



City of Lemon Grove
City Council Virtual Regular Meeting Agenda
Tuesday, October 19, 2021 6:00 p.m.

NEW MEETING LINK AND ACCESS ID

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/84979218919?pwd=d2RNcWl0aTd0RmN0cnVjVytOcDMydz09>

Meeting Access ID: 84979218919

Password: 6198253800

Instructions for public participation are below.

City Council

Racquel Vasquez, Mayor

Jerry Jones, Mayor Pro Tem

Jennifer Mendoza, Councilmember

Liana LeBaron, Councilmember

George Gastil, Councilmember

A public agenda packet is available for review on the [City's website](#)

*In compliance with Assembly Bill (AB) 361 signed by Governor Newsom on September 16, 2021, the Regular Meeting of the City Council scheduled for Tuesday, October 19, 2021 at 6:00 p.m. will be a **virtual meeting – audio only**. Audio of the meeting will be posted to the City's website 72 hours following the meeting.*

Public Participation Options:

Public Comments are limited to a maximum of three (3) minutes per speaker. A timer will be displayed during the meeting, any comments extending passed the three (3) minute timeframe will be muted and timed out. This includes both live and written comments.

1. Listen to audio live via zoom (Link to the meeting is at the top of the page).
2. Provide Public Comment live during the designated time.
 - Join the Zoom meeting (Link to the meeting is at the top of the page). If you are using a computer, laptop or tablet you will need a functioning microphone. Otherwise, you will be required to dial in via phone. (Phone instructions are listed below).
 - Only during the designated time to hear public comments use the "Raise Hand" feature. This will indicate to the moderator that you wish to speak on that item. Hands raised outside of the designated time for public comments will be lowered.
 - If you join the meeting via telephone you can use the "Hand Raise" feature by pressing *9.
3. Submit a digital Public Comment via email.
 - Email your Public Comment to the Deputy City Clerk at amalone@lemongrove.ca.gov prior to the meeting deadline, which is **Monday, October 18, 2021 at 5:00 p.m.** Email subject line should read "PUBLIC COMMENT ITEM NO. ____"

Comments received after the deadline will not be read at the meeting, but will be maintained in the record.

Join the Meeting via Computer or Handheld Device

Before joining a Zoom meeting on a computer or handheld device, download the Zoom app from the [Zoom Download Center](#). Otherwise, you will be prompted to download and install Zoom when you click a join link. You will be required to have a Zoom account to use this platform. You can establish a free account one [here](#).

Prerequisites

- Each meeting has a **Meeting Access ID** 84979218919 and **Password** 6198253800 that will be required to join a Zoom meeting.
 - [Sign up](#) for eNotification to be notified for upcoming City meetings. The email notifications will include the Meeting ID and Password.
 - Meetings will be Audio only for all participants.
1. Open Zoom from your desktop app.
 2. Join a meeting using one of the following methods:
 - Click [Join a Meeting](#) if you want to join in without signing in.
 - [Sign in](#) to Zoom then click join.
 3. Enter the **Meeting ID** number 619 825 3800, **Password** 6198253800 and your display name.

Join the Meeting via Telephone

Find your local number: <https://us02web.zoom.us/j/6198253800>

1. Dial by your location:
 - +1 253 215 8782 US (**Tacoma**)
 - +1 346 248 7799 US (**Houston**)
 - +1 669 900 6833 US (**San Jose**)
 - +1 301 715 8592 US (**Washington D.C**)
 - +1 312 626 6799 US (**Chicago**)
 - +1 929 205 6099 US (**New York**)
2. Enter the **Meeting ID** number 619 825 3800 and **Password** 6198253800. All audio will be muted upon entering.

City of Lemon Grove City Council Virtual Regular Meeting Agenda

Tuesday, October 19, 2021 6:00 p.m.

NEW MEETING LINK AND ACCESS ID

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/84979218919?pwd=d2RNcWl0aTd0RmN0cnVjVytOcDMydz09>

Meeting Access ID: 84979218919

Password: 6198253800

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(s):

Proclamation Clergy Appreciation Month honoring Pastors Mark and Anne Stapleton

Proclamation on National Arts and Humanities Month honoring the Lemon Grove Incident Mural

Public Comment

Digitally submitted public comments received by the deadline via email to the Deputy City Clerk at amalone@lemongrove.ca.gov will be read into the record by the Deputy City Clerk. Per Lemon Grove Municipal Code Section 2.14.150, each comment is allowed up to three (3) minutes.

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.)

1.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.

1.B City of Lemon Grove Payment Demands

Reference: Rod Greek, Interim Administrative Services Director

Recommendation: Ratify Demands

1.C Approval of City Council Meeting Minutes

Reference: Audrey Malone, Deputy City Clerk

Recommendation: Approval of City Council Minutes, meeting of October 5, 2021.

Reports to Council:

2. Accept the FY 2020-21 Storm Drain Repair Project as Complete (Contract No. 2021-16)

Reference: Mike Stauffer, Senior Management Analyst and Mike James, Assistant City Manager/Public Works Director

Recommendation: Adopt a resolution accepting the Fiscal Year 2020-21 Storm Drain Repair Project as complete (Contract No. 2021-16).

3. Arbor Day Proclamation and Becoming a Tree City USA City

Reference: Mike James, Assistant City Manager/Public Works Director

Recommendation: Authorize the Mayor or the City Manager to take the necessary steps to become a Tree City USA City by proclaiming an Arbor Day, submitting an online application, and establishing an annual celebration for Arbor Day on the last Friday of April.

City Council 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.)

City Manager Report

Closed Session:

- a. Conference with legal counsel—anticipated litigation
(Govt Code section 54956.9(d)(2)-(4))
Code Enforcement Settlement Negotiations

Adjournment

AFFIDAVIT OF NOTIFICATION AND POSTING

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

I, Audrey Malone, Deputy 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 6:00 p.m. on October 14, 2021 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/: Audrey Malone
Audrey Malone, Deputy City Clerk

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 amalone@lemongrove.ca.gov. A full agenda is available for public review at City Hall.



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.A
Meeting Date: October 19, 2021
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: October 19, 2021
Submitted to: Honorable Mayor and Members of the City Council
Department: City Manager's Office
Staff Contact: Rod Greek, Interim Administrative Services Director
rgreek@lemongrove.ca.gov
Item Title: **City of Lemon Grove Payment Demands**

Recommended Action: Ratify Demands.

Environmental Review:

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

Fiscal Impact: None.

Public Notification: None.

City of Lemon Grove Demands Summary

Approved as Submitted:

Yolanda Cerezo, Interim Finance Manager
For Council Meeting: 10/19/21

ACH/AP Checks 09/28/21-10/08/21 262,988.32

Payroll - 10/05/21 123,885.36

Total Demands 386,873.68

| CHECK NO | INVOICE NO | VENDOR NAME | CHECK DATE | Description | INVOICE AMOUNT | CHECK AMOUNT |
|----------|---|--|------------|--|--|--------------|
| ACH | Sep21 21 | US Treasury | 09/28/2021 | Federal Taxes 9/21/21 | 39,819.20 | 39,819.20 |
| ACH | Sep21 | Wage Works | 09/30/2021 | FSA Reimbursement - Sep'21 | 7,701.35 | 7,701.35 |
| ACH | 9/22/2021 27197753 27197754 4037247606 82092807 9/10/2021 9/8/2021 9/18/2021 9/26/2021 9/29/2021 9/3/2021 9/29/2021 9/17/2021 780445 Fire-9886671279 9885461880 9886148570 9886148571 9886149087 CB 091221 | Wells Fargo | 10/04/2021 | AT&T - Backup City Hall Internet- 8/23/21-9/22/21 Canon Financial Svcs - Canon Plotter Contract Charge 8/20/21-9/19/21 Canon Financial Svcs - Canon Plotter 2 Yr Carepack 8/20/21-9/19/21 Canon Solutions - Canon Maintenance-Copier Usage 5/27/21-8/26/21 Corelogic - Realquest Graphics Package - Jul21 Cox - Calsense Modem Line: 2259 Washington 8/11/21-9/10/21 Cox - Calsense Modem Line: 8235 Mt Vernon/Berry St Pk 8/9/21-9/8/21 Cox - Phone/PW Yard/2873 Skyline- 8/19/21-9/18/21 Cox - City Hall Fire Alarm 8/27/21-9/26/21 Cox - PEG Circuit Svc- 8/30/21-9/29/21 Cox - Phone/Internet/Rec Ctr/3131 School Ln- 8/4/21-9/3/21 Cox - Internet/Comm Ctr- 8/30/21-9/29/21 Cox - Copy Room Fax Line- 8/18/21-9/17/21 House of Automation - Prev Maintenance/PW Gate Card Reader Verizon - MDC Engine Tablets- 7/21/21-8/20/21 Verizon - Modems - Cardiac Monitors - 7/4/21-8/3/21 Verizon - City Phone Charges- 7/13/21-8/12/21 Verizon - PW Tablets- 7/13/21-8/12/21 Verizon - Mobile Broadband Access- 7/13/21-8/12/21 Wells Fargo - Cash Back Award Stmt 9/12/21 | 85.60 144.00 72.73 667.76 300.00 24.01 94.39 219.73 47.81 2,923.23 349.46 115.39 4.37 325.00 365.56 21.40 177.19 344.15 76.02 -380.24 | 5,977.56 |
| ACH | Oct21 | Pers Health | 10/04/2021 | Pers Health Insurance - Oct'21 | 50,579.56 | 50,579.56 |
| ACH | Sep21 | Sedgwick Claims Management Services, Inc. | 10/04/2021 | CLG Workers Comp Claims - Sep'21 | 3,154.95 | 3,154.95 |
| ACH | Refill 10/4/21 | Pitney Bowes Global Financial Services LLC | 10/05/2021 | Postage Usage 10/4/21 | 250.00 | 250.00 |
| ACH | Oct5 21 | Employment Development Department | 10/07/2021 | State Taxes 10/5/21 | 8,044.78 | 8,044.78 |
| ACH | 12351337 | LEAF | 10/07/2021 | Ricoh C3502 Copier System-PW Yard - Sep'21 | 138.27 | 138.27 |
| ACH | Sep22-Oct5 21 | Calpers Supplemental Income 457 Plan | 10/08/2021 | 457 Plan 9/22/21-10/5/21 | 9,109.05 | 9,109.05 |
| 14857 | D8579 | A-Pot Rentals, Inc. | 09/29/2021 | Portable Restroom Rental - Treganza Heritage Event 10/8-10/11/21 | 399.40 | 399.40 |
| 14858 | 1WQC-CYV1-F34G | Amazon Capital Services, Inc. | 09/29/2021 | 10 Flash Drives | 34.35 | 34.35 |
| 14859 | L1072895VI | American Messaging | 09/29/2021 | Pager Replacement Program 9/1/21-9/30/21 | 50.71 | 50.71 |
| 14860 | 43485 | Anita Fire Hose Company Etc | 09/29/2021 | 2 Hydrant Spanners | 53.77 | 53.77 |
| 14861 | 5656688488 5656690852 5656690892 | AutoZone, Inc. | 09/29/2021 | Diesel Exhaust Fluid - Sanitation Duralast Battery - LGPW#17 '99 Ford F350 Duralast Battery Bolts - LGPW#17 '99 Ford F350 | 48.46 157.66 3.73 | 209.85 |
| 14862 | Baker | Baker, Bonnaly | 09/29/2021 | Refund/Baker, Bonnaly/Overpaid Planning Fees B19-000-0025 | 40.00 | 40.00 |
| 14863 | 0000015755 0000015762 | City of El Cajon | 09/29/2021 | HFTA Assessments - QTR 1 FY21/22 Overtime Reimbursement - Garcia 8/23/21 | 6,027.00 1,399.75 | 7,426.75 |
| 14864 | 23707 | City of La Mesa | 09/29/2021 | Overtime Reimbursement - Brown 9/2/21 | 1,444.86 | 1,444.86 |
| 14865 | Sep21 | Colonial Life | 09/29/2021 | Colonial Optional Insurance Sep-21 | 328.76 | 328.76 |
| 14866 | 6830 | D- Max Engineering Inc | 09/29/2021 | 3515 Harris St SWQMP Review 9/1/21-9/21/21 | 402.00 | 402.00 |
| 14867 | 1100 987 | Dean Gazzo Roistacher LLP | 09/29/2021 | Legal Svcs: GHC0025482 Legal Svcs: GHC0025482 | 451.25 2,234.34 | 2,685.59 |
| 14868 | 239 | Diviana's Party Rentals | 09/29/2021 | 2 Canopies & Big Slide w/Generator- Treganza Event 10/9/21 | 836.54 | 836.54 |
| 14869 | 0817216699 0831219905 | Domestic Uniform Rental | 09/29/2021 | Shop Towels & Safety Mats 8/17/21 Shop Towels & Safety Mats 8/31/21 | 37.25 37.25 | 74.50 |
| 14870 | 159307 159311 | Fire Etc | 09/29/2021 | Wildland Progressive Versa Hose Packs - Fire 2.5 Gallon Fire Extinguisher - E210 | 483.26 164.86 | 648.12 |
| 14871 | 257703 | GB Auto Service, Inc. | 09/29/2021 | Repair Front Brakes/Tires/Wheel Balance -LGPW#31 '14 Ford Escape | 618.65 | 618.65 |

| | | | | | | |
|-------|--|---|------------|---|--|-----------|
| 14872 | INV1020571 | George Hills Company | 09/29/2021 | Annual Medicare/CMS Report Fee | 250.00 | 250.00 |
| 14873 | Reimb- 9/9/21 Reimb- 9/9/21 Reimb- 9/9/21 | Govea, Garrett | 09/29/2021 | Reimb: Fuel - Dixie Fire/CalOES Deployment 8/24/21 Reimb: Headlight - Dixie Fire/CalOES Deployment 8/24/21 Reimb: Lunch for Crew - Dixie Fire/CalOES Deployment 8/24/21 | 82.09 30.02 111.22 | 223.33 |
| 14874 | 0228229 | Government Finance Officers Association | 09/29/2021 | Membership - 10/1/21-9/30/22 | 225.00 | 225.00 |
| 14875 | 49904 49905 | Harris & Associates | 09/29/2021 | Sanitation Dist Financial Consulting Svcs 8/1/21-8/28/21 Prof Svcs:Lighting Dist Financial Consulting Svcs 8/1/21-8/28/21 | 16,084.94 6,294.00 | 22,378.94 |
| 14876 | SS000222229 | Hawthorne Machinery Co | 09/29/2021 | Equip Repair - Backhoe 42-E- Repair Hydraulic System | 1,323.80 | 1,323.80 |
| 14877 | SIN011497 SIN011869 | HDL Coren & Cone | 09/29/2021 | Contract Services Property Tax - Unsecured Audit Services 20/21 20/21 ACRF Statistical Package | 867.88 695.00 | 1,562.88 |
| 14878 | 091621-03 | Heartland Fire Training Facility | 09/29/2021 | Firefighter Survival Training- 7/15-7/26/21 | 150.00 | 150.00 |
| 14879 | HS-5607-009 | Home Start, Inc. | 09/29/2021 | LG Homeless Outreach - Aug'21 | 3,706.56 | 3,706.56 |
| 14880 | 1695 | Janazz, LLC SD | 09/29/2021 | IT Services- City Hall- Aug'21 | 2,500.00 | 2,500.00 |
| 14881 | 147413 | Knott's Pest Control, Inc. | 09/29/2021 | Monthly Bait Stations- Sheriff- Sep'21 | 60.00 | 60.00 |
| 14882 | 202108 | Lemon Grove Car Wash, Inc. | 09/29/2021 | Oil Change/Car Wash - PW Vehicles - Aug'21 | 74.91 | 74.91 |
| 14883 | INV36821 | Logicopy | 09/29/2021 | Ricoh C3502 Copier Contract Charge-PW Yard-9/7/21-10/6/21 | 51.58 | 51.58 |
| 14884 | Mendoza | Mendoza, Jennifer | 09/29/2021 | Refund/Mendoza, Jennifer/Deposit -CC- 8/21/21 | 200.00 | 200.00 |
| 14885 | 3010346947 | Parkhouse Tire Inc | 09/29/2021 | E310 2 Tires & Installation/Fleet Service | 1,246.20 | 1,246.20 |
| 14886 | 171674 | Penske Ford | 09/29/2021 | LGPW#1 '12 Dump Truck- Replace Brakes/Wheel Alignment/AC Repair | 2,729.92 | 2,729.92 |
| 14887 | PD-49207 | Plumbers Depot Inc | 09/29/2021 | Sewer Camera- Repair Camera Motor/Fork Drive Plate - LGPW#26 | 1,294.33 | 1,294.33 |
| 14888 | 2021-326 | Quality Code Publishing LLC | 09/29/2021 | Supplement Service- LG Municipal Code | 689.45 | 689.45 |
| 14889 | 83664 | Rick Engineering Company | 09/29/2021 | Prof Svc: City Engineer 7/31/21-8/27/21 | 32,594.20 | 32,594.20 |
| 14890 | 8/21/2021 8/21/2021 8/21/2021 | SDG&E | 09/29/2021 | 3225 Olive- 8/21/21-9/21/21 3500 1/2 Main- 8/21/21-9/21/21 3601 1/2 LGA-8/21/21-9/21/21 | 277.13 125.92 39.40 | 442.45 |
| 14891 | 117253897-0001 117350727-0001 | Sunbelt Rentals Inc. | 09/29/2021 | Propane Rental - Pressure Washer - Civic Center Park/Bus Stations | 29.42 260.79 | 290.21 |
| 14892 | 38216 | Superior Smog and Tune Muffler & Brake | 09/29/2021 | Repair Brakes/Replace Spark Plugs/Tune Up - LGPW#17 '99 FordF350 | 1,610.74 | 1,610.74 |
| 14893 | S501005874 | Volvo Construction Equipment & Services | 09/29/2021 | Repairs - Adjust Tracks/Replace Pumps/Hose - '05 Paver | 2,396.94 | 2,396.94 |
| 14894 | 73057736 73059410 73064553 73064554 73068280 73068281 | Vulcan Materials Company | 09/29/2021 | Asphalt/SS1H 4.5 Gallon Bucket Asphalt/SS1H 4.5 Gallon Bucket Asphalt SS1H 4.5 Gallon Bucket Asphalt SS1H 4.5 Gallon Bucket | 156.33 208.30 102.46 53.88 109.32 53.88 | 684.17 |
| 14895 | 80295984 | Waxie Sanitary Supply | 09/29/2021 | Janitorial Supplies | 1,339.98 | 1,339.98 |
| 14896 | 5656674236 | AutoZone, Inc. | 10/06/2021 | Cleaning Supplies - Bus Shelters | 28.51 | 28.51 |
| 14897 | 1000313807 | City of San Diego | 10/06/2021 | Fuel Services-PW: Sep'21 | 2,504.23 | 2,504.23 |
| 14898 | 6855 | D- Max Engineering Inc | 10/06/2021 | 0 Lemon Grove Ave SWQMP Review 9/14/21-9/30/21 | 402.00 | 402.00 |
| 14899 | 10032120560 | DAR Contractors | 10/06/2021 | Animal Disposal- Sep'21 | 162.00 | 162.00 |
| 14900 | 9/7/21-9/9/21 | Esgil Corporation | 10/06/2021 | 75% Building Fees- 9/7/21-9/9/21 | 15,832.38 | 15,832.38 |
| 14901 | Oct21 | Fidelity Security Life Insurance Company | 10/06/2021 | Vision Insurance -Oct21 | 317.85 | 317.85 |
| 14902 | IN286211 | Geotab USA, Inc. | 10/06/2021 | Monthly ProPlus Plan | 197.50 | 197.50 |
| 14903 | 10/5/21 | ICMA | 10/06/2021 | ICMA Deferred Compensation Pay Period Ending 10/5/21 | 780.77 | 780.77 |
| 14904 | 1701 | Janazz, LLC SD | 10/06/2021 | IT Services- City Hall- Sep'21 | 2,500.00 | 2,500.00 |
| 14905 | Reimb: 9/30/21 Reimb: 9/30/21 | Malone, Audrey | 10/06/2021 | Reimb: Supplies - Publishing Bulletin Board Reimb: Ergonomic Desk Riser | 11.39 116.24 | 127.63 |
| 14906 | 72764249 72844474 72844474 | Occupational Health Centers of CA | 10/06/2021 | Medical Exam - 9/21/21 Medical Exam - 9/27/21 Medical Exam - 9/28/21 | 179.00 140.50 179.00 | 498.50 |
| 14907 | 22000823 | Public Risk Innovation Solutions & Management | 10/06/2021 | Employee Assistance Program - Oct-Dec 21 | 316.68 | 316.68 |
| 14908 | INV00035736 | RapidScale Inc. | 10/06/2021 | Virtual Hosting/Back Up Svc/Cloud Storage/Svr 9/30/21-10/30/21 | 4,627.34 | 4,627.34 |

| | | | | | | |
|-------|------------|--|------------|--|------------|------------|
| 14909 | AR174146 | San Diego Association of Governments/ARJIS | 10/06/2021 | ARJIS FY 2022 JPA Fees - 7/1/21-6/30/22 | 16,332.00 | 16,332.00 |
| 14910 | 8063776639 | Staples Advantage | 10/06/2021 | Office Supplies & Copy Paper - City Hall | 156.77 | 156.77 |
| 14911 | FY21 | State Controller | 10/06/2021 | FY21 Payment Listing/Audit Request | 150.00 | 150.00 |
| | | | | | 262,988.32 | 262,988.32 |



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.C
Meeting Date: October 19, 2021
Submitted to: Honorable Mayor and Members of the City Council
Department: City Manager's Office
Staff Contact: Audrey Malone, Deputy City Clerk
amalone@lemongrove.ca.gov
Item Title: **Approval of City Council Meeting Minutes**

Recommended Action: Approval of City Council Meeting Minutes, meeting of October 9, 2021.

Environmental Review:

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

Fiscal Impact: None.

Public Notification: None.

**MINUTES OF THE VIRTUAL REGULAR MEETING
OF THE LEMON GROVE CITY COUNCIL
TUESDAY, October 5, 2021 at 6 PM**

*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.*

In compliance with Assembly Bill (AB) 361 signed by Governor Newsom on September 16, 2021, the Regular Meeting of the City Council scheduled for Tuesday, October 9, 2021 at 6:00 p.m. was a virtual meeting – audio only.

Call To Order:

Mayor Racquel Vasquez called the Regular Virtual City Council Meeting to order at 6:03 p.m.

Present:

Mayor Racquel Vasquez, Mayor Pro Tem Jerry Jones, Councilmember Jennifer Mendoza, Councilmember Liana LeBaron, and Councilmember George Gastil (joins meeting at 6:06p.m.).

Staff Members Present:

Lydia Romero, City Manager, Kristen Steinke, City Attorney, Mike James, Assistant City Manager/Public Works Director, Noah Alvey, Community Development Manager, Steve Swaney, Fire Chief, Patrick McEvoy, Lieutenant, Michael Stauffer, Senior Management Analyst and Audrey Malone, Deputy City Clerk.

Changes to the Agenda:

Item 3, Assembly Bill 361 was moved to the top of the agenda.

Item 1.E, Accept the FY 2020-21 Storm Drain Repair Project as Complete pulled to the next Regular City Council Meeting.

Pledge of Allegiance:

Pledge of Allegiance to the Flag was led by Councilmember Mendoza.

Reports to Council:

2. Assembly Bill (AB) 361

Mayor Vasquez calls on Lydia Romero, City Manager to present staff report.

Public Comment:

Email Submitted – *Read out-loud by Audrey Malone, Deputy City Clerk: **None.***

*Live Comments: **None.***

Council has questions/comments for staff.

Action: Motion by Mayor Pro Tem Jones, and second by Councilmember Gastil to adopt a resolution approving the continuation of virtual public meetings in accordance with AB 361.

The motion passed by the following vote:

Ayes: Vasquez, Jones, Mendoza, LeBaron, Gastil.

Noes: None.

Absent: None.

Presentation(s):

Mayor Vasquez introduces Fire Chief Steve Swaney to present “Fire Prevention Week”.

Public Comment:

Email Submitted – *Read out-loud by Audrey Malone, Deputy City Clerk*

- Christopher Williams
- Denise Dupee
- Jessyka Heredia
- Jill Ellis
- Joshua Klein
- Stephanie Klein
- Teresa Rosiak-Proffit

Consent Calendar:

Public Comment:

Email Submitted – *Read out-loud by Audrey Malone, Deputy City Clerk: **None.***

**Mayor calls for a meeting recess at 7:01pm due to microphone issues.
Mayor Vasquez reconvenes meeting at 7:06pm.**

- 1.A Waive Full Text Reading of All Ordinances on the Agenda
- 1.B City of Lemon Grove Payment Demands
- 1.C Approval of City Council Meeting Minutes Meeting of September 21, 2021
- 1.D Award of Contract for the Berry Street Park Walking Path Extension Project (Contract No. 2021-21)
- 1.E Accept the FY 2020-21 Storm Drain Repair Project as Complete (Contract No. 2021-16)

Action: Motion by Councilmember Gastil and seconded by Councilmember Mendoza, to approve the Consent Calendar Items 1.A – 1D. *(Item 1.E will be carried over to the next regularly scheduled City Council Meeting)*

The motion passed by the following vote:

Ayes: Vasquez, Jones, Mendoza, Gastil.
Noes: LeBaron.
Absent: None.

Reports to Council:

2. Option Agreement between City of Lemon Grove and the San Diego Community Land Trust

Mayor Vasquez calls on Noah Alvey, Community Development Manger Analyst to present staff report.

Email Submitted – *Read out-loud by Audrey Malone, Deputy City Clerk: **None.***
*Live Comments: **None.***

Council provides questions/comments of staff.

Action: Motion by Mayor Pro Tem Jones seconded by Councilmember Mendoza, determining that the Option Agreement has expired and direct staff to prepare a report outlining options for developing the subject site for discussion at a future City Council meeting.

The motion passed by the following vote:

Ayes: Vasquez, Jones, Mendoza, Gastil.

Noes: LeBaron.

Absent: None.

City Council Reports on Meetings Attended at the Expense of the City

Councilmember LeBaron

- Working with Councilmember Mendoza and City Manager regarding Home Start
- Researching PEG funds and how the City uses the funding
- Researching the State Allocated Budget fund for more details
- Community Meeting about street safety

Councilmember Gastil

- SANDAG Board Meeting
- San Diego Regional Policy and Innovation meeting

Councilmember Mendoza

- SANDAG Transportation Meeting
- CAL Cities Conference
Councilmember Mendoza requested that her notes from the conference be provided to Council and remain part of the meeting's record.

Mayor Pro Tem Jones

- No Report

Mayor Vasquez

- CAL-OES COVID-19 and Statewide Fire's Update
- California Mayors Collation Meeting
- CAL Cities Conference

City Manager Report:

Lydia Romero, City Manager

- League of California Cities Conference
- Lemon Grove Street Workshop moved to October 23, 2021

Adjournment:

There being no further business to come before the Council, Mayor Vasquez adjourns meeting at 7:19 p.m. to the next Regular City Council Meeting on Tuesday, October 19, 2021.

Audrey Malone
Deputy City Clerk



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 2

Meeting Date: October 19, 2021

Submitted to: Honorable Mayor and Members of the City Council

Department: Public Works Department

Staff Contact: Michael Stauffer, Senior Management Analyst
mstauffer@lemongrove.ca.gov
Mike James, Assistant City Manager / Public Works Director
mjames@lemongrove.ca.gov

Item Title: **Accept the FY 2020-21 Storm Drain Repair Project as Complete (Contract No. 2021-16)**

Recommended Action: Adopt a resolution (**Attachment A**) accepting the Fiscal Year 2020-21 Storm Drain Repair Project as complete (Contract No. 2021-16).

Summary: The City Council awarded the Fiscal Year 2020-21 Storm Drain Repair Project to Crest Equipment, Inc. on June 1, 2021 not to exceed a total project budget of \$98,500. The project consisted of various storm drain repairs located throughout the City. During construction, there were two unexpected changes in the field that required immediate attention in order to complete the project as quickly and safe as possible. These two changes resulted in expenses that exceeded the original project budget. Staff completed its final inspection of the improvements and determined that the work was completed per the contract specifications. The total cost of the project was \$103,721.36.

Discussion: On June 1, 2021, Crest Equipment, Inc. was awarded the FY 2020-21 Storm Drain Repair Project (Contract No. 2021-16) with a total contract amount of \$88,500. The project included a \$10,000 contingency for a total project budget amount of \$98,500. Two unexpected changes to the work were required to complete the project.

1. An A4 clean-out was added to meet the condition of the grade in the field at a cost of \$4,200; and
2. 110 linear feet of 18" RCP had to be rerouted due to inadequate depth at a cost of \$11,021.36.

Photograph of A4 clean out



Photograph of re-routed 18" RCP



The final project cost equaled \$103,721.36, which exceeded the City Council approved project budget of \$98,500. As noted above, there were two unexpected changes discovered in the field that were required to successfully complete the drainage project in a safe manner, provide proper drainage of surface water in the area, and prevent the creation of a dangerous condition that could have resulted if there were time delays.

The contractor notified City staff on August 4, 2021 of the necessary changes and that the anticipated change orders would not exceed the preapproved \$10,000 contingency amount. The additional work was proposed on a time and material basis. Based on that information, staff wrote an acceptance staff report that recommended the project was accepted as complete at the October 5, 2021 City Council meeting. However, on September 27, 2021, city staff received a third (and final) version of the change order invoice that was greater than the contingency amount by \$5,221.36. The contractor did not include the cost of the additional pipe in the prior two versions. Staff reviewed the final change order total and agreed with the contractor's final time and material costs. This aligned with staff's final inspection on August 23, 2021 that confirmed all work was completed per the contract specifications.

Staff recommends that the City Council adopt a resolution (**Attachment A**) accepting the work as complete, authorize the City Manager or her designee to file a Notice of Completion with the County of San Diego Records Office, and authorize staff to release

RESOLUTION NO. 2021 -

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA, ACCEPTING THE FISCAL YEAR 2020-21 STORM DRAIN
REPAIR PROJECT AS COMPLETE (CONTRACT NO. 2021-16)**

WHEREAS, on June 1, 2021, the City Council awarded the Fiscal Year 2020-21 Storm Drain Repair Project to Crest Equipment, Inc. (Contract No. 2021-16); and

WHEREAS, the contract bid amount was established at \$88,500; and

WHEREAS, the project budget include a \$10,000 contingency for a total project budget of \$98,500; and

WHEREAS, two changes in the field were required to complete the project and increased the total project cost of \$98,500 to \$103,721.36; and

WHEREAS, the final project cost was allocated for this project from Gas Tax and TransNet funds; and

WHEREAS, on August 23, 2021, Crest Equipment, Inc. completed the scope of work as defined by the original contract and changes in the field; and

WHEREAS, City staff inspected all of the improvements and determined that Crest Equipment, Inc. fulfilled its contractual obligations.

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

1. Accepts the work for the Fiscal Year 2020-21 Storm Drain Repair Project as complete (Contract No. 2021-16); and
2. Authorizes the City Manager or her designee to file a notice of completion with the County of San Diego; and
3. Authorizes city staff to release the retention no sooner than thirty (30) days after the notice of completion is filed.

PASSED AND ADOPTED on October 19, 2021, 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:

Audrey Malone, Deputy City Clerk

Approved as to Form:

Kristen Steinke, City Attorney



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.K

Meeting Date: June 1, 2021

Submitted to: Honorable Mayor and Members of the City Council

Department: Public Works Department

Staff Contact: Michael Stauffer, Senior Management Analyst

mstauffer@lemongrove.ca.gov

Item Title: Award of Contract for Storm Drain Repairs

Recommended Action: Adopt a resolution approving a contract with Crest Equipment for storm drain repairs, with a project budget not to exceed \$98,500.

Summary: In support of the City Council's annual funding allocation for storm drain rehabilitation and repairs, city staff invited informal bids for repairs to various storm drains located throughout the city (Contract No. 2021-16). Bids were due by 1:00 p.m. on May 20, 2021. The City received four bids for the project. Staff evaluated the bids and concluded that, of the bids received, Crest Equipment was the lowest responsive and responsible bidder with a base bid of \$88,500.

Discussion: The City's Drainage Master Plan provides a strategy for city-wide storm drain improvements. Based on the plan, pipe segments are ranked into the following five categories:

- A. Most Severe
- B. Severe
- C. Moderate
- D. Minor to moderate
- E. Minor no televising

In total, there are 149 segments of Corrugated Metal Pipe (CMP) that fit into these five categories. Most Severe indicates significant corrosion to the bottom half of the pipe, large diameter holes and deformation. For Fiscal Year 2020-21, City staff initiated the first phased approach to the recommended repairs included in the plan. The project addresses six of the CMP segments that are the Most Severe. Those segments are located in three areas:

*Storm Drain Repairs
June 1, 2021
Page | 7*

*Accept FY 2020-21 Storm Drain Repair
Project as Complete
October 19, 2021
Page | 6*

1. 1800 block of Ensenada Street (176 linear feet);
2. San Altos Place at Alberdi Drive (105 linear feet); and
3. San Altos Place at Placentia Street (39 linear feet).

Per Chapter 3.24 of the Lemon Grove Municipal Code and Sections 22030-22045 of the California Public Contract Code, public works construction projects between \$60,000-\$200,000 may be contracted through an informal bidding procedure. Additionally, City Council has the awarding authority for those contracts. Informal bids were solicited on May 10, 2021 with a May 20, 2021 due date. A summary of the bids received is listed below:

| | Company Name | Amount |
|---|---------------------|---------------|
| 1 | Crest Equipment | \$88,500 |
| 2 | MJC Construction | \$101,150 |
| 3 | PAL Engineering | \$124,975 |
| 4 | Ramona Paving | \$185,000 |

Crest Equipment submitted the lowest responsive base bid for \$88,500. Staff reviewed Crest's project work history, references, and construction license and found them all to be positive and in good standing. Crest has also successfully performed similar work for other local and state governments. Therefore, staff concluded that Crest Equipment is both a responsive and responsible bidder and recommends the award of a construction contract (Attachment A). Based on the project scope of work, staff recommends the following project budget:

| Description | Amount |
|----------------------|-----------------|
| Construction Costs | \$88,500 |
| Contingency – ~10% | \$10,000 |
| PROJECT TOTAL | \$98,500 |

Environmental Review:

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

Fiscal Impact: Sufficient funds are programmed in the current fiscal year from Account Numbers 02-00-00-7730 and 14-00-00-7280.

Staff Recommendation: Adopt a resolution approving a contract with Crest Equipment for storm drain repairs, with a total project budget not to exceed \$98,500.

Attachments:

- Attachment A – Resolution
- Attachment B – Request for Bids

RESOLUTION NO. 2021 -

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA, APPROVING A CONTRACT WITH CREST EQUIPMENT FOR
STORM DRAIN REPAIRS**

WHEREAS, on February 18, 2020, the City Council approved the drainage master plan update that provides a strategy for city-wide storm drain improvements; and

WHEREAS, the City programs funds annually to complete storm drain repairs; and

WHEREAS, the City invited informal bids and four bids were received on May 20, 2021; and

WHEREAS, Crest Equipment submitted the lowest, responsive bid of \$88,500; and

WHEREAS, staff confirmed that Crest Equipment's references responded positively and its contractor's license is current and in good standing with the State of California; and

WHEREAS, staff concludes that Crest Equipment is both a responsive and responsible bidder; and

WHEREAS, the City Council finds it in the public interest that a contract for said project is awarded.

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

1. Approves the design, plans and specifications for the FY 2020-21 Storm Drain Repair Project (Project No. 2021-16); and
2. Approves the contract with Crest Equipment to complete the repairs; and
3. Establishes a project budget not to exceed \$98,500 to include a 10% contingency, funded from account numbers 02-00-00-7730 and 14-00-00-4280; and
4. Directs the City Manager, or her designee, to negotiate, execute and manage all project documents.

PASSED AND ADOPTED on June 1, 2021, the City Council of the City of Lemon Grove, California, adopted Resolution No. 2021-_____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Mayor

Attest:

Audrey Malone, Deputy City Clerk

Approved as to Form:

Kristen Steinke, City Attorney



REQUEST FOR BID
THE CITY OF LEMON GROVE
IS REQUESTING BIDS FOR
VARIOUS STORM DRAIN PIPE REPAIRS

CONTRACT NO. 2021-16

SCOPE OF WORK:

A lump sum bid shall include the price for:

Site 1: 1800 block Ensenada St

- Remove and replace 36' of existing 18" CMP with 18" RCP/ 2000-D
- Remove and replace 140' of existing 18" CMP with 18 HDPE
- Install D-31 type A headwall at pipe exit to channel
- Install D-9 type A-4 storm drain C/O (tow of slope)
- Replace 20' type A dike
- Install 5'x10' concrete spillway on shoulder
- SDRSD D-9 – D-30- G-24B- D-60 – D-63

Site 2: San Altos Pl at Alberdi Dr.

- Remove and replace 58' of existing 18" CMP with 18" RCP/ 1350-D
- Remove and replace 47' existing 18" CMP with 18" HDPE
- SDRSD G-24B – D-60- D-63 – G-24

Site 3: San Altos Pl. at Placentia St

- Remove and replace 39' existing 18" CMP with 18" RCP/ 1350-D
- SDRSD G-24B – D-60 – D-63

See attached aerials 1 thru 3

All work to be performed utilizing the most recent publications of **San Diego Regional Standard Drawings** and **Standard Specifications for Public Works Construction** (Greenbook)

GENERAL INFORMATION:

PROTECTION:

Contractor shall be responsible for proper and adequate shielding of his work site to prevent injury to persons or damage to public or private property, and will assume all liability should injury to persons or damage to property occur.

Contractor shall provide all necessary means to safeguard the work areas.

Storm Drain Repairs
June 1, 2021
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All traffic control and work shall be done in accordance with the latest revised edition of the Manual of Traffic Control for Construction and Maintenance Work Zones published by CALTRANS.

Contractor to protect work site with required "Best Management Practices"

LICENSE:

Contractor must possess a class A general contractor's license, Lemon Grove City License and a California State Contractor's License.

PREVAILING WAGE:

Prevailing wage provisions required pursuant to the labor code of the State of California Department of Industrial Relations. The Contractor and subs shall not pay an employee less than the prevailing wage rate for all labor provided to the job site.

COMPENSATION:

Full compensation for all Labor, Equipment, Mobilization and traffic control shall be considered in the lump sum bid price. No additional compensation will be allowed.

INSURANCE:

The successful bidder shall provide proof of:

- 1) Commercial General Liability Insurance
\$1,000,000.00 per occurrence, \$2,000,000.00 for bodily injury, personal injury and property damage. If commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- 2) Automobile Liability:
\$1,000,000 per accident for bodily injury and property damage.
- 3) Employer's Liability:
\$1,000,000 per accident for bodily injury or disease.
- 4) Workers Compensation Insurance:
As required by the State of California and Employer's Liability Insurance.
- 5) Performance Bond
Contracts exceeding \$25,000 requires a Performance Bond equal to 100% of full contract cost prior to notification to proceed.

BID SUBMITTAL:

Submit quote to: Thomas Bell, Operations & Administrations Manager Public Works
3232 Main St.
Lemon Grove, CA 91945
Or Email tbell@lemongrove.ca.gov

BIDS MUST BE RECEIVED PRIOR TO 1:00 P.M.

May 20, 2021

If you have any questions, contact Thomas Bell @ 619-490-0017 or Email tbell@lemongrove.ca.gov

SITE 1 BID: _____

SITE 2 BID: _____

SITE 3 BID: _____

LUMP SUM BID: _____

LUMP SUM BID IN WORDS: _____

LEMON GROVE BUSINESS LICENSE: _____

CALIFORNIA STATE CONTRACTORS LICENSE NUMBER: _____

COMPANY NAME: _____

TELEPHONE: BUSINESS: _____ EMERGENCY: _____

AUTHORIZED SIGNATURE: _____

COMPANY CONTACT: _____

(Please print)

ALL WORK MUST BE COMPLETED WITHIN THIRTY (30) CALENDER DAYS OF EXECUTION OF NOTICE TO PROCEED

(The City of Lemon Grove reserves the right to refuse any bid)



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 3
Meeting Date: October 19, 2021
Submitted to: Honorable Mayor and Members of the City Council
Department: Public Works Department
Staff Contact: Mike James, Assistant City Manager / Public Works Director
mjames@lemongrove.ca.gov
Item Title: **Arbor Day Proclamation and Becoming a Tree City USA City**

Recommended Action: Authorize the Mayor or the City Manager to take the necessary steps to become a Tree City USA City by proclaiming an Arbor Day, submitting an online application, and establishing an annual celebration for Arbor Day on the last Friday of April.

Summary: The City can apply to be recognized as a Tree City USA City by meeting four requirements. The benefits of participating in Tree City USA include increasing property values, enhancing the economic vitality of the business area, and beautifying the community. If the recommended actions are completed, staff will submit an online application to be considered as a Tree City USA recognized City.

Background: The Arbor Foundation was created by a former resident of Michigan who was concerned by the lack of trees in his new state of Nebraska. He started the Arbor Day Foundation to plant trees. On the first Arbor Day in 1872, over one million trees were planted. Cities may select any day of the year as their Arbor Day, but traditionally Arbor Day will fall on the last Friday in April.

Discussion: Cities may voluntarily become a Tree City USA by fulfilling four requirements or standards, which are detailed below. After each requirement, staff listed the City's response that will meet that standard:

1. Must have a tree board or department. The Public Works Department with the assistance of West Coast Arborist and Aztec Landscaping, Incorporated will serve as the tree department.

2. Must have a tree care ordinance. Title 12 of the Lemon Grove Municipal Code details the tree care requirements.

3. Must have a community forestry program with an annual budget of at least \$2.00 per capita. The City has approximately 27,629 residents per the 2020 United States Census Bureau. The minimum required annual community forestry budget must be equal to or greater than \$55,258. The City’s tree expenditures from the Public Works – Grounds Division and Transportation Development Act – Trolley Corridor Landscaping, when combined, exceeds the minimum budget needed. The City’s tree inventory includes 1,328 trees at an estimated value of \$3,790,070.

4. Arbor Day Observance and Proclamation. In order to support the City’s application (**Attachment B**) in 2021, staff recommends Arbor Day observance and Proclamation (**Attachment A**) occur on October 19, 2021. Looking forward, staff recommends that future Arbor Day observances are held on the last Friday of April.

In 2020, there were 3,676 Tree City USA recognized cities. Ten San Diego County cities were recognized as Tree City USA cities:

- | | |
|---------------------------|------------------------------|
| 1. Carlsbad – 17 years, | 6. La Mesa – 41 years, |
| 2. Chula Vista -29 years, | 7. Oceanside – 12 years, |
| 3. Coronado -36 years, | 8. Poway – 21 years, |
| 4. El Cajon – 24 years, | 9. San Diego – 11 years, and |
| 5. Encinitas – 10 years, | 10. Santee – 19 years |

The benefits of being recognized as a Tree City USA include the goal of increasing the number of trees in the City for the benefit of meeting goals listed in the City’s climate action plan, increasing property values, enhancing the economic vitality of the business area, and beautifying the community. |

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.

Staff Recommendation: Authorize the Mayor or the City Manager to take the necessary steps to become a Tree City USA City by proclaiming an Arbor Day, submitting

an online application, and establishing future annual celebrations for Arbor Day on or about the last Friday of April.

Attachments:

Attachment A – Proclamation

Attachment B – Tree City USA Application

Proclamation of the City Council

City of Lemon Grove, California

“Arbor Day”

October 19, 2021

WHEREAS, in 1872, J. Sterling Morgan proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than one million trees in Nebraska; and

WHEREAS, Arbor Day is celebrated nationally the last Friday in April, to encourage Americans to maintain and replenish our country’s orchards and woodlands; and

WHEREAS, trees provide shade and beautify our homes, neighborhoods and communities, increase property values, enhance economic vitality of business areas, beautify our community, and are enjoyed by everyone; and

WHEREAS, trees can reduce the erosion of previous topsoil by wind and water, lower heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees decorate our landscapes with rich colors, textures and shapes, and they provide vital stability to our ecosystem by improving water and air quality, provide habitats for animals and plant life, prevent flooding and erosion; and

WHEREAS, in Lemon Grove, trees are highly regarded and valued by the community and wherever they are planted are a source of joy and spiritual renewal; and

NOW, THEREFORE, I, RACQUEL VASQUEZ, Mayor of the City of Lemon Grove, California on behalf of the entire City Council hereby proclaim October 19, 2021 as **ARBOR DAY** in the City of Lemon Grove

IN WITNESS WHEREOF, I have hereto set my hand and the Seal of the City of Lemon Grove this 19th day of October Two Thousand and Twenty One and have caused the seal to be affixed.

Racquel Vasquez, Mayor

BLANK APPLICATIONS FOR ILLUSTRATED PURPOSES



SAVE & LOGOUT

What category best describes your community?*

Please Select

Mayor or Equivalent Information

*Mayor Name

*First

*Last

*Professional Title

Mayors Address

*Address Line 1

Address Line 2

*City

*State/Region

Please Select

*ZIP/Postal Code

*Email Address

*Phone Number

US/Canada Outside US

US: 402-555-1212

City Forestry Contact

(This is the person from your community we will be reaching out to if we have any questions about the application.)

*City Forestry Contact's Name

*First Name

*Last Name

*Professional Title

*Shipping Address for Recognition Materials

*Address Line 1

Address Line 2

*City

*State/Region

*ZIP/Postal Code

*City Forestry Contact's Email Address

*Phone Number

US/Canada Outside US

US: 402-555-1212

If my application is approved, I DO NOT wish to have my name and email included on the Tree City Usa member resource directory (only available to other recognized Tree City USA communities.)

Standard 1 - A Tree Board or Department

*Select which best describes your community

Standard 2 - A Community Tree Ordinance

*Date current tree ordinance was established

X --

Our ordinance below*

- Uploaded files have not changed
 Our ordinance has been updated this past calendar year and I have updated.

* Attach File

Each applicant is required to upload their community's current tree ordinance.

Attachments

UPLOAD ATTACHMENT

| NAME | CREATED DATE |
|---------|--------------|
| No Data | |

Standard 3 - A community forestry program with an annual budget of at least \$2 per capita

Please answer the questions below with the full numerical amounts and do not use symbols or commas. (i.e. 5000.01 not \$5,000.01). If a category does not apply to you, please enter 0.

For a list of qualifying expenses, [click here](#).

* Community Population

* Tree Planting and Initial Care
Include cost of tree purchases, labor and equipment for planting, planting materials, stakes, wrapping, watering, mulching, competition control, etc.

* Tree Maintenance
Include pruning, insect and disease management, fertilization, watering, etc.

* Tree Removal
Include cost of equipment, supplies, labor, etc.

* Management
Include public education, professional training, memberships, salaries, street and park tree inventory.

Utility Line Clearance
(If allowed by your state coordinator).

* Volunteer Time
Number of volunteer hours and other contributions from civic organizations.

Correct Examples:

- 10
- 12
- 284
- 3778

Incorrect Examples:

- 10 hrs
- 12 hours
- \$284.94
- 3,678

Other
Include any other expenses not mentioned.

Please specify other expenses (if applicable)

TOTAL Expenditure Per Capita: NaN

TOTAL Expenditures: .00

Community Tree Management Statistics

Please include only whole numbers below.

*Number of Trees Planted

*Number of Trees Pruned

*Number of Trees Removed

Attach Files

Annual work plan (if required by your state).

Attachments

UPLOAD ATTACHMENT

| NAME | CREATED DATE |
|---------|--------------|
| No Data | |

Supporting budget document(s).

| Attachments | | UPLOAD ATTACHMENT |
|-------------|--------------|-------------------|
| NAME | CREATED DATE | |
| No Data | | |

Standard 4 - An Arbor Day Observance and Proclamation

Date observance was held

X --

Did your community's Arbor Day celebration include any type of participation from K-12 schools?*

Yes No

Attach Your Signed Arbor Day Proclamation*

| Attachments | | UPLOAD ATTACHMENT |
|-------------|--------------|-------------------|
| NAME | CREATED DATE | |
| No Data | | |

Supplemental files

This can be a program from your Arbor Day events, photos, or press releases.

| Attachments | | UPLOAD ATTACHMENT |
|-------------|--------------|-------------------|
| NAME | CREATED DATE | |
| No Data | | |

How did you find out about the Tree City program?

Signature Form

* Before you print off your signature form, all sections of the application must be complete.

To finalize your application, you will need to obtain a signature of your mayor or top city official. Your application requires the appropriate signature to be complete.

Click on the button below to populate your mayor signature page. (You will need to push this button anytime you make revisions to your application.)

[POPULATE SIGNATURE PAGE](#)

- Scan and upload the signature form
- Fax the signature form to the Arbor Day Foundation

By checking the box, you are granting the Arbor Day Foundation and its assigns, licensees, successors, representatives, employees, program partners, and agents (collectively, the "Arbor Day Foundation"), the irrevocable and unrestricted right to use uploaded images from this application. You grant the Arbor Day Foundation the irrevocable right to use, copy, prepare derivative works from, distribute and publish the provided photographs in any medium or means of distribution, including print, social media sites such as Facebook and Twitter and in Arbor Day Foundation publications or on its website, for any lawful commercial or other purpose, and to register the copyright of such photographs throughout the world. By granting rights to the photos, you are representing that you own the rights to the uploaded pictures on this application and that Arbor Day Foundation has permission to use said photos.

Please press the submit button below, once your application is complete. A successfully submitted application will redirect you to a new page. If you are not redirected, please scroll to the top of your application to see a notification of what information is missing/incorrect in order to submit your application.

SUBMIT