



City of Lemon Grove
City Council Regular Meeting Agenda
Tuesday, April 16, 2019, 6:00 p.m.

Lemon Grove Community Center
3146 School Lane, Lemon Grove, CA

The City Council also sits as the Lemon Grove Housing Authority, Lemon Grove Sanitation District Board, Lemon Grove Roadway Lighting District Board, and Lemon Grove Successor Agency

Call to Order

Pledge of Allegiance:

Changes to the Agenda:

Presentation:

Introduction of New Fire Chaplin, Dani Womack.
Sponsorship Recognition

Public Comment:

(Note: In accordance with State Law, the general public may bring forward an item not scheduled on the agenda; however, the City Council may not take any action at this meeting. If appropriate, the item will be referred to staff or placed on a future agenda.)

City Council Oral Comments and Reports on Meetings Attended at the Expense of the City.
(GC 53232.3 (d)) (53232.3.(d) states that members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.)

1. Consent Calendar:

(Note: The items listed on the Consent Calendar will be enacted in one motion unless removed from the Consent Calendar by Council, staff, or the public.)

A. Waive Full Text Reading of All Ordinances on the Agenda

Reference: Kristen Steinke, City Attorney

Recommendation: Waive the full text reading of all ordinances included in this agenda; Ordinances shall be introduced and adopted by title only.

B. City of Lemon Grove Payment Demands

Reference: Molly Brennan, Finance Director

Recommendation: Ratify Demands

C. Approval of Meeting Minutes

Regular Meeting

April 2, 2019

Reference: Shelley Chapel, City Clerk

Recommendation: Approve Minutes

D. Quarterly General Fund Finance Report

Reference: Molly Brennan, Finance Manager
Recommendation: Review and File.

E. TransNet Administrative Amendment

Reference: Molly Brennan, Finance Manager
Recommendation: Receive and Review the Staff Report on the TransNet Administrative Amendment for LG 13.

F. Acceptance of FY18 State Homeland Security Grant Program (SHSGP) Funds

Reference: Steve Swaney, Fire Chief
Recommendation: Adopt a Resolution entitled, "A Resolution of the City of Lemon Grove, California, Accepting Fiscal Year 2018 State Homeland Security Grant Program Funds)."

G. Rejection of Claim

Reference: Mike James, Assistant City Manager / Public Works Director
Recommendation: City Council rejects the claim submitted by Francisco Lambaren.

Public Hearings:

2. ZA1-900-0001—Ordinance No. 452 to Allow Home-Sharing in Lemon Grove

Reference: Patricia Bluman, CityPlace Planning
Recommendation: Staff recommends that the City Council: 1) conduct the public hearing; 2) receive Public Comment; and 3) approve the first reading of Ordinance No. 452 (Zoning Amendment ZA1-900-0001), proposed amendments to Chapters 17.24 (District Regulations) and 3.20 (Transient Occupancy Tax) and adding Chapter 18.48 (Home-Sharing) to the Lemon Grove Municipal Code to permit and regulate home-sharing within the City.

3. Master Fee Schedule for Fiscal Year 2019-2020

Reference: Molly Brennan, Finance Manager
Recommendation: Conduct the Public Hearing, receive Public Comment, and Adopt a Resolution entitled, "A Resolution of the City Council of the City of Lemon Grove, California, Updating the City of Lemon Grove Master Fee Schedule for Fiscal Year 2019-2020."

Closed Session:

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Government Code § 54956.9(a)

City of Lemon Grove v. The Grove Collective et. al

San Diego Superior Court – Central Division Case No.: 37-2016-00015271-CU-BC-CTL)

Adjournment

In compliance with the Americans with Disabilities Act (ADA), the City of Lemon Grove will provide special accommodations for persons who require assistance to access, attend and/or participate in meetings of the City Council. If you require such assistance, please contact the City Clerk at (619) 825-3800 or email schapel@lemongrove.ca.gov. A full agenda packet is available for public review at City Hall.

AFFIDAVIT OF NOTIFICATION AND POSTING

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS
CITY OF LEMON GROVE)

I, Shelley Chapel, MMC, City Clerk of the City of Lemon Grove, hereby declare under penalty of perjury that a copy of the above Agenda of the Regular Meeting of the City Council of the City of Lemon Grove, California, was delivered and/or notice by email not less than 72 hours before the hour of 5:30 p.m. on April 11, 2019, to the members of the governing agency, and caused the agenda to be posted on the City's website at www.lemongrove.ca.gov and at Lemon Grove City Hall, 3232 Main Street Lemon Grove, CA 91945.

/s/: Shelley Chapel

Shelley Chapel, MMC, City Clerk



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.A

Meeting Date: April 16, 2019

Submitted to: Honorable Mayor and Members of the City Council

Department: **City Manager's Office**

Staff Contact: Kristen Steinke, City Attorney

Item Title: Waive the Full Text Reading of all Ordinances

Summary: Waive the full text reading of all ordinances included in this agenda. Ordinances shall be introduced and adopted by title only.

Environmental Review:

- Not subject to review Negative Declaration
 Categorical Exemption, Section [] Mitigated Negative Declaration

Fiscal Impact: None.

Public Notification: None.



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.B

Meeting Date: April 16, 2019
Submitted to: Honorable Mayor and Members of the City Council
Department: City Manager's Office
Staff Contact: Molly Brennan, Finance Manager
<mailto:MBrennan@lemongrove.ca.gov>

Item Title: **City of Lemon Grove Payment Demands**

Recommended Action: Ratify Demands.

Environmental Review:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Not subject to review | <input type="checkbox"/> Negative Declaration |
| <input type="checkbox"/> Categorical Exemption, Section | <input type="checkbox"/> Mitigated Negative Declaration |

Fiscal Impact: None.

Public Notification: None.

City of Lemon Grove Demands Summary

Approved as Submitted:

Molly Brennan, Finance Manager

For Council Meeting: 04/16/19

ACH/AP Checks 03/26/19-04/08/19 820,169.80

Payroll - 03/26/19 117,442.01

Total Demands 937,611.81

CHECK NO	INVOICE NO	VENDOR NAME	CHECK DATE	Description	INVOICE AMOUNT	CHECK AMOUNT
ACH	Feb19	County of San Diego - Sheriff	03/25/2019	Sheriff - Feb'19	488,660.06	488,660.06
ACH	Mar 26 19	Employment Development Department	03/28/2019	State Taxes 3/26/19	6,280.84	6,280.84
ACH	Mar13-Mar26 19	Calpers Supplemental Income 457 Plan	03/28/2019	457 Plan 3/13/19-3/26/19	5,973.53	5,973.53
ACH	Mar 26 19	US Treasury	03/29/2019	Federal Taxes 3/26/19	21,495.70	21,495.70
ACH	Mar19	Wage Works	03/31/2019	FSA Reimbursement - Mar'19	351.00	351.00
ACH	Feb19	Power Pay Biz/Evo	04/01/2019	Online Credit Card Processing - Mar'19	77.83	77.83
ACH	58219711	WEX Bank	04/02/2019	Fuel - Fire Dept - Feb'19	647.65	647.65
ACH	Feb19	Authorize Net	04/02/2019	Merchant Fees - Mar'19	22.75	22.75
ACH	Apr19	Wage Works	03/31/2019	FSA Reimbursement - Apr'19	198.85	198.85
ACH	April 2019	Pers Health	04/03/2019	Pers Health Insurance - Apr'19	47,401.89	47,401.89
ACH	Mar19	Home Depot Credit Services	04/03/2019	Home Depot Purchases - Mar'19	7.38	7.38
ACH	9189526	LEAF	04/04/2019	Ricoh C3502 Copier System-PW Yard - Feb'19	160.51	160.51
ACH	Feb27-Mar26 19	California Public Empl Retirement System	04/05/2019	Pers Retirement 2/27/19-3/26/19	60,929.75	60,929.75
11066	37444	Anita Fire Hose Company Etc	03/27/2019	Fire Extinguisher Recharge & Parts - E210	30.98	30.98
11067	5656629582	AutoZone, Inc.	03/27/2019	Diesel Exhaust Fluid - LGPW#32 GapVax	26.94	26.94
11068	BCTC00112996	Ben Clark Training Center - Course Fees	03/27/2019	Training/Bicycle Patrol/Sheriff- Ramos 4/2/19	447.00	447.00
11069	926597-9 927937-9 928248-9 928621-9	BJ's Rentals	03/27/2019	Propane Propane Propane Propane	9.05 7.17 6.41 7.54	30.17
11070	3/26/2019	California State Disbursement Unit	03/27/2019	Wage Withholding Pay Period Ending 3/26/19	161.53	161.53
11071	00065451	Chicago Title Company	03/27/2019	Prelim Report - 1827 Bakersfield St, Lemon Grove	750.00	750.00
11072	4009756732	Cintas Corporation #694	03/27/2019	Re-Issue/Janitorial Supplies - 9/13/18	580.50	580.50
11073	FRS0000146	City of El Cajon	03/27/2019	Overtime Reimbursement - Stewart 2/11/19 Overtime Reimbursement - Strand 2/16/19 Overtime Reimbursement - Thorn 2/22/19 Overtime Reimbursement - Padilla 3/6/19 Overtime Reimbursement - Silonov 3/5/19	1,168.30 937.84 1,236.59 937.84 449.06	4,729.63
11074	20790	City of La Mesa	03/27/2019	FY18-19 Qtr 2-JPA Reconciliation- Oct-Dec 18	17,593.00	17,593.00
11075	38425 38426	Colantuono, Highsmith & Whatley, PC	03/27/2019	Legal Svcs/Campaign Finance Enforcement - thru Feb'19 Legal Svcs - thru Feb'19	3,114.50 6.00	3,120.50
11076	Mar19	Colonial Life	03/27/2019	Colonial Optional Insurance -Mar19	446.80	446.80
11077	Fax-CH-3/18/19	Cox Communications	03/27/2019	City Manager Fax Line/Copy Room Fax Line- 3/18/19-4/17/19	3.47	3.47
11078	0319192305	Domestic Linen- California Inc	03/27/2019	Shop Towels & Safety Mats 3/19/19	82.10	82.10
11079	Eco-Site Co J5	Ryan Douglas/Eco-Site Co J5	03/27/2019	Refund/Eco-Site Co J5/Ryan Douglas/Partial Refund Deposit	290.00	290.00
11080	13910	ECS Imaging	03/27/2019	Laserfiche Annual Renewal - FY19	5,380.00	5,380.00
11081	60551	EW Truck & Equipment Company, Inc.	03/27/2019	LGPW#24 - '14 VacCon- Repair Front Axle/Replace Hub Cap	197.92	197.92
11082	Apr2019	Fidelity Security Life Insurance Company	03/27/2019	Vision Insurance -Apr19	193.69	193.69

11083	1000000010157530	Globalstar USA, Inc.	03/27/2019	Satellite Service 2/16/19-3/15/19	171.88	171.88
11084	Gongora, Oscar	Gongora, Oscar & Agnes	03/27/2019	Refund/Gongora, Oscar & Agnes/Overpaid Busi Lic Fees	36.75	36.75
11085	0030935-IN	Hinderliter De Llamas & Associates	03/27/2019	Contract Services - Sales Tax - Qtr 1 Sales Tax Audit Services - Qtr 3 2018	900.00 567.83	1,467.83
11086	Mar26 19	ICMA	03/27/2019	ICMA Deferred Compensation Pay Period Ending 3/26/19	580.77	580.77
11087	1474634	Liebert Cassidy Whitmore	03/27/2019	Prof Svcs: LE050=00200 FLSA Audit thru 2/28/19	555.00	555.00
11088	607	Local Government Consultants, LLC	03/27/2019	State Mandated Cost Svc-FY17-18 Claims Prep	1,500.00	1,500.00
11089	4614190	Mallory Safety and Supply, LLC	03/27/2019	Nitrile Gloves/Coveralls/Rain Suit	462.81	462.81
11090	63907876	Occupational Health Centers of CA, A Medical Co	03/27/2019	Medical Exam - Dimarucut 3/14/19	140.50	140.50
11091	INV028961	RapidScale Inc.	03/27/2019	Back Up Service/Cloud Storage 3/25/19-3/31/19	46.64	46.64
11092	3225 Olive-3/22/19 3500 Main-3/22/19 3601 1/2 LGA-3/22/19	SDG&E	03/27/2019	3225 Olive- 2/19/19-3/20/19 3500 1/2 Main- 2/19/19-3/20/19 3601 1/2 LGA- 2/19/19-3/20/19	120.96 199.49 31.73	352.18
11093	1789	SoCal PPE	03/27/2019	Cleaning & Repairs - Turnouts	90.50	90.50
11094	Mar 14 Mar 28	Southern CA Firefighters Benefit Trust	03/27/2019	LG Firefighters Benefit Trust 3/14/19 LG Firefighters Benefit Trust 3/28/19	830.70 784.55	1,615.25
11095	72131487	Vulcan Materials Company	03/27/2019	Asphalt	105.27	105.27
11096	L1072895TD	American Messaging	4/3/2019	Pager Replacement Program 4/1/19-4/30/19	42.99	42.99
11097	Tachiquin/Serrano	Angelica Tachiquin & Jorge Serrano	4/3/2019	Refund/Tachiquin, A & Serrano, J/Deposit - Courtyard- 3/23/19	200.00	200.00
11098	2/13/19-3/12/19 2/23/19-3/22/19 12797459	AT&T	4/3/2019	Phone Service 2/13/19-3/12/19 Backup City Hall Internet- 2/23/19-3/22/19 Fire Backup Phone Line- 2/22/19-3/21/19	82.88 80.00 39.80	202.68
11099	32269-IN	Aztec Landscaping Inc	4/3/2019	Landscape Mgmt Svc - Feb'19	9,629.00	9,629.00
11100	19636697 19899196	Canon Financial Services Inc	4/3/2019	Canon Plotter 2 Yr Carepack Contract Charge 1/20/19-2/19/19 Canon Copier Contract Charge 4/1/19	72.73 642.60	715.33
11101	4017874013 4018271433	Cintas Corporation #694	4/3/2019	Janitorial Supplies - 3/7/19 Janitorial Supplies - 3/14/19	218.66 1,575.29	1,793.95
11102	19CTOFLGN09	County of San Diego- RCS	4/3/2019	800 MHz Network - Mar '19	2,935.50	2,935.50
11103	2259Wash- 3/6 7071MTV-3/6 8235MTV-3/8 Rec Ctr- 3/5	Cox Communications	4/3/2019	Calsense Modem Line: 2259 Washington 3/6/19-4/5/19 Calsense Modem Line: 7071 Mt Vernon 3/6/19-4/5/19 Calsense Modem Line: 8235 Mt Vernon 3/6/19-4/5/19 Phone/Rec Ctr/3131 School Ln- 3/4/19-4/3/19	21.11 20.01 94.39 97.73	233.24
11104	19401403	CSAC Excess Insurance Authority	4/3/2019	EAP- Apr-Jun 19	316.88	316.68
11105	15335	Custom Auto Wrap Inc	4/3/2019	Banner Patches/Date Changes- Spring Daycamp	160.08	160.08
11106	4863 4869 4870 4871 4872 4873	D- Max Engineering Inc	4/3/2019	D-Max Stormwater Prof Svcs thru 2/28/19 1993 Dain Dr Stormwater Inspections 2/1/19-2/28/19 6800 Mallard Ct Stormwater Inspections 2/1/19-2/28/19 Celsius Phase II-18/19 Stormwater Inspections 2/1/19-2/28/19 Golden Doors Stormwater Inspections 2/1/19-2/28/19 LGA Realignment Stormwater Inspections 2/1/19-2/28/19	9,068.96 269.82 279.73 288.48 81.07 298.30	10,286.36
11107	477699	Day Wireless Systems Inc	4/3/2019	Repair - APX6000 Radio & Battery - E10 - Fire	510.00	510.00
11108	211983	Dell Awards	4/3/2019	NamePlates-City Council Mtg-Dimarucut & Bluman/Plaques-Drum&Amos	73.57	73.57
11109	18dsbfee1504	Dig Safe Board	4/3/2019	State Fee/Regulatory Monthly Costs/Dig Alert 2018	42.80	42.80
11110	Jan-Mar19	Division of the State Architect	4/3/2019	State CASP Fee (\$4)- 1/1/19-3/31/19 State CASP Fee (\$1)- 1/1/19-3/31/19	277.20 3.30	280.50
11111	3/11/19-3/14/19 3/18/19-3/21/19	Esgil Corporation	4/3/2019	75% Building Fees- 3/11/19-3/14/19 75% Building Fees- 3/18/19-3/21/19	1,582.97 3,880.01	5,462.98
11112	26601	Excell Security Inc	4/3/2019	Senior Center Security Guard - 3/23/19	279.44	279.44
11113	60672	Global Power Group Inc	4/3/2019	Preventive Maintenance - Generator/Fire Station	367.00	367.00
11114	Gonzalez, Adrianna	Gonzalez, Adrianna	4/3/2019	Refund/Gonzalez, Adrianna/Sewer Fees Collected in Error	1,186.78	1,186.78
11115	Gvozdenovic, Dusan	Gvozdenovic, Dusan	4/3/2019	Refund/Gvozdenovic, Dusan/Deposit-Priv Dev PR- 8540 Ildica	6,495.23	6,495.23

11116	132494	Knott's Pest Control Inc	4/3/2019	Bee Control - Utility Pole @ LG Way & Hilltop	195.00	195.00
11117	3979	MJC Construction	4/3/2019	Replace/Repair Storm Drain- Roy & Washington	49,385.01	49,385.01
11118	Montano, Juana & Edgar	Montano, Juana & Edgar	4/3/2019	Refund/Montano, Juana & Edgar/Partial Deposit - LBH- 3/23/19	200.00	200.00
11119	Myers, Mica	Myers, Mica	4/3/2019	Refund/Myers, Mica/Rental Fee - Berry St/Gazebo #1- 4/14/19	100.00	100.00
11120	605033010	Nichols Consulting Engineers, CHTD	4/3/2019	Prof Svc: Pavement Mgmt Prog 2018 Update thru 2/28/19	3,796.45	3,796.45
11121	226540	Ninyo & Moore	4/3/2019	6800 Mallard Ct Inspection Svcs thru 2/22/19	482.00	482.00
11122	149479	Pacific Sweeping	4/3/2019	Street Sweeping-Parking Lot/Power Washing-Bus Shelters-Feb'19	6,428.55	6,428.55
11123	CLGLGAT_201902	Rail Pros	4/3/2019	Prof Svc: LGA Timing Project thru 3/5/19	271.00	271.00
11124	INV028981	Rapidscale Inc	4/3/2019	Virtual Hosting/Back Up Service/Cloud Storage 3/31/19	3,675.78	3,675.78
11125	Cavins & Caslet	Richard Cavins & Barbara Casler	4/3/2019	Refund/Cavins, R & Casler, B/Deposit- Priv PR- 6550 MacArthur	2,115.00	2,115.00
11126	0066516 17546F(12) 18473A(3)	Rick Engineering Company	4/3/2019	Prof Svc: City Engineer 1/26/19-2/22/19 Prof Svc: 2017/18 CIP Sewer Proj- 8 Locations 1/26/19-2/22/19 Prof Svc: CLG Drainage Master Plan 1/26/19-2/22/19	3,447.13 3,364.10 29,992.50	36,803.73
11127	8126979717	Shred-It USA	4/3/2019	Shredding Services 3/14/19	513.02	513.02
11128	00079093	The East County Californian	4/3/2019	Bid Notice - 2019 Street Rehab & ADA Ped Curb Ramps Proj 3/21/19	679.00	679.00
11129	320190380	Underground Service Alert of Southern Ca	4/3/2019	26 New Ticket Charges - Mar'19	52.90	52.90
11130	Uribe, Guadalupe	Uribe, Guadalupe	4/3/2019	Refund/Uribe, Guadalupe/Deposit - LBH- 3/24/19	200.00	200.00
11131	9826546541 Tablets-3/12	Verizon Wireless	4/3/2019	Fire Prev Phone/Drum/Hayward/EOC Router/Emer 2/21/19-3/20/19 PW Tablets- 2/13/19-3/12/19	472.12 188.78	660.90
					820,170.00	820,169.80



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.C

Meeting Date: April 16, 2019

Submitted to: Honorable Mayor and Members of the City Council

Department: City Manager's Office

Staff Contact: Shelley Chapel, City Clerk

Schapel@lemongrove.ca.gov

Item Title: **Approval of City Council Meeting Minutes**

Recommended Action: Approval of City Council Meeting Minutes.

Environmental Review:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Not subject to review Negative | <input type="checkbox"/> Declaration |
| <input type="checkbox"/> Categorical Exemption, Section | <input type="checkbox"/> Mitigated Negative Declaration |

Fiscal Impact: None.

Public Notification: None.

**MINUTES OF A MEETING OF
THE LEMON GROVE CITY COUNCIL
TUESDAY, APRIL 2, 2019**

*The City Council also sits as the Lemon Grove Housing Authority,
Lemon Grove Sanitation District Board, Lemon Grove Roadway Lighting District Board,
and Lemon Grove Successor Agency.*

Call To Order:

Mayor Vasquez called the Regular Meeting to order at 6:02 p.m.

Present: Mayor Racquel Vasquez, Mayor Pro Tem David Arambula, Councilmember Jerry Jones, Councilmember Jennifer Mendoza, and Councilmember Matt Mendoza.

Absent: None.

Staff Members Present:

Lydia Romero, City Manager, Kristen Steinke, City Attorney, Mike James, Assistant City Manager/Public Works Director, Steven Swaney, Fire Chief, Lieutenant Scott Amos, San Diego County Sheriff's Office - Lemon Grove Substation, Roberto Hidalgo, Human Resources Manager, and Molly Brennan, Finance Manager, and Ralph Dimarucut, Management Analyst.

Pledge of Allegiance:

Pledge of Allegiance to the Flag was led by Mayor Pro Tem Arambula.

Changes to the Agenda:

City Manager Romero announced Closed Session Item 3 is removed from the agenda.

3. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Government Code Section 54956.9 (1d))

Christopher Williams vs. David Arambula, City of Lemon Grove, et. al.

San Diego Superior Court - Case number 37-2018-00023369-CU-PO-CTL

Presentations:

City Manager Romero who read into record and accepted on behalf of Daryn Drum, Fire Division Chief the Proclamation of Recognition for his 24 years of service with the Heartland Fire.

Mayor Vasquez invited Lieutenant Scott Amos, of the San Diego County Sheriff's Office to the podium to present a Proclamation of Recognition for his years of service in the City.

City Manager Romero introduced Mike Rand the new Lieutenant, with the San Diego County Sheriff's Office who will be filling the position vacated by Lieutenant Amos.

City Manager Romero introduced new employee Ralph Dimarucut, Management Analyst who will be working in the City Manager's Office.

Public Comments:

Appeared to comment was: Brenda Hammond

City Council Oral Comments & Reports on Meetings Attended At City Expense: (G.C. 53232.3(d))

Councilmember J. Mendoza attended the following meetings and events:

- SANDAG Board Meeting as an alternate for the Mayor
- Along with Mayor and City Manager Romero attended the Lemon Grove School District Meeting
- Water Education for Latino Leaders – Wastewater
- League of California Cities
- San Diego Nights Program
- Discussed Concern with Project Application Process

Councilmember Jones attended the following meetings and events:

- Metro Wastewater TAC Meeting

Mayor Pro Tem Arambula attended the following meetings and events:

- MTS Board Meeting
- Along with the Mayor, Councilmember J. Mendoza attended the opening ceremony of the Community Garden

Mayor Vasquez attended the following meetings and events:

- Community Garden opening ceremony with Councilmember J. Mendoza, Mayor Pro Tem Arambula, and Mike James
- City School Collaborative Sub-Committee Meeting
- San Diego Nights – Lemon Grove Youth
- Collaboration Meeting with School District

Consent Calendar:

- A. Waive Full Text Reading of All Ordinances on the Agenda.
- B. Ratification of Payment of Demands
- C. City Council Meeting Minutes for March 19, 2019
- D. Acceptance of Planning Commission Meeting Minutes for November 26, 2018
- E. Acceptance of a Sewer Easement across 8429 Broadway (Lemon Grove Sanitation District Item)
- F. Proclamation Declaring April 2019 as Arts, Cultural and Creativity Month.

Action: Motion by Councilmember / Boardmember J. Mendoza, seconded by Mayor Pro Tem / Vice Chair Arambula to approve Consent Calendar Items A-F.

The motion passed by the following vote:

Ayes: Vasquez, Arambula, Jones, J. Mendoza, M. Mendoza

Noes: None

Reports to Council:

2. Code Enforcement Hearing Officers Reappointment

City Manager Lydia Romero who presented the staff report.

Appeared to Comment: Liana LeBaron

Staff Recommendation: Adopt a Resolution entitled, "A Resolution of the City Council of the City of Lemon Grove, California, Reappointing Current Code Enforcement Hearing Officers for a Three-Year Term to End April 2022."

Action: The motion by Councilmember J. Mendoza and second by Mayor Pro Tem Arambula to reappoint for a period of 6-months and advertise for a new appointment.

The motion passed by the following vote:

Ayes: Vasquez, Arambula, J. Mendoza

Noes: Jones, M. Mendoza

3. Amendment to the Fiscal Year 2017-18 Sewer Capital Improvement Project Budget (Lemon Grove Sanitation District Item)

Mike James, Assistant City Manager, Public Works Director presented the report and PowerPoint Presentation.

Staff recommendation: Adopt a Resolution entitled, "A Resolution of the District Board of the Lemon Grove Sanitation District, California, Amending the FY 2017-18 Sewer Capital Improvement Project Budget."

Action: The motion by Councilmember/Boardmember J. Mendoza and second by Mayor Pro Tem / Vice Chair Arambula.

The motion passed by the following vote:

Ayes: Vasquez, Arambula, Jones, J. Mendoza, M. Mendoza

Noes: None

4. San Altos Slope Restoration Project Funding Request (Lemon Grove Sanitation District Item)

Mike James, Assistant City Manager, Public Works Director presented the report and PowerPoint Presentation.

Staff recommendation: Mike James, Assistant City Manager / Public Works Director
Recommendation: Adopt a Resolution entitled, "A Resolution of the Sanitation District Board of the City of Lemon Grove, California, Amending the Fiscal Year 2018-2019 Sanitation District Budget to Fund the San Altos Slope Restoration Project."

Action: The motion by Mayor Pro Tem / Vice Chair Arambula and second by Councilmember/Boardmember J. Mendoza.

The motion passed by the following vote:

Ayes: Vasquez, Arambula, Jones, J. Mendoza, M. Mendoza

Noes: None

Closed Session:

1. LIABILITY CLAIM

Government Code Section 54956.95

Claimant: Francisco Lambaren

Agency Claimed Against: City of Lemon Grove

2. LIABILITY CLAIM

Government Code Section 54956.95

Claimant: Bonnie Christensen

Agency Claimed Against: City of Lemon Grove

City Attorney Kristen Steinke announced the City Council will be adjourning to closed session at 7:12 p.m. for the purposes above.

City Attorney Steinke reported no reportable action on items discussed in Closed Session.

Adjournment:

There being no further business to come before the Council, the meeting was adjourned at 7:29 p.m. to a meeting to be held Tuesday, April 16, 2019, in the Lemon Grove Community Center located at 3146 School Lane, for a Regular Meeting.

Shelley Chapel, MMC
City Clerk



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.D.

Meeting Date: April 16, 2019

Submitted to: Honorable Mayor and Members of the City Council

Department: Finance

Staff Contact: Molly Brennan, Finance Manager
mbrennan@lemongrove.ca.gov

Item Title: **Quarterly General Fund Finance Report**

Recommended Action: Review and File

Environmental Review:

- Not subject to review Negative Declaration
 Categorical Exemption, Section | Mitigated Negative Declaration

Fiscal Impact: None

Public Notification: None

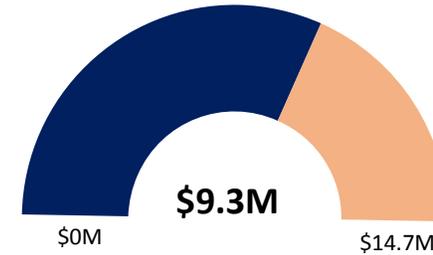
As of Mar 31, 2019

General Fund Revenue & Expenditure

*Expect total % expended to be between 66-72%

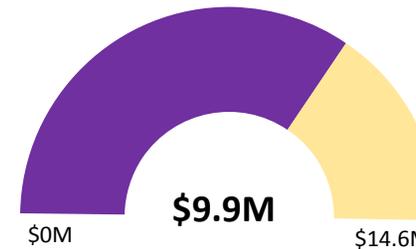
Revenue	Budget	YTD	% Collected	PY YTD	Variance
Sales Tax	5,804,815.00	3,804,596.68	66%	3,368,884.02	13%
Property Tax	2,642,260.00	1,651,774.76	63%	1,617,253.61	2%
Property Tax In Lieu	2,608,600.00	1,304,298.50	50%	1,214,506.00	7%
Franchise Fees	940,000.00	624,311.81	66%	586,186.11	7%
Building Permits	340,000.00	297,061.44	87%	258,795.09	15%
Other Rev	2,383,004.00	1,592,524.82	67%	1,887,563.10	-16%
TOTAL REV	\$ 14,718,679.00	\$ 9,274,568.01	63%	\$ 8,933,187.93	4%

GF Revenue



Expenditures	Budget	YTD	% Expended	PY YTD	Variance
City Council	80,764.01	63,760.99	79%	68,777.85	-7%
City Manager	258,406.35	172,092.08	67%	209,497.50	-18%
Human Resources	81,461.56	69,297.48	85%	110,451.45	-37%
City Clerk	77,654.29	54,817.32	71%	57,908.47	-5%
City Attorney	206,000.00	123,340.39	60%	236,425.48	-48%
Finance	295,212.78	213,901.51	72%	214,747.07	0%
Public Safety	6,289,487.00	4,170,700.54	66%	3,740,465.23	12%
Fire	4,940,261.16	3,613,449.40	73%	3,664,240.11	-1%
Development Services	631,625.74	445,413.47	71%	440,403.85	1%
Public Works	1,507,101.57	934,430.88	62%	976,997.98	-4%
Non-Departmental	271,542.00	79,026.83	29%	103,245.90	-23%
TOTAL EXP	\$ 14,639,516.46	\$ 9,940,230.89	68%	\$ 9,823,160.89	1%

GF Expenditures



Narrative:

Above is a brief overview of the City's General Fund activity from July 1st through March 31st of the 2018-2019 fiscal year.

Highlights: In FY19 the state changed to a new system for businesses to remit sales tax, which means we are now getting our sales tax revenue more quickly. Building Permit activity continues to trend higher than last year, reflecting a strong local economy. Overall revenues are trending in line with the mid-year budget expectations. Due to staffing vacancies, expenditures on personnel will be lower than budgeted this year. Three quarters through the fiscal year, expenditures should be around 66-72% of the budget. We are right on target.



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.E

Meeting Date: April 16, 2019

Submitted to: Honorable Mayor and Members of the City Council

Department: Finance

Staff Contact: Molly Brennan, Finance Manager

mbrennan@lemongrove.ca.gov

Item Title: TransNet Administrative Amendment

Recommended Action:

Receive and review the staff report on the TransNet Administrative Amendment for LG 13.

Discussion:

In September 2018, staff provided Council with a memo regarding programming TransNet carryover to fiscal year 2018-2019 (Attachment A). As expressed in that memo, \$429,107 of funds expended on LG 13, the Lemon Grove Avenue Realignment Project, were moved to LG 20 due to LG 13 not being programmed in the 2018 RTIP.

In November 2018, Council held a public hearing and adopted a resolution to approve an amendment to the TransNet Local Street Improvement Program of Projects for FY 2019-2021. That amendment was later approved by SANDAG. In the amendment, the LG 13 project was re-opened.

Now that LG13 is open again, SANDAG would like the City to move the \$429,107 of cash we moved in September 2018 to LG 20 back to LG 13. This cash has been spent on the Lemon Grove Realignment project and has been reimbursed by SANDAG already. 'Moving the cash' refers to where on the SANDAG project tracking system (Project Trak) and where in the annual TransNet audit the financial activity will be recorded. In other words, moving the cash is about properly reporting the \$429,107 in the project it was actually spent on.

Although the funds were spent in fiscal year 2017-2018, the reimbursement happened this fiscal year, 2018-2019, therefore, the administrative amendment will reflect \$429,107 of local street improvement cash moved from LG 20 to LG 13 for fiscal year 2018-2019.

Environmental Review:

Not subject to review

Negative Declaration

Categorical Exemption, Section |

Mitigated Negative Declaration

Fiscal Impact: None.

Public Notification: None

Staff Recommendation:

Receive and review the staff report on the TransNet Administrative Amendment for LG 13.

Attachments:

Attachment A – September 2018 Internal Memo



CITY OF LEMON GROVE INTERNAL MEMORANDUM

DATE: September 6, 2018

MEMO TO: Mayor and City Council

FROM: Molly Brennan, Finance Manager & Mike James, Assistant City Manager & Public Works Director

SUBJECT: TransNet Carryover Reprogramming to Fiscal Year 2018/2019

Staff recently submitted a request to SANDAG to reprogram the City's undrawn Fiscal Year 2017/2018 (FY 2017/18) RTIP and undrawn 2016 RTIP carry over as carry over for FY 2018/19. The City has already expended these funds on Transnet approved projects in FY 17/18. Once the reprogramming is approved by the SANDAG Board at its September 28th meeting, staff will be able to submit a payment request to reimburse the FY 17/18 expenditures. The carryover reprogramming is in line with the City Council approved resolution adopting the Transnet Local Street Improvement Program of Projects on March 20, 2018. The table below shows the carryover break down by project. Due to LG 13 Lemon Grove Realignment not being programmed in the 2018 RTIP, the carryover for this project was moved to LG 20. SANDAG is aware, and has verbally approved, of the adjustment.

TRANSNET FY 17/18 Expenditures & Carryover Reprogramming

MPO ID	Project Title	TransNet Funds Expended in FY 17/18 but undrawn from SANDAG	Submitted to SANDAG as Carryover Request for FY 18/19	
LG 13	Lemon Grove Avenue Realignment Project (CR)	(\$429,107.00)		*Moved to LG 20
LG 14	Traffic Improvements (PM)	(\$99,646.00)	(\$99,646.00)	
LG 15	Storm Drain Rehabilitation (PM)	(\$28,467.00)	(\$28,467.00)	
LG 16	Storm Drain Rehabilitation (CR)	(\$21,296.00)	(\$21,296.00)	
LG 17	Street Improvements (PM)	(\$95,412.00)	(\$95,412.00)	
LG 18	Traffic Improvements (CR)	(\$48,088.00)	(\$48,088.00)	
LG 20	Street Improvements (CR)	(\$527,984.00)	(\$957,091.00)	*Includes LG 13
	TOTAL	(\$1,250,000.00)	(\$1,250,000.00)	



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.F

Meeting Date: April 16, 2019

Submitted to: Honorable Mayor and Members of the City Council

Department: City Manager's Office

Staff Contact: Steve Swaney, Fire Chief

sswaney@heartlandfire.net

Item Title: Acceptance of FY 18 State Homeland Security Grant Program (SHSGP) Funds

Recommended Action:

Staff recommends that the City Council adopt a resolution accepting FY 2018 State Homeland Security Grant Program (SHSGP) funds and authorize the City Manager to execute appropriate agreements and/or grant documents required to receive and use said funds in accordance with SHSGP requirements.

Summary:

The City of Lemon Grove has been approved to receive \$19,136 from the State Homeland Security Grant Program from FY 18 funds. SHSGP funds play an important role in the implementation of Presidential Policy Directive-8 (PPD-8) by supporting the development and sustainment of core capabilities to fulfill the National Preparedness Goal (NPG). This amount was determined by the Unified Disaster Council's previously established and agreed upon allocation formula.

Discussion:

The SHSGP supports the implementation of State Homeland Security Strategies to address the identified planning, organizational, equipment, training and exercise needs to prevent, protect against, mitigate, respond to and recover from acts of terrorism and other catastrophic events. The funds will be used to purchase mobile data computers. Modifications to the equipment purchase may be made by the department.

Environmental Review:

- Not subject to review Negative Declaration
 Categorical Exemption, Section | | Mitigated Negative Declaration

Fiscal Impact:

There is no direct fiscal impact to the City of Lemon Grove. No matching funds are required.

Public Notification:

None.

Staff Recommendation:

Staff recommends that the City Council adopt a resolution accepting FY 2018 State Homeland Security Grant Program (SHSGP) funds and authorize the City Manager to execute appropriate agreements and/or grant documents required to receive and use said funds in accordance with SHSGP requirements.

Attachments:

Attachment A – FY 2018 Resolution

Attachment B – FY 2018 SHSGP Award Letter

Attachment C – FY 2018 SHSGP Grant Assurances

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA, ACCEPTING FISCAL YEAR 2018 STATE HOMELAND
SECURITY GRANT PROGRAM FUNDS**

WHEREAS, the City of Lemon Grove is dedicated to providing high quality fire and EMS services to its citizens and maintaining the highest level of preparedness in order to respond to and mitigate acts of terrorism and other catastrophic events; and

WHEREAS, the State Homeland Security Grant Program distribution formula allocates \$19,136 to the City of Lemon Grove be used to respond to and/or recover from acts of terrorism and other catastrophic events; and

WHEREAS, the allocated funds will be used to purchase vital equipment used by fire department personnel to safely respond to acts of terrorism and other catastrophic events;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lemon Grove, California, hereby

1. Accepts the Fiscal Year 2018 State Homeland Security Program funds.
2. Authorizes the City Manager to execute required grant documents and/or agreements necessary for the receipt and use of said funds.

PASSED AND ADOPTED on _____, 2019, the City Council of the City of Lemon Grove, California, adopted Resolution No. _____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Mayor

Attest: Shelley Chapel, MMC, City Clerk

Approved as to Form: Kristen Steinke, City Attorney



County of San Diego Office of Emergency Services
 5580 Overland Ave., Suite 100
 San Diego, CA 92123 -1251
 Phone: (858) 565-3490 Fax: (858) 565-3499
 Email: oes@sdcountry.ca.gov



March 8, 2019

City of Lemon Grove
 8054 Allison Ave
 La Mesa, CA 91942

SUBJECT: NOTIFICATION OF FEDERAL FUNDING AWARD
 FY 2018 Homeland Security Grant Program (HSGP)
 Subaward #2018-0054, Cal OES ID #073-00000

The purpose of this letter is to notify you that the County of San Diego Office of Emergency Services has approved your **FY2018 SHSP** award in the amount of **\$19,136** as listed below:

Subrecipient Name:	City of Lemon Grove
Subrecipient DUNS:	095899696
Federal Award ID (FAIN):	EMW-2018-SS-00054-S01
Federal Award Date:	09/01/18 to 08/31/21
Subaward Period of Performance:	03/01/19 to 05/31/20
Subrecipient Award Amount:	\$19,136
Federal Award Project Description:	Implementation of homeland security management grant to support state, local, tribal and territorial efforts to prevent terrorism and other catastrophic events
Federal Awarding Agency:	US Department of Homeland Security
CFDA Number:	97.067/Homeland Security Grant Program
Research & Development Award (Y/N):	No
Indirect Cost Rate:	N/A
Match Requirement:	N/A

This grant award is subject to all provisions of Uniform Guidance (2 CFR Part 200), which can be accessed at www.ecfr.gov. Non-federal entities that expend \$750,000 or more annually in Federal Awards must have a single audit performed each year. Please forward a copy of your most current single audit report to the contact below.

Please complete and return the attached OES Grant Management Assessment Questionnaire and 2018 Grant Assurances.

Your performance period ends May 31, 2020. Please submit your reimbursement requests in a timely manner, no later than June 30, 2020.

For further assistance, please contact Raluca Pimenta at (858) 715-2214 or Raluca.Pimenta@sdcountry.ca.gov.

Sincerely,

Martin Kurian, Principal Administrative Analyst
 County of San Diego, Office of Emergency Services

Attachments: OES Grant Management Assessment Questionnaire
 2018 Grant Assurances
 SHSP 2018 Approved FMFW

Unified San Diego County Emergency Services Organization



**Standard Assurances
For All Cal OES Federal Grant Programs**

As the duly authorized representative of the Applicant, I hereby certify that the Applicant has the legal authority to apply for federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay any non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application, within prescribed timelines.

I further acknowledge that the Applicant is responsible for reviewing and adhering to all requirements within the:

- (a) Applicable Federal Regulations (see below);
- (b) Federal Program Notice of Funding Opportunity (NOFO);
- (c) California Supplement to the NOFO; and
- (d) Federal and State Grant Program Guidelines.

Federal Regulations

Government cost principles, uniform administrative requirements, and audit requirements for federal grant programs are set forth in Title 2, Part 200 of the Code of Federal Regulations (C.F.R.). Updates are issued by the Office of Management and Budget (OMB) and can be found at <http://www.whitehouse.gov/omb/>.

Significant state and federal grant award requirements (some of which appear in the documents listed above) are set forth below. The Applicant hereby agrees to comply with the following:

1. Proof of Authority

The Applicant will obtain written authorization from the city council, governing board, or authorized body in support of this project. This written authorization must specify that the Applicant and the city council, governing board, or authorized body agree:

- (a) To provide all matching funds required for the grant project and that any cash match will be appropriated as required;
- (b) Any liability arising out of the performance of this agreement shall be the responsibility of the Applicant and the city council, governing board, or authorized body;
- (c) Grant funds shall not be used to supplant expenditures controlled by the city council, governing board, or authorized body, and
- (d) The official executing this agreement is, in fact, authorized to do so.

This Proof of Authority must be maintained on file and readily available upon request.

2. Period of Performance

The Applicant will initiate work after approval of the award and complete all work within the period of performance specified in the grant.

3. Lobbying and Political Activities

As required by Section 1352, Title 31 of the United States Code (U.S.C.), for persons entering into a contract, grant, loan, or cooperative agreement from an agency or requests or receives from an agency a commitment providing for the United States to insure or guarantee a loan, the Applicant certifies that:

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

The Applicant will also comply with provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and §§ 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

Finally, the Applicant agrees that federal funds will not be used, directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation or policy without the express written approval from the California Governor's Office of Emergency Services (Cal OES) or the federal awarding agency.

4. Debarment and Suspension

As required by Executive Orders 12549 and 12689, and 2 C.F.R. § 200.213 and codified in 2 C.F.R. Part 180, Debarment and Suspension, the Applicant will provide protection against waste, fraud, and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the federal government. The Applicant certifies that it and its principals, subgrantees, recipients or subrecipients:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (federal, state, or local) terminated for cause or default.

Where the Applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

5. Non-Discrimination and Equal Employment Opportunity

The Applicant will comply with all federal statutes relating to non-discrimination. These include, but are not limited to, the following:

- (a) Title VI of the Civil Rights Act of 1964 (Public Law (P.L.) 88-352 and 42 U.S.C. § 2000d et. seq.) which prohibits discrimination on the basis of race, color, or national origin and requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services;
- (b) Title IX of the Education Amendments of 1972, (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex in any federally funded educational program or activity;
- (c) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794), which prohibits discrimination against those with disabilities or access and functional needs;
- (d) Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability and requires buildings and structures be accessible to those with disabilities and access and functional needs (42 U.S.C. §§ 12101-12213);
- (e) Age Discrimination Act of 1975, (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
- (f) Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd—2), relating to confidentiality of patient records regarding substance abuse treatment;
- (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), relating to nondiscrimination in the sale, rental or financing of housing as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)— be designed and constructed with certain accessible features (See 24 C.F.R. § 100.201);

- (h) Executive Order 11246, which prohibits federal contractors and federally assisted construction contractors and subcontractors, who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identification or national origin;
- (i) Executive Order 11375, which bans discrimination on the basis of race, color, religion, sex, sexual orientation, gender identification, or national origin in hiring and employment in both the United States federal workforce and on the part of government contractors;
- (j) California Public Contract Code § 10295.3, which prohibits discrimination based on domestic partnerships and those in same sex marriages;
- (k) DHS policy to ensure the equal treatment of faith-based organizations, under which all applicants and recipients must comply with equal treatment policies and requirements contained in 6 C.F.R. Part 19;
- (l) Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and
- (m) The requirements of any other nondiscrimination statute(s) which may apply to the application.

In addition to the items listed in (a) through (m), the Applicant will comply with California's Fair Employment and Housing Act (FEHA). FEHA prohibits harassment and discrimination in employment because of ancestry, familial status, race, color, religious creed (including religious dress and grooming practices), sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, genetic information, medical condition, age, pregnancy, denial of medical and family care leave, or pregnancy disability leave (California Government Code §§12940, 12945, 12945.2), military and veteran status, and/or retaliation for protesting illegal discrimination related to one of these categories, or for reporting patient abuse in tax supported institutions.

6. Drug-Free Workplace

As required by the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), the Applicant certifies that it will maintain a drug-free workplace and a drug-free awareness program as outlined in the Act.

7. Environmental Standards

The Applicant will comply with state and federal environmental standards, which may be prescribed pursuant to the following, as applicable:

- (a) California Environmental Quality Act (CEQA) (California Public Resources Code §§ 21000- 21177), to include coordination with the city or county planning agency;
- (b) CEQA Guidelines (California Code of Regulations, Title 14, Division 6, Chapter 3, §§ 15000- 15387);
- (c) Federal Clean Water Act (CWA) (33 U.S.C. § 1251 et seq.), which establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters;
- (d) Federal Clean Air Act of 1955 (42 U.S.C. § 7401) which regulates air emissions from stationary and mobile sources;

- (e) Institution of environmental quality control measures under the National Environmental Policy Act (NEPA) of 1969 (P.L. 91-190); the Council on Environmental Quality Regulations for Implementing the Procedural Provisions of NEPA; and Executive Order 12898 which focuses on the environmental and human health effects of federal actions on minority and low-income populations with the goal of achieving environmental protection for all communities;
- (f) Evaluation of flood hazards in floodplains in accordance with Executive Order 11988;
- (g) Executive Order 11514 which sets forth national environmental standards;
- (h) Executive Order 11738 instituted to assure that each federal agency empowered to enter into contracts for the procurement of goods, materials, or services and each federal agency empowered to extend federal assistance by way of grant, loan, or contract shall undertake such procurement and assistance activities in a manner that will result in effective enforcement of the Clean Air Act and the Federal Water Pollution Control Act Executive Order 11990 which requires preservation of wetlands;
- (i) The Safe Drinking Water Act of 1974, (P.L. 93-523);
- (j) The Endangered Species Act of 1973, (P.L. 93-205);
- (k) Assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.);
- (l) Conformity of Federal Actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.);
- (m) Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The Applicant shall not be: 1) in violation of any order or resolution promulgated by the State Air Resources Board or an air pollution district; 2) subject to a cease and desist order pursuant to § 13301 of the California Water Code for violation of waste discharge requirements or discharge prohibitions; or 3) determined to be in violation of federal law relating to air or water pollution.

8. Audits

For subrecipients expending \$750,000 or more in federal grant funds annually, the Applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and Title 2 of the Code of Federal Regulations, Part 200, Subpart F Audit Requirements.

9. Access to Records

In accordance with 2 C.F.R. § 200.336, the Applicant will give the awarding agency, the Comptroller General of the United States and, if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award. The Applicant will require any subrecipients, contractors, successors, transferees and assignees to acknowledge and agree to comply with this provision.

10. Conflict of Interest

The Applicant will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

11. Financial Management

False Claims for Payment

The Applicant will comply with 31 U.S.C §§ 3729-3733 which sets forth that no subgrantee, recipient, or subrecipient shall submit a false claim for payment, reimbursement or advance.

12. Reporting - Accountability

The Applicant agrees to comply with applicable provisions of the Federal Funding Accountability and Transparency Act (FFATA) (P.L. 109-282), specifically (a) the reporting of subawards obligating \$25,000 or more in federal funds and (b) executive compensation data for first-tier subawards. This includes the provisions of FFATA, which includes requirements for executive compensation, and also requirements implementing the Act for the non-federal entity at 2 C.F.R. Part 25 Financial Assistance Use of Universal Identifier and Central Contractor Registration and 2 C.F.R. Part 170 Reporting Subaward and Executive Compensation Information.

13. Whistleblower Protections

The Applicant also must comply with statutory requirements for whistleblower protections at 10 U.S.C. § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. § 4304 and § 4310.

14. Human Trafficking

The Applicant will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from: (1) engaging in trafficking in persons during the period of time that the award is in effect; (2) procuring a commercial sex act during the period of time that the award is in effect; or (3) using forced labor in the performance of the award or subawards under the award.

15. Labor Standards

The Applicant will comply with the following federal labor standards:

- (a) The Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), as applicable, and the Copeland Act (40 U.S.C. § 3145 and 18 U.S.C. § 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally-assisted construction contracts or subcontracts, and
- (b) The Federal Fair Labor Standards Act (29 U.S.C. § 201 et al.) as they apply to employees of institutes of higher learning (IHE), hospitals and other non-profit organizations.

16. Worker's Compensation

The Applicant must comply with provisions which require every employer to be insured to protect workers who may be injured on the job at all times during the performance of the work of this Agreement, as per the workers compensation laws set forth in California Labor Code §§ 3700 et seq.

17. Property-Related

If applicable to the type of project funded by this federal award, the Applicant will:

- (a) Comply with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchase;
- (b) Comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires subrecipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more;
- (c) Assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), Executive Order 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §469a-1 et seq.); and
- (d) Comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4831 and 24 CFR Part 35) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

18. Certifications Applicable Only to Federally-Funded Construction Projects

For all construction projects, the Applicant will:

- (a) Not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project;
- (b) Comply with the requirements of the awarding agency with regard to the drafting, review and approval of construction plans and specifications; and
- (c) Provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

19. Use of Cellular Device While Driving is Prohibited

Applicants are required to comply with California Vehicle Code sections 23123 and 23123.5. These laws prohibit driving motor vehicle while using an electronic wireless communications device to write, send, or read a text-based communication. Drivers are also prohibited from the use of a wireless telephone without hands-free listening and talking, unless to make an emergency call to 911, law enforcement, or similar services.

20. California Public Records Act and Freedom of Information Act

The Applicant acknowledges that all information submitted in the course of applying for funding under this program, or provided in the course of an entity’s grant management activities that are under Federal control, is subject to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and the California Public Records Act, California Government Code section 6250 et seq. The Applicant should consider these laws and consult its own State and local laws and regulations regarding the release of information when reporting sensitive matters in the grant application, needs assessment, and strategic planning process.

HOMELAND SECURITY GRANT PROGRAM - PROGRAM SPECIFIC ASSURANCES / CERTIFICATIONS

21. Reporting Accusations and Findings of Discrimination

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In the courts or administrative agencies make a finding of discrimination on grounds of race, color, national origin (including LEP), sex, age, disability, religion, or familial status against the recipient, or the recipients settle a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS Financial Assistance Office and the CRCL by e-mail or mail at the addresses listed above.

The United States has the right to seek judicial enforcement of these obligations.

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All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

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DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. All recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template a useful resource respectively.

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All recipients must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

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If the total value of the recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

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IMPORTANT

The purpose of the assurance is to obtain federal and state financial assistance, including any and all federal and state grants, loans, reimbursement, contracts, etc. The Applicant recognizes and agrees that state financial assistance will be extended based on the representations made in this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, etc. Failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.

All appropriate documentation, as outlined above, must be maintained on file by the Applicant and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the subrecipient may be ineligible for award of any future grants if the Cal OES determines that any of the following has occurred: (1) the recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

All of the language contained within this document must be included in the award documents for all subawards at all tiers. All recipients are bound by the Department of Homeland Security Standard Terms and Conditions 2018, Version 8.1, hereby incorporated by reference, which can be found at: <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>.

The undersigned represents that he/she is authorized to enter into this agreement for and on behalf of the Applicant.

Subrecipient: City of Lemon Grove

Signature of Authorized Agent: _____

Printed Name of Authorized Agent: Lydia Romero

Title: City Manager Date: _____



**Standard Assurances
For All Cal OES Federal Grant Programs**

As the duly authorized representative of the Applicant, I hereby certify that the Applicant has the legal authority to apply for federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay any non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application, within prescribed timelines.

I further acknowledge that the Applicant is responsible for reviewing and adhering to all requirements within the:

- (a) Applicable Federal Regulations (see below);
- (b) Federal Program Notice of Funding Opportunity (NOFO);
- (c) California Supplement to the NOFO; and
- (d) Federal and State Grant Program Guidelines.

Federal Regulations

Government cost principles, uniform administrative requirements, and audit requirements for federal grant programs are set forth in Title 2, Part 200 of the Code of Federal Regulations (C.F.R.). Updates are issued by the Office of Management and Budget (OMB) and can be found at <http://www.whitehouse.gov/omb/>.

Significant state and federal grant award requirements (some of which appear in the documents listed above) are set forth below. The Applicant hereby agrees to comply with the following:

1. Proof of Authority

The Applicant will obtain written authorization from the city council, governing board, or authorized body in support of this project. This written authorization must specify that the Applicant and the city council, governing board, or authorized body agree:

- (a) To provide all matching funds required for the grant project and that any cash match will be appropriated as required;
- (b) Any liability arising out of the performance of this agreement shall be the responsibility of the Applicant and the city council, governing board, or authorized body;
- (c) Grant funds shall not be used to supplant expenditures controlled by the city council, governing board, or authorized body, and
- (d) The official executing this agreement is, in fact, authorized to do so.

This Proof of Authority must be maintained on file and readily available upon request.

2. Period of Performance

The Applicant will initiate work after approval of the award and complete all work within the period of performance specified in the grant.

3. Lobbying and Political Activities

As required by Section 1352, Title 31 of the United States Code (U.S.C.), for persons entering into a contract, grant, loan, or cooperative agreement from an agency or requests or receives from an agency a commitment providing for the United States to insure or guarantee a loan, the Applicant certifies that:

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

The Applicant will also comply with provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and §§ 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

Finally, the Applicant agrees that federal funds will not be used, directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation or policy without the express written approval from the California Governor's Office of Emergency Services (Cal OES) or the federal awarding agency.

4. Debarment and Suspension

As required by Executive Orders 12549 and 12689, and 2 C.F.R. § 200.213 and codified in 2 C.F.R. Part 180, Debarment and Suspension, the Applicant will provide protection against waste, fraud, and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the federal government. The Applicant certifies that it and its principals, subgrantees, recipients or subrecipients:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (federal, state, or local) terminated for cause or default.

Where the Applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

5. Non-Discrimination and Equal Employment Opportunity

The Applicant will comply with all federal statutes relating to non-discrimination. These include, but are not limited to, the following:

- (a) Title VI of the Civil Rights Act of 1964 (Public Law (P.L.) 88-352 and 42 U.S.C. § 2000d et. seq.) which prohibits discrimination on the basis of race, color, or national origin and requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services;
- (b) Title IX of the Education Amendments of 1972, (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex in any federally funded educational program or activity;
- (c) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794), which prohibits discrimination against those with disabilities or access and functional needs;
- (d) Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability and requires buildings and structures be accessible to those with disabilities and access and functional needs (42 U.S.C. §§ 12101-12213);
- (e) Age Discrimination Act of 1975, (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
- (f) Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd—2), relating to confidentiality of patient records regarding substance abuse treatment;
- (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), relating to nondiscrimination in the sale, rental or financing of housing as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)— be designed and constructed with certain accessible features (See 24 C.F.R. § 100.201);

- (h) Executive Order 11246, which prohibits federal contractors and federally assisted construction contractors and subcontractors, who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identification or national origin;
- (i) Executive Order 11375, which bans discrimination on the basis of race, color, religion, sex, sexual orientation, gender identification, or national origin in hiring and employment in both the United States federal workforce and on the part of government contractors;
- (j) California Public Contract Code § 10295.3, which prohibits discrimination based on domestic partnerships and those in same sex marriages;
- (k) DHS policy to ensure the equal treatment of faith-based organizations, under which all applicants and recipients must comply with equal treatment policies and requirements contained in 6 C.F.R. Part 19;
- (l) Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and
- (m) The requirements of any other nondiscrimination statute(s) which may apply to the application.

In addition to the items listed in (a) through (m), the Applicant will comply with California's Fair Employment and Housing Act (FEHA). FEHA prohibits harassment and discrimination in employment because of ancestry, familial status, race, color, religious creed (including religious dress and grooming practices), sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, genetic information, medical condition, age, pregnancy, denial of medical and family care leave, or pregnancy disability leave (California Government Code §§12940, 12945, 12945.2), military and veteran status, and/or retaliation for protesting illegal discrimination related to one of these categories, or for reporting patient abuse in tax supported institutions.

6. Drug-Free Workplace

As required by the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), the Applicant certifies that it will maintain a drug-free workplace and a drug-free awareness program as outlined in the Act.

7. Environmental Standards

The Applicant will comply with state and federal environmental standards, which may be prescribed pursuant to the following, as applicable:

- (a) California Environmental Quality Act (CEQA) (California Public Resources Code §§ 21000- 21177), to include coordination with the city or county planning agency;
- (b) CEQA Guidelines (California Code of Regulations, Title 14, Division 6, Chapter 3, §§ 15000- 15387);
- (c) Federal Clean Water Act (CWA) (33 U.S.C. § 1251 et seq.), which establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters;
- (d) Federal Clean Air Act of 1955 (42 U.S.C. § 7401) which regulates air emissions from stationary and mobile sources;

- (e) Institution of environmental quality control measures under the National Environmental Policy Act (NEPA) of 1969 (P.L. 91-190); the Council on Environmental Quality Regulations for Implementing the Procedural Provisions of NEPA; and Executive Order 12898 which focuses on the environmental and human health effects of federal actions on minority and low-income populations with the goal of achieving environmental protection for all communities;
- (f) Evaluation of flood hazards in floodplains in accordance with Executive Order 11988;
- (g) Executive Order 11514 which sets forth national environmental standards;
- (h) Executive Order 11738 instituted to assure that each federal agency empowered to enter into contracts for the procurement of goods, materials, or services and each federal agency empowered to extend federal assistance by way of grant, loan, or contract shall undertake such procurement and assistance activities in a manner that will result in effective enforcement of the Clean Air Act and the Federal Water Pollution Control Act Executive Order 11990 which requires preservation of wetlands;
- (i) The Safe Drinking Water Act of 1974, (P.L. 93-523);
- (j) The Endangered Species Act of 1973, (P.L. 93-205);
- (k) Assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.);
- (l) Conformity of Federal Actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.);
- (m) Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The Applicant shall not be: 1) in violation of any order or resolution promulgated by the State Air Resources Board or an air pollution district; 2) subject to a cease and desist order pursuant to § 13301 of the California Water Code for violation of waste discharge requirements or discharge prohibitions; or 3) determined to be in violation of federal law relating to air or water pollution.

8. Audits

For subrecipients expending \$750,000 or more in federal grant funds annually, the Applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and Title 2 of the Code of Federal Regulations, Part 200, Subpart F Audit Requirements.

9. Access to Records

In accordance with 2 C.F.R. § 200.336, the Applicant will give the awarding agency, the Comptroller General of the United States and, if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award. The Applicant will require any subrecipients, contractors, successors, transferees and assignees to acknowledge and agree to comply with this provision.

10. Conflict of Interest

The Applicant will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

11. Financial Management

False Claims for Payment

The Applicant will comply with 31 U.S.C §§ 3729-3733 which sets forth that no subgrantee, recipient, or subrecipient shall submit a false claim for payment, reimbursement or advance.

12. Reporting - Accountability

The Applicant agrees to comply with applicable provisions of the Federal Funding Accountability and Transparency Act (FFATA) (P.L. 109-282), specifically (a) the reporting of subawards obligating \$25,000 or more in federal funds and (b) executive compensation data for first-tier subawards. This includes the provisions of FFATA, which includes requirements for executive compensation, and also requirements implementing the Act for the non-federal entity at 2 C.F.R. Part 25 Financial Assistance Use of Universal Identifier and Central Contractor Registration and 2 C.F.R. Part 170 Reporting Subaward and Executive Compensation Information.

13. Whistleblower Protections

The Applicant also must comply with statutory requirements for whistleblower protections at 10 U.S.C. § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. § 4304 and § 4310.

14. Human Trafficking

The Applicant will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from: (1) engaging in trafficking in persons during the period of time that the award is in effect; (2) procuring a commercial sex act during the period of time that the award is in effect; or (3) using forced labor in the performance of the award or subawards under the award.

15. Labor Standards

The Applicant will comply with the following federal labor standards:

- (a) The Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), as applicable, and the Copeland Act (40 U.S.C. § 3145 and 18 U.S.C. § 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally-assisted construction contracts or subcontracts, and
- (b) The Federal Fair Labor Standards Act (29 U.S.C. § 201 et al.) as they apply to employees of institutes of higher learning (IHE), hospitals and other non-profit organizations.

16. Worker's Compensation

The Applicant must comply with provisions which require every employer to be insured to protect workers who may be injured on the job at all times during the performance of the work of this Agreement, as per the workers compensation laws set forth in California Labor Code §§ 3700 et seq.

17. Property-Related

If applicable to the type of project funded by this federal award, the Applicant will:

- (a) Comply with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchase;
- (b) Comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires subrecipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more;
- (c) Assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), Executive Order 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §469a-1 et seq.); and
- (d) Comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4831 and 24 CFR Part 35) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

18. Certifications Applicable Only to Federally-Funded Construction Projects

For all construction projects, the Applicant will:

- (a) Not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project;
- (b) Comply with the requirements of the awarding agency with regard to the drafting, review and approval of construction plans and specifications; and
- (c) Provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

19. Use of Cellular Device While Driving is Prohibited

Applicants are required to comply with California Vehicle Code sections 23123 and 23123.5. These laws prohibit driving motor vehicle while using an electronic wireless communications device to write, send, or read a text-based communication. Drivers are also prohibited from the use of a wireless telephone without hands-free listening and talking, unless to make an emergency call to 911, law enforcement, or similar services.

20. California Public Records Act and Freedom of Information Act

The Applicant acknowledges that all information submitted in the course of applying for funding under this program, or provided in the course of an entity’s grant management activities that are under Federal control, is subject to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and the California Public Records Act, California Government Code section 6250 et seq. The Applicant should consider these laws and consult its own State and local laws and regulations regarding the release of information when reporting sensitive matters in the grant application, needs assessment, and strategic planning process.

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All recipients must obtain permission from their DHS Financial Assistance Office, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

IMPORTANT

The purpose of the assurance is to obtain federal and state financial assistance, including any and all federal and state grants, loans, reimbursement, contracts, etc. The Applicant recognizes and agrees that state financial assistance will be extended based on the representations made in this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, etc. Failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.

All appropriate documentation, as outlined above, must be maintained on file by the Applicant and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the subrecipient may be ineligible for award of any future grants if the Cal OES determines that any of the following has occurred: (1) the recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

All of the language contained within this document must be included in the award documents for all subawards at all tiers. All recipients are bound by the Department of Homeland Security Standard Terms and Conditions 2018, Version 8.1, hereby incorporated by reference, which can be found at: <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>.

The undersigned represents that he/she is authorized to enter into this agreement for and on behalf of the Applicant.

Subrecipient: City of Lemon Grove

Signature of Authorized Agent: _____

Printed Name of Authorized Agent: Lydia Romero

Title: City Manager Date: _____



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.G

Meeting Date: April 16, 2019

Submitted to: Honorable Mayor and Members of the City Council

Department: **City Manager's** Office

Staff Contact: Mike James, Assistant City Manager / Public Works Director

mjames@lemongrove.ca.gov

Item Title: Rejection of Claim

Recommended Action: That the City Council rejects the claim submitted by Francisco Lambaren.

Summary: The City of Lemon Grove received a timely submitted claim submitted by Francisco Lambaren. Staff investigated the merits of the claim and recommends that it is rejected.

Environmental Review:

- Not subject to review Negative Declaration
 Categorical Exemption, Section [] Mitigated Negative Declaration

Fiscal Impact: None.

Public Notification: None.

Staff Recommendation: Reject the claim submitted by Francisco Lamberan.



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 2

Meeting Date: April 16, 2019

Submitted to: Honorable Mayor and Members of the City Council

Department: **City Manager's Office**

Staff Contact: Patricia Bluman, Consultant, CityPlace Planning

Item Title: ZA1-900-0001—Ordinance No. 452 to Allow Home-Sharing in Lemon Grove

Recommended Action Staff recommends that the City Council: 1) conduct the public hearing; 2) receive Public Comment; and 3) approve the first reading of Ordinance No. 452 (Zoning Amendment ZA1-900-0001), proposed amendments to Chapters 17.24 (District Regulations) and 3.20 (Transient Occupancy Tax) and adding Chapter 18.48 (Home-Sharing) to the Lemon Grove Municipal Code to permit and regulate home-sharing within the City.

Summary:

A Short-Term Rental or STR (also known as short-term vacation rental, short-term lodging, short-term residential rental, short-term residential occupancy, and other similar terms) is the rental of a residential dwelling for transient occupancy typically for 30 or fewer consecutive days.

There are two main types of STRs:

- 1) A *hosted* STR, which is the short-term rental of a room or rooms in the permanent residence of a host (the permanent resident) while the host is required to be **present. A hosted STR is also known as “home-sharing,” which is the term used in the attached Ordinance No. 452 (Attachment A). The term “home-share” may be used interchangeably with the term “home-sharing.”**
- 2) An *unhosted* STR, which is the short-term rental of a room, rooms, or the entire dwelling when the host is not required to be present. Unhosted STRs typically do not require the dwelling unit to be the permanent residence of the person or entity who makes the dwelling unit available for STR occupancy, although there are some

exceptions. For the purpose of Ordinance No. 452, **an unhosted STR is a “vacation rental.”**

Consideration of allowing STRs in Lemon Grove was presented to the City Council at the October 23, 2018, Budget Workshop under the category of *Implementation of New Revenue Generating Measures*. The City Council directed staff to research the idea and provide information and potential options to the City Council for future consideration.

In response to the City Council’s direction, staff prepared a discussion item for City Council consideration and direction. The discussion item included: background information on STRs; examples of how other cities regulate STRs; three potential options for the regulation of STRs by the City; a recommendation for the City to adopt Option #2, which is an ordinance to allow home-sharing and prohibit vacation rentals; recommended regulations for the use of home-sharing residences; and a request for direction. The City Council considered the discussion item on February 19, 2019. City Council concurred with **staff’s recommendation** to allow home-sharing and prohibit vacation rentals, and provided direction regarding proposed and potential regulations. The City Council requested that a draft ordinance be prepared which reflected the direction provided by the Council, and that the ordinance be forwarded to the Planning Commission for consideration and a recommendation to the City Council, with a focus on the regulations.

The Planning Commission considered the draft ordinance at a public hearing on March 25, 2019. After discussion and input from the public, the Planning Commission voted 4-1 to recommend that the City Council adopt the draft home-sharing ordinance with three **recommendations**. **The Planning Commission’s** recommendations are discussed below, and proposed revised language is provided in Attachment B. The Staff Report provided for the Planning Commission agenda item is included in Attachment C as background information.

Discussion:

Staff prepared the attached home-sharing ordinance based on direction from the City Council. **The Planning Commission’s recommendations are noted below** each item.

As proposed, Ordinance No. 452:

1. Modifies Chapter 17.24 (District Regulations) of Title 17 (Zoning) to allow home-sharing as a permitted accessory use in residential zones in Lemon Grove in accordance with the requirements of the new Chapter 18.48 (Home-Sharing).

- *Planning Commission Recommendation:* The City Council originally provided direction to allow home-sharing in single-family and multi-family residential zones. The Planning Commission expressed concern that parking often is often inadequate in multi-family developments and that allowing home-sharing could exacerbate the problem. They also were concerned that allowing home-share renters in multi-family developments could cause the permanent residents of the development to have safety concerns, and that regulation in multi-family developments could be problematic. The Commissioners thought that these issues could be mitigated and/or better managed in smaller developments (duplexes and triplexes), in developments that are designed as townhouses, and in condominium developments because of the enforcement authority of covenants, conditions, and restrictions (CC&R's). During the discussion, reference was made to the approach the City of Pasadena takes regarding where STRs are allowed; **staff used Pasadena's example and incorporated the Planning Commission's suggestions in** alternative language, which is provided in Attachment B.

Staff notes that Section 18.48.050(C) of Ordinance No. 452 requires the property owner to sign the Home-Sharing Permit if the applicant is not the property owner. Section 18.48.050(E) requires a letter of authorization **from the homeowner's** association indicating that use of the property for home-sharing is permitted under the homeowner's association's CC&Rs.

2. Adds a new Chapter (Chapter 18.48 Home-Sharing) to Title 18 (Citywide Regulations) to: permit home-sharing in accordance with regulations; prohibit vacation rentals; and establish permitting, enforcement, and revocation procedures.

- *Planning Commission Recommendation:* The Planning Commission did not suggest making any changes to the home-sharing regulations as provided in Chapter 18.48 of the proposed ordinance. However, they made two recommendations:

- **Include a "Good Neighbor Brochure" as an attachment to the application permit.**

Staff notes that if the City Council concurs with the Planning Commission's recommendation regarding the "Good Neighbor Brochure" and adopts Ordinance No. 452, Staff will prepare a "Good Neighbor Brochure" and attach it to the application as a part of the procedures that staff will develop to implement the ordinance.

- o Have the City post approved Home-**Sharing Permits on the City's** website as a transparency notification.

Staff notes that Ordinance No. 452 has been updated to include a registry of all Home-Sharing Permits approved by the City, which the City will maintain and make available to the public on its website—see Section 18.48.040(E) of Ordinance No. 452, which is the section that addresses the registry. The registry was added for two reasons. First, it provides transparency and provides members of the public access to information about home-sharing uses that may be operating in their neighborhood. Second, Section 18.48.070 prohibits hosting platforms from completing any booking transaction for a home-**share unless it is listed on the City's** registry at the time the hosting platform receives a fee for the booking transaction. If the City Council adopts Ordinance 452 as **proposed, the Planning Commission's recommendation would be** addressed.

- *Staff Update:* Staff has added hosting platform responsibilities to the **proposed ordinance that are consistent with the City of Santa Monica's** ordinance, including requiring hosting platforms to remit transient occupancy taxes (TOT) to the City and prohibiting hosting platforms from booking rentals at unlicensed home-shares and vacation rentals. In March **2019, the Ninth Circuit Court of Appeals affirmed a district court's dismissal** of lawsuits filed by HomeAway.com and Airbnb, Inc. against the City of Santa Monica **that challenged the City of Santa Monica's** home-sharing ordinance (Ordinance 2535), which imposed various obligations on companies that host online platforms for short-term rentals. The effect of this ruling is that cities may prohibit hosting platforms, such as HomeAway.com, Airbnb, Inc., VRBO, and others from booking rentals at unlicensed residences.

3. Modifies Chapter 3.20 (Transient Occupancy Tax) of Title 3 (Revenue and Finance) to include the collection of TOT for home-shares, and makes other minor modifications for clarifying purposes.

Staff notes that the ordinance does not include revisions to the Downtown Village Specific Plan.

Environmental Review:

- Not subject to review Negative Declaration
 Categorical Exemption, Section 15061.6.3 Mitigated Negative Declaration

Fiscal Impact:

The City will be able to collect additional Transient Occupancy Tax (TOT) should this ordinance be adopted by the City Council. Staff estimates an average of nearly \$11,000 TOT per year, assuming the approximately 25 short-term rentals that appear to be operating currently become permitted home-shares under the proposed ordinance. The permit fee would cover the cost of processing the applications and collecting TOT.

Public Notification:

The Ordinance includes revisions to Title 18 (Citywide Regulations) and Title 17 (Zoning Ordinance) to allow home-shares in single-family and multi-family zones in the city of **Lemon Grove. Potential revisions to a jurisdiction's Zoning Code require public notice** in accordance with Section 65850 – 65863.1 of the California Government Code. Because the proposed revision to the **City's** Zoning Code would affect all residential properties in the City, meaning notification would exceed 1,000 notices, notification may be provided by a 1/8-page display ad as provided for in California Government Code and Section 17.28.020(F)(2) of the Lemon Grove Municipal Code (LGMC). The Notice of Public Hearing for this item was published in the April 4, 2019, edition of the East County Californian in accordance with California Government Code and the LGMC.

Staff Recommendation:

Staff recommends that the City Council: 1) conduct the public hearing; 2) receive Public Comment; and 3) approve the first reading of Ordinance No. 452 (Zoning Amendment ZA1-900-0001), proposed amendments to Chapters 17.24 (District Regulations) and 3.20 (Transient Occupancy Tax) and adding Chapter 18.48 (Home-Sharing) to the Lemon Grove Municipal Code to permit and regulate home-sharing within the City.

Attachments:

Attachment A – Ordinance No. 452

Attachment B—Alternate language for Section 17.24.060(D)(8) of Ordinance No. 452

Attachment C—Planning Commission Staff Report

ORDINANCE NO. 452

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA, AMENDING CHAPTERS 17.24 (DISTRICT REGULATIONS) AND 3.20 (TRANSIENT OCCUPANCY TAX) AND ADDING CHAPTER 18.48 (HOME-SHARING) TO THE LEMON GROVE MUNICIPAL CODE TO PERMIT AND REGULATE HOME-SHARING WITHIN THE CITY

WHEREAS, pursuant to the authority granted to the City of Lemon Grove (City) by Article XI, Section 7 of the California Constitution, the City has the power to regulate the use of land and property within the City in a manner designed to promote the public health, safety, and welfare; and

WHEREAS, the adoption and enforcement of land use regulations lies within the **City's police powers; and**

WHEREAS, on October 23, 2018, during a budget workshop, the City Council discussed short-term rentals as a possible revenue generator for the City through the collection of transient occupancy taxes, and directed City staff to conduct research on short-term rentals and present **staff's findings** to the City Council for further consideration at a later meeting date; and

WHEREAS, on February 19, 2019, the City Council considered a discussion item regarding options for regulating short-term rentals in Lemon Grove. The City Council directed staff to prepare an ordinance permitting and regulating short-term rentals to be reviewed and considered by the Planning Commission for recommendation to the City Council; and

WHEREAS, on March 25, 2019, the Lemon Grove Planning Commission held a duly noticed public hearing to consider and provide comment on an ordinance permitting and regulating home-sharing under the Lemon Grove Municipal Code, including amending Chapter 17.24 (District Regulations) of the Zoning Ordinance to establish home-sharing as an allowable accessory use in residential zones; adding Chapter 18.48 (Home-Sharing) to establish regulations and criteria for home-sharing within the City; and amending Chapter 3.20 (Transient Occupancy Tax) to add home-sharing and bed-and-breakfast inns as uses subject to collection of the transient occupancy tax; and

WHEREAS, the Planning Commission voted 4-1 in favor of a recommendation to the City Council to approve the ordinance permitting and regulating home-sharing, subject to certain suggested additions; and

WHEREAS, on April 16, 2019, the City Council held a duly-noticed public hearing on the proposed amendments to the Lemon Grove Municipal Code to allow home-sharing and collect transient occupancy tax for the use; and

WHEREAS, the Notice of Public Hearing for this item was published in the April 4, 2019 edition of the East County Californian via a one-eighth page display add; and

WHEREAS, the City determined that the project is categorically exempt from environmental review requirements of the California Environmental Quality Act Guidelines under Section 15061.b.3; and

WHEREAS, the City Council finds that the following findings required to approve a Zoning Amendment can be made in accordance with Section 17.28.080(B) of the Municipal Code:

1. That the proposed amendment is consistent with the General Plan, in accordance with Government Code Section 65860, as amended.
 - Allowing home-sharing and prohibiting vacation rentals (as defined in the ordinance) would provide permanent residents the ability to supplement their incomes by renting out one or more rooms without removing dwelling units from the housing market by converting them to exclusive transient use, which is **consistent with the Community Development and Housing Elements of the City's General Plan.**
2. That the public health, safety, and general welfare benefit from the adoption of the proposed amendment.
 - This action would provide the City with additional revenue through the collection of transient occupancy tax for the home-sharing use, which is consistent with the **Community Development Element of the City's General Plan.**
 - The regulations included in the ordinance would mitigate potential impacts upon the community, which is consistent with the **Community Development, Housing, and Noise Elements of the City's General Plan.**

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

Section 1. The foregoing recitals are true and correct.

Section 2. Existing Section 17.24.060 [Accessory Buildings and Uses] of Chapter 17.24 [District Regulations] of Title 17 [Zoning] of the Lemon Grove Municipal Code is hereby amended to read as follows in the underlined additions:

Title 17 ZONING

Chapter 17.24 DISTRICT REGULATIONS

17.24.060 Accessory buildings and uses. [Excerpts Only]

D. Accessory Uses in Residential Zones. Accessory uses shall be located on the same lot as the principal use, and shall not generate additional parking, landscape, or street improvement requirements, unless otherwise specified in this title. Permitted residential accessory uses include:

1. Accessory Rental Dwelling Units (ARDUs). ARDUs are allowed on a lot with one single-family dwelling in the RL, RL/M, RM or RM/H zone; it may be located within the primary dwelling or otherwise consistent with subsections (B)(1) and (2). An ARDU shall be deemed to be a residential use that is consistent with the existing general plan, zoning designations, and allowable density for the lot. No local ordinance, policy, or program to limit growth shall be applied to an ARDU. ARDUs are subject to the following requirements:
 - a. The ARDUs area shall not exceed six hundred forty square feet or thirty percent of the primary dwelling.
 - b. Separate sale or ownership of the ARDU is prohibited.
 - c. The ARDU shall comply with all yard and setback requirements which apply to single-family dwellings and the underlying zone.
 - d. Off-street parking for the single-family dwelling shall meet current city standards regarding setbacks, size, and number of spaces.
 - e. One additional off-street parking space shall be provided for the ARDU that meets the Section 17.24.010 standards.
 - f. Conversion of a garage into an ARDU is not permitted until compliance with Section 17.24.010 has been achieved, including replacement of the garage.
 - g. An ARDU shall not be permitted on a lot having a guesthouse or guest living quarters. Conversion of a guesthouse or guest living quarters into an ARDU is permitted provided the unit is consistent with the regulations set forth in this section.
 - h. The city council may modify or waive requirements in this subsection according to the variance requirements of Section 17.28.060.
 - i. Appeals shall be processed according to Section 17.28.020, except that the appeal shall not include a noticed public hearing and shall only consider the **project's compliance with the standards in this subsection.**

2. Assembly Space. Assembly space that is supportive of and incidental to a principal use and utilized by employees or clients of the principal use.
3. Day Care. A facility licensed and equipped as required by law, which provides nonmedical care or supervision for periods of less than twenty-four hours, is allowed as follows:
 - a. Small family day care is permitted in single-family dwellings in all residential zones according to the following standards:
 - i. Day care is provided in a single-family dwelling for one to eight people, depending on ages, including children under the age of ten residing in the home.
 - ii. The day care provider shall reside in the home.
 - b. Large family day care is permitted in single-family dwellings in the RL, RL/M and RM zones according to the following standards:
 - i. Day care is provided in a single-family dwelling for up to fourteen people, depending on ages, including children under the age of ten residing in the home.
 - ii. The day care provider shall reside in the home.
 - iii. Obtain a minor use permit according to Section 17.28.050.
 - iv. Play areas shall be situated in such a manner as to minimize the impact of noise on surrounding properties. The development services director may require the installation of six-foot high masonry walls, landscaping, and/or other noise attenuating devices.
 - v. Adequate street capacity and an area sufficient for dropping off and picking up persons shall be provided to the satisfaction of the development services director and the public works director in a manner consistent with traffic safety requirements.
 - vi. A facility shall not be established within one thousand feet of another such facility. The distance between any two large family day cares shall be measured in a straight line, without regard to intervening properties or structures, from the closest exterior wall of each dwelling.
 - vii. Additional conditions shall be limited to reasonable traffic, parking, and noise control and compliance with the development standards of the zoning district.
4. Garage, Yard or Estate Sales. The activity shall not be an ongoing commercial activity and shall be subject to the following standards:
 - a. The event shall not exceed three consecutive days.

- b. The number of events per property or unit shall not exceed four in a twelve-month period.
 - c. Sale items shall not be stored outdoors during any period in which items are not being actively sold.
5. Home Occupations. See Chapter 18.20 for applicable requirements.
 6. Real estate sales/leasing offices may be located on the site of subdivisions of five or more lots.
 7. **Residential Complex Support. Manager’s office, maintenance equipment yard, recreation facilities, laundry, vending machines, storage, or similar facilities.**
 8. Home-sharing in accordance with Chapter 18.48 (Home-Sharing). Home-sharing is allowed on a lot with one (1) single-family dwelling; one (1) duplex; or a multifamily development. See Chapter 18.48 for applicable requirements.

Section 3. A new Chapter 18.48 [Home-Sharing] is hereby added to Title 18 [Citywide Regulations] of the Lemon Grove Municipal Code to read as follows in the underlined additions:

Title 18 CITYWIDE REGULATIONS

Chapter 18.48 HOME-SHARING

18.28.010 Purpose and Intent.

It is the purpose of this chapter to establish regulations and criteria for home-sharing in a manner which is consistent with the following objectives:

- A. To help ensure that suitable, safe housing is available at a cost that is affordable to current and future residents of the City consistent with the goal, objectives, and **policies of the City’s Housing Element.**
- B. To minimize the adverse impacts relating to **the State’s declared housing crisis, on the City’s housing supply, and on persons and households of all income levels resulting from the potential loss of residential units through their conversion to exclusive transient use.**
- C. To prevent adverse impacts on residential neighborhoods that can occur when residential units are converted to exclusive transient use and are operated by agents and/or absentee owners/lessees who exercise little or no supervision or control of occupants.

18.48.020 Applicability.

No person or entity shall undertake, authorize, offer, facilitate an offer, maintain, advertise, book, or provide a dwelling unit or any portion thereof, in a residential zone or dwelling unit as provided for in Section 17.24.060(D) or as provided for in any specific

plan, for rent for thirty (30) consecutive calendar days or less to any transient, except as provided for in accordance with this chapter.

18.48.030 Definitions.

For the purposes of this chapter, the following definitions shall apply:

- A. “Booking service” means any reservation or payment service provided by a person or entity who facilitates a home-sharing transaction between a host and a prospective transient occupant.
- B. “Exclusive transient use” means that none of the dwelling unit’s primary residents resides on-site, in the dwelling unit, throughout the transient occupant’s stay.
- C. “Home-sharing” means an accessory use of a dwelling unit whereby the host rents his or her primary residence to one (1) or more transient occupants, for compensation, for periods of thirty (30) consecutive days or less, while the host resides on-site, in the dwelling unit, throughout the transient occupant’s stay. Rental of units located within City-approved hotels, motels, bed and breakfasts, and boarding houses, single-room occupancy buildings, and dwelling units for which a tenant has a month-to-month rental agreement and the rental payments are paid on a monthly basis shall not be considered home-sharing. An approved accessory rental dwelling unit, as defined by the Zoning Ordinance, constitutes a separate dwelling unit for the purpose of defining a home-sharing use. An approved guest house, as defined by the Zoning Ordinance, shall not constitute a separate dwelling unit for the purpose of defining a home-sharing use. The term “home-share” may be used interchangeably with the term “home-sharing.”
- D. “Host” means any person who offers his or her primary residence to a transient occupant(s) for home-sharing. A host may be an owner, lessee, or sub-lessee. “Host” shall have the same meaning as “operator” in Chapter 3.20 (Transient Occupancy Tax).
- E. “Hosting platform” means a person or entity who participates in the home-sharing business by collecting or receiving a fee, directly or indirectly, through an agent or intermediary, for conducting a booking service using any means of facilitation. Hosting platforms usually, although not necessarily, provide booking services through an on-line platform that allows a host to advertise the residential unit through a website provided by the hosting platform and hosting platform conducts a transaction by which potential transient occupants arrange home-sharing use and payment, whether the transient occupant pays rent directly to the host or to the hosting platform.
- F. “Primary residence” means a dwelling unit that is a host’s permanent residence or usual place of return for housing as documented by at least two (2) of the following and in the host’s name: motor vehicle registration; driver’s license; voter registration; tax documents showing the dwelling unit as the host’s primary residence; or a utility

or phone bill dated within the last 30 days. A host shall have only one (1) primary residence and must reside there no less than two hundred seventy five (275) days per calendar year in which the residential unit is used for home-sharing.

- G. “Reside” means is present in the location for at least five (5) hours within every twenty-four (24) hour period during which the dwelling unit is being used for home-sharing.
- H. “Transient” shall have the same definition as provided in Title 3, Chapter 3.20, Section 3.20.020(G). As provided in this chapter, “transient occupant” shall mean the same thing as “transient.”
- I. “Vacation rental” means rental of any dwelling unit, in whole or in part, to any transient occupant(s) for exclusive transient use for periods of thirty consecutive days or less. Rental of units located within City-approved hotels, motels, bed and breakfasts, boarding houses, single-room occupancy buildings, and dwelling units for which a tenant has a month-to-month rental agreement and the rental payments are paid on a monthly basis shall not be considered vacation rentals.

18.48.040 General provisions.

- A. Home-Sharing, New. Except as otherwise stated herein, on and after the effective date of the ordinance creating this chapter, no home-sharing use shall be established without first obtaining a Home-Sharing Permit and Business License pursuant to this chapter and being in compliance with the requirements of this chapter.
- B. Home-Sharing, Not Authorized by Home-Sharing Permit. Except as provided for in subsection (A) of this section, on and after the effective date of the ordinance creating this chapter, all existing dwelling units operating as home-sharing uses shall be considered an unlawful use in accordance with Chapter 17.04.050. Elimination of unlawful status may be achieved by filing the appropriate application, receiving a Home-Sharing Permit and Business License as required by this chapter, and complying with all requirements of this chapter.
- C. Home-sharing shall be prohibited in any inclusionary housing or other income-restricted housing unit.
- D. Vacation Rentals.
 - 1. Vacation rentals shall be a prohibited use in every zoning district and dwelling unit in the city.
 - 2. On and after the effective date of the ordinance creating this chapter, all existing dwelling units operating as vacation rentals shall be prohibited and shall be considered an unlawful use in accordance with Section 17.04.050 and shall cease operation immediately.
 - 3. Advertisement of vacation rentals shall be prohibited.

- E. All hosts and their respective properties, authorized by the City for home-sharing purposes pursuant to this Section, shall be listed on a registry created by the City and updated periodically by the City. The registry shall include the Home-Sharing Permit Number assigned to each home-sharing activity in accordance with Section 18.48.050(A). The City shall publish the registry **on the City's website.**

18.48.050 Home-Sharing Permit required.

- A. No home-sharing use shall be conducted in any residential zone or dwelling unit as provided for in Section 17.24.060(D)(8) unless a Home-Sharing Permit has been issued by the City for such use prior to conducting the home-share use. A Home-Sharing Permit Number shall be assigned to each home-sharing application that is approved in accordance with this chapter.
- B. An application for a Home-Sharing Permit shall be in a form and contain the information required by the Planning Department, in addition to documentation required pursuant to this chapter.
- C. The host shall be the applicant named on the Home-Sharing Permit. If the applicant is not the legal owner of the property, the application shall be signed by the property owner consenting to the use of the property for home-sharing.
- D. Only one (1) Home-Sharing Permit shall be issued to any one (1) dwelling unit as provided for in Section 18.48.030(C).
- E. If the property is part of a common interest development, the application shall include **a letter of authorization from the homeowner's association indicating that use of the property for home-sharing is permitted under the homeowner's association's covenants, conditions, and restrictions (CC&Rs).**
- F. The Planning Department (the Department) may issue a Home-Sharing Permit only **if the Department is satisfied that the applicant's operation** of the home sharing use will comply with all provisions of this chapter and the applicant has agreed, in writing, to comply with such provisions.
- G. A Home-Sharing Permit must be renewed annually to remain valid. Failure to renew a Home-Sharing Permit within thirty (30) calendar days of the expiration date will result in the Home-Sharing Permit being terminated.
- H. A Home-Sharing Permit shall be subject to applicable inspections by the City, including inspections by the Fire Department.

18.48.060 Performance standards and operational requirements.

Notwithstanding any provisions of this Code to the contrary, a home-sharing host shall operate the home-sharing use in compliance with the following performance standards and operational requirements:

- A. Home-sharing shall not adversely affect the residential character of the neighborhood nor shall the use generate noise, traffic, parking, trash, or other effects that **unreasonably interfere with any person's reasonable enjoyment of his or her residence.**
- B. A host shall obtain and maintain at all times a current City business license.
- C. The host shall collect and remit Transient Occupancy Tax (TOT), in coordination with any hosting platform if utilized in accordance with Section 18.48.070(A), to the City and shall comply with all City TOT requirements as set forth in Chapter 3.20 (Transient Occupancy Tax) of the Lemon Grove Municipal Code.
- D. No person shall advertise any home-sharing without a City-issued Home-Sharing Permit Number depicted in a visible location on the advertisement, including any listing on a hosting platform.
- E. The host shall be responsible for any nuisance violations arising at the property at all times during home-sharing activities.
- F. The host shall respond in person or telephonically within thirty (30) minutes of being contacted by any law enforcement, fire department, or other City official.
- G. The host and transient occupants shall comply with all Home-Sharing Permit and City Business License conditions and requirements, and all applicable local, State, and federal laws including, but not limited to, health, safety, fire, and building codes.
- H. The dwelling unit used for a home-sharing use shall not be subject to any outstanding enforcement of the Lemon Grove Municipal Code and all other relevant laws and ordinances, including but not limited to any notices of violations, orders of abatement, cease and desist orders, or correction notices. If any such violation occurs once a dwelling unit has been approved for home-sharing in accordance with the provisions of this chapter, the Planning Department shall suspend the Home-Sharing Permit until the violation has been corrected.
- I. The host shall post a clearly printed sign inside his or her dwelling unit on the inside of the front door that provides the following information: the location of all fire extinguishers, carbon monoxide detectors, gas shut-off valves, emergency exit routes, fire alarms, and emergency contact information for the host for periods when the host is off-site as provided for in Section 18.48.030.
- J. Home-sharing shall not be used by more than two (2) transient occupants per **bedroom, excluding the host's bedroom**, plus one additional transient occupant at one time. The transient occupant limit does not include minor children under the age of eighteen (18) who are accompanied by an adult. Rental to unaccompanied minors under the age of eighteen (18) is prohibited.
- K. The minimum duration of a home-share is three (3) days, two (2) nights.

- L. All parking for the home-sharing use shall be provided on-site, and shall not be located within a required front or side yard setback. The host shall limit the number of vehicles associated with the overnight occupancy of the home-share to a specific number of vehicles, with the maximum number of vehicles being the number of off-street parking spaces available at the property, in addition to the off-street parking required for the primary use in accordance with Chapter 17.24.010 (Off-street parking) of the LGMC.
- M. No signs shall be posted on the exterior of the residential unit advertising the home-sharing use.
- N. Events, parties, group gatherings that exceed the maximum number of allowed transients as provided for in this Chapter, and other special events, including but not limited to weddings, banquets, and corporate retreats, are prohibited from occurring on-site in association with the home-sharing use.
- O. No host shall offer or engage in home-sharing any part of the property not approved for residential use, including, but not limited to, a vehicle parked on the property, storage shed, trailer, recreational vehicle, garage, tree house, or any temporary structure such as a tent.
- P. The host shall maintain records for three (3) years demonstrating compliance with this chapter, including but not limited to: information demonstrating primary residency; the number of days per calendar year he or she has occupied the residential unit; the number of days per calendar year the residential unit has been rented as a home-sharing use; and compliance with the insurance requirement in Subsection (O). These records shall be made available to the Planning Department upon request.
- Q. The host shall maintain liability insurance appropriate to cover the home-sharing use in the aggregate of not less than \$500,000, or the host shall conduct each home-sharing transaction through a hosting platform that provides equal or greater coverage. Such coverage shall defend and indemnify the host(s), as named additional insured, and any tenant(s) in the building or dwelling unit for their bodily injury and property damage arising from the home-sharing use.
- R. The host shall sign an indemnification and hold harmless agreement in a form approved by the City Attorney, agreeing to indemnify, save, protect, hold harmless, and defend the City of Lemon Grove, the City Council of the City of Lemon Grove, individually and collectively, and the City of Lemon Grove representatives, officers, officials, employees, agents, and volunteers from any and all claims, demands, damages, fines, obligations, suits, judgments, penalties, causes of action, losses, liabilities, or costs at any time received, incurred, or accrued as a result of, or arising out of host's actions or inaction in the operation, occupancy, use, and/or maintenance of the property.

18.48.070 Hosting platform responsibilities.

- A. Hosting platforms shall be responsible for collecting all applicable TOTs and remitting the same to the City. The hosting platform shall be considered an agent of the host for purposes of TOT collections and remittance responsibilities as set forth in Chapter 3.20 (Transient Occupancy Tax).
- B. Subject to applicable laws, hosting platforms shall disclose to the City on an annual basis each home-sharing listing located in the City, the names of the person(s) responsible for each such listing, the address of each such listing, the length of stay for each such listing, and the price paid for each stay.
- C. Hosting platforms shall not complete any booking transaction for any residential property or unit **unless it is listed on the City's registry created under Section 18.48.040(F)**, at the time the hosting platform receives a fee for the booking transaction.
- D. Hosting platforms shall not collect or receive a fee, directly or indirectly through an agent or intermediary, for facilitating or providing services ancillary to a vacation rental or unpermitted home-share, including, but not limited to, insurance, concierge services, catering, restaurant bookings, tours, guide services, entertainment, cleaning, property management, or maintenance of the residential property or unit.
- E. Safe Harbor. A hosting platform operating exclusively on the Internet, which operates in compliance with subsections (A), (B), (C), and (D) of this section, shall be presumed to be in compliance with this Chapter.

18.48.080 Appeal.

In the event of denial of any Home-Sharing Permit or the suspension or revocation thereof, a written appeal may be made to the Planning Commission, whose decision shall be final. Appeals shall be considered by the Planning Commission in a public hearing which shall be scheduled within sixty (60) days from the filing of the application. Notice of the hearing shall be given as set forth in Section 17.28.090 of the City Zoning Ordinance. A fee of twenty-five dollars shall be paid at the time of application to cover the expense of appeal procedures. When a Home-Sharing Permit application has been denied, no application for the same business at the same property and/or by the same applicant shall be accepted for a period of one (1) year from the date of the denial.

18.48.090 Revocation of Home-Sharing Permit.

Home-Sharing Permits are subject to revocation by the Planning Department after a hearing by the Department, following reasonable notice to the permittee, in the event that zoning regulations applicable to the premises are amended to prohibit such use, or when evidence has been produced that one or more of the conditions of the permit are not being fulfilled, or that any other violation of this chapter exists or any other applicable local,

state or federal laws. After receiving written notification of violation, the holder of the Home-Sharing Permit shall, within ten (10) days of such notification, comply with all applicable City regulations or the Home-Sharing Permit will be subject to revocation after hearing. If a Home-Sharing Permit is revoked, the host must wait at a minimum of one (1) year from the date of revocation before he or she can reapply for a Home-Sharing Permit.

18.48.100. Enforcement—penalties for violations.

It shall be the duty of Planning Department to enforce all of the provisions of this chapter. Violation of the provisions of this chapter shall be considered a misdemeanor and violators shall, upon conviction, be punishable by a fine or imprisonment as set forth in Section 17.04.070 of the City's Zoning Ordinance.

18.48.110 Fees.

The fee for a Home-Sharing Permit shall be as established and modified from time to time by resolution of the City Council. All applicable fees and deposits shall be paid in full prior to processing any application.

Section 4. Existing Section 3.20.020(A) [Definitions, Hotel] of Chapter 3.20 [Transient Occupancy Tax] of Title 3 [Revenue and Finance] of the Lemon Grove Municipal Code is hereby amended to read as follows in the underlined additions and strikeouts:

Title 3 REVENUE AND FINANCE

Chapter 3.20 TRANSIENT OCCUPANCY TAX

3.20.020 Definitions. [Excerpts Only]

A. **“Hotel” means any structure**, or any portion of any structure, which is occupied or intended or designed for occupancy by transients for dwelling, lodging or sleeping purposes, and includes any hotel, inn, ~~tourist home or house, motel, studio hotel, bachelor hotel, lodginghouse, rooming house, apartment house, dormitory, public or private club, mobile home or house trailer at a fixed location~~ **bed and breakfast inn, or home-sharing in accordance with Chapter 18.48, or other similar structure or portion thereof. “Hotel”** does not mean any of the following: Any hospital, convalescent home, sanitarium, medical clinic, rest home, home for aged people, foster home, or other similar facility operated for the care or treatment of human beings; any asylum, jail, prison, orphanage or other facility in which human beings are detained and housed under legal restraint; any housing owned or controlled by any educational institution and used exclusively to house students, faculty or other employees, and any fraternity or sorority house or similar facility occupied exclusively by students and employees of such educational institutions, and officially recognized or approved by it; any housing operated or used exclusively for religious, charitable or educational purposes by any organization having qualifications for

exemption from property taxes under the laws of the state; any housing owned by a governmental agency and used to house its employees or for governmental purposes; any camp as defined in the Labor Code or other housing furnished by an employer exclusively for employees, any camp as defined in the Insurance Code, whether profit or nonprofit, offering recreational activities and operated exclusively for minors under the age of sixteen (16).

Section 5. The City Council makes the following findings required to approve an amendment **to the City's Zoning Ordinance** in accordance with Section 17.28.080(B) of the Municipal Code:

a. The proposed amendment is **consistent with the City's General Plan** in accordance with Government Code Section 65860, as amended.

i. Allowing home-sharing and prohibiting vacation rentals (as defined in the Ordinance) would provide permanent residents with the ability to supplement their incomes by renting out one or more rooms without removing dwelling units from the housing market by converting them to exclusive transient use, which is consistent with **the Community Development and Housing Elements of the City's General Plan**.

b. The public health, safety, and general welfare benefit from the adoption of the proposed amendment.

i. This action would provide the City with additional revenue through the collection of transient occupancy tax for the home-sharing use, which is consistent with the **Community Development Element of the City's General Plan**.

ii. The regulations included in the Ordinance would mitigate potential impacts upon the community, which is consistent with the **Community Development, Housing, and Noise Elements of the City's General Plan**.

Section 6. The City determined that this is not a project within the meaning of Section 15378 of the California Environmental Quality Act (CEQA) Guidelines because there is no potential for it to result in a physical change in the environment, either directly or indirectly. In the event this Ordinance is found to be subject to CEQA, it is categorically exempt from environmental review requirements of the California Environmental Quality Act Guidelines under Section 15061.b.3 because it can be seen with certainty that there is no possibility of a significant effect on the environment.

Section 7. If any section, sentence, clause or phrase of this Ordinance is determined to be invalid, illegal or unconstitutional by a decision or order of any court or

agency of competent jurisdiction, then such decision or order will not affect the validity and enforceability of the remaining portions of this Ordinance. The City Council declares that it would have passed and adopted the Ordinance, and each section, sentence, clause or phrase thereof, regardless of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

Section 8. This Ordinance shall be effective thirty (30) days following its adoption. Within fifteen (15) days following its adoption, the City Clerk shall certify to the passage of this Ordinance and cause the same to be published, or the title thereof, as a summary as required by state law in a newspaper of general circulation designated for legal notices publication in the City of Lemon Grove.

INTRODUCED at a regular meeting of the City Council of the City of Lemon Grove, California, on April 16, 2019

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Lemon Grove, California, on _____, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Mayor

Attest:

Shelley Chapel, MMC, City Clerk

Approved as to Form:

Kristen Steinke, City Attorney

Alternate language for Ordinance 452, Section 17.24.060(D)(8):

Home-sharing in accordance with Chapter 18.48 (Home-Sharing). Home-sharing is allowed on a lot with one (1) single-family dwelling; one (1) duplex; or a multifamily development containing not more than three (3) dwelling units (triplex), except that home-sharing is allowed in townhouse developments and condominium projects containing three (3) or more dwelling units. See Chapter 18.48 for applicable requirements.



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 3

Meeting Date: April 16, 2019

Submitted to: Honorable Mayor and Members of the City Council

Department: Finance

Staff Contact: Molly Brennan, Finance Manager

mbrennan@lemongrove.ca.gov

Item Title: Master Fee Schedule for Fiscal Year 2019-2020

Recommended Action:

Conduct a public hearing, receive public comment, and adopt a resolution (Attachment A) approving the City of Lemon Grove Master Fee Schedule for Fiscal Year 2019-2020.

Summary:

The Lemon Grove Master Fee Schedule is a consolidated reference document that lists all of the fees and direct costs for City services. Each year the City Council updates the City's Master Fee Schedule as part of the budget process. If adopted, the Fee Schedule in front of Council tonight will take effect at the beginning of the new fiscal year, July 1, 2019.

A fee is a charge to an individual or business for a service or facility provided directly to the individual or business. The amount of the fee may not exceed the cost to the City to provide the service.

Discussion:

It is important to review the City's Master Fee Schedule annually as part of the budget process. The Master Fee Schedule is the tool the City relies on to recover the costs incurred by the individual services we provide. In order to recover the cost for individual services, it is necessary to establish new fees and to modify current fees each year as the cost the provide services changes over time.

Due to staff vacancies, the last time the Master Fee Schedule was updated was in October 2017. Moving forward, the City Council can expect to see the annual update of the fee schedule on the agenda each April. Once a resolution is adopted, the fee changes take sixty (60) days to be effective in accordance with state regulation. Updating the fee schedule each April puts the City in line for the fee changes to be effective each July 1, coinciding

with the beginning of the new fiscal year. In accordance with state regulation, the recommended fee changes do not exceed the reasonable amount necessary to provide the service for which the fee is levied and will not exceed the cost of providing the service.

The majority of the changes to the FY2019-2020 Master Fee Schedule are revisions to existing fees or deposits to reflect the true cost of providing the service. Along with the revisions, a few new fees were added. Specifically, the new fees are:

- A regulatory permit fee for a Tobacco Retail License of \$250/year
- Fines for violating chapter 8.70 of the Lemon Grove Municipal Code, the Tobacco Retail License section
- Building permit fee for Photovoltaic Systems (solar) of \$150
- An annual home sharing permit of \$70 for hosted short-term rentals
- A tentative parcel map submission fee of \$125/per lot
- Actual cost copy fees for a full set of the municipal code
- Passport services for the passport acceptance facility, as set by the Dept. of State
- Hourly rates in Appendix A includes staff positions for City Manager, Community Development Manager, Public Works & Operations Manager, Public Works Secretary, Sanitation or Street Supervisor, Sheriff's Deputy, Technician I, and Technician II
- Contract engineering hourly rates for Rick Engineering staff in Appendix A

The proposed revisions to established fees are recommended for one of three reasons;

- 1) to recover the true cost of providing the service,
- 2) to align the fee schedule with the municipal code,
- 3) or to align with amounts set by outside agencies.

A full list of the Master Fee Schedule changes is in the Summary of Changes table below. Staff would like to bring your attention to a few that require further details and context.

The Entertainers Permit cost has not been increased since it was created in 1984. Prior to permit issuance, a Sheriff's Deputy performs a background check on each entertainer. Raising the fee from \$30 to \$60 covers the true cost to complete the background check.

Section 16.08.060 of the Municipal Code calls out when a fee versus a deposit should be charged for filing tentative maps (major subdivision) and tentative parcel maps (minor subdivisions). The current fee schedule only lists deposits for the items related to maps, such as filing, revisions, and time extensions. The FY19-20 Fee Schedule allocates a portion of the previous deposit amount as a fee, thereby aligning the fee schedule with the municipal code.

Building permit fees are based on the valuation, or estimate, of the project cost. To estimate the total project cost, the City uses valuation tables approved by the San Diego Area Chapter of the International Code Council (ICC). The tables provide the cost per unit (i.e. square foot) for different types of uses and construction materials. The San Diego Area Chapter of the ICC approves updated valuation tables annually, however Lemon Grove last updated the valuation tables in our Master Fee Schedule in FY2011-2012 to 2009 ICC values. Staff is recommending updating the building valuation tables to the 2018 ICC approved values (option a). Although the increase to building permit costs will be reasonable, staff also wanted to provide Council with the option to update to the 2015 building valuation tables for a smaller impact (option b).

To inform the decision-making process, it is helpful to see how valuation table values translate to actual building permit costs. Below are three permits issued in the last few months. The ‘current’ column reflects what the applicant paid, the ‘2015’ column reflects what they would have paid with the 2015 valuation tables in place, and the ‘2018’ column reflects what they would have paid with the 2018 valuation tables in place. The most common type of building permit that is based on valuation tables is a re-roofing permit.

Building Permit Examples

Re-Roof Permit, Composition Shingles, 22 units

	Current	2015	2018
Valuation	159.11	172.88	188.59
Fees			
BSA	1.00	1.00	1.00
Issue Fee	44.10	44.10	44.10
SMIP	0.50	0.50	0.50
BP	111.36	111.36	126.80
Storm Water	7.85	7.85	8.62
TOTAL Fee	\$ 164.81	\$ 164.81	\$ 181.02
Increase		\$ -	\$ 16.21

Stucco House, 1,600 units

	Current	2015	2018
Valuation	4.19	4.55	4.96
Fees			
BSA	1.00	1.00	1.00
Issue Fee	44.10	44.10	44.10
SMIP	0.87	0.87	0.87
BP	157.68	173.12	173.12
Storm Water	10.18	10.95	10.95
TOTAL Fee	\$ 213.83	\$ 230.04	\$ 230.04
Increase		\$ 16.21	\$ 16.21

Rebuild Garage, Wood, 434 sq ft

	Current	2015	2018
Valuation	128.40	139.52	152.19
Fees			
BSA	3.00	3.00	3.00
Issue Fee	44.10	44.10	44.10
SMIP	7.24	25.73	25.73
BP	791.73	830.33	876.65
Plan Check	706.62	741.07	782.41
Combo Elec	83.13	87.18	92.05
Combo Plumb	83.13	87.18	92.05
Storm Water	85.95	90.93	95.80
TOTAL Fee	\$ 1,804.90	\$ 1,909.53	\$ 2,011.79
Increase		\$ 104.63	\$ 206.89

Summary of Changes

Pg #	Description	Prior Fee Amt	New Fee Amt	Comments
1	Entertainers Permit			
	January	\$30.00	\$60.00	For Annual Background Check
	February	\$30.00	\$60.00	For Annual Background Check
	March	\$30.00	\$60.00	For Annual Background Check
	April	\$30.00	\$60.00	For Annual Background Check
	May	\$27.50	\$55.20	For Annual Background Check
	June	\$25.00	\$49.80	For Annual Background Check
	July	\$22.50	\$45.00	For Annual Background Check
	August	\$20.00	\$40.20	For Annual Background Check
	September	\$17.50	\$34.80	For Annual Background Check
	October	\$15.00	\$30.00	For Annual Background Check
	November	\$12.50	\$25.20	For Annual Background Check
	December	\$10.00	\$19.80	For Annual Background Check
	Renewal	\$30.00	\$60.00	For Annual Background Check
1	Tobacco Retailer License	-	\$250.00	New Program
	Penalty Fine, First Violation	-	\$400.00	New Program
	Penalty Fine, Second Violation	-	\$900.00	New Program
3	Photovoltaic System Building Permit	-	\$150.00	New
3	Transportation Uniform Mitigation Fee (AKA Regional Transportation Improvement Plan - RTCIP)	\$2,404.14	\$2,533.15	Set by SANDAG
5	Building Valuation Tables	2009 Values	2018 Values	
	San Diego Area Chapter International Code Council			
11	Document Preparation and/or Recordation	\$100.00	\$120.00	Average cost of filing
13	Appeal (City Council Interpretation)	\$75.00	\$150.00	To cover noticing costs
13	Boundary Adjustment			
	Application	\$1,800 Deposit	\$1,650 Deposit & \$150 fee	Now in line with code
13	Certificate of Compliance	\$150 Deposit	\$350 Deposit	5 hours staff time as basis of deposit
13	Home Sharing Permit (annual)	-	\$70.00	New - for hosted short-term rentals
13	Medical Marijuana Dispensary			
	MMD Code Enforcement Inspection	\$50.00	\$65.00	True-up to FY19/20 hourly rates
	MMD Planning Inspection	\$150.00	\$70.00	True-up to FY19/20 hourly rates
	MMD Sheriff Inspection	\$90.00	\$125.00	True-up to FY19/20 hourly rates
	MMD Zoning Clearance	\$1,090.00	\$2,000.00	30 hours staff time as basis of fee
13	Substantial Conformance Review (SCR)	\$200 Deposit	\$350 Deposit	5 hours staff time as basis of deposit

Pg #	Description	Prior Fee Amt	New Fee Amt	Comments
13	Tentative Map (Major Subdivision, 5+ lots)			
	Application - base amount	\$4,500 Deposit	\$3,750 Deposit & \$750 fee	Now in line with code 16.08.060
	Additional Application Amount per lot (5-25 lots)	\$125 Deposit	\$125 fee	Now in line with code 16.08.060
	Additional Application Amount per lot (26-50 lots)	\$100 Deposit	\$100 fee	Now in line with code 16.08.060
	Additional Application Amount per lot (51+ lots)	\$75 Deposit	\$75 fee	Now in line with code 16.08.060
	Revised Map	\$2,000 Deposit	\$1,850 Deposit & \$150 fee	Now in line with code 16.08.060
13	Tentative Parcel Map (Minor Subdivision)			
	Application	\$3,000 Deposit	\$2,550 Deposit & \$150 fee	Now in line with code 16.08.060
	Additional Application Amount per lot	-	\$150.00	Now in line with code 16.08.060
	Revised Map	\$1,700 Deposit	\$1,550 Deposit & \$150 fee	Now in line with code 16.08.060
14	Zoning Clearance (ZC)	\$150 Deposit	\$350 Deposit	5 hours staff time as basis of deposit
21	Copy Fees (other media)			
	Municipal Code (Full-Set)	-	Actual Cost	New
21	Credit Card Fees-VISA/Mastercard only. Excludes Discover, debit and prepaid cards)			
	Per Transaction	\$10 min charge	3%	Changed Merchant Services Vendor
21	Passport Services			
	Passport Execution	-	\$35.00	New Program
	Passport Mailing	-	Current Rate	New Program
	Passport Express Mailing	-	Current Rate	New Program
26	Banner Installation Fee	\$20.00	\$35.00	True cost recovery
27	New Sanitation System Connection Permit Fee	\$2,254.50	\$3,509.00	Matches Resolution
29	APPENDIX A - HOURLY RATES			
	Assistant Planner	\$47.00	\$67.00	
	Associate Civil Engineer (Rick Engineering)	\$59.00	\$180.25	Previously in-house
	Associate Planner	\$50.00	\$70.00	
	City Attorney (Lounsbery, Ferguson, Altona & Peak)	\$210.00	\$190.00	
	City Engineer (Rick Engineering)	\$210.00	\$252.35	
	City Manager	-	\$110.00	Added
	Code Enforcement Officer/Water Quality Inspector	\$43.00	\$65.00	
	Community Development Manager	-	\$95.00	Added
	Engineering Inspector	\$45.00	\$53.00	
	Fire Inspectors	\$38.00	\$46.00	
	Fire Marshal	\$95.00	\$100.00	
	Management Analyst	\$50.00	\$60.00	
	Public Works Director/ACM	\$90.00	\$95.00	
	Public Works Operations & Administration Manager	-	\$82.00	Added
	Public Works Secretary	-	\$38.00	Added
	Sanitation or Street Supervisor	-	\$48.00	Added
	Sheriff's Deputy	-	\$130.00	Added
	Technician I	-	\$32.00	Added
	Technician II	-	\$40.00	Added
30	APPENDIX A - HOURLY RATES			
	Contract Engineering Services	-	See page 30	Added, directly from Rick Eng Contract

Environmental Review:

- Not subject to review Negative Declaration
 Categorical Exemption, Section | | Mitigated Negative Declaration

Fiscal Impact:

The recommended fee adjustments will help the City reach the goal of 75-100% cost recovery for the services and facilities included in the fee schedule.

Public Notification: Published legal notice of the public hearing in the newspaper of record on April 4, 2019.

Staff Recommendation:

Conduct a Public Hearing, Receive Public Comment, and adopt a Resolution (Attachment A) approving the City of Lemon Grove Master Fee Schedule for Fiscal Year 2019-2020.

Attachments:

- Attachment A – Resolution
- Attachment B – Master Fee Schedule for Fiscal Year 2019-2020

RESOLUTION NO. 2019-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA, UPDATING THE CITY OF LEMON GROVE MASTER FEE
SCHEDULE FOR FISCAL YEAR 2019-2020**

WHEREAS, the City of Lemon Grove Master Fee Schedule was first adopted by Resolution No. 2599 on January 3, 2006; and

WHEREAS, most fees listed in the Master Fee Schedule represent reimbursement for costs reasonably borne by the City in providing direct services to individuals or groups rather than to the general populace of Lemon Grove; and

WHEREAS, in order for the City to continue providing services, it is necessary for the City to recover the costs of providing such services; and

WHEREAS, in order to meet cost recovery objectives, the adopted Master Fee Schedule update process occurs during the budget cycle; and

WHEREAS, the proposed fee increases do not exceed the reasonable amount required to provide the service for which the fee or service charge is levied and will not exceed the cost of providing the services; and

WHEREAS, the Building Fees, Engineering Fees, and Planning Fees are valid and in compliance with California Constitution Article XIIIIC, subd. (e) (1), (2), (3), & (6); and

WHEREAS, the Fire Department Plan Check Fees, Inspection Fees, and Cost Recovery Fees are valid and in compliance with California Constitution Article XIIIIC, subd. (e) (1), (2), (3), & (6); and

WHEREAS, the Annual Fire Code Permit Fees are valid and in compliance with California Constitution Article XIIIIC, subd. (e) (1), (2), & (3); and

WHEREAS, the General Fees are valid and in compliance with California Constitution Article XIIIIC, subd. (e) (1), (2), (3), (5), (6), & (7); and

WHEREAS, the Law Enforcement Fees are valid and in compliance with California Constitution Article XIIIIC, subd. (e) (2), (3), & (5); and

WHEREAS, the Facilities and Program Fees are valid and in compliance with California Constitution Article XIII C, subd. (e) (1), (2), (4), & (5); and

WHEREAS, the Sanitation Fees are valid and in compliance with California Constitution Article XIII C, subd. (e) (1), (2), (3), (5), (6), & (7); and

WHEREAS, Government Code Section 66016(a) requires that a public hearing be held prior to the adoption of any new fees or increases to any existing fees; and

WHEREAS, a public hearing was duly noticed 14 days prior to the public hearing and the public hearing was held by the City Council on April 16, 2019; and

WHEREAS, updated fees adopted herein will be effective 60 days after adoption; and

WHEREAS, it is in the best interest of the City and its residents to update the Master Fee Schedule for Fiscal Year 2019-2020.

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

1. Approves the City of Lemon Grove Master Fee Schedule for Fiscal Year 2019-2020 (Exhibit 1); and

PASSED AND ADOPTED on April 16, 2019, the City Council of the City of Lemon Grove, California, adopted Resolution No. 2019-_____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Mayor

Attest: Shelley Chapel, MMC, City Clerk

Approved as to Form: Kristen Steinke, City Attorney

CITY OF LEMON GROVE MASTER FEE SCHEDULE



Effective July 1, 2019

Fiscal Year 2019-2020

(FY 2019-20)

Annual Update Process

In order to maintain User Fee Cost Recovery Objectives, the City Council of the City of Lemon Grove has adopted the following annual update process:

- 1. Fees shall be analyzed annually as part of the City budget process and may be updated at the discretion of the City Council.*
- 2. During the fiscal year, if the need arises, the City Council may adjust fees.*

Changes to the Annual Update Process shall be made by action of the City Council.

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**City of Lemon Grove Master Fee Schedule
FY 2019-20**

BUSINESS LICENSE/PERMIT & REGULATORY

Description		Comments
BUSINESS LICENSE/PERMIT		
Processing Fee	\$30.00	all businesses
SB 1186	\$1.00	Remit 30% to the State/Retain 70%
Late Fee		
If paid in February	25%	of Business License/Permit Tax
If paid after February	100%	of Business License/Permit Tax
Base Fee/Tax -- by Type of Business		
General - Fixed Location In City	\$15.00 +	\$2.00 per employee (max. \$100.00)
Apartments (minimum fee \$10.00)	\$3.00	per unit
Out-of-City		
Contractors, wholesalers	\$15.00 +	\$2.00 per employee (max. \$100.00)
Other Services	\$40.00 +	\$2.00 per employee (max. \$100.00)
Retail Route Deliveries	\$40.00	per vehicle
Amusement/Mechanical/Music	\$25.00	each machine
Auction	\$150.00	
Auctioneer	\$75.00	
Billboard Advertising	\$100.00 +	\$10.00 per billboard if more than two
Bowling Alley	\$15.00 +	\$10.00 per lane
Circus/Carnival	\$250.00	
Coin-operated Vending Machines	\$25.00 +	\$2.00 per machine
Ice Cream Carts/Wagons/Food Vending Vehicles	\$200.00	per vehicle
Pawnbrokers	\$100.00	
Peddlers, Solicitors, Transient Merchants		
Fixed Location on Tax Roll	\$10.00	
No Fixed Location on Tax Roll	\$15.00	
Pool Rooms, Billiards	\$15.00 +	\$10.00 per table
Professionals	\$25.00 +	\$2.00 per employee (max. \$100.00)
Real Estate Broker	\$15.00 +	\$10.00 per salesperson
Shooting Galleries/Arcade/Amusement Center	\$100.00	
Taxi Cabs/Vehicles for Hire		
In-City	\$50.00	
Out-of-City	\$100.00	
Trailer Park	\$15.00 +	\$2.00 per space
REGULATORY PERMITS		
Adult Entertainment Establishment	\$110.00	Annual
Alarm Permit (one time fee)	\$75.00	
Penalty Fees		
Third False Alarm (6 month period)	\$50.00	
Fourth False Alarm (6 month period)	\$100.00	
Fifth False Alarm (6 month period)	\$150.00	
Each Additional False Alarm (6 month period)	\$200.00	
Bingo	\$50.00	
Entertainers		
January	\$60.00	Annual
February	\$60.00	
March	\$60.00	
April	\$60.00	
May	\$55.20	
June	\$49.80	
July	\$45.00	
August	\$40.20	
September	\$34.80	
October	\$30.00	
November	\$25.20	
December	\$19.80	
Renewal	\$60.00	
Fortunetelling & Related Occupations	\$500.00 +	\$5,000 surety bond
Massage Technician		
Initial	\$130.00	
Renewal	\$35.00	
Massage Establishment	\$290.00	
Peep Show Establishment		
Investigation	\$120.00	semi-annual fee
Peep Show -Per Device	\$35.00	semi-annual fee
Second Hand Dealer/Pawn Broker	\$130.00	annual
Solicitor's Permit		
Renewal	\$30.00	initial
Renewal	\$20.00	
Tobacco Retailer	\$250.00	Annual
Penalty Fine, First Violation	\$400.00	
Penalty Fine, Second Violation	\$900.00	

**City of Lemon Grove Master Fee Schedule
FY 2019-20**

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**City of Lemon Grove Master Fee Schedule
FY 2019-20**

DEVELOPMENT SERVICES - BUILDING

Description	Fee	Comments
Permit Issuance Fee (for all permits)	\$44.10	per permit
Building Permit Fee (based on total valuation*)		
\$1.00 to \$500.00	\$27.56	
\$501.00 to \$2000.00	\$27.56	for the first \$500.00 plus \$3.36 for each additional \$100, or fraction thereof
\$2001.00 to \$25,000.00	\$80.48	for the first \$2,000.00 plus \$15.44 for each additional \$1,000.00 or fraction thereof
\$25,001.00 to \$50,000	\$453.24	for the first 25,000.00 plus \$11.13 for each additional \$1,000.00, or fraction thereof
\$50,001.00 to \$100,000.00	\$745.41	for the first \$50,000.00 plus \$7.72 for each additional \$1,000.00 or fraction thereof
\$100,001.00 to \$500,000.00	\$1,149.91	for the first \$100,000.00 plus \$6.17 for each additional \$1,000.00 or fraction thereof
\$500,001.00 to \$1,000,000.00	\$3,743.65	for the first \$500,000.00 plus \$5.25 for each additional \$1,000.00 or fraction thereof
\$1,000,000.00 and up	\$6,499.90	for the first \$1,000,000.00 plus \$3.47 for each additional \$1,000.00 or fraction thereof
Individual Plumbing Permit	\$143.33	
Individual Electrical Permit	\$143.33	
Individual Mechanical Permit	\$143.33	
Photovoltaic System Building Permit	\$150.00	
Water Heater Permit	\$66.15	
In Combination With Building Permit		
Plumbing Permit	10.50%	of Building Permit Fee
Electrical Permit	10.50%	of Building Permit Fee
Mechanical Permit	10.50%	of Building Permit Fee
Energy Surcharge Fee	15.75%	of Building Permit Fee
Disabled Access Surcharge Fee	10.50%	of Building Permit Fee
Green Code Inspection - all additions	\$41.50	
Green Code Inspection - all buildings	\$124.50	
<i>(Disabled Access fee applies to new Commercial, Industrial, Assembly, Educational and Multi-Family type projects required by State Building Code)</i>		
Plan Check Fee	89.25%	of Building Permit Fee
Residential sub-divisions or tract developments with production units that are duplicates of model units	31.50%	of Building Permit Fee
Green Code Plan Check - all additions	\$45.00	
Green Code Plan Check - all new buildings	\$135.00	
Miscellaneous		
Landscape Plans	\$150	Deposit
Storm Water Management Surcharge	5%	of Total Permit and Plan Check Fees
Transportation Uniform Mitigation Fee	\$2,533.15	Per new residential housing unit
(AKA Regional Transportation Improvement Plan - RTCIP)		
Construction and Debris Diversion Deposits		
Roof Tear-offs	\$100.00	
Small ≤ 2,500 sf	\$500.00	
Small > 2,500 < 10,000 sf	.25/sq	
Large ≥ 10,000 sf	\$0.25/sf, \$3,500 min.	

NOTES:

1. A Building Permit shall include only a single issuance fee if the permit has a combination of activities [i.e: Building/ Plumbing/ Electrical/ Mechanical].
2. Expedited processing is only available for unusual circumstances when requested by the applicant and as deemed appropriate by City Staff. Charges for expedited services shall be determined by using an hourly rate of two times the current hourly rate as established by EsGil Corporation. - Appendix A
3. Projects requiring additional inspections, additional re-inspections, or plan check for revised or deferred items, shall pay a fee determined by using the current hourly rate as established by EsGil Corporation - Appendix A
4. Plan check fees for residential sub-division or tract development projects may have production units that are duplicates of the model units reduced to 30% of the permit fee.

*The contract price of the work being done, the architect's estimate, or the valuation using the current City-adopted valuation tables of the San Diego Chapter of the ICC and the area of the proposed construction or work being proposed.

**City of Lemon Grove Master Fee Schedule
FY 2019-20**

DEVELOPMENT SERVICES - BUILDING

Description	Fee	Comments
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**City of Lemon Grove Master Fee Schedule
FY 2019-20**

Building Valuation Tables

San Diego Area Chapter International Code Council

Occupancy	Use	Type of Construction	Option A	Option B
			2018	2015
R-2	Apartment Houses	Type I or I B.	\$ 180.32	\$ 165.30
	Apartment Houses	Type V or III (Masonry)	\$ 147.23	\$ 134.97
	Apartment Houses	Type V Wood Frame	\$ 135.65	\$ 124.35
	Apartment Houses	Type I Basement Garage	\$ 62.86	\$ 57.63
B	Banks	Type I or I B.	\$ 244.83	\$ 224.44
	Banks	Type II A	\$ 180.32	\$ 165.30
	Banks	Type II B	\$ 175.35	\$ 160.75
	Banks	Type III A	\$ 198.51	\$ 181.98
	Banks	Type III B	\$ 191.90	\$ 175.91
	Banks	Type V A	\$ 180.32	\$ 165.30
	Banks	Type V B	\$ 173.70	\$ 159.23
	B	Car Washes	Type III A	\$ 115.80
Car Washes		Type III B	\$ 110.84	\$ 101.61
Car Washes		Type V A	\$ 99.26	\$ 90.99
Car Washes		Type V B	\$ 92.64	\$ 84.92
A-3	Churches	Type I or I B.	\$ 163.77	\$ 150.13
	Churches	Type II A	\$ 124.07	\$ 113.74
	Churches	Type II B	\$ 117.45	\$ 107.67
	Churches	Type III A	\$ 134.00	\$ 122.84
	Churches	Type III B	\$ 127.38	\$ 116.77
	Churches	Type V A	\$ 125.72	\$ 115.25
	Churches	Type V B	\$ 117.45	\$ 107.67
	I-2	Convalescent Hospitals	Type I or I B.	\$ 229.94
Convalescent Hospitals		Type II A	\$ 160.46	\$ 147.10
Convalescent Hospitals		Type III A	\$ 163.77	\$ 150.13
Convalescent Hospitals		Type V A	\$ 153.85	\$ 141.03
R- 3	Dwellings ***	Type V Adobe	\$ 201.82	\$ 185.01
	Dwellings ***	Type V Masonry	\$ 160.46	\$ 147.10
	Dwellings ***	Type V Wood Frame	\$ 152.19	\$ 139.52
	Dwellings ***	Basements (semi-finished)	\$ 38.05	\$ 34.88
	Dwellings ***	Additions - Wood Frame	\$ 181.97	\$ 166.81
	Dwellings ***	Solariums	\$ 153.85	\$ 141.03
	Dwellings ***	Cabana - Pool House (Type V)	\$ 142.27	\$ 130.42
B/R/S	Fire Stations	Type I or I B.	\$ 188.59	\$ 172.88
	Fire Stations	Type II A	\$ 124.07	\$ 113.74
	Fire Stations	Type II B	\$ 117.45	\$ 107.67
	Fire Stations	Type III A	\$ 135.65	\$ 124.35
	Fire Stations	Type III B	\$ 130.69	\$ 119.80
	Fire Stations	Type V A	\$ 127.38	\$ 116.77
	Fire Stations	Type V B	\$ 120.76	\$ 110.70
	A-3	Fitness Centers	<i>Same values as Office Buildings</i>	\$ -
I-2	Hospitals	Type I A or I B.	\$ 269.65	\$ 247.19
	Hospitals	Type III A	\$ 223.33	\$ 204.73
	Hospitals	Type V A	\$ 213.40	\$ 195.63
R-1	Hotels & Motels	Type I A or I B.	\$ 167.08	\$ 153.17
	Hotels & Motels	Type III A	\$ 145.58	\$ 133.45
	Hotels & Motels	Type III B	\$ 137.30	\$ 125.87
	Hotels & Motels	Type V A	\$ 125.72	\$ 115.25
	Hotels & Motels	Type V B	\$ 124.07	\$ 113.74

**City of Lemon Grove Master Fee Schedule
FY 2019-20**

Occupancy	Use	Type of Construction	2018	2015
F	Industrial Plants	Type I A or I B.	\$ 94.29	\$ 86.44
	Industrial Plants	Type II A	\$ 66.17	\$ 60.66
	Industrial Plants	Type II B (Stock)	\$ 61.21	\$ 56.11
	Industrial Plants	Type III A	\$ 72.79	\$ 66.73
	Industrial Plants	Type III B	\$ 67.82	\$ 62.18
	Industrial Plants	Tilt-up	\$ 49.63	\$ 45.49
	Industrial Plants	Type V A	\$ 67.82	\$ 62.18
	Industrial Plants	Type V B	\$ 62.86	\$ 57.63
B	Medical Offices	Type I A or I B.	\$ 198.51	\$ 181.98
	Medical Offices	Type II A	\$ 152.19	\$ 139.52
	Medical Offices	Type II B	\$ 145.58	\$ 133.45
	Medical Offices	Type III A	\$ 165.43	\$ 151.65
	Medical Offices	Type III B	\$ 153.85	\$ 141.03
	Medical Offices	Type V A	\$ 148.88	\$ 136.48
	Medical Offices	Type V B	\$ 143.92	\$ 131.94
B	Offices	Type I or I B.	\$ 177.01	\$ 162.26
	Offices	Type II A	\$ 119.11	\$ 109.19
	Offices	Type II B	\$ 112.49	\$ 103.12
	Offices	Type III A	\$ 127.38	\$ 116.77
	Offices	Type III B	\$ 122.42	\$ 112.22
	Offices	Type V A	\$ 119.11	\$ 109.19
	Offices	Type V B	\$ 112.49	\$ 103.12
U	Private Garages	Wood Frame - Finished	\$ 39.70	\$ 36.40
	Private Garages	Wood Frame - Unfinished	\$ 39.70	\$ 36.40
	Private Garages	Masonry	\$ 46.32	\$ 42.46
	Private Garages	Open Carports	\$ 28.12	\$ 25.78
B	Public Buildings	Type I or I B.	\$ 203.47	\$ 186.53
	Public Buildings	Type II A	\$ 165.43	\$ 151.65
	Public Buildings	Type II B	\$ 158.81	\$ 145.58
	Public Buildings	Type III A	\$ 172.04	\$ 157.72
	Public Buildings	Type III B	\$ 165.43	\$ 151.65
	Public Buildings	Type V A	\$ 157.16	\$ 144.07
	Public Buildings	Type V B	\$ 152.19	\$ 139.52
S-2	Public Garages	Type I or I B.	\$ 81.06	\$ 74.31
	Public Garages	Type I or II Open Parking	\$ 61.21	\$ 56.11
	Public Garages	Type II B	\$ 46.32	\$ 42.46
	Public Garages	Type III A	\$ 61.21	\$ 56.11
	Public Garages	Type III B	\$ 54.59	\$ 50.04
A-2	Public Garages	Type V A	\$ 56.25	\$ 51.56
	Restaurants	Type III A	\$ 162.12	\$ 148.62
	Restaurants	Type III B	\$ 155.50	\$ 142.55
	Restaurants	Type V A	\$ 147.23	\$ 134.97
E	Restaurants	Type V B	\$ 142.27	\$ 130.42
	Schools	Type I or I B.	\$ 183.62	\$ 168.33
	Schools	Type II A	\$ 125.72	\$ 115.25
	Schools	Type III A	\$ 134.00	\$ 122.84
	Schools	Type III B	\$ 129.03	\$ 118.29
	Schools	Type V A	\$ 125.72	\$ 115.25
	Schools	Type V B	\$ 120.76	\$ 110.70

**City of Lemon Grove Master Fee Schedule
FY 2019-20**

Occupancy	Use	Type of Construction	2018	2015
M	Service Stations	Type II B	\$ 110.84	\$ 101.61
	Service Stations	Type III A	\$ 115.80	\$ 106.15
	Service Stations	Type V A	\$ 99.26	\$ 90.99
	Service Stations	Pump Island Canopies	\$ 46.32	\$ 42.46
M	Stores	Type I or I B.	\$ 135.65	\$ 124.35
	Stores	Type II A	\$ 82.71	\$ 75.82
	Stores	Type II B	\$ 81.06	\$ 74.31
	Stores	Type III A	\$ 100.91	\$ 92.51
	Stores	Type III B	\$ 95.95	\$ 87.96
	Stores	Type V A	\$ 86.02	\$ 78.86
	Stores	Type V B	\$ 79.40	\$ 72.79
	Stores	Retail Garden Center (Type V B)	\$ 65.81	\$ 60.33
	A-1	Theatres	Type I or I B.	\$ 181.97
Theatres		Type III A	\$ 132.34	\$ 121.32
Theatres		Type III B	\$ 125.72	\$ 115.25
Theatres		Type V A	\$ 124.07	\$ 113.74
Theatres		Type V B	\$ 117.45	\$ 107.67
S	Warehouses **	Type I or I B.	\$ 81.06	\$ 74.31
	Warehouses **	Type II A	\$ 47.97	\$ 43.98
	Warehouses **	Type II B	\$ 46.32	\$ 42.46
	Warehouses **	Type III A	\$ 54.59	\$ 50.04
	Warehouses **	Type III B	\$ 52.94	\$ 48.53
	Warehouses **	Type V A	\$ 47.97	\$ 43.98
	Warehouses **	Type V B	\$ 46.32	\$ 42.46

NOTE:

1. Add 0.5 percent to the total cost for each story over three
2. Deduct 11 percent for mini-warehouse
3. For subdivisions with 10 or more single family dwellings which have plan check and building permit issuances in groups of 10 or more, the valuation or the plan check and building permit fees may be increased by 10 percent.

MISCELLANEOUS

Agricultural Building	PSF	\$ 28.12	\$ 25.78
Aluminum Siding	PSF	\$ 8.27	\$ 7.58
Antennas	Radio over 30 ft. high	\$ 5,326.74	\$ 4,883.11
Antennas	Dish, 10 ft. dia.w/decoder	\$ 6,476.46	\$ 5,937.08
Awning or Canopy	PSF	\$ 31.43	\$ 28.81
(supported by building)	Aluminum	\$ -	\$ -
Awning or Canopy	PSF	\$ 13.23	\$ 12.13
(supported by building)	Canvas	\$ -	\$ -
Balcony		\$ 21.51	\$ 19.71
Decks (wood)		\$ 21.51	\$ 19.71
Demolition of Building		\$ 6.62	\$ 6.07
Fence or Freestanding Wall	Wood or Chain Link	\$ 3.31	\$ 3.03
Fence or Freestanding Wall	Wood Frame with Stucco	\$ 8.27	\$ 7.58
Fence or Freestanding Wall	Wire	\$ 3.31	\$ 3.03
Fence or Freestanding Wall	Masonry	\$ 13.23	\$ 12.13
Fence or Freestanding Wall	Wrought Iron	\$ 8.27	\$ 7.58

**City of Lemon Grove Master Fee Schedule
FY 2019-20**

Occupancy	Use	Type of Construction	2018	2015
	Foundation Only (25% of value of whole building). Remainder of building will be valued at 75% of the building		\$ -	\$ -
	Greenhouse		\$ 8.27	\$ 7.58
	Manufactured Housing (25% of value of "site built" house)		\$ 36.39	\$ 33.36
	Mobile Home		\$ -	\$ -
	Patio	Wood Frame with Cover	\$ 36.39	\$ 33.36
	Patio	Metal Frame with Cover	\$ 13.23	\$ 12.13
	Patio	Wood Frame Cover & Walls	\$ 16.54	\$ 15.16
	Patio	Metal Frame Cover & Walls	\$ 18.20	\$ 16.68
	Patio	Screen or Plastic Walls	\$ 21.51	\$ 19.71
	Plastering	Inside	\$ 4.96	\$ 4.55
	Plastering	Outside	\$ 4.96	\$ 4.55
	Retaining Wall	Concrete or Masonry	\$ 26.47	\$ 24.26
	Reroofing (1 square = 100 square feet)	Built-up	\$ 201.82	\$ 185.01
	Reroofing (1 square = 100 square feet)	Composition Shingles	\$ 188.59	\$ 172.88
	Reroofing (1 square = 100 square feet)	Fiberglass Shingles	\$ 188.59	\$ 172.88
	Reroofing (1 square = 100 square feet)	Asbestos Cement Shingles	\$ 448.31	\$ 410.97
	Reroofing (1 square = 100 square feet)	Wood Shingles (Class C min)	\$ 448.31	\$ 410.97
	Reroofing (1 square = 100 square feet)	Wood Shakes (Class C min)	\$ 448.31	\$ 410.97
	Reroofing (1 square = 100 square feet)	Aluminum Shingles	\$ 676.60	\$ 620.25
	Reroofing (1 square = 100 square feet)	Clay Tile	\$ 567.41	\$ 520.16
	Reroofing (1 square = 100 square feet)	Concrete Tile	\$ 479.74	\$ 439.78
	Roof Structure Replacement		\$ 21.51	\$ 19.71
	Saunas (Steam)	Per Item	\$ 13,295.35	\$ 12,188.07
	Spa or Hot Tub ("Jacuzzi®")	Per Item	\$ 10,908.24	\$ 9,999.77
	Stairs		\$ 21.51	\$ 19.71
	Stone and Brick Veneer		\$ 13.23	\$ 12.13
	Storage Racks	per CF	\$ 1.65	\$ 1.52
	Swimming Pool (per sf surface area)	Vinyl-lined	\$ 51.28	\$ 47.01
	Swimming Pool (per sf surface area)	Gunite	\$ 56.25	\$ 51.56
	Swimming Pool (per sf surface area)	Fiberglass	\$ 61.21	\$ 56.11
	Tenant Improvements	Medical offices, restaurants, hazardous 'h' occupancies	\$ 69.48	\$ 63.70
	Tenant Improvements	Other such as stores & offices	\$ 49.93	\$ 45.78

**City of Lemon Grove Master Fee Schedule
FY 2019-20**

Occupancy	Use	Type of Construction	2018	2015
General Additions and Modifiers				
	Fire Sprinkler System		\$ 4.30	\$ 3.94
	Air Conditioning-Commercial		\$ 6.95	\$ 6.37
	Air Conditioning-Residential		\$ 5.79	\$ 5.31
	Fireplace-Concrete or masonry	Per Item	\$ 5,326.74	\$ 4,883.11
	Fireplace-prefabricated metal	Per Item	\$ 3,621.19	\$ 3,319.61
	Pile Foundations	Cast-in-place concrete piles	\$ 34.74	\$ 31.85
	Pile Foundations	Steel piles	\$ 86.02	\$ 78.86
Alterations to Existing Structures <i>(with no additional Floor Area or Roof Cover)</i>				
	Interior Partition		\$ 79.40	\$ 72.79
	Install Windows or Sliding Glass Doors		\$ 24.81	\$ 22.75
	Close Exterior Wall Opening		\$ 23.16	\$ 21.23
Shell Buildings				
B	Banks	Type I or I B.	\$ 195.87	\$ 179.55
	Banks	Type II A	\$ 144.25	\$ 132.24
	Banks	Type II B	\$ 140.28	\$ 128.60
	Banks	Type III A	\$ 158.81	\$ 145.58
	Banks	Type III B	\$ 153.52	\$ 140.73
	Banks	Type V A	\$ 144.25	\$ 132.24
	Banks	Type V B	\$ 138.96	\$ 127.39
B	Medical Offices	Type I or I B.	\$ 158.81	\$ 145.58
	Medical Offices	Type II A	\$ 121.75	\$ 111.61
	Medical Offices	Type II B	\$ 116.46	\$ 106.76
	Medical Offices	Type III A	\$ 132.34	\$ 121.32
	Medical Offices	Type III B	\$ 123.08	\$ 112.83
	Medical Offices	Type V A	\$ 119.11	\$ 109.19
	Medical Offices	Type V B	\$ 115.14	\$ 105.55
B	Offices	Type I or I B.	\$ 141.61	\$ 129.81
	Offices	Type II A	\$ 95.29	\$ 87.35
	Offices	Type II B	\$ 89.99	\$ 82.50
	Offices	Type III A	\$ 101.90	\$ 93.42
	Offices	Type III B	\$ 97.93	\$ 89.78
	Offices	Type V A	\$ 95.29	\$ 87.35
	Offices	Type V B	\$ 89.99	\$ 82.50
A-2	Restaurants	Type III A	\$ 129.69	\$ 118.89
	Restaurants	Type III B	\$ 124.40	\$ 114.04
	Restaurants	Type V A	\$ 117.78	\$ 107.97
	Restaurants	Type V B	\$ 113.81	\$ 104.33
	Stores	Type I or I B.	\$ 108.52	\$ 99.48
	Stores	Type II A	\$ 66.17	\$ 60.66
	Stores	Type II B	\$ 64.85	\$ 59.45
	Stores	Type III A	\$ 80.73	\$ 74.00
	Stores	Type III B	\$ 76.76	\$ 70.37
	Stores	Type V A	\$ 68.82	\$ 63.09
	Stores	Type V B	\$ 63.52	\$ 58.23

**City of Lemon Grove Master Fee Schedule
FY 2019-20**

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**City of Lemon Grove Master Fee Schedule
FY 2019-20**

PUBLIC WORKS - ENGINEERING

Description	Deposit	Comments
Amending Map/Certificate of Correction	\$ 1,000.00	
Document Preparation and/or Recordation	\$ 120.00	See Note 1
Encroachment Permits		
Minor	\$ 350.00	See Note 2
Major	\$ 750.00	See Note 2
Roll-off trash container, event, or maintenance	\$ 50.00	
Grading Permit		
Minor Grading (50 - 150 cu. Yds.)	\$ 2,500.00	
Major Grading (>150 cu. Yds.)	\$ 7,000.00	
Construction Change	\$ 500.00	
Improvement Plan Check - Residential		
1-4 dwelling units	\$ 2,500.00	
5-25 more dwelling units	\$ 7,000.00	
Over 25 dwelling units	\$ 15,000.00	
Construction Change	\$ 500.00	
Improvement Plan Check - Commercial/ Industrial		
Minor	\$ 1,500.00	See Note 3
Major	\$ 2,500.00	See Note 4
Construction Change	\$ 500.00	
Monitoring Well Permit	\$ 200.00	per well
Parcel Map	\$ 3,500.00	
Streets		
Street Opening/Vacation/Quitclaims	\$ 2,000.00	
Street Dedication Plat Map and Legal Description		
Non-Radius	\$235	
Radius	\$275	
Subdivision Map		
5-25 lots	\$ 6,000.00	
more than 25 lots	\$ 12,000.00	
Transportation Permit		
Single Trip or Rider	\$ 16.00	See Note 5
Annual	\$ 90.00	
Water Quality Document Review	\$ 150.00	

NOTES:

1. See Engineering Agreement Check List Bulletin.
2. At the discretion of the City Engineer:
 Minor Encroachment permits shall apply to a single parcel requiring no more than 500 square feet of Right-of-Way (including Traffic Control).
 Major Encroachment permits shall apply to multiple parcels & single parcels requiring more than 500 square feet of Right-of-Way (including Traffic Control).
3. Minor Improvement Plan Check-Com/Ind shall apply to a single parcel requiring no more than 500 square feet of Right-of-Way.
4. Major Improvement Plan Check-Com/Ind shall apply to multiple parcels & single parcels requiring more than 500 sq ft of Right-of-Way.
5. Special Service Charge for each hour (\$50/hour) expended directly on engineering investigations, routing definition, coordination, and control of permit movement for each individual which meets any one of **three** following criteria:
 - a. Loads in excess of 14 feet wide
 - b. Loads in excess of 135 feet in overall length
 - c. Loads that are of a weight that requires more than a 13-axle, single-vehicle width hauling combination (**approximately 370,000 lbs**)

**City of Lemon Grove Master Fee Schedule
FY 2019-20**

PUBLIC WORKS - ENGINEERING

Description	Deposit	Comments
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**City of Lemon Grove Master Fee Schedule
FY 2019-20**

DEVELOPMENT SERVICES - PLANNING

Description	Fee	Deposit	Comments
Address -new (not associated with TPM/TM)	\$100.00		
Appeal (City Council Interpretation)	\$150.00		
Art (non-commercial messages)	\$35.00		
Bee Keeping	\$35.00		
Boundary Adjustment			
Application	\$150.00	\$1,650.00	Includes Certificate of Compliance
Certificate of Compliance	\$350.00		
Community Housing Conversion Permit		\$2,000.00	
Conditional Use Permit			
Application		\$1,500.00	
Modification		\$785.00	
Time Extension (Staff Review)		\$250.00	
Time Extension (PC/CC Review)		\$500.00	
Document Review/Preparation		\$500.00	
General Plan/Specific Plan Amendment		\$3,000.00	
Home Sharing Permit	\$70.00		Annual
Landscape Plan Review		\$150.00	
Manuals and Maps			
City of Lemon Grove Master EIR (MEIR)	\$100.00		
Downtown Village Specific Plan	\$45.00		
General Plan	\$65.00		
General Plan Implementation Manual	\$25.00		
General Plan Map	\$2.50		
Housing Element	\$30.00		
Redevelopment Plan	\$10.00		
Zoning Map	\$6.00		
Compact Disc (CD) of a document listed above	\$3.50		
Minor Use Permit			
Application		\$500.00	
Modification		\$300.00	
Time Extension (Staff Review)		\$100.00	
Time Extension (PC/CC Review)		\$500.00	
Medical Marijuana Dispensary			
MMD Code Enforcement Inspection	\$65.00		
MMD Planning Inspection	\$70.00		
MMD Sheriff Inspection	\$125.00		
MMD Zoning Clearance	\$2,000.00		
MMD Zoning Clearance Applicant Appeal		\$1,000.00	
Parkland Fees (in-lieu fee per dwelling unit)			
RL, RL/M zones (or 762.3 s.f.)	\$900.00		
RM, RM/H zones (or 544.5 s.f.)	\$639.00		
DVSP zone	\$639.00		
R/P, CC, GC zones (or 435.6 s.f.)	\$513.00		
Planned Development Permit			
Application		\$2,000.00	
Modification		\$1,000.00	
Time Extension (Staff Review)		\$250.00	
Time Extension (PC/CC Review)		\$500.00	
Pre-Application Review		\$500.00	
Signs (Planning)			
Standard (Wall, Freestanding, Projecting)	\$60.00		per sign
Business Complex		\$100.00	
Business Complex Modification		\$100.00	
Special Event and Temporary	\$20.00		
Substantial Conformance Review (SCR)		\$350.00	
Temporary Use Permits			
Sidewalk Sales	\$50.00	\$250.00	Clean-up deposit - See Note 1
Group Assembly (Carnivals, Fairs, Concerts, Shows, Parades)	\$100.00	\$250.00	Clean-up deposit - See Note 1
Special Events (Christmas tree lots)	\$50.00	\$250.00	Clean-up deposit - See Note 1
Non-Profit (special events)	\$10.00		
Trailer Coach Permit	\$50.00		
Tentative Map (Major Subdivision, 5+ lots)			
Application - base amount	\$750.00	\$3,750.00	
Additional Application Amount	\$125.00		Per lot (5-25 lots)
Additional Application Amount	\$100.00		Per lot (26-50 lots)
Additional Application Amount	\$75.00		Per lot (51+ lots)
Revised Map	\$150.00	\$1,850.00	See Note 2
Time Extension		\$350.00	
Tentative Parcel Map (Minor Subdivision)			
Application	\$150.00	\$2,550.00	
Additional Application Amount	\$150.00		Per lot
Revised Map	\$150.00	\$1,550.00	
Time Extension		\$350.00	

**City of Lemon Grove Master Fee Schedule
FY 2019-20**

DEVELOPMENT SERVICES - PLANNING

Description	Fee	Deposit	Comments
Variance		\$750.00	
Minor Modification		\$100.00	
Time Extension		\$350.00	
Zoning Amendment/Reclassification		\$1,000.00	
Zoning Clearance (ZC) - includes pre-development meetings		\$350.00	

NOTES:

1. Clean-up deposit may be waived at the discretion of the Development Services Director or Planning Manager.
2. If the revised tentative map has a greater number of lots than the original application, the revision fee shall include a per lot fee for each additional lot. The per lot fee shall be based on the per lot amounts listed under Additional Application Amounts.
3. The total cost of processing a planning application is based on staff hours spent (rounded to the nearest quarter hour) charged at the weighted rate provided in Appendix A, plus all direct costs.
4. Environmental analysis costs will be charged against the deposit.
5. Costs for technical studies and/or environmental impact reports are not included and will be borne by the applicant.
6. Fees from other agencies are not included in this schedule.
7. Hourly rates adjusted annually - see Appendix A.
8. Direct costs of required public noticing shall be deducted from the application deposit.
9. Non-City Fees (for reference only)
 - a. Helix Water District Capacity and Connection Fees
 - b. School Fees
 - c. Department of Fish & Game Environmental Document Filing Fee
 - d. County Clerk Filing Fee
 - e. Regional Transportation Congestion Improvement Plan (RTCIP) Fees - see building fees

**City of Lemon Grove Master Fee Schedule
FY 2019-20**

FIRE

Description		Comments
Administration Fees		
Plan Review Resubmittal (Third or subsequent time)	50% of Original Fee	
Reinspection (Third or subsequent time)	50% of Original Fee	
Work Without Permits	50% plus Original Fee	
Expedite Plan Review	50% plus Original Fee	
Special Event Permit	\$38.00 plus any inspection fees	
Third Party Plan Review Fee	Actual Costs	
Appeal of Fire Code Requirements	\$106/hr due prior to appeal hearing	
Technical Report Review	\$212	
After Hour Inspection	\$38/hr due prior to inspection	
Maintenance Inspection for third and subsequent	\$38 per inspection (3 or more)	
Planning and Zoning Clearance	\$95/hour	
Administrative Fines Per General Fee Schedule	See General Fee Schedule	
New Construction Projects Fire Department Plan Review		
Single Family Residence	\$57	
Commercial, Industrial, Multi-Family		
0-10,000 Square Feet	\$118	
10,001 - 50,000 Square Feet	\$177	
50,001 - 100,000 Square Feet	\$236	
For each 50,000 Square Feet Above 100,000	\$118	
Tenant Improvements Fire Department Plan Review		
Commercial, Industrial, Multi-Family		
0-10,000 Square Feet	\$59	
10,001 - 50,000 Square Feet	\$118	
50,001 - 100,000 Square Feet	\$177	
For each 50,000 Square Feet Above 100,000	\$118	
NFPA 13 Fire Sprinkler Systems		
Commercial and Industrial Buildings		
0-10,000 Square Feet	\$118	
10,001 - 50,000 Square Feet	\$177	
50,001 - 100,000 Square Feet	\$236	
For each 50,000 Square Feet Above 100,000	\$118	
NFPA 13R and 13D Fire Spinkler Systems		
Multi-Family and Single Family		
0-10,000 Square Feet	\$59	
10,001 - 50,000 Square Feet	\$118	
50,001 - 100,000 Square Feet	\$177	
For each 50,000 Square Feet Above 100,000	\$118	
NFPA 13/13R Fire Sprinkler System Tenant Improvement		
Minor less than 15 fire sprinkler heads	\$59	
Major 16 to 30 fire sprinkler heads	\$118	
Above 30 fire sprinkler heads charged as NFPA 13 Fire Sprinkler System	See NFPA 13/13R Fees above	
NFPA 14 Standpipe Systems		
Commercial, Industrial, and Multi-Family		Consultant Costs
0-10,000 Square Feet	\$118	
10,001 - 50,000 Square Feet	\$177	
50,001 - 100,000 Square Feet	\$236	
For each 50,000 Square Feet Above 100,000	\$118	
NFPA 20 Fire Pumps		
0-10,000 Square Feet	\$118	Consultant Costs
10,001 - 50,000 Square Feet	\$177	
50,001 - 100,000 Square Feet	\$236	
For each 50,000 Square Feet Above 100,000	\$118	

**City of Lemon Grove Master Fee Schedule
FY 2019-20**

FIRE

Description		Comments
NFPA 24/13 Underground Fire Service Mains		
Commercial, Industrial, Multi-Family		
0-10,000 Square Feet	\$118	
10,001 - 50,000 Square Feet	\$177	
50,001 - 100,000 Square Feet	\$236	
For each 50,000 Square Feet Above 100,000	\$118	
NFPA 72 Fire Alarm System		
Commercial, Industrial, Multi-Family		
0-10,000 Square Feet	\$177	
10,001 - 50,000 Square Feet	\$236	
50,001 - 100,000 Square Feet	\$295	
For each 50,000 Square Feet Above 100,000	\$118	
NFPA 72 Fire Alarm Tenant Improvement		
Commercial, Industrial, Multi-Family		
Minor less than 15 fire alarm appliances	\$118	
Major 16 to 30 fire alarm appliances	\$177	
Above 30 fire alarm appliances charged as NFPA 72 FA System	See NFPA 72 charges above	
NFPA 96/17 Fixed Fire Suppression System		
Fixed Fire Suppression System	\$118	
Other Specialty Fixed Suppression System (FM, etc)	\$118	
Tenant Improvement of Fixed Fire Suppression Systems	\$59	
Smoke Removal System		
0-10,000 Square Feet	\$177	Consultant Costs
10,001 - 50,000 Square Feet	\$236	
50,001 - 100,000 Square Feet	\$354	
For each 50,000 Square Feet Above 100,000	\$118	
Flammable and Combustible Liquids & Hazardous Materials		
Underground Storage Tank Installation	\$118	
Aboveground Storage Tank Installation	\$118	
Removal of Underground or Aboveground Storage Tanks	\$118	
Pipeline and Appurtenances	\$118	
Hazardous Materials Management Plan	\$118	
Solar PV Systems		
Residential	\$59	
Commercial	\$118	
Fire Department Inspection Fees (Required at time of Plan Submission)		
New Construction Projects		
Commercial, Industrial, Multi-Family		
0-10,000 Square Feet	\$226	
10,001 - 50,000 Square Feet	\$339	
50,001 - 100,000 Square Feet	\$452	
For each 50,000 Square Feet Above 100,000	\$226	
Tenant Improvements		
Commercial, Industrial, Multi-Family		
0-10,000 Square Feet	\$118	
10,001 - 50,000 Square Feet	\$177	
50,001 - 100,000 Square Feet	\$295	
For each 50,000 Square Feet Above 100,000	\$118	
NFPA 13 Fire Sprinkler Systems		
Commercial and Industrial Buildings		
0-10,000 Square Feet	\$156	
10,001 - 50,000 Square Feet	\$234	
50,001 - 100,000 Square Feet	\$312	
For each 50,000 Square Feet Above 100,000	\$156	

**City of Lemon Grove Master Fee Schedule
FY 2019-20**

FIRE

Description	Comments
NFPA 13R and 13D Fire Spinkler Systems	
Multi-Family and Single Family	
0-10,000 Square Feet	\$118
10,001 - 50,000 Square Feet	\$177
50,001 - 100,000 Square Feet	\$236
For each 50,000 Square Feet Above 100,000	\$118
NFPA 13/13R Fire Sprinkler System Tenant Improvement	
Minor less than 15 fire sprinkler heads	\$38
Major 16 to 30 fire sprinkler heads	\$76
Above 30 fire sprinkler heads charged as NFPA 13 FS System	See NFPA 13/13R Inspection Fees
NFPA 14 Standpipe Systems	
Commercial, Industrial, and Multi-Family	
0-10,000 Square Feet	\$118
10,001 - 50,000 Square Feet	\$177
50,001 - 100,000 Square Feet	\$236
For each 50,000 Square Feet Above 100,000	\$118
NFPA 20 Fire Pumps	
0-10,000 Square Feet	\$177
10,001 - 50,000 Square Feet	\$236
50,001 - 100,000 Square Feet	\$354
For each 50,000 Square Feet Above 100,000	\$118
NFPA 24/13 Underground Fire Service Mains	
Commercial, Industrial, Multi-Family	
0-10,000 Square Feet	\$118
10,001 - 50,000 Square Feet	\$177
50,001 - 100,000 Square Feet	\$236
For each 50,000 Square Feet Above 100,000	\$118
NFPA 72 Fire Alarm System	
Commercial, Industrial, Multi-Family	
0-10,000 Square Feet	\$156
10,001 - 50,000 Square Feet	\$234
50,001 - 100,000 Square Feet	\$312
For each 50,000 Square Feet Above 100,000	\$156
NFPA 72 Fire Alarm Tenant Improvement	
Commercial, Industrial, Multi-Family	
Minor less than 15 fire alarm appliances	\$118
Major 16 to 30 fire alarm appliances	\$156
Above 30 fire alarm appliances charged as NFPA 72 FA System	See NFPA 72 Inspection Fees
NFPA 96/17 Fixed Fire Suppression System	
Fixed Fire Suppression System	\$118
Other Specialty Fixed Suppression System (FM, etc)	\$118
Tenant Improvement of Fixed Fire Suppression Systems	\$38
Smoke Removal System	
0-10,000 Square Feet	\$177
10,001 - 50,000 Square Feet	\$236
50,001 - 100,000 Square Feet	\$354
For each 50,000 Square Feet Above 100,000	\$118
Flammable and Combustible Liquids & Hazardous Materials	
Underground Storage Tank Installation	\$76 per tank
Aboveground Storage Tank Installation	\$76 per tank
Removal of Underground or Aboveground Storage Tanks	\$95 per tank
Pipeline and Appurtenances	\$95 per tank
Hazardous Materials Management Plan Review	\$76
Solar PV Systems - Commercial	\$76

**City of Lemon Grove Master Fee Schedule
FY 2019-20**

FIRE

Description

Comments

Miscellaneous Inspection Fees

Apartment Building (State Law Health & Safety Code 13146[f])	
1-14 Units	\$76
15-50 Units	\$95
51 Units or more	\$114
Business License Inspection	\$38
Code Compliance Inspection	\$38
Code Compliance Failure to Comply (Third Inspection or more)	\$76 per additional inspection
Cultivation Inspection	\$285
Dispensary Inspection	\$76
Residential Care Facility Preinspection	\$38

California Fire Code Permits (CFC Section 105.6)

Aerosol Products	\$76
Carbon Dioxide System used beverage dispensing 100 pounds+	\$38
Battery Systems	\$76
Carnivals and Fairs	\$76 plus standby fees if any
Combustible Dust-Producing Operations	\$76
Combustible Fibers	\$76
Compressed Gases	\$57
Cryogenic Fluids	\$57
Cutting and Welding	\$38
Dry Cleaning Plants	\$57
Explosives	\$95
Fire Hydrants and Valves	\$38
Flammable and Combustible Liquids	\$114
Floor Finishing	\$38
Fumigation and Thermal Insecticidal Fogging	No charge, notification required
Haunted Houses	\$114 plus standby fees if any
Hazardous Materials	\$152
HPM Facilities	\$152
High Piled Combustible Storage	\$152
Hot Work Operations	\$38
Industrial Ovens	\$76
Lumber Yards and Wood Working Plants	\$76
Liquid - or Gas-Fueled Vehicles or Equipment in Assembly Buildings	\$38
LP Gas (55-gallons or more)	\$38
Magnesium	\$150
Miscellaneous Combustible Storage	\$100
Motor fuel dispensing facilities	\$76
Open Flames and Torches	\$38
Open Flames and Candles	\$38
Organic Coatings	\$76
Places of Assembly	\$76
Private Fire Hydrants	\$38
Pyrotechnic Special Effects Material	\$76 plus standby fees if any
Pyroxylin Plastics	\$76
Refrigeration Equipment	\$76
Repair Garages and Motor Fueling-dispensing Facilities	\$76
Spraying and Dipping	\$114
Storage of Tires and Tire Byproducts	\$114
Temporary Membrane Structures, Tents and Canopies	\$38 per structure, tent, canopy
Tire-Rebuilding Plants	\$114
Waste Handling	\$114
Wood Products	\$76

**City of Lemon Grove Master Fee Schedule
FY 2019-20**

FIRE

Description	Comments
Cost Recovery Fees	
Afer Hour Inspection	\$96.00 per hour
Deposition/Interview	\$40.49/hr - \$268.54/hr (varies)
Duty Chief	\$54.54 per hour
Engine Company	\$223.00 per hour
Fire Alarm Malfunction	\$155.00 2 alarms/30 days or 3/6 mos
Malicious False Alarm	\$155.00
Incident Dispatch Fee	\$61.00
Incident Photo Copies	\$10.00 per photo
Incident Report Copies	\$0.15 per page
Audio Tape	\$10.00
Compact Disc (CD)	\$10.00

**City of Lemon Grove Master Fee Schedule
FY 2019-20**

FIRE

Description

Comments

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**City of Lemon Grove Master Fee Schedule
FY 2019-20**

GENERAL

Description		Comments
Administrative Citation		
First Citation	\$100.00	
Second Citation	\$200.00	
Third Citation	\$500.00	
Fourth Citation	\$1,000.00	
Processing Fee-Code Enforcement Lien	\$480.00	One hour rate (cost recovery)
Late Payment Penalty	25% of fine plus 10% per year interest on delinquent fine.	
Copy Fees (paper)*		
8 1/2 X 11	\$0.20	
8 1/2 X 11 Color	\$1.30	
8 1/2 X 14	\$0.35	
8 1/2 X 14 Color	\$1.80	
11 X 17 "B"	\$0.65	
11 X 17 "B" Color	\$2.30	
18 X 24 "C"	\$7.00	
24 X 36 "D"	\$9.00	
36 X 42 "E"	\$12.00	
Note: Government Code Section 81008 limits the cost for campaign finance documents to .10 cents per page and a retrieval fee not to exceed five dollars per request for copies of reports and statements which are five or more years old. A request for more than one report or statement or report and statement at the same time shall be considered a single request.		
Copy Fees (other media)		
Audio Tape	\$3.50	
Compact Disc (CD)	\$3.50	
Municipal Code (Full-Set)	Actual Cost	
Credit Card Fees-VISA/Mastercard only. Excludes Discover, debit and prepaid cards)		
Per Transaction	3%	Not to exceed merchant's processing fee
\$10 minimum transaction amount to process payment by credit card. Fee will not be charged for deposits. The transaction fee will apply for all transactions conducted on-line.		
Dog License		
	Altered	Unaltered
1 Year License	\$15.00	\$40.00
3 Year License	\$35.00	\$75.00
Puppy License - 1 year	N/A	N/A
Transfer Fee	\$10.00	\$10.00
Penalty Fee	\$10.00	\$25.00
Tag Replacement Fee	\$5.00	\$5.00
Animal Penalties-Running At Large-altered		
	Altered	
1st offense	\$50.00	
2nd offense	\$100.00	
3rd offense	\$200.00	
Animal Penalties-Running At Large-unaltered		
1st offense	\$100.00	Reduced to \$50 if owner agrees to alter dog
2nd offense	\$200.00	Reduced to \$100 if owner agrees to alter dog
3rd offense	\$300.00	Reduced to \$200 if owner agrees to alter dog
Boarding Fee-Impounded Animal		
Altered-Per Night	\$15.00	
Unaltered-Per Night	\$25.00	Reduced to \$15/night if owner agrees to alter dog
Notary Public Services		
Per Signature	\$15.00	
Passport Services		
Passport Execution	\$35.00	Statute - Regulated by US Department of State
Passport Mailing	Current Rate	USPS Current Rate
Passport Express Mailing	Current Rate	USPS Current Rate
Storm Water Management Fee		
Residential Unit	\$15.00	
In-City Business (HOPs are exempt)	\$26 -- \$120	per Table based on Bus. Lic. cost
Out-of-City Business	\$26 -- \$120	per Table based on Bus. Lic. cost
Apartment Complex (6+ units)	\$7.50	per unit
Storm Water Violation		
Failure to abate after 5 days of notice	\$100.00	
Failure to abate after 10 days of notice	\$200.00	
Failure to abate after 15 days of notice	\$500.00	per day
Other		
Returned Check Fee	\$25.00	
Citizens Initiative Filing Fee	\$200.00	

*NOTE - Larger projects may be outsourced at full cost recovery.

GENERAL

Description

Comments

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**City of Lemon Grove Master Fee Schedule
FY 2019-20**

LAW ENFORCEMENT

Description				Comments
Parking Violation Notice				
72 Hour Parking Restriction	1	\$	53.00	LGMC 10.28.130
Curb Markings	2	\$	53.00	LGMC 10.32.060
Parking in Violation of Signs	3	\$	53.00	LGMC 10.28.180
Parking of Commercial Vehicle	4	\$	53.00	LGMC 10.28.170
Parking Within 15' of Fire Hydrant	5	\$	53.00	CVC 22514
Stopping, Standing, or Parking	6	\$	47.50	CVC 22500 (a-k)
Curb Parking	7	\$	47.50	CVC 22502 (a-e)
Plate (Front/Back Required)	8	\$	37.50	CVC 5200
Missing Tabs (Month/Year)	9	\$	63.00	CVC 5204 (a)
Bike Lane	10	\$	38.00	CVC 21211
Parking in Spaces Designated for Disabled Persons	11	\$	403.00	CVC 22507.8
License Plate Cover	12	\$	33.00	CVC 5201 (f) (2)
Other Violations				
Registration/Wrong Vehicle		\$	103.00	CVC 1164 (B)
Parking on Public Grounds		\$	28.00	CVC 21113 (a)
Bus Zone		\$	253.00	CVC 22500 (l)
Blocking Disabled Zone/Curb Cut		\$	278.00	CVC 22500 (l)
Fire Lane		\$	38.00	CVC 22500.1
Parking on Hills		\$	38.00	CVC 22509
Unattended Vehicle		\$	28.00	CVC 22515
Locked Vehicle/Passenger Inside		\$	38.00	CVC 22516
Less than 7.5 ft. from R.R. Tracks		\$	28.00	CVC 22521
3ft. From Handicapped Ramp		\$	275.00	CVC 22522
Abandoned Vehicle		\$	103.00	CVC 22523
Blocking Intersection		\$	53.00	CVC 22526
Store Open Container/Pass Comp.		\$	38.00	CVC 23226
Stop/Park in Vehicle Crossing		\$	28.00	CVC 23333
Vehicle With Unlawful Lighting Device		\$	33.00	CVC 24003
Dimmed Lights on Parked Vehicles		\$	33.00	CVC 24401
Lamp or Flag on Projections		\$	33.00	CVC 24604
Reflectors on Rear		\$	33.00	CVC 24607
Reflectors on Front and Sides		\$	33.00	CVC 24608
Unlawful Flashing Lights		\$	33.00	CVC 25250
Flashing Lights Required		\$	33.00	CVC 25251
Warn Dev/Disabled, Parked Vehicle		\$	33.00	CVC 25300
Set Parking Brakes		\$	33.00	CVC 26451
Fuel Tank Caps		\$	33.00	CVC 27155
Registration		\$	53.00	CVC 4000 (a)
Positioning of Plates		\$	33.00	CVC 5201
Commercial Veh/Weight Fees Due		\$	133.00	CVC 9400
Repairing/Washing/Offering Sale in Street		\$	38.00	LGMC 10.28.140
No Parking in Alley		\$	38.00	LGMC 10.32.090
Other LGMC Violation		\$	38.00	
Penalty for all above violations			\$35.00	Penalty assessed if not paid within 21 days of the date of the notice.
Vehicle Impound				
Administrative Fee for Release		\$	70.00	
Serious Traffic Offender Program (STOP)		\$	65.00	

**City of Lemon Grove Master Fee Schedule
FY 2019-20**

LAW ENFORCEMENT

Description	Comments
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**City of Lemon Grove Master Fee Schedule
FY 2019-20**

PUBLIC WORKS - FACILITIES

Description	Comments	
Rental Facilities		
<i>Senior Center*</i>		
Without Alcohol		
Fee	\$850.00	+ \$200.00 deposit
With Alcohol		
Fee	\$1,150.00	+ \$300.00 deposit
Special Event	\$1,500.00	\$400 deposit
<i>Community Center*</i>		
Without Alcohol		
Fee-Non-profits	\$450.00	+ \$200.00 deposit
Fee-All Others	\$520.00	+ \$200.00 deposit
With Alcohol		
Fee-Non-profit	\$700.00	+ \$300.00 deposit
Fee-All Others	\$800.00	+ \$300.00 deposit
Special Event	\$1,100.00	+ \$400 deposit
<i>H. Lee House Courtyard*</i>		
Without Alcohol		
Fee-Non-profit	\$300.00	+ \$200.00 deposit
Fee-All Others	\$350.00	+ \$200.00 deposit
With Alcohol		
Fee-Non-profit	\$400.00	+ \$300.00 deposit
Fee-All Others	\$550.00	+ \$300.00 deposit
Special Event	\$800.00	+ \$400 deposit
<i>Recreation Center Gymnasium - Entire Facility**</i>		
Fee-Non-Commercial	\$60.00	+ \$200.00 deposit***
Fee-Commercial	\$100.00	+ \$200.00 deposit***
<i>Gymnasium Only**</i>		
Fee-Non-Commercial	\$50.00	+ \$200.00 deposit***
Fee-Commercial	\$80.00	+ \$200.00 deposit***
<i>Park Gazebos (Berry Street Park & Lemon Grove Park)**</i>		
Fee-Small	\$80.00	
Fee-Large	\$100.00	
Non Profit meetings:		
No Staff Required		
Monday-Thursday 8am-5pm	\$20	per use + \$25.00 set up fee
Monday-Thursday 5pm-10pm	\$20	per use + \$25.00 set up fee
Friday-Sunday	\$30	per hour
Staff Required		
Monday-Thursday 8am-5pm	\$30	per use + \$25.00 set up fee
Monday-Thursday 5pm-10pm	\$30	per use + \$25.00 set up fee
Friday-Sunday	\$50	per hour

*Eight (8) hour rate. Four (4) hour rate available at half the 8 hour rate plus \$50.
Additional per hour rate: \$100.

**Hourly Rate

***Deposit may be waived at the discretion of the Department Director.

**City of Lemon Grove Master Fee Schedule
FY 2019-20**

Description	Comments	
PUBLIC WORKS - RECREATIONAL PROGRAMS		
<i>Youth Day Camp</i>		
1 day	\$35.00	
3 days	\$80.00	
1 week	\$95.00	
Classes	\$10-\$100	per session
Banner Installation Fee	\$35.00	per installation

**City of Lemon Grove Master Fee Schedule
FY 2019-20**

SANITATION DISTRICT

Description	Fee	Comments
New System Connection Permit Fee	\$3,509.00	per Equivalent Dwelling Unit (EDU)
Annual Sewer Service Charge*		
Residential	\$601.18	per EDU
General Commercial, Professional, Industrial		Minimum of 1.2 EDUs charged
Food Service Establishments		Minimum of 3 EDUs charged
Hotels & Motels		Based upon number of living units-w or w/o kitchens
Self-service Laundry		1 EDU per washer
Churches, Theaters & Auditoriums		Minimum of 1.5 EDUs charged
Schools		Minimum of 1 EDU, based upon number of pupils

**City of Lemon Grove Master Fee Schedule
FY 2019-20**

Description	Fee	Comments
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**City of Lemon Grove Master Fee Schedule
FY 2019-20**

APPENDIX A - HOURLY RATES

Position Title	Hourly Rate	Overhead	Loaded Rate
Assistant Planner ¹	\$ 45.00	\$ 22.00	\$ 67.00
Associate Civil Engineer (Rick Engineering) ²	\$ 180.25	\$ -	\$ 180.25
Associate Planner ¹	\$ 48.00	\$ 22.00	\$ 70.00
Building Inspector (EsGil Corporation)* ¹	\$ 83.00	\$ -	\$ 83.00
Building Official (EsGil Corporation)* ¹	\$ 100.00	\$ -	\$ 100.00
Building Permit Technician (EsGil Corporation) ¹	\$ 72.00	\$ -	\$ 72.00
City Attorney (Lounsbury, Ferguson, Altona & Peak) ^{1, 2}	\$ 166.00	\$ 24.00	\$ 190.00
City Engineer (Rick Engineering) ²	\$ 252.35	\$ -	\$ 252.35
City Manager	\$ 107.00	\$ 3.00	\$ 110.00
Code Enforcement Officer/Water Quality Inspector ¹	\$ 43.00	\$ 22.00	\$ 65.00
Community Development Manager ¹	\$ 73.00	\$ 22.00	\$ 95.00
Crime Prevention Specialist (County of San Diego) ¹	\$ 44.44	\$ 3.56	\$ 48.00
D-Max Engineering (various positions) ^{1, 2}	\$65-\$175	\$ -	\$65-\$175
Electrical Engineer (EsGil Corporation)* ¹	\$ 105.00	\$ -	\$ 105.00
Energy Plans Examiner (EsGil Corporation)* ¹	\$ 105.00	\$ -	\$ 105.00
Engineering Inspector ¹	\$ 43.00	\$ 10.00	\$ 53.00
Fire Inspectors ¹	\$ 36.00	\$ 10.00	\$ 46.00
Fire Marshal ¹	\$ 91.00	\$ 9.00	\$ 100.00
Management Analyst ¹	\$ 50.00	\$ 10.00	\$ 60.00
Mechanical Engineer (EsGil Corporation)* ¹	\$ 105.00	\$ -	\$ 105.00
Plans Examiner (EsGil Corporation)* ¹	\$ 90.00	\$ -	\$ 90.00
Public Works Director/ACM ¹	\$ 92.00	\$ 3.00	\$ 95.00
Public Works Operations & Administration Manager	\$ 73.00	\$ 9.00	\$ 82.00
Public Works Secretary	\$ 30.00	\$ 8.00	\$ 38.00
Sanitation or Street Supervisor	\$ 39.00	\$ 9.00	\$ 48.00
Sheriff's Deputy	\$ 125.00	\$ 5.00	\$ 130.00
Structural Engineer (EsGil Corporation)* ¹	\$ 120.00	\$ -	\$ 120.00
Supervising Building Inspector (EsGil Corporation)* ¹	\$ 90.00	\$ -	\$ 90.00
Technician I	\$ 23.00	\$ 9.00	\$ 32.00
Technician II	\$ 31.00	\$ 9.00	\$ 40.00

1) Rates are increased by a factor of 1.5 for overtime, holiday, and weekend assignments (applies to expedited permit processing).

2) Based on contract

APPENDIX A – HOURLY RATES
Contract Engineering Services
July 1, 2019 – June 30, 2020

Principal Consultant (Special Projects)	\$283.25	Principal Water Resources Designer	\$144.20
Principal.....	252.35	Associate Water Resources Designer.....	133.90
Associate Principal	236.90	Assistant Water Resources Designer.....	118.45
Associate/Manager	221.45		
Expert Witness	412.00	GIS Manager	\$190.55
Court Appearance per half day or part.....	1,648.00	Principal GIS Project Manager	175.10
		Associate GIS Project Manager	159.65
Director of Land Development.....	\$216.30	Assistant GIS Project Manager	139.05
Principal Project Engineer/Manager	195.70	Principal GIS Analyst	128.75
Associate Project Engineer/Manager	180.25	Associate GIS Analyst	118.45
Assistant Project Engineer/Manager	164.80	Assistant GIS Analyst	108.15
Principal Engineering Designer	144.20	Principal Graphics Designer	118.45
Associate Engineering Designer.....	133.90	Associate Graphics Designer	113.30
Assistant Engineering Designer	118.45	Assistant Graphics Designer	97.85
Principal Engineering Drafter	113.30	CAD Manager	180.25
Associate Engineering Drafter	103.00		
Assistant Engineering Drafter	92.70	Field Supervisor.....	\$195.70
		One-person Survey Party	144.20
Principal Construction Engineer/Manager.....	\$195.70	One-person Survey Party with Robotics	195.70
Associate Construction Engineer/Manager	180.25	Two-person Survey Party.....	226.60
Assistant Construction Engineer/Manager.....	164.80	Three-person Survey Party.....	293.55
Principal Construction Technician.....	144.20		
Associate Construction Technician.....	133.90	3D Laser Scanning Crew (One-Person).....	\$226.60
Assistant Construction Technician.....	118.45	3D Laser Scanning Crew (Two Person).....	267.80
Senior Transportation/Traffic Engineer.....	\$206.00	Principal 3D Laser Scanning Project Manager	\$185.40
Principal Transportation/Traffic Engineer	195.70	Associate 3D Laser Scanning Project Manager.....	169.95
Associate Transportation/Traffic Engineer	180.25	Assistant 3D Laser Scanning Project Manager.....	154.50
Assistant Transportation/Traffic Engineer	164.80	Principal 3D Laser Scanning Specialist.....	133.90
Principal Transportation/Traffic Designer	144.20	Associate 3D Laser Scanning Specialist.....	123.60
Associate Transportation/Traffic Designer	133.90	Assistant 3D Laser Scanning Specialist.....	113.30
Assistant Transportation/Traffic Designer	118.45	Principal 3D Laser Scanning Technician.....	113.30
		Associate 3D Laser Scanning Technician.....	97.85
Principal Community Planner	\$216.30	Assistant 3D Laser Scanning Technician.....	87.55
Principal Project Planner/Manager.....	195.70		
Associate Project Planner/Manager	180.20	Photogrammetry Supervisor	\$185.40
Senior Planner	169.95	Principal Photogrammetrist.....	128.75
Associate Planner	133.90	Associate Photogrammetrist.....	113.30
Assistant Planner	113.30	Assistant Photogrammetrist.....	103.00
Planning Technician	87.55		
		Computing & Mapping Director.....	\$195.70
Principal Landscape Architect.....	\$216.30	Principal Survey Analyst.....	180.25
Principal Project Landscape Architect/Manager.....	185.45	Associate Survey Analyst.....	139.05
Associate Project Landscape Architect/Manager.....	159.65	Assistant Survey Analyst.....	118.45
Assistant Project Landscape Architect/Manager.....	123.60		
Principal Landscape/Urban Designer.....	113.30	Associate Project Administrator	\$77.25
Associate Landscape/Urban Designer.....	108.15	Assistant Project Administrator.....	66.95
Assistant Landscape/Urban Designer.....	97.85	Administrative Assistant	72.10
Principal Environmental Project Manager.....	\$180.25		
Associate Environmental Project Manager	159.65		
Assistant Environmental Project Manager	139.05		
Principal Environmental Specialist	123.60		
Associate Environmental Specialist	118.45		
Assistant Environmental Specialist.....	113.30		
Environmental Technician	92.70		

Rates will be subject to a 3% increase at the beginning of the following fiscal year (July 1, 2020)