence, or inside an accessory structure to a private residence located upon the grounds of a private residence, in excess of the limitations imposed by Health and Safety Code Section 11362.2.

3. The City Council may adopt, by later resolution, reasonable regulations on indoor cultivation of cannabis pursuant to Health and Safety Code Section 11362.2(b)(1).

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AMENDING CHAPTER 7.04 OF TITLE 7 OF THE SANTEE MUNICIPAL CODE TO ALLOW CANNABIS MANUFACTURING AS A STANDALONE USE IN LIGHT INDUSTRIAL AND GENERAL INDUSTRIAL ZONES AND PROHIBIT MANUFACTURING OF VOLATILE MATERIALS AND FINDING THE ORDINANCE IS COVERED BY THE MITIGATED NEGATIVE DECLARATION PREVIOUSLY APPROVED FOR THE SANTEE CANNABIS BUSINESS ORDINANCE PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, in July 2022, the City Council adopted a Mitigated Negative Declaration (“MND”) and Mitigation Monitoring and Reporting Program for the Santee Cannabis Business Ordinance (State Clearinghouse No. 2022060058) and approved the Cannabis Business Ordinance project; and

WHEREAS, the MND analyzed cannabis manufacturing as a stand-alone use at four facilities; and

WHEREAS, in August 2022, the City Council enacted Ordinance 602, the Cannabis Business Ordinance, in the City of Santee. Ordinance 602 allows the issuance of cannabis business permits of up to four (4) retailers, including microbusinesses that include storefront retail activities, and to an unrestricted number of testing laboratories or microbusinesses that do not include storefront retail; and

WHEREAS, as originally enacted, Ordinance 602 did not allow for cannabis manufacturing as a stand-alone business; and

WHEREAS, on January 24, 2024, the City Council held a workshop to discuss whether cannabis manufacturing should be allowed as a standalone use and thereafter directed staff to bring back amendments to Ordinance 602 to allow for such a use within the Light Industrial and General Industrial zones of the City; and

WHEREAS, on January 24, 2024, the City Council further directed staff to bring back amendments to Ordinance 602 to prohibit manufacturing of volatile materials; and

WHEREAS, this ordinance amends Ordinance 602 to conform with City Council’s direction; and

WHEREAS, the City Council has reviewed and considered the information contained in the administrative record for the proposed Ordinance; and

WHEREAS, the administrative record has been completed in compliance with CEQA, the State CEQA Guidelines, and the City’s Local CEQA Guidelines; and

WHEREAS, based on the independent judgment of the City Council, the approval of the proposed Ordinance is covered by the 2022 MND prepared for the Santee Cannabis Business Ordinance and no further environmental review is required for the proposed Ordinance pursuant to Public Resources Code Section 21166 and State CEQA Guidelines Section 15162; and

WHEREAS, the proposed ordinance is also exempt from CEQA pursuant to CEQA Guidelines Section 15305 because modifying an allowed standalone land use constitutes a minor change in land use limitations consistent with said Guidelines.

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

SECTION 1. Recitals Incorporated. The above recitals are true and correct and are incorporated herein by this reference as material findings in support of this Ordinance.

SECTION 2. Amendments. Amendments to Title 7 of the Code are set forth below.

Section 7.04.060 is amended to update relevant definitions as follows:

7.04.060 Definitions.

...

“Manufacturing site” means a location that produces, prepares, propagates, or compounds cannabis or cannabis products, directly or indirectly, by extraction methods, independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis, and is owned and operated by a person issued a valid Cannabis Business Permit for manufacturing from the City and a valid state license as required for manufacturing of cannabis products. As used in this chapter, “manufacturing” or “manufacturing site” does not include the use of volatile solvents and this chapter does not permit manufacturing that would require a Type 7 License under State Law.

...

“Volatile solvent” means a solvent as defined by Health and Safety Code Section 11362.3(b)(3) as of the effective date of this chapter and as subsequently amended. Under this chapter, use of volatile solvents as part of the manufacturing process is prohibited.

Section 7.04.100 is amended to read as follows:

7.04.100 Maximum number and type of authorized cannabis businesses permitted; other uses prohibited.

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

A. After the effective date of this Ordinance, the City shall only issue Cannabis Business Permits (consistent with this chapter) for up to four Retailers, including microbusinesses that include storefront retail activities. There is no limit on the number of Cannabis Business Permits that the City may issue to testing laboratories, manufacturing (non-volatile only) or microbusinesses that do not include storefront retail.

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

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

Section 7.04.290 (A) and (B) are amended to read as follows:

7.04.290 Zoning and location requirements for cannabis businesses.

Cannabis businesses permitted to engage in retail, distribution, manufacturing, testing labs, and microbusiness operations for cannabis and cannabis products are also subject to the following zoning and locational requirements of this chapter. Not all of the types of cannabis businesses listed below are currently uses that are allowed by permit in the City.

A. Distribution, manufacturing (non-volatile only), testing laboratories and microbusiness that do not include storefront retail activities are only permitted in the following zone districts: IL (Light Industrial) and IG (General Industrial), and must satisfy all the applicable requirements set forth in Title 13 of this Code. Distribution that is not part of a permitted microbusiness is not currently a use that is allowed by permit in the City.

B. Retail businesses (including microbusinesses that include storefront retail activities but do not include cultivation) are only permitted in the following zone districts: IL (Light Industrial), IG (General Industrial), and GC (General Commercial), and must meet all the requirements pursuant to Title 13 of this code.

Land Use	Land Use Designation		
	GC	IL	IG
Distribution (not currently a use that is allowed by permit in the City) manufacturing (non-volatile only)	--	P	P
Microbusinesses with storefront retail and without cultivation	P	P	P
Microbusinesses with cultivation	--	P	P
Storefront Retail	P	P	P
Non-storefront Retail	--	P	P
Testing Labs	--	P	P

The heading for Section 7.04.390 is amended to read as follows:

7.04.390 Operating requirements for distributors (distribution is not a use that is currently eligible for a permit in the City unless as part of an otherwise permitted microbusiness).

7.04.410 (A) and (I) are amended to read as follows:

Section 7.04.410 Operating requirements for cannabis manufacturing.

A. Cannabis manufacturing shall only be permitted pursuant to Section 7.04.070 or any subsequent created manufacturing state license (but not a Type 7 volatile solvent manufacturing license) as defined in MAUCRSA and may be permitted to operate only within those zone districts as defined in the Santee Municipal Code. Cannabis manufacturing permitted under this chapter does not include the use of volatile solvents.

...

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

SECTION 3. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision will not affect the validity of the

remaining portions of this Ordinance. The City Council declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

SECTION 4. Publication and Effective Date. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same, or the summary thereof, to be published and posted pursuant to the provisions of law and this Ordinance shall take effect thirty (30) days after passage.

INTRODUCED AND FIRST READ at a Regular Meeting of the City Council of the City of Santee, California, on the 28th day of February 2024, and thereafter **ADOPTED** at a Regular Meeting of said City Council held on the 13th day of March 2024, by the following vote to wit:

AYES:

NOES:

ABSENT:

John W. Minto. Mayor

ATTEST:

Annette Ortiz, CMC, City Clerk

MEETING DATE February 28, 2024

ITEM TITLE FISCAL YEAR 2023-24 OPERATING BUDGET UPDATE AND RESOLUTION AMENDING THE FISCAL YEAR 2023-24 BUDGET

DIRECTOR/DEPARTMENT Heather Jennings, Finance *HJ*

SUMMARY

The operating budget for fiscal year 2023-24 was adopted by the City Council on June 28, 2023. The attached staff report and schedules provide an update on the current fiscal year budget, including amendments to the budget reflecting changes in revenue estimates, proposed appropriation adjustments, and recommended staffing adjustments.

ENVIRONMENTAL REVIEW

The proposed FY 2023-24 Operating Budget Update is not a “project” as defined by the California Environmental Quality Act (“CEQA”) because it involves the creation of a government funding mechanism or fiscal activity of government and does not commit the City to a specific project. Further, the proposed budget update does not have the potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. (State CEQA Guidelines § 15378.) Any necessary compliance with the CEQA for individual projects would be required prior to construction authorization.

FINANCIAL STATEMENT *HJ*

The fiscal year 2023-24 General Fund operating budget, as amended, reflects estimated revenues totaling \$59.0 million and operating expenditure appropriations totaling \$57.2 million. Other sources of funds include \$2.8 million and other uses of funds total \$4.9 million which includes capital improvement program and other interfund transfers, as well as a supplemental payment towards the City’s unfunded pension liability. The projected available unrestricted fund balance at June 30, 2024 of \$17.3 million represents 30.3% of the annual General Fund operating expenditures.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION *MAB*

Adopt the attached resolution approving the Amended FY 2023-24 Budget as outlined in the staff report and its attachments, including the General Fund expenditure and revenue allocation adjustments, adjustments to allocations to other funds, including ARPA, and the addition of a full time Development Technician I position to the budget. It is also recommended that the City Council provide direction to staff on use and appropriation of the excess General Fund unrestricted fund balance.



ATTACHMENTS

1. Staff Report
2. General Fund Summary
3. Financing Sources and Uses Detail
4. General Fund Revenue Detail
5. General Fund Appropriation Adjustments
6. Other Funds Adjustments
7. Resolution Amending the Operating Budget for Fiscal Year 2023-24

STAFF REPORT

FISCAL YEAR 2023-24 OPERATING BUDGET UPDATE AND RESOLUTION AMENDING THE OPERATING BUDGET FOR FISCAL YEAR 2023-24

**CITY COUNCIL MEETING
FEBRUARY 28, 2024**

Overview

With a history of sound fiscal responsibility, the City of Santee has weathered the past few years well. Through a combination of stronger than anticipated revenues and budgeted expenditure savings, the City ended last fiscal year with an available General Fund unrestricted fund balance of \$17.0 million which is \$4.0 million better than expected when the current fiscal year budget was developed. Contributing to this overall change in fund balance is a \$1.3 million increase in revenue, including \$539,800 from property taxes and \$828,200 from sales tax, and significant expenditure savings across all departments.

The following discussion and schedules present updated revenue projections for FY 2023-24 and proposed expenditure appropriation adjustments. The Amended Operating Budget for Fiscal Year 2023-24, as presented, is a balanced budget which provides for a projected unrestricted fund balance at June 30, 2024 of \$17.3 million or 30.3 percent of annual General Fund operating expenditures. Unrestricted fund balance in excess of the City's 20% minimum reserve policy will provide resources necessary to navigate through the current high inflationary environment that will impact City contracts, address uncertainty created by national and global events, meet continued increases in CalPERS retirement costs and address CalPERS unfunded liabilities. In addition, the unrestricted fund balance can also provide an opportunity to allocate additional resources towards meeting current and future infrastructure and public facility needs.

General Fund Proposed Budget Summary FY 2023-24 Mid-Year Amended Budget	
Revenues	\$ 58,955,710
Expenditures	(57,178,632)
Revenues Over Expenditures	1,777,080
Other Financing Sources	2,784,660
Other Financing Uses:	
Transfers to Other Funds	(663,430)
Transfers to Capital Improvement Program	(3,601,810)
Unfunded Liability Payments (CalPERS)	(600,000)
Available Fund Balance, July 1, 2023	17,006,768
Available Fund Balance, June 30, 2024	\$ 17,303,268

General Fund Revenues

General Fund revenues for FY 2023-24 are projected to total close to \$59 million, a \$2.4 million increase from the current budget estimate. The following is a discussion of key revenue updates.

Property Taxes: Property Taxes represent 42.5 percent of General Fund revenues and are received based on net taxable assessed valuation. Citywide net taxable assessed valuation increased by 7.1 percent in FY 2023-24. This growth is fueled by increases in residential and new construction and real estate values. Property tax revenues are projected to total \$25.1 million in FY 2023-24, an increase of \$1.0 million from the previous fiscal year and \$485,000 more than the FY 2023-24 original budget estimate. Real Property Transfer Tax is expected to decrease based on a decline in prior year transfers of ownership.

Sales Tax: Sales Tax represents 32.8 percent of General Fund revenues and is projected to total \$19.3 million in FY 2023-24. This represents a \$332,970 increase over the prior fiscal year and a \$990,340 increase from this year's original budget estimate. This increase is primarily due to growth in the area of building and construction and general consumer goods. Santee's share of the state and county pools saw a mild increase.

Franchise Fees: Franchise Fees represent the third largest discretionary source of revenue and are received from Waste Management, San Diego Gas & Electric (SDG&E), Cox Communications and AT&T. Franchise Fees are projected to total \$3.8 million in FY 2023-24, an increase of \$87,830 from the prior fiscal year and a \$89,310 increase from the original budget estimate. As continues to be the case, expected increases from Waste Management and SDG&E are partially offset by expected decreases from Cox Communications and AT&T.

Transient Occupancy Tax: Transient Occupancy Tax (TOT) revenue continues to experience solid growth. TOT revenue is projected to total \$790,000 in FY 2023-24. This represents 5 percent growth from the prior fiscal year and a \$44,600 increase from the original budget estimate.

Building Permit Revenue: Building Permit Revenue is projected to increase by \$200,000 from the original budget estimate based on current ongoing building activity. When the Building Department function was brought in-house last year, the department changed the way revenue was budgeted to better reflect the way services are currently provided based on reduced use of contract staff. Because it was the initial year of in-house operations, revenue estimates were reduced based on assumptions at the time, with the anticipation of returning at mid-year to make adjustments once more information became available. This increase will bring building fee revenue back up to prior year levels.

Emergency Medical Services (EMS) Revenue: Paramedic Program Revenue is projected to increase by \$226,630 to \$5.1 million in FY 2023-24. Paramedic Program Revenue is a direct reimbursement from the EMS Fund to the General Fund for all expenses associated with EMS operations. The EMS Fund receives its revenue from the Santee Lakeside Emergency Medical Services Authority (SLEMSA).

Full Cost Recovery Revenue: Engineering – Full Cost Recovery and Planning – Full Cost Recovery revenues are projected to total \$495,500 and \$278,600 respectively, an increase of \$129,500 and \$63,300 respectively over the original FY 2023-24 budget.

General Fund Expenditures

The amended budget reflects General Fund operating expenditures totaling \$57.2 million in FY 2023-24, a \$682,040 increase over the current budget. The following is an overview of the proposed appropriation adjustments. A summary of appropriation adjustments by department is provided in Attachment 4.

Personnel Related Costs: Proposed personnel cost adjustments total \$96,780. Included in this amount is \$49,340 for the addition of a full-time Building Development Technician I in the Planning and Building Department, \$39,530 to cover changes in employee benefit elections such as health benefit tier and plan changes and management vacation cash out options across departments, and \$7,910 in part-time salaries in the Finance Department for additional counter and office assistance.

The Planning and Building Department is requesting that a full-time Building Development Technician I position be added to the amended FY 2023-24 budget. The Building Department currently has a part-time Development Technician I to assist at the building counter which would be converted to a full-time, benefited position. Staff has analyzed costs and current staffing levels in the department and is requesting the additional position to improve coverage at the counter and recognize cost savings. The part-time permit technician has limited hours and duties and has not received the training necessary to mitigate issues with the new EnerGov software. It is anticipated that a full-time permit technician position would provide better consistency in customer service and efficiency in department operations.

Other Appropriation Adjustments: Other proposed General Fund operating adjustments total \$585,260. The following is a summary of significant proposed operating expenditure adjustments by department:

City Manager and Economic Development – Increase of \$40,000 in the City Manager’s budget to fund the Empower East County Business Fund Project and \$20,000 in Economic Development to cover costs associated with the sale of four City owned parcels. Funding for the Empower East County Business Fund Project would be a transfer in from ARPA.

City Attorney – Increase of \$95,000 to fund costs associated with the Meadow Terrace Receivership, Community Oriented Policing and continued work on cannabis. Funds requested for Community Oriented Policing (\$50,000) would cover river ordinance enforcement and would be a transfer in from the American Rescue Plan Act (ARPA).

Information Technology – Increase of \$40,000 to hire a GIS consultant. This addition was presented to City Council earlier tonight. If approved, funds for this purpose will be appropriated through the mid-year budget update process.

Finance – Increase of \$64,590 to cover increased credit card processing fees due to the increase in on-line payments through Energov (\$46,090) and funds to cover the cost of the

Fire Station Infrastructure and Services Financing Analysis (\$18,500) which was not originally budgeted.

Community Services/Public Services – Total increase of \$106,280 which includes \$34,000 for workers compensation insurance to cover claims, \$17,000 for window tinting at Building 4, \$19,000 for electricity for ball fields and facilities, \$13,200 for rental of a dump truck and \$12,000 for the San Diego River Park Foundation Grant. Funding for the grant comes from an annual donation from Waste Management, however, the funds were inadvertently left out of the FY 2023-24 proposed budget.

Fire – Total increase of \$205,690. Significant increases include \$88,100 for workers compensation insurance to cover claims, \$44,420 for replacement radios, \$25,000 for a consultant to perform land development plan review until a new Fire Marshal is hired, \$10,000 for emergency vehicle repairs, and \$25,000 for coverage for basic life support (BLS) unit vacancies. BLS unit coverage is part of the SLEMSA JPA agreement and the funds will be reimbursed by the EMS fund.

Other Financing Sources and Uses

Other Financing Sources and Uses includes transfers into the General Fund (Financing Sources) from other funding sources such as ARPA or EMS funds, and transfers out of the General Fund (Uses) for purposes such as funding capital improvement projects and vehicle replacement to name a few.

American Rescue Plan Act: The mid-year budget request includes several appropriations from the ARPA Fund to the General Fund.

In order to meet the spending requirements for the ARPA funding, the City must have all ARPA funds obligated by December 2024 and spent by December 2025. As such, staff has reviewed the approved ARPA allocations and determined that funds will need to be reallocated in order to meet the spending deadlines.

The following is a list of interfund transfers from the ARPA Fund to the General Fund:

- \$2,464,060 from ARPA CIP allocations including Broadband/Fiber Optics at City Facilities (\$1,068,540), Storm Drain Trash Diversion (\$242,580), San Diego Hazard Mitigation (\$652,940) and the Temporary Fire Station project (\$500,000). Funding for these capital improvement projects will not be obligated or spent in time to meet the ARPA deadline. These funds will be transferred from the ARPA fund and used to cover ARPA approved expenditures such as payment to the Sheriff's for law enforcement services. The transfer in will be offset with an equal transfer out of the General Fund to the CIP Projects Fund for the above-named projects.
- \$50,000 from ARPA Homeless Regional Support allocations to the City Attorney's budget for river ordinance enforcement.
- \$40,000 from ARPA Support to Business allocations to the City Manager's budget for the Empower East County Business Fund Project.

Capital Improvements: Additional funding of \$620,000 is requested as a transfer out of the General Fund to the Capital Projects Fund for the replacement of two synthetic turf fields at Town Center Community Park East. The fields are in poor condition and need to be replaced in order for use of the fields to continue. Field rental revenue is generated from outside organizations that regularly host sporting events at the park. Community Services applied for and received \$100,000 in grant funding from the Neighborhood Reinvestment Program for the replacement of the synthetic turf, however, the amount is less than expected and is insufficient to complete the project. The additional amount is necessary to fully fund the replacement of the fields.

General Fund Unrestricted Fund Balance Considerations

The City has been very fortunate in the past few years with stronger than anticipated revenues and expenditure savings. The amended budget reflects a projected available General Fund balance of \$17.3 million at June 30, 2024. This exceeds the minimum required 20 percent reserve of \$11.4 million by almost \$5.9 million.

The City Council may consider providing direction to staff to reserve or commit portions of the projected available unrestricted fund balance in excess of the 20 percent policy level. Options for use of the \$5.9 million in excess unrestricted fund balance may include the following:

- Increase the General Fund minimum reserve policy of 20 percent of General Fund expenditures and/or adopt a supplemental reserve such as budget stabilization or “rainy day” reserve.
- Make additional payments to reduce CalPERS unfunded liabilities.
- Allocate funds to the replacement of the City’s financial system. The anticipated cost of the ERP replacement project is \$1 million and \$900,000 is currently unfunded in the CIP. The City’s current financial system, Eden, will sunset in March 2027 and will no longer be supported. Staff will need to start the RFP process early next fiscal year in order to meet the sunset date.
- Make additional transfers to the Capital Improvement Program in support of key current and planned City projects and initiatives such as:
 - Pavement repair and maintenance – In order to reach an investment of \$4.5 million annually in the paving program, the FY 2024-25 amount would need to be increased by \$500,000 and an additional \$2.4 million would be needed in FY 2025-26. Additional funding could be allocated from excess unrestricted fund balance to meet this shortfall.
 - Community Center – Design of the project is nearly complete. The City plans to use development impact fees and a \$4.5 million state grant to fund the project. It is anticipated that development impact fees will take up to two years to accumulate and the grant funding is available on a reimbursement basis. Due to the state’s current fiscal issues there is concern that funds could be clawed back

if not used in the near future. Additional funding could be allocated from excess unrestricted fund balance to begin construction in FY 2024-25.

- Fire facilities and services

Other Funds

Proposed adjustments to Other Funds include the following:

Recreation Revolving Fund: An increase of \$4,180 to fund increases in day and contract camp costs and senior trips due to an increased demand for recreation activities.

Emergency Medical Services Fund: An increase of \$226,630 to reimburse the General Fund for costs associated with the Fire Department's EMS program.

Recommendations

It is recommended that the City Council adopt the attached resolution approving the Amended FY 2023-24 Budget as outlined in this report and its attachments, including the General Fund expenditure and revenue allocation adjustments, adjustments to allocations to other funds, including ARPA, and the addition of a full time Development Technician I position to the budget. It is also recommended that the City Council provide direction to staff on use and appropriation of the excess General Fund unrestricted fund balance.

**CITY OF SANTEE
GENERAL FUND SUMMARY
FY 2023-24 PROPOSED MID-YEAR BUDGET AMENDMENTS**

	FY 2023-24 CURRENT BUDGET	FY 2023-24 AMENDED BUDGET	INCREASE (DECREASE)
Revenues	\$ 56,521,820	\$ 58,955,710	\$ 2,433,890
Expenditures by Dept:			
City Council	521,939	530,839	8,900
City Attorney	813,300	908,300	95,000
City Manager (total):	1,523,799	1,583,799	60,000
City Manager	849,067	889,067	40,000
Economic Development	674,732	694,732	20,000
Information Technology	927,118	967,118	40,000
Animal Control	441,530	441,530	-
City Clerk	536,365	550,775	14,410
Human Resources & Risk Mgmt (total):	1,675,339	1,676,889	1,550
Human Resources	815,199	816,749	1,550
Risk Management	860,140	860,140	-
Finance	1,621,785	1,694,285	72,500
Planning & Building (total):	2,718,556	2,825,626	107,070
Planning	1,634,737	1,683,767	49,030
Building	852,647	910,087	57,440
Code Compliance	231,172	231,772	600
Engineering (total):	3,044,414	3,010,974	(33,440)
Engineering	2,902,922	2,869,482	(33,440)
Stormwater	141,492	141,492	-
Community Services (total):	6,457,206	6,567,566	110,360
Administration	455,458	456,478	1,020
Public Svcs - Maintenance	4,613,562	4,692,592	79,030
Stormwater	167,690	192,890	25,200
Solid Waste	31,417	32,027	610
Facility Operations	147,316	151,816	4,500
Recreation	686,423	686,423	-
Special Events	355,340	355,340	-
Law Enforcement	17,232,810	17,232,810	-
Fire and Life Safety (total):	18,982,431	19,188,121	205,690
Administration	1,219,061	1,244,061	25,000
Emergency Operations	12,078,633	12,236,103	157,470
Emergency Medical	5,124,598	5,130,818	6,220
Emergency Preparedness	34,380	34,380	-
Fleet Operations and Maintenance	525,759	542,759	17,000
Total Operating Expenditures	56,496,592	57,178,632	682,040
Revenues Over (Under) Expenditures	25,230	1,777,080	1,751,850
Other Financing Sources	230,600	2,784,660	2,554,060
Other Financing Uses:			
Transfers to Other Funds	(663,430)	(663,430)	-
Transfers to CIP	(517,750)	(3,601,810)	(3,084,060)
Unfunded Liabilities (CalPERS)	(600,000)	(600,000)	-
Change in Available Fund Balance	\$ (925,350)	\$ 296,500	\$ 1,221,850
Available Fund Balance, Beg. of Year	13,020,094	17,006,768	3,986,674
Available Fund Balance, End of Year	\$ 12,094,744	\$ 17,303,268	\$ 5,208,524

**CITY OF SANTEE
GENERAL FUND
DETAIL OF OTHER FINANCING SOURCES AND USES
FY 2023-24 MID-YEAR BUDGET**

	FY 2023-24 Current Budget	FY 2023-24 Mid-Year Budget
	<u> </u>	<u> </u>
Other Financing Sources:		
Use of Fund Balances:		
Release of CCA Reserves	\$ 200,000	\$ 200,000
Transfers from other funds		
Transfer in from ARPA	30,600	2,584,660
Total Other Financing Sources	<u>\$ 230,600</u>	<u>\$ 2,784,660</u>
Other Financing Uses:		
Transfers to Other Funds		
Vehicle Replacement Fund	\$ (429,680)	\$ (429,680)
Highway 52 Coalition Fund	(45,250)	(45,250)
Technology Replacement Fund	(188,500)	(188,500)
Transfers to Capital Improvement Program	(517,750)	(3,601,810)
Unfunded Liabilities (CalPERS)	<u> (600,000)</u>	<u> (600,000)</u>
Total Other Financing Uses	<u>\$ (1,781,180)</u>	<u>\$ (4,865,240)</u>

**CITY OF SANTEE
GENERAL FUND REVENUE DETAIL
FY 2023-24 MID-YEAR BUDGET**

Account No.	Account Name	FY 2022-23 Actual	FY 2023-24 Current	FY 2023-24 Revised	Increase (Decrease)
TAXES					
Property Taxes					
		24,000,922	24,588,330	25,073,360	485,030
1001.00.4001	Property Tax Secured and Unsecured	13,171,554	13,378,100	13,524,200	146,100
1001.00.4002	Property Tax - Redev Pass-through	624,290	560,000	675,000	115,000
1001.00.4003	Property Tax - Redev Residual Distrib	2,149,076	2,108,530	2,322,000	213,470
1001.00.4005	Real Property Transfer	350,596	371,700	300,000	(71,700)
1001.00.4006	Property Tax In Lieu (of VLF)	7,705,406	8,170,000	8,252,160	82,160
Sales and Use Taxes					
		16,671,714	16,414,870	17,237,060	822,190
1001.00.4011	Sales and Use Taxes	18,987,512	18,330,140	19,320,480	990,340
1001.00.4015	Location Agreement Payment	(2,315,799)	(1,915,270)	(2,083,420)	(168,150)
Transient Occupancy Tax					
		750,458	745,400	790,000	44,600
1001.00.4020	Transient Occupancy Tax	750,458	745,400	790,000	44,600
Franchise Fees					
		3,748,881	3,747,400	3,836,710	89,310
1001.00.4030	Franchise Fees	3,748,881	3,747,400	3,836,710	89,310
SPECIAL ASSESSMENTS					
		1,122,985	1,114,600	1,114,600	-
1001.03.4102	Assessments - Fire Benefit Fee	1,122,985	1,114,600	1,114,600	-
INTERGOVERNMENTAL					
		460,343	330,700	323,180	(7,520)
1001.00.4202	Motor Vehicle License Fees	60,825	65,700	65,700	-
1001.00.4206	SB90 Claims	166,317	40,000	40,000	-
1001.03.4250	Fire Reimbursements - Federal	139,848	140,000	161,360	21,360
1001.03.4251	Fire Reimbursements - State	84,897	85,000	56,120	(28,880)
1001.03.4252	Fire Reimbursements - Local/Other	8,457	-	-	-
LICENSES AND PERMITS					
		1,343,611	1,184,700	1,321,330	136,630
1001.00.4301	Business Licenses - New	47,296	50,000	50,000	-
1001.00.4302	Business Licenses - Renewals	62,499	72,100	63,100	(9,000)
1001.00.4303	Regulatory Permits	1,833	2,700	2,700	-
1001.00.4304	Business Licenses - Other	1,403	1,500	1,500	-
1001.00.4305	SB 1186 Surcharge	1	-	-	-
1001.00.4306	Home Occupation Permit - New	5,833	6,500	6,500	-
1001.00.4307	Home Occupation Permit - Renewal	16,517	17,400	17,400	-
1001.00.4310	Alarm Permits	913	1,000	1,000	-
1001.03.4330	Fire Department - Permits/Services	84,820	101,800	45,630	(56,170)
1001.04.4340	Building Fees - Eng Direct City Costs	17,801	19,000	23,800	4,800
1001.04.4341	Building Fees - Subject to Split	1,092,222	300,000	500,000	200,000
1001.04.4343	Building Fees - Plng Direct City Costs	12,473	12,700	9,700	(3,000)
1001.04.4344	Building Permit Fees	-	600,000	600,000	-
FINES AND FORFEITURES					
		189,678	172,440	158,440	(14,000)
1001.00.4401	Vehicle Code Fines	108,282	111,000	97,000	(14,000)
1001.00.4402	Other Fines and Forfeitures	17,374	1,000	1,000	-
1001.00.4410	Parking Citations	63,091	58,140	58,140	-
1001.04.4403	Code Compliance Administrative Citations	931	800	800	-
1001.04.4404	Storm Water Administrative Citations	-	1,500	1,500	-
CHARGES FOR SERVICES					
		6,098,630	7,105,370	7,534,920	429,550
1001.00.4635	Finance - Full Cost Recovery	-	2,000	2,000	-
1001.00.4640	Admin Tow Fees	16,959	12,000	12,000	-
1001.00.4641	Cost Recovery - Restitution	640	400	400	-
1001.00.4691	Candidate Statements	-	-	-	-
1001.00.4694	City Clerk - Misc Fees	305	250	250	-
1001.00.4695	City Clerk - Passport Services	49,860	50,000	50,000	-
1001.00.4699	Charges to Other Funds	142,390	152,640	152,640	-
1001.02.4632	CSD - Full Cost Recovery	-	2,000	2,000	-
1001.02.4645	Cost Recovery - Subrogation	38,087	-	19,430	19,430
1001.02.4650	Sports Field Lighting	57,622	53,000	53,000	-
1001.02.4665	Disc Golf Fees	35,937	60,000	40,000	(20,000)
1001.02.4668	Electric Vehicle Charging Stations	5,333	4,000	4,000	-

**CITY OF SANTEE
GENERAL FUND REVENUE DETAIL
FY 2023-24 MID-YEAR BUDGET**

Attachment 4

Account No.	Account Name	FY 2022-23 Actual	FY 2023-24 Current	FY 2023-24 Revised	Increase (Decrease)
1001.02.4676	Teen Programs	6,341	5,100	5,100	-
1001.02.4680	Special Events	106,974	110,000	110,000	-
1001.02.4699	Charges to Other Funds	37,862	212,310	162,420	(49,890)
1001.03.4633	Fire - Full Cost Recovery	1,548	1,000	1,000	-
1001.03.4645	Cost Recovery - Subrogation	-	-	-	-
1001.03.4646	Instructional Services - FTES	4,385	22,320	27,920	5,600
1001.03.4692	CSA 69	2,079,679	-	-	-
1001.03.4693	Paramedic Program	1,847,559	4,904,190	5,130,820	226,630
1001.03.4697	SLEMSA REIMBURSEMENT	142,960	101,530	101,530	-
1001.04.4601	Engineering - Fee Based	85,971	43,000	86,000	43,000
1001.04.4603	Engineering - Full Cost Recovery	476,984	366,000	495,500	129,500
1001.04.4611	Street Light Energizing Fee	3,625	2,000	2,000	-
1001.04.4612	Storm Water Inspection	11,595	11,600	11,600	-
1001.04.4621	Planning - Fee Based	33,207	32,000	23,500	(8,500)
1001.04.4623	Planning - Full Cost Recovery	273,138	215,300	278,600	63,300
1001.04.4699	Charges to Other Funds	639,669	742,730	763,210	20,480
	USE OF MONEY AND PROPERTY	997,364	631,840		364,890
1001.00.4701	Interest Income	520,356	180,000	500,000	320,000
1001.00.4702	Unrealized Gain (Loss)	(32,024)	-	-	-
1001.02.4711	City Facilities - Sportsplex	241,197	216,840	253,730	36,890
1001.02.4716	Concessions	24,169	24,000	30,000	6,000
1001.02.4722	Rental - Bldgs 7 & 8	22,684	20,000	25,000	5,000
1001.02.4723	Rental - Picnic Shelters	104,164	81,000	81,000	-
1001.02.4724	Rental - Ball Fields	109,957	100,000	100,000	-
1001.04.4701	Interest Income	(7)	-	-	-
1001.04.4705	Rent/Lease/Use Income	6,868	10,000	7,000	(3,000)
	OTHER REVENUE	516,148	486,170	569,380	83,210
1001.00.4031	Sycamore Landfill Fees	413,924	398,000	431,000	33,000
1001.00.4801	Miscellaneous Income	11,000	5,000	13,500	8,500
1001.00.4804	Hometown Heroes Program	8,000	7,200	7,200	-
1001.00.4808	Taxable Sales	79	500	500	-
1001.00.4813	Processing Fees	-	-	17,430	17,430
1001.00.4831	Cash Over/Short	11	-	-	-
1001.00.4832	Recovery of Prior Year Expense (Claims)	498	-	-	-
1001.01.4801	Miscellaneous Income	47,803	43,000	50,000	7,000
1001.01.4811	Loss Control Program	-	6,000	6,000	-
1001.01.4810	Wellness Program	16,560	20,000	20,000	-
1001.02.4801	Miscellaneous Income	85	-	450	450
1001.02.4802	Donations	9,478	-	16,800	16,800
1001.02.4803	Donations - Memorial Program	4,100	1,000	1,000	-
1001.02.4808	Taxable Sales	23	50	50	-
1001.03.4801	Miscellaneous Income	2,082	720	750	30
1001.03.4821	Sale of Real & Personal Property	-	2,000	2,000	-
1001.04.4801	Miscellaneous Income	1,917	2,200	2,200	-
1001.04.4805	Abandoned Property Registration	589	500	500	-
1001.04.4831	Cash Over/Short	(1)	-	-	-
	TOTAL GENERAL FUND	55,900,735	56,521,820	58,955,710	2,433,890

**CITY OF SANTEE
GENERAL FUND
SUMMARY OF APPROPRIATION ADJUSTMENT BY DEPARTMENT
FY 2023-24 MID-YEAR ADJUSTMENTS**

	Increase (Decrease)
City Council	
Employee Benefit Adjustments	\$ 8,900
City Attorney	
Meadow Terrace Receivership	25,000
Community Oriented Policing	50,000
Cannabis	20,000
	<u>95,000</u>
City Manager	
Empower East County Business Fund Project	40,000
Surplus Land Disposition	20,000
	<u>60,000</u>
Information Technology	
GIS Consultant	<u>40,000</u>
City Clerk	
Employee Benefit Adjustments	13,810
Postage Machine Upgrades	600
	<u>14,410</u>
Finance	
Fire Station Infrastructure and Services Financing Analysis	18,500
Credit Card Processing Fees	46,090
Part-Time Salary Adjustments	7,910
	<u>72,500</u>
Human Resources	
Overtime	800
Equipment and supplies	750
	<u>1,550</u>
Engineering	
Salary Adjustments	(34,690)
Plotter Maintenance	1,250
	<u>(33,440)</u>
Planning and Building	
Planning - Personnel Adjustments	47,430
Planning - Surface Pro	1,600
Building - Personnel Adjustments	49,340
Building - Printing and Duplicating	6,500
Building - Surface Pro	1,600
Code Compliance - Monthly Communications Charges	600
	<u>107,070</u>
Community Services/Public Services	
Employee Benefit Adjustments	4,080
Workers Comp Insurance	34,000
Electricity - Ball Fields	14,500
City Hall Maintenance	5,680
Window Tinting at PB&E	17,000
Fire Station 4 Repairs	3,700
Fire Station 5 Repairs	1,700
Dump Truck Rental	13,200
San Diego River Park Foundation Grant	12,000
Electricity - Facilities	4,500
	<u>110,360</u>
Fire and Life Safety	
Land Development Review (Fire Marshal)	25,000
Workers Compensation Insurance	88,100
Equipment Repair and Maintenance	6,170
Radios	44,420
Coverage for BLS Unit Vacancies	25,000
Fuel and Oil	7,000
Vehicle Repair and Maintenance	10,000
	<u>205,690</u>
Total Operating Expenditures Appropriation Adjustments	\$ 682,040
Total Transfer to Capital Projects Fund for Synthetic Turf	\$ 620,000

**CITY OF SANTEE
OTHER FUNDS
SUMMARY OF ADJUSTMENTS BY FUND
FY 2023-24 MID-YEAR ADJUSTMENTS**

	Increase (Decrease)
Recreation Revolving Fund	
Materials and Supplies for Senior Trips	\$ 2,000
Materials and Supplies for Day Camps	1,500
Day Camp Transportation	680
	4,180
 Emergency Medical Services	
EMS Program	226,630
 Capital Improvement Fund	
Transfer in (Synthetic Turf)	620,000
 ARPA	
Community Oriented Policing	50,000
Empower East County Business Fund Project	40,000
	90,000
 Total Other Funds Appropriation Adjustments	 \$ 940,810

RESOLUTION NO. _____-2024

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE,
CALIFORNIA AMENDING THE OPERATING BUDGET
FOR FISCAL YEAR 2023-24**

WHEREAS, the City Council of the City of Santee adopted the Operating Budget for Fiscal Year 2023-24 by Resolution No. 075-2023 on June 28, 2023; and

WHEREAS, the City Manager has submitted to the City Council for its review and approval certain budget and personnel amendments for fiscal year 2023-24; and

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

Section 1: The fiscal year 2023-24 budget amendments as submitted by the City Manager, including all changes directed by the City Council, are approved and adopted.

Section 2: The monies necessary to offset the expenditures for the fiscal year 2023-24 budget amendments, as adopted by the City Council pursuant to Section 1 hereof, are authorized by this section to be appropriated out of the funds available to the City during said fiscal year.

Section 3: A full-time Development Technician I position will be added to the authorized positions in the Planning and Building Department.

Section 4: The City Manager is authorized to adjust the Fire Department Emergency Medical Services operating budget to allow for reciprocal staffing charges between Lakeside Fire Protection District (LFPD) and the City of Santee for Basic Life Support (BLS) ambulance support services provided in partnership by both agencies.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 28th day of February 2024, by the following roll call vote to wit:

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

MEETING DATE February 28, 2024

ITEM TITLE GENERAL FUND RESERVE POLICY DISCUSSION

DIRECTOR/DEPARTMENT Heather Jennings, Director of Finance *HJ*

SUMMARY

Unrestricted fund balance is the accumulation of excess revenue collected over a period of time that is not otherwise committed or assigned. The General Fund Reserve is a measure of the unrestricted fund balance that is held and not available for operating expenses. It assists the City in mitigating risk by providing a back-up for revenue shortfalls or unexpected expenditures as needed. A General Fund Reserve is also helpful in providing liquidity and is important for a city's credit rating.

The City of Santee currently holds a 20% reserve. This is not a formal policy but approved each year in the budget resolution. Amounts over the 20% threshold are then available for Council appropriation, typically for one-time uses.

The purpose of this discussion is to introduce the subject of a formal reserve policy and to get direction from City Council as to whether a formal reserve policy is desired, and if so, determine the type and level of reserve the City should have. If a reserve policy is desired, staff will return to City Council with a General Fund Reserve Policy for adoption, based on this discussion.

ENVIRONMENTAL REVIEW

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

FINANCIAL STATEMENT

There is no financial impact at this time.

CITY ATTORNEY REVIEW

N/A

Completed

RECOMMENDATION *MSB*

Receive report and discuss the levels of risk and determine what type and level of reserve the City should have, what circumstances warrant the use of reserve funds, determine a replenishment plan for when reserve funds are depleted, and discuss assignments, if desired.

ATTACHMENTS

Staff Report



STAFF REPORT GENERAL FUND RESERVE POLICY DISCUSSION

CITY COUNCIL MEETING FEBRUARY 28, 2024

PURPOSE

The General Fund accounts for all resources except for those where a separate fund is necessary for legal and administrative purposes. The primary sources of income include property tax, sales tax, charges for services, and franchise fees. The primary uses include public safety and public works and other salaries and benefits.

Unrestricted fund balance is the accumulation of excess revenue collected over a period of time that is not otherwise committed or assigned. The General Fund Reserve is a measure of the unrestricted fund balance that is held and not available for operating expenses. It assists the City in mitigating risk by providing a back-up for revenue shortfalls or unexpected expenditures as needed. A General Fund Reserve is also helpful in providing liquidity and is important for a city's credit rating.

What is a Reserve policy? A Reserve Policy is a City Council commitment to prudent fiscal management. It provides the framework for how and when the reserve can be used. The General Fund Reserve is intended to help the City when faced with the challenges of a changing economic environment or to cover unanticipated cost or fund one-time unbudgeted necessary costs. It is also a safety net in the event of a circumstance requiring an immediate response, such as a natural disaster or other catastrophic event.

The Government Finance Officers Association (GFOA), an international organization that promotes the professional financial management of governments for the public interest, recommends that governments establish a formal policy defining the level of unrestricted fund balance to be held. The adequacy (amount) of unrestricted fund balance should take into account each government's own unique circumstances. Things to consider when determining adequacy include revenue volatility, infrastructure risks, natural disasters/extreme events, expenditure volatility, and liquidity.

Revenue Volatility - The City of Santee has experienced steady revenue growth over the years in its two major revenue sources, property tax and sales tax. The two revenue sources make up 72% of General Fund revenues. Because of this, the City has exposure if either, or both, revenue sources were to experience a decline.

Infrastructure - Infrastructure risks in Santee include bridges, corrugated metal pipe (CMP) failures, storm drains, roads and road safety, and city buildings. A major failure would likely require significant amounts of money to be available for immediate repairs.

Natural Disasters/Extreme Events- The City of Santee is vulnerable to natural disasters such as earthquakes, wildfires, flooding, civil disorder, terrorism threats, and drought. These situations could result in the interruption of critical services, infrastructure repairs, as well as the need to provide shelter for the City's citizens.

Expenditure Volatility – The City is also subject to expenditure volatility, primarily with CalPERS pension costs, the San Diego County Sheriff's public safety contract, and potential lawsuits.

Liquidity – It is important for the City to have access to cash in case of an emergency. By having a reserve, this cash is set aside and is available for use if needed.

GFOA best practices also recommend, at a minimum, that general-purpose governments, regardless of size, maintain an unrestricted fund balance of no less than two months of regular general fund operating revenues or expenditures. Two months translates to 16.67% in reserves. Other best practices include defining the requirements warranting the use of reserves, such as a Council majority vote. In addition, a general fund policy should have a solid replenishment plan if it falls below the threshold, typically a one-to-three-year plan to replenish.

BACKGROUND

The City of Santee currently holds a 20% reserve. This is not a formal policy but approved each year in the budget resolution. Amounts over the 20% threshold are then available for Council appropriation, typically for one-time uses.

The City of Santee also holds excess funds in other areas that act as reserves, the Worker's Compensation Fund, the Risk Management Fund, and the Vehicle Replacement Fund. These informal reserves help to protect the General Fund from unforeseen emergencies and provide solid financial planning. The City has made solid efforts to maintain these reserve balances and replenish them as needed.

DISCUSSION

There are several benefits to having a reserve policy. Some benefits include stable service delivery, availability for meeting future needs, protection from financial instability, liquidity, and its importance for the City's credit rating.

There are several types of “standard” reserves. The main type is an Operating Reserve. This reserve mitigates financial and service delivery risk due to unexpected revenue shortfalls or unanticipated critical expenditures. This reserve is typically used for one-time, emergency needs.

An Economic Contingency Reserve is another type of reserve, typically in conjunction with an Operating Reserve, that specifically provides further protection from catastrophic economic situations. This reserve would be available for use in extraordinary circumstances, typically when an “economic trigger” is satisfied, such as a large drop in sales or property tax, State takeaways, or large expenditure items. If needed and as a last result, this type of reserve is there to help fund City services through poor economic cycles.

A Catastrophic Event Reserve would be similar to the previous Economic Contingency Reserve but restricted for unanticipated expenses from a natural disaster or other unforeseen event.

Another type of reserve worth mentioning is an “assignment.” Assignments are rules applied to excess fund balance. Typically, these funds are used to build up funding for a project or program. Assignments can be part of the budget or a percentage of the surplus. For example, a common assignment is to assign 25-50% of surplus fund balance to fund certain CIP projects, or to pay down a city’s CalPERS unfunded liability. It should be noted that adding a “rule” to budget preparation could be detrimental during times of lower-than-normal revenues or higher-than-normal expenditures by limiting the development of the budget by restricting flexibility. Assignments are different than reserves in that they are a mechanism for building up funds with the intention of using the funds at a later date. There are countless types of assignments. The most common include pension cost, information technology replacement, facilities maintenance, and capital projects.

As mentioned previously, the City holds a 20% reserve that is adopted during the budget process. It is structured to encompass any event because it is not restricted to a type of situation. The current reserve can be accessed through a majority vote by the City Council. The City’s 20% reserve amount is also greater than GFOA’s minimum best practice amount of 16.67%.

RECOMMENDATION

The City would benefit by establishing a formal policy, stating its intention to protect the City if an unforeseen situation occurred. Staff would like to highlight the following topics for City Council discussion and will come back to City Council with a written policy(s) if that is the direction given.

1. Discuss levels of risk and determine what type and level of reserve the City should have. The City’s current 20% operating reserve functions well and is flexible to use for any extreme situation. Increasing the minimum operating reserve or adding

an additional type of reserve would enhance the City's fiscal management and further protect the City from unforeseen events. As discussed earlier, the City is exposed to risk in many areas. The largest risk would be devastation from a natural disaster or the failure of certain infrastructure. While funding might be available through a federal emergency declaration, this stands out as a significant risk due to the potential cost to rebuild and the immediate need of funds.

2. Discuss what circumstances warrant the use of funds. This can be formalized within the policy or not. Typically, for specific types of reserves, there is a quoted trigger. For example, with an Economic Contingency Reserve, a 5% decrease in both property tax and sales tax would equate to \$2.1 million (\$1.25 million and \$861,853, respectfully). This would be a reasonable trigger. Along with reducing budgets, the City might need assistance from this type of reserve to continue to provide services to its citizens on a temporary basis until other measures can be established. For an Emergency Reserve, the condition might be as simple as City Council declaring an emergency. For a general Operating Reserve, having a formal trigger might be difficult to determine based on the general nature of this type of reserve.
3. Determine a replenishment plan for when reserve funds are depleted. GFOA recommends that when funds are taken out of a reserve that they are replenished based on an already established timeline determined by the Council policy. This protects the reserve and provides focus for future funding. An example of a replenishment plan might be a one-to-three-year timeline, depending on the severity of the situation. For an Economic Contingency Reserve, this could also include wording that states the timeline is not activated until revenues return to their amounts prior to the economic downturn. For large catastrophes, the timeline could be extended.
4. Discuss any requested "assignments" and how they may be used to assist the City in reaching its goals. As mentioned, the recommended use of a formal assignment would be to identify a percentage, or dollar amount, of excess unrestricted fund balance to be set aside for a certain project or program.

MEETING DATE February 28, 2024

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, SUPPORTING AFFORDABLE HOUSING AND COMMITMENT TO A COLLABORATION BETWEEN THE CITY OF SANTEE AND THE COUNTY OF SAN DIEGO

DIRECTOR/DEPARTMENT Marlene D. Best, City Manager

SUMMARY

The County of San Diego (County) owns approximately 21 acres on the southwest corner of Magnolia Avenue and Riverview Parkway. As part of the implementation of the adopted General Plan Housing Element, the City of Santee designated 17.75-acres of this property for affordable multi-family residential development and the remaining acreage, where the Historic Edgemoor Barn is located, as Park/Open Space. Additionally, as part of the draft Town Center Specific Plan Update, the City Council supports a central roadway through the property to allow for vehicular and pedestrian access to adjacent neighborhoods.

The proposed land use plan by the County for the subject property aligns with the City's land use plan for the site as set forth in the Town Center Specific Plan. Although the subject site was previously considered for a homeless shelter, such plans have been abandoned by the County. Any future proposed homeless shelters in Supervisory District 2 would require coordination with local communities, based upon direction from Supervisor Joel Anderson. While the County land use plan shows approximately 5 acres reserved for future County use, wherein any number of temporary or permanent uses could be placed, the proposed County land use plan mainly supports the development of affordable housing on the site in alignment with the City's Housing Element. County staff intend to present the attached land use plan to the Board of Supervisors for consideration and desire the support of the City of Santee in that process.

ENVIRONMENTAL REVIEW

The proposed coordination between the City and County of San Diego to achieve by-right housing development on eligible sites is not a "project" as defined by the California Environmental Quality Act ("CEQA") because it involves an administrative activity of government and does not commit the City to a specific project. Further, the proposed coordination does not have the potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. (State CEQA Guidelines § 15378.) Any necessary compliance with CEQA for individual projects would be required prior to construction authorization.

FINANCIAL STATEMENT

This action has no fiscal impact on the City of Santee.

CITY ATTORNEY REVIEW N/A • Completed



RECOMMENDATION *MOB*

It is recommended that the City Council approve the attached resolution in support of the County's proposed land use plan on the Edgemoor remainder parcel.

ATTACHMENT

Resolution
County of San Diego Proposed Land Use Plan

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
SUPPORTING AFFORDABLE HOUSING AND COMMITMENT TO A
COLLABORATION BETWEEN THE CITY OF SANTEE AND THE COUNTY OF
SAN DIEGO**

WHEREAS, the City Council has supported the provision of affordable housing through rezoning of sites at appropriate density levels throughout the City in accordance with the adopted General Plan (Housing Element) (see City Council Resolution No 127-2022); and

WHEREAS, Program 9 of the City’s Housing Element required the City to rezone numerous sites throughout the City within one year of Housing Element adoption to achieve adequate housing capacity as mandated by the State of California and in order to achieve certification of the adopted Housing Element by the California Department of Housing and Community Development (HCD); and

WHEREAS, several of the rezone sites identified in the Housing Element are under the ownership of the County of San Diego and will require coordination between the County and the City to achieve by-right housing development on sites eligible for such development; and

WHEREAS, two of these identified sites are located on the “Edgemoor Remainder Parcel” (identified by the Historic Edgemoor Barn and the Housing Element Sites Inventory as sites 20A and 20B), which is a 21.23-acre property owned by the County of San Diego, located on the southwest corner of Magnolia Avenue and Riverview Parkway within the Santee Town Center; and

WHEREAS, on the Edgemoor Remainder Parcel (APN 381-05-081-00), the Historic Barn area encompasses the northern 3.5 acres and is zoned as Park/Open Space; the central portion (Site 20A) encompasses 7.75 acres and is zoned as R-22 (22-30 dwelling units/acre), and the southern portion (Site 20B) encompasses 10 acres and is zoned R-30 (30-36 dwelling units/acre); and

WHEREAS, Site 20B is identified as a By-Right Housing Site in the Housing Element; and

WHEREAS, a By-Right Housing Project needs only administrative approval and must only meet objective design standards.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Santee, California, that the City Council hereby finds that the City mainly supports the development of affordable housing on the proposed land use plan in alignment with the City’s Housing Element.

RESOLUTION NO. _____

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 28th day of February 2024, by the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

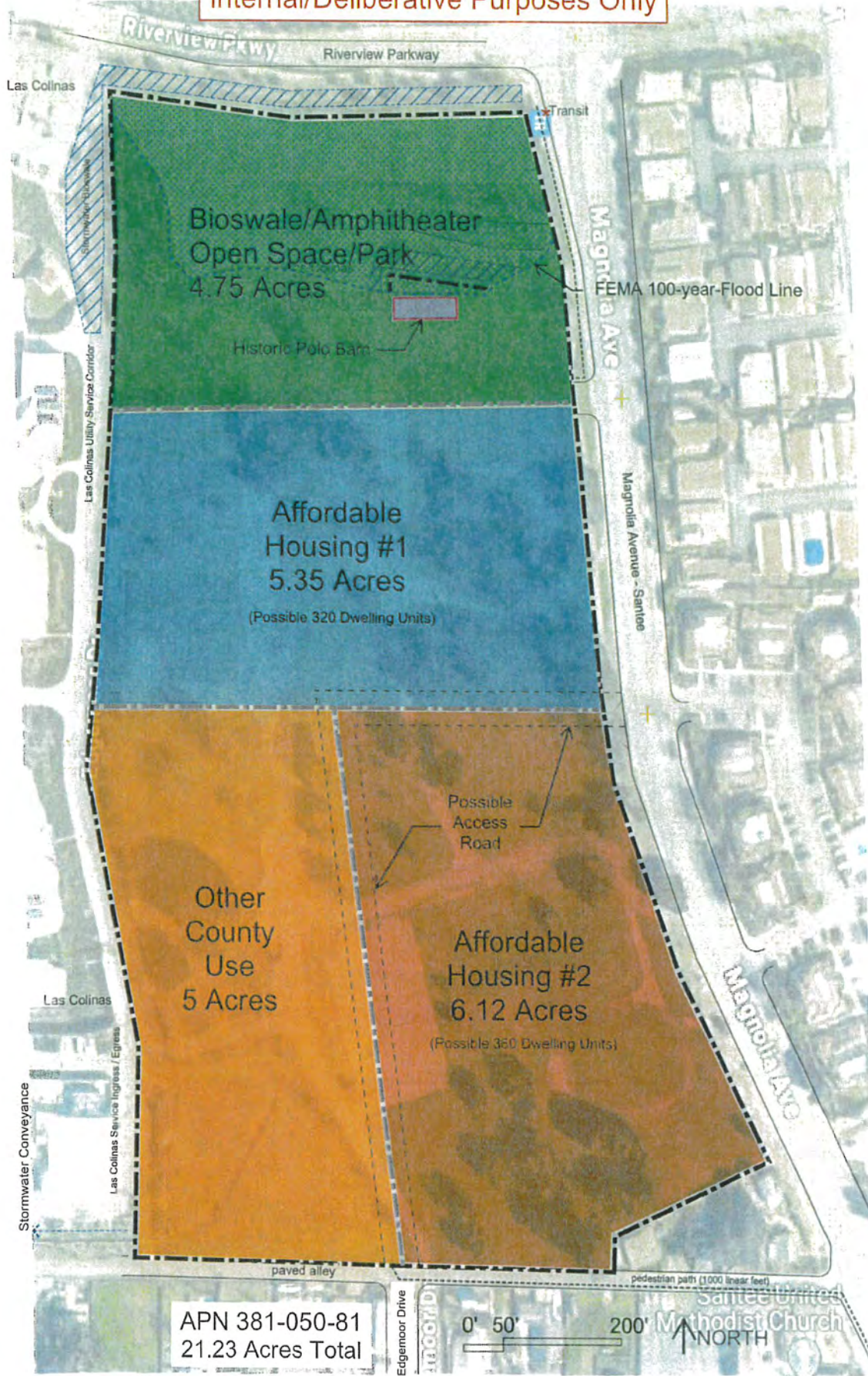
APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE FAGAN ORTIZ, CMC, CITY CLERK

Internal/Deliberative Purposes Only



Edgemoor Remainder Parcel Utilization Plan - Draft

10/11/2023

Note 1: Affordable housing components may also include some Veteran Housing, and possibly a Veterans Center and/or a Library on the ground floor.
Note 2: Number of Dwelling Units shown are for illustrative purposes only, actual numbers to be defined through the RFP.
Note 3: Diagram will be updated as more information becomes available on the type and size of the targeted uses.