



City Council

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

CITY OF SANTEE

REGULAR MEETING AGENDA

Santee City Council

City Manager | Wendy Kaserman
City Attorney | Shawn D. Hagerty
City Clerk | James Jeffries

MEETING INFORMATION

Wednesday, February 25, 2026

6:30 p.m.

Council Chamber | Building 2

10601 Magnolia Ave • Santee, CA 92071

TO WATCH LIVE:

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

www.cityofsanteeca.gov

IN-PERSON ATTENDANCE

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

LIVE PUBLIC COMMENT

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

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



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

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

LEGISLATIVE INVOCATION:

PLEDGE OF ALLEGIANCE

PROCLAMATION: Retirement of Sam Rensberry, Public Services Manager

CONSENT CALENDAR:

PLEASE NOTE: Consent Calendar items are considered routine and will be approved by one motion with no separate discussion. 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 submitted to the City Clerk at the start of the meeting. Speakers are limited to 3 minutes.

- (1) **Approval of Reading by Title Only and Waiver of Reading in Full of Ordinances and Resolutions on the Agenda. (City Clerk – Jeffries)**
- (2) **Approval of Payment of Demands as Presented. (Finance – Jennings)**
- (3) **Approval of the Expenditure of \$93,678.49 for January 2026 Legal Services. (Finance – Jennings)**
- (4) **Adoption of a Resolution Authorizing the City Manager to Execute the Concessions Services Agreement for Concession Services at Town Center Community Park East with Nhelonly Flores Gregorio, dba Riverwalk Grill. (Community Services – Chavez)**
- (5) **Adoption of a Resolution Accepting the Shadow Hill Park Playground Renovation (CIP 2025-40) Project as Complete. (Community Services – Chavez)**

NON-AGENDA PUBLIC COMMENT (15 minutes):

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



PUBLIC HEARING:

- (6) **Continued Public Hearing to Assess Community Development Needs and to Solicit Proposals for Program Year 2026 Community Development Block Grant (CDBG) and Home Program Funding Consistent with the Consolidated Plan and Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Planning and Building – Sawa)**

Recommendation:

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 2026 and authorizing staff to prepare and publish a draft Annual Action Plan for Program Year 2026.

NEW BUSINESS:

- (7) **Fiscal Year 2025-26 Operating Budget Update and Resolution Amending the Fiscal Year 2025-26 Budget. (Finance – Jennings)**

Recommendation:

Adopt the Resolution approving the FY 2025-26 Amended Operating Budget as outlined in the staff report and its attachments, including the General Fund expenditure and revenue allocation adjustments.

- (8) **Resolution Appropriating Funds for an Initial Assessment, Feasibility Study, and Concept Plans for the Remodel of Fire Station 4 and Approving the Fifth Amendment to the Professional Services Agreement with COAR Design Group for Fire Infrastructure Design Services. (Fire – Wallace)**

Recommendation:

Adopt the Resolution:

1. Approving the transfer and appropriation of \$179,500.00 from the Emergency Medical Services Fund reserve balance to the Capital Improvement Program Budget for an initial assessment, feasibility study, and concept plans for a comprehensive future remodel of Fire Station 4; and
2. Authorizing the City Manager to execute the Fifth Amendment to the Professional Services Agreement with COAR Design Group for architectural, engineering, landscape architectural and environmental services to initiate Fire Station 4 Comprehensive Remodel in an amount not to exceed \$179,500.00.

(9) Presentation of Sales Tax Feasibility Study Results. (City Manager – Kaserman)

Recommendation:

The presentation of the results of the sales tax feasibility study is informational. Staff is seeking City Council direction to continue forward with education and outreach efforts regarding the City budget, infrastructure and funding needs. No action is being requested on a potential local funding measure at this time.

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:

ADJOURNMENT:



**UPCOMING BOARDS, COMMISSIONS & COMMITTEES
MARCH AND APRIL 2026 MEETINGS**

Mar. 04	Santee Park and Recreation Committee	Council Chamber
Mar. 09	Community Oriented Policing Committee	Council Chamber
Mar. 11	Council Meeting	Council Chamber
Mar. 19	Manufactured Home Fair Practices Commission	Council Chamber
Mar. 25	Council Meeting	Council Chamber
Apr. 01	Santee Park and Recreation Committee	Council Chamber
Apr. 08	Council Meeting	Council Chamber
Apr. 13	Community Oriented Policing Committee	Council Chamber
Apr. 22	Council Meeting	Council Chamber

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

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

The City of Santee complies with the Americans with Disabilities Act. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 12132 of the American with Disabilities Act of 1990 (42 USC § 12132). Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the City Clerk’s Office at (619) 258-4100, ext. 114 at least 48 hours before the meeting, if possible.



MEETING DATE February 25, 2026

ITEM TITLE PROCLAMATION: RETIREMENT OF SAM RENSBERRY, PUBLIC SERVICES MANAGER

DIRECTOR/DEPARTMENT John W. Minto, Mayor

SUMMARY

Sam Rensberry, Public Services Manager, officially retired from the City of Santee on January 7, 2026, after more than 31 years in the public sector. He spent 19 of those years serving with the City of Santee's Public Services Division.

The City honors Sam's dedication, outstanding teamwork, distinguished accomplishments and service to the City of Santee.

FINANCIAL STATEMENT

N/A

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION

Present the Proclamation to Sam Rensberry.

ATTACHMENT

Proclamation



| Proclamation

WHEREAS, Sam Rensberry began his Public Works career in 1995 with the City of San Diego, and, in 2007, Sam continued his career by working for the City of Santee as a Public Works Supervisor; and

WHEREAS, as a Public Works Supervisor, Sam demonstrated excellent leadership and was promoted to Public Services Manager in 2018 and over the course of his dedicated service, he consistently demonstrated professionalism, integrity, and excellence, playing an essential role in the operations of the Public Services Division; and

WHEREAS, Sam is widely esteemed for his service as he assisted with countless resident requests, maintained a consistent positive attitude, served as a community leader; and as a Certified Arborist, he proudly championed Santee's recognition as a Tree City U.S.A. throughout his career; and

WHEREAS, with deep appreciation and respect, we honor Sam for his outstanding career in Public Works and his steadfast commitment to the community. His expertise, strong work ethic, and readiness to go above and beyond have made a lasting and meaningful impact on both the department and the Santee community he served; and

WHEREAS, as Sam begins his retirement, we celebrate his exceptional contributions and extend our sincere gratitude for a career defined by service, leadership, and pride in public service; and

WHEREAS, Sam officially retired from the City of Santee on January 7, 2026, after 31 years in the government sector.

NOW, THEREFORE, I, John W. Minto, Mayor of the City of Santee, on behalf of the City Council, do hereby proclaim that

SAM RENSBERRY

receive due recognition and commendation for his 19 years of outstanding service and dedication in the performance of his duties in the City of Santee and much appreciation for his exemplary career in public service, wishing him the very best in retirement.

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

Mayor John W. Minto

MEETING DATE February 25, 2026

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

DIRECTOR/DEPARTMENT James Jeffries, City Clerk

SUMMARY

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

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

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

FINANCIAL STATEMENT

N/A

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION

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

ATTACHMENT

None.



MEETING DATE February 25, 2026

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 *Wk*

Approve the Payment of Demands as presented.

ATTACHMENT

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

Payment of Demands
Summary of Payments Issued

<u>Date</u>	<u>Description</u>	<u>Amount</u>
02/01/26	Retiree Health	\$ 5,021.00
02/03/26	Accounts Payable	48,535.21
02/04/26	Accounts Payable	156,240.34
02/04/26	Accounts Payable	1,728,055.15
02/05/26	Payroll	526,330.68
02/05/26	Accounts Payable	306,224.97
02/05/26	Accounts Payable	10,564.29
02/06/26	Accounts Payable	58,856.57
02/10/26	Accounts Payable	162,077.51
02/11/26	Accounts Payable	168,431.25
02/11/26	Accounts Payable	154,245.41
		<hr/>
	TOTAL	\$ 3,324,582.38
		<hr/>

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

Heather Jennings

Heather Jennings, Director of Finance

Payroll Processing Report
CITY OF SANTEE

2/1/2026 to 2/28/2026-1 Cycle m

EARNINGS SECTION					DEDUCTIONS SECTION				LEAVE SECTION				
Type	Hours/units	Rate	Amount	Src	Plan	Base Wages	Deduction	Benefit/Cont	LvPlan	Accrued	Taken	Banked	Lost
Grand Totals					Employees: 29								
reth			5,278.00		catax	5,278.00	46.00						
					fedtax	5,278.00	211.00						
Grand Totals	0.00		5,278.00				257.00	0.00					

Gross:	5,278.00
Net:	5,021.00

<< No Errors / No Warnings >>

E Buller
2/4/26
FPE 2/28/26
Pay date 2/6/26

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
90745	2/3/2026	10482 TRISTAR RISK MANAGEMENT	202601-Santee5519		WORKERS COMP LOSSES; JAN26	48,535.21
					Total :	48,535.21
					1 Vouchers for bank code : ubgen	Bank total : 48,535.21
					1 Vouchers in this report	Total vouchers : 48,535.21

Prepared by: 
Date: 2-4-26
Approved by: 
Date: 2/4/26

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
41155	2/4/2026	10956 FRANCHISE TAX BOARD	PPE 1/28/26		CA STATE TAX WITHHELD	39,348.32
					Total :	39,348.32
41166	2/4/2026	10955 DEPARTMENT OF THE TREASURY	PPE 1/28/26		FEDERAL WITHHOLDING TAX	116,892.02
					Total :	116,892.02
2 Vouchers for bank code : ubgen						Bank total : 156,240.34
2 Vouchers in this report						Total vouchers : 156,240.34

Prepared by: *Janet*
Date: 2-5-26
Approved by: *E. Ball*
Date: 2-11-26

vchlist
02/04/2026 3:14:16PM

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141614	2/4/2026	11460 ASBURY ENVIRONMENTAL SERVICES	1500-01307329	55316	WASTE DISPOSAL	354.66
			1500-01307330	55316	WASTE DISPOSAL	23.00
			1500-01315635	55316	WASTE DISPOSAL	103.00
					Total :	480.66
141615	2/4/2026	10412 AT&T	301053963; FEB26		MAST PARK	160.50
					Total :	160.50
141616	2/4/2026	10668 CALIFORNIA BUILDING STANDARDS	OCT-DEC 2025		OCT-DEC 2025 SB1473 FEES	364.50
					Total :	364.50
141617	2/4/2026	14448 CAMACHO, MARIO	1282026		EMPLOYEE REIMBURSEMENT	70.00
					Total :	70.00
141618	2/4/2026	15751 CANON FINANCIAL SERVICES INC	42495485	55496	PLOTTER MAINTENANCE & USAGE	738.08
					Total :	738.08
141619	2/4/2026	15457 COLE, JEAN	406219		PREEMPLOYMENT REIMBURSEME	35.00
					Total :	35.00
141620	2/4/2026	10358 COUNTY OF SAN DIEGO	26CTOFSAN03	55425	SHERIFF RADIOS	2,806.00
					Total :	2,806.00
141621	2/4/2026	10486 COUNTY OF SAN DIEGO	202600036		RECORDED DOCUMENT FEES - PA	95.00
					Total :	95.00
141622	2/4/2026	10333 COX COMMUNICATIONS	141609201; JAN26		APT IT-FS4 8950 COTTONWOOD A\	207.39
			141609501; JAN26		APT IT-OPS 9534 VIA ZAPADOR	207.39
					Total :	414.78
141623	2/4/2026	10333 COX COMMUNICATIONS	112256001; JAN26		9130 CARLTON OAKS DR	96.85
					Total :	96.85
141624	2/4/2026	15153 CROSS CONNECTIONS	2025-11-26SANTEEFD#1	55570	RADIOS	17,142.03
					Total :	17,142.03
141625	2/4/2026	10142 CSA SAN DIEGO COUNTY	959	55542	CDBG SUBRECIPIENT	6,800.84

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141625	2/4/2026	10142 10142 CSA SAN DIEGO COUNTY	(Continued)			Total : 6,800.84
141626	2/4/2026	15488 DARKTRACE HOLDINGS LTD	10043383	55587	SOFTWARE SUBSCRIPTION BUNDI	48,222.80 Total : 48,222.80
141627	2/4/2026	13129 DAVID TURCH AND ASSOCIATES	11326	55415	HIGHWAY 52 COALITION	5,000.00 Total : 5,000.00
141628	2/4/2026	10433 DEPARTMENT OF CONSERVATION	OCT-DEC 2025		OCTOBER - DECEMBER 2025 SMIP	1,220.01 Total : 1,220.01
141629	2/4/2026	11295 DOKKEN ENGINEERING	51278	52440	AS-NEEDED ENGINEERING SERVI	6,535.68 Total : 6,535.68
141630	2/4/2026	15064 FREEMAN, RIDA	112125-RF		CALPELRA CONFERENCE PER DIE	145.78 Total : 145.78
141631	2/4/2026	12638 GEORGE HILLS COMPANY INC	INV1033867	55466	ADMIN-LIABILITY CLAIMS	1,541.67 Total : 1,541.67
141632	2/4/2026	14466 GIR USA, INC.	2025-03-11		ANNUAL SOFTWARE FEE	348.00 Total : 348.00
141633	2/4/2026	11196 HD SUPPLY FACILITIES	9244898612	55358	STATION SUPPLIES	701.56 Total : 701.56
141634	2/4/2026	14785 HEARTLAND FIRE	SNTQTR3FEES SNTQTR3LEASE		HFTA FY 25-26 QTR3 OP FEES HFTA FY25-26 Q3 LEASE FEES	10,402.00 3,075.00 Total : 13,477.00
141635	2/4/2026	15909 INF ASSOCIATES LLC	INV8090	55586	CHARGEPOINT PYMT PROCESSING	5,680.00 Total : 5,680.00
141636	2/4/2026	15843 JAMEY CLARK INC	77187	55581	SHADOW HILL PLAYGROUND REPO	3,499.00 Total : 3,499.00
141637	2/4/2026	14229 JOBSITE SUPPLY CO	89299900	55294	CIP SUPPLIES	68.14 Total : 68.14

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141638	2/4/2026	13558 KIFER HYDRAULICS CO, INC	87676	55295	VEHICLE REPAIR PARTS	94.96
Total :						94.96
141639	2/4/2026	10997 LAKESIDE FIRE PROTECTION	291		CONTINUED ED PROVIDER FEE	2,050.00
Total :						2,050.00
141640	2/4/2026	13851 LAWSON PRODUCTS, INC	9313129184	55297	SHOP SUPPLIES	281.37
Total :						281.37
141641	2/4/2026	10204 LIFE ASSIST INC	2047310	55324	EMS SUPPLIES	2,074.23
Total :						2,074.23
141642	2/4/2026	10174 LN CURTIS AND SONS	INV1029448	55361	SAFETY EQUIPMENT	176.44
Total :						176.44
141643	2/4/2026	10308 O'REILLY AUTO PARTS	2968-333601	55364	VEHICLE REPAIR PARTS	11.08
			2968-333602	55364	VEHICLE REPAIR PART	20.69
			2968-333749	55364	VEHICLE SUPPLIES	206.75
			2968-333896	55364	VEHICLE REPAIR PARTS	19.40
Total :						257.92
141644	2/4/2026	15261 PUBLIC SECTOR HR ASSOCIATION	14166		PSHRA MEMBERSHIP	790.00
Total :						790.00
141645	2/4/2026	10095 RASA	5908	55434	MAP CHECK - CERTIFICATE OF CO	385.00
Total :						385.00
141646	2/4/2026	15425 RENEWELL FLEET SERVICE LLC	9248	55367	VEHICLE REPAIR PARTS	481.84
Total :						481.84
141647	2/4/2026	15507 RICHARD ANTHONY ASSOCIATES	2025.12 SANTEE	55187	SB1383 CONSULTANT	2,788.75
Total :						2,788.75
141648	2/4/2026	13666 RINGCENTRAL INC	CD_001327755		62758185006; JAN26	2,707.10
Total :						2,707.10
141649	2/4/2026	10097 ROMAINE ELECTRIC CORPORATION	12-066108	55407	VEHICLE SUPPLIES	971.23

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141649	2/4/2026	10097	10097 ROMAINE ELECTRIC CORPORATION (Continued)			Total : 971.23
141650	2/4/2026	10606	SD COUNTY SHERIFF'S DEPT		SHERIFF NOV 2025	1,521,105.44
						Total : 1,521,105.44
141651	2/4/2026	10870	SAN DIEGO COUNTY VECTOR		SD10203-25-26	VECTOR CONTROL SERVICES
						798.34
						Total : 798.34
141652	2/4/2026	10407	SAN DIEGO GAS & ELECTRIC		04229703218; JAN26	STREET LIGHTS
					22373580042; JAN26	TRAFFIC SIGNALS
					43940205509; JAN26	LMD
					85097421694; JAN26	CITY HALL GROUP BILL
						9,661.67
						Total : 68,115.36
141653	2/4/2026	10110	SECTRAN SECURITY INC		26010634	55348
						FY 25/26 ARMORED CAR TRANSPC
						180.24
						Total : 180.24
141654	2/4/2026	11072	SHOW STOPPER WAX PRODUCTS		000108	55306
						VEHICLE SUPPLIES
						37.71
						Total : 37.71
141655	2/4/2026	10217	STAPLES ADVANTAGE		6052842811	55412
					6052925598	55350
						OFFICE SUPPLIES
						OFFICE SUPPLIES - P&B, E
						17.01
						86.00
						Total : 103.01
141656	2/4/2026	10572	SUNBELT RENTALS INC		175192406-0005	55545
						STATION 20 EQUIPMENT
						3,065.39
						Total : 3,065.39
141657	2/4/2026	10250	THE EAST COUNTY		00159263P	
					00159792	
						NOTICE OF PUBLIC HEARING - VAL
						NOTICE OF PUBLIC HEARING - PAL
						213.50
						644.00
						Total : 857.50
141658	2/4/2026	11112	ULINE		202835607	55584
						FUEL CABINET
						1,831.43
						Total : 1,831.43
141659	2/4/2026	10550	UNIFORMS PLUS INC		11526	55351
						WEARING APPAREL
						881.96
						Total : 881.96
141660	2/4/2026	10642	USPS-POC		01312026	
						JANUARY POSTAGE REIMBURSEM
						1,081.95

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141660	2/4/2026	10642 10642 USPS-POC	(Continued)			Total : 1,081.95
141661	2/4/2026	10475 VERIZON WIRELESS	6133204282		WIFI SERVICE	1,220.31
					Total :	1,220.31
141662	2/4/2026	11877 WAXIE SANITARY SUPPLY	83726072	55474	FACILITIES MAINTENANCE SUPPLI	73.79
					Total :	73.79
49 Vouchers for bank code : ubgen						Bank total : 1,728,055.15
49 Vouchers in this report						Total vouchers : 1,728,055.15

Prepared by: *[Signature]*
Date: 2-4-26
Approved by: *[Signature]*
Date: 2/4/26

Payroll Processing Report
CITY OF SANTEE

1/15/2026 to 1/28/2026-1 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
					roth	148,504.43	15,462.04						
					sb-1		101.37						
					sb-3		70.38						
					sfa		3,760.96						
					sffapc		1,015.22						
					st1cs3	67,837.50	2,035.13	-2,035.13					
					st2cs3	17,153.94	514.62	-514.62					
					texlif		364.77						
					vaccpr		1,125.30						
					vaccpt		191.66						
					vcanpr		362.77						
					vcanpt		113.15						
					vgcipt		93.26						
					vghipr		60.29						
					vision	23,482.01	566.62						
					voladd		17.55						
					voldis		652.99						
					vollad								
					vollif		156.86						
Grand Totals	17,026.60		830,490.68				304,160.00	359,762.69					

Gross:	830,490.68
Net:	526,330.68

<< No Errors / 16 Warnings >>

E Bull
2/3/26
PPC 1/28/26
Paydate 2/5/26

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141663	2/5/2026	10334 CHLIC	3670891		MEDICAL AND DENTAL INSURANCE	298,457.14
					Total :	298,457.14
141664	2/5/2026	10844 FRANCHISE TAX BOARD	PPE 1/28/26		WITHHOLDING ORDER	82.59
					Total :	82.59
141665	2/5/2026	10785 RELIANCE STANDARD LIFE	February 2026		VOLUNTARY LIFE INSUR	313.69
					Total :	313.69
141666	2/5/2026	10424 SANTEE FIREFIGHTERS	PPE 1/28/26		BATT CHIEF-STATION EXPENSE	4,913.45
					Total :	4,913.45
141667	2/5/2026	10776 STATE OF CALIFORNIA	PPE 1/28/26		WITHHOLDING ORDER	449.53
					Total :	449.53
141668	2/5/2026	10776 STATE OF CALIFORNIA	PPE 1/28/26		WITHHOLDING ORDER	260.30
					Total :	260.30
141669	2/5/2026	10001 US BANK	PPE 1/28/26		PARS RETIREMENT	1,106.74
					Total :	1,106.74
141670	2/5/2026	14600 WASHINGTON STATE SUPPORT	PPE 1/28/26		WITHHOLDING ORDER	641.53
					Total :	641.53

8 Vouchers for bank code : ubgen

Bank total : 306,224.97

8 Vouchers in this report

Total vouchers : 306,224.97

Prepared by: *Justin*
 Date: 2-5-26
 Approved by: *E. Bull*
 Date: 2-5-26

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
543622	2/5/2026	10482 TRISTAR RISK MANAGEMENT	241140561		FEBRUARY PREFUNDING	10,564.29
Total :						10,564.29
1 Vouchers for bank code : ubgen						Bank total : 10,564.29
1 Vouchers in this report						Total vouchers : 10,564.29

Prepared by: J Walsh
Date: 2-11-26
Approved by: [Signature]
Date: 2/11/26

vchlist
02/06/2026 1:23:06PM

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
6582063	2/6/2026	14704 457 MISSIONSQUARE	PPE 1/28/26		ICMA - 457	53,522.20	
						Total :	53,522.20
6873190	2/6/2026	14705 RHS MISSIONSQUARE	PPE 1/28/26		RETIREE HSA	5,334.37	
						Total :	5,334.37
2 Vouchers for bank code : ubgen						Bank total :	58,856.57
2 Vouchers in this report						Total vouchers :	58,856.57

Prepared by: Justin M
Date: 2-6-26
Approved by: E. Bull
Date: 2-11-26

vchlist
02/10/2026 1:47:46PM

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
2263	2/10/2026	10353 PERS	02 26 3		RETIREMENT PAYMENT	162,077.51
Total :						162,077.51
1 Vouchers for bank code : ubgen						Bank total : 162,077.51
1 Vouchers in this report						Total vouchers : 162,077.51

Prepared by: *J. Smith*
Date: 2-10-26
Approved by: *E. Bull*
Date: 2-11-26

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
647586	2/11/2026	10401 US BANK TRUST	3118158		CFD 2017 DEBT SERVICE SEMI ANI	168,431.25
					Total :	168,431.25
					1 Vouchers for bank code : ubgen	Bank total : 168,431.25
					1 Vouchers in this report	Total vouchers : 168,431.25

Prepared by:

Juanita

Date:

2-11-26

Approved by:

[Signature]

Date:

2/11/26

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141671	2/11/2026	15360 ASHBURN, NIKKI	012326-NA 100125-NA		LCW PER DIEM 2026 NEOGOV PER DIEM	158.00 94.00 Total : 252.00
141672	2/11/2026	15066 BARCELLO, MICHELE	02272026-MB		PARMA PER DIEM	163.00 Total : 163.00
141673	2/11/2026	12951 BERRY, BONNIE	February 1, 2026		RETIREE HEALTH PAYMENT	91.00 Total : 91.00
141674	2/11/2026	15888 BK TECHNOLOGIES INC	6057959	55573	COMMUNICATION EQUIPMENT	6,840.92 Total : 6,840.92
141675	2/11/2026	15844 BLACK ANGUS STEAKHOUSE	2025-1		BREWS AND BITES 2025 VENDOR :	250.00 Total : 250.00
141676	2/11/2026	10569 CHARLENE'S DANCE N CHEER	423		INSTRUCTOR PAYMENT	9,010.80 Total : 9,010.80
141677	2/11/2026	10234 COUNTY OF SAN DIEGO	05871-2006-RI-2026	55383	GENERATOR AIR POLLUTION CON	723.00 Total : 723.00
141678	2/11/2026	10333 COX COMMUNICATIONS	038997401; JAN26 094486701; FEB26		9951 RIVERWALK DR CITY HALL GROUP BILL	57.00 3,411.99 Total : 3,468.99
141679	2/11/2026	10046 D MAX ENGINEERING INC	9690	55468	STORMWATER PROGRAM ASSISTA	19,146.98 Total : 19,146.98
141680	2/11/2026	14811 DIGITECH COMPUTER LLC	618001808	55456	SLEMSA BILLING CONTRACT SERV	21,782.52 Total : 21,782.52
141681	2/11/2026	14446 ENTERPRISE FM TRUST	282938A-020426 FOT0192238	55339	VEHICLE LEASING PROGRAM FLEET MAINTENANCE SERVICES	18,025.57 1,092.92 Total : 19,118.49
141682	2/11/2026	13754 EPLASTICS	INV1240732	55519	POLYCARBONATE PANELS SUPPLI	354.52

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141682	2/11/2026	13754 13754 EPLASTICS	(Continued)			Total : 354.52
141683	2/11/2026	10251 FEDERAL EXPRESS	9-167-33755		FEDEX SHIPPING CHARGES	22.50
						Total : 22.50
141684	2/11/2026	10490 HARRIS & ASSOCIATES INC	70753	55560	HA-10 PROFESSIONAL SUPPORT F	4,230.00
						Total : 4,230.00
141685	2/11/2026	11724 ICF JONES & STOKES INC	INV-00000173553	53609	MSCP SUBAREA PLAN	795.00
						Total : 795.00
141686	2/11/2026	15316 JD ANIMAL REMOVAL INC	2004	55360	FY25/26 DEAD ANIMAL REMOVAL S	1,494.72
						Total : 1,494.72
141687	2/11/2026	15225 LONG, CHERYL L	February 1, 2026		RETIREE HEALTH PAYMENTS	91.00
						Total : 91.00
141688	2/11/2026	10507 GREAT AMERICA FINANCIAL SVCS	41131857; FEB26		MITEL MXE III CONTROLLER SATA!	1,588.52
						Total : 1,588.52
141689	2/11/2026	10085 NATIONAL SAFETY COMPLIANCE INC	103736		ANNUAL ADMINISTRATIVE FEE	150.00
						Total : 150.00
141690	2/11/2026	15376 NESVIG, CHRISTINE	012326-CN		LCW PER DIEM	158.00
						Total : 158.00
141691	2/11/2026	10308 O'REILLY AUTO PARTS	2968-334997	55364	VEHICLE REPAIR PART	15.28
						Total : 15.28
141692	2/11/2026	10344 PADRE DAM MUNICIPAL WATER DIST	29700015; JAN26 90000366; JAN26		CONSTRUCTION METER GROUP BILL	251.50 20,271.82
						Total : 20,523.32
141693	2/11/2026	14614 PARADIGM MECHANICAL CORP	114434	55387	FY25/26 HVAC MAINT & REPAIRS	114.10
						Total : 114.10
141694	2/11/2026	15934 PR CONSTRUCTION AND DESIGN INC	13002		REFUND OF PERMIT#B-ELEC-25-0'	182.27
						Total : 182.27

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141695	2/11/2026	12062 PURETEC INDUSTRIAL WATER	2377374	55528	DEIONIZED WATER SERVICE	241.75
Total :						241.75
141696	2/11/2026	15343 QUADIENT FINANCE USA INC	2830209		PRIORITY MAIL POSTAGE	100.10
Total :						100.10
141697	2/11/2026	12237 RAYON, KYLE	February 1, 2026		RETIREE HEALTH PAYMENT	91.00
Total :						91.00
141698	2/11/2026	13666 RINGCENTRAL INC	44284040	55502	NEW PHONE SYSTEM HARDWARE	15,250.20
			44284049	55502	NEW PHONE SYSTEM HARDWARE	538.75
			44284055	55502	NEW PHONE SYSTEM HARDWARE	538.75
Total :						16,327.70
141699	2/11/2026	11072 SHOW STOPPER WAX PRODUCTS	000111	55306	VEHICLE SUPPLIES	60.34
Total :						60.34
141700	2/11/2026	12223 SITEONE LANDSCAPE SUPPLY LLC	162007543-001	55389	IRRIGATION PARTS	301.19
			162090384-001	55389	IRRIGATION PARTS	158.29
			162090478.001	55389	IRRIGATION PARTS	831.28
			162100060-01	55389	IRRIGATION PARTS	217.09
			162154345-001	55389	IRRIGATION PARTS	152.46
			162177363-001	55389	IRRIGATION PARTS	239.97
			162186166-001	55389	IRRIGATION PARTS	256.79
Total :						2,157.07
141701	2/11/2026	10217 STAPLES ADVANTAGE	6052665592	55517	STAPLES OFFICE SUPPLIES	215.45
Total :						215.45
141702	2/11/2026	10250 THE EAST COUNTY	00159882		NOTICE OF PUBLIC HEARING - PR	350.00
			00160041		NOTICE SUMMARY - ADU ORD POS	227.50
Total :						577.50
141703	2/11/2026	15091 T-MOBILE USA INC	993045165; JAN26		CITY HALL	2,042.63
Total :						2,042.63
141704	2/11/2026	12480 UNITED SITE SERVICES	114-14183920	55423	PORTA POT SERVICE	358.36
			114-14184967	55423	PORTA POT SERVICE	180.00

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141704	2/11/2026	12480 12480 UNITED SITE SERVICES	(Continued)			Total : 538.36
141705	2/11/2026	14687 WEX BANK	110565779		FLEET CARD FUELING	18,185.73 Total : 18,185.73
141706	2/11/2026	12930 WILLIAMS, ROCHELLE	February 1, 2026		RETIREE HEALTH PAYMENT	91.00 Total : 91.00
141707	2/11/2026	12641 WITTORFF, VICKY DENISE	February 1, 2026		RETIREE HEALTH PAYMENTS	31.00 Total : 31.00
141708	2/11/2026	15538 X-NAUT LLC	4932 4932-A	55567	IPAD CASES IPAD CASES	2,988.99 29.86 Total : 3,018.85
38 Vouchers for bank code : ubgen						Bank total : 154,245.41
38 Vouchers in this report						Total vouchers : 154,245.41

Prepared by: 
 Date: 2/11/26
 Approved by: 
 Date: 2/11/26

MEETING DATE February 25, 2026

ITEM TITLE APPROVAL OF THE EXPENDITURE OF \$93,678.49 FOR JANUARY 2026 LEGAL SERVICES

DIRECTOR/DEPARTMENT Heather Jennings, Finance *HJ*

SUMMARY

Legal services invoices proposed for payment for the month of January 2026 total \$93,678.49 as follows:

1) General Retainer Services	\$ 18,825.55
2) Labor & Employment	5,304.40
3) Litigation & Claims	7,196.22
4) Special Projects - General Fund	45,551.02
5) Special Projects – Other Funds	4,142.20
6) Third-Party Reimbursable Projects	<u>12,659.10</u>
Total	<u>\$93,678.49</u>

FINANCIAL STATEMENT

Account Description: Legal Services

	<u>AMOUNT</u>	<u>BALANCE</u>
General Fund:		
Adopted Budget	\$ 923,170.00	
Revised Budget	923,170.00	
Prior Expenditures	(559,079.98)	
Current Request	(76,877.19)	\$ 287,212.83
Other Funds (excluding third-party reimbursable items):		
Adopted Budget	\$ 35,000.00	
Revised Budget	35,000.00	
Prior Expenditures	(15,913.45)	
Current Request	(4,142.20)	\$ 14,944.35

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *wk*

Approve the expenditure of \$93,678.49 for January 2026 legal services and reimbursable costs.

ATTACHMENTS

1. Legal Services Billing Summary January 2026
2. Legal Services Billing Recap FY 2025-26



**LEGAL SERVICES BILLING SUMMARY
JANUARY 2026**

Attachment 1

DESCRIPTION	CURRENT AMOUNT	INVOICE NUMBER	NOTES
Retainer	\$ 18,825.55	1053772	
1001.00.1201.51020	18,825.55		
Labor & Employment:			
Labor & Employment	5,304.40	1053773	
1001.00.1201.51020	5,304.40		
Litigation & Claims:			
Litigation & Claims	298.00	1053774	
Storm Water Mandates	3,343.32	1050660	
Lee Receivership	3,107.90	1053781	
Keith Receivership	238.40	1053788	
Hope for the Homeless Lakeside Inc.	208.60	1053786	
1001.00.1201.51020	7,196.22		
Special Projects (General Fund):			
Community Oriented Policing	14,119.52	1053775	
Annual Municipal Code Update	298.00	1053782	
CEQA Special Advice	3,844.20	1053790	
Water Quality	149.00	1053777	
General Elections	3,993.20	1053778	
Parcel 4 Hotel	1,013.20	1053779	
Cannabis	3,121.50	1053783	
Special Training	13,410.00	1053784	
Surplus Land Act/Real Property Special Advice	3,307.80	1053785	
Housing and Planning Legal Support	2,294.60	1053780	
1001.00.1201.51020	45,551.02		
Mobile Home Rent Control Commission	4,082.60	1053776	2901.04.4106.51020
Financial System Upgrade Contract	59.60	1053787	*cip72451.20.05
	4,142.20		
Third-Party Reimbursable:			
MSCP Subarea Plan	1,506.00	1053789	spp1704a.10.05
HomeFed Litigation 4	3,969.00	1053796	tm22001a.10.05
Palisade Warehouse	3,704.40	1053791	mjr2501a.10.05
Summit Townhomes	220.50	1053792	grd2505a.10.05
City Ventures Cottonwood and Park	3,259.20	1053793-4	grd2504a.20.05
	12,659.10		
Total	\$ 93,678.49		

**LEGAL SERVICES BILLING RECAP
FY 2025-26**

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>Current Request Amount</u>
General Fund:						
General / Retainer	\$ 223,170.00	\$ 223,170.00	\$ 111,969.15	\$ 111,200.85	Jan-26	\$ 18,825.55
Labor & Employment	70,000.00	70,000.00	33,942.20	36,057.80	Jan-26	5,304.40
Litigation & Claims	200,000.00	200,000.00	40,550.94	159,449.06	Jan-26	7,196.22
Special Projects	430,000.00	430,000.00	372,617.69	57,382.31	Jan-26	45,551.02
Total	\$ 923,170.00	\$ 923,170.00	\$ 559,079.98	\$ 364,090.02		\$ 76,877.19
Other City Funds:						
MHFP Commission	\$ 10,000.00	\$ 10,000.00	\$ 5,036.45	\$ 4,963.55	Jan-26	\$ 4,082.60
SLEMSA JPA	5,000.00	5,000.00	1,639.00	3,361.00	Jan-26	-
Financial System Upgrade	20,000.00	20,000.00	4,559.40	15,440.60	Jan-26	59.60
SD River Fire Mitigation	-	-	4,678.60	(4,678.60)	Jan-26	-
Total	\$ 35,000.00	\$ 35,000.00	\$ 15,913.45	\$ 19,086.55		\$ 4,142.20
Third-Party Reimbursable:						
Total			\$ 95,728.65			\$ 12,659.10

**Total Previously Spent to Date
FY 2025-26**

General Fund	\$ 559,079.98
Other City Funds	15,913.45
Applicant Deposits or Grants	95,728.65
Total	\$ 670,722.08

Total Proposed for Payment

General Fund	\$ 76,877.19
Other City Funds	4,142.20
Applicant Deposits or Grants	12,659.10
Total	\$ 93,678.49

MEETING DATE February 25, 2026

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONCESSIONS SERVICES AGREEMENT FOR CONCESSION SERVICES AT TOWN CENTER COMMUNITY PARK EAST WITH NHELONLY FLORES GREGORIO, dba RIVERWALK GRILL

DIRECTOR/DEPARTMENT Nicolas Chavez, Community Services 

SUMMARY

On July 13, 2017, the City entered into an agreement with Robert Velasco to provide food and concession services at Town Center Community Park East. Mr. Velasco operated his business under the name Riverwalk Grill (Velasco Agreement). On August 19, 2021, the City consented to an assignment and assumption of the Velasco Agreement to Nhelony Flores Gregorio, who has continued to operate her business under the name Riverwalk Grill. Gregorio has satisfactorily continued to operate in accordance with the terms of the Velasco agreement since August 19, 2021.

With the expiration of the original agreement, the City and Ms. Gregorio (the Parties) now desire to enter into a new agreement whereby Ms. Gregorio will continue to provide food and concession services at Town Center Community Park East through June 30, 2030. Many of the terms of the current agreement will remain in place, including the requirement that the City is paid 7% of gross sales and the Parties share in the monthly SDG&E costs. The new terms include adding one option to extend the Agreement for an additional five (5) year period, adding a provision to update the SDG&E baseline provision annually, and adding language about how possessory interest questions will be addressed.

Throughout its operation in the City, Riverwalk Grill has supported the Santee community. An example is their generous donation of lunches and involvement in special events.

FINANCIAL STATEMENT 

With the continuation of this concession service agreement, the City will continue to receive revenue from Riverwalk Grill. The average annual revenue from Riverwalk Grill is approximately \$12,000.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION 

Adopt the Resolution authorizing the City Manager to execute the Concession Services Agreement for Concession Services at Town Center Community Park East with Nhelony Flores Gregorio, dba Riverwalk Grill.

ATTACHMENT

Resolution



RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONCESSIONS SERVICES AGREEMENT FOR CONCESSION SERVICES AT TOWN CENTER COMMUNITY PARK EAST WITH NHELONLY FLORES GREGORIO, dba RIVERWALK GRILL

WHEREAS, on July 13, 2017, the City entered into an agreement with Robert Velasco to provide food and concession services at Town Center Community Park East. Mr. Velasco operated his business under the name Riverwalk Grill (Velasco Agreement); and

WHEREAS, on August 19, 2021, the City consented to an assignment and assumption of the Velasco Agreement to Nhelony Flores Gregorio, who has continued to operate her business under the name Riverwalk Grill. Gregorio has satisfactorily continued to operate in accordance with the terms of the Velasco agreement since August 19, 2021; and

WHEREAS, the City and Ms. Gregorio (the Parties) now desire to enter into a new agreement whereby Ms. Gregorio will continue to provide food and concession services at Town Center Community Park East through June 30, 2030; and

WHEREAS, many of the terms of the current agreement will remain in place, including the requirement that the City is paid 7% of gross sales and the Parties share in the monthly SDG&E costs.

WHEREAS, new terms include adding one option to extend the Agreement for an additional five (5) year period, adding a provision to update the SDG&E baseline provision annually, and adding language about how possessory interest questions will be addressed.

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

SECTION 1. Authorizes the City Manager to execute the Concession Services Agreement for Concession Services at Town Center Community Park East with Nhelony Flores Gregorio, dba Riverwalk Grill.

SECTION 2. Authorizes the City Manager to approve one (1) additional five (5) year option to renew.

SECTION 3. This Resolution shall take effect immediately upon its passage.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 25th of February 2026, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

RESOLUTION NO. _____

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

MEETING DATE February 25, 2026

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA ACCEPTING THE SHADOW HILL PARK PLAYGROUND RENOVATION (CIP 2025-40) PROJECT AS COMPLETE

DIRECTOR/DEPARTMENT Nicolas Chavez, Community Services 

SUMMARY

The item requests the City Council accept the Shadow Hill Park Playground Renovation (CIP 2025-40) Project as complete. This project replaced the playground including equipment, playground surface, shade sail cloths, and completed required ADA accessibility improvements. The previous playground equipment at Shadow Hill Park was installed in 1998. The equipment was outdated and no longer met the recreational needs of the community. The overall design did not meet the current best practices for accessibility or inclusive play.

The new equipment was designed to be a National Demonstration Site in partnership with PlayCore Center for outreach, research and education. The playground for ages 2 – 5 and 5 – 12 is intended to promote active play, fitness and health. As a National Demonstration Site, the new playground has a dedicated feedback portal for park visitors to share their experience as well as provide data related to community vitality outcomes through an onsite QR code feedback portal. The new playground will strengthen, educate, and build a healthier, happier community through active play.

At the June 11, 2025, City Council meeting, the City Council awarded the construction contract for the project to Playcore Wisconsin, Inc., DBA Gametime, utilizing the Omnia Contract #2017001134 awarded by US Communities Government Purchasing Alliance RFP #269-2017-028 for Playground and Outdoor Fitness Equipment, Site Accessories, Surfacing, and Related Products and Services, for a total contract amount of \$442,710.00, and authorized the City Manager to approve contract change orders up to \$44,270.00.

A Notice to Proceed was issued on September 29, 2025 and all work was completed on February 11, 2026. Two (2) change orders were approved for additional work related to installation of shade sail cloths, handrails for ADA compliance and additional concrete work, in the amount totaling \$28,755.00. Staff recommends the City Council accept the project as complete and direct the City Clerk to file a Notice of Completion with the San Diego County Clerk.

ENVIRONMENTAL REVIEW

Per California Environmental Quality Act (CEQA) Guidelines Section 15378, this action is not a project under CEQA as it involves an administrative activity of government without the potential of a significant impact on the environment.



FINANCIAL STATEMENT *AS*

Funding for this project was provided by multiple funding sources; Neighborhood Reinvestment grant funds from San Diego County, \$200,000.00; FY 2024-25 Community Services Department funding for play surface replacement at Shadow Hill Park, \$109,020.00; Community Services Department operating budget savings, \$40,860.00; Recreation Revolving unrestricted fund balance, \$56,174.04; and Park in Lieu funds, \$70,000.00.

Original Construction Contract	\$442,709.47
Construction Change Orders	28,755.00
3 rd Party Playground Safety Inspection	3,499.00
Landscape, ADA, Facility Repairs	<u>1,090.57</u>
Total Project Cost	\$476,054.04

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION *Wk*

Adopt the attached Resolution:

1. Accepting the Shadow Hill Park Playground Renovation (CIP 2025-40) Project as complete; and
2. Authorizing the City Clerk to file a Notice of Completion with the San Diego County Clerk

ATTACHMENT

Resolution

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA
ACCEPTING THE SHADOW HILL PARK PLAYGROUND RENOVATION
(CIP 2025-40) PROJECT AS COMPLETE**

WHEREAS, the City Council awarded the construction contract for the Shadow Hill Park Playground Renovation (CIP 2025-40) Project to Playcore Wisconsin, Inc., DBA Gametime on June 11, 2025, utilizing the Omnia Contract #2017001134 awarded by US Communities Government Purchasing Alliance RFP #269-2017-028 for Playground and Outdoor Fitness Equipment, Site Accessories, Surfacing, and Related Products and Services, for a total contract amount of \$442,710.00; and

WHEREAS, the City Council authorized the City Manager to approve change orders in an amount not to exceed \$44,270.00; and

WHEREAS, notice to proceed was issued September 29, 2025; and

WHEREAS, two change orders for additional work in the amount totaling \$28,755.00 were approved related to installation of shade sail cloths, handrails for ADA compliance and additional concrete work; and

WHEREAS, the construction contract was completed for a total contract amount of \$471,465.00 on February 11, 2026; and

WHEREAS, Playcore Wisconsin, Inc., DBA Gametime has completed the project in accordance with the contract plans and specifications; and

WHEREAS, staff recommends authorizing City Clerk to file a Notice of Completion with the San Diego County Clerk; and

WHEREAS, per California Environmental Quality Act (CEQA) Guidelines Section 15378, this action is not a project under CEQA as it involves an administrative activity of government without the potential of a significant impact on the environment.

WHEREAS, the City Council desires to accept the Project as complete; and

WHEREAS, acceptance of the Project as complete will not result in a direct or indirect impact on the environment, is an administrative activity of government, and is therefore not a “project” under CEQA pursuant to State CEQA Guidelines Section 15378.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Santee, California, that the work for the construction of the Shadow Hill Park Playground Renovation (CIP 2025-40) Project is accepted as complete on this date and the City Clerk is directed to record a Notice of Completion.

SECTION 1. The work for the construction of the Shadow Hill Park (CIP 2025-40) Project is accepted as complete on this date.

SECTION 2. The City Clerk is directed to record a Notice of Completion.

RESOLUTION NO. _____

SECTION 3. The action is not a project subject to the California Environmental Quality Act (“CEQA”) per CEQA Guidelines Section 15378 as it involves an administrative activity of government without the potential of a significant impact on the environment.

SECTION 4. This Resolution shall take effect immediately upon its passage.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 25th of February 2026, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

MEETING DATE February 25, 2026

ITEM TITLE CONTINUED PUBLIC HEARING TO ASSESS COMMUNITY DEVELOPMENT NEEDS AND TO SOLICIT PROPOSALS FOR PROGRAM YEAR 2026 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAM FUNDING CONSISTENT WITH THE CONSOLIDATED PLAN AND FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT ("CEQA")

DIRECTOR/DEPARTMENT Sandi Sawa, AICP, Planning and Building 

SUMMARY

At the February 11, 2026, Public Hearing, the City Council received a staff report and public testimony from applicants for the Program Year (PY) 2026 (July 2026–June 2027) Community Development Block Grant (CDBG) Program. This hearing is a continuation of that hearing and is intended to establish funding priorities by allocating CDBG funds for PY 2026 activities. Following this hearing and direction from the City Council, staff will prepare a Draft PY 2026 Annual Action Plan (AAP). The Draft AAP will be made available for public review and will be considered at a separate public hearing prior to submittal to the U.S. Department of Housing and Urban Development (HUD) by the May 15, 2026, deadline.

The City's PY 2026 CDBG allocation has not yet been announced. However, HUD's application timeline requires the City to identify and prioritize CDBG-funded activities in advance of the May 15th deadline. For planning purposes, the City's PY 2026 CDBG allocation is estimated at \$349,400, which is the average of the prior three years' allocations and represents a 6.91 percent decrease from the PY 2025 allocation.

HOME Investment Partnerships Program (HOME) funds will continue to be used to support the City's First-Time Homebuyer Program, which is administered on the City's behalf by the County of San Diego.

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 2026 CDBG allocation will be \$349,400.

CITY ATTORNEY REVIEW

N/A

Completed

RECOMMENDATION *wk*

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 2026 and authorizing Staff to prepare and publish a draft Annual Action Plan for Program Year 2026.

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 2026 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 25, 2026

A. CDBG BACKGROUND

The Community Development Block Grant (CDBG) program is administered by the United States Department of Housing and Urban Development (HUD). Cities with over 50,000 in population, known as Entitlement Cities, are provided the opportunity to apply for a direct allocation of CDBG funds. Entitlements are based on a formula that factors in population, the extent of poverty, housing overcrowding, and age of housing. To receive its annual CDBG entitlement grant, the City must develop a five-year Consolidated Plan, which is a comprehensive planning document and application for funding under Community Planning and Development grant programs.

As a CDBG requirement, the City must develop an Annual Action Plan (AAP) each year following the adoption of the Consolidated Plan. The AAP shall reflect City Council's funding allocations for public services, public facilities and administration activities, consistent with the goals and objectives of the Consolidated Plan. The AAP must be accessible to the public to allow citizens an opportunity to review and comment. After review of public comments, the AAP is submitted to HUD with the required grant applications by the May 15th submittal deadline.

B. CDBG PROGRAM GUIDELINES

CDBG activities proposed by the City (City) must meet one of three National Objectives of the CDBG program and be consistent with program regulations as an appropriate activity.

The primary CDBG objective is the development of viable communities, including decent housing and a suitable living environment, along with the expansion of economic opportunity, principally for persons of low- and moderate-income.

Each activity must meet one of the following 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

The CDBG allocation to the City for PY 2025 was \$375,277. As of February 12, 2026, HUD has not announced the amount that the City will be allocated for PY 2026 (July 2026 – June 2027). However, the schedule for preparation of annual Action Plans by the City and the County of San Diego requires public input be solicited at this time and a tentative plan for funding activities in PY 2026 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 the City's PY 2026 allocation will be \$349,400, which is the average of the three prior PY allocations and 6.91% less than the PY 2025 allocation.

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

D. REQUESTS FOR FUNDING

A Request for Proposals (RFP) was issued on December 5, 2025, with applications due by January 12, 2026. The City received seven applications under the PY 2026 CDBG Public Services category, requesting a cumulative total of \$143,000 in funding. In addition, one application for Administrative Services (Fair Housing) was received, requesting \$22,000. The City also proposes allocating CDBG monies to the Program Administration category to fund staff costs associated with administering the City's CDBG

program. The Public Infrastructure/Facilities category did not receive any applications; however, the City proposes using this funding for future phases of the Citywide Americans for Disabilities Act (ADA) Pedestrian Ramp Project.

Public Facilities Funding

In PY 2022, the first phase of the Citywide Americans for Disabilities Act (ADA) Pedestrian Ramp Project was completed, which included the installation of 46 new ADA compliant pedestrian ramps. This project benefited 3,443 disabled and elderly persons (presumed low-income) residents according to the U.S. Census Bureau’s 2019 American Community Survey. The Phase I pedestrian ramps are in the neighborhoods south of West Hills High School and northeast of Santana High School.

In PY 2025, staff completed Phase II of the Citywide ADA Pedestrian Ramp project, which installed 39 new ADA compliant pedestrian ramps in the neighborhoods west of Carlton Hills school and west of Chet F. Harritt School. Phase II of the project benefitted 754 disabled persons and 457 elderly persons in these neighborhoods.

The proposed PY 2026 public infrastructure funding (\$227,110) would be used toward Phase III of the Citywide ADA Pedestrian Ramp project. This next phase of the Citywide ADA Pedestrian Ramp project anticipates constructing between 30-40 pedestrian ramps.

SUMMARY OF ESTIMATED EXPENDITURES

ACTIVITY	CAP	AMOUNT AVAILABLE PER CAP	AMOUNT REQUESTED
Public Service Activities**	15%	\$ 52,410	\$ 143,000
Administrative Activities	20%	\$ 69,880	\$ 69,880
Public Infrastructure	None	\$ 227,110	\$ 227,110
		\$ 349,400*	\$ 439,990

*Total amount available per cap includes staff’s estimate based on prior PYs’ allocations (\$349,400).

**Public Service Activities cap amount is subject to change depending on HUD’s final allocation.

Requested in excess of projected funding \$ 90,590

E. 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 Title 24, HUD, Section 570.704, the City initiated the CDBG application process by publishing a Notice of Funding Availability (NOFA) for PY 2026 on December 5, 2025, in the East County Californian, as well as posting the Request for Proposals on the City’s website. Applications were due to the City by January 12, 2026.

Notice of the February 11th and February 25th Public Hearings were published in the East County Californian on January 30th, 2026.

This agenda item includes the applications and were made available for public review and comment. This approach provides the public with 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.

F. 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 PY 2026 and authorizing Staff to prepare and publish a draft Annual Action Plan for PY 2026.

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 2026, AUTHORIZATION TO PREPARE AND
PUBLISH A DRAFT ANNUAL ACTION PLAN FOR PROGRAM YEAR 2026, AND
FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA
ENVIRONMENTAL QUALITY ACT (“CEQA”)**

WHEREAS, the City of Santee held two public hearings on February 11th and February 25th to assess current and prior program performance, community development needs, funding availability and applications for Program Year (PY) 2026; and

WHEREAS, for PY 2026, the City of Santee anticipates receiving \$349,400 in CDBG funds, which is the average of the three prior PY allocations and is 6.91% less than the PY 2025 allocation; and

WHEREAS, the City of Santee is required to prepare and adopt an Annual Action Plan (AAP) to implement the goals and priorities of the Consolidated Plan. The City shall submit the AAP to HUD by May 15th, 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 on February 25th, 2026; and
2. Direct staff to proportionately adjust allocations among Public Services, Public Facilities and Administrative Activities (except Fair Housing) to accommodate any shortfall or surplus between the projected PY 2026 CDBG allocation of \$349,400 and the final entitlement amount received by the City of Santee for PY 2026; 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 25th day of February 2026.

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

ATTACHMENT 3

PROGRAM YEAR 2026 APPLICATIONS FOR FUNDING

Public Services:

East County Transitional Living Center2
ElderHelp of San Diego..... 14
Meals-On-Wheels Greater San Diego County 24
Recovery & Beyond 34
Santee Food Bank44
Santee Santas Foundation52
Voices for Children64

Administration:

CSA San Diego76



**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2026**

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

The application must not exceed a total of twenty (20) pages. The completed application must be submitted **by 5:00 P.M. on Monday, January 12, 2026.** Applications may be submitted either electronically to bgohres@cityofsanteeca.gov or by mail to the City of Santee, Planning & Building Department, Attn: Brittany Gohres, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG program may contact Brittany Gohres by email at bgohres@cityofsanteeca.gov or by telephone at (619) 258-4100 ext. 221. The deadline to submit questions is 5:00 pm (PST) on December 19, 2025. Please note that the Santee City Hall will be closed from Wednesday, December 24, 2025 through Friday, January 2, 2026. 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: 1/7/2026

Agency Name: East County Transitional Living Center
Agency Address: 1527 East Main Street El Cajon CA 92021
Agency Type (non-profit, for-profit, public, etc.): Non-profit

Phone: 619-442-0457
E-mail: jhayden@ectlc.org

Fax: [Click here to enter text]

Project/Program Contact Person (Name and Title): Ken Weekes CAO
Project/Program Location: 1527 East Main Street El Cajon CA 92021

Phone: 909-614-9425
E-mail: kweekes@ectlc.org

Fax: [Click here to enter text]

City of Santee – Application for CDBG Funding

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): P6QJF7LPMBN3

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

Federal Tax ID: 27-0865318

California Entity ID: 3223355

Faith Based Organization:

YES NO

Person completing application: Ken Weekes

FUNDING INFORMATION:

Amount Requested from Santee: \$ 56,000.00

Total Project/Program Budget: \$ \$4,031,663.00

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. The Emergency Housing Program is scalable. If awarded less than the full amount requested, the project can still be carried out. ECTLC would continue to provide staffing, meals, case management, and operational support using other resources, ensuring program quality and compliance are maintained. A reduced award would impact the volume of shelter provided rather than the structure or effectiveness of the program.

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

City of Santee – Application for CDBG Funding

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

Assist families with children and individual men and women with temporary housing, meal opportunities, case management, and resources to locate long-term housing/programs. The City of El Cajon continues to face a significant shortage of emergency housing options for families and individuals experiencing homelessness, resulting in many residents remaining unsheltered or cycling through crisis systems. East County Transitional Living Center (ECTLC) currently houses 81 families and maintains 20–30 emergency beds, yet demand far exceeds capacity, with a waitlist of over 300 families. In 2024 alone, 2,427 individuals and families sought entry into ECTLC programs, demonstrating the scale of unmet need in East County. Emergency housing is particularly critical in El Cajon, where law enforcement regularly encounters individuals and families in urgent need of safe placement. ECTLC maintains beds available for El Cajon Police Department drop-offs, providing an immediate, humane alternative to the streets and reducing strain on public safety resources. Continued funding for emergency housing is essential to ensure rapid response, prevent unsheltered homelessness, and stabilize residents during periods of 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 in the upcoming program year. **Inclusion of the estimated number of Santee residents served is required.**

The purpose of the project is to provide immediate emergency housing and stabilization services to individuals and families experiencing homelessness, preventing unsheltered homelessness and supporting safe transitions to permanent housing. Services include short-term emergency shelter, meals, and case management focused on crisis stabilization and housing placement. The population to be served includes low- and moderate-income individuals and families experiencing homelessness, with priority given to families with children and individuals in urgent need of shelter, a HUD-recognized presumed benefit population. The project will benefit residents of the City of Santee by providing access to emergency housing through East County Transitional Living Center's emergency shelter program, which serves East County communities, and based on prior program data and regional referral patterns, ECTLC estimates that approximately 200 Santee residents will be served during the upcoming program year.

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

The Emergency Housing Program will be carried out by East County Transitional Living Center (ECTLC) staff at the organization's facility located at 1527 E. Main Street, El Cajon. Program oversight and compliance will be managed by the Chief Administrative Officer, with day-to-day operations implemented by trained program staff including the Intake Coordinator, Case Managers, and Program Leadership. Services will be provided continuously throughout the CDBG program year, from July 1, 2026 through June 30, 2027. Emergency shelter is available 24 hours per day, 7 days per week, with stays of up to 60 nights per household based on need and progress. Participants receive services daily, including safe shelter and three meal opportunities per day. Case management is provided at intake and at least weekly thereafter to assess needs, monitor progress, and coordinate referrals to permanent housing and supportive services. Emergency intakes and referrals are accepted as needed, including urgent referrals from local law enforcement and community partners.

- 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 East County Transitional Living Center (ECTLC) Emergency Housing Program meets the CDBG National Objective of benefiting low- and moderate-income persons by providing emergency shelter and stabilization services to individuals and families experiencing homelessness. Persons who are homeless are a HUD-recognized presumed benefit population, and 100% of participants served through this program qualify as low- or moderate-income. The program aligns with the City of Santee's CDBG priorities by addressing homelessness, providing emergency housing, and supporting vulnerable residents during periods of crisis. ECTLC offers short-term emergency shelter, meals, and case management that help prevent unsheltered homelessness, improve safety, and connect participants to permanent housing and supportive services. The proposed activity qualifies as an eligible CDBG Public Service under 24 CFR §570.201(e). CDBG funds will be used solely to support emergency shelter costs for eligible households, while ECTLC covers all additional program and operational expenses. This project provides an immediate, cost-effective response to homelessness and supports community stability consistent with CDBG goals.

- E. Agency/Nonprofit Organization Information:

City of Santee – Application for CDBG Funding

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

East County Transitional Living Center (ECTLC) is a California nonprofit religious corporation that has been in continuous operation since August 2009 and was incorporated on August 11, 2009. ECTLC is a 501(c)(3) organization dedicated to providing housing and supportive services to individuals and families experiencing homelessness in East County San Diego. ECTLC provides emergency shelter, transitional housing, daily meal services, and on-site case management to homeless men, women, and children. Additional services include housing navigation, employment support, life-skills development, parenting support, referrals to healthcare and behavioral health services, and coordination with schools and community partners. All publicly funded services are delivered in compliance with applicable federal, state, and local regulations. The organization has extensive experience administering federally funded housing and homeless assistance programs, including more than 14 years of successfully operating HUD-funded emergency housing programs. ECTLC collaborates with local jurisdictions, law enforcement, school districts, healthcare providers, and social service agencies to ensure coordinated and effective service delivery. However, this funding request is not submitted as part of a formal collaborative application, and ECTLC will serve as the sole applicant and lead agency. ECTLC has received funding from the city of Santee for 2 years previously.

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.

East County Transitional Living Center (ECTLC) maintains fiscal management procedures that ensure accountability, transparency, and compliance with federal, state, and local funding requirements. The organization operates under the oversight of an independent Board of Directors and designated fiscal staff responsible for financial management and internal controls. ECTLC uses established accounting systems to track revenues and expenditures by funding source and program. Financial records are maintained in accordance with generally accepted accounting principles (GAAP) and include invoices, receipts, payroll records, and supporting documentation. Expenditures

City of Santee – Application for CDBG Funding

are reviewed and approved prior to payment to ensure costs are eligible, reasonable, and properly allocated. Regular financial reports are prepared for management review and Board oversight. Payment procedures include documented authorization processes, segregation of duties where feasible, and timely reconciliation of bank statements. All CDBG-related expenditures are supported by source documentation and retained in compliance with HUD and City record retention requirements. ECTLC undergoes regular independent audits as required under 2 CFR Part 200, Subpart F. Audit reports are reviewed by management and the Board of Directors, and any findings are addressed promptly. Program and participant records are maintained separately from financial files to ensure confidentiality and compliance. Client eligibility documentation, including income status, household composition, and residency, is collected at intake and stored securely. Data is tracked through the Homeless Management Information System (HMIS) and internal databases to verify that services benefit eligible low- and moderate-income and homeless populations. These procedures ensure that CDBG-funded activities consistently serve the intended target groups and meet HUD national objective requirements.

G. Personnel:

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

Dr. Julie Hayden, Chief Executive Officer, provides overall leadership and oversight, ensuring program compliance, financial accountability, and alignment with ECTLC's mission to serve individuals and families experiencing homelessness. Ken Weekes, Chief Administrative Officer, is responsible for day-to-day administration, program implementation, and compliance. Mr. Weekes has more than 20 years of executive and program management experience in nonprofit social services, including emergency housing, transitional housing, substance use recovery, and workforce development programs. Since joining ECTLC in 2023, he has overseen operations, implemented policies and procedures, and supported housing programs serving homeless populations. Mr. Weekes has held senior leadership roles with organizations such as Genesis Substance Abuse, LA Kitchen, and Orange County Rescue Mission, where he managed large-scale programs, supervised multidisciplinary teams, and ensured regulatory compliance.

H. Conflict of Interest:

City of Santee – Application for CDBG Funding

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. Please also confirm that your organization has a Conflict of Interest policy in place, which all employees, officers, and members are required to adhere to.

East County Transitional Living Center (ECTLC) has no member, officer, or employee who is an officer or employee of the City of Santee, or who serves on any City of Santee board, commission, or committee, or who has any financial or personal interest that could be affected by actions taken in the execution of this application. ECTLC maintains a written Conflict of Interest policy that applies to all employees, officers, and members of the Board of Directors. All covered individuals are required to adhere to this policy, and disclosures are reviewed as part of the organization's governance and compliance procedures.

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, reimbursement requests and procurement/contracting.

East County Transitional Living Center (ECTLC) maintains written programmatic Policies and Procedures to ensure compliance with CDBG, HUD, and local requirements. Eligibility is determined at intake using standardized assessment and screening procedures. Program eligibility is based on HUD's definition of homelessness and residency requirements. Income eligibility is verified using HUD-approved methods and documented in each participant file to ensure services benefit low- and moderate-income households. ECTLC maintains secure program and financial records in accordance with HUD record retention requirements. Client files include eligibility documentation, service records, and demographic data and are stored securely to protect confidentiality. Financial records are maintained separately and retained for the required period. Reimbursement requests are supported by invoices, receipts, and payment verification. All costs are reviewed to ensure eligibility, accuracy, and proper allocation prior to submission. Documentation is maintained to support all CDBG-funded expenditures. ECTLC follows written procurement policies consistent with federal, state, and local requirements. Procedures ensure fair and open competition, cost reasonableness, and avoidance of conflicts of interest. Contracts are executed in accordance with organizational policies and applicable regulations.

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.)

The proposed project is accessible and convenient to Santee residents through centralized emergency housing and coordinated referral access. East County Transitional Living Center (ECTLC) provides emergency shelter at its facility in El Cajon, which is located within close proximity to the City of Santee and is easily accessible via major roadways and public transportation routes. Santee residents may access services through referrals from local outreach providers, law enforcement, and regional partners, as well as through direct contact with ECTLC. Intake is available on an ongoing basis, including for urgent referrals, allowing Santee residents experiencing a housing crisis to be placed quickly into shelter. While services are provided on-site, ECTLC assists participants with transportation planning and coordination to help them access the shelter and required appointments. Once enrolled, residents receive all core services—shelter, meals, and case management—at one location, reducing barriers and making the program practical and accessible for Santee residents in need.

- 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%)

90% of clients are at 30 percent or below of the area median income.
5% of clients are between 31 and 50 percent of the area median income.
5% of clients are between 51 and 80 percent of the area median income.
0% of clients are above 80 percent of the area median income.

[Click here to enter text]

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

No



Yes (Please specify)

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

ECTLC serves persons experiencing homelessness, Families with children, Single adults (men and women) experiencing homelessness, Individuals with disabilities, Individuals with substance use disorders, Individuals with mental health needs, Veterans, And

City of Santee – Application for CDBG Funding

Survivors of domestic or family instability. The primary population served is individuals and families experiencing homelessness, with supportive services designed to address multiple overlapping needs common among this population.

DOCUMENTATION

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

Recipients' information will be collected, documented, and verified through East County Transitional Living Center's (ECTLC) standardized intake and assessment process. At entry into the program, participants complete an intake form and pre-assessment that collects required demographic information, including race, ethnicity, household size, income, and residency. Staff review the information with the participant to ensure accuracy and completeness. Income and eligibility are verified using HUD-approved methods, including self-certification when permitted and third-party documentation when available, in accordance with CDBG requirements. Homeless status and residency are confirmed through intake questioning and supporting documentation when applicable. All participant data is entered into the Homeless Management Information System (HMIS) and maintained in secure electronic and paper files with restricted access. Documentation is retained in compliance with HUD and City recordkeeping requirements and used to verify that services are provided to eligible low- and moderate-income households and targeted populations.

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

Outcomes will be measured, collected, and documented through East County Transitional Living Center's (ECTLC) established data tracking and reporting systems. Program staff record all participant intakes, services provided, length of stay, and exits into the Homeless Management Information System (HMIS) and internal program databases. Key outcomes, such as the number of individuals and families sheltered, nights of shelter provided, participation in case management, and referrals to permanent or longer-term housing, are tracked throughout each participant's stay. Case managers document progress through intake assessments, weekly check-ins, and exit summaries. Outcome data is reviewed regularly by program leadership to ensure accuracy and compliance and is used to prepare required reports for funding agencies. All documentation is maintained in accordance with HUD and City recordkeeping requirements to verify program performance and benefit to eligible populations.

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

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

City of Santee – Application for CDBG Funding

Check answer in the applicable boxes below		Yes	No
1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?	<input checked="" type="checkbox"/>	
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents:	<input checked="" type="checkbox"/>	
	a) IRS Form 990?	<input checked="" type="checkbox"/>	
	b) California Franchise Tax Board Form 199?	<input checked="" type="checkbox"/>	
	c) Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law?	<input checked="" type="checkbox"/>	
	d) Date Articles of Incorporation files with Secretary of State?		08/11/2009
3.	All necessary licenses required to operate are maintained?	<input checked="" type="checkbox"/>	
4.	Worker's Compensation Insurance is active and current?	<input checked="" type="checkbox"/>	
5.	General Liability Insurance is active and current?	<input checked="" type="checkbox"/>	

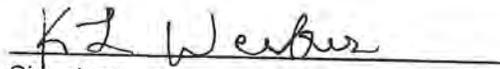
Applicants **are required** to submit the documentation listed in items 2 and 3 above with their application.

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

APPLICANT CERTIFICATION

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

Ken Weekes
Chief Administrative Officer


Signature

CDBG Project Budget (See Next Page)

The Community Development Block Grant (CDBG) program allows subrecipients to use leveraged funds to complete larger projects that address multiple needs. Leveraged

City of Santee – Application for CDBG Funding

funds refers to non-match cash or in-kind resources that are used to make a project operational. The use of leveraged funds is not required but is encouraged where appropriate.

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CDBG PROJECT BUDGET

Organization: East County Transitional Living Center

Total organization budget \$ 4,031,663.00

Program/Project name requesting funds: East County Transitional Living Center

CDBG funds requested: \$56,000.00

Total program/project budget: \$4,087,663.00

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	\$56,000.00	(A)
b. Other federal funds (if any)	_____	(S) or (A)
c. State or local government funds	_____	(S) or (A)
d. Donations and contributions	\$1,328,250.00	(S)
e. Fees or memberships	_____	(S) or (A)
f. In-kind contributions / Volunteer time	_____	(S) or (A)
g. Other funding	\$2,702,813.00	(S)
h. TOTAL PROJECT FUNDING (project budget)	\$4,087,663.00	(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	_____
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. Emergency shelter / housing costs	\$56,000.00
k. _____	_____
l. TOTAL REQUESTED FUNDING (same as 1.a.)	\$56,000.00

3. Percentage of project budget represented by CDBG request 1.39%

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 2026**

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

The application must not exceed a total of twenty (20) pages. The completed application must be submitted **by 5:00 P.M. on Monday, January 12, 2026.** Applications may be submitted either electronically to bgohres@cityofsanteeca.gov or by mail to the City of Santee, Planning & Building Department, Attn: Brittany Gohres, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG program may contact Brittany Gohres by email at bgohres@cityofsanteeca.gov or by telephone at (619) 258-4100 ext. 221. The deadline to submit questions is 5:00 pm (PST) on December 19, 2025. Please note that the Santee City Hall will be closed from Wednesday, December 24, 2025 through Friday, January 2, 2026. 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: January 9, 2026

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

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

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

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

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

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Federal Unique Entity Identifier (UEI): GMBSRM6N74U3

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

Federal Tax ID: 95-2880426

California Entity ID: 713849

Faith Based Organization:

YES NO

Person completing application: Andrea Ausland

FUNDING INFORMATION:

Amount Requested from Santee: \$7,000

Total Project/Program Budget: \$1,035,683

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

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

PROJECT/ACTIVITY INFORMATION

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

ElderHelp of San Diego's mission is to provide personalized services and resources that empower seniors to maintain their independence and live with dignity in their own homes. With over 50 years of expertise, our purpose is to support seniors who are facing challenges such as declining health, financial hardship, and social isolation, ensuring they can age in place without concern for their basic needs.

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 in the upcoming program year. **Inclusion of the estimated number of Santee residents served is required.**

ElderHelp's Care Coordination program enables Santee seniors aged 60 and older to live independently in their own homes through comprehensive support services. The program provides biopsychosocial assessments, personalized care planning, case management, home safety modifications, transportation assistance, food pantry deliveries, and Information & Referral services.

Population Served: Low-income Santee seniors who face barriers to independence due

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to limited income, reduced mobility, social isolation, and difficulty accessing essential services. Most live alone and struggle to obtain nutritious food, maintain safe homes, and access transportation and healthcare.

Area Benefited: Citywide Santee

Estimated Number of Santee Residents to Benefit: We project serving 65 unduplicated Santee residents in the upcoming program year. This is consistent with our current service levels and accounts for the documented 28% increase in service complexity per client.

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

ElderHelp's Care Coordination program is led by Care Coordinators with expertise in social work and gerontology, certified in critical areas such as mental health, motivational interviewing, crisis de-escalation, dementia and Alzheimer's care, trauma-informed practices, and suicide prevention. The program is managed by Elizabeth Wagner, Director of Community & Volunteer Services, and has nearly 10 years of experience leading teams. Trained volunteers support Care Coordinators by providing home visits, friendly visits, and assistance identified through care plans. All activities will be carried out from July 1, 2026 through June 30, 2027. Care Coordination services are delivered with the following frequency: comprehensive biopsychosocial assessments are conducted upon intake and updated as client needs change; personalized care plans are developed within two weeks of assessment and revised as needed; ongoing case management includes weekly check-ins for high-risk clients and monthly contact for stable clients; Information & Referral services are available five days per week with 55 requests provided last fiscal year; and volunteer support services are coordinated based on individual care plans, typically occurring weekly to bi-weekly, addressing top requested needs including grocery shopping, transportation, and social support.

- 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.

This project meets the CDBG National Objective of benefiting people aged 62+. The project directly addresses City of Santee Priority #2 from the 2025-2029 Consolidated Plan: "Provide public services and activities to address the needs of vulnerable populations, including seniors, residents experiencing food insecurity, individuals with special needs, and those experiencing homelessness." The project falls under the Eligible Activity of "Provision of public services" (CFR § 570.201(e)), specifically services for seniors 62 years or older, including case management, access to nutritious food, transportation assistance, home safety modifications, and Information & Referral services.

- E.** Agency/Nonprofit Organization Information:

City of Santee – Application for CDBG Funding

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

ElderHelp of San Diego has been serving seniors since 1974, providing comprehensive support services that enable older adults to live independently in their own homes. The organization was incorporated as a California nonprofit public benefit corporation and holds 501(c)(3) tax-exempt status. ElderHelp has received CDBG funding from the City of Santee for approximately 22 years, demonstrating a longstanding partnership in serving Santee's vulnerable senior population. Our core services include Care Coordination and case management, biopsychosocial assessments and personalized care planning, home safety modifications, volunteer-based transportation (SAGG program), emergency and ongoing food pantry services, Information & Referral connecting seniors to community resources, friendly visiting and social support programs, and assistance with grocery shopping and errands. ElderHelp's experienced staff and trained volunteer network have consistently delivered quality services to Santee seniors, adapting programs to meet evolving community needs while maintaining strong outcomes and fiscal accountability.

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 adheres to Board-approved accounting policies aligned with GAAP and utilizes QuickBooks accounting software. The organization maintains an up-to-date accounting procedures manual reviewed annually by an independent auditor. Disbursement procedures require invoices to be approved by a department manager and reviewed by the Executive Director. Checks are prepared by the Accounting Specialist and signed by either the Executive Director or Associate Executive Director, with checks over \$5,000 requiring two signatures. Bank statements are reconciled monthly. Restricted revenues are accounted for separately, and all expenses are tracked by budget line item specific to each program to ensure appropriate use of designated funds. Monthly, the Board of Directors receives complete financial statements including a Statement of Income & Expense with budget-to-actual comparison, Statement of Financial Position, and Cash Flow Report. ElderHelp undergoes an annual independent audit with findings presented to the Board. Financial oversight of CDBG expenditures lies with the CEO/Executive Director and Director of Finance. To ensure the project benefits targeted groups, ElderHelp collects beneficiary application forms, proof of residence, identification, and demographic information for each client. Since elderly persons aged 62+ are presumed by HUD to be low to moderate income, household income verifications are not required. ElderHelp tracks

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Santee resident participation using a detailed spreadsheet logging phone inquiries, client numbers, and services provided, which are reported quarterly to the City of Santee.

G. Personnel:

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

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

H. Conflict of Interest:

Please identify any member, officer, or employee of your organization who is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees or has any interest or holding which could be affected by any action taken in the execution of this application. **Please also confirm that your organization has a Conflict of Interest policy in place, which all employees, officers, and members are required to adhere to.**

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

I. Policies and Procedures:

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

All clients undergo a comprehensive intake process, which is recorded in our Salesforce database. Through Salesforce, we track key information including the initial phone call, the application process, enrollment, and the services provided. The system ensures that clients are not entered multiple times and that the detailed intake and enrollment process captures a complete view of any benefits the client is already receiving from

City of Santee – Application for CDBG Funding

other providers. As part of our assessment, we review clients' income, benefits (such as health insurance, housing benefits like Section 8), and the services they are currently receiving (such as IHSS or Meals on Wheels). This helps us better coordinate care, reduce service duplication, and ensure clients receive the most relevant support. Salesforce's specialized system guarantees that we report on unduplicated clients, and we also track discharges to maintain accurate records. If a client returns to our program, we can easily access information about their previous enrollment, services provided, and reasons for discharge. We do not impose restrictions on how frequently individuals can apply for or access our services because we are committed to being a continuous solution for helping seniors remain independent and age in place in their own homes.

BENEFITS AND BENEFICIARIES

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

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

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

89% of clients are at 30 percent or below of the area median income.

7% of clients are between 31 and 50 percent of the area median income.

4% 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

X Yes (Please specify)

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

ElderHelp exclusively serves seniors and their families.

DOCUMENTATION

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

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

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

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

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

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

	Check answer in the applicable boxes below	Yes	No
1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?	x	
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents:	x	
	a) IRS Form 990?	x	
	b) California Franchise Tax Board Form 199?	x	
	c) Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law?	x	
	d) Date Articles of Incorporation files with Secretary of State?	04/06/1974	
3.	All necessary licenses required to operate are maintained?	x	
4.	Worker's Compensation Insurance is active and current?	x	
5.	General Liability Insurance is active and current?	x	

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

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

APPLICANT CERTIFICATION

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

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


Signature

CDBG Project Budget (See Next Page)

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

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CDBG PROJECT BUDGET

Organization: **ElderHelp of San Diego**

Total organization budget **\$2,343,958**

Program/Project name requesting funds: **Care Coordination for Senior Independence**

CDBG funds requested: **\$7,000** Total program/project budget: **\$1,035,683**

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	(A)
b. Other federal funds (if any)	_____	(S) or (A)
c. State or local government funds	\$15,000	(A)
d. Donations and contributions	\$306,500	(A)
e. Fees or memberships	_____	(S) or (A)
f. In-kind contributions / Volunteer time	_____	(S) or (A)
g. Other funding	\$707,183	(A)
h. TOTAL PROJECT FUNDING (project budget)	\$1,035,683	(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	_____
j. _____	_____
k. _____	_____

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

3. Percentage of project budget represented by CDBG request **0.67%**

4. If your project will require future funding, please provide information about how the program will be funded. **ElderHelp maintains stable, diversified funding with the following**

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percentage breakdowns: Foundation Grants: 45%; Government & Non-Gov't Contracts: 23%; Individual Contributions: 15%; Corporate Support: 7%; Events: 7%; and Client donations: 1%.



**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2026**

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

The application must not exceed a total of twenty (20) pages. The completed application must be submitted **by 5:00 P.M. on Monday, January 12, 2026.** Applications may be submitted either electronically to bgohres@cityofsanteeca.gov or by mail to the City of Santee, Planning & Building Department, Attn: Brittany Gohres, at 10601 Magnolia Avenue, Santee, CA 92071.

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GENERAL INFORMATION: Date: 1/05/2026

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

Phone: 619-2448-4012 Fax: 601-260-6373
E-mail: ADuarte@meals-on-wheels.org

Project/Program Contact Person (Name and Title): Tim Ray, East County Service Center Director.
Project/Program Location: Chula Vista

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

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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): DCWTFQJ3V5H8

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

Federal Tax ID: 95-2660509

California Entity ID: 0602451

Faith Based Organization:

YES

NO

Person completing application: Claudia Morville, Fundraising Coordinator

FUNDING INFORMATION:

Amount Requested from Santee: \$5,000

Total Project/Program Budget: \$103,390.25

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

Yes, the project/program will still be carried out to the same degree regardless of the funding amount. Meal delivery to seniors is our main program and we do not rely on one funding source.

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

PROJECT/ACTIVITY INFORMATION

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

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

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

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 in the upcoming program year. **Inclusion of the estimated number of Santee residents served is required.**

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 (7/1/2024 - 6/30/2025), MOWSDC provided nutritious meals to 48 Santee seniors. Historically, the seniors served in the City of Santee by MOWSDC have the following characteristics: 68% fall within the extremely low-income bracket (<30% of AMI); 29% fall in the very low-income bracket (30-80% of AMI) and 0% fall in the moderate-income bracket (80-120% of AMI); 39% are female head of household; 14% are veterans; 39% live alone and 27% have disabilities.

For the City of Santee Program Year 25 - 26 (July 1, 2025 - June 30, 2026), MOWSDC is contracted to serve 73 unduplicated seniors in Santee. Per the Quarter 1 Report, MOWSDC had already served 33 unduplicated Santee seniors, putting MOWSDC at 45% of its goal. For the City of Santee’s Program Year 26-27 (July 1, 2026 – June 30, 2027), MOWSDC will serve 50 unduplicated seniors in Santee, delivering up to two daily meals accompanied by a safety check and social visit. CDBG funding will provide food and packaging costs for 6,925 meals (\$3.23 direct cost per meal), reducing the overall cost of each meal delivered. This will ensure a minimum subsidy of 60% of the total per meal delivered costs for every senior, and further subsidy will be offered to those who qualify.

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

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The MOWSDC East County Service Center at 1654 Pioneer Way in El Cajon services the City of Santee. Mr. Tim Ray directs the East County Service Center. (Please see details on his qualifications in Section F.) Daily meal deliveries are coordinated through a complex routing system to individual senior homes across the City of Santee using 537 volunteer delivery drivers coordinated by sixteen 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 31 different drop-sites. Volunteer drivers collect individualized meals at these drop sites and cover 148-weekday routes and 34-weekend routes to senior residences – 2,000 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 of 2026 – 2027 (July 1, 2026, to June 30, 2027). 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 on select holidays.

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

MOWSDC's project for the City of Santee meets CDBG Goal 2 by providing services to seniors considered extremely low- to moderate-income. One hundred percent of seniors in the City of Santee qualify for the HUD LMI income levels. Additionally, addressing the needs of vulnerable populations, including seniors and residents experiencing food insecurity, are considered a high priority, as stated by the City of Santee's 2025-2029 Consolidated Plan. MOWSDC's program supports improved health and safety for seniors and veterans while they age in place.

- E. Agency/Nonprofit Organization Information:

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

MOWSDC was established in 1960 and incorporated as a 501(c)(3) 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

City of Santee – Application for CDBG Funding

60% and further subsidies are provided to those who qualify. MOWSDC has received CDBG funds from the City of Santee since 2009 (sixteen 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 an 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 clients 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 statement annually, and FORM 990 is filed annually with the Internal Revenue Service as required. Internal financial reports are also produced monthly by the Controller, issued to the Board Finance Committee for review, and presented quarterly to the full MOWSDC Board of Trustees.

G. Personnel:

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

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

City of Santee – Application for CDBG Funding

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. Please also confirm that your organization has a Conflict of Interest policy in place, which all employees, officers, and members are required to adhere to.

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 board, commissions, or committees or has any conflict of interest or holding.

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, reimbursement requests and procurement/contracting.

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

BENEFITS AND BENEFICIARIES

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

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

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

_____ 68 _____% of clients are at 30 percent or below of the area median income.
_____ 26 _____% of clients are between 31 and 50 percent of the area median income.

City of Santee – Application for CDBG Funding

 2 % of clients are between 51 and 80 percent of the area median income.
 4 % of clients are above 80 percent of the area median income.

[Click here to enter text]

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

No

Yes (Please specify)

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

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

DOCUMENTATION

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

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

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

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

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Management, and Board of Trustees conduct ongoing performance evaluation and program reviews.

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

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

	Check answer in the applicable boxes below	Yes	No
1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?	X	
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents:		
	a) IRS Form 990?	X	
	b) California Franchise Tax Board Form 199?	X	
	c) Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law?	X	
	d) Date Articles of Incorporation files with Secretary of State?	07/07/1970	
3.	All necessary licenses required to operate are maintained?	X	
4.	Worker's Compensation Insurance is active and current?	X	
5.	General Liability Insurance is active and current?	X	

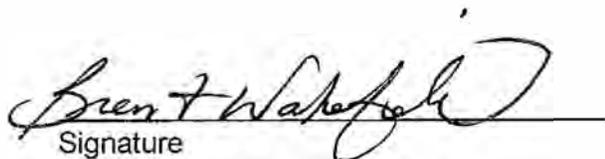
Applicants **are required to** submit the documentation listed in items 2 and 3 above with their application.

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

APPLICANT CERTIFICATION

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

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


Signature

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CDBG Project Budget (See Next Page)

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

CDBG PROJECT BUDGET

Organization: Meals on Wheels San Diego County
 Total organization budget \$10,318,688

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

CDBG funds requested: \$5,000.00 Total program/project budget: \$103,390.25 Note: Indicate with an asterisk (*) funds that are volunteer time or in-kind contribution.

1. Sources of funding for program/project:	(S)Secured or (A)Anticipated
a. Funding requested from the City	<u>\$5,000.00</u> (S) or (A)
b. Other federal funds (if any)	_____ (S) or (A)
c. State or local government funds	_____ (S) or (A)
d. Donations and contributions	<u>\$62,034.15</u> (S) or (A)
e. Fees or memberships	<u>\$41,356.10.</u> (S) or (A)
f. In-kind contributions / Volunteer time	_____ (S) or (A)
g. Other funding	_____ (S) or (A)

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h. TOTAL PROJECT FUNDING (project budget) \$103,390.25 (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 and Packaging _____ \$5,000.00 _____

k. _____

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

3. Percentage of project budget represented by CDBG request 4.83%

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

Clients pay, on average, 40% of the actual meal cost, \$6 per meal, equating to an estimated total of \$41,356.10. Private donors will contribute the remaining \$62,034.15 of this project through MOWSDC's robust charitable giving program. To ensure all programs are fundable from multiple sources, additional grant applications, corporate campaigns, and fundraising events are planned to meet any unexpected shortfall.



**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2026**

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

The application must not exceed a total of twenty (20) pages. The completed application must be submitted **by 5:00 P.M. on Monday, January 12, 2026.** Applications may be submitted either electronically to bgohres@cityofsanteeca.gov or by mail to the City of Santee, Planning & Building Department, Attn: Brittany Gohres, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG program may contact Brittany Gohres by email at bgohres@cityofsanteeca.gov or by telephone at (619) 258-4100 ext. 221. The deadline to submit questions is 5:00 pm (PST) on December 19, 2025. Please note that the Santee City Hall will be closed from Wednesday, December 24, 2025 through Friday, January 2, 2026. 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: Recovery & Beyond
Agency Address: 9894 N. Magnolia Ave Santee, CA 92071
Agency Type (non-profit, for-profit, public, etc.): **non-profit**

Phone: 619) 433-8027 Fax: [\[Click here to enter text\]](#)
E-mail: kerirecoveryandbeyond@gmail.com

Project/Program Contact Person (Name and Title): Keri Irwin- Founder and Director
Project/Program Location: Santee, CA (Pilot program)

Phone: 619) 433-8027 Fax: [\[Click here to enter text\]](#)
E-mail: kerirecoveryandbeyond@gmail.com

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

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Federal Unique Entity Identifier (UEI): 125237208

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

Federal Tax ID: 99-4277756

California Entity ID: 5475770

Faith Based Organization:

YES NO XX

Person completing application: Candice Reed Grantwriter

FUNDING INFORMATION:

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

the proposed project is designed as a small, time-limited pilot and is scalable. If awarded less than the requested amount, Recovery & Beyond would reduce the length of operation or the number of women served during the pilot period, while maintaining the core function of providing short-term, safe housing for women awaiting placement in residential treatment. The project would not expand beyond available resources, and all services would be delivered within the level of funding awarded.

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?

The mission of Recovery & Beyond is to support men and women in early recovery by providing safe, stable, and supportive housing and referrals to treatment and recovery services. The organization is dedicated to helping individuals avoid homelessness and stabilize their lives while awaiting entry into residential substance use treatment programs.

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 in the upcoming program year. **Inclusion of the estimated number of Santee residents served is required.**

The purpose of the proposed project is to operate a small pilot bridge housing program for men and women who are awaiting admission to residential substance use treatment and who would otherwise be at risk of homelessness or housing instability. The project will provide short-term, temporary housing in a safe and supportive environment while participants wait for placement in a licensed

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treatment

program.

The population to be served includes low- and moderate-income adult men and women residing in or referred from the City of Santee who are experiencing housing instability while seeking entry into residential treatment. The project will benefit the City of Santee by helping prevent homelessness, supporting housing stability, and facilitating timely access to treatment services.

During the upcoming program year, Recovery & Beyond estimates that [500] Santee residents will benefit from the project. This estimate is based on short-term stays and participant turnover during the pilot period.

- 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 proposed project will be carried out by Recovery & Beyond leadership and designated program staff. Recovery & Beyond will be responsible for coordinating housing operations, participant intake, basic oversight of the residence, and referrals to licensed residential treatment providers. The project will be implemented as a [six-month / nine-month] pilot during the program year. Housing services will be provided on a continuous, daily basis, with participants residing in the home on a short-term basis while awaiting placement in residential treatment. Intake, housing coordination, and referrals will occur on an ongoing basis throughout the pilot period, based on participant need and treatment availability.

- 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 National Objective of benefiting low- and moderate-income persons by providing short-term, temporary housing for men and women who are experiencing housing instability while awaiting admission to residential substance use treatment. All participants served through the program will meet low- and moderate-income eligibility requirements. The project aligns with the City of Santee's priorities by helping prevent homelessness, promoting housing stability, and supporting vulnerable residents who are at risk of losing stable housing due to limited treatment availability. By providing a safe and temporary housing option, the project helps reduce the risk of unsheltered homelessness and supports positive long-term outcomes for Santee residents. The proposed activities qualify as an eligible CDBG activity under housing-related public services and homelessness prevention support. CDBG funds will be used exclusively for eligible housing-related operating expenses and will not be used for clinical treatment, employment training, or other ineligible activities.

- 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

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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.**

Recovery & Beyond is a nonprofit organization established to support men and women in early recovery by providing safe, stable housing and referrals to treatment and recovery services. The organization focuses on addressing housing instability during critical transition periods, particularly for individuals awaiting entry into residential treatment programs. Recovery & Beyond was incorporated on [date of incorporation] as a [California nonprofit public benefit corporation / 501(c)(3), if applicable]. The organization provides housing-focused support services, including short-term bridge housing and coordination with licensed treatment providers. This request is submitted by Recovery & Beyond as a single applicant and is not part of a collaborative application. Recovery & Beyond has not previously received CDBG funding from the City of 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.

Recovery & Beyond maintains fiscal management procedures designed to ensure responsible stewardship of public funds and compliance with all applicable CDBG requirements. Financial records are maintained using a basic accounting system that tracks revenues and expenses by funding sources and projects. All expenditures are documented with invoices, receipts, and payment records, and payments are made through standard banking procedures to ensure transparency and accountability. Financial reports are reviewed regularly by organizational leadership to monitor expenditures and ensure that costs remain within the approved budget. As a small nonprofit organization, Recovery & Beyond is not currently required to complete an annual independent audit; however, the organization maintains complete financial records and will comply with any reporting, documentation, or monitoring requirements established by the City of Santee for CDBG-funded projects. Participant records are maintained to document eligibility and service delivery. Income eligibility and residency information will be collected and retained to ensure that services benefit low- and moderate-income individuals and targeted CDBG-eligible populations, in accordance with CDBG record-keeping requirements.

G. Personnel:

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

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The proposed project will be administered by Recovery & Beyond’s leadership and designated program staff. Organizational leadership has experience working with individuals in early recovery and coordinating housing support and referrals to residential treatment programs. Staff responsible for implementing the project will oversee participant intake, basic housing coordination, and referrals to licensed treatment providers. Recovery & Beyond leadership has prior experience supporting individuals experiencing housing instability and navigating transitions into treatment and recovery services. Additional support may be provided by volunteers or contracted assistance, as needed, to ensure safe and effective program operation.

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. **Please also confirm that your organization has a Conflict of Interest policy in place, which all employees, officers, and members are required to adhere to.**

Recovery & Beyond has reviewed this application and confirms that no member, officer, or employee of the organization is an officer or employee of the City of Santee, nor a member of any City of Santee boards, commissions, or committees. Additionally, no member, officer, or employee of Recovery & Beyond has any financial or personal interest that would be affected by any action taken in the execution of this application. Recovery & Beyond has a Conflict-of-Interest policy in place, which is provided to and acknowledged by all officers, board members, and employees. All individuals associated with the organization are required to adhere to this policy to ensure ethical conduct and compliance with applicable regulations.

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, reimbursement requests and procurement/contracting.

Recovery & Beyond has programmatic policies and procedures in place to ensure consistent service delivery, eligibility determination, and compliance with CDBG requirements. Program eligibility is determined based on established criteria related to housing instability and the need for temporary housing while awaiting admission to residential treatment. Income eligibility is verified and documented in accordance with CDBG low- and moderate-income requirements. Participant records are maintained to document eligibility, services provided, and program outcomes, and records are retained in accordance with applicable federal, state, and local record retention requirements. Financial documentation for reimbursement requests includes invoices, receipts, and payment records to

City of Santee – Application for CDBG Funding

support eligible project expenses. Procurement and contracting procedures are followed to ensure that goods and services are obtained in a responsible and transparent manner, consistent with organizational policies and applicable funding requirements.

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 proposed project is designed to be accessible and convenient for Santee residents by providing housing-based services within or serving the City of Santee. Participants will reside in the bridge housing location on a temporary basis while awaiting placement in residential treatment, eliminating transportation barriers associated with accessing services. Recovery & Beyond will prioritize referrals of Santee residents and coordinate intake directly with participants. Because services are housing-based, participants receive support where they live during the pilot period. Referrals to treatment providers will be coordinated by program staff, reducing the need for participants to navigate complex systems independently while experiencing housing instability.

- 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%)

60 % of clients are at 30 percent or below of the area median income.

25 % of clients are between 31 and 50 percent of the area median income.

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

0 % of clients are above 80 percent of the area median income.

60% of clients are at 30% or below of the Area Median Income
25% of clients are between 31% and 50% of the Area Median Income
15% of clients are between 51% and 80% of the Area Median Income
0% of clients are above 80% 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.)

Recovery & Beyond focuses its activities on men and women experiencing housing instability or homelessness who are awaiting admission to residential substance

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use treatment. The population served includes individuals with substance use disorders who are at risk of homelessness due to limited treatment availability. Participants may also include individuals with co-occurring challenges related to income instability and lack of stable housing.

DOCUMENTATION

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

Recipient information will be collected during program intake using standardized intake forms. Information collected will include household size, income, residency, and demographic data such as race and ethnicity, in accordance with CDBG reporting requirements. Income eligibility will be documented using self-certification and/or third-party verification, as required, and residency will be verified through participant-provided documentation or referral records. All records will be maintained securely to ensure confidentiality while allowing for monitoring and reporting by the City of Santee, as required.

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

Program outcomes will be measured by tracking the number of individuals served, length of stay in the bridge housing program, and successful referrals to residential treatment. Data will be collected and documented through intake and exit records, referral documentation, and basic program tracking logs. Outcome data will be maintained in program files and summarized for reporting purposes to demonstrate program performance and compliance with CDBG requirements.

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?	01.302023	
3.	All necessary licenses required to operate are maintained?	<u>x</u>	
4.	Worker’s Compensation Insurance is active and current?	<u>x</u>	

City of Santee – Application for CDBG Funding

5.	General Liability Insurance is active and current?	X	
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Applicants **are required to** submit the documentation listed in items 2 and 3 above with their application.

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

APPLICANT CERTIFICATION

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

01/06.2026

Grantwriter _____

Type or Print Your Name and Title

__Candice R Reed

Signature

CDBG Project Budget (See Next Page)

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

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CDBG PROJECT BUDGET

Organization: _____ Recovery & Beyond

Total organization budget \$ _____ \$100,000.00 _____

Program/Project name requesting funds: _____ Recovery & Beyond Bridge Housing Pilot Program _____

CDBG funds requested: \$ _____ \$25,000.00 _____ Total program/project budget: \$ _____ 25,000.00 _____ 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	\$ _____ 0 _____	(S) or (A)
b. Other federal funds (if any)	_____ -0 _____	(S) or (A)
c. State or local government funds	_____ 0 _____	(S) or (A)
d. Donations and contributions	_____ 0 _____	(S) or (A)
e. Fees or memberships	_____ 0 _____	(S) or (A)
f. In-kind contributions / Volunteer time	_____ 0 _____	(S) or (A)
g. Other funding	_____ - _____	(S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	\$ _____ 25,000.00 _____	(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	_____ \$3,000.00 _____
d. Program expenses and evaluation	_____ \$2,000.00 _____
e. Rent and utilities	_____ \$18,000.00 _____
f. Insurance	_____ \$2,000.00 _____
g. Mileage (____ @ 62.5 cents/mile)	_____ 0 _____
h. Incentives and Special Events	_____ 0 _____
i. Indirect costs	_____ 0 _____
j. _____	_____
k. _____	_____

I. TOTAL REQUESTED FUNDING (same as 1.a.) \$ _____ 25,000.00 _____

3. Percentage of project budget represented by CDBG request _____ 100 _____ %

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4. If your project will require future funding, please provide information about how the program will be funded. **The proposed project is designed as a small, time-limited pilot. Future funding needs will be evaluated based on program outcomes, demonstrated community need, and available funding opportunities. Recovery & Beyond will explore additional public and private funding sources to support continuation or expansion of the program if the pilot is successful. No expansion will occur without identified and secured funding. The proposed project is designed as a small, time-limited pilot. Future funding needs will be evaluated based on program outcomes, demonstrated community need, and available funding opportunities. Recovery & Beyond will explore additional public and private funding sources to support continuation or expansion of the program if the pilot is successful. No expansion will occur without identified and secured funding.**



**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2026**

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

The application must not exceed a total of twenty (20) pages. The completed application must be submitted **by 5:00 P.M. on Monday, January 12, 2026.** Applications may be submitted either electronically to bgohres@cityofsanteeca.gov or by mail to the City of Santee, Planning & Building Department, Attn: Brittany Gohres, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG program may contact Brittany Gohres by email at bgohres@cityofsanteeca.gov or by telephone at (619) 258-4100 ext. 221. The deadline to submit questions is 5:00 pm (PST) on December 19, 2025. Please note that the Santee City Hall will be closed from Wednesday, December 24, 2025 through Friday, January 2, 2026. 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: January 7, 2026

Agency Name: **Santee Food Bank**
Agency Address: **9715 Halberns Blvd. Santee, CA 92071**
Agency Type (non-profit, for-profit, public, etc.): **non-profit**

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

Project/Program Contact Person (Name and Title): **Marty Smothermon, Vice-Pres., Site Manager**
Project/Program Location: **9715 Halberns Blvd., Santee, CA 92071**

Phone: **619-889-6574** Fax: **N/A**
E-mail: **msmother@aol.com**

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

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Federal Unique Entity Identifier (UEI): **P8JASWGUMQ7**

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

Federal Tax ID: **33-0498557**

California Entity ID: **1810542**

Faith Based Organization:

YES NO

Person completing application: **Marty Smothermon**

FUNDING INFORMATION:

Amount Requested from Santee: \$ **35,000**

Total Project/Program Budget: \$ **80,000**

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

The Santee Food Bank continues to rely on the generosity of the community as well as various grants and cash donations. The money received through CDBG funding provides a large percentage of our total operating expenses. Awarding a lesser amount would not lessen food distribution, but would likely decrease our financial reserves.

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

PROJECT/ACTIVITY INFORMATION

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

The Santee Food Bank's sole purpose is to assist Santee residents by providing much needed food for families experiencing food insecurities.

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 in the upcoming program year. **Inclusion of the estimated number of Santee residents served is required.**

Our purpose is to gather food from our local stores, sort, and prepare food for distribution to Santee residents in need. During the 2025 calendar year the Santee Food Bank served 16,931 individuals, an increase of 2,174 residents from the prior year. For 2026-27 we anticipate an increase of approximately 5%.

City of Santee – Application for CDBG Funding

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

Our dedicated volunteer staff gives upwards of 19,000 hours annually of their time. A team of three drivers use their personal vehicles to pick up donations from Santee businesses and deliver them to our facility six days a week. In addition, the board of directors' networks with the community, applies for grants, and provides oversight to the day-to-day operations. We are open every Wednesday, Friday, and Saturday from 8:00 am to 11:00 am. We also deliver food to 45-50 households of homebound individuals. This special monthly distribution is designed to help those who are no longer physically able to come to the food bank site.

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

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

- E. Agency/Nonprofit Organization Information:

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

Established in 1983 and incorporated in 1990, the Santee Food Bank has been distributing food to qualifying Santee residents on a monthly basis for 43 years. We have been receiving CDBG funding since 2007, and the 19 years of funding have helped us to cover our operational costs such as utilities, rent, liability insurance and equipment maintenance/repair.

- F. Financial:

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

The Santee Food Bank treasurer uses Quicken to keep accurate up-to-date financial records. A monthly financial report is provided to the Board for review and approval. The President, Treasurer, and Site Manager all have access to

City of Santee – Application for CDBG Funding

banking records, ensuring a check and balance system. Paper copies of all financial transactions are securely stored in the food bank office.

G. Personnel:

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

President: Dennis Martins, Pastor Friends Christian Church;

Secretary: Aimee Sandoval, retired teacher;

Treasurer: Donna Daum, retired actuary;

Marty Smothermon: Site Manager and Vice President, retired cost analyst and longtime board member.

H. Conflict of Interest:

Please identify any member, officer, or employee of your organization who is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees or has any interest or holding which could be affected by any action taken in the execution of this application. **Please also confirm that your organization has a Conflict of Interest policy in place, which all employees, officers, and members are required to adhere to.**

There are no known conflicts of interest between any Santee Food Bank volunteers or the Santee Food Bank Board members with the City of Santee. Board members sign a Conflict of Interest policy each year.

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, reimbursement requests and procurement/contracting. **We use the secure Oasis system to maintain all client records. Client eligibility is determined in strict accordance with Community Development Block Grant (CDBG) requirements established by HUD. The Oasis system ensures accurate and confidential documentation of client information, while the treasurer oversees all reimbursement procedures in coordination with the City of Santee.**

BENEFITS AND BENEFICIARIES

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

The Food Bank is open every Wednesday, Friday, and Saturday from 8:00 am to 11:00 am to any eligible Santee resident. We also deliver food to approximately 45-50 residents/families who live in Santee mobile home parks and are unable to

City of Santee – Application for CDBG Funding

come in person to our facility.

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

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

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

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

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

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.)

The Santee Food Bank provides food to all Santee residents who look to us for assistance with their food budgets. Our clientele includes the homeless, disabled, seniors, as well as veterans who are in need of food.

DOCUMENTATION

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

Clients are required to provide an intake form that self-reports race, ethnicity, income, household size, residency. Proof of income or SSID is also collected to establish they meet eligibility criteria.

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

The Oasis system is utilized for record keeping allowing for the tracking and reporting of required recipient information totals for each category listed. Oasis also automatically tallies the data providing the required statistics.

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

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

	Check answer in the applicable boxes below	Yes	No
--	--	-----	----

City of Santee – Application for CDBG Funding

1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?	✓	
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents:	✓	
	a) IRS Form 990?	✓	
	b) California Franchise Tax Board Form 199?	✓	
	c) Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law?	✓	
	d) Date Articles of Incorporation files with Secretary of State?		11/06/1991
3.	All necessary licenses required to operate are maintained?	N/A	
4.	Worker's Compensation Insurance is active and current?	N/A	
5.	General Liability Insurance is active and current?	✓	

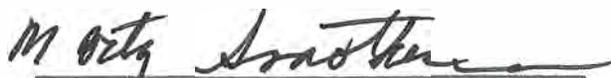
Applicants are required to submit the documentation listed in items 2 and 3 above with their application.

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

APPLICANT CERTIFICATION

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

Marty Smothermon Site Manager
Type or Print Your Name and Title


Signature

CDBG Project Budget (See Next Page)

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

City of Santee – Application for CDBG Funding

CDBG PROJECT BUDGET

Organization: Santee Food Bank

Total organization budget \$ 80,000

Program/Project name requesting funds: Santee Food Bank

CDBG funds requested: \$ 35,000 Total program/project budget: \$80,000

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>35,000</u>	(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>45,000</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>0</u>	(S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	\$ <u>80,000</u>	(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>22,000</u>
f. Insurance	\$ <u>13,000</u>
g. Mileage (___ @ 62.5 cents/mile)	\$ <u>0</u>
h. Incentives and Special Events	\$ <u>0</u>
i. Indirect costs	\$ <u>0</u>
j. _____	_____
k. _____	_____

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

3. Percentage of project budget represented by CDBG request 44 %

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

City of Santee – Application for CDBG Funding

In order to continue operations, the Sante Food Bank depends on CDBG funding as well as the generosity of our community..



**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2026**

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

The application must not exceed a total of twenty (20) pages. The completed application must be submitted **by 5:00 P.M. on Monday, January 12, 2026.** Applications may be submitted either electronically to bgohres@cityofsanteeca.gov or by mail to the City of Santee, Planning & Building Department, Attn: Brittany Gohres, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG program may contact Brittany Gohres by email at bgohres@cityofsanteeca.gov or by telephone at (619) 258-4100 ext. 221. The deadline to submit questions is 5:00 pm (PST) on December 19, 2025. Please note that the Santee City Hall will be closed from Wednesday, December 24, 2025 through Friday, January 2, 2026. 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: 1/5/2026

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

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

Project/Program Contact Person (Name and Title): Tonya V. Hendrix, President
Project/Program Location: Santee 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) [\[Click here to enter text\]](#)

City of Santee – Application for CDBG Funding

Federal Unique Entity Identifier (UEI): EKYGB7FP2A84

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

Federal Tax ID: 33-0199582

California Entity ID: 1570919

Faith Based Organization:

YES NO

Person completing application: Tonya V. Hendrix

FUNDING INFORMATION:

Amount Requested from Santee: \$ 5,000

Total Project/Program Budget: \$ [Click here to enter text]

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. The amount of food, the number of toys and the amount on gift cards given to the families/children can be modified to match the budget.

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

PROJECT/ACTIVITY INFORMATION

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

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 in the upcoming program year. **Inclusion of the estimated number of Santee residents served is required.**

Over the past two years Santee Santas has served an average of 201 families 702 people and 378 children. We also distributed 200 poinsettias to Santee seniors. In the 2026 Holiday Program we expected to serve approximately 200 families. 720 people and 350 children.

City of Santee – Application for CDBG Funding

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

There are ten (10) board members, two (3) committee volunteers and approximately 250 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's activities begin 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 mid-November. Board members review and approve or deny applicants according to HUD income standards. Food purchasing, sorting, boxing and distribution as well as toy collection, wrapping, boxing and distribution occur in December. Delivery occurs prior to December 25 and is also carried out by community volunteers. Seniors receive specialized foods with consideration for their medical conditions. Poinsettias are delivered to individuals residing in senior mobile home parks. Santee 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-income 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 6, 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-income 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 during the 2021 season.

City of Santee – Application for CDBG Funding

F. Financial:

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

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

G. Personnel:

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

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

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

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

City of Santee – Application for CDBG Funding

Heather Dennis (April 2024)

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

Peter Diehl, Member (April 2025)

Board member since April 2025, Assistant Delivery Day Team-Woodglen Vista COMPOC/City of Santee Member/Citizen at Large
Santee Community Foundation Board Member
Cuyamaca Woods Fire Safe Council Member
Miramar Unit of Young Marines Parent Support Group Coordinator
Law Office of Anthony P. Diehl-Practice Manager

Kelly Disbrow Vice President (April 2024)

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

Terry Johnson, Member (October 2020)

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

Sarah Kirk, Member (April 2024)

Board member since 2024; Secretary, Hospitality Chair, Food Program Coordinator
Mira Costa College – Professor

Ginger Owens, Member, (March 2020)

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

Stacy Workman, Member (April 2025)

Board member since 2025; Toy Program Assistant Coordinator
City of San Diego-Code Compliance Supervisor (retired)

City of Santee – Application for CDBG Funding

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. **Please also confirm that your organization has a Conflict-of-Interest policy in place, which all employees, officers, and members are required to adhere to.**

Santee Santos adopted a Conflict of Interest policy in our regular business meeting on October 9, 2025

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

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, reimbursement requests and procurement/contracting.

Santee Santos Policies and Procedures: Eligibility and Required Documentation

Eligibility Checklist

- Live within the Santee School District boundaries
- Meet the “very low” or “extremely low” income limits as indicated by the FY CDBG guidelines
- Do not receive holiday assistance from any other agency or program

Required Documents

Identification

- Valid government-issued photo ID for each adult, showing the current address

Proof of Residency

- Rental agreement or mortgage statement
- Valid HUD statement listing all people living in the home

Child Documentation

- Current year report card, progress report, or attendance report for each school-age child
- Birth certificates for all children under school age

City of Santee – Application for CDBG Funding

Proof of Income

- Photocopies for earned wages
- SSI
- Self-employment wages
- Unemployment
- Disability/workers compensation
- CalWORKs/CalFresh
- Foster care
- Child support and/or alimony
- Pell grants or other grants for college attendance

Document Handling and Record Keeping

All submitted documentation is kept for seven (7) years. As of 2023, application processing is managed by a third-party administrator to ensure document security and facilitate easy retrieval. Records are reviewed and maintained through monthly meetings and recorded minutes.

Financial records are managed using QuickBooks. Reimbursements to board members or activity chairs are provided upon submission of original receipts and with 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.

City of Santee – Application for CDBG Funding

- 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%)

_____76% of clients are at 30 percent or below of the area median income.

_____24% 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.)

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

DOCUMENTATION

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

Applicants are required to submit documentation verifying the identity of all household members, as well as proof of qualifying income. Acceptable documentation includes evidence of earned wages, SSI, self-employment income, unemployment benefits, disability or workers' compensation, CalWORKs/CalFresh support, foster care payments, child support, alimony, and educational grants such as Pell Grants.

Photocopies of the following may be submitted as proof:

- Recent paycheck stubs (for either the most recent month or last two weeks)
- Current CalWORKs/CalFresh Notice of Action, Foster Care, or AFDC documentation
- Recent HUD statements
- Unemployment, State Disability, or Workers' Compensation check stubs
- Bank statements showing deposited income
- Statements confirming other sources of income (SSI, Child Support, Self-employment, etc.)
- Documentation for any Pell Grant or other college-related grant

Applications must be completed online through the Santee Santos Foundation, Inc website. Seniors residing in low-income senior residential complexes have the option to submit paper applications distributed by Santee Santos.

City of Santee – Application for CDBG Funding

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

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

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

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

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

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

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

APPLICANT CERTIFICATION

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

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

Tonya V. Hendrix
Signature

City of Santee – Application for CDBG Funding

CDBG Project Budget (See Next Page)

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

City of Santee – Application for CDBG Funding

CDBG PROJECT BUDGET

Organization: Santee Santas Foundation, Inc.

Total organization budget \$ 79,475

Program/Project name requesting funds: Santee Santas Holiday Program

CDBG funds requested: \$5000 Total program/project budget: \$ 72,850

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

1. Sources of funding for program/project: (S)Secured or (A)Anticipated
- a. Funding requested from the City \$5000 (S) or (A)
 - b. Other federal funds (if any) _____ (S) or (A)
 - c. State or local government funds _____ (S) or (A)
 - d. Donations and contributions \$30,975 (S) or (A)
 - e. Fees or memberships _____ (S) or (A)
 - f. In-kind contributions / Volunteer time \$25,500 (S) or (A)
 - g. Other funding (Business mailer) \$18,000 (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 \$ _____
- 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.) \$ _____

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

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

The Santee Santas annual budget is entirely dependent on anticipated donations, which may vary from year to year. The organization secures financial and in-kind support through multiple channels, including grant applications to corporations and organizations such as Smart and Final, Walmart, Target, Shriners, Sycuan, and other local businesses. In addition, business mailers are distributed to local companies to solicit contributions, personal donations are accepted via the organization's website, and donation boxes for toy collections are placed at businesses across the city. Furthermore, the Santee School District conducts an annual grocery store gift card drive in support of the program, with adjustments made according to actual revenue received.



**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2026**

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

The application must not exceed a total of twenty (20) pages. The completed application must be submitted **by 5:00 P.M. on Monday, January 12, 2026.** Applications may be submitted either electronically to bgohres@cityofsanteeca.gov or by mail to the City of Santee, Planning & Building Department, Attn: Brittany Gohres, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG program may contact Brittany Gohres by email at bgohres@cityofsanteeca.gov or by telephone at (619) 258-4100 ext. 221. The deadline to submit questions is 5:00 pm (PST) on December 19, 2025. Please note that the Santee City Hall will be closed from Wednesday, December 24, 2025 through Friday, January 2, 2026. 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: 1/5/2026

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

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

Project/Program Contact Person: 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:

Public Service Activity	<input checked="" type="checkbox"/>
Public Improvement (Construction)	<input type="checkbox"/>
Acquisition of property	<input type="checkbox"/>
Other (describe)_[Click here to enter text]	

Federal Unique Entity Identifier (UEI): F3UKH7PKL3G5
Federal Tax ID: 95-3786047
California Entity ID: 1155526

City of Santee – Application for CDBG Funding

Faith Based Organization:

YES NO

Person completing application: Karynne Anderson

FUNDING INFORMATION:

Amount Requested from Santee: \$ 10,000

Total Project/Program Budget: \$6,655,000

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

The Court Appointed Special Advocate (CASA) program is scalable. The organizational cost of providing a child in foster care with one year of advocacy is approximately \$2,500. This means that the City of Santee directly provides life-changing support for one of its own children for every \$2,500 invested.

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?

Voices for Children’s mission is to transform the lives of abused, abandoned, or neglected children by providing them with trained, volunteer Court Appointed Special Advocates (CASAs) who advocate for their best interests throughout their involvement in the foster care system. These volunteers offer consistent support, help ensure that each child’s needs are recognized, and provide critical advocacy in court and in the community, contributing to improved safety, stability, and long-term well-being for every child served. CASA advocacy increases stability, strengthens educational engagement, and ensures a child never faces the system alone.

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 in the upcoming program year. **Inclusion of the estimated number of Santee residents served is required.**

The purpose of the CASA Program is to ensure that children in foster care receive the consistent, individualized support they need as they heal from the trauma of abuse and neglect and confront the challenges inherent in involvement with the child welfare system. CASA volunteers advocate for each child’s best interests, helping identify their educational, health, housing, and safety needs and elevating those needs in court and in the community. This advocacy fills a critical gap for children who have experienced trauma and instability and who often lack a reliable adult voice speaking on their behalf.

The program serves children ages 0–21 living in foster care in San Diego County, a population that includes youth from diverse racial and ethnic backgrounds and those disproportionately

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affected by trauma, system-involvement, and disrupted family relationships. In 2026, approximately 2,500 San Diego children will spend time in foster care, including an estimated 35 from Santee.

Last year, VFC provided advocacy to 1,632 children through CASA volunteers (1,206) and staff advocates (426). These children experience trauma and instability due to abuse, neglect, and separation from family and community. Frequent placement and school changes, combined with systemic challenges like high caseloads and workforce turnover, make individualized care difficult. Without intervention, children in foster care face significantly higher risks of mental health challenges, educational setbacks, homelessness, and involvement with the justice system.

Support from the City of Santee through the CDBG Program enables VFC to provide trained CASA volunteers for four Santee children, ensuring they receive dedicated advocacy that promotes greater stability, safety, and long-term well-being during a challenging period in their lives. This investment not only strengthens outcomes for individual children but also contributes to the broader well-being of the Santee community by supporting its most vulnerable youth when they need it most.

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 activities funded by this grant will be carried out through VFC's CASA Program. Community volunteers, known as CASAs, serve as trained advocates for children in foster care under the supervision and guidance of VFC staff members known as Advocacy Supervisors. All CASA activities supported by this funding will occur between July 1, 2026, and June 30, 2027.

All CASA volunteers complete VFC's 35-hour Advocate University training before being assigned to a child and commit to serving for at least one year. CASAs spend approximately 10 hours per month on their cases and engage in monthly in-person visits with the children they serve. They also meet with caregivers, family members, teachers, healthcare providers, and child welfare professionals to gain a comprehensive understanding of each child's circumstances.

CASA volunteers accompany children to court twice per year and submit written reports that provide case updates and identify the children's specific needs. These reports are essential tools that judges rely on when making decisions related to housing, education, health care, family connections, and other aspects of the child's well-being. Most CASAs continue advocating for their assigned child beyond the required one-year commitment.

Each child's advocacy needs vary depending on their age, circumstances, and the length of time they remain in foster care. Despite these differences, every child in the CASA Program receives three core components of service:

1. A consistent relationship with a trained CASA volunteer through regular visits and community outings.
2. The CASA volunteer's presence and advocacy at court hearings, child welfare meetings, and school meetings.
3. Comprehensive written court reports submitted at regularly scheduled hearings, typically every six months.

Advocacy Supervisors, each overseeing 40–50 volunteers, provide ongoing case oversight and support. They serve as the day-to-day resource for volunteers, provide guidance on the foster care system, assist in locating community resources, and accompany CASAs to court hearings, school meetings, and child welfare meetings as needed. Advocacy Supervisors also maintain a

City of Santee – Application for CDBG Funding

24-hour, year-round phone line that volunteers may access in emergencies, ensuring continuity and support at all times.

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 CASA Program meets the CDBG National Objective of benefiting low and moderate income (LMI) persons, as VFC exclusively serves children who have experienced abuse or neglect and are under the jurisdiction of the Juvenile Court, children who are presumed by HUD to be LMI individuals.

The program also aligns directly with the City of Santee's priorities for CDBG funded activities, particularly the priority to provide essential public services that improve the quality of life for residents and support vulnerable and special needs populations. Children in foster care represent a uniquely at-risk population with elevated vulnerability to long term instability, including future homelessness, disrupted education, barriers to healthcare, and justice system involvement. By delivering consistent, individualized advocacy, the CASA Program helps mitigate these risks and supports Santee's efforts to strengthen stability and wellbeing among its most vulnerable youth.

Each year, approximately 2,500 children spend time in the San Diego County foster care system. Many have experienced trauma, removal from family, and placement instability. These stressors are compounded by the foster care system's limited capacity to meet individualized needs. The CASA Program directly addresses this gap by ensuring that each assigned child has a trained advocate who identifies and elevates their educational, physical and mental health, housing, and safety needs in court, in schools, and in the community.

Research shows that stable, positive adult relationships are a key protective factor for youth who have experienced trauma. CASA volunteers provide this essential support by forming consistent, long-term relationships with the children they serve and ensuring that no critical need goes overlooked. This directly advances Santee's priority of supporting public services that promote safety, stability, and improved outcomes for vulnerable residents.

As the only organization designated by the San Diego Superior Court to provide CASA services in San Diego County, VFC fulfills an essential and unduplicated public service that directly benefits Santee children in foster care. Through CDBG investment, Santee ensures that its most vulnerable youth receive high quality advocacy that promotes long-term stability and strengthens the well-being of the community.

E. Agency/Nonprofit Organization Information:

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

VFC is an independent nonprofit organization that has been in continuous operation since 1980 and was incorporated on December 1, 1982. The organization was founded to mitigate the devastating effects of child abuse, neglect, and long-term foster care by implementing a

City of Santee – Application for CDBG Funding

volunteer-based advocacy model in which trained CASAs work to improve outcomes for children in the foster care system. Over the past 46 years, VFC and its volunteers have served thousands of children throughout San Diego County, including at least 133 children from the City of Santee who have received CASA services since 2014.

VFC is grateful to have received six consecutive years of CDBG funding from the City of Santee, support that has directly strengthened our capacity to provide high-quality advocacy for Santee youth in foster care. Thus far in FY 2025–26, VFC has already provided CASA or staff advocacy services to 16 Santee children.

VFC's primary program is the CASA Program, which is the focus of this grant request. In addition to the CASA Program, VFC operates two complementary programs that ensure all youth involved in the child welfare are assessed and supported appropriately:

1. *Advocacy Liaison Program:* Advocacy Liaisons are VFC staff advocates who work closely with each of San Diego County's five Juvenile Courtrooms. They assess and monitor every case heard in dependency court, provide direct advocacy services for approximately 300 children annually, and support CASA volunteers during hearings. In FY 2024–25, VFC served 426 children through this program.
2. *Juvenile Justice CASA Program:* The Juvenile Justice CASA program provides CASA volunteers to youth involved with or at risk for involvement with the juvenile justice system. Eight years ago, then San Diego County Presiding Juvenile Court Judge Carolyn Caietti, Juvenile Probation Division Chief Margie de Leon, and the heads of the Juvenile District Attorney and Juvenile Public Defender's offices approached VFC because they recognized that justice-involved youth share many characteristics with children in foster care, including a history of trauma. They requested that we expand our CASA program to serve nonviolent juvenile offenders. VFC piloted the Juvenile Justice CASA program in 2018. Today, the Juvenile Justice CASA program serves dozens of youth each year. In FY2024–25, the Juvenile Justice CASA program served 61 youth.

As part of the Juvenile Justice CASA program, VFC is actively involved with the RISE (Resiliency Is Strength and Empowerment) Court, a specialty juvenile court for youth with a history of or risk for commercial sexual exploitation. A VFC staff member attends every session of RISE Court, taking notes on cases, helping CASA volunteers, and accepting referrals to VFC's Juvenile Justice CASA program. More than 50 CASA volunteers have advocated for youth whose cases have been overseen by the RISE Court since 2017, including at least 10 in the past year. In addition, a VFC staff member also attends every session of San Diego County's Dual Status Youth Court, a specialized court designed to address the unique needs of youth who are involved in both the child welfare and juvenile justice systems.

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 conducts a full audit of VFC, reviewing the organization's policies related to personnel, financial reporting, record keeping, internal controls, accounting systems, and payment procedures. VFC uses the Finance Edge accounting system to track all expenditures and ensure that grant funds are used exclusively for approved activities benefiting

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the target population. After eligible expenses are recorded, VFC invoices the grantor to document that funds were spent appropriately on project beneficiaries.

Program and client information is maintained in CASA Manager, VFC's internal database, where case activity, outcomes, and funding sources are tracked to ensure that services supported by CDBG funds directly benefit the intended group. The 27-member Board of Directors provides governance and oversight to ensure adherence to all fiscal and operational policies.

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

Stephen Moore, Chief Program Officer, will be responsible for administering and overseeing this project if it is awarded. Mr. Moore has been integral to the development and management of the CASA Program team since joining VFC in 2008 as an Advocacy Supervisor. Over the past 18 years, he has held multiple positions of increasing responsibility, providing him with deep institutional knowledge of VFC's programs, operations, and service delivery model.

Mr. Moore also serves on the San Diego County Child and Family Strengthening Advisory Board and acts as an important liaison between VFC and the San Diego Superior Court, dependency judges, child welfare professionals, and partner organizations throughout the region. He has served as the programmatic lead for each of VFC's previous CDBG grant awards and has successfully stewarded all awards to meet or exceed project goals.

Mr. Moore holds a bachelor's degree in Criminal Justice from San Diego State University, further supporting his expertise in supervising CASA advocacy efforts for children in foster care.

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. Please also confirm that your organization has a Conflict of Interest policy in place, which all employees, officers, and members are required to adhere to.

No member, officer, or employee of VFC is an officer or employee of the City of Santee, nor does any individual serve on a City of Santee board, commission, or committee. Additionally, no member, officer, or employee of VFC holds any interest or position that could be affected by actions taken in connection with 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, reimbursement requests and procurement/contracting.

VFC maintains strong programmatic and fiscal policies to ensure that all services funded through the CDBG Program are delivered effectively, documented accurately, and directed to the appropriate population.

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Program Eligibility and Intake: VFC exclusively serves youth who have experienced abuse or neglect and are under the jurisdiction of the San Diego County Juvenile Court. Eligibility is verified through official documentation received directly from the Court. Additional demographic information, including age, gender, race, and ethnicity, is obtained from the County's Health and Human Services Agency. This information is used to complete a formal intake record for each child.

Record Keeping and Case Documentation: All program records are maintained in CASA Manager, VFC's secure database. CASA Manager allows staff to track a child's case plan, including information related to housing, education, health, and safety, and to associate each record with the specific funding source supporting the child's advocacy. This ensures accurate reporting and verification that CDBG-funded services benefit eligible Santee residents.

Reimbursement and Financial Controls: VFC's financial processes are structured to ensure proper stewardship of grant funds. All reimbursable activities are documented in CASA Manager and routed through the organization's accounting system, allowing VFC to prepare reimbursement requests that are accurate, transparent, and consistent with CDBG requirements.

Policies, Procedures, and Retention: VFC maintains a personnel policy manual, an affirmative action plan, and a grievance procedure to ensure consistent program administration. All programmatic and financial records are retained for at least seven years, and electronic files are backed up on a continuous basis to maintain data integrity and ensure the availability of documentation for auditing and monitoring purposes.

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 CASA Program is designed to meet children where they are, ensuring that Santee youth in foster care receive support that is both accessible and responsive to their daily lives. CASA volunteers and VFC staff provide services directly in the places most familiar and convenient for each child, mainly their homes, schools, neighborhoods, and the community spaces where they live, learn, and grow. This approach ensures that Santee children receive advocacy that is rooted in their lived experience and delivered in the environments that matter most to them.

Because all CASA volunteers are required to have a valid driver's license and access to a vehicle, they are able to travel throughout the City of Santee and the wider county to support children consistently and reliably. Volunteers often provide transportation to outings and, when appropriate, to therapy sessions, supervised visits, and other activities that promote the child's well-being. This flexibility reduces barriers and helps ensure that young people can participate fully in services that support their safety, stability, and long-term success.

To further support accessibility, VFC maintains a 24-hour emergency phone line, giving CASA volunteers immediate access to staff guidance outside of standard business hours. This ensures that children's needs can be met promptly and that volunteers always have the support they need to respond effectively in urgent situations.

City of Santee – Application for CDBG Funding

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 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 LMI persons. 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, and ethnicity from the 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.

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.)

VFC serves the special-needs population of children in foster care. All youth in the dependency system have experienced abuse, neglect, or abandonment and require specialized support due to trauma and placement instability. Recent national data show that 50% of youth who age out of foster care experience homelessness within the first year and 42% experience homelessness within four years. Additionally, one in four young adults experiencing homelessness has a foster care history, and foster youth are four times more likely to experience homelessness than their peers. These findings demonstrate that children in foster care are a clearly defined high-risk population requiring targeted services and consistent advocacy.

DOCUMENTATION

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

VFC collects all required participant information through official sources connected to the child welfare system. A child’s status as a dependent of the Juvenile Court is verified directly through the San Diego County Juvenile Court. Demographic information including age, gender, race, ethnicity, and sibling relationships is obtained from the San Diego County Health and Human Services Agency.

This information is used to complete an intake record for each program participant. All intake forms, supporting documentation, case notes, and ongoing status updates are securely maintained in CASA Manager, VFC’s internal case-management database. CASA Manager serves as the centralized system of record, ensuring accurate documentation, consistency across cases, and proper tracking of data tied to CDBG-funded services.

City of Santee – Application for CDBG Funding

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

VFC measures and documents program outcomes through CASA Manager, the organization’s internal case-management database designed specifically for CASA programs. CASA Manager records key information for every child served, including demographic data, housing placement, health and education details, and the child’s case plan. The system also stores all intake materials and official case documentation, such as social worker reports, court minute orders, and VFC intake forms.

Throughout the year, staff and volunteer advocates document case activities, updates, and progress toward identified needs and goals. These data points allow VFC to track changes in the child’s stability, well-being, and service engagement over time. CASA Manager provides a centralized and secure location for all records, ensuring consistency, accuracy, and compliance with reporting requirements.

Oversight of outcome tracking is provided by VFC’s Database and Operations System Specialist, Matt Olson, who developed the organization’s data-collection procedures and has 14 years of experience in child development, advocacy, and program operations. He is responsible for monitoring data quality, reviewing case documentation, and ensuring that outcome reporting aligns with CDBG requirements.

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>	

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

City of Santee – Application for CDBG Funding

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

APPLICANT CERTIFICATION

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

Type or Print Your Name and Title: Jessica Muñoz, Esq., MFS, President & CEO

Signature:

A handwritten signature in cursive script that reads "Jessica Muñoz".

CDBG Project Budget (See Next Page)

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

City of Santee – Application for CDBG Funding

CDBG PROJECT BUDGET

Organization: Voices for Children

Total organization budget \$9,050,000

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

CDBG funds requested: \$10,000

Total program/project budget: \$6,655,000

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 (S) or (A)
b. Other federal funds (if any)	\$255,000 (S) or (A)
c. State or local government funds	\$522,750 (S)
	\$872,250 (A)
d. Donations and contributions	\$2,895,000 (S) or (A)
e. Fees or memberships	N/A (S) or(A)
f. In-kind contributions / Volunteer time	(S) or (A)
g. Other funding	\$2,100,000 (S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	\$6,655,000 (S) or (A)

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

a. Wages and salaries	\$10,000
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	_____
j. _____	_____
k. _____	_____

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

3. Percentage of project budget represented by CDBG request 0.15%

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

VFC is deeply committed to sustaining the CASA Program, and we are grateful for the City of Santee's ongoing support, which strengthens our ability to provide consistent advocacy for local children in foster care. The City's investment plays an important role in our long-term stability and demonstrates a shared commitment to improving outcomes for some of the community's most vulnerable youth.

VFC maintains a diversified and reliable revenue strategy to ensure the continued viability of the CASA Program. Our funding model includes government grants (25%), foundation and corporate support (17%), individual giving (26%), and special events (26%). Each fiscal year, beginning July 1, we develop our annual budget on an accrual basis to support strong financial planning, responsible resource allocation, and long-term organizational sustainability.

VFC receives consistent funding from a broad base of philanthropic, government, and community partners, along with annual Victims of Crime Act (VOCA) funding awarded through the California Office of Emergency Services. In addition, we continue to pursue CDBG funding across jurisdictions throughout San Diego County, as well as competitive opportunities offered by the San Diego County Board of Supervisors. These efforts help ensure that the CASA Program remains robust and responsive to community needs.

Our 27-member Board of Directors plays a central role in the organization's sustainability. Board members partner closely with leadership to expand VFC's visibility, strengthen donor engagement, and identify emerging revenue opportunities. Through grant proposals, major gifts, direct mail campaigns, and special events, VFC continues to secure the funding necessary to sustain high quality CASA advocacy for children in foster care, including those from the City of Santee.

We remain sincerely appreciative of the City of Santee's ongoing partnership and look forward to continuing this impactful collaboration for many years to come.



**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2026**

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

The application must not exceed a total of twenty (20) pages. The completed application must be submitted **by 5:00 P.M. on Monday, January 12, 2026.** Applications may be submitted either electronically to bgohres@cityofsanteeca.gov or by mail to the City of Santee, Planning & Building Department, Attn: Brittany Gohres, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG program may contact Brittany Gohres by email at bgohres@cityofsanteeca.gov or by telephone at (619) 258-4100 ext. 221. The deadline to submit questions is 5:00 pm (PST) on December 19, 2025. Please note that the Santee City Hall will be closed from Wednesday, December 24, 2025 through Friday, January 2, 2026. 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-cdbq-subrecipients-on-administrative-systems/>

GENERAL INFORMATION: Date: 1/9/2026

Agency Name: **CSA San Diego County**
Agency Address: **347 Van Houten Avenue – El Cajon, CA 92020**
Agency Type (non-profit, for-profit, public, etc.): **non-profit**

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

Project/Program Contact Person (Name and Title): **Jared Hernandez**
Project/Program Location: **Fair Housing and Tenant Landlord Mediation Program**

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

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

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Federal Unique Entity Identifier (UEI): **LD7WR1PFMGD4**

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

Federal Tax ID: **27-3317344**

California Entity ID: N/A

Faith Based Organization:

YES NO

Person completing application: Monica Lopez

FUNDING INFORMATION:

Amount Requested from Santee: \$ **22,000**

Total Project/Program Budget: \$ **480,050**

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 in the upcoming program year. **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 120 (50 directly through our office and 70 through outreach and education services) residents in Santee during FY 2026-2027 through direct phone contact, our***

City of Santee – Application for CDBG Funding

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.

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

*Objectives and Services: Our Program Objectives (numbered) and Services listed below will meet these goals:
Eradicate discrimination in housing*

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

Provide advocacy for equal housing opportunities

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

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

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

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

Provide conflict resolution counseling

Offer mediation services where other interventions have been unsuccessful

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

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

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Develop other materials and programs as necessary

Provide well documented and accessible services

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

Respond punctually to calls from tenants and landlords

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

Provide web links to local and regional housing services and information

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

Attend the Santee Collaborative and serve on its committees

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

Develop and maintain relationships with other fair housing organizations that have the potential to increase the capacity of Santee to maintain housing that is free of discrimination and tenant/landlord conflict. In addition to our fair housing program, CSA provides other human relations services:

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

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

CSA has a staff of 8, 6 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.

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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 and Provision of public services, fair housing counseling.

E. Agency/Nonprofit Organization Information:

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

CSA San Diego County is a private, non-profit agency that was founded in 1969 under the name Heartland Human Relations and Fair Housing and then incorporated in 1972. In 2010, our organization was renamed CSA San Diego County and incorporated under that name. Our mission is "To promote positive attitudes and actions that ensure respect, acceptance, and equal opportunity for all people." The agency works cooperatively with community groups, local government bodies, law enforcement, and state and federal fair housing enforcement agencies in a collaborative effort to advocate for and promote the concept of fair treatment, the provision of affordable and habitable housing, and equal opportunity for all persons regardless of race, religion, color, ethnicity, age, sexual preference, marital status, familial status, disability, or source of income. CSA has provided fair housing and human relations services to low and moderate-income households since the early 1970's. CSA has provided housing services to the City Santee since 1993 (33 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 third annual audit per OMB Circular A-133.

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G. Personnel:

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

Executive Director, Jared Hernandez, is solely responsible for directing and overseeing the daily operations of CSA San Diego County and its programs. He 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. **Please also confirm that your organization has a Conflict of Interest policy in place, which all employees, officers, and members are required to adhere to.**

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. CSA has a Conflict-of-Interest policy in place for all officers, employees and members.

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, reimbursement requests and procurement\contracting.

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,

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

BENEFITS AND BENEFICIARIES

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

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

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

60 % of clients are at 30 percent or below of the area median income.

25 % of clients are between 31 and 50 percent of the area median income.

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10 % of clients are between 51 and 80 percent of the area median income.
5 % 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.)

N/A

DOCUMENTATION

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

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 notices).

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

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

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

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

	Check answer in the applicable boxes below	Yes	No
--	--	-----	----

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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>	

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

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

APPLICANT CERTIFICATION

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

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



 Signature

CDBG Project Budget (See Next Page)

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

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CDBG PROJECT BUDGET

Organization: CSA San Diego County

Total organization budget \$ 480,050

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

CDBG funds requested: \$ 22,000 Total program/project budget: \$ 480,050

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>22,000</u>	(S) or (A)
b. Other federal funds (if any)	\$ <u>453,970</u>	(S) or (A)
c. State or local government funds	_____	(S) or (A)
d. Donations and contributions	_____	(S) or (A)
e. Fees or memberships	_____	(S) or (A)
f. In-kind contributions / Volunteer time	\$ <u>4,080</u>	(S) or (A)
g. Other funding	_____	(S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	\$ <u>480,050</u>	(S) or (A)

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

a. Wages and salaries	\$ <u>15,000</u>	
b. Personnel benefits	\$ <u>2,700</u>	
c. Materials and supplies	\$ <u>100</u>	
d. Program expenses and evaluation	\$ <u>160</u>	
e. Rent and utilities	\$ <u>2,946</u>	
f. Insurance	\$ <u>381</u>	
g. Mileage (___ @ 62.5 cents/mile)	\$ <u>63</u>	
h. Incentives and Special Events	\$ <u>500</u>	
i. Indirect costs	\$ <u>150</u>	
j. _____	_____	
k. _____	_____	
l. TOTAL REQUESTED FUNDING (same as 1.a.)	\$ <u>22,000</u>	

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

4. If your project will require future funding, please provide information about how the program will be funded. **These services address housing discrimination, protect vulnerable**

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populations, and prevent legal risks while fostering an inclusive community. To sustain the program, future city funding could be needed if services are needed in Santee. Investing in fair housing demonstrates a commitment to equity and creates a stable housing environment for all residents.

PY 2026 ADMINISTRATIVE ACTIVITIES (CDBG)

Maximum Amount \$69,880 (20% CAP)

Agency	PY 2026 Request	PY 2025 Amount	Minto	Trotter	Hall	Koval	McNelis	Approved
CDBG Program Administration	47,880	54,350	-	-	-	-	-	
CSA San Diego County (Federally Required Fair Housing Service)	22,000	21,000	-	-	-	-	-	
Total	69,880	75,350	-	-	-	-	-	-

Balance to Allocate

69,880 69,880 69,880 69,880 69,880 69,880

PY 2026 PUBLIC SERVICES ACTIVITIES (CDBG)

Maximum Amount \$52,410 (15% CAP)

Agency	PY 2026 Request	PY 2025 Amount	Minto	Trotter	Hall	Koval	McNelis	Approved
East County Transitional Living Center (ECTLC)	56,000	None		-	-	-	-	
ElderHelp	7,000	5,810		-	-	-	-	
Meals on Wheels	5,000	5,810		-	-	-	-	
Recovery & Beyond	25,000	None		-	-	-	-	
Santee Food Bank	35,000	27,450		-	-	-	-	
Santee Santas	5,000	5,810		-	-	-	-	
Voices for Children	10,000	5,810		-	-	-	-	
Total	143,000	50,690	-	-	-	-	-	-

Balance to Allocate

52,410

52,410

52,410

52,410

52,410

52,410

MEETING DATE February 25, 2026

ITEM TITLE FISCAL YEAR 2025-26 OPERATING BUDGET UPDATE AND RESOLUTION AMENDING THE FISCAL YEAR 2025-26 BUDGET

DIRECTOR/DEPARTMENT Heather Jennings, Finance *HJ*

SUMMARY

The operating budget for Fiscal Year (FY) 2025-26 was adopted by the City Council on June 25, 2025. The attached staff report and schedules provide an update on the current fiscal year budget, including amendments to the budget reflecting changes in revenue estimates, and proposed appropriation adjustments. The appropriation adjustments reflect the City Council's ongoing commitment to funding street maintenance and public safety infrastructure improvements.

ENVIRONMENTAL REVIEW

The proposed FY 2025-26 Amended 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

The FY 2025-26 Amended Operating Budget reflects estimated revenues totaling \$65.2 million and operating expenditure appropriations totaling \$64.8 million. Other uses of funds total \$6.2 million which includes a transfer of \$2.2 million to the Capital Improvement Program to fund the FY2026-27 Pavement Management Program and a transfer of \$862,500 to the Capital Improvement Program to fund design and an Environmental Impact Report (EIR) for the Interim Fire Station in Northern Santee. Also included in other uses are inter-fund transfers and a supplemental payment toward the City's unfunded pension liability. Though approved during the original budget process, this appropriation underscores the City Council's commitment to long-term fiscal sustainability, aimed at reducing the CalPERS unfunded liability and securing future taxpayer savings. The projected available unrestricted fund balance at June 30, 2026, of \$14.3 million represents 22.3% of the annual General Fund operating expenditures. Even with the recommended appropriations, the proposed amended budget conforms to the City Council's Reserve Policy of 22% of operating expenditures.

CITY ATTORNEY REVIEW N/A • Completed



RECOMMENDATION *WK.*

Adopt the attached resolution approving the FY 2025-26 Amended Operating Budget as outlined in the staff report and its attachments, including the General Fund expenditure and revenue allocation adjustments.

ATTACHMENTS

1. Staff Report (with Exhibit A)
2. General Fund Summary
3. General Fund Revenue Detail
4. General Fund Appropriation Adjustments
5. Resolution Amending the Operating Budget for Fiscal Year 2025-26

STAFF REPORT

FISCAL YEAR 2025-26 OPERATING BUDGET UPDATE AND RESOLUTION AMENDING THE OPERATING BUDGET FOR FISCAL YEAR 2025-26

**CITY COUNCIL MEETING
FEBRUARY 25, 2026**

Overview

The City of Santee continues to operate in a fiscally responsible and sound manner. Through a combination of stronger than anticipated revenues and one-time expenditure savings, the City ended FY 2024-25 with an available General Fund unappropriated fund balance of \$20.0 million which is \$3.7 million better than expected when the current fiscal year budget was developed. Contributing to this overall change in fund balance is a \$492,678 increase in revenue, including \$238,967 from property taxes, \$87,011 from sales tax and \$108,313 in interest income, and significant one-time expenditure savings across all departments, including \$1.2 million in salary and benefit savings primarily due to vacancies, \$2.0 million in non-personnel savings including savings in insurance and claims costs, Fire and EMS related materials and supplies, fuel and vehicle maintenance, public services maintenance costs, and contract savings.

The following discussion and schedules present updated revenue projections for FY 2025-26 and proposed expenditure appropriation adjustments. The Amended Operating Budget for FY 2025-26, as presented, is a balanced budget which provides for a projected fund balance at June 30, 2026 of \$14.3 million or 22.3 percent of annual General Fund operating expenditures. Unappropriated fund balance over the 22 percent reserve requirement has been allocated to the FY 2026-27 Pavement Management Program in order to meet the annual amount necessary to fund the 70 PCI requirement for FY 2026-27. In addition, funding is included for the Environmental Impact Report (EIR) and design services for the Interim Fire Station in Northern Santee. As is the City's practice, these one-time funds have been set aside for City Council unfunded capital priorities.

General Fund Proposed Budget Summary FY 2025-26 Mid-Year Amended Budget	
Revenues	\$ 65,184,780
Expenditures	(64,754,553)
Revenues Over Expenditures	430,230
Other Financing Sources	-
Other Financing Uses:	
Transfers to Other Funds	(1,509,470)
Transfers to Capital Improvement Program	(4,058,140)
Unfunded Liability Payments (CalPERS)	(600,000)
Available Fund Balance, July 1, 2025	20,021,916
Available Fund Balance, June 30, 2026	\$ 14,284,536

General Fund Revenues

General Fund revenues for FY 2025-26 are projected to total \$65.2 million, a \$543,310 increase from the current budget estimate. The following is a discussion of key revenue updates.

Property Taxes: Property Taxes represent 42.6 percent of General Fund revenues and are received based on net taxable assessed valuation. Citywide net taxable assessed valuation increased by 4.6 percent in FY 2025-26. This growth is fueled by increases in residential and new construction and real estate values. Property tax revenues are projected to total \$27.8 million in FY 2025-26, an increase of \$1.0 million from the previous fiscal year and \$298,500 more than the FY 2025-26 original budget estimate.

Sales Tax: Sales Tax represents 30.7 percent of General Fund revenues and is projected to total \$20.0 million in FY 2025-26. This represents a \$368,529 increase over the prior fiscal year. Due to the fluctuations in revenue from quarter to quarter, sales tax revenue can be difficult to predict. For this reason, no changes are being proposed to the sales tax revenue budget at this time.

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 \$4.2 million in FY 2025-26. This represents a \$104,064 increase over the prior year and a \$98,120 increase over the FY 2025-26 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 has decreased in FY 2025-26. Certain hotels, motels, and campgrounds are doing well while others are showing decreased returns when compared to the prior year. TOT revenue is projected to total \$699,260 in FY 2025-26. This represents a 5.9 percent, or \$44,502, decrease from the prior fiscal year.

Emergency Medical Services (EMS) Revenue: EMS Reimbursement Revenue is projected to total \$6.7 million in FY 2025-26. This is an increase of \$632,179 from the previous fiscal year and \$124,840 more than the FY 2025-26 original budget estimate. EMS Reimbursement 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).

Fire Reimbursements: As a result of the deployment of Santee Fire Department personnel and resources to combat numerous wildfires throughout the State, federal and state reimbursements are expected to total \$586,260 in FY 2025-26. This is \$222,390 thousand over the original budget amount and \$25,698 less than the prior fiscal year. This additional revenue is substantially offset by additional reimbursable overtime costs and other related expenditures.

Building Permit Revenue: Revenue estimates were largely based on the revenue collected in the prior year. In the current year there have been fewer large residential developments receiving building permits. Building permit revenue is projected to decrease by \$59,570. This represents approximately 2 percent less than the prior year.

Cannabis Annual Renewal Fee Revenue: Renewal fees for new cannabis business permits are not expected to be received in FY 2025-26, due to the fact none of the businesses have opened yet. This is a decrease to the FY 2025-26 budget of \$115,000.

General Fund Expenditures

The FY 2025-26 Amended Operating Budget reflects General Fund operating expenditures totaling \$64.8 million, a \$420,890 increase over the current budget. In addition to operating expenditures, the amended budget includes an increase of \$3.0 million in transfers to the Capital Improvement Project (CIP) fund. The following is an overview of the significant appropriation adjustments included in the FY 2025-26 Amended Operating Budget. A summary of appropriation adjustments by department is provided in Attachment 4.

City Clerk – Increase of \$3,000 to cover equipment upgrades to comply with SB 707, which significantly updates California’s Brown Act and requires the City to offer 2-way audio/visual or telephonic public access to meetings.

Information Technology – Increase of \$55,600 includes annual licensing for additional Energov licenses for customer services request tracking, firewall implementation services, security updates, and internet costs.

Economic Development and Marketing – Increase of \$12,500 for a manual website accessibility (ADA) audit. The purpose of the audit is to ensure the City’s website is Web Content Accessibility Guidelines (WCAG) compliant by April 24, 2026. This new federal requirement will require future additions to the department’s operating budget in order to ensure the City’s website remains compliant. Also included in this budget is an increase of \$40,000 to re-appropriate the City’s commitment to participate in an East County Economic Development Council’s (ECEDC) Empower East County Business Fund project. This program and participation amount was approved in FY 2023-24. The project was delayed due to federal process changes, but the federal funding has finally been secured. The project should be underway within a few months.

Fire – Total increase of \$298,970. The Fire Department is requesting funding for an additional 12-hour Basic Life Support (BLS) ambulance program. The department would like to start this program by April 1, 2026 with two new Emergency Medical Technicians (EMTs). Other costs associated with the additional 12-hour BLS ambulance unit are expected to be covered by the current budget. The cost of the two new EMTs through the end of the fiscal year is expected to be \$54,770. This added 12-hour BLS ambulance is an additional unit and does not impact any current funded positions. It should be noted that future annual personnel costs will be \$155,160 and other costs including fuel, materials and supplies, medical testing and uniforms will be built into future budgets. All costs associated with this program are reimbursed by the Emergency Medical Services (EMS) Fund. Other requests include an increase of \$23,000 to

cover unanticipated vehicle repairs, and an increase to Workers Compensation of \$221,200 to fund increased claims and settlements.

Community Services/Public Services – Total increase of \$10,820 including \$6,440 to cover fee increases for the Mast Park charging station and \$4,380 to fully fund the vacation cash out program in the department.

Transfers to CIP Fund – This proposed FY 2025-26 Amended Operating Budget includes transfers to the CIP fund to fund two projects. The first is a transfer of \$862,500 for the EIR and design of the Interim Fire Station in Northern Santee. The second is a transfer of \$2.2 million to fund the FY 2026-27 Paving Program, thus bringing the total funding for the year to \$4.55 million, the recommended minimum annual amount to bring Santee streets to a PCI of 70.

General Fund Unappropriated Fund Balance Considerations

The City has been fortunate in the past few years with stronger than anticipated revenues and expenditure savings. Following past practice by using these unanticipated funds for capital, one-time costs, two projects, Interim Fire Station in Northern Santee and the FY 2026-27 Pavement Management Program, have been identified and included in the budget presentation for City Council. Based on the proposed additional funding to the Pavement Management Program, staff recommends resurfacing Cuyamaca Street from River Park Drive to Mast Blvd. This recommendation is based on the estimated cost of the street (\$2.0 million), high traffic volumes and proximity to a school. As presented at the January 28, 2026 City Council meeting, staff is also including the priority list of streets previously discussed by the City Council should Council want to discuss other potential projects (see Exhibit A attached to this report). It should be noted that without the year-end, one time savings from FY 2024-25, the City would likely be looking to draw down General Fund Reserves to fund these infrastructure projects.

Recommendations

Adopt the attached resolution approving the Amended FY 2025-26 Budget as outlined in the staff report and its attachments, including the General Fund expenditure and revenue allocation adjustments.

Attachment

Exhibit A

Remaining City Council Proposed Streets

Street	From	To	Estimated Cost
Carlton Oaks Dr	Carlton Hills Blvd	Fanita Pkwy	\$ 458,000.00
Cuyamaca St	River Park Dr	Mast Blvd	\$ 2,033,000.00
Mesa Rd	Prospect Ave	Mission Gorge Rd	\$ 1,176,000.00
Woodside Ave North	Woodside Ave	City Limits	\$ 4,624,000.00
Mission Gorge Rd	Father Juniper Serra Trail	City Limits	\$ 2,010,000.00
Northcote Rd	Woodside Ave	Canyon Park Dr	\$ 458,000.00
Zone BI (Three Oaks Way)	14 streets		\$ 3,164,000.00
Zone FG (Black Horse Estates)	2 streets		\$ 574,000.00
Total			\$ 14,497,000.00

**CITY OF SANTEE
GENERAL FUND SUMMARY
FY 2025-26 PROPOSED MID-YEAR BUDGET AMENDMENTS**

Attachment 2

	FY 2025-26 CURRENT BUDGET	FY 2025-26 AMENDED BUDGET	INCREASE (DECREASE)
Revenues	\$ 64,641,470	\$ 65,184,780	\$ 543,310
Expenditures by Dept:			
City Council	590,270	590,270	-
City Attorney	925,170	925,170	-
City Manager (total):	1,444,890	1,497,390	52,500
City Manager	763,090	763,090	-
Economic Development	681,800	734,300	52,500
Information Technology	1,439,150	1,494,750	55,600
Animal Control	478,600	478,600	-
City Clerk	540,650	543,650	3,000
Human Resources & Risk Mgmt (total):	2,110,960	2,110,960	-
Human Resources	932,220	932,220	-
Risk Management	1,178,740	1,178,740	-
Finance	1,874,350	1,874,350	-
Planning & Building (total):	3,204,170	3,204,170	-
Planning	1,822,860	1,822,860	-
Building	1,173,630	1,173,630	-
Code Compliance	207,680	207,680	-
Engineering (total):	3,310,900	3,310,900	-
Engineering	3,152,750	3,152,750	-
Stormwater	158,150	158,150	-
Community Services (total):	7,077,250	7,088,070	10,820
Administration	569,030	573,410	4,380
Public Svcs - Maintenance	4,162,620	4,169,060	6,440
Stormwater	208,260	208,260	-
Park Maintenance	793,860	793,860	-
Solid Waste	34,060	34,060	-
Facility Operations	166,900	166,900	-
Recreation	727,160	727,160	-
Special Events	415,360	415,360	-
Law Enforcement	18,478,350	18,478,350	-
Fire and Life Safety (total):	22,858,953	23,157,923	298,970
Administration	1,432,250	1,432,250	-
Emergency Operations	13,943,360	14,164,560	221,200
Emergency Medical	6,627,123	6,681,893	54,770
Emergency Preparedness	46,870	46,870	-
Fleet Operations and Maintenance	809,350	832,350	23,000
Total Operating Expenditures	64,333,663	64,754,553	420,890
Revenues Over (Under) Expenditures	307,810	430,230	122,420
Other Financing Sources	-	-	-
Other Financing Uses:			
Transfers to Other Funds	(1,509,470)	(1,509,470)	-
Transfers to CIP	(1,041,940)	(4,058,140)	(3,016,200)
Unfunded Liabilities (CalPERS)	(600,000)	(600,000)	-
Change in Available Fund Balance	\$ (2,843,600)	\$ (5,737,380)	\$ (2,893,780)
Available Fund Balance, Beg. of Year	20,021,916	20,021,916	-
Available Fund Balance, End of Year	\$ 17,178,316	\$ 14,284,536	\$ (2,893,780)

CITY OF SANTEE
GENERAL FUND REVENUE DETAIL
FY 2025-26 MID-YEAR BUDGET

	FY 2024-25	FY 2025-26	FY 2025-26	Increase
Account Name	Actual	Current Budg	Revised	(Decrease)
TAXES				
Property Taxes	26,723,088	27,453,000	27,751,500	298,500
Property Tax Secured and Unsecured	14,274,653	14,737,300	14,737,300	-
Property Tax - Redev Pass-through	779,980	760,100	800,000	39,900
Property Tax - Redev Residual Distrib	2,652,095	2,613,700	2,800,000	186,300
Real Property Transfer	329,471	250,000	250,000	-
Property Tax In Lieu (of VLF)	8,686,889	9,091,900	9,164,200	72,300
Sales and Use Taxes	17,134,911	17,586,660	17,586,660	-
Sales and Use Taxes	19,647,891	20,016,420	20,016,420	-
Location Agreement Payment	(2,512,980)	(2,429,760)	(2,429,760)	-
Transient Occupancy Tax	743,602	751,500	699,100	(52,400)
Transient Occupancy Tax	743,602	751,500	699,100	(52,400)
Franchise Fees	4,063,946	4,069,890	4,168,010	98,120
Franchise Fees	4,063,946	4,069,890	4,168,010	98,120
SPECIAL ASSESSMENTS	1,140,513	1,136,700	1,136,700	-
Assessments - Fire Benefit Fee	1,140,513	1,136,700	1,136,700	-
INTERGOVERNMENTAL	706,015	463,870	686,260	222,390
Motor Vehicle License Fees	94,057	100,000	100,000	-
SB90 Claims	32,507	30,000	15,000	(15,000)
Fire Reimbursements - Federal	205,066	161,440	415,440	254,000
Fire Reimbursements - State	374,385	172,430	155,820	(16,610)
LICENSES AND PERMITS	1,664,971	1,409,230	1,230,440	(178,790)
Business Licenses - New	47,005	44,400	44,400	-
Business Licenses - Renewals	61,556	63,100	63,100	-
Regulatory Permits	4,049	4,000	4,000	-
Business Licenses - Other	751	600	600	-
Home Occupation Permit - New	7,186	7,500	7,500	-
Home Occupation Permit - Renewal	14,425	14,600	14,600	-
Alarm Permits	1,122	1,000	1,000	-
Fire Department - Permits/Services	72,609	86,360	86,360	-
Building Fees - Eng Direct City Costs	16,228	13,450	13,450	-
Building Fees - Subject to Split	261,641	237,000	346,640	109,640
Building Fees - Plng Direct City Costs	20,475	15,000	15,000	-
Building Permit Fees	741,474	803,000	633,790	(169,210)
Cannabis Application Fee	416,449	4,000	-	(4,000)
Cannabis Annual Renewal Fee	-	115,220	-	(115,220)
FINES AND FORFEITURES	229,533	209,880	174,880	(35,000)
Vehicle Code Fines	146,312	135,000	100,000	(35,000)
Other Fines and Forfeitures	7,965	8,000	8,000	-
Parking Citations	74,618	66,000	66,000	-
Code Compliance Administrative Citations	637	500	500	-
Storm Water Administrative Citations	-	380	380	-

**CITY OF SANTEE
GENERAL FUND REVENUE DETAIL
FY 2025-26 MID-YEAR BUDGET**

	FY 2024-25	FY 2025-26	FY 2025-26	Increase
Account Name	Actual	Current Budg	Revised	(Decrease)
CHARGES FOR SERVICES	2,746,184	2,778,180	2,775,260	(2,920)
Finance - Full Cost Recovery	-	2,000	2,000	-
Admin Tow Fees	24,641	15,000	15,000	-
Cost Recovery - Restitution	107	400	400	-
Candidate Statements	1,600	-	-	-
City Clerk - Misc Fees	1,690	1,000	1,000	-
City Clerk - Passport Services	39,397	50,000	50,000	-
Charges to Other Funds	161,298	232,450	232,450	-
CSD - Full Cost Recovery	-	2,000	2,000	-
Cost Recovery - Subrogation	1,560	5,000	5,000	-
Sports Field Lighting	77,992	72,000	72,000	-
Disc Golf Fees	33,138	33,000	33,000	-
Electric Vehicle Charging Stations	14,551	13,720	13,720	-
Teen Programs	5,088	6,000	6,000	-
Special Events	135,877	115,000	115,000	-
Charges to Other Funds	188,059	138,330	138,330	-
Fire - Full Cost Recovery	9,706	10,000	10,000	-
Instructional Services - FTES	27,846	16,800	16,800	-
SLEMSA REIMBURSEMENT	114,730	119,350	119,350	-
Engineering - Fee Based	105,338	91,000	91,000	-
Engineering - Full Cost Recovery	807,104	725,000	753,800	28,800
Street Light Energizing Fee	1,450	1,700	1,700	-
Storm Water Inspection	10,780	12,700	12,700	-
Planning - Fee Based	14,146	15,000	15,000	-
Planning - Full Cost Recovery	299,517	308,270	262,150	(46,120)
Charges to Other Funds	670,568	792,460	806,860	14,400
USE OF MONEY AND PROPERTY	2,120,803	1,503,970	1,503,970	-
Interest Income	1,098,563	865,280	865,280	-
Unrealized Gain (Loss)	378,114	-	-	-
Rent/Lease/Use Income	16,874	12,980	12,980	-
City Facilities - Sportsplex	281,414	288,200	288,200	-
Concessions	24,793	20,000	20,000	-
Rental - Bldgs 7 & 8	27,552	30,000	30,000	-
Rental - Picnic Shelters	105,896	95,000	95,000	-
Rental - Ball Fields	80,458	85,000	85,000	-
Rental - TCCPE Fields 3 & 4	99,725	100,000	100,000	-
Rent/Lease/Use Income	7,414	7,510	7,510	-
OTHER REVENUE	908,597	721,540	790,110	68,570
Sycamore Landfill Fees	561,608	566,140	629,710	63,570
Miscellaneous Income	8,382	5,000	5,000	-
Hometown Heroes Program	5,000	7,200	7,200	-
Taxable Sales	-	500	500	-
Processing Fees	32,791	36,000	36,000	-
Insurance Proceeds	67,093	-	-	-
Miscellaneous Income	138,058	50,000	50,000	-
Loss Control Program	2,000	6,000	6,000	-
Wellness Program	27,882	20,000	25,000	5,000
Miscellaneous Income	583	500	500	-
Donations	6,750	10,000	10,000	-

**CITY OF SANTEE
GENERAL FUND REVENUE DETAIL
FY 2025-26 MID-YEAR BUDGET**

	FY 2024-25	FY 2025-26	FY 2025-26	Increase
Account Name	Actual	Current Budg	Revised	(Decrease)
Donations - Memorial Program	1,400	1,000	1,000	-
Taxable Sales	23	50	50	-
Miscellaneous Income	2,406	600	600	-
Sale of Real & Personal Property	-	2,000	2,000	-
Miscellaneous Income	49,523	15,550	15,550	-
Abandoned Property Registration	673	1,000	1,000	-
Donations	4,425	-	-	-
TOTAL GENERAL FUND	58,182,161	58,084,420	58,502,890	418,470
OTHER FINANCING SOURCES	6,049,711	6,557,050	6,681,890	124,840
Operating Transfers In - EMS Reimbursement	6,049,711	6,557,050	6,681,890	124,840
GRAND TOTAL GENERAL FUND	64,231,872	64,641,470	65,184,780	543,310

**SUMMARY OF FY 2025-26 MID-YEAR BUDGET REQUESTS
GENERAL FUND - BY DEPARTMENT**

<u>Request</u>	<u>Recommended</u>	<u>Not Recommended</u>	<u>Description</u>
City Clerk			
Upgrades to comply with SB 707	\$ 3,000	\$ -	To cover equipment upgrades needed to comply with SB 707
Information Technology			
Expert/Consulting Services	9,700	-	Firewall implementation services
Software subscription	20,000	-	Tyler Energov licenses/PSD customer service request tracking
Software subscription	2,990	-	Antivirus/firewall increase due to increase in number of users
Software subscription	1,260	-	Email/spyware filter increase due to increase in number of users
Software subscription	750	-	Backup/disaster recovery-new vendor
Software subscription	5,000	-	Load balancer to improve internet performance
Internet Contract	15,900	-	Redundant internet services
	<u>55,600</u>	<u>-</u>	
Economic Development & Marketing			
Expert/Consulting Services	12,500	-	Website ADA audit
Empower EC Business Fund	40,000	-	Reappropriating grant pledge. Original approval 2/28/24
	<u>52,500</u>	<u>-</u>	
Fire			
New Emergency Medical Technician (2) **	54,770	-	Request to add 2 EMT positions to the budget
Vehicle Maintenance & Repair	23,000	-	To cover unanticipated vehicle repairs
Worker's Comp	221,200	-	Worker's Comp adjustment for claims and settlements
	<u>298,970</u>	<u>-</u>	
CSD/PSD			
New Management Analyst Position	-	128,190	Request for additional Management Analyst position
Mast Park charging station renewal fees	6,440	-	To cover fee increase for charging station
Vacation Cash Out	4,380	-	Adjustment needed for over expenditure
	<u>10,820</u>	<u>128,190</u>	
Subtotal General Fund Operating Budget:	<u>420,890</u>	<u>128,190</u>	
Transfer to CIP Fund	862,500		Transfer to CIP fund - Interim station #28 EIR and design
Transfer to CIP Fund	2,153,700		Transfer to CIP fund - Funding for streets
Grand Total General Fund:	<u>\$ 3,437,090.00</u>	<u>\$ 128,190.00</u>	

** Positions reimbursed by Emergency Medical Services (EMS) Fund

RESOLUTION NO. _____-2026

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE,
CALIFORNIA AMENDING THE OPERATING BUDGET
FOR FISCAL YEAR 2025-26**

WHEREAS, the City Council of the City of Santee adopted the Operating Budget for Fiscal Year 2025-26 by Resolution No. 085-2025 on June 25, 2025; and

WHEREAS, the City Manager has submitted to the City Council for its review and approval certain budget amendments for fiscal year 2025-26; 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 2025-26 budget amendments, both expenditures and revenues, 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 2025-26 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: Funds transferred from the General Fund to the Capital Improvement Project (CIP) Fund are hereby appropriated to the projects identified in the budget amendments submitted.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 25th day of February 2026, by the following roll call vote to wit:

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

MEETING DATE February 25, 2026

ITEM TITLE RESOLUTION OF THE CITY COUNCIL APPROPRIATING FUNDS FOR AN INITIAL ASSESSMENT, FEASIBILITY STUDY, AND CONCEPT PLANS FOR THE REMODEL OF FIRE STATION 4 AND APPROVING THE FIFTH AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH COAR DESIGN GROUP FOR FIRE INFRASTRUCTURE DESIGN SERVICES

DIRECTOR/DEPARTMENT Harley Wallace, Fire Chief *HW*

SUMMARY

This item requests the City Council appropriate funds for an initial assessment, feasibility study, and conceptual plans for a comprehensive remodel of Fire Station 4 and to approve an amendment to the City's existing agreement with COAR Design Services, the design firm retained to provide all fire infrastructure design services, to add this work. This work and preparation of conceptual plans, will be used to address some immediate needs at Fire Station 4 as explained below and also be used as part of the future preparation of schematic design and construction documents when the City is ready to move forward with the full remodel of Fire Station 4 in the future.

Fire Station 4 was built in 1971 and remodeled to add a partial second story addition in 1988. Interior reconfigurations to add additional sleeping quarters and to create separate male and female restrooms have also been constructed. Over time, the City has addressed multiple sewer line back-ups, water line breaks, and roof and window leaks and has undertaken other necessary repairs to support fire department operations and keep the building functioning. The building needs an immediate upgrade to the main electrical service components to bring the building up to current electrical code standards. With the addition of Battalion 2, Squad 4, and Basic Life Support Ambulance 4 to Fire Station 4, demands on the building continue to increase. In 2012, the number of minimum daily staff at Fire Station 4 was eight (8), today, it is 13. Staff has determined the location of Fire Station 4 remains critical to meeting the City's emergency response needs. Therefore, a comprehensive remodel of the station is recommended. A remodel is more cost effective than construction of a complete replacement of the facility.

On December 13, 2023, the City Council authorized a multi-year, multiple phase professional services contract with COAR Design Group to provide the design services required for the fire infrastructure projects included in the adopted FY 2024-2028 Capital Improvement Program (the "PSA"). The PSA became effective on January 16, 2024, and the design of the first project, New Fire Station at the City Operations Center (Fire Station No. 20), was completed in Spring 2025. Additional fire infrastructure improvements include:

- Fleet Maintenance Facility at the City Operations Center
- Fire Station 4 Comprehensive Remodel
- Future Fire Station at Northern Santee

This funding request is related to the Fire Station 4 Comprehensive Remodel and will include a geophysical survey of the existing building, coring and testing of the existing walls, creating an architectural as-built model of the existing building, and a study of the existing mechanical, plumbing, electrical, and stormwater systems. The results of this initial evaluation will guide future schematic design and construction documents for completion of the Fire Station 4 Comprehensive Remodel. Additionally, the initial evaluation will help identify and plan for immediate maintenance and repair requirements necessary to maintain fire station functionality until the remodel is complete and will assist with budget development for the future remodel.

ENVIRONMENTAL REVIEW

Appropriation of funds for the award of the contract for architectural and engineering services is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378 and section 15061 (b)(3). Construction plans for future Fire Infrastructure projects will be subject to CEQA review as part of the design review process.

FINANCIAL STATEMENT ✎

Over the last two years, required repairs to Fire Station 4 have included the replacement of two apparatus bay doors, \$34,844, and the replacement of concrete in the front driveway, \$96,944. Additional repairs and maintenance, which are included in the approved FY25-26 Capital Improvement Program budget for Fire Station 4 Maintenance, are budgeted at \$299,500. Identified projects included in this budget are the replacement of three apparatus bay doors, exterior trim painting, carpet replacement, and replacement of the failed second story roof. Funding for these repairs has been supported by the General Fund in a total amount of \$431,288. The proposal from COAR Design Services to complete the initial Fire Station 4 assessment, feasibility study, and concept plans totals \$179,500. Funding for this proposal is available in the City's Emergency Medical Services (EMS) Fund. Under this funding proposal, the General Fund will have supported 71% of the project cost for Fire Station 4 since 2023 while 29% of the project costs will be provided by the EMS Fund. Additional future costs required for the Fire Station 4 remodel will include the schematic design and construction documents and the construction costs for the remodel itself. These costs are estimated at \$15.8 million. These are preliminary estimates only and will be revised based upon the results of the initial assessment, feasibility study, and concept plans that COAR will provide. The full remodel design and construction of Fire Station 4 is identified but currently unfunded in the adopted FY 2026-2030 Capital Improvement Program Budget. The comprehensive remodel plans and construction documents will allow for a phased approach to the Fire Station 4 Comprehensive Remodel to prioritize areas of the facility with the greatest need. Depending on the availability of funding and future timing of the remodel, construction documents could be subject to future minor revisions based upon future code revisions.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION

Wk

Adopt the Resolution:

1. Approving the transfer and appropriation of \$179,500 from the Emergency Medical Services Fund reserve balance to the Capital Improvement Program Budget for an initial assessment, feasibility study, and concept plans for a comprehensive future remodel of Fire Station 4; and
2. Authorizing the City Manager to execute the Fifth Amendment to the Professional Services Agreement with COAR Design Group for architectural, engineering, landscape architectural and environmental services to initiate Fire Station 4 Comprehensive Remodel in an amount not to exceed \$179,500.

ATTACHMENTS

Resolution

COAR – Proposal

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
APPROPRIATING FUNDS FOR AN INITIAL ASSESSMENT, FEASIBILITY STUDY,
AND CONCEPT PLANS FOR THE REMODEL OF FIRE STATION 4 AND
APPROVING THE FIFTH AMENDMENT TO THE PROFESSIONAL SERVICES
AGREEMENT WITH COAR DESIGN GROUP FOR FIRE INFRASTRUCTURE
DESIGN SERVICES**

WHEREAS, on March 22, 2023, AP Triton, LLC delivered an informational presentation to the Santee City Council related to the current system delivery deficiencies of the fire department, including response times in Northern Santee; and

WHEREAS, on December 13, 2023, the City Council authorized the City Manager to execute a Professional Services Agreement with COAR Design Group to provide design services for the multi-year, multi-phase fire infrastructure projects identified in the adopted FY 2024-2028 Capital Improvement Program (PSA), which include:

- New Fire Station at the City Operations Center (Fire Station No. 20)
- Fleet Maintenance Facility at the City Operations Center
- Fire Station 4 Comprehensive Remodel
- New Fire Station in Northern Santee; and

WHEREAS, the City has determined that remodeling Fire Station 4 at its current location will best meet the emergency response needs for the City; and

WHEREAS, to initiate the Fire Station 4 Comprehensive Remodel, the City requires completion of an initial assessment, feasibility study, conceptual plans for a comprehensive remodel of Fire Station 4, an amendment to the PSA, and appropriation of funds in the amount of \$179,500; and

WHEREAS, staff recommends that funding for the Fifth Amendment to the PSA comes from the City's Emergency Medical Services Reserve Fund; and

WHEREAS, the appropriation of funds for a fire station initial assessment, feasibility study, and concept plans is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378 and section 15061(b)(3).

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

1. Approves the transfer and appropriation of funds from the Emergency Medical Services Fund reserve balance to the Capital Improvement Program Fund in the amount of \$179,500 for the completion of an initial assessment, feasibility, and concept plans for the remodel of Fire Station 4.
2. Authorizes the City Manager to execute an amendment to the Professional Services Agreement with Coar Design Group for the initial assessment, feasibility

RESOLUTION NO.

study, and concept plans for Phase 2A – Replacement of Fire Station No. 4 in an amount not to exceed \$179,500.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 25th day of February 2026, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

January 29, 2026



Harley Wallace
Fire Chief
City of Santee Fire Department
10601 Magnolia Avenue
Santee, CA 92071

RE: Fire Station 4 Remodel – Phase 1: Assessment, Feasibility Study, & Concept Design

Chief Wallace:

Thank you for the opportunity to provide this proposal for the Fire Station 4 Remodel. Our understanding of Phase 1 is based on information obtained during a site visit performed on January 6, 2026. The City of Santee has requested services for assessment of the existing Fire Station 4 facility and site area, a feasibility study and report, and concept design plans for the remodel of this Station which was built in 1971. A 2nd story addition was built in 1988.

This Phase 1 evaluation is intended to inform early planning decisions related to budget, building reconfiguration, code compliance, and phasing. Please note that this proposal is based on the Scope of Services we believe is necessary to successfully complete this phase of the Project. Future Phase 2 scope will include Schematic Design, Design Development, Construction Documents, Permitting, Bid Support, Construction Administration.

We are proposing to offer the following Scope of Services:

PHASE 1: ASSESSMENT, FEASIBILITY STUDY & CONCEPT PLANS

- Perform an investigative study of existing structural, mechanical, plumbing, electrical, and stormwater systems. Determine capacity and condition.
- Review available record drawings.
- Existing Building Geophysical Survey (Non-Destructive Testing) consisting of GPR Scanning for wall rebar location and footing sizes.
- Existing Building Wall Coring (Destructive Testing) consists of coring up to (6) locations around the structure and perform compression testing on collected samples.
- Geotechnical investigation and report for the locations shown in the attached document.
- Topographic Control, Survey, and Boundary Survey for the entire developed property.
- Base Map Preparation
- Survey the existing building and create an architectural as-built model with accurate dimensions.
- Conduct code research to identify potential issues and document possible solutions and compliance strategies
- Provide (2) remodel concept design options for review. One for the existing footprint and one with an expanded footprint.
- Conduct a limited seismic feasibility assessment of up to two schemes.
- Develop and review a Conceptual Cost Estimate for selected concept (with 20% design contingency)
- Provide Architectural, Civil, Structural, Mechanical, Plumbing, and Electrical Basis of Design documentation for selected concept.
- Prepare a Feasibility Study Report containing all discussed programming, scope information, concept designs, and analyses, including an executive summary and selection process of the preferred alternative.

- Investigate and prepare a preliminary phasing plan with the goal of remaining operational during construction.
- Meet with Project Team and City Staff, as required, to discuss scope, budget, and general direction and intent
- Prepare a presentation for Staff and City Management Team to discuss the feasibility assessment and recommendations.
- Assist in preparation and presentation of staff reports recommendation to City Council, if desired.

PHASE 2 (NOT INCLUDED)

- Schematic Design, Design Development, Construction Documents, Permitting, Bid Support, Construction Administration

ASSUMPTIONS & ADDITIONAL SERVICES

The following items are not included in the proposed Scope of Services and may be provided as Additional Services only after written authorization is received. Unless a subsequent fixed fee proposal is provided, the work will be done on an hourly basis.

Additional Services not included in our basic scope of work include:

1. Development of Phase 2: Schematic Design, Design Development, Construction Documents, Permitting plans along with Bid Support, Construction Administration services.
2. Landscape Architecture services.
3. Detailed electrical load calculations, equipment sizing, or system design validation.
4. Utility coordination or utility applicant design services.
5. Life Cycle Cost Analysis.
6. Detailed cost estimate.
7. Destructive testing not outlined in above scope.
8. Fire Protection design and engineering (it is assumed that these will be deferred approval items provided by the contractor).
9. Discretionary Permit, Use Permit, and/or Planning Package(s).
10. Grading Permit or separate Plan Package(s).
11. Full Seismic Assessment and structural calculations.
12. Services required because of significant changes in the project (not due to the design team's acts or omissions) including, but not limited to, budget, size, quality, complexity, schedule, or the method for bidding and contracting for construction.
13. Processing change requests for Owner requested changes, and for unforeseen site conditions, after bid, including revisions to Contract Documents, processing approval of revisions through the Building Department, and Change Order negotiation.
14. Providing "Special Inspection" services required by law or the Contract Documents.
15. Plan check and permit fees (if paid by the consultant) will be a reimbursable expense, charged at 1.1 times the Consultant's cost.
16. All delivery, printing, and reproduction costs will be a reimbursable expense, charged at 1.1 times the Consultant's cost.

We propose to provide the stated Phase 1 services for a fixed fee as noted below. Invoices will be submitted monthly for the work completed during the month in accordance with City Guidelines.

Assessment, Feasibility Study, Concept Plans	\$ 137,500
Topographic Survey	\$ 11,000
Geotechnical Investigation	\$ 16,000
Non-Destructive & Destructive Testing	\$ 12,500
<u>Storm Water Evaluation (Optional)</u>	<u>\$ 2,500</u>
TOTAL	\$ 179,500

We appreciate the opportunity to present this proposal and are excited at the prospect of working with you on this project. We are available to meet at any time to review and discuss the proposed Scope of Services and fee proposal if desired. If you have any questions regarding this scope of work, please do not hesitate to contact me at (619) 504-0984.

Respectfully,



Jeff Katz
Principal

MEETING DATE February 25, 2026

ITEM TITLE PRESENTATION OF SALES TAX FEASIBILITY STUDY RESULTS

DIRECTOR/DEPARTMENT Wendy Kaserman, City Manager WK

SUMMARY

At the August 13, 2025, City Council meeting, the City Council authorized the then Interim City Manager to enter into a contract with TeamCivX for consultant services to evaluate the feasibility of potential local funding measures, conduct informational outreach and education to engage members of the public about local funding challenges and help prepare ballot measure materials to submit to the County election office if determined to be feasible. The approved contract is for a not to exceed amount of \$140,000, to date \$64,250 of those funds have been expended. This leaves a remaining balance of \$75,750.

This item is a consultant presentation of the results of a public opinion survey/sales tax feasibility study conducted in December 2025. True North Research, a subcontractor of TeamCivX, conducted the study and will be presenting the results. The study touches upon resident priorities, quality of life in Santee, and the potential feasibility of a local funding measure (specifically a half cent sales tax), as well as next steps in any potential ballot measure planning process.

For informational background, attached is a summary of current sales tax rates for all 18 incorporated San Diego County cities. The sales tax rates are combined for each city, meaning they reflect the state, county, and individual city tax rates. So, for the City of Santee the combined sales rate is 7.75% but only 1% of that is revenue that comes to Santee via the Bradley-Burns local sales tax. Any city that has a combined tax rate above 7.75% has adopted an additional modern local transactions and use/sales tax beyond the 1% Bradley-Burns rate. So, of the 18 incorporated cities in San Diego County, twelve have adopted an additional modern transactions and use/sales tax.

Following discussion during the adoption of the Fiscal Year (FY) 2025-26 budget, over the summer, the City formed an infrastructure advisory group comprised of residents, local business owners, local leaders, and a representative from Santee Chamber of Commerce. The intent of the advisory group is to provide an opportunity to educate participants about the City's budget, infrastructure challenges, and funding necessary for infrastructure improvements. To date, two meetings have been held, including one onsite at Fire Station 4. A third meeting will be scheduled in the near future that will focus on the City's pavement management program.

While this item is primarily informational, staff is seeking direction to continue forward with education and outreach efforts, no action is being requested on a potential local funding measure at this time. No additional funding is being requested for education and outreach efforts, as those costs are included in the existing contract with TeamCivX.



ENVIRONMENTAL REVIEW

The presentation of the results of the sales tax feasibility study is not a “project” as defined by the California Environmental Quality Act (“CEQA”).

FINANCIAL STATEMENT *JK*

There is no financial impact associated with presenting the results of the sales tax feasibility study. While staff is seeking direction to continue forward with education and outreach efforts, no additional funding is being requested for this work. Staff would work with TeamCivX to utilize the funds remaining on the approved contract for outreach and education.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION *WK*

The presentation of the results of the sales tax feasibility study is informational. Staff is seeking City Council direction to continue forward with education and outreach efforts regarding the City budget, infrastructure and funding needs. No action is being requested on a potential local funding measure at this time.

ATTACHMENTS

1. California Department of Tax and Fee Administration Summary of San Diego County Sales Tax Rates

California City & County Sales & Use Tax Rates (effective January 1, 2026)

Español (<https://cdtfa.ca.gov/taxes-and-fees/rates-spanish.aspx>)

These rates may be outdated. For a list of your current and historical rates, go to the **California City & County Sales & Use Tax Rates** (<https://cdtfa.ca.gov/taxes-and-fees/sales-use-tax-rates.htm>) webpage.

Look up the current sales and use tax rate by address (<https://maps.cdtfa.ca.gov/>)

Please note, unincorporated cities and communities are not listed below. If the location you are searching for is not within the boundaries of an incorporated city, the county unincorporated area rate or county rate for that location will apply.

Data Last Updated: 1/2/2026

Location	Rate	County	Type	Notes
Location	Rate	Coult		
Carlsbad	7.750%	San Diego	City	
Chula Vista	8.750%	San Diego	City	
Coronado	7.750%	San Diego	City	
Del Mar	8.750%	San Diego	City	
El Cajon	8.250%	San Diego	City	
Encinitas	7.750%	San Diego	City	
Escondido	8.750%	San Diego	City	
Imperial Beach	8.750%	San Diego	City	
La Mesa	8.500%	San Diego	City	
Lemon Grove	8.750%	San Diego	City	
National City	8.750%	San Diego	City	
Oceanside	8.250%	San Diego	City	
Poway	7.750%	San Diego	City	
San Diego	7.750%	San Diego	City	
San Diego County	7.750%	San Diego	County	
San Marcos	8.750%	San Diego	City	
Santee	7.750%	San Diego	City	
Solana Beach	8.750%	San Diego	City	
Vista	8.250%	San Diego	City	