



City of Lemon Grove
City Council Regular Meeting Agenda
Tuesday, December 4, 2018, 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

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.)

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: Jim Lough, 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

November 20, 2018

Reference: Shelley Chapel, City Clerk

Recommendation: Approve Minutes

D. Receive and File Planning Commission Meeting Minutes

Regular Meeting

October 22, 2018

Reference: Shelley Chapel, City Clerk

Recommendation: Receive and File

E. Consider Adoption of Resolution Approving the City of Lemon Grove Litigation Hold Policy.

Reference: Shelley Chapel, City Clerk

Recommendation: Adopt Resolution entitled, "A Resolution of the City Council of the City of Lemon Grove, California, Adopting the Litigation Hold Policy and Procedure."

F. Rejection of Claim – Elliott Kanter, Esq. on behalf of Hatsuko Hoss

Reference: Shelley Chapel, City Clerk

Recommendation: Reject Claim.

Reports to Council:

2. Recognized Obligation Payment Schedule (July 1, 2019 – June 30, 2020) *(Successor Agency Item)*

The City Council will consider approving the Recognized Obligation Payment Schedule (ROPS) for the period of July 1, 2019 through June 30, 2020.

Reference: Molly Brennan, Finance Manager

Recommendation: Adopt Resolution entitled, "A Resolution of the Lemon Grove Successor Agency Board Adopting a Recognized Obligation Payment Schedule for July 1, 2019 through June 30, 2020, Pursuant to California Health and Safety Code Section 34179, Division 24, Part 1.85, and Authorizing Posting and Transmittal Thereof."

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.)

City Manager and Department Director Reports: (Non-Action Items)

Closed Session

1. LIABILITY CLAIM
Government Code Section 54956.95
Claimant: Leticia Oliver
Agency Claimed Against: City of Lemon Grove

2. LIABILITY CLAIM
Government Code Section 54956.95
Claimant: April Flake
Agency Claimed Against: Multiple Defendants including City of Lemon Grove

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 November 29, 2018, 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

**LEMON GROVE CITY COUNCIL
AGENDA ITEM SUMMARY**

Item No. 1.A

Dept. City Attorney

Item Title: Waive Full Text Reading of All Ordinances on the Agenda.

Staff Contact: James P. Lough, City Attorney

Recommendation:

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

Fiscal Impact:

None.

Environmental Review:

Not subject to review

Negative Declaration

Categorical Exemption, Section

Mitigated Negative Declaration

Public Information:

None

Newsletter article

Notice to property owners within 300 ft.

Notice published in local newspaper

Neighborhood meeting

Attachments:

None.

**LEMON GROVE CITY COUNCIL
AGENDA ITEM SUMMARY**

Item No. 1.B
Dept. Finance

Item Title: City of Lemon Grove Payment Demands

Staff Contact: Molly Brennan, Finance Manager

Recommendation:

Ratify Demands

Fiscal Impact:

None.

Environmental Review:

Not subject to review

Negative Declaration

Categorical Exemption, Section

Mitigated Negative Declaration

Public Information:

None

Newsletter article

Notice to property owners within 300 ft.

Notice published in local newspaper

Neighborhood meeting

Attachments:

None.

City of Lemon Grove Demands Summary

Approved as Submitted:

Molly Brennan, Finance Manager

For Council Meeting: 12/04/18

ACH/AP Checks 11/13/18-11/23/18 198,936.30

Payroll - 11/20/18 138,979.88

Total Demands 337,916.18

CHECK NO	INVOICE NO	VENDOR NAME	CHECK DATE	Description	INVOICE AMOUNT	CHECK AMOUNT
ACH	Nov6 18	US Treasury	11/13/2018	Federal Taxes 11/6/18	21,637.37	21,637.37
ACH	56602141	WEX Bank	11/13/2018	Fuel - Fire Dept - Oct'18	969.33	969.33
ACH	Oct18	Wells Fargo Bank	11/13/2018	Bank Service Charge - Oct'18 Credit Card Processing-Mo.Svc Charge - Oct'18 Credit Card Transaction Fees- Oct'18	525.21 9.95 621.25	1,156.41
ACH	Oct10-Nov6 18	California Public Empl Retirement System	11/14/2018	Pers Retirement 10/10/18-11/6/18	62,084.91	62,084.91
ACH	L1837850720	Employment Development Department	11/14/2018	Unemployment Insurance - Jul-Sep'18	2,093.00	2,093.00
ACH	Refill 11/12/18	Pitney Bowes Global Financial Services LLC	11/14/2018	Postage Usage 11/12/18	250.00	250.00
ACH	Refill 11/14/18	Pitney Bowes Global Financial Services LLC	11/15/2018	Postage Usage 11/14/18	250.00	250.00
ACH	Refill 11/15/18	Pitney Bowes Global Financial Services LLC	11/16/2018	Postage Usage 11/15/18	250.00	250.00
ACH	078129	Aflac	11/20/2018	AFLAC Insurance 11/22/18	634.86	634.86
ACH	Nov 2018	California Dental Network Inc.	11/20/2018	California Dental Insurance -Nov'18	427.76	427.76
ACH	Oct18	Home Depot Credit Services	11/20/2018	Home Depot Purchases - Oct'18	832.71	832.71
ACH	Nov21 Nov8	Southern CA Firefighters Benefit Trust	11/21/2018	LG Firefighters Benefit Trust 11/21/18 LG Firefighters Benefit Trust 11/8/18	830.70 830.70	1,661.40
ACH	Nov20 18	Employment Development Department	11/23/2018	State Taxes 11/20/18	7,882.24	7,882.24
10474	C7316	A-Pot Rentals, Inc.	11/14/2018	Portable Restroom Rental- 10/9/18-11/8/18	132.10	132.10
10475	L1072895SK	American Messaging	11/14/2018	Pager Replacement Program 11/1/18-11/30/18	43.04	43.04
10476	Basallo	Basallo, Carlo	11/14/2018	Refund/Basallo, Carlo/Deposit - RecCtr- 8/26/18	200.00	200.00
10477	4746587	Bearcom	11/14/2018	Portable Radios Monthly Contract 10/22/18-11/21/18	150.00	150.00
10478	901946-9	BJ's Rentals	11/14/2018	Propane	16.97	16.97
10479	6087789	Bob Stall Chevrolet	11/14/2018	LG#33/Animal Cntrl/'17 Chevy - Oil & Filter Change/Alignment	122.45	122.45
10480	19416724	Canon Financial Services Inc.	11/14/2018	Canon Copier Contract Charge 11/20/18-12/19/18	81.35	81.35
10481	4011408125 4011707651 4012020044	Cintas Corporation #694	11/14/2018	Janitorial Supplies - 10/25/18 Janitorial Supplies - 11/1/18 Janitorial Supplies - 11/8/18	1,213.45 218.66 218.66	1,650.77
10482	19CTOFLGN04	County of San Diego- RCS	11/14/2018	800 MHZ Network - Oct '18	2,935.50	2,935.50
10483	11/1/2018 11/1/2018 10/30/2018	Cox Communications	11/14/2018	Main Phone/Fire- 11/1/18-11/30/18 Phone/City Hall- 11/1/18-11/30/18 Internet/Community Ctr- 10/30/18-11/29/18	470.69 975.26 75.00	1,520.95
10484	4379 4380 4382 4625 4635	D- Max Engineering Inc.	11/14/2018	Golden Doors Stormwater Inspections 5/1/18-5/31/18 6800 Mallard Ct Stormwater Inspections 5/1/18-5/31/18 1993 Dain Dr Doc Review 5/1/18-5/31/18 Ildica Stormwater Inspections 10/1/18-10/31/18 Celsius Phase II- 18/19 Stormwater Inspection 10/1/18-11/5/18	165.00 27.50 137.50 78.75 540.50	949.25
10485	001018560	DAR Contractors	11/14/2018	Animal Disposal- Oct '18	162.00	162.00
10486	1018.20.0152	Dexter Wilson Engineering, Inc.	11/14/2018	Metro JPA Wastewater Issues - Oct'18	11,522.50	11,522.50
10487	10/22-25/18	Esgil Corporation	11/14/2018	75% Building Fees- 10/22/18-10/25/18	3,232.37	3,232.37
10488	236097	Evans Tire & Service Center	11/14/2018	LGPW #16 '14 Ford F150 - New Tire/Wheel Balance	197.73	197.73

10489	Folk	Folk, Irene	11/14/2018	Refund/Folk, Irene/Deposit - LBH- 10/27/18-10/28/18	200.00	200.00
10490	Ghannam	Ghannam, Laurie	11/14/2018	Refund/Ghannam, Laurie/Diversion Deposit CD1-800-0011	500.00	500.00
10491	Nov6 18	ICMA	11/14/2018	ICMA Deferred Compensation Pay Period Ending 11/6/18	580.77	580.77
10492	130589 130590	Knott's Pest Control, Inc.	11/14/2018	Monthly Bait Stations- Civic Ctr - Nov18 Monthly Bait Stations- Sheriff - Nov18	60.00 45.00	105.00
10493	INV23295	Logiccopy	11/14/2018	Ricoh C3502 Copier Contract Charge- PW Yard - 11/7/18-12/6/18	51.58	51.58
10494	50055	McNamara Pump and Electric Inc.	11/14/2018	Duplex Sewage Pump Station 6-Mo Maintenance Svc- 6794 Central	275.00	275.00
10495	Reimb-10/30/18	Ortega, Ivan	11/14/2018	Reimb- Class A License & Testing - Ortega	76.00	76.00
10496	2018378	Pacific Railway Enterprises, Inc.	11/14/2018	LGA Realignment Proj 9/30/18-10/27/18	10,294.15	10,294.15
10497	PD-40056	Plumbers Depot Inc.	11/14/2018	Sewer Camera - 24 Ft Fiberglass Poles/Heavy Duty Foam Core	506.43	506.43
10498	Reyes	Reyes, Minerva	11/14/2018	Refund/Reyes, Minerva/Deposit - Lee Courtyard- 11/3/18	200.00	200.00
10499	352103	Safe-T-Lite of Modesto, Inc.	11/14/2018	Adopt-A-Park Signs/Park Rules Signs for Promenade	1,012.90	1,012.90
10500	Oct18	SDG&E	11/14/2018	Gas & Electric 9/19/18-10/19/18	22,521.09	22,521.09
10501	3394-10	Select Electric Corp.	11/14/2018	Traffic Signal Service Calls- Oct'18	5,767.25	5,767.25
10502	72000819 72007983 72009772	Vulcan Materials Company	11/14/2018	Asphalt Asphalt Asphalt	254.18 308.49 148.91	711.58
10503	142014	West Coast Arborists, Inc.	11/14/2018	Tree Maintenance - 10/16/18-10/31/18	393.00	393.00
10504	Nov 2018	California Dental Network Inc.	11/20/2018	California Dental Insurance -Nov18	427.76	427.76
10505	11/20/18	California State Disbursement Unit	11/20/2018	Wage Withholding Pay Period Ending 11/20/18	161.53	161.53
10506	19416725	Canon Financial Services Inc.	11/20/2018	Canon Plotter 2 Yr Carepack Contract Charge 11/20/18-12/19/18	72.73	72.73
10507	FRS0000130 FRS0000130	City of El Cajon	11/20/2018	Overtime Reimbursement - Dozier 10/22/18 Overtime Reimbursement - Royer 10/31/18	1,328.28 1,197.49	2,525.77
10508	HHW-20471	City of La Mesa	11/20/2018	Household Hazardous Waste Event- 10/13/18	623.00	623.00
10509	163	CityPlace Planning, Inc.	11/20/2018	Interim Dev Svcs Dir Tasks - Oct '18	6,039.88	6,039.88
10510	81925788	Corelogic Solutions, LLC.	11/20/2018	RealQuest Graphics Package - Oct'18	300.00	300.00
10511	1113182305	Domestic Linen- California Inc.	11/20/2018	Shop Towels & Safety Mats 11/13/18	82.10	82.10
10512	10/29-31/18 11/1/2018	Esgil Corporation	11/20/2018	75% Building Fees- 10/29/18-10/31/18 75% Building Fees- 11/1/18-11/1/18	2,224.96 669.83	2,894.79
10513	6-364-78268	Federal Express	11/20/2018	Shipping Charges- Sanitation/CUES West 11/7/18	361.61	361.61
10514	INV1014198	George Hills Company	11/20/2018	TPA Claims- Adjusting /Other Services - Oct 18	1,040.60	1,040.60
10515	73246401	Hawthorne Machinery Co	11/20/2018	Equip Rntl- Caterpillar 314 Excavator/Main&Federal Storm Drain	2,119.12	2,119.12
10516	0025987-IN	HDL Coren & Cone	11/20/2018	Contract Services Property Tax - Oct-Dec 2018	2,145.62	2,145.62
10517	93522	Horton, Oberrecht, Kirkpatrick & Martha, APC	11/20/2018	Legal Svcs: GHC 0019886	3,627.40	3,627.40
10518	00057418	Hudson Safe-T- Lite Rentals	11/20/2018	Barricade Lights, Stop Ahead Signs	668.99	668.99
10519	Nov20 18	ICMA	11/20/2018	ICMA Deferred Compensation Pay Period Ending 11/20/18	580.77	580.77
10520	161530	MJC Construction	11/20/2018	Community Center Concrete Rehab - 3146 School Ln	4,800.00	4,800.00
10521	148805	Pacific Sweeping	11/20/2018	Street Sweeping/Main St - Trash Day Clean Up 10/20/18	110.00	110.00
10522	Reddy	Reddy, Damoder	11/20/2018	Refund/Reddy, Damoder/Deposit Remainder TPM-000-0190	2,037.50	2,037.50
10523	491866	South Coast Emergency Vehicle Services	11/20/2018	E10 Replace Bushing Assembly	818.69	818.69
10524	8052048226	Staples Advantage	11/20/2018	Office Supplies & Copy Paper - City Hall	551.05	551.05
10525	00073134 00073165 00073329 00073338	The East County Californian	11/20/2018	Public Hearing Notice - CUP 3468 Citrus St - 11/8/18 Public Hearing Notice - RTIP - 11/8/18 Public Hearing Notice - Zoning Amendment - 11/15/18 Public Hearing Notice - Ordinance 2018-449 - 11/15/18	143.50 87.50 178.50 143.50	553.00
10526	1029-4	The Sherwin-Williams Co.	11/20/2018	Paint	39.57	39.57

10527	9817690446	Verizon Wireless	11/20/2018 Modems- Cardiac Monitors - 10/4/18-11/3/18	14.10	14.10
10528	70581b	House of Automation	11/20/2018 PW Yard Security Gate Repair	99.00	99.00
				198,936.30	198,936.30

**LEMON GROVE CITY COUNCIL
AGENDA ITEM SUMMARY**

Item No. 1.C

Dept. City Manager's Office

Item Title: Approval of City Council Meeting Minutes

Staff Contact: Shelley Chapel, MMC, City Clerk

Recommendation:

Approval of City Council Meeting Minutes for Regular Meeting held November 20, 2018.

Fiscal Impact:

None.

Environmental Review:

Not subject to review

Categorical Exemption, Section

Negative Declaration

Mitigated Negative Declaration

Public Information:

None

Newsletter article

Notice to property owners within 300 ft.

Notice published in local newspaper

Neighborhood meeting

Attachments:

None.

**MINUTES OF A MEETING OF
THE LEMON GROVE CITY COUNCIL
TUESDAY, NOVEMBER 20, 2018**

*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 6:04 p.m.

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

Absent: Councilmember David Arambula

Staff Members Present:

Lydia Romero, City Manager, James Lough, 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, , Shelley Chapel, City Clerk, Roberto Hidalgo, Human Resources Manager, Molly Brennan, Finance Manager, Miranda Evans, Management Analyst, Mike Viglione, Assistant Planner, and Arturo Ortuño, Assistant Planner.

Pledge of Allegiance:

Pledge of Allegiance to the Flag was led by Fire Chief Steven Swaney.

Changes to the Agenda:

City Clerk Chapel announced that the new city website was launched over the past weekend and with new technology comes a few hiccups. We have discovered a few broken links and are fixing them and wanted to let everyone know we are aware. An additional malfunction was noted. The recommendation for Item I.E. recommendation was changed. The large sized agenda packet and the other three agendas posted to the City website were unchanged and were accurate. The paper versions of the agenda posted at City Hall and at the Community Meeting Room as well as the staff report were all correct as posted Thursday, November 15, 2018, before 6:00 p.m.

Presentations:

Mayor Vasquez introduced City Manager Romero who presented the New Fire Chief Steven Swaney.

Mayor Vasquez introduced Girl Scout Troop 5255 and Troop Leaders Anna Weddle and Theresa Green. Mayor Vasquez presented Certificates of Recognition to each member of the Girl Scout Troop 5255 for their "100 Years of Girl Scout Achievement" exhibit the troop designed and built with the assistance of troop leaders and major input from Girl Scout Historian Marlene Williams.

Mayor Vasquez introduced Mr. Rick Brush, Chief Member Services Officer with CSAC Excess Insurance Authority who presented the City with an award for the Sage/City Partnership.

City Manager Romero recognized Miranda Evans, Management Analyst for her three-years of service.

Public Comments:

Appeared to comment were: Paul Nagel, John L. Wood, Brenda Hammond, Cara Anderson, Kathleen McClean, and Chris Williams.

Finance Manager Brennan provided clarification on public comments related to use of realignment money \$844,000. Approximately, \$400,000 was an increase in the cost of the project not money lost, and the additional \$344,000 was used on other capital projects specifically related to Redevelopment Bond for the Promenade and Realignment Projects.

1. 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 the Regular Meetings of October 16, 2018, and November 6, 2018.
- F. Adoption of Resolution No. 2018-3619, Awarding a Contract for Indirect Cost Allocation Plan Contract No. 2019-09.
- G. Adoption of Resolution No. 2018-3620, Authorizing the Appointment of Deputy City Attorney Kristen Steinke as City Attorney, Effective January 1, 2019.

Action: Motion by Mayor Pro Tem Jones, seconded by Councilmember J. Mendoza, to approve Consent Calendar Items A-C and F-G.

The motion passed by the following vote:

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

Absent: Arambula

Public Hearing:

- 2. Public Hearing to Consider Administrative Appeal No. AA1-800-0006 Regarding the Planning Commission's Decision to Approve Conditional Use Permit No. CUP-180-0004, a Request to Establish a 2,068 SF Childcare Center with an Outdoor Play Area at 3468 Citrus Street in the General Commercial–Heavy Commercial Zone.

Mayor Vasquez introduced Arturo Ortuño, Assistant Planner who presented the staff report and PowerPoint Presentation.

Mayor Vasquez opened the Public Hearing at 7:30 p.m.

Appeared to comment were: Gwen Mitchell, Jeanette Barnov, Jim Elliot, John L. Wood, Kenneth Mitchell, Chris Brown, Katie Dexter, Chris Williams, Cara Anderson, Kathleen McLean, Linette Fort, Kamaal Martin, Jeanette Barnov, Gwen Mitchell, and Blanca Brown.

During the discussion Councilmembers expressed concern about square footage of outdoor play area, and the need for daycare centers within Lemon Grove.

Adoption of the Resolution would Denying Administrative Appeal No. AA1-800-0006, upholding the Planning Commission's Decision to Approve Conditional Use Permit No. CUP-180-0004, a Request to Establish a Childcare Center at 3468 Citrus Street in the General Commercial–Heavy Commercial Zone.

Action: The public hearing was closed at 8:00 p.m. on a motion by Mayor Pro Tem Jones, and second by Councilmember J. Mendoza.

The motion passed by the following vote:

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

Noes: Arambula

Action: It was moved by Mayor Pro Tem Jones, and seconded by Councilmember J. Mendoza to adopt Resolution No. 2018-3621.

The motion passed by the following vote:

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

Noes: Arambula

Mayor Vasquez called a brief recess at 8:16 p.m. and reconvened the meeting at 8:24 p.m. with Councilmembers present.

3. Public Hearing to Consider an Amendment to the Transnet Local Street Improvement Program of Projects for FY 2019-23.

Mayor Vasquez introduced Molly Brennan, Finance Manager who presented the staff report and PowerPoint Presentation.

Mayor Vasquez opened the Public Hearing at 8:25 p.m.

Appeared to comment were: John L. Wood and Chris Williams.

Adoption of the Resolution would approve an Amendment to the Transnet Local Street Improvement Program of Projects for Fiscal Years 2019 through 2023.

Action: The public hearing was closed at 8:32 p.m. on a motion by Mayor Pro-Tem Jones, and second by Councilmember M. Mendoza.

The motion passed by the following vote:

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

Noes: Arambula

Action: It was moved by Councilmember J. Mendoza, and seconded by Mayor Pro Tem Jones to adopt Resolution No. 2018-3622.

The motion passed by the following vote:

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

Noes: Arambula

Reports to Council:

4. Palm Street Red Curb

Mayor Vasquez introduced Mike James, Assistant City Manager / Public Works Director who presented the report and PowerPoint Presentation.

Appeared to comment were: Sarah Ditges, Anita Ditges, Sam Aleto, Paul Nagel, Rolando Mazon, Keith Kile, Arturo Marcon, and Kelle Ferguson.

Action: Receive and File. Staff will provide the City Council with a Summary Memo of next steps and will provide noticing to residents who will be effected by next steps.

5. Promenade Park Rejuvenation Plan

Mayor Vasquez introduced Mike James, Assistant City Manager / Public Works Director who introduced the students of the NewSchool of Architecture's Urban Design Club who presented the report and PowerPoint Presentation.

Appeared to comment were: Ginger Hitzke, Mike Burnet, Kamaal Martin, Angeles Nelson, and Chris Williams.

Action: Receive and File. A GoFundMe Account has been set up to receive donations for project and link is available on the City website.

6. Ordinance No. 449 Adding Chapter 8.70 to the Lemon Grove Municipal Code Establishing the Tobacco Retailer License.

Mayor Vasquez introduced Miranda Evans, Management Analyst, who presented the report and PowerPoint Presentation.

Appeared to comment were: Lorenzo Higley, Dana Stevens, and Angeles Nelson.

Action: It was moved by Mayor Pro Tem Jones, and seconded by Councilmember J. Mendoza to introduce Ordinance No. 449 for Adoption with Amendments to include compliance with the ABC Code requiring sales must be made by an employee 21 years or older.

The motion passed by the following vote:

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

Noes: Arambula

Items were pulled from the Consent Calendar:

D. Rejection of Claim – Gloria Smith

Action: Motion by Mayor Pro Tem Jones, seconded by Councilmember M. Mendoza to approve Consent Calendar Item 1.D.

The motion passed by the following vote:

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

Noes: Arambula

E. Adoption of Resolution No. 2018-3618, Updating the City of Lemon Grove “Working with Public Records Policy” and Rescinding Resolution No. 2608.

Appeared to comment were: Cara Anderson, Kathleen McLean, and Chris Williams.

Mayor Vasquez requested that the City Clerk return with the Policy to continually update as need to be in alignment with the California Public Records Act changes. Council concurrence was received for this request.

Action: Motion by Mayor Pro Tem Jones, seconded by Councilmember J. Mendoza to approve Consent Calendar Item 1.E.

The motion passed by the following vote:

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

Noes: Arambula

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 Joint Working Group Meeting
- Giordano One Year Anniversary of Restaurant
- Chili Cook-off
- Old Globe – Globe for all Dinner and presentation of Midsummer Night’s Dream
- Requests consideration of a Town Hall Meeting

Councilmember M. Mendoza attended the following meetings and events:

- Congratulated Miranda Evans on her move to Chula Vista
- Wished Everyone a Happy Thanksgiving

Mayor Pro Tem Jones attended the following meetings and events:

- Welcomed Fire Chief Swaney
- Wastewater Agreements

Mayor Vasquez attended the following meetings and events:

- Giordano One Year Anniversary of Restaurant
- 32nd Annual San Diego Veterans Day Parade
- Earl Lee Delone Foundation Scholarship and Awards Gala
- Building Industry Association
- Old Globe – Globe for all Dinner and presentation of Midsummer Night’s Dream
- SANDAG Meeting
- San Diego Plan
- Central San Diego Central Chamber 8th Annual Gala
- Chili Cook-Off

Closed Session:

1. LIABILITY CLAIM
Government Code Section 54956.95
Claimant: Hatsuko Hoss
Agency Claimed Against: City of Lemon Grove

Deputy City Attorney Kristen Steinke announced the City Council will be adjourning to closed session at 11:22 p.m. for the purposes above.

Deputy City Attorney Kristen 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 11:45 p.m. to a meeting to be held Tuesday, December 4, 2018, in the Lemon Grove Community Center located at 3146 School Lane, for a Regular Meeting.

Shelley Chapel, MMC
City Clerk

**LEMON GROVE CITY COUNCIL
AGENDA ITEM SUMMARY**

Item No. 1.D

Dept. City Manager's Office

Item Title: Receive and File Planning Commission Meeting Minutes

Staff Contact: Shelley Chapel, MMC, City Clerk

Recommendation:

Receive and File Planning Commission Meeting Minutes for Regular Meeting held October 22, 2018.

Fiscal Impact:

None.

Environmental Review:

Not subject to review

Categorical Exemption, Section

Negative Declaration

Mitigated Negative Declaration

Public Information:

None

Newsletter article

Notice to property owners within 300 ft.

Notice published in local newspaper

Neighborhood meeting

Attachments:

None.

**MINUTES OF A MEETING OF
THE LEMON GROVE PLANNING COMMISSION
MONDAY, OCTOBER 22, 2018**

Call To Order:

Chair Bailey called the Regular Meeting to order at 6:08 p.m.

Roll Call by Clerk Chapel.

Present: Chair Bailey, Commissioner LeBaron, Commissioner Relucio, and Commissioner Smith.

Absent: Vice-Chair Browne

Staff Members Present:

Mike Viglione, Assistant Planner, Arturo Ortuño, Assistant Planner, Shelley Chapel, City Clerk, and Claudia Tedford, CityPlace Consultant.

Pledge of Allegiance:

Pledge of Allegiance to the Flag was led by Chair Bailey.

1. Approval of the Minutes: The minutes for the September 24, 2018 Regular Meeting were approved.

Action: Motion by Commissioner LeBaron, seconded by Commissioner Relucio, to approve meeting minutes.

The motion passed by the following vote:

Ayes: Bailey, LeBaron, Relucio, Smith

Absent: Browne

Changes to the Agenda: None.

Public Comments: None.

Consent Item: None.

Public Hearing:

2. Public Hearing to Consider Administrative Appeal No. AA1-800-0004 of the Development Services Director Determination Regarding the Expiration of the Land Use Authorization for a Nonconforming 15-Bed Boarding House/Independent Living Facility Located at 2555, 2561, and 2571 Crestline Drive in the Residential Low/Medium Zone.

Mike Viglione, Assistant Planner presented the report and PowerPoint Presentation.

Chair Bailey opened the Public Hearing at 6:42 p.m.

Appeared to comment were: Steven Roberts, Esq. (Representative for Appellant), Matt Philbin, Sharon Johnson, Kevin Philbin, Abner Cermeno, Vicky Patton, Richardo Tynan, Elroy Peterson, David Mendez, and Carolos Hensley.

During the discussion Commissioners expressed concern about uses of the property and tenants.

Assistant Planner Viglione and the applicant responded to the Commissioners questions.

Adoption of the resolution would authorize one of the following:

Recommendation: Conduct the public hearing; and Either adopt a Resolution (Attachment B) denying Administrative Appeal No. AA1-800-0004, upholding the Development Services Director's decision that the Land Use Authorization for a nonconforming 15-bed Boarding House/Independent Living Facility or adopt a Resolution (Attachment C) approving Administrative Appeal No. AA1-800-0004, overturning the Development Services Director's decision.

Commissioner Smith recused himself, disclosing that he lives within the project area, and left the room at 6:18 p.m. and returned to the dais at 7:34 p.m. with all members present.

Action: It was moved by Commissioner Relucio and seconded by Commissioner LeBaron, to adopt Resolution No. 18-03 approving Administrative Appeal No. AA1-800-0004, overturning the Development Services Director's decision.

The motion passed by the following vote:

Ayes: Bailey, LeBaron, Relucio

Noes: None

Absent: Browne

Recused: Smith

3. Public Hearing to Consider Conditional Use Permit No. CUP-180-0004; a Request to Establish a 2,068 SF Childcare Center with an Outdoor Play Area at 3468 Citrus Street in the General Commercial – Heavy Commercial Zone.

Arturo Ortuño, Assistant Planner presented the report and PowerPoint presentation.

Blanca Brown (Applicant) provided information to the Commission regarding the project.

Chair Bailey opened the Public Hearing at 7:50 p.m.

Appeared to comment were: Ebon Johnson, Samuel L. Oates, Gwen Mitchell, Jeanette Baranov, Marianne West, Katie Brown, Brenda Hammond, and Blanca Brown (Applicant).

During the discussion Commissioners expressed concern about parking, the industrial surroundings, cameras, and security.

Assistant Planner Ortuño and the applicant responded to the Commissioners questions.

Adoption of the Resolution would authorize conditionally approving conditionally approving Conditional Use Permit No. CUP-180-0004, a request to establish a childcare center at 3468 Citrus Street in the General Commercial – Heavy Commercial zone.

Action: The public hearing was closed at 8:21 p.m. on a motion by Commissioner LeBaron to Deny the Conditional Use Permit No. CUP-180-0004, motion died for the lack of a second.

Action: It was moved by Commissioner Relucio and seconded by Commissioner Smith to adopt Resolution No. 18-04.

The motion passed by the following vote:

Ayes: Bailey, Relucio, Smith

Noes: LeBaron

Absent: Browne

4. Public Hearing to Consider Administrative Appeal No. AA1-800-0005 Regarding the Decision to Require a Refuse Enclosure Consistent with Municipal Code Section 17.24.050(M) for on-site Dumpsters with Building Permit B18-000-0416 at 7490 through 7496 North Avenue in the Heavy Commercial Zone.

Mike Viglione, Assistant Planner introduced Claudia Tedford, with CityPlace who gave the report and the PowerPoint Presentation.

Chair Bailey opened the Public Hearing at 8:31p.m.

Appeared to comment was: Jose Luis Ortiz and Dignora Torres

During the discussion Commissioners expressed concern about lighting, enclosures, 500 Watt panel permit withheld, and giving the applicant an extension to complete the enclosure.

Planner Viglione, and Consultant Tedford responded to the Commissions questions.

Adoption of the Resolution would Deny the Administrative Appeal No. AA1-800-0003, upholding the Development Services Director's require a Municipal Code Compliant Refuse Enclosure for On-Site Dumpsters with Building Permit No. B18-000-0416 at 7490 through 7496 North Avenue, Lemon Grove, CA.

Action: The public hearing was closed at 9:15 p.m. by Chair Bailey. On a motion by Commissioner LeBaron and second by Commissioner Relucio to adopt amended Resolution No. 18-05.

The motion passed by the following vote:

Ayes: Bailey, LeBaron, Relucio, Smith

Noes: None

Absent: Browne

Business from the Planning Staff: None.

Business from the Planning Commission: None.

Planning Commission Oral Comments & Reports on Meetings Attended At City Expense (G.C. 53232.3(d)): None.

Adjournment:

On a motion by Commissioner Smith and second by Chair Bailey. The motion passed by the following vote to adjourn the meeting:

Ayes: Bailey, LeBaron, Relucio, Smith

Noes: None

Absent: Browne

There being no further business to come before the Commission, the meeting was adjourned at 9:36 p.m. to a meeting to be held Monday, November 26, 2018, at 6:00 p.m. in the Lemon Grove Community Center located at 3146 School Lane, for a Regular meeting.

s://Shelley Chapel
Shelley Chapel, MMC
City Clerk

**CITY OF LEMON GROVE
CITY COUNCIL
STAFF REPORT**

Item No. 1. E.

Meeting Date: December 4, 2018

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: City of Lemon Grove Litigation Hold Policy

Recommended Action: Adopt Resolution Approving the City of Lemon Grove Litigation Hold Policy.

Summary:

In relation to the Records Management Program and Policy, a Litigation Hold Policy is regarded as a vital procedure included to ensure that the management of records tagged for litigation are maintained for the duration of the matter.

A Litigation Hold is a procedure used by executive staff and initially issued by the City Attorney to ensure any and all records that are related to a matter be retained until the matter is resolved. This may include retaining the records past the required retention period included in the City's Records Retention Schedule. The records will be held indefinitely until the matter has been resolved and the City Attorney has released the hold.

Discussion:

The purpose of the Litigation Hold Policy is to establish the authority and process for initiating, implementing, monitoring and releasing legal holds.

The Litigation Hold process will be managed by the City Attorney, City Manager and City Clerk (Executive Staff). The Executive Staff will be assisted by City staff in all departments to ensure the record retention and production of records will be protected. This policy will apply to all personnel, elected officials, contractors, consultants, board, commission and committee members, and covers all records, regardless of format and storage location.

A Procedure has been formalized to ensure the integrity of records during litigation are maintained. (Attachment C)

Environmental Review:

Not subject to review

Negative Declaration

Categorical Exemption, Section []

Mitigated Negative Declaration

Fiscal Impact: None.

Public Notification: None.

Attachments:

Attachment A –Resolution No._____, and adopting the City of Lemon Grove Litigation Hold Policy.

Attachment B – Litigation Hold Policy

Attachment C - Litigation Hold Procedure

RESOLUTION NO. 2018-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA, ADOPTING THE LITIGATION HOLD POLICY AND PROCEDURE**

WHEREAS, The purpose of the Litigation Hold Policy is to establish the authority and process for initiating, implementing, monitoring and releasing legal holds.

WHEREAS, All personnel, elected officials, contractors, consultants, board, commission and committee members who are in possession or have control of records regardless of format and storage location, that are subject to legal hold will be held responsible to carry out the Litigation Hold when notified.

WHEREAS, In relation to the Records Management Program and Policy, a Litigation Hold Policy is regarded as a vital procedure included to ensure that the management of records tagged for litigation are maintained for the duration of the matter.

WHEREAS, It is a violation of law and this policy to destroy, alter, withhold, or obscure Evidence once a Legal Hold has been initiated. Violations of this policy are subject to disciplinary action up to and including termination.

WHEREAS, This policy will be procedural until superceded or a time certain when it is no longer required.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lemon Grove, California, hereby approves the Litigation Hold Policy.

PASSED AND ADOPTED on _____, 2018, the City Council of the City of Lemon Grove, California, adopted Resolution No. 2018-_____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Raquel Vasquez, Mayor

Attest:

Shelley Chapel, MMC, City Clerk

Approved as to Form:

Kristen Steinke, Assistant City Attorney

City of Lemon Grove
Litigation Hold Notice Policy

- Federal Law:
Duty to preserve evidence “which it knows or reasonably should know is relevant to the action.” In re Napster, Inc. Copyright Litigation 462 F. Supp 2d 1060, 1067 (N.D. Cal 2006)
Duty attaches “from the moment that litigation is reasonably anticipated.” Apple Inc. v Samsung Elect. Co. Ltd. 881 F. Supp 2d 1132, 1136 (N.D. Cal 2012)

All employees, elected officials, contractors and consultants who are in possession or have control of records that are subject to legal hold will be held responsible to carry out the Litigation Hold when notified.

Electronic Records – Includes all forms of electronic communications, including but not limited to email, voice mail, videos, photographs, text messages, or information stored in any mobile devices.

Evidence – All records, whether in electronic or paper form, created, received, or maintained in the transaction of City business, whether conducted remotely or in a City Facility. Evidence may include, but is not limited to, paper, and electronic records stored on hard drives, in the cloud, work station desktops, laptops, personal computers (in some instances), flash drives, CD-ROMs, memory sticks, tapes, zip disk, diskettes, or any mobile devices, regardless of location or ownership (in some cases).

Litigation Hold Notice – An order to cease destruction and to preserve all records, regardless of form, related to the nature or subject of the legal hold. The Litigation Hold supersedes any activities otherwise permitted under the City Records Retention Schedule Policy.

Personnel – Includes all current and former employees, whether permanent, temporary, full-time or part-time, interns, elected officials, contractors, consultants, board, commission and committee members.

Policy

A Litigation Hold will be issued and enforced when circumstances, usually pending or threatened litigation, require the City of Lemon Grove to suspend the normal and routine destruction of records, (b) preserve hard copy and electronic records, including, but not limited to email correspondence, and (c) cooperate with the City Attorney’s Office in collecting, cataloguing and maintaining all affected records once notified in writing of a Litigation Hold.

Notification:

A Litigation Hold Notice will be issued to all affected Personnel subject to the Hold. If a Notice is received that Personnel must read the Notice thoroughly, and complete the attached acknowledgement and response portion of the Notice. This information should be returned to the City Clerk who will provide the information to the Executive Staff overseeing the Hold.

As a preliminary measure when the Notice is received via email an acknowledgement of the message being read and delivered will be captured and retained for the record.

Any Personnel who become aware of any City-related litigation, threat of litigation, demand letter, summons, subpoena, complaint, claim, administrative action, other legal action, or an investigation by any administrative, awareness of an employee accident or incident, must immediately notify the City Manager's Office. The Executive Staff will determine whether to initiate a Litigation Hold and will identify affected Personnel subject to the Hold. If determined a Litigation Hold Notice will be issued as per procedure.

Procedure:

Once acknowledged affected Personnel are obligated to identify and preserve all evidence that may be relevant to the Litigation Hold.

Steps required for Personnel to take to achieve this preservation are the following:

- ❖ Immediately suspend deletion, alteration, overriding, or any other destruction of Electronic Records under their control that are relevant to the Litigation Hold.
- ❖ The City Manager or designee will contact the IT Contractor for suggested methods for preserving Electronic Records. Methods for storing Electronic Records must be approved in advance by both the City Manager and City Attorney.
- ❖ Personnel are to identify the location of the Records they are aware of that may or may not be relevant to the hold and take steps to ensure the Records are no longer subject to destruction under the Records Retention Schedule or automated process or otherwise.
- ❖ Personnel must then advise a member of the Executive Staff of the following:
 - List of the types of Records they are aware of relating to the legal action and their locations;
 - Confirm that any scheduled or automated record destruction process has been cancelled and that the records will be preserved;
 - Identify any other City employees or others that are not City employees that may have Records relating to the legal action;

- Advise of any issues or concerns relating to the accessibility of the Records, how Relevant and Material the information in the Records is likely to be, whether preserving the Record in its current state will be difficult, and any exceptional burdens or costs for preserving and gathering the records; and,
 - If Records are electronic and subject to change over time due to ongoing business requirements City employees should take a screen shot of the information available as soon as the legal hold is implemented and then immediately seek assistance from IT Contractor to see if a “non-erasable point-in-time copy” of the Records can be reasonably obtained.
-
- ❖ The Executive Staff will notify Human Resources and IT Contractor of a Litigation Hold and provide the following information:
 - 1. Official Notification of the Litigation Hold and its scope;
 - 2. Identification of all affected Personnel whose electronic accounts must be preserved, including user names, and department, if known; and any other relevant information deemed necessary by the City Attorney.
 - ❖ Identification of the employment status of each affected Personnel as current and former employees, whether permanent, temporary, full-time or part-time, interns, elected officials, contractors, consultants, board, commission and committee members. May also include terminated, and retired personnel if within the scope of the hold.
 - ❖ If Personnel separate from employment with the City during the course of a Litigation Hold, Department Directors, or Managers, or other administrator must take possession of any and all evidence under the control of the separated Personnel and notify the City Attorney in writing.
 - ❖ Once Notice of a Litigation Hold has been issued, the Executive Staff will continue to monitor compliance with this policy and any additional notices required.

Violations:

It is a violation of law and this policy to destroy, alter, withhold, or obscure Evidence once a Legal Hold has been initiated. Violations of this policy are subject to disciplinary action up to and including termination.

Electronically stored data is important and irreplaceable source of discovery and/or evidence in this matter. You must take every reasonable step to preserve this information until further notice from the City Attorney. Failure to do so could result in disciplinary actions and up to termination. Failure to implement a Litigation Hold could result in significant negative consequences to the City including but not limited to failure to prove its legal claim against others, a court may make an adverse interference against the City for failing to produce Records, the City could be subject to the striking of some or all of its claims or defenses, or the city may have to pay costs or other penalties as a result.

Maintaining the Litigation Hold:

When a hold has been initiated, a member of the Executive Staff most likely the City Clerk is to schedule reminders to the employees identified as likely having Records relating to the legal action; this reminder is to continue to preserve the records and to ensure compliance with the Litigation Hold.

The City Attorney will provide a reasonable schedule to determine whether the hold continues to be necessary, and will notify the Executive Staff when the hold is no longer required.

The City Clerk will then notify all who have been identified as having Records and the records may then be returned to pre-hold status and included in the City Records Retention Schedule. If the record series was due for destruction while on Litigation Hold, they will be scheduled for the next records destruction cycle to maintain proper retention.

Removing the Litigation Hold:

The City Attorney will notify the Executive Staff when the hold is no longer required. Some actions that may cause a Litigation Hold to be removed are:

- Hold will be lifted when a relevant statute of limitations expires
- Settlement or payment
- Judgement and no appeal within time of appeal period
- Agreement with adversary
- Direction from court

The Litigation Hold Notice will:

- ✓ Be in written form
- ✓ Will be timely
- ✓ Describes the matter at issue in layman's terms
- ✓ Provides specific examples of the types of information at issue
- ✓ Identifies potential sources of information and asks custodians to identify others who may hold relevant information
- ✓ Suspends routine destruction policies
- ✓ Informs recipients of the legal obligation to preserve information
- ✓ Informs of potential consequences to the custodian and organization for noncompliance
- ✓ Requires an affirmative response of receipt

LITIGATION HOLD NOTICE

**City of Lemon Grove
Confidential – Memorandum
Attorney-Client Privileged**

Date:
To:
From: City Manager, City Attorney, and City Clerk
Subject: Notice Regarding Preservation of Documents and Information
Time-Sensitive and Immediate Action Required

It has come to the attention of the City Manager, City Attorney and City Clerk that a Litigation Hold is necessary for documents involving:

Case Number:
Name of Case:
Identifying information:
Date Range:

You may have actual documents, electronic documents or information as well as tangible objects related to the event involved in this matter. If so, you must preserve and retain those documents, electronically store information and discoverable evidence as per the City of Lemon Grove Litigation Hold Policy.

Records that may be in your possession could include:

Electronic Records – Includes all forms of electronic communications, including but not limited to email, voice mail, videos, photographs, text messages, or information stored in any mobile devices.

Evidence – All records, whether in electronic or paper form, created, received, or maintained in the transaction of City business, whether conducted remotely or in a City Facility. Evidence may include, but is not limited to, paper, and electronic records stored on hard drives, in the cloud, work station desktops, laptops, personal computers (in some instances), flash drives, CD-ROMs, memory sticks, tapes, zip disk, diskettes, or any mobile devices, regardless of location or ownership (in some cases).

If unsure, retain as ask a member of the Executive Team listed on this memorandum.

This is now a legal matter and all conversation and communication is confidential. This is not to be discussed with anyone other than those listed on this memorandum.

An electronic folder has been set up on the shared data drive with the name of:

If documents or information are electronic please drop into the folder mentioned above. If paper records do not scan. These records can be retained in their current format. Provide an inventory of the records available and their location. (A designated location may be set-up to bring the paper documents and any other physical tangible records for review)

Custodians of Record:

If you are identified as a source of information but know of other who may hold relevant information you are required to share that information with the Executive Team listed on this memorandum.

With the issuance of this Notice any records identified that may or may not be relevant to the hold must be protected. Personnel must take steps to ensure the Records are no longer subject to destruction under the Records Retention Schedule or automated process or otherwise.

Violations:

It is a violation of law and this policy to destroy, alter, withhold, or obscure Evidence once a Legal Hold has been initiated. Violations of this policy are subject to disciplinary action up to and including termination.

Electronically stored data is important and irreplaceable source of discovery and/or evidence in this matter. You must take every reasonable step to preserve this information until further notice from the City Attorney. Failure to do so could result in disciplinary actions and up to termination. Failure to implement a Litigation Hold could result in significant negative consequences to the City including but not limited to failure to prove its legal claim against others, a court may make an adverse interference against the City for failing to produce Records, the City could be subject to the striking of some or all of its claims or defenses, or the city may have to pay costs or other penalties as a result.

Deadline for Records to be provided is:

City Clerk will maintain log of Litigation Hold processes:

Date original litigation hold was issued:

To whom:

Acknowledgements of hold received, signed and submitted to City Clerk

Reminders sent:

A copy of all correspondence and notices will be maintained by the City Clerk as the department of record until released by the City Attorney.

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE

Date:

Case Number:

Name of Case:

Name of Recipient Notice Addressed to:

Identification of any Personnel you believe may have knowledge, information, and/or documents that may be relevant to the above referenced matter:

Identification of any Relevant Documents or data that you believe may be relevant to the above referenced matter. Please also state format of record (paper, electronic etc.) and its location: _____

Identification of Computer System and Applications that you believe contain information and/or documents that may be relevant to the above referenced matter:

Please do not collect and/or send documents to the Executive Team named listed in this Notice until asked to do so. A process will be established to facilitate collection of all materials. Please be sure to preserve all original documents and avoid copying or moving the documents including electronic documents unless it is necessary for ongoing business operations.

If any of the following apply please notify the Executive Team named listed in this Notice Immediately.

- You are notified by IT that you will be receiving a new computer.
- You are changing or rotating positions within the City
- You are planning to retire or terminate your employment with the City soon.

I HAVE RECEIVED AND REVIEWED THE FOREGOING NOTICE.

Signature: _____ Date:_____

Printed Name:_____ Position:_____

**LEMON GROVE CITY COUNCIL
AGENDA ITEM SUMMARY**

Item No. 1.F.
Mtg. Date December 4, 2018
Dept. Public Works

Item Title: [Rejection of Claim]

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

Recommendation:

[That the City Council rejects a claim submitted by Elliott Kanter, Esq. on behalf of Hatsuko Hoss.]

Item Summary:

[On October 30, 2018, the City of Lemon Grove received a timely submitted claim from Elliott Kanter, Esq. on behalf of Hatsuko Hoss. After investigating the claim, staff recommends that the City Council rejects the claim.]

Fiscal Impact:

[None.]

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 |

Public Information:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> None | <input type="checkbox"/> Newsletter article | <input type="checkbox"/> Notice to property owners within 300 ft. |
| <input type="checkbox"/> Notice published in local newspaper | <input type="checkbox"/> Neighborhood meeting | |

Attachments:

None.

**LEMON GROVE SUCCESSOR AGENCY
AGENDA ITEM SUMMARY**

Item No. 2
Mtg. Date December 4, 2018
Dept. Finance

Item Title: **Recognized Obligation Payment Schedule (July 1, 2019 – June 30, 2020)**

Staff Contact: Molly Brennan, Finance Manager

Recommendation:

Approve the Recognized Obligation Payment Schedule (ROPS) for the period of July 1, 2019 through June 30, 2020.

Item Summary:

The purpose of this agenda item is to present the ROPS 2019-20 (A & B) for approval by the Successor Agency Board.

Fiscal Impact:

None.

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 |

Public Information:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> None | <input type="checkbox"/> Newsletter article | <input type="checkbox"/> Notice to property owners within 300 ft. |
| <input type="checkbox"/> Notice published in local newspaper | <input type="checkbox"/> Neighborhood meeting | |

Attachments:

- A. Staff Report
- B. Resolution
- C. Recognized Obligation Payment Schedule (July 1, 2019 – June 30, 2020)

Attachment A

LEMON GROVE [SUCCESSOR AGENCY] STAFF REPORT

Item No. 2

Mtg. Date December 4, 2018

Item Title: **Recognized Obligation Payment Schedule (July 1, 2019 – June 30, 2020)**

Staff Contact: Molly Brennan, Finance Manager

Discussion:

The State requires Successor Agencies to submit an approved Recognized Obligation Payment Schedule for the period of July 1, 2019 to June 30, 2020 (ROPS 2019-20) to the California Department of Finance by February 1, 2019. Prior to submission to the State, both the Successor Agency Board and Successor Agency Oversight Board must review and approve the ROPS 2019-20.

As of July 1, 2018, changes in State law (SB 107) took effect that disbanded local oversight boards and implemented a single county-wide oversight board. As of July 1, 2018, the Lemon Grove Successor Agency now reports to the County of San Diego Countywide Redevelopment Successor Agency Oversight Board.

After local Successor Agency Board approval, the County of San Diego Countywide Redevelopment Successor Agency Oversight Board will review and approve the ROPS 2019-20 at their January 17, 2019 meeting. Once approved, County staff will submit the document to the State of California Department of Finance and the State Controller's Office for final review and approval by the February 1st deadline.

The purpose of this agenda item is to review the ROPS submission procedure and to present the ROPS 2019-20 for the Lemon Grove Successor Agency Board consideration and approval.

The ROPS 2019-20 document includes the following:

- A summary detailing the amount requested;
- ROPS detail for the period July 1-June 30, 2020;
- Cash balances information; and
- A notes page.

Overall, the ROPS identifies a total of \$2,265,251 in expenditures between July 1, 2019 and June 30, 2020.

The following subsections provide information about the expenditures identified in the ROPS 2019-20.

Bond Debt Service (line 2, 3 & 27)

- During the ROPS 2019-20 period, debt service payments are due for the 2007, 2010, and 2014 Tax Allocation Bonds. The payment of \$1,747,475 will be made from the RPTTF.

Attachment A

Miscellaneous

In addition, the following items are identified in the ROPS 2018-19:

- (Line 14) Administrative Allowance (\$100,000) – this reflects staff time and other administrative costs in administering the Successor Agency and is paid from RPTTF monies on a hierarchy basis.
- (Line 16) City Loan (\$3,554,461) – this is an accumulation of cash flow loans made to the Redevelopment Agency since its inception. The City and State were in disagreement over the repayment of a portion of the loan in 2012. The City eventually paid back the State in December 2015. This allowed the City to submit the loans for repayment in the ROPS process. The Department of Finance has not given a clear sign that the repayment of the loan will be accepted at this time.
- (Line 34) Reserve Requirement per Bond Pledge (\$17,776) – this is the amount that US Bank required the Successor Agency to transfer to the bond reserve fund in fiscal year 2018 in order to bring the reserve fund up to the amount specified in the bond covenants. Since it was not a foreseen expenses, the Successor Agency is asking for reimbursement of the expense during the FY 19-20 ROPS process.

Fiscal Analysis

In total, there are \$26 million in outstanding Agency obligations. All of which will be funded with RPTTF. This includes bond debt service (\$22.4 million), City loans to the former Agency (\$3.6 million), and ongoing administrative costs (\$100,000).

Conclusion:

Staff recommends that the Successor Agency Board approve and forward the Recognized Obligation Payment Schedule (ROPS) for the period of July 1, 2019 through June 30, 2020 to the County Oversight Board.

Attachment B

RESOLUTION NO. 2018____

A RESOLUTION OF THE LEMON GROVE SUCCESSOR AGENCY BOARD ADOPTING A RECOGNIZED OBLIGATION PAYMENT SCHEDULE FOR JULY 1, 2019 THROUGH JUNE 30, 2020, PURSUANT TO CALIFORNIA HEALTH & SAFETY CODE SECTION 34179, DIVISION 24, PART 1.85, AND AUTHORIZING POSTING AND TRANSMITTAL THEREOF

WHEREAS, the Lemon Grove Community Development Agency ("Agency") was established as a redevelopment agency that was previously organized and existing under the California Community Redevelopment Law, Health & Safety Code Section 33000, et seq., ("CRL"), and previously authorized to transact business and exercise powers of a redevelopment agency pursuant to actions of the City Council of the City of Lemon Grove; and

WHEREAS, Assembly Bill X1 26 added Parts 1.8 and 1.85 to Division 24 of the California Health & Safety Code, which laws caused the dissolution and wind down of all redevelopment agencies ("Dissolution Act"); and

WHEREAS, on December 29, 2011, in the petition California Redevelopment Association v. Matosantso, Case No. S194861, the California Supreme Court upheld the Dissolution Act and thereby all redevelopment agencies in California were dissolved as of and on February 1, 2012, under the dates in the Dissolution Act that were reformed and extended thereby; and

WHEREAS, the Agency is now a dissolved redevelopment agency pursuant to the Dissolution Act; and

WHEREAS, by Resolution 3071 considered by the City Council at an open public meeting the City chose to become and serve as the "Successor Agency" to the dissolved Agency under the Dissolution Act; and

WHEREAS, as of and on January 2012, the City serves and acts as the Successor Agency and is performing its functions as the successor agency under the Dissolution Act to administer the enforceable obligations of the Agency and otherwise unwind the Agency's affairs, all subject to the review and approval by an oversight board ("Oversight Board"); and

WHEREAS, as of July 1, 2018 the County of San Diego Countywide Redevelopment Successor Agency Oversight Board serves as the Oversight Board for the Lemon Grove Successor Agency; and

WHEREAS, the Recognized Obligation Payment Schedule (ROPS) for the period July 1, 2019 through June 30, 2020 must be submitted to the County of San Diego Oversight Board by January 17, 2018 and to the State of California by February 1, 2018; and

WHEREAS, the ROPS for the period July 1, 2019 through June 30, 2020 have been prepared and reviewed by the Successor Agency staff; and

WHEREAS, the City of Lemon Grove has had to loan the Successor Agency cash in order for it to fulfill its fiscal obligations.

NOW, THEREFORE, BE IT RESOLVED that the Lemon Grove Successor Agency Board does hereby find and determine as follows:

Attachment B

Section 1. The Successor Agency approves the ROPS for the period of July 1, 2019 through June 30, 2020.

Section 2. The Successor Agency authorizes the Successor Agency staff to transmit the ROPS to the San Diego County Oversight Board, the California Department of Finance, and the California State Controller's Office.

Section 3. The Secretary of the Successor Agency is directed to post the ROPS on the City/Successor Agency website pursuant to the Dissolution Act.

PASSED AND ADOPTED: On December 4, 2018 the Successor Agency Board of the City of Lemon Grove, California adopted and passed by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN: .

Raquel Vasquez, Mayor

Attest:

Shelley Chapel, MMC, City Clerk

Approved as to form:

City Attorney

Recognized Obligation Payment Schedule (ROPS 19-20) - Summary
 Filed for the July 1, 2019 through June 30, 2020 Period

Successor Agency: Lemon Grove
 County: San Diego

	19-20A Total (July - December)	19-20B Total (January - June)	ROPS 19-20 Total
A Enforceable Obligations Funded as Follows (B+C+D):	\$ -	\$ -	\$ -
B Bond Proceeds	-	-	-
C Reserve Balance	-	-	-
D Other Funds	-	-	-
E Redevelopment Property Tax Trust Fund (RPTTF) (F+G):	\$ 1,531,693	\$ 733,558	\$ 2,265,251
F RPTTF	1,481,693	683,558	2,165,251
G Administrative RPTTF	50,000	50,000	100,000
H Current Period Enforceable Obligations (A+E):	\$ 1,531,693	\$ 733,558	\$ 2,265,251

Certification of Oversight Board Chairman:
 Pursuant to Section 34177 (c) of the Health and Safety code, I
 hereby certify that the above is a true and accurate Recognized
 Obligation Payment Schedule for the above named successor
 agency.

 Name Title
 /s/ _____
 Signature Date

Attachment C

Lemon Grove Recognized Obligation Payment Schedule (ROPS)												
July 1, 2019 through June 30, 2020												
(Report Amounts in Whole Dollars)												
A	B	C	D	E	F	G	H	I	J	K	L	
Item #	Project Name/Debt Obligation	Obligation Type	Contract/Agreement Execution Date	Contract/Agreement Termination Date	Payee	Description/Project Scope	Project Area	Total Outstanding Debt or Obligation	Retired	ROPS 19-20 Total	Bonds Proceeds	
2	2007 Tax Allocation Bonds	Bonds Issued On or Before 12/31/10	5/22/2007	2/1/2038	US Bank	Debt service payment	1	26,027,237		\$ 2,285,281	\$ 0	
3	2010 Tax Allocation Bonds	Bonds Issued On or Before 12/31/10	9/15/2010	2/1/2029	US Bank	Debt service payment	1	11,830,000	N	\$ 759,064		
14	Administrative City Loan (from 6/1/2 underpayment)	Admin Costs	1/1/2014	6/30/2038	City of Lemon Grove	Staff and administrative overhead	1	100,000	N	\$ 100,000		
15	City Loan (from 6/1/2 underpayment)	City/County Loans After 8/27/11	6/1/2012	8/1/2034	City of Lemon Grove	City Loan (from 6/1/12 underpayment)	1		N	\$ -		
16	City Loan (from inception)	City/County Loans After 8/27/11	7/1/2011	8/1/2034	City of Lemon Grove	City Loan	1	3,554,461	N	\$ 400,000		
17	City loan-cash flow	City/County Loans After 8/27/11	2/25/2013	8/1/2034	City of Lemon Grove	Cash flow short-term loan	1		N	\$ -		
18	City Side Fund liability (SA portion) due to PERS	City/County Loans After 8/27/11	6/30/2012	8/1/2034	City of Lemon Grove	Side Fund Liability-Former Agency employees	1		N	\$ -		
27	Refinance 2004 Bond	Refunding Bonds Issued After 6/27/12	6/1/2014	8/1/2034	US Bank	2014 Bond (refinanced the 2004 bond)	1	5,230,000	N	\$ 329,961		
31	PERS UAL (SA Portion)-due to PERS	City/County Loans After 8/27/11	6/30/2011	7/1/2045	City of Lemon Grove	Unfunded Actuarial Liability-Former Agency employees			N	\$ -		
32	City loan-cash flow	City/County Loans After 8/27/11	2/25/2015	12/31/2020	City of Lemon Grove	Overpayment to the County			N	\$ -		
34	Reserve Requirement per Bond Pledge	Bonds Issued On or Before 12/31/10	6/1/2014	8/1/2034	US Bank	Reserve required by Bond Indenture on 2014 bond		17,776	N	\$ 17,776		
35									N	\$ -		
36									N	\$ -		
37									N	\$ -		
38									N	\$ -		
39									N	\$ -		
40									N	\$ -		
41									N	\$ -		
42									N	\$ -		
43									N	\$ -		
44									N	\$ -		
45									N	\$ -		
46									N	\$ -		
47									N	\$ -		
48									N	\$ -		
49									N	\$ -		
50									N	\$ -		
51									N	\$ -		
52									N	\$ -		
53									N	\$ -		

Attachment C

Lemon Grove Recognized Obligation Payment Schedule (ROPS 19-20) - Report of Cash Balances July 1, 2016 through June 30, 2017 (Report Amounts in Whole Dollars)

A	B	C				D			E		F	G	H
		Bond Proceeds		Bonds issued on or after 01/01/11		Reserve Balance		Other Funds	RPTTF	Comments			
		Bonds issued on or before 12/31/10	Bonds issued on or after 01/01/11	Prior ROPS RPTTF and Reserve Balances retained for future period(s)	Rent, Grants, Interest, etc.	RPTTF							
	ROPS 16-17 Cash Balances (07/01/16 - 06/30/17)												
1	Beginning Available Cash Balance (Actual 07/01/16) RPTTF amount should exclude "A" period distribution amount				108,780					11,549	(1,345,307)		RRTTF Beginning Cash balance includes \$466,705 of prepayments for approved items on the ROPS 16-17
2	Revenue/Income (Actual 06/30/17) RPTTF amount should tie to the ROPS 16-17 total distribution from the County Auditor-Controller										2,545,247		
3	Expenditures for ROPS 16-17 Enforceable Obligations (Actual 06/30/17)												\$466,705 of \$2,545,246 of RPTTF funded 16-17 Enforceable Obligations were prepaid prior to 7/1/16
4	Retention of Available Cash Balance (Actual 06/30/17) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)				2,587					11,549	2,545,246		\$106,193 to be used in ROPS 18-19 as specified in 5/17/18 DoF correspondence based on ROPS 15-16 Cash Review
5	ROPS 16-17 RPTTF Prior Period Adjustment RPTTF amount should tie to the Agency's ROPS 16-17 PPA form submitted to the CAC										0		
6	Ending Actual Available Cash Balance (06/30/17) C to F = (1 + 2 - 3 - 4), G = (1 + 2 - 3 - 4 - 5)											1	Ending Cash Balance actually -\$878,602 due to \$466,705 of prepayments made in prior FY
		\$	0 \$	0 \$	0 \$	0 \$	0 \$	0 \$	0 \$	0 \$	(1,345,307)		



City of Lemon Grove
City Council Regular Meeting Agenda
Tuesday, December 4, 2018, 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

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.)

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: Jim Lough, 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

November 20, 2018

Reference: Shelley Chapel, City Clerk

Recommendation: Approve Minutes

D. Receive and File Planning Commission Meeting Minutes

Regular Meeting

October 22, 2018

Reference: Shelley Chapel, City Clerk

Recommendation: Receive and File

E. Consider Adoption of Resolution Approving the City of Lemon Grove Litigation Hold Policy.

Reference: Shelley Chapel, City Clerk

Recommendation: Adopt Resolution entitled, "A Resolution of the City Council of the City of Lemon Grove, California, Adopting the Litigation Hold Policy and Procedure."

F. Rejection of Claim – Elliott Kanter, Esq. on behalf of Hatsuko Hoss

Reference: Shelley Chapel, City Clerk

Recommendation: Reject Claim.

Reports to Council:

2. Recognized Obligation Payment Schedule (July 1, 2019 – June 30, 2020) *(Successor Agency Item)*

The City Council will consider approving the Recognized Obligation Payment Schedule (ROPS) for the period of July 1, 2019 through June 30, 2020.

Reference: Molly Brennan, Finance Manager

Recommendation: Adopt Resolution entitled, "A Resolution of the Lemon Grove Successor Agency Board Adopting a Recognized Obligation Payment Schedule for July 1, 2019 through June 30, 2020, Pursuant to California Health and Safety Code Section 34179, Division 24, Part 1.85, and Authorizing Posting and Transmittal Thereof."

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.)

City Manager and Department Director Reports: (Non-Action Items)

Closed Session

1. LIABILITY CLAIM
Government Code Section 54956.95
Claimant: Leticia Oliver
Agency Claimed Against: City of Lemon Grove

2. LIABILITY CLAIM
Government Code Section 54956.95
Claimant: April Flake
Agency Claimed Against: Multiple Defendants including City of Lemon Grove

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 November 29, 2018, 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

**LEMON GROVE CITY COUNCIL
AGENDA ITEM SUMMARY**

Item No. 1.A

Dept. City Attorney

Item Title: Waive Full Text Reading of All Ordinances on the Agenda.

Staff Contact: James P. Lough, City Attorney

Recommendation:

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

Fiscal Impact:

None.

Environmental Review:

Not subject to review

Negative Declaration

Categorical Exemption, Section

Mitigated Negative Declaration

Public Information:

None

Newsletter article

Notice to property owners within 300 ft.

Notice published in local newspaper

Neighborhood meeting

Attachments:

None.

**LEMON GROVE CITY COUNCIL
AGENDA ITEM SUMMARY**

Item No. 1.B
Dept. Finance

Item Title: City of Lemon Grove Payment Demands

Staff Contact: Molly Brennan, Finance Manager

Recommendation:

Ratify Demands

Fiscal Impact:

None.

Environmental Review:

Not subject to review

Negative Declaration

Categorical Exemption, Section

Mitigated Negative Declaration

Public Information:

None

Newsletter article

Notice to property owners within 300 ft.

Notice published in local newspaper

Neighborhood meeting

Attachments:

None.

City of Lemon Grove Demands Summary

Approved as Submitted:

Molly Brennan, Finance Manager

For Council Meeting: 12/04/18

ACH/AP Checks 11/13/18-11/23/18 198,936.30

Payroll - 11/20/18 138,979.88

Total Demands 337,916.18

CHECK NO	INVOICE NO	VENDOR NAME	CHECK DATE	Description	INVOICE AMOUNT	CHECK AMOUNT
ACH	Nov6 18	US Treasury	11/13/2018	Federal Taxes 11/6/18	21,637.37	21,637.37
ACH	56602141	WEX Bank	11/13/2018	Fuel - Fire Dept - Oct'18	969.33	969.33
ACH	Oct18	Wells Fargo Bank	11/13/2018	Bank Service Charge - Oct'18 Credit Card Processing-Mo.Svc Charge - Oct'18 Credit Card Transaction Fees- Oct'18	525.21 9.95 621.25	1,156.41
ACH	Oct10-Nov6 18	California Public Empl Retirement System	11/14/2018	Pers Retirement 10/10/18-11/6/18	62,084.91	62,084.91
ACH	L1837850720	Employment Development Department	11/14/2018	Unemployment Insurance - Jul-Sep'18	2,093.00	2,093.00
ACH	Refill 11/12/18	Pitney Bowes Global Financial Services LLC	11/14/2018	Postage Usage 11/12/18	250.00	250.00
ACH	Refill 11/14/18	Pitney Bowes Global Financial Services LLC	11/15/2018	Postage Usage 11/14/18	250.00	250.00
ACH	Refill 11/15/18	Pitney Bowes Global Financial Services LLC	11/16/2018	Postage Usage 11/15/18	250.00	250.00
ACH	078129	Aflac	11/20/2018	AFLAC Insurance 11/22/18	634.86	634.86
ACH	Nov 2018	California Dental Network Inc.	11/20/2018	California Dental Insurance -Nov'18	427.76	427.76
ACH	Oct18	Home Depot Credit Services	11/20/2018	Home Depot Purchases - Oct'18	832.71	832.71
ACH	Nov21 Nov8	Southern CA Firefighters Benefit Trust	11/21/2018	LG Firefighters Benefit Trust 11/21/18 LG Firefighters Benefit Trust 11/8/18	830.70 830.70	1,661.40
ACH	Nov20 18	Employment Development Department	11/23/2018	State Taxes 11/20/18	7,882.24	7,882.24
10474	C7316	A-Pot Rentals, Inc.	11/14/2018	Portable Restroom Rental- 10/9/18-11/8/18	132.10	132.10
10475	L1072895SK	American Messaging	11/14/2018	Pager Replacement Program 11/1/18-11/30/18	43.04	43.04
10476	Basallo	Basallo, Carlo	11/14/2018	Refund/Basallo, Carlo/Deposit - RecCtr- 8/26/18	200.00	200.00
10477	4746587	Bearcom	11/14/2018	Portable Radios Monthly Contract 10/22/18-11/21/18	150.00	150.00
10478	901946-9	BJ's Rentals	11/14/2018	Propane	16.97	16.97
10479	6087789	Bob Stall Chevrolet	11/14/2018	LG#33/Animal Cntrl/'17 Chevy - Oil & Filter Change/Alignment	122.45	122.45
10480	19416724	Canon Financial Services Inc.	11/14/2018	Canon Copier Contract Charge 11/20/18-12/19/18	81.35	81.35
10481	4011408125 4011707651 4012020044	Cintas Corporation #694	11/14/2018	Janitorial Supplies - 10/25/18 Janitorial Supplies - 11/1/18 Janitorial Supplies - 11/8/18	1,213.45 218.66 218.66	1,650.77
10482	19CTOFLGN04	County of San Diego- RCS	11/14/2018	800 MHZ Network - Oct '18	2,935.50	2,935.50
10483	11/1/2018 11/1/2018 10/30/2018	Cox Communications	11/14/2018	Main Phone/Fire- 11/1/18-11/30/18 Phone/City Hall- 11/1/18-11/30/18 Internet/Community Ctr- 10/30/18-11/29/18	470.69 975.26 75.00	1,520.95
10484	4379 4380 4382 4625 4635	D- Max Engineering Inc.	11/14/2018	Golden Doors Stormwater Inspections 5/1/18-5/31/18 6800 Mallard Ct Stormwater Inspections 5/1/18-5/31/18 1993 Dain Dr Doc Review 5/1/18-5/31/18 Ildica Stormwater Inspections 10/1/18-10/31/18 Celsius Phase II- 18/19 Stormwater Inspection 10/1/18-11/5/18	165.00 27.50 137.50 78.75 540.50	949.25
10485	001018560	DAR Contractors	11/14/2018	Animal Disposal- Oct '18	162.00	162.00
10486	1018.20.0152	Dexter Wilson Engineering, Inc.	11/14/2018	Metro JPA Wastewater Issues - Oct'18	11,522.50	11,522.50
10487	10/22-25/18	Esgil Corporation	11/14/2018	75% Building Fees- 10/22/18-10/25/18	3,232.37	3,232.37
10488	236097	Evans Tire & Service Center	11/14/2018	LGPW #16 '14 Ford F150 - New Tire/Wheel Balance	197.73	197.73

10489	Folk	Folk, Irene	11/14/2018	Refund/Folk, Irene/Deposit - LBH- 10/27/18-10/28/18	200.00	200.00
10490	Ghannam	Ghannam, Laurie	11/14/2018	Refund/Ghannam, Laurie/Diversion Deposit CD1-800-0011	500.00	500.00
10491	Nov6 18	ICMA	11/14/2018	ICMA Deferred Compensation Pay Period Ending 11/6/18	580.77	580.77
10492	130589 130590	Knott's Pest Control, Inc.	11/14/2018	Monthly Bait Stations- Civic Ctr - Nov18 Monthly Bait Stations- Sheriff - Nov18	60.00 45.00	105.00
10493	INV23295	Logiccopy	11/14/2018	Ricoh C3502 Copier Contract Charge- PW Yard - 11/7/18-12/6/18	51.58	51.58
10494	50055	McNamara Pump and Electric Inc.	11/14/2018	Duplex Sewage Pump Station 6-Mo Maintenance Svc- 6794 Central	275.00	275.00
10495	Reimb-10/30/18	Ortega, Ivan	11/14/2018	Reimb- Class A License & Testing - Ortega	76.00	76.00
10496	2018378	Pacific Railway Enterprises, Inc.	11/14/2018	LGA Realignment Proj 9/30/18-10/27/18	10,294.15	10,294.15
10497	PD-40056	Plumbers Depot Inc.	11/14/2018	Sewer Camera - 24 Ft Fiberglass Poles/Heavy Duty Foam Core	506.43	506.43
10498	Reyes	Reyes, Minerva	11/14/2018	Refund/Reyes, Minerva/Deposit - Lee Courtyard- 11/3/18	200.00	200.00
10499	352103	Safe-T-Lite of Modesto, Inc.	11/14/2018	Adopt-A-Park Signs/Park Rules Signs for Promenade	1,012.90	1,012.90
10500	Oct18	SDG&E	11/14/2018	Gas & Electric 9/19/18-10/19/18	22,521.09	22,521.09
10501	3394-10	Select Electric Corp.	11/14/2018	Traffic Signal Service Calls- Oct'18	5,767.25	5,767.25
10502	72000819 72007983 72009772	Vulcan Materials Company	11/14/2018	Asphalt Asphalt Asphalt	254.18 308.49 148.91	711.58
10503	142014	West Coast Arborists, Inc.	11/14/2018	Tree Maintenance - 10/16/18-10/31/18	393.00	393.00
10504	Nov 2018	California Dental Network Inc.	11/20/2018	California Dental Insurance -Nov18	427.76	427.76
10505	11/20/18	California State Disbursement Unit	11/20/2018	Wage Withholding Pay Period Ending 11/20/18	161.53	161.53
10506	19416725	Canon Financial Services Inc.	11/20/2018	Canon Plotter 2 Yr Carepack Contract Charge 11/20/18-12/19/18	72.73	72.73
10507	FRS0000130 FRS0000130	City of El Cajon	11/20/2018	Overtime Reimbursement - Dozier 10/22/18 Overtime Reimbursement - Royer 10/31/18	1,328.28 1,197.49	2,525.77
10508	HHW-20471	City of La Mesa	11/20/2018	Household Hazardous Waste Event- 10/13/18	623.00	623.00
10509	163	CityPlace Planning, Inc.	11/20/2018	Interim Dev Svcs Dir Tasks - Oct '18	6,039.88	6,039.88
10510	81925788	Corelogic Solutions, LLC.	11/20/2018	RealQuest Graphics Package - Oct'18	300.00	300.00
10511	1113182305	Domestic Linen- California Inc.	11/20/2018	Shop Towels & Safety Mats 11/13/18	82.10	82.10
10512	10/29-31/18 11/1/2018	Esgil Corporation	11/20/2018	75% Building Fees- 10/29/18-10/31/18 75% Building Fees- 11/1/18-11/1/18	2,224.96 669.83	2,894.79
10513	6-364-78268	Federal Express	11/20/2018	Shipping Charges- Sanitation/CUES West 11/7/18	361.61	361.61
10514	INV1014198	George Hills Company	11/20/2018	TPA Claims- Adjusting /Other Services - Oct 18	1,040.60	1,040.60
10515	73246401	Hawthorne Machinery Co	11/20/2018	Equip Rntl- Caterpillar 314 Excavator/Main&Federal Storm Drain	2,119.12	2,119.12
10516	0025987-IN	HDL Coren & Cone	11/20/2018	Contract Services Property Tax - Oct-Dec 2018	2,145.62	2,145.62
10517	93522	Horton, Oberrecht, Kirkpatrick & Martha, APC	11/20/2018	Legal Svcs: GHC 0019886	3,627.40	3,627.40
10518	00057418	Hudson Safe-T- Lite Rentals	11/20/2018	Barricade Lights, Stop Ahead Signs	668.99	668.99
10519	Nov20 18	ICMA	11/20/2018	ICMA Deferred Compensation Pay Period Ending 11/20/18	580.77	580.77
10520	161530	MJC Construction	11/20/2018	Community Center Concrete Rehab - 3146 School Ln	4,800.00	4,800.00
10521	148805	Pacific Sweeping	11/20/2018	Street Sweeping/Main St - Trash Day Clean Up 10/20/18	110.00	110.00
10522	Reddy	Reddy, Damoder	11/20/2018	Refund/Reddy, Damoder/Deposit Remainder TPM-000-0190	2,037.50	2,037.50
10523	491866	South Coast Emergency Vehicle Services	11/20/2018	E10 Replace Bushing Assembly	818.69	818.69
10524	8052048226	Staples Advantage	11/20/2018	Office Supplies & Copy Paper - City Hall	551.05	551.05
10525	00073134 00073165 00073329 00073338	The East County Californian	11/20/2018	Public Hearing Notice - CUP 3468 Citrus St - 11/8/18 Public Hearing Notice - RTIP - 11/8/18 Public Hearing Notice - Zoning Amendment - 11/15/18 Public Hearing Notice - Ordinance 2018-449 - 11/15/18	143.50 87.50 178.50 143.50	553.00
10526	1029-4	The Sherwin-Williams Co.	11/20/2018	Paint	39.57	39.57

10527	9817690446	Verizon Wireless	11/20/2018 Modems- Cardiac Monitors - 10/4/18-11/3/18	14.10	14.10
10528	70581b	House of Automation	11/20/2018 PW Yard Security Gate Repair	99.00	99.00
				198,936.30	198,936.30

**LEMON GROVE CITY COUNCIL
AGENDA ITEM SUMMARY**

Item No. 1.C

Dept. City Manager's Office

Item Title: Approval of City Council Meeting Minutes

Staff Contact: Shelley Chapel, MMC, City Clerk

Recommendation:

Approval of City Council Meeting Minutes for Regular Meeting held November 20, 2018.

Fiscal Impact:

None.

Environmental Review:

Not subject to review

Categorical Exemption, Section

Negative Declaration

Mitigated Negative Declaration

Public Information:

None

Newsletter article

Notice to property owners within 300 ft.

Notice published in local newspaper

Neighborhood meeting

Attachments:

None.

**MINUTES OF A MEETING OF
THE LEMON GROVE CITY COUNCIL
TUESDAY, NOVEMBER 20, 2018**

*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 6:04 p.m.

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

Absent: Councilmember David Arambula

Staff Members Present:

Lydia Romero, City Manager, James Lough, 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, , Shelley Chapel, City Clerk, Roberto Hidalgo, Human Resources Manager, Molly Brennan, Finance Manager, Miranda Evans, Management Analyst, Mike Viglione, Assistant Planner, and Arturo Ortuño, Assistant Planner.

Pledge of Allegiance:

Pledge of Allegiance to the Flag was led by Fire Chief Steven Swaney.

Changes to the Agenda:

City Clerk Chapel announced that the new city website was launched over the past weekend and with new technology comes a few hiccups. We have discovered a few broken links and are fixing them and wanted to let everyone know we are aware. An additional malfunction was noted. The recommendation for Item I.E. recommendation was changed. The large sized agenda packet and the other three agendas posted to the City website were unchanged and were accurate. The paper versions of the agenda posted at City Hall and at the Community Meeting Room as well as the staff report were all correct as posted Thursday, November 15, 2018, before 6:00 p.m.

Presentations:

Mayor Vasquez introduced City Manager Romero who presented the New Fire Chief Steven Swaney.

Mayor Vasquez introduced Girl Scout Troop 5255 and Troop Leaders Anna Weddle and Theresa Green. Mayor Vasquez presented Certificates of Recognition to each member of the Girl Scout Troop 5255 for their "100 Years of Girl Scout Achievement" exhibit the troop designed and built with the assistance of troop leaders and major input from Girl Scout Historian Marlene Williams.

Mayor Vasquez introduced Mr. Rick Brush, Chief Member Services Officer with CSAC Excess Insurance Authority who presented the City with an award for the Sage/City Partnership.

City Manager Romero recognized Miranda Evans, Management Analyst for her three-years of service.

Public Comments:

Appeared to comment were: Paul Nagel, John L. Wood, Brenda Hammond, Cara Anderson, Kathleen McClean, and Chris Williams.

Finance Manager Brennan provided clarification on public comments related to use of realignment money \$844,000. Approximately, \$400,000 was an increase in the cost of the project not money lost, and the additional \$344,000 was used on other capital projects specifically related to Redevelopment Bond for the Promenade and Realignment Projects.

1. 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 the Regular Meetings of October 16, 2018, and November 6, 2018.
- F. Adoption of Resolution No. 2018-3619, Awarding a Contract for Indirect Cost Allocation Plan Contract No. 2019-09.
- G. Adoption of Resolution No. 2018-3620, Authorizing the Appointment of Deputy City Attorney Kristen Steinke as City Attorney, Effective January 1, 2019.

Action: Motion by Mayor Pro Tem Jones, seconded by Councilmember J. Mendoza, to approve Consent Calendar Items A-C and F-G.

The motion passed by the following vote:

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

Absent: Arambula

Public Hearing:

- 2. Public Hearing to Consider Administrative Appeal No. AA1-800-0006 Regarding the Planning Commission's Decision to Approve Conditional Use Permit No. CUP-180-0004, a Request to Establish a 2,068 SF Childcare Center with an Outdoor Play Area at 3468 Citrus Street in the General Commercial–Heavy Commercial Zone.

Mayor Vasquez introduced Arturo Ortuño, Assistant Planner who presented the staff report and PowerPoint Presentation.

Mayor Vasquez opened the Public Hearing at 7:30 p.m.

Appeared to comment were: Gwen Mitchell, Jeanette Barnov, Jim Elliot, John L. Wood, Kenneth Mitchell, Chris Brown, Katie Dexter, Chris Williams, Cara Anderson, Kathleen McLean, Linette Fort, Kamaal Martin, Jeanette Barnov, Gwen Mitchell, and Blanca Brown.

During the discussion Councilmembers expressed concern about square footage of outdoor play area, and the need for daycare centers within Lemon Grove.

Adoption of the Resolution would Denying Administrative Appeal No. AA1-800-0006, upholding the Planning Commission's Decision to Approve Conditional Use Permit No. CUP-180-0004, a Request to Establish a Childcare Center at 3468 Citrus Street in the General Commercial–Heavy Commercial Zone.

Action: The public hearing was closed at 8:00 p.m. on a motion by Mayor Pro Tem Jones, and second by Councilmember J. Mendoza.

The motion passed by the following vote:

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

Noes: Arambula

Action: It was moved by Mayor Pro Tem Jones, and seconded by Councilmember J. Mendoza to adopt Resolution No. 2018-3621.

The motion passed by the following vote:

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

Noes: Arambula

Mayor Vasquez called a brief recess at 8:16 p.m. and reconvened the meeting at 8:24 p.m. with Councilmembers present.

3. Public Hearing to Consider an Amendment to the Transnet Local Street Improvement Program of Projects for FY 2019-23.

Mayor Vasquez introduced Molly Brennan, Finance Manager who presented the staff report and PowerPoint Presentation.

Mayor Vasquez opened the Public Hearing at 8:25 p.m.

Appeared to comment were: John L. Wood and Chris Williams.

Adoption of the Resolution would approve an Amendment to the Transnet Local Street Improvement Program of Projects for Fiscal Years 2019 through 2023.

Action: The public hearing was closed at 8:32 p.m. on a motion by Mayor Pro-Tem Jones, and second by Councilmember M. Mendoza.

The motion passed by the following vote:

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

Noes: Arambula

Action: It was moved by Councilmember J. Mendoza, and seconded by Mayor Pro Tem Jones to adopt Resolution No. 2018-3622.

The motion passed by the following vote:

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

Noes: Arambula

Reports to Council:

4. Palm Street Red Curb

Mayor Vasquez introduced Mike James, Assistant City Manager / Public Works Director who presented the report and PowerPoint Presentation.

Appeared to comment were: Sarah Ditges, Anita Ditges, Sam Aleto, Paul Nagel, Rolando Mazon, Keith Kile, Arturo Marcon, and Kelle Ferguson.

Action: Receive and File. Staff will provide the City Council with a Summary Memo of next steps and will provide noticing to residents who will be effected by next steps.

5. Promenade Park Rejuvenation Plan

Mayor Vasquez introduced Mike James, Assistant City Manager / Public Works Director who introduced the students of the NewSchool of Architecture's Urban Design Club who presented the report and PowerPoint Presentation.

Appeared to comment were: Ginger Hitzke, Mike Burnet, Kamaal Martin, Angeles Nelson, and Chris Williams.

Action: Receive and File. A GoFundMe Account has been set up to receive donations for project and link is available on the City website.

6. Ordinance No. 449 Adding Chapter 8.70 to the Lemon Grove Municipal Code Establishing the Tobacco Retailer License.

Mayor Vasquez introduced Miranda Evans, Management Analyst, who presented the report and PowerPoint Presentation.

Appeared to comment were: Lorenzo Higley, Dana Stevens, and Angeles Nelson.

Action: It was moved by Mayor Pro Tem Jones, and seconded by Councilmember J. Mendoza to introduce Ordinance No. 449 for Adoption with Amendments to include compliance with the ABC Code requiring sales must be made by an employee 21 years or older.

The motion passed by the following vote:

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

Noes: Arambula

Items were pulled from the Consent Calendar:

D. Rejection of Claim – Gloria Smith

Action: Motion by Mayor Pro Tem Jones, seconded by Councilmember M. Mendoza to approve Consent Calendar Item 1.D.

The motion passed by the following vote:

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

Noes: Arambula

E. Adoption of Resolution No. 2018-3618, Updating the City of Lemon Grove "Working with Public Records Policy" and Rescinding Resolution No. 2608.

Appeared to comment were: Cara Anderson, Kathleen McLean, and Chris Williams.

Mayor Vasquez requested that the City Clerk return with the Policy to continually update as need to be in alignment with the California Public Records Act changes. Council concurrence was received for this request.

Action: Motion by Mayor Pro Tem Jones, seconded by Councilmember J. Mendoza to approve Consent Calendar Item 1.E.

The motion passed by the following vote:

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

Noes: Arambula

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 Joint Working Group Meeting
- Giordano One Year Anniversary of Restaurant
- Chili Cook-off
- Old Globe – Globe for all Dinner and presentation of Midsummer Night's Dream
- Requests consideration of a Town Hall Meeting

Councilmember M. Mendoza attended the following meetings and events:

- Congratulated Miranda Evans on her move to Chula Vista
- Wished Everyone a Happy Thanksgiving

Mayor Pro Tem Jones attended the following meetings and events:

- Welcomed Fire Chief Swaney
- Wastewater Agreements

Mayor Vasquez attended the following meetings and events:

- Giordano One Year Anniversary of Restaurant
- 32nd Annual San Diego Veterans Day Parade
- Earl Lee Delone Foundation Scholarship and Awards Gala
- Building Industry Association
- Old Globe – Globe for all Dinner and presentation of Midsummer Night's Dream
- SANDAG Meeting
- San Diego Plan
- Central San Diego Central Chamber 8th Annual Gala
- Chili Cook-Off

Closed Session:

1. LIABILITY CLAIM
Government Code Section 54956.95
Claimant: Hatsuko Hoss
Agency Claimed Against: City of Lemon Grove

Deputy City Attorney Kristen Steinke announced the City Council will be adjourning to closed session at 11:22 p.m. for the purposes above.

Deputy City Attorney Kristen 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 11:45 p.m. to a meeting to be held Tuesday, December 4, 2018, 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. E.

Meeting Date: December 4, 2018

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: City of Lemon Grove Litigation Hold Policy

Recommended Action: Adopt Resolution Approving the City of Lemon Grove Litigation Hold Policy.

Summary:

In relation to the Records Management Program and Policy, a Litigation Hold Policy is regarded as a vital procedure included to ensure that the management of records tagged for litigation are maintained for the duration of the matter.

A Litigation Hold is a procedure used by executive staff and initially issued by the City Attorney to ensure any and all records that are related to a matter be retained until the matter is resolved. This may include retaining the records past the required retention period included in the City's Records Retention Schedule. The records will be held indefinitely until the matter has been resolved and the City Attorney has released the hold.

Discussion:

The purpose of the Litigation Hold Policy is to establish the authority and process for initiating, implementing, monitoring and releasing legal holds.

The Litigation Hold process will be managed by the City Attorney, City Manager and City Clerk (Executive Staff). The Executive Staff will be assisted by City staff in all departments to ensure the record retention and production of records will be protected. This policy will apply to all personnel, elected officials, contractors, consultants, board, commission and committee members, and covers all records, regardless of format and storage location.

A Procedure has been formalized to ensure the integrity of records during litigation are maintained. (Attachment C)

Environmental Review:

Not subject to review

Negative Declaration

Categorical Exemption, Section []

Mitigated Negative Declaration

Fiscal Impact: None.

Public Notification: None.

Attachments:

Attachment A –Resolution No._____, and adopting the City of Lemon Grove Litigation Hold Policy.

Attachment B – Litigation Hold Policy

Attachment C - Litigation Hold Procedure

RESOLUTION NO. 2018-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA, ADOPTING THE LITIGATION HOLD POLICY AND PROCEDURE**

WHEREAS, The purpose of the Litigation Hold Policy is to establish the authority and process for initiating, implementing, monitoring and releasing legal holds.

WHEREAS, All personnel, elected officials, contractors, consultants, board, commission and committee members who are in possession or have control of records regardless of format and storage location, that are subject to legal hold will be held responsible to carry out the Litigation Hold when notified.

WHEREAS, In relation to the Records Management Program and Policy, a Litigation Hold Policy is regarded as a vital procedure included to ensure that the management of records tagged for litigation are maintained for the duration of the matter.

WHEREAS, It is a violation of law and this policy to destroy, alter, withhold, or obscure Evidence once a Legal Hold has been initiated. Violations of this policy are subject to disciplinary action up to and including termination.

WHEREAS, This policy will be procedural until superceded or a time certain when it is no longer required.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lemon Grove, California, hereby approves the Litigation Hold Policy.

PASSED AND ADOPTED on _____, 2018, the City Council of the City of Lemon Grove, California, adopted Resolution No. 2018-_____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Raquel Vasquez, Mayor

Attest:

Shelley Chapel, MMC, City Clerk

Approved as to Form:

Kristen Steinke, Assistant City Attorney

City of Lemon Grove
Litigation Hold Notice Policy

- Federal Law:
Duty to preserve evidence “which it knows or reasonably should know is relevant to the action.” In re Napster, Inc. Copyright Litigation 462 F. Supp 2d 1060, 1067 (N.D. Cal 2006)
Duty attaches “from the moment that litigation is reasonably anticipated.” Apple Inc. v Samsung Elect. Co. Ltd. 881 F. Supp 2d 1132, 1136 (N.D. Cal 2012)

All employees, elected officials, contractors and consultants who are in possession or have control of records that are subject to legal hold will be held responsible to carry out the Litigation Hold when notified.

Electronic Records – Includes all forms of electronic communications, including but not limited to email, voice mail, videos, photographs, text messages, or information stored in any mobile devices.

Evidence – All records, whether in electronic or paper form, created, received, or maintained in the transaction of City business, whether conducted remotely or in a City Facility. Evidence may include, but is not limited to, paper, and electronic records stored on hard drives, in the cloud, work station desktops, laptops, personal computers (in some instances), flash drives, CD-ROMs, memory sticks, tapes, zip disk, diskettes, or any mobile devices, regardless of location or ownership (in some cases).

Litigation Hold Notice – An order to cease destruction and to preserve all records, regardless of form, related to the nature or subject of the legal hold. The Litigation Hold supersedes any activities otherwise permitted under the City Records Retention Schedule Policy.

Personnel – Includes all current and former employees, whether permanent, temporary, full-time or part-time, interns, elected officials, contractors, consultants, board, commission and committee members.

Policy

A Litigation Hold will be issued and enforced when circumstances, usually pending or threatened litigation, require the City of Lemon Grove to suspend the normal and routine destruction of records, (b) preserve hard copy and electronic records, including, but not limited to email correspondence, and (c) cooperate with the City Attorney’s Office in collecting, cataloguing and maintaining all affected records once notified in writing of a Litigation Hold.

Notification:

A Litigation Hold Notice will be issued to all affected Personnel subject to the Hold. If a Notice is received that Personnel must read the Notice thoroughly, and complete the attached acknowledgement and response portion of the Notice. This information should be returned to the City Clerk who will provide the information to the Executive Staff overseeing the Hold.

As a preliminary measure when the Notice is received via email an acknowledgement of the message being read and delivered will be captured and retained for the record.

Any Personnel who become aware of any City-related litigation, threat of litigation, demand letter, summons, subpoena, complaint, claim, administrative action, other legal action, or an investigation by any administrative, awareness of an employee accident or incident, must immediately notify the City Manager's Office. The Executive Staff will determine whether to initiate a Litigation Hold and will identify affected Personnel subject to the Hold. If determined a Litigation Hold Notice will be issued as per procedure.

Procedure:

Once acknowledged affected Personnel are obligated to identify and preserve all evidence that may be relevant to the Litigation Hold.

Steps required for Personnel to take to achieve this preservation are the following:

- ❖ Immediately suspend deletion, alteration, overriding, or any other destruction of Electronic Records under their control that are relevant to the Litigation Hold.
- ❖ The City Manager or designee will contact the IT Contractor for suggested methods for preserving Electronic Records. Methods for storing Electronic Records must be approved in advance by both the City Manager and City Attorney.
- ❖ Personnel are to identify the location of the Records they are aware of that may or may not be relevant to the hold and take steps to ensure the Records are no longer subject to destruction under the Records Retention Schedule or automated process or otherwise.
- ❖ Personnel must then advise a member of the Executive Staff of the following:
 - List of the types of Records they are aware of relating to the legal action and their locations;
 - Confirm that any scheduled or automated record destruction process has been cancelled and that the records will be preserved;
 - Identify any other City employees or others that are not City employees that may have Records relating to the legal action;

- Advise of any issues or concerns relating to the accessibility of the Records, how Relevant and Material the information in the Records is likely to be, whether preserving the Record in its current state will be difficult, and any exceptional burdens or costs for preserving and gathering the records; and,
 - If Records are electronic and subject to change over time due to ongoing business requirements City employees should take a screen shot of the information available as soon as the legal hold is implemented and then immediately seek assistance from IT Contractor to see if a “non-erasable point-in-time copy” of the Records can be reasonably obtained.
-
- ❖ The Executive Staff will notify Human Resources and IT Contractor of a Litigation Hold and provide the following information:
 - 1. Official Notification of the Litigation Hold and its scope;
 - 2. Identification of all affected Personnel whose electronic accounts must be preserved, including user names, and department, if known; and any other relevant information deemed necessary by the City Attorney.
 - ❖ Identification of the employment status of each affected Personnel as current and former employees, whether permanent, temporary, full-time or part-time, interns, elected officials, contractors, consultants, board, commission and committee members. May also include terminated, and retired personnel if within the scope of the hold.
 - ❖ If Personnel separate from employment with the City during the course of a Litigation Hold, Department Directors, or Managers, or other administrator must take possession of any and all evidence under the control of the separated Personnel and notify the City Attorney in writing.
 - ❖ Once Notice of a Litigation Hold has been issued, the Executive Staff will continue to monitor compliance with this policy and any additional notices required.

Violations:

It is a violation of law and this policy to destroy, alter, withhold, or obscure Evidence once a Legal Hold has been initiated. Violations of this policy are subject to disciplinary action up to and including termination.

Electronically stored data is important and irreplaceable source of discovery and/or evidence in this matter. You must take every reasonable step to preserve this information until further notice from the City Attorney. Failure to do so could result in disciplinary actions and up to termination. Failure to implement a Litigation Hold could result in significant negative consequences to the City including but not limited to failure to prove its legal claim against others, a court may make an adverse interference against the City for failing to produce Records, the City could be subject to the striking of some or all of its claims or defenses, or the city may have to pay costs or other penalties as a result.

Maintaining the Litigation Hold:

When a hold has been initiated, a member of the Executive Staff most likely the City Clerk is to schedule reminders to the employees identified as likely having Records relating to the legal action; this reminder is to continue to preserve the records and to ensure compliance with the Litigation Hold.

The City Attorney will provide a reasonable schedule to determine whether the hold continues to be necessary, and will notify the Executive Staff when the hold is no longer required.

The City Clerk will then notify all who have been identified as having Records and the records may then be returned to pre-hold status and included in the City Records Retention Schedule. If the record series was due for destruction while on Litigation Hold, they will be scheduled for the next records destruction cycle to maintain proper retention.

Removing the Litigation Hold:

The City Attorney will notify the Executive Staff when the hold is no longer required. Some actions that may cause a Litigation Hold to be removed are:

- Hold will be lifted when a relevant statute of limitations expires
- Settlement or payment
- Judgement and no appeal within time of appeal period
- Agreement with adversary
- Direction from court

The Litigation Hold Notice will:

- ✓ Be in written form
- ✓ Will be timely
- ✓ Describes the matter at issue in layman's terms
- ✓ Provides specific examples of the types of information at issue
- ✓ Identifies potential sources of information and asks custodians to identify others who may hold relevant information
- ✓ Suspends routine destruction policies
- ✓ Informs recipients of the legal obligation to preserve information
- ✓ Informs of potential consequences to the custodian and organization for noncompliance
- ✓ Requires an affirmative response of receipt

LITIGATION HOLD NOTICE

**City of Lemon Grove
Confidential – Memorandum
Attorney-Client Privileged**

Date:
To:
From: City Manager, City Attorney, and City Clerk
Subject: Notice Regarding Preservation of Documents and Information
Time-Sensitive and Immediate Action Required

It has come to the attention of the City Manager, City Attorney and City Clerk that a Litigation Hold is necessary for documents involving:

Case Number:
Name of Case:
Identifying information:
Date Range:

You may have actual documents, electronic documents or information as well as tangible objects related to the event involved in this matter. If so, you must preserve and retain those documents, electronically store information and discoverable evidence as per the City of Lemon Grove Litigation Hold Policy.

Records that may be in your possession could include:

Electronic Records – Includes all forms of electronic communications, including but not limited to email, voice mail, videos, photographs, text messages, or information stored in any mobile devices.

Evidence – All records, whether in electronic or paper form, created, received, or maintained in the transaction of City business, whether conducted remotely or in a City Facility. Evidence may include, but is not limited to, paper, and electronic records stored on hard drives, in the cloud, work station desktops, laptops, personal computers (in some instances), flash drives, CD-ROMs, memory sticks, tapes, zip disk, diskettes, or any mobile devices, regardless of location or ownership (in some cases).

If unsure, retain as ask a member of the Executive Team listed on this memorandum.

This is now a legal matter and all conversation and communication is confidential. This is not to be discussed with anyone other than those listed on this memorandum.

An electronic folder has been set up on the shared data drive with the name of:

If documents or information are electronic please drop into the folder mentioned above. If paper records do not scan. These records can be retained in their current format. Provide an inventory of the records available and their location. (A designated location may be set-up to bring the paper documents and any other physical tangible records for review)

Custodians of Record:

If you are identified as a source of information but know of other who may hold relevant information you are required to share that information with the Executive Team listed on this memorandum.

With the issuance of this Notice any records identified that may or may not be relevant to the hold must be protected. Personnel must take steps to ensure the Records are no longer subject to destruction under the Records Retention Schedule or automated process or otherwise.

Violations:

It is a violation of law and this policy to destroy, alter, withhold, or obscure Evidence once a Legal Hold has been initiated. Violations of this policy are subject to disciplinary action up to and including termination.

Electronically stored data is important and irreplaceable source of discovery and/or evidence in this matter. You must take every reasonable step to preserve this information until further notice from the City Attorney. Failure to do so could result in disciplinary actions and up to termination. Failure to implement a Litigation Hold could result in significant negative consequences to the City including but not limited to failure to prove its legal claim against others, a court may make an adverse interference against the City for failing to produce Records, the City could be subject to the striking of some or all of its claims or defenses, or the city may have to pay costs or other penalties as a result.

Deadline for Records to be provided is:

City Clerk will maintain log of Litigation Hold processes:

Date original litigation hold was issued:

To whom:

Acknowledgements of hold received, signed and submitted to City Clerk

Reminders sent:

A copy of all correspondence and notices will be maintained by the City Clerk as the department of record until released by the City Attorney.

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE

Date:

Case Number:

Name of Case:

Name of Recipient Notice Addressed to:

Identification of any Personnel you believe may have knowledge, information, and/or documents that may be relevant to the above referenced matter:

Identification of any Relevant Documents or data that you believe may be relevant to the above referenced matter. Please also state format of record (paper, electronic etc.) and its location: _____

Identification of Computer System and Applications that you believe contain information and/or documents that may be relevant to the above referenced matter:

Please do not collect and/or send documents to the Executive Team named listed in this Notice until asked to do so. A process will be established to facilitate collection of all materials. Please be sure to preserve all original documents and avoid copying or moving the documents including electronic documents unless it is necessary for ongoing business operations.

If any of the following apply please notify the Executive Team named listed in this Notice Immediately.

- You are notified by IT that you will be receiving a new computer.
- You are changing or rotating positions within the City
- You are planning to retire or terminate your employment with the City soon.

I HAVE RECEIVED AND REVIEWED THE FOREGOING NOTICE.

Signature: _____

Date:_____

Printed Name:_____

Position:_____

**LEMON GROVE CITY COUNCIL
AGENDA ITEM SUMMARY**

Item No. 1.F.
Mtg. Date December 4, 2018
Dept. Public Works

Item Title: [Rejection of Claim]

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

Recommendation:

[That the City Council rejects a claim submitted by Elliott Kanter, Esq. on behalf of Hatsuko Hoss.]

Item Summary:

[On October 30, 2018, the City of Lemon Grove received a timely submitted claim from Elliott Kanter, Esq. on behalf of Hatsuko Hoss. After investigating the claim, staff recommends that the City Council rejects the claim.]

Fiscal Impact:

[None.]

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 |

Public Information:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> None | <input type="checkbox"/> Newsletter article | <input type="checkbox"/> Notice to property owners within 300 ft. |
| <input type="checkbox"/> Notice published in local newspaper | <input type="checkbox"/> Neighborhood meeting | |

Attachments:

None.

**Lemon Grove Recognized Obligation Payment Schedule (ROPS 19-20) - Report of Cash Balances
July 1, 2016 through June 30, 2017
(Report Amounts in Whole Dollars)**

Pursuant to Health and Safety Code section 34177 (I), Redevelopment Property Tax Trust Fund (RPTTF) may be listed as a source of payment on the ROPS, but only to the extent no other funding source is available or when payment from property tax revenues is required by an enforceable obligation. For tips on how to complete the Report of Cash Balances Form, see Cash Balance Tips Sheet .								
A	B	C	D	E	F	G	H	
		Fund Sources						
		Bond Proceeds		Reserve Balance	Other Funds	RPTTF		
	ROPS 16-17 Cash Balances (07/01/16 - 06/30/17)	Bonds issued on or before 12/31/10	Bonds issued on or after 01/01/11	Prior ROPS RPTTF and Reserve Balances retained for future period(s)	Rent, Grants, Interest, etc.	Non-Admin and Admin	Comments	
1	Beginning Available Cash Balance (Actual 07/01/16) RPTTF amount should exclude "A" period distribution amount			115,338	11,549	(1,345,307)	RRTTF Beginning Cash balance includes \$466,705 of prepayments for approved items on the ROPS 16-17	
2	Revenue/Income (Actual 06/30/17) RPTTF amount should tie to the ROPS 16-17 total distribution from the County Auditor-Controller				37	2,545,247		
3	Expenditures for ROPS 16-17 Enforceable Obligations (Actual 06/30/17)			9,145	11,586	2,538,651	\$466,705 of \$2,545,246 of RPTTF funded 16-17 Enforceable Obligations were prepaid prior to 7/1/16	
4	Retention of Available Cash Balance (Actual 06/30/17) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)			106,193		0	\$106,193 to be used in ROPS 18-19 as specified in 5/17/18 DoF correspondence based on ROPS 15-16 Cash Review	
5	ROPS 16-17 RPTTF Prior Period Adjustment RPTTF amount should tie to the Agency's ROPS 16-17 PPA form submitted to the CAC	No entry required					6,596	
6	Ending Actual Available Cash Balance (06/30/17) C to F = (1 + 2 - 3 - 4), G = (1 + 2 - 3 - 4 - 5)	\$ 0	\$ 0	\$ 0	\$ 0	\$ (1,345,307)	Ending Cash Balance actually -\$878,602 due to \$466,705 of prepayments made in prior FY	

**LEMON GROVE SUCCESSOR AGENCY
AGENDA ITEM SUMMARY**

Item No. 2
Mtg. Date December 4, 2018
Dept. Finance

Item Title: **Recognized Obligation Payment Schedule (July 1, 2019 – June 30, 2020)**

Staff Contact: Molly Brennan, Finance Manager

Recommendation:

Approve the Recognized Obligation Payment Schedule (ROPS) for the period of July 1, 2019 through June 30, 2020.

Item Summary:

The purpose of this agenda item is to present the ROPS 2019-20 (A & B) for approval by the Successor Agency Board.

Fiscal Impact:

None.

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 |

Public Information:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> None | <input type="checkbox"/> Newsletter article | <input type="checkbox"/> Notice to property owners within 300 ft. |
| <input type="checkbox"/> Notice published in local newspaper | <input type="checkbox"/> Neighborhood meeting | |

Attachments:

- A. Staff Report
- B. Resolution
- C. Recognized Obligation Payment Schedule (July 1, 2019 – June 30, 2020)

Attachment A

LEMON GROVE [SUCCESSOR AGENCY] STAFF REPORT

Item No. 2

Mtg. Date December 4, 2018

Item Title: **Recognized Obligation Payment Schedule (July 1, 2019 – June 30, 2020)**

Staff Contact: Molly Brennan, Finance Manager

Discussion:

The State requires Successor Agencies to submit an approved Recognized Obligation Payment Schedule for the period of July 1, 2019 to June 30, 2020 (ROPS 2019-20) to the California Department of Finance by February 1, 2019. Prior to submission to the State, both the Successor Agency Board and Successor Agency Oversight Board must review and approve the ROPS 2019-20.

As of July 1, 2018, changes in State law (SB 107) took effect that disbanded local oversight boards and implemented a single county-wide oversight board. As of July 1, 2018, the Lemon Grove Successor Agency now reports to the County of San Diego Countywide Redevelopment Successor Agency Oversight Board.

After local Successor Agency Board approval, the County of San Diego Countywide Redevelopment Successor Agency Oversight Board will review and approve the ROPS 2019-20 at their January 17, 2019 meeting. Once approved, County staff will submit the document to the State of California Department of Finance and the State Controller's Office for final review and approval by the February 1st deadline.

The purpose of this agenda item is to review the ROPS submission procedure and to present the ROPS 2019-20 for the Lemon Grove Successor Agency Board consideration and approval.

The ROPS 2019-20 document includes the following:

- A summary detailing the amount requested;
- ROPS detail for the period July 1-June 30, 2020;
- Cash balances information; and
- A notes page.

Overall, the ROPS identifies a total of \$2,265,251 in expenditures between July 1, 2019 and June 30, 2020.

The following subsections provide information about the expenditures identified in the ROPS 2019-20.

Bond Debt Service (line 2, 3 & 27)

- During the ROPS 2019-20 period, debt service payments are due for the 2007, 2010, and 2014 Tax Allocation Bonds. The payment of \$1,747,475 will be made from the RPTTF.

Attachment A

Miscellaneous

In addition, the following items are identified in the ROPS 2018-19:

- (Line 14) Administrative Allowance (\$100,000) – this reflects staff time and other administrative costs in administering the Successor Agency and is paid from RPTTF monies on a hierarchy basis.
- (Line 16) City Loan (\$3,554,461) – this is an accumulation of cash flow loans made to the Redevelopment Agency since its inception. The City and State were in disagreement over the repayment of a portion of the loan in 2012. The City eventually paid back the State in December 2015. This allowed the City to submit the loans for repayment in the ROPS process. The Department of Finance has not given a clear sign that the repayment of the loan will be accepted at this time.
- (Line 34) Reserve Requirement per Bond Pledge (\$17,776) – this is the amount that US Bank required the Successor Agency to transfer to the bond reserve fund in fiscal year 2018 in order to bring the reserve fund up to the amount specified in the bond covenants. Since it was not a foreseen expenses, the Successor Agency is asking for reimbursement of the expense during the FY 19-20 ROPS process.

Fiscal Analysis

In total, there are \$26 million in outstanding Agency obligations. All of which will be funded with RPTTF. This includes bond debt service (\$22.4 million), City loans to the former Agency (\$3.6 million), and ongoing administrative costs (\$100,000).

Conclusion:

Staff recommends that the Successor Agency Board approve and forward the Recognized Obligation Payment Schedule (ROPS) for the period of July 1, 2019 through June 30, 2020 to the County Oversight Board.

Attachment B

RESOLUTION NO. 2018____

A RESOLUTION OF THE LEMON GROVE SUCCESSOR AGENCY BOARD ADOPTING A RECOGNIZED OBLIGATION PAYMENT SCHEDULE FOR JULY 1, 2019 THROUGH JUNE 30, 2020, PURSUANT TO CALIFORNIA HEALTH & SAFETY CODE SECTION 34179, DIVISION 24, PART 1.85, AND AUTHORIZING POSTING AND TRANSMITTAL THEREOF

WHEREAS, the Lemon Grove Community Development Agency ("Agency") was established as a redevelopment agency that was previously organized and existing under the California Community Redevelopment Law, Health & Safety Code Section 33000, et seq., ("CRL"), and previously authorized to transact business and exercise powers of a redevelopment agency pursuant to actions of the City Council of the City of Lemon Grove; and

WHEREAS, Assembly Bill X1 26 added Parts 1.8 and 1.85 to Division 24 of the California Health & Safety Code, which laws caused the dissolution and wind down of all redevelopment agencies ("Dissolution Act"); and

WHEREAS, on December 29, 2011, in the petition California Redevelopment Association v. Matosantso, Case No. S194861, the California Supreme Court upheld the Dissolution Act and thereby all redevelopment agencies in California were dissolved as of and on February 1, 2012, under the dates in the Dissolution Act that were reformed and extended thereby; and

WHEREAS, the Agency is now a dissolved redevelopment agency pursuant to the Dissolution Act; and

WHEREAS, by Resolution 3071 considered by the City Council at an open public meeting the City chose to become and serve as the "Successor Agency" to the dissolved Agency under the Dissolution Act; and

WHEREAS, as of and on January 2012, the City serves and acts as the Successor Agency and is performing its functions as the successor agency under the Dissolution Act to administer the enforceable obligations of the Agency and otherwise unwind the Agency's affairs, all subject to the review and approval by an oversight board ("Oversight Board"); and

WHEREAS, as of July 1, 2018 the County of San Diego Countywide Redevelopment Successor Agency Oversight Board serves as the Oversight Board for the Lemon Grove Successor Agency; and

WHEREAS, the Recognized Obligation Payment Schedule (ROPS) for the period July 1, 2019 through June 30, 2020 must be submitted to the County of San Diego Oversight Board by January 17, 2018 and to the State of California by February 1, 2018; and

WHEREAS, the ROPS for the period July 1, 2019 through June 30, 2020 have been prepared and reviewed by the Successor Agency staff; and

WHEREAS, the City of Lemon Grove has had to loan the Successor Agency cash in order for it to fulfill its fiscal obligations.

NOW, THEREFORE, BE IT RESOLVED that the Lemon Grove Successor Agency Board does hereby find and determine as follows:

Attachment B

Section 1. The Successor Agency approves the ROPS for the period of July 1, 2019 through June 30, 2020.

Section 2. The Successor Agency authorizes the Successor Agency staff to transmit the ROPS to the San Diego County Oversight Board, the California Department of Finance, and the California State Controller's Office.

Section 3. The Secretary of the Successor Agency is directed to post the ROPS on the City/Successor Agency website pursuant to the Dissolution Act.

PASSED AND ADOPTED: On December 4, 2018 the Successor Agency Board of the City of Lemon Grove, California adopted and passed by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN: .

Raquel Vasquez, Mayor

Attest:

Shelley Chapel, MMC, City Clerk

Approved as to form:

City Attorney

Recognized Obligation Payment Schedule (ROPS 19-20) - Summary
 Filed for the July 1, 2019 through June 30, 2020 Period

Successor Agency: Lemon Grove
 County: San Diego

	19-20A Total (July - December)	19-20B Total (January - June)	ROPS 19-20 Total
A Enforceable Obligations Funded as Follows (B+C+D):	\$ -	\$ -	\$ -
B Bond Proceeds	-	-	-
C Reserve Balance	-	-	-
D Other Funds	-	-	-
E Redevelopment Property Tax Trust Fund (RPTTF) (F+G):	\$ 1,531,693	\$ 733,558	\$ 2,265,251
F RPTTF	1,481,693	683,558	2,165,251
G Administrative RPTTF	50,000	50,000	100,000
H Current Period Enforceable Obligations (A+E):	\$ 1,531,693	\$ 733,558	\$ 2,265,251

Certification of Oversight Board Chairman:
 Pursuant to Section 34177 (c) of the Health and Safety code, I
 hereby certify that the above is a true and accurate Recognized
 Obligation Payment Schedule for the above named successor
 agency.

 Name Title
 /s/ _____
 Signature Date

Attachment C

Lemon Grove Recognized Obligation Payment Schedule (ROPS)												
July 1, 2019 through June 30, 2020												
(Report Amounts in Whole Dollars)												
A	B	C	D	E	F	G	H	I	J	K	L	
Item #	Project Name/Debt Obligation	Obligation Type	Contract/Agreement Execution Date	Contract/Agreement Termination Date	Payee	Description/Project Scope	Project Area	Total Outstanding Debt or Obligation	Retired	ROPS 19-20 Total	Bonds Proceeds	
2	2007 Tax Allocation Bonds	Bonds Issued On or Before 12/31/10	5/22/2007	2/1/2038	US Bank	Debt service payment	1	26,027,237	N	\$ 2,285,281	\$ 0	
3	2010 Tax Allocation Bonds	Bonds Issued On or Before 12/31/10	9/15/2010	2/1/2029	US Bank	Debt service payment	1	11,830,000	N	\$ 759,064		
14	Administrative City Loan (from 6/1/2 underpayment)	Admin Costs	1/1/2014	6/30/2038	City of Lemon Grove	Staff and administrative overhead	1	100,000	N	\$ 100,000		
15	City Loan (from 6/1/2 underpayment)	City/County Loans After 8/27/11	6/1/2012	8/1/2034	City of Lemon Grove	City Loan	1	3,554,461	N	\$ 400,000		
16	City Loan (from inception)	City/County Loans After 8/27/11	7/1/2011	8/1/2034	City of Lemon Grove	Cash flow short-term loan	1		N	\$		
17	City loan-cash flow	City/County Loans After 8/27/11	2/25/2013	8/1/2034	City of Lemon Grove	Side Fund Liability-Former Agency employees	1		N	\$		
18	City Side Fund liability (SA portion) due to PERS	City/County Loans After 8/27/11	6/30/2012	8/1/2034	City of Lemon Grove	2014 Bond (refinanced the 2004 bond)	1	5,230,000	N	\$ 329,961		
27	Refinance 2004 Bond	Refunding Bonds Issued After 6/27/12	6/1/2014	8/1/2034	US Bank	U-Funder Actuarial Liability-Former Agency employees	1		N	\$		
31	PERS UAL (SA Portion)-due to PERS	City/County Loans After 8/27/11	6/30/2011	7/1/2045	City of Lemon Grove	Overpayment to the County	1		N	\$		
32	City loan-cash flow	City/County Loans After 8/27/11	2/25/2015	12/31/2020	City of Lemon Grove	Reserve required by Bond Indenture on 2014 bond	1	17,776	N	\$ 17,776		
34	Reserve Requirement per Bond Pledge	Bonds Issued On or Before 12/31/10	6/1/2014	8/1/2034	US Bank				N	\$		
35									N	\$		
36									N	\$		
37									N	\$		
38									N	\$		
39									N	\$		
40									N	\$		
41									N	\$		
42									N	\$		
43									N	\$		
44									N	\$		
45									N	\$		
46									N	\$		
47									N	\$		
48									N	\$		
49									N	\$		
50									N	\$		
51									N	\$		
52									N	\$		
53									N	\$		

Attachment C

Lemon Grove Recognized Obligation Payment Schedule (ROPS 19-20) - Report of Cash Balances July 1, 2016 through June 30, 2017 (Report Amounts in Whole Dollars)

A	B	C				D			E		F		G		H
		C		D		E		F		G					
		Bond Proceeds		Bonds issued on or after 01/01/11		Reserve Balance		Other Funds		RPTTF					
Bonds issued on or before 12/31/10		Bonds issued on or after 01/01/11		Prior ROPS RPTTF and Reserve Balances retained for future period(s)		Rent, Grants, Interest, etc.		Non-Admin and Admin		Comments					
	ROPS 16-17 Cash Balances (07/01/16 - 06/30/17)														
1	Beginning Available Cash Balance (Actual 07/01/16) RPTTF amount should exclude "A" period distribution amount				108,780						11,549		(1,345,307)		RRTTF Beginning Cash balance includes \$466,705 of prepayments for approved items on the ROPS 16-17
2	Revenue/Income (Actual 06/30/17) RPTTF amount should tie to the ROPS 16-17 total distribution from the County Auditor-Controller												2,545,247		
3	Expenditures for ROPS 16-17 Enforceable Obligations (Actual 06/30/17)												2,545,246		\$466,705 of \$2,545,246 of RPTTF funded 16-17 Enforceable Obligations were prepaid prior to 7/1/16
4	Retention of Available Cash Balance (Actual 06/30/17) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)												0		\$106,193 to be used in ROPS 18-19 as specified in 5/17/18 DoF correspondence based on ROPS 15-16 Cash Review
5	ROPS 16-17 RPTTF Prior Period Adjustment RPTTF amount should tie to the Agency's ROPS 16-17 PPA form submitted to the CAC	No entry required													
6	Ending Actual Available Cash Balance (06/30/17) C to F = (1 + 2 - 3 - 4), G = (1 + 2 - 3 - 4 - 5)													1	Ending Cash Balance actually -\$878,602 due to \$466,705 of prepayments made in prior FY
		\$	0	\$	0	\$	0	\$	0	\$	0	\$	0	\$	(1,345,307)

