



City of Lemon Grove  
City Council Regular Meeting Agenda  
Tuesday, February 5, 2019, 6:00 p.m.

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

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

Call to Order

Pledge of Allegiance:

Changes to the Agenda:

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: Kristen Steinke, City Attorney

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

B. City of Lemon Grove Payment Demands

Reference: Molly Brennan, Finance Director

*Recommendation: Ratify Demands*

C. Approval of Meeting Minutes

Regular Meeting

January 15, 2019

Reference: Shelley Chapel, City Clerk

*Recommendation: Approve Minutes*

D. 2019 Minimum Wage Increase

Reference: Roberto Hildago, Human Resource Manager

*Recommendation: Adopt a Resolution entitled, "A Resolution of the City Council of the City of Lemon Grove, California, approval of minimum wage increase to ensure compliance with the California Minimum Wage increase as governed by State law."*

E. New Job Classifications

Reference: Roberto Hildago, Human Resource Manager  
*Recommendation: Adopt a Resolution entitled, "A Resolution of the City Council of the City of Lemon Grove, California, Establishing Three New Classifications and Amend the Fiscal Year 2018-19 Fiscal Plan."*

Reports to Council:

2. Fiscal Year 2018 Mid-Year Budget Update

Reference: Molly Brennan, Finance Manager  
*Recommendation:*

- a. *Adopt a Resolution (Attachment D) approving the Fiscal Year 2018-19 City of Lemon Grove Mid-Year Budget; and,*
- b. *Adopt a Resolution (Attachment E) approving the Fiscal Year 2018-19 Appropriations Limit.*

3. Award the Roy and Washington Storm Drain Repair Project

Reference: Mike James, Assistant City Manager / Public Works Director  
*Recommendation: Adopt a Resolution entitled, "A Resolution of the City of Lemon Grove, California, Awarding the Roy and Washington Storm Drain Repair (Contract No. 2019-07)."*

4. Ordinance No. 451, Establishment of Emergency Shelter Overlay Zone

Reference: Kristen Steinke, City Attorney  
Recommendation: Conduct the Second Reading by title only, and adopt Ordinance No. 451 adding Chapter 17.20.050 to the Lemon Grove Municipal Code establishing Emergency Shelter Overlay Zone, and amending Chapter 17.16.070 to reference new emergency shelter overlay zone, and approve a zone change to amend Zoning Map to include specific parcels in the General Commercial Zone; Zoning Amendment ZA 1-800-0003

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:

5. LIABILITY CLAIM

Government Code Section 54956.95  
Claimant: Ruth Penery  
Agency Claimed Against: City of Lemon Grove

6. CONFERENCE WITH REAL PROPERTY NEGOTIATIONS

Government Code Section 54956.8

Property: 3600 block of Olive, Lemon Grove, CA 91945

Agency Negotiation: City of Lemon Grove

Negotiating Parties: City Manager, Lydia Romero, and Assistant City/Director of Public Works, Manager Mike James

Under Negotiation: Instruction to Negotiate

7. Conference with Legal Counsel – Existing Litigation (Government Code Section §54956.8)

Name of Case: Hatsuko Hoss v. City of Lemon Grove, et al. (SDSC Case No. 37-2019-00002078-CU-PO-CTL)

Adjournment

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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](mailto:schapel@lemongrove.ca.gov). A full agenda packet is available for public review at City Hall.

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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 January 31, 2019, to the members of the governing agency, and caused the agenda to be posted on the City's website at [www.lemongrove.ca.gov](http://www.lemongrove.ca.gov) and at Lemon Grove City Hall, 3232 Main Street Lemon Grove, CA 91945.

**/s/ Shelley Chapel**

Shelley Chapel, MMC, City Clerk



# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

Item No. 1.A

Meeting Date: February 5, 2019

Submitted to: Honorable Mayor and Members of the City Council

Department: **City Manager's Office**

Staff Contact: Kristen Steinke, City Attorney

Item Title: Waive the Full Text Reading of all Ordinances

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

Environmental Review:

Not subject to review

Negative Declaration

Categorical Exemption, Section |

Mitigated Negative Declaration

Fiscal Impact: None.

Public Notification: None.



# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

**Item No. 1.B**

**Meeting Date:** February 5, 2019  
**Submitted to:** Honorable Mayor and Members of the City Council  
**Department:** City Manager's Office  
**Staff Contact:** Molly Brennan, Finance Manager  
<mailto:MBrennan@lemongrove.ca.gov>

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

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**Recommended Action: Ratify Demands.**

**Environmental Review:**

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

**Fiscal Impact:** None.

**Public Notification:** None.



**City of Lemon Grove Demands Summary**

Approved as Submitted:

Molly Brennan, Finance Manager

For Council Meeting: 02/05/19

ACH/AP Checks 01/03/19-01/23/19 1,885,583.89

Payroll - 01/15/19 122,852.21

Total Demands 2,008,436.10

CHECK NO	INVOICE NO	VENDOR NAME	CHECK DATE	Description	INVOICE AMOUNT	CHECK AMOUNT
ACH	Jan19	Pers Health	01/03/2019	Pers Health Insurance - Jan'19	47,657.70	47,657.70
ACH	Dec'18	Authorize Net	01/03/2019	Merchant Fees - Dec '18	20.70	20.70
ACH	Jan1 19	Employment Development Department	01/04/2019	State Taxes 1/1/19	10,952.39	10,952.39
ACH	Dec18-Jan1 19	Calpers Supplemental Income 457 Plan	01/04/2019	457 Plan 12/18/18-1/1/19	5,506.23	5,506.23
ACH	Jan1 19	US Treasury	01/08/2019	Federal Taxes 1/1/19	32,912.46	32,912.46
ACH	3568860625/0119 4154920380/0119	SDG&E	01/08/2019	Electric Usage:St Light 11/30/18-12/31/18 Electric Usage:St Light 11/30/18-12/31/18	1,271.22 1,857.96	3,129.18
ACH	Refill 1/8/19	Pitney Bowes Global Financial Services LLC	01/09/2019	Postage Usage 1/8/19	250.00	250.00
ACH	Nov18	San Diego County Sheriff's Department	01/10/2019	Law Enforcement Services - Nov'18	487,565.35	487,565.35
ACH	Dec5-Jan1 19	California Public Empl Retirement System	01/11/2019	Pers Retirement 12/5/18-1/1/19	61,998.31	61,998.31
ACH	Dec18	Wells Fargo Bank	01/11/2019	Bank Service Charge - Dec'18 Credit Card Processing-Mo.Svc Charge - Dec'18 Credit Card Transaction Fees - Dec18	459.61 9.95 490.77	960.33
ACH	Dec18	Home Depot Credit Services	01/15/2019	Home Depot Purchases - Dec'18	1,450.18	1,450.18
ACH	Refill 1/11/19	Pitney Bowes Global Financial Services LLC	01/15/2019	Postage Usage 1/11/19	250.00	250.00
ACH	922994	Aflac	01/16/2019	Aflac Insurance 1/16/19	602.58	602.58
ACH	2007 2010 2014	US Bank- Corporate Trust Services	01/17/2019	2007 Tax Allocation Bond 2010 Tax Allocation Refunding Bond 2014 Tax Allocation Refunding Bond	266,894.62 128,536.11 103,403.32	498,834.05
ACH	Jan15 19	Employment Development Department	01/17/2019	State Taxes 1/15/19	6,292.61	6,292.61
ACH	Jan1-Jan15 19	Calpers Supplemental Income 457 Plan	01/17/2019	457 Plan 1/1/19-1/15/19	5,745.09	5,745.09
ACH	9003521	LEAF	01/17/2019	Ricoh C3502 Copier System-PW Yard - Dec'18	160.51	160.51
ACH	Jan15 19	US Treasury	01/22/2019	Federal Taxes 1/15/19	17,856.43	17,856.43
ACH	57382941	WEX Bank	01/23/2019	Fuel - Fire Dept - Dec'18	553.45	553.45
10717	L1072895TA	American Messaging	01/09/2019	Pager Replacement Program 1/1/19-1/31/19	43.03	43.03
10718	77088	Anthem Blue Cross EAP	01/09/2019	Employee Assistance Program - Jan 19	114.40	114.40
10719	12338034 12/22/2018 12371827	AT&T	01/09/2019	Phone Service 11/13/18-12/12/18 Backup City Hall Internet- 11/23/18-12/22/18 Fire Backup Phone Line- 11/22/18-12/21/18	82.92 80.00 39.82	202.74
10720	19566450	Canon Financial Services Inc.	01/09/2019	Canon Copier Contract Charge 1/1/19	642.60	642.60
10721	00063643	Chicago Title Company	01/09/2019	Prelim Report - 6849 Federal Blvd, Lemon Grove	750.00	750.00
10722	20557 20563 20564 20564 20564 20564 20564 20564 20564	City of La Mesa	01/09/2019	2019 Shift Calendar - Lemon Grove Share Overtime Reimbursement - Alvarez 10/13/18 Overtime Reimbursement - Tasco 11/3/18 Overtime Reimbursement - Pantovich 11/5/18 Overtime Reimbursement - Garcia 11/9/18 Overtime Reimbursement - Garcia 11/10/18 Overtime Reimbursement - Casey 11/12/18 Overtime Reimbursement - Casey 11/13/18 Overtime Reimbursement - De Leon 11/23/18	159.81 102.56 1,154.35 1,257.14 1,099.21 1,099.21 1,257.14 209.52 997.20	7,336.14
10723	Dec18	Colonial Life	01/09/2019	Colonial Optional Insurance -Dec18	446.80	446.80
10724	19CTOFLGN06	County of San Diego- RCS	01/09/2019	800 MHZ Network - Dec '18	2,935.50	2,935.50

10725	12/21/2018 12/9/2019 12/18/2018	Cox Communications	01/09/2019	Phone/PW Yard/2873 Skyline- 12/19/18-1/18/19 Calsense Modem Line:8235 Mt Vernon 12/9/18-1/8/19 Copy Room Fax Line- 12/18/18-1/17/19	212.63 94.39 4.15	311.17
10726	211055	Dell Awards	01/09/2019	Nameplate for City Council Mtgs- Jones	11.85	11.85
10727	1211182305 1224182305	Domestic Linen- California Inc.	01/09/2019	Shop Towels & Safety Mats 12/11/18 Shop Towels & Safety Mats 12/24/18	82.10 82.10	164.20
10728	12/10-13/18	Esgil Corporation	01/09/2019	75% Building Fees- 12/10/18-12/13/18	2,853.73	2,853.73
10729	10/21/18-12/20/18	Helix Water District	01/09/2019	Water Services- 10/21/18-12/20/18	19,667.46	19,667.46
10730	0030367-IN 0030367-IN	Hinderliter De Llamas & Associates	01/09/2019	Contract Services - Sales Tax - Qtr 4 Sales Tax Audit Services - Qtr 2 2018	900.00 396.69	1,296.69
10731	71350	House of Automation	01/09/2019	Service Call- Fire Station Gate Repair	198.00	198.00
10732	4182697	J&M Keystone. Inc.	01/09/2019	Emergency HazMat Cleanup/ 7440-7450 Broadway	45,000.00	45,000.00
10733	1519	Janazz, LLC SD	01/09/2019	IT Services- City Hall- Dec'18	2,500.00	2,500.00
10734	1470211	Liebert Cassidy Whitmore	01/09/2019	Prof Svcs: LE050-00001 thru 11/30/18	74.00	74.00
10735	Rite Aid #5618	Rite Aid #5618	01/09/2019	Refund/Rite Aid #5618/Business License Renewal Fee Overpymt	72.00	72.00
10736	12/20/2018 12/20/2018 12/20/2018	SDG&E	01/09/2019	3225 Olive- 11/18/18-12/18/18 3500 1/2 Main- 11/18/18-12/18/18 3601 1/2 LGA-Gas & Electric 11/18/18-12/18/18	121.67 215.04 37.96	374.67
10737	8126340683	Shred-It USA	01/09/2019	Shredding Services 12/18/18	69.77	69.77
10738	331064	State of California- Department of Justice	01/09/2019	Fingerprint App - Hidalgo - Sep '18	32.00	32.00
10739	Dec2018	Sun Life Financial	01/09/2019	Life Insurance - Dec18	107.64	107.64
10740	Terrace Gardens	Terrace Gardens LLC	01/09/2019	Refund/Terrace Gardens LLC/Fire Permit Overpayment 1/3/19	76.00	76.00
10741	9820210681 9820670148	Verizon Wireless	01/09/2019	Mobile Broadband Access- 11/13/18-12/12/18 Fire Prev Phone Line/MDC Engine Tablets- 11/21/18-12/20/18	76.02 477.72	553.74
10742	2016.04-028	West Coast General Corporation	01/09/2019	LGA Realignment Proj- 10/1/18-10/31/18	313,086.09	313,086.09
10743	C7344 C7673	A-Pot Rentals, Inc.	01/16/2019	Portable Restrm Rental/Wheelchair Access- LG Pk-10/8/18-10/11/18 Portable Restroom Rental- 11/9/18-12/8/18	667.20 132.10	799.30
10744	6318 6319	Aguirre & Associates	01/16/2019	Northside Commons - Dec '18 8055 Golden Map Review - Dec '18	115.00 402.50	517.50
10745	FY20	ASCAP	01/16/2019	Annual Music License Fee - 7/1/19-6/30/20 FY20	357.00	357.00
10746	4769848	Bearcom	01/16/2019	Portable Radios Monthly Contract 12/22/18-1/21/19	150.00	150.00
10747	910785-9 911702-9 914555-9	BJ's Rentals	01/16/2019	Boom Knuckle Rental - Holiday Banners/Decor 1/8/19 Propane Propane	329.31 8.52 14.44	352.27
10748	Feb 2019	California Dental Network Inc.	01/16/2019	California Dental Insurance -Feb19	453.30	453.30
10749	1/15/19 1/15/19	California State Disbursement Unit	01/16/2019	Wage Withholding Pay Period Ending 1/15/19 Wage Withholding Pay Period Ending 1/15/19	161.53 82.61	244.14
10750	19636696	Canon Financial Services Inc.	01/16/2019	Canon Copier Contract Charge 1/20/19-2/19/19	81.35	81.35
10751	1900285660 4013978709 4014257555 4014579365 4014904759	Cintas Corporation #694	01/16/2019	Janitorial Supplies - 10/18/18 Janitorial Supplies - 12/20/18 Janitorial Supplies - 12/27/18 Janitorial Supplies - 1/3/19 Janitorial Supplies - 1/10/19	991.08 1,213.45 218.66 580.50 218.66	3,222.35
10752	HCA0000258	City of El Cajon	01/16/2019	HCFA Assessments - QTR 3 FY18/19	63,655.75	63,655.75
10753	20583 20584 20572	City of La Mesa	01/16/2019	Lemon Grove's Share of AFG Grant Match - 2017 FY18-19 Qtr 1-JPA Reconciliation- Jul-Sep 18 Household Hazardous Waste Event- 12/8/18	2,254.55 15,727.00 453.50	18,435.05
10754	81938384	Corelogic Solutions, LLC.	01/16/2019	RealQuest Graphics Package - Dec'18	300.00	300.00
10755	011519	County of San Diego	01/16/2019	Notice of Exemption - FY17-18 Sewer Capital Imprvmt Proj Rehab	50.00	50.00
10756	2019REG_COP-10	County of San Diego- Dept of Public Works	01/16/2019	FY18-19 Stormwater Copermittee Regional Program Shared Costs	1,154.00	1,154.00
10757	1/1/2019 1/30/2019 1/29/2019	Cox Communications	01/16/2019	Main Phone/Fire- 1/1/19-1/31/19 Phone/City Hall- 1/1/19-1/31/19 Internet/Community Ctr- 12/30/18-1/29/19	470.65 975.20 75.00	4,417.14

	1/29/2019			Peg Circuit Svc- 12/30/18-1/29/19	2,896.29	
10758	19401351	CSAC Excess Insurance Authority	01/16/2019	Employee Assistance Program - Jan-Mar 19	316.68	316.68
10759	4580 4581 4582 4583 4584 4585 4636	D- Max Engineering Inc.	01/16/2019	Center Hilltop Condos Stormwater Inspection 9/1/18-9/30/18 Celsius Phase II Stormwater Inspection 9/1/18-9/30/18 6800 Mallard Ct Stormwater Inspection 9/1/18-9/30/18 Ildica Stormwater Inspection 9/1/18-9/30/18 LGA Realignment Stormwater Inspection 9/1/18-9/30/18 Grove Lofts Stormwater Inspection 9/1/18-9/30/18 Grove Lofts Stormwater Inspection 10/1/18-10/31/18	395.11 214.90 500.11 26.25 636.27 237.61 432.18	2,442.43
10760	001218560	DAR Contractors	01/16/2019	Animal Disposal- Dec '18	174.00	174.00
10761	Oct-Dec18	Division of the State Architect	01/16/2019	State CASP Fee- 10/1/18-12/31/18	218.80	218.80
10762	1/2-3/19 12/17-20/18	Esgil Corporation	01/16/2019	75% Building Fees- 1/2/19-1/3/19 75% Building Fees- 12/17/18-12/20/18	2,655.90 2,615.78	5,271.68
10763	26443 26451	Excell Security, Inc.	01/16/2019	Security Guard - Broadway Property- 11/26/18-12/2/18 Security Guard - Broadway Property- 12/3/18-12/9/18	2,599.79 2,979.03	5,578.82
10764	Jan-19	Fidelity Security Life Insurance Company	01/16/2019	Vision Insurance -Jan19	193.69	193.69
10765	INV1014470 INV1014626	George Hills Company	01/16/2019	TPA Claims- Adjusting/Other Services - Nov 18 TPA Claims- Adjusting/Other Services - Dec 18	791.20 258.00	1,049.20
10766	Jan15 19	ICMA	01/16/2019	ICMA Deferred Compensation Pay Period Ending 1/15/19	580.77	580.77
10767	1902013A	Jobs Available Inc.	01/16/2019	Job Posting - Mgmt Analyst- 1/8/19	312.00	312.00
10768	131528 131529	Knott's Pest Control, Inc.	01/16/2019	Monthly Bait Stations- Civic Ctr - Jan19 Monthly Bait Stations- Sheriff - Jan19	60.00 45.00	105.00
10769	INV23980 INV23980	Logiccoppy	01/16/2019	Ricoh C3502 Copier Contract Charge- PW Yard - 1/7/19-2/6/19 Ricoh C3502 Copier Usage Charge- PW Yard - 10/7/18-1/6/19	51.58 24.83	76.41
10770	4576816	Mallory Safety and Supply, LLC	01/16/2019	Nitrile Gloves	257.40	257.40
10771	1034725	Michael Baker International	01/16/2019	Prof Svc: As-Needed Engineering Svcs thru 11/30/18	23,640.00	23,640.00
10772	IN1293575 IN1293575 IN1295291	Municipal Emergency Services Inc.	01/16/2019	1 SCBA Air-Pak/ 3 Snap-Change Cylinders 3 SCBA Air-Paks/5 Snap Change Cylinders SCBA Repair/Hose & Plug/Regulator	7,786.00 21,425.89 442.55	29,654.44
10773	6359 6364	North County EVS, Inc.	01/16/2019	E210 Service Call/Prev Maintenance/Road Draft Tube/Battery Charger E10 Part/Pump Anode	1,585.19 118.01	1,703.20
10774	3010287661	Parkhouse Tire Inc.	01/16/2019	Backhoe 420E- Fleet Service/Flat Repair	147.68	147.68
10775	Patuka	Patuka, Joseph	01/16/2019	Refund/Patuka, Joseph/Deposit- CommCtr- 11/24/18	200.00	200.00
10776	CM012941 INV026932	RapidScale Inc.	01/16/2019	Credit/Marketing Sponsorship 11/30/18 Virtual Hosting 12/31/18	-1,000.00 3,370.78	2,370.78
10777	31609108 31623726	RCP Block & Brick, Inc.	01/16/2019	Bulk Concrete Sand - Fire Station Bulk Concrete Sand - Fire Station	205.59 102.79	308.38
10778	0065369 17546F(9)	Rick Engineering Company	01/16/2019	Prof Svc: City Engineer 10/27/18-11/30/18 Prof Svc: 2017/18 CIP Sewer Proj- 8 Locations 10/27/18-11/30/18	50,395.62 10,813.38	61,209.00
10779	Jan-Jun 19	San Diego County Sheriff's Department	01/16/2019	Cal-ID Program Costs 1/1/19-6/30/19	3,601.00	3,601.00
10780	Dec18	SDG&E	01/16/2019	Gas & Electric 11/19/18-12/19/18	20,772.03	20,772.03
10781	3394-12 3394-12 3394-12	Select Electric Corp.	01/16/2019	Traffic Signal Dig Alert Markings - Dec'18 Traffic Signal Service Calls- Dec'18 Traffic Signal Maintenance- Dec'18	534.00 2,318.00 3,134.79	5,986.79
10782	00075040 00075223 00075226	The East County Californian	01/16/2019	Notice of Public Hearing - Zoning Amendmt - Emerg Shelter 12/20/18 Ordinance No. 449 - Tobacco Retail 12/27/18 Ordinance No. 450 - CUP Early Separation Finding 12/27/18	175.00 353.50 52.50	581.00
10783	3547-3	The Sherwin-Williams Co.	01/16/2019	Graffiti Paint	39.57	39.57
10784	72054822 72060045 72068712	Vulcan Materials Company	01/16/2019	Asphalt Asphalt Asphalt/SS1H 4.5 Gallon Bucket	146.43 145.52 142.98	434.93
10785	Beebe	Beebe, Clayton	01/23/2019	Refund/Beebe, Clayton/Partial Deposit - LBH- 1/5/19	150.00	150.00
10786	83076319	Boundtree Medical LLC	01/23/2019	Medical Supplies-Nitrile Gloves/Suction Cups/Defib Pads/Adult	3,383.54	3,383.54
10787	020D519481	Cintas Corp 2	01/23/2019	Fire Extinguishers Inspection & Recharge- Sheriff Stn 12/28/18	191.15	191.15
10788	4015248535	Cintas Corporation #694	01/23/2019	Janitorial Supplies - 1/17/19	260.70	260.70

10789	FRS0000137 FRS0000137 FRS0000137 FRS0000139 FRS0000139	City of El Cajon	01/23/2019	Overtime Reimbursement - Groller 12/8/18 Overtime Reimbursement - Paddock 12/7/18 Overtime Reimbursement - Silonov 12/7/18 Overtime Reimbursement - Diaz 12/23/18 Overtime Reimbursement - Hays 12/22/18	1,227.23 224.53 224.53 1,197.49 1,139.67	4,013.45
10790	4758	D- Max Engineering Inc.	01/23/2019	D-Max Stormwater Prof Svcs thru 12/31/18	3,305.00	3,305.00
10791	211170	Dell Awards	01/23/2019	Retirement Plaque for City Attorney- Lough	21.01	21.01
10792	1218.22.0153	Dexter Wilson Engineering, Inc.	01/23/2019	Metro JPA Wastewater Issues - Dec'18	10,820.00	10,820.00
10793	CINV-004139	First Capitol Consulting, Inc.	01/23/2019	Prof Svcs: 2019 ACA Basic Plus Initial Deposit- HR	1,500.00	1,500.00
10794	Garcia	Garcia, Grace	01/23/2019	Refund/Garcia, Grace/Partial Deposit - LBH- 1/5/19	150.00	150.00
10795	Infinity Energy	Infinity Energy Inc.	01/23/2019	Refund/Infinity Energy Inc./B18-0310 Permit Withdrawn	88.20	88.20
10796	1638-1 1638-2 1638-3	League of California Cities, San Diego Division	01/23/2019	2019 League Membership Dues- SD County Division 2019 League Luncheon Meetings- SD County Division - Romero 2019 League Luncheon Meetings- SD County Division - Mendoza, J	600.00 300.00 300.00	1,200.00
10797	Dec 18 Dec 18 Dec 18 Dec 18 Dec 18	Lounsbery Ferguson Altona & Peak LLP	01/23/2019	General 01163-00002 - Dec '18 Code Enforcement 01163-00003 - Dec '18 01163-00019 - Dec '18 01163-00028 - Dec '18 01163-00044 - Dec '18 Sanitation Dist 01163-00036 - Dec '18	7,519.80 764.07 132.80 341.46 540.95 547.80	9,846.88
10798	Martin	Martin, Steven	01/23/2019	Refund/Martin, Steven/CD1-800-0044- Permit Cancelled 9/19/18 Refund/Martin, Steven/B18-000-0320- Permit Cancelled 9/19/18	500.00 520.68	1,020.68
10799	IN1297176	Municipal Emergency Services Inc.	01/23/2019	Gear Disinfectant	72.34	72.34
10800	6388	North County EVS, Inc.	01/23/2019	E210 Service Call/Replace Engine Oil Filter Hoses	1,486.99	1,486.99
10801	Quichocho	Quichocho, Johnalyn	01/23/2019	Refund/Quichocho, Johnalyn/Deposit - Comm Ctr-1/12/19	200.00	200.00
10802	Rolcom Corp	Rolcom Corp	01/23/2019	Refund/Rolcom Corp/Duplicate SMIP Fee Charged 1/3/19	19.50	19.50
10803	Select Home Imp	Select Home Improvements Inc.	01/23/2019	Refund/Select Home Imprvmnt/B18-0628/Permit Withdrawn 10/17/18	107.78	107.78
10804	8052774147	Staples Advantage	01/23/2019	Office Supplies & Copy Paper - City Hall	444.74	444.74
10805	00075445	The East County Californian	01/23/2019	Bid Notice - FY17/18 Sewer Cap Impr Proj/Rehab 1/3/19	196.00	196.00
10806	STMT 12/24/2018 STMT 12/24/2018	US Bank Corporate Payment Systems	01/23/2019	Engine Maintenance/Pipe Fittings American Flag for E10/Water for Emergency Response/Coveralls - Fire Storage Cabinet for Flammables - Fire Stn Supplies/Canopies/Hand-held Pump/Bonfire 12/7/18 Station Supplies/Shop Vac Filter/Batteries - Fire Parking/Romero/Meeting 12/11/18 SDEC Chamber Brkfst Mtg/Jones 1/4/19 2019 CSMFO Membership/Brennan Council Re-election Ceremony/Jones/Mendoza 12/18/18 City Clerk's New Law & Election Seminar/San Fran/Chapel 12/12-14/18 Postage - HR MMASC Membership/Hidalgo LGPW# 01/03/04/14/20/23 Smog Tests Fuel Registration/CA Pest Control License/Landeros DigiRoller Plus III - Paving Proj	45.84 80.01 1,190.83 835.15 69.97 7.00 33.00 110.00 35.99 685.15 50.80 85.00 480.00 124.67 60.00 165.88	4,059.29
10807	9821526618	Verizon Wireless	01/23/2019	Modems- Cardiac Monitors - 12/4/18-1/3/19	14.04	14.04
					1,885,583.89	1,885,583.89



# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

**Item No. 1.C**

**Meeting Date:** February 5, 2019

**Submitted to:** Honorable Mayor and Members of the City Council

**Department:** City Manager's Office

**Staff Contact:** Shelley Chapel, City Clerk

[Schapel@lemongrove.ca.gov](mailto:Schapel@lemongrove.ca.gov)

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

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**Recommended Action: Approval of City Council Meeting Minutes for Regular Meeting held January 15, 2019**

**Environmental Review:**

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

**Fiscal Impact:** None.

**Public Notification:** None.



**MINUTES OF A MEETING OF  
THE LEMON GROVE CITY COUNCIL  
TUESDAY, JANUARY 15, 2019**

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

**Call To Order:**

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

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

**Absent:** Councilmember Jerry Jones

**Staff Members Present:**

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

**Pledge of Allegiance:**

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

**Presentations:**

Mayor Vasquez introduced Ms. Dinah Willier, Public Affairs Manager for SDG&E to the podium to provide a presentation on the "Activities in the Region."

**Public Comments:**

Appeared to comment were: John L. Wood (submitted statement in writing; Distributed to City Council and available in the City Clerk's Office and on the City Website), and Brenda Hammond.

**Consent Calendar:**

- A. Waive Full Text Reading of All Ordinances on the Agenda.
- B. Ratification of Payment of Demands
- C. City Council Meeting Minutes
- D. Approval of Resolution No. 2019-3629, Designating Special Enforcement Counsel for Election and Campaign Finance Control.
- E. Approval of Resolution No. 2019-3630, Approving a Seventh Amendment to the Option Agreement between the City of Lemon Grove and the San Diego Land Trust for 8084 Lemon Grove Way.
- F. Approval of Resolution No. 2019-3631, Application for the Connect Main Street Phase 3-6 Project for San Diego Association of Governments Cycle 4 Regional Active Transportation Program Funding.

**Action: Motion by Mayor Pro Tem Arambula, seconded by Councilmember M. Mendoza to approve Consent Calendar Items A-F.**

**The motion passed by the following vote:**

**Ayes: Vasquez, Arambula, M. Mendoza**

**Noes: None**

**Abstained: J. Mendoza on Item 1.D. due to a conflict of interest as a candidate during the 2018 November Election.**

**Absent: Jones**

**Public Hearing:**

2. Introduction of Ordinance, adding Chapter 17.20.050 to the Lemon Grove Municipal Code establishing Emergency Shelter Overlay Zone, and amending Chapter 17.16.070 to reference New Emergency Shelter Overlay Zone, and Approve a Zone Change to Amend Zoning Map to include Specific Parcels in the General Commercial Zone; Zoning Amendment ZA1-800-0003.

City Manager Lydia Romero introduced Claudia Tedford, Consultant CityPlace Planning who presented the staff report and PowerPoint Presentation.

Claudia Tedford, introduced Yajaira Preciado Chair of the Community Advisory Commission who outlined the process taken by the commission to narrow down site locations to bring forward to the Planning Commission and City Council for consideration.

Mayor Vasquez opened the Public Hearing at 6:54 p.m.

*No Public Speakers.*

Adoption of the Ordinance No. 451, would authorize Zoning Amendment ZA1-800-0003, adding Chapter 17.20.050 to the Lemon Grove Municipal Code establishing an emergency shelter overlay zone for the South Broadway site; amending Chapter 17.16.070 to reference the new emergency shelter overlay zone in the General Commercial (GC) zone; and approve a zone change to amend the Lemon Grove Zoning Map to include specific GC zoned parcels within the new emergency shelter overlay zone

**Action: The public hearing was closed at 7:03 p.m. on a motion by Councilmember Mendoza, and second by Mayor Pro Tem Arambula. The motion passed by the following vote:**

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

**Noes: None**

**Absent: Jones**

**Action: It was moved by Councilmember Mendoza, and seconded by Mayor Pro Tem Arambula to schedule the second reading and adoption of Ordinance No. 451 to the February 19, 2019 City Council Meeting.**

**The motion passed by the following vote:**

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

**Noes: None**

**Absent: Jones**

**Reports to Council:**

## 3. 2017-2018 Annual Financial Report

City Manager Lydia Romero introduced Molly Brennan, Finance Manager who also introduced Consultant Greg Fankhanel of Van Lant & Fankhanel LLP (VLF) who together presented the staff report and PowerPoint Presentation.

**Action: Staff recommendation was to receive and file.**

## 4. Ordinance No. 450 Amending Section 17.28.020 (Application Procedures) of the Lemon Grove Municipal Code to Create a New Process to Allow for Early Separation Findings for Land Uses with Separation Requirements

Mayor Vasquez introduced City Attorney Kristen Steinke, who presented the staff report.

Appeared to comment was: Ebon Johnson

**Action: The motion by Councilmember J. Mendoza, and second by Mayor Pro Tem Arambula to Adopt Ordinance No. 450. The motion passed by the following vote:  
Ayes: Vasquez, Arambula, J. Mendoza, M. Mendoza  
Noes: None  
Absent: Jones**

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

**Councilmember M. Mendoza** posed a question to City Manager Romero regarding the timing of staff response to questions and concerns brought by residents at Council meetings.

**Councilmember J. Mendoza** attended the following meetings and events:

- Lemon Grove Clergy Meeting
- League of California Cities Meeting
- Interfaith Shelter Network at St. John Church to be held January 26 – February 28
- Wished Mike James, Assistant City Manager Happy Birthday

**Mayor Vasquez** attended the following meetings and events:

- Lady in Business Network
- H.E.A.L. Zone End of Year Event (Councilmember J. Mendoza also in attendance)
- SANDAG Board Meeting
- SANDAG appointment of Independent Performance Auditor (Closed Session)
- Swearing in of Summer Sanchez
- NECA Installation of Officers
- 7<sup>th</sup> Annual Martin Luther King Day Event held on the Midway
- Attended the Founders Day Celebration for Sorority (Alpha Kappa Alpha)
- Expressed gratitude to staff for the new Chamber set-up

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

Finance Manager Molly Brennan attended a CA Society of Municipal Finance Officers Conference  
Assistant City Manager Mike James update on storm monitoring for flooding.

City Manager Lydia Romero accepted the Mayors gratitude and provided more information as to the change and it was at the suggestion of Lt. Amos with the Sheriff's Office as a security measure.

City Clerk Shelley Chapel attended the New Law and Election Conference.

City Attorney Kristen Steinke thanked the City Council for the opportunity to be the City Attorney for the City of Lemon Grove.

**Closed Session:**

1. Conference with Legal Counsel – Existing Litigation (Government Code Section §54956.8)  
Name of Case: April Flake v. City of Lemon Grove, et al. (SDSC Case No. 37-2017-00049330-CU-OR-CTL)
  
2. Liability Claim (Government Code Section §54956.95)  
Claimant: Mary Ann Scott  
  
Agency Claimed Against: City of Lemon Grove

City Attorney Kristen Steinke announced the City Council will be adjourning to closed session at 8:40 p.m. for the purposes above.

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

**Adjournment:**

There being no further business to come before the Council, the meeting was adjourned at 8:02 p.m. to a meeting to be held Tuesday, February 5, 2019, in the Lemon Grove Community Center located at 3146 School Lane, for a Regular Meeting.

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Shelley Chapel, MMC  
City Clerk



# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

Item No. 1.D

Meeting Date: February 5, 2019

Submitted to: Honorable Mayor and Members of the City Council

Department: **City Manager's** Office

Staff Contact: Roberto Hidalgo, Human Resources Manager

[rhidalgo@lemongrove.ca.gov](mailto:rhidalgo@lemongrove.ca.gov)

Item Title: 2019 Minimum Wage Increase

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Recommended Action: **Adopt a Resolution entitled, "A Resolution of the City Council of the City of Lemon Grove, California, approval of minimum wage increase to ensure compliance with the California Minimum Wage increase as governed by State law."**

Summary: Effective January 1, 2019, minimum wage increased from \$11.00 to \$12.00 hourly. The proposed salary recommendations (Attachment B) are based on requirements by State law. Additionally, each step thereafter will continue to maintain a five (5) percent differential between salary steps.

Discussion: The City of Lemon Grove has a past practice of State compliance. As an employer with 26 or more employees, the minimum wage increased to \$12.00 per hour. **In the future, the City will continue to adhere to the State's schedule, which increases the minimum wage to \$15 per hour by 2022.**

Environmental Review:

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

Fiscal Impact:

The total projected annual cost to the City will be approximately \$3,478.80, based on an average of 14 hourly extra help employees impacted by the minimum wage increase and a 20-hour work week. These costs are already budgeted for FY 2018-19.

Public Notification:

None.

Staff Recommendation: Approve minimum wage increase to ensure compliance with the California Minimum Wage increase as governed by State law.

Attachments:

Attachment A – Resolution

Attachment B – Part-Time Salary Table

Attachment A

RESOLUTION NO. 2019-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,  
CALIFORNIA, APPROVAL OF MINIMUM WAGE INCREASE TO ENSURE  
COMPLIANCE WITH THE CALIFORNIA MINIMUM WAGE INCREASE AS  
GOVERNED BY STATE LAW

*WHEREAS*, the FY 2018/19 General Fund budget funds positions that require adherence to the new minimum wage increase; and

*WHEREAS*, this wage modified will affect the part-time salary schedule to include the positions of Recreation Leader I and II, Office Aide; and

*WHEREAS*, this increase will also affect the salary steps for these part-time positions; and

*WHEREAS*, ~~to~~ the City must comply with the State approved minimum wage law.

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

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

*AYES:*

*NOES:*

*ABSENT:*

*ABSTAIN:*

---

*Raquel Vasquez, Mayor*

*Attest:*

---

*Shelley Chapel, MMC, City Clerk*

*Approved as to Form:*

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*Kristen Steinke, City Attorney*



PART-TIME SALARY TABLE  
2019

<u>Office Aide</u>	A	B	C	D	E
Hourly	12.00	12.60	13.23	13.89	14.58
<u>Recreation Leader I</u>	A	B	C	D	E
Hourly	12.00	12.60	13.23	13.89	14.58
<u>Recreation Leader II</u>	A	B	C	D	E
Hourly	12.30	12.92	13.56	14.24	14.95



# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

**Item No. 1E**

**Meeting Date:** February 5, 2019

**Submitted to:** Honorable Mayor and Members of the City Council

**Department:** City Manager's Office

**Staff Contact:** Roberto Hidalgo, Human Resources Manager

[rhidalgo@lemongrove.ca.gov](mailto:rhidalgo@lemongrove.ca.gov)

**Item Title: New Position Classifications**

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**Recommended Action:** Adopt a Resolution entitled, "A Resolution of the City Council of the City of Lemon Grove establishing three (3) new classifications." These classifications are Community Services Specialist, Community Development Manager, and Public Works Operations & Administration Manager.

**Summary:** Establish the classifications of Community Services Specialist, Community Development Manager, and Public Works Operations & Administration Manager. The Community Services Specialist's monthly salary range is \$2,739.60 - \$3,330.00. The Community Development Manager and Public Works Operations and Administration Manager's monthly salary range is \$8,009.83 - \$9,736.00 (Attachment E). In addition, attached to the Resolution are the job description details and salary schedule for each new classification.

**Discussion:** Lemon Grove has experienced several vacancies of key positions on staff in 2018. Two of the vacancies were the result of retirements and the other vacancy was due to assuming a similar position in another City. These vacancies allowed staff to consider a reorganization and a realignment of duties. The new position of Public Works Operations and Administration Manager will consolidate the positions of Public Works Superintendent and Community Services Superintendent. This position will include the duties of the previous Public Works Superintendent as well as overseeing facilities maintenance, increased administrative responsibility that is being done by the Assistant City Manager acting as the Public Works Director. The new position of Community Development Manager replaces the Development Services Director position. This position will assume the duties, (planning, building, code enforcement and storm water) of the Development Services Director position except for the supervision of the engineering department. The Assistant City Manager will provide direct supervision to both of these new positions, which aligns all development services under one position.

The new position of Community Services Specialist will assume the Community Services responsibilities of the Community Services Superintendent and will focus on developing additional recreational programs and special events.

Should the City Council approve these three new classifications both manager positions will be advertised immediately with the goal to have these positions filled by mid to end of April. Staff plans to promote the current Community Services Assistant to the Community Services Specialist and immediately backfill the position of Community Services Assistant.

**Environmental Review:**

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

**Fiscal Impact:**

Approval of these new classifications salary schedule can be absorbed in the current FY 18-19 budget. Staff anticipates salary and benefit savings will be fully recognized in the FY 19-20 budget.

**Public Notification:**

None.

**Staff Recommendation:** Establish three (3) new classifications and amend the fiscal year 2018-19 fiscal plan.

**Attachments:**

**Attachment A** – Resolution

**Attachment B** – Community Services Specialist Job Description

**Attachment C** – Community Development Manager Job Description

**Attachment D** – Public Works Operations & Administration Manager Job Description

**Attachment E** – Salary Schedule

**RESOLUTION NO. 2019-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,  
CALIFORNIA ESTABLISHING THREE NEW CLASSIFICATIONS AND AMEND  
THE FISCAL YEAR 2018-19 FISCAL PLAN.**

**WHEREAS**, periodically, the demands of City service and changing needs require establishing new positions and salary ranges; and.

**WHEREAS**, the City Council finds it in the public interest to approve three (3) new position classifications for Community Services Specialist, Community Development Manager, and Public Works Operations & Administration Manager; and.

**WHEREAS**, the City Council amends the FY 2018-19 Salary Plan to include the new positions of Community Services Specialist, Community Development Manager, and Public Works Operations & Administration Manager .

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

1. The attached Community Services Specialist job description (Attachment B); and
2. The attached Community Development Manager job description (Attachment C);  
and
3. The attached Public Works Operations & Administration Manager (Attachment D); and
4. The attached salary schedule (Attachment E).

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

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

***Racquel Vasquez, Mayor***

***Attest: Shelley Chapel, MMC, City Clerk***

***Approved as to Form: Kristen Steinke, City Attorney***





**City of Lemon Grove**  
**COMMUNITY SERVICES SPECIALIST**  
**Class Specification**

**DEFINITION**

Under general supervision, assists performing a wide variety of tasks, programs, special events, City and community sponsored recreational and support related activities.

**FLSA STATUS**

Non-Exempt – Eligible for Overtime

**SUPERVISION RECEIVED AND EXERCISED**

Direction is provided by the City Manager and/or his/her designee.

Position exercises direct supervision over Community Services Assistant and part-time Recreation Leader I's and II's.

**EXAMPLES OF DUTIES**

- Assist in coordinating, promoting, implementing, and evaluating programs (e.g., summer and winter camps) and special events such as community events for all age groups; City-wide special events; inter-agency, contractual, satellite and instructional programs; and grant programs, etc.
- Prepare events publicity, including flyers and its dissemination; promote and advertise facility rentals.
- Conduct and attend staff meeting for camp.
- Document the progress and effectiveness of specific and assigned programs/events.
- Conduct research and write articles regarding events and topics of interest for publication in newspapers.
- Perform a variety of office related functions, including registration fees and activity reports.
- Select, supervise, train, and evaluate assigned part-time staff – Recreation Leader I's and II's; make staff schedules.
- Ensure safety precautions for all recreation participants and spectators.
- Represent the City to community groups, outside agencies, and professional organizations as required.
- Respond to inquiries from City staff and the general public using principles of excellent customer service.
- Maintain accurate records and files of departmental program/event activities.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Knowledge of:

Modern principles, practices, and philosophies for assisting in a wide variety of programs, special events, and other recreational activities; basic recreation program purpose and methods of delivery; research techniques and practices; and office procedures, filing, proofing, and use of software programs, and various duplicating machines and related equipment.

### Ability to:

Organize and coordinate a variety of duties related to assigned program or event; assist in organizing and implementing recreational activities; perform clerical related functions; understand and carry out written and oral instructions; observe safety principles and work in a safe manner; and communicate clearly and concisely, both orally and in writing.

## **EXPERIENCE AND EDUCATIONS**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

### Experience:

Three (3) years of recreation and/or child development/care related experience, including one (1) year of responsible customer service, including direct interaction with children and participants.

### Education:

A Bachelor's degree with major course work in recreation, public or business administration, or a closely related field; or the equivalent (experience may be substituted on a 2:1 basis).

### License or Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

### Environment:

Work is performed primarily in a standard office environment and at indoor and outdoor recreational facilities; travel to different locations; incumbents may be exposed to inclement weather conditions and may have some contact with chemical agents used in pool maintenance; work and/or walk on various types of surfaces including slippery or uneven surfaces; incumbents may be required to work extended hours including evenings and weekends.

### Physical:

Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; lift, carry, pull, and/or push light to moderate objects (up to 25 lbs.); to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**GUIDELINES**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The class specification does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council.





**City of Lemon Grove**

**COMMUNITY DEVELOPMENT MANAGER**  
**Class Specification**

**DEFINITION**

Plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the planning, building, and code enforcement sections; assures compliance with all laws, policies and regulations; implements City policies regarding General Plan; and provides highly complex staff assistance to the City Manager and/or his/her designee. .

**FLSA STATUS**

Exempt – Not Overtime Eligible

**SUPERVISION RECEIVED AND EXERCISED**

Direction is provided by the City Manager and/or his/her designee.

Position exercises direct supervision over assigned professional, technical, and/or clerical staff.

**EXAMPLES OF DUTIES**

- Manage and direct the functions and activities of the Planning, Building, and Code Enforcement sections; develop procedures to conduct activities in accordance with federal, state, and City laws, ordinances, rules, and regulations.
- Participate in the development and implementation of goals, objectives, policies, procedures, and priorities for assigned service areas, programs, and activities.
- Meet with a variety of residents, governmental representatives, technical experts, and developers on physical issues facing the City including planning, zoning, and code enforcement improvements.
- Review and approve technical documents, contracts, agreements, plans and reports of Planning, Building, and Code Enforcement sections; manage the collection, analysis and reporting of administrative and operational data.
- Research, analyze, and recommend policy approaches to legislation and urban development and improvement.
- Direct documentation and transmission of information regarding Sections' activities relevant to other Divisions and/or Departments.
- Oversee and participate in assisting the public at the front counter; receive, review, and approve development applications and proposal; confer with and advise contractors, developers, architects, engineers and the general public; prepare reports and recommendations.
- Establish schedules and methods for providing planning and development services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Research growth, land, environmental issues, zoning requirements, open space management, and federal, state and local laws.
- Establish, improve, and coordinate the plan checking procedures; develop and evaluate the need for plans and schedules.
- Provide staff assistance to the City Manager and City Council.

## Attachment C

- Attend and participate in City Council, community and commission meetings; serve as the Secretary to the Planning Commission and manage, through subordinate personnel, the City's planning and zoning efforts.
- Keep abreast of federal, state, regional, special district and county activities and policies affecting municipal developments, alert officials to changes or new programs, and assist in evaluating proper City actions, responses, and policies.
- Manage and participate in the development and administration of the department's/sections' budget.
- Select, supervise, train, and evaluate subordinate staff; evaluate and review work for acceptability and conformance with Department's (and Sections') standards.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

Principles, practices, and techniques for effective management of complex community development (i.e., planning and code enforcement); principles and practices of municipal government administration; federal, state, and municipal codes, ordinances, and regulations; real estate transactions, economic development, redevelopment and housing programs; advanced knowledge of California Environmental Quality Act; contract administration; research methods and sources of information related to urban growth and development; statutes relating to general plans, environmental matters, zoning, and land divisions; principles of organization, supervision, budget and personnel management; modern office procedures, methods, and computer equipment.

#### Ability to:

Develop and maintain policies and programs pertaining to a comprehensive planning and code enforcement section; plan, assign and coordinate the work of professional, technical, and/or clerical personnel; perform and interpret statistical calculations; interpret planning and zoning programs to the general public; provide technical and effective advice and assistance to boards, commissions, and committees; make effective public presentations; identify and coordinate a wide variety of interests in the development of land use policy; evaluate alternatives and make creative recommendations in area of responsibility; and establish and maintain effective relationships with city officials, other governmental agencies, citizens and the public.

### **EXPERIENCE AND EDUCATIONS**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Six (6) years of progressively responsible planning and/or community development experience, urban and/or environmental planning, including three (3) years in a supervisory capacity.

Education:

A Bachelor's Degree from an accredited college or university with major course work in Urban or Regional Planning, Public or Business Administration, Business Management, or a closely related field. A Master's degree is highly desirable.

License or Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Environment:

Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions; may be required to work evenings, weekends and split shifts; may be required to travel outside City boundaries to attend meetings.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**GUIDELINES**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The class specification does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council.





**City of Lemon Grove**

**PUBLIC WORKS OPERATIONS &  
ADMINISTRATION MANAGER**  
**Class Specification**

**DEFINITION**

Provides highly responsible and management support in the planning, analysis, coordination, and conduct of operating programs and activities within a Department/Division; supervises assigned staff; provides technical support to Department Director; and performs administrative studies and special projects.

**FLSA STATUS**

Exempt – Not Overtime Eligible

**SUPERVISION RECEIVED AND EXERCISED**

Direction is provided by the City Manager and/or his/her designee.

Position exercises direct supervision over assigned professional, technical, and clerical staff.

**EXAMPLES OF DUTIES**

- Assist in the development and implementation of goals, objectives, and priorities for the Public Works Department.
- Oversee assigned Public Works' administrative processes, procedures, programs, and activities.
- Solve emerging operational problems or dynamic concerns (e.g., street, grounds/parks maintenance, sewer, storm drains, traffic signals, vehicle maintenance, construction contracting, facilities, etc.)
- Develop and implement special management studies, including conducting surveys and performing research and statistical analysis on administrative, budgetary, and/or operational issues; compile and evaluate results in an informational format with recommendation(s) to Public Works Director.
- Prepare reports, manuals, and correspondence relating to departmental and interdepartmental operations, systems, and procedures; interpret rules, standards, and procedures; monitor programs and compile project status reports for the Public Works Department.
- Administer assigned Public Works programs; coordinate program activity with City departments and divisions; evaluate and implement strategies to improve operations.
- Monitor compliance with applicable contracts and/or agreements (e.g., all CUPPA contracts and public bids for the PW Department).
- Represent the City to community groups, outside agencies, and professional organizations as required; and respond to citizen inquiries and requests for information.
- Assist with budget development and administer assigned budget as required; submit justifications for staffing levels, equipment and materials.
- Select, supervise, train, and evaluate assigned staff.

- Maintain accurate records and files of Public Works program activities.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned

## **MINIMUM QUALIFICATIONS**

### Knowledge of:

Principles and practices of public administration and public works operations; management for municipal infrastructure maintenance, repair, construction, and sanitation; organizational and management practices as applied to the analysis and evaluation of Public Works programs; budget preparation and administration; techniques of administrative and quantitative financial research and analysis; methods of report preparation and presentation; principles of supervision, training and performance evaluation; City policies and procedures and applicable Federal and State legislation and regulations related to area(s) of assignment; modern office procedures, methods, and computer equipment.

### Ability to:

Provide highly responsible and management support in the planning, analysis, coordination, and conduct of operating programs; on a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information, and observe, and solve operational and technical policy and procedural issues.

Interpret and apply City ordinances, regulations, and procedures according to area(s) of assignment; prepare and present written and oral reports of studies to City staff, and outside agencies and organizations; plan and carry out department or division programs; evaluate assigned program(s) effectiveness through systems analysis and service level standards.

## **EXPERIENCE AND EDUCATIONS**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

### Experience:

Seven (7) years of responsible journey level experience in a mid-management position within a local government environment with at least two (2) years of supervisory experience.

### Education:

An Associate of Arts degree with major course work in public or business administration, engineering or a closely related field. A Bachelor's degree is desirable.

### License or Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

### Environment:

Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions; may be required to work evenings, weekends and split shifts; may be required to travel outside City boundaries to attend meetings.

## Attachment D

### Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

### **GUIDELINES**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The class specification does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council.

**2019 SALARY PLAN****Community Development Manager**

	A	B	C	D	E
Annual	96,117.98	100,923.88	105,970.07	111,268.57	116,832.00
Monthly	8,009.83	8,410.32	8,830.84	9,272.38	9,736.00
Bi-Weekly	3,696.85	3,881.69	4,075.77	4,279.56	4,493.54
Hourly	48.32	50.74	53.28	55.94	58.74

**Community Services Specialist**

	A	B	C	D	E
Annual	32,875.19	34,518.95	36,244.90	38,057.14	39,960.00
Monthly	2,739.60	2,876.58	3,020.41	3,171.43	3,330.00
Bi-Weekly	1,264.43	1,327.65	1,394.03	1,463.74	1,536.92
Hourly	16.53	17.35	18.22	19.13	20.09

**Public Works Operations & Administration Manager**

	A	B	C	D	E
Annual	96,117.98	100,923.88	105,970.07	111,268.57	116,832.00
Monthly	8,009.83	8,410.32	8,830.84	9,272.38	9,736.00
Bi-Weekly	3,696.85	3,881.69	4,075.77	4,279.56	4,493.54
Hourly	48.32	50.74	53.28	55.94	58.74



# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

### Item No. 2

**Meeting Date:** February 5, 2019

**Submitted to:** Honorable Mayor and Members of the City Council

**Department:** City Manager's Office

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

**Item Title:** **Fiscal Year 2018-19 Mid-Year Budget Update**

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### **Recommended Action:**

- a. Adopt a resolution (Attachment D) approving the Fiscal Year 2018-19 City of Lemon Grove Mid-Year Budget; and,
- b. Adopt a resolution (Attachment E) approving the Fiscal Year 2018-19 Appropriations Limit.

### **Summary:**

On July 3, 2018 the City Council adopted the Fiscal Year 2018-19 Lemon Grove Consolidated Operating and Capital Budget. In keeping with best financial practices, mid-way through the fiscal year the City Council shall adjust the adopted budget to reflect revised revenue and expenditure projections and the results of the prior year financial audit. Besides improving the accuracy of the approved budget, this procedure is designed to provide Council and the public with a review of City's financial health.

### **Discussion:**

Proposed mid-year adjustments are included for budget line items that are projected to be over/under the original adopted budget by at least \$5,000 or represent new line items that were not previously in the budget.

### **General Fund**

The following table compares a summary of the adopted FY 2018-2019 General Fund Budget with the proposed mid-year adjustments.

	<b>FY 2018-2019</b>	
	Adopted	Proposed
<b>General Fund</b>		
Balance Forward	\$ 5,467,473	\$ 5,475,999
Revenue	13,062,855	14,007,193
Expenditures	(13,801,539)	(14,446,249)
Reserve Expenditures	(844,335)	(844,335)
Transfers	416,681	525,144
Ending Balance	\$ 4,301,135	\$ 4,717,752

The following discussion of mid-year adjustments will present the adjustments in terms of their net impact on the budget, rather than what the new total for each specific line item or account will be.

Staff recommends that General Fund revenues be increased in total by \$944,338. See attachment A for the detailed breakdown of adjustments. The main drivers are:

- Additional \$250,000 of Sales Tax revenue based on higher than projected holiday spending and improved annual outlook from professional sales tax consultants. The consultants are not anticipating this year's level of growth to continue through next fiscal year (2019-2020).
- Additional \$125,000 of Property Tax post redevelopment, also referred to as the residual receipts, due to rising property values in prior redevelopment project areas.
- Additional \$178,600 of Property Tax In Lieu of Vehicle License Fees, due to rising property values.
- Reduction of \$44,762 of Emergency Transport Fees. Original budget was based on prior year activity during which the City received a one-time extra payment. Adjustment takes out the one-time payment for this year.
- Increase of \$260,000 for Fire Cost Recovery due to more activity than originally projected. Balanced with equal level of fire expenditure, so no impact on bottom line.
- Increase of \$100,000 in Building Permit revenue due to more permit activity than originally estimated. Seventy-five percent of this revenue is passed on to the City's third party building contractor for services rendered.
- Increase of \$60,000 in Administrative Citations from one-time proceeds from a settlement with a property owner.

Transfer activity is reflected in the budget book at the end of the revenue section. This section of the budget includes any interfund transfer to or from the General Fund. The

details of all proposed mid-year transfer adjustments are in Attachment A, and almost all have to do with the Successor Agency for the Redevelopment Authority. Staff recommends that General Fund transfers be increased by \$108,463. During FY18-19 the General Fund received \$100,000 from the Successor Agency as a partial payment for the outstanding City cash loan. This was not included in the original budget. When combined with the revenue totals, the sum of revenue and transfers is referred to as the total General Fund resources.

Staff recommends that General Fund expenditures be increased by \$644,710. See Attachment A for details on each line item included in the adjustment. The most significant changes are:

- Increase of \$46,000 for code enforcement attorneys and the City Attorney for litigation related work.
- Reduction in Fire salary (\$87,000) and holiday pay (\$40,000) due to one vacancy in the fire department for most of the fiscal year, while increasing the unscheduled overtime budget by \$280,000. The staffing vacancy and higher usage of paid time off (PTO) this year translates directly into higher overtime expenditures due to the minimum staffing model the department operates under.
- Increase of \$260,000 in reimbursable overtime for Fire, which is balanced by the revenue account, fire cost recovery, mentioned above.
- Increase of \$75,000 in Building plan checks paid to the City's third party contractors due to higher level of building permit activity than expected.
- Increase of \$30,000 in professional services for the Development Services department to cover outsourcing some director level functions during the staff vacancy.
- Reduction of \$50,000 due to delaying the General Plan Update to FY2019-20.
- Increase of \$60,000 for abatement at 7431-7455 Broadway, for which the City is pursuing reimbursement from the property owners.

After the proposed mid-year budget adjustments, total General Fund resources total \$14,532,337, while total General Fund expenditures total \$14,446,249. Estimated resources exceed estimated expenditures by \$86,088, which means the General Fund is no longer expected to end the fiscal year in a deficit.

While this is great news for FY18-19, it is not an indicator that the City's long-term structural deficit is gone. The City achieved a balanced budget this fiscal year through a combination of luck on the revenue side (one-time funding) and underfunding needs on the expenditure side. Deferring investment in capital replacement and staff vacancies is not a long-term solution. In addition, general economic projections show a recession or slow-down coming in the next few years. Therefore, the City needs to continue to prioritize generating new sources of revenue.

## **Implementation of New Revenue Generating Measures**

Based on feedback from the Budget Workshop held on October 23, 2018, Staff has prepared plans to implement a few new activities that will either save the City money or generate a small amount of revenue during the 2018-19 fiscal year. Attachment B includes detailed implementation plans for the projects listed below. The proposed mid-year budget includes adjustments to implement the projects during the 2018-19 fiscal year.

**Passport Acceptance Facility:** Spearheaded by the City Clerk Shelley Chapel, staff has been in contact with the US Department of State on the roles and responsibilities required for City Hall to become a certified passport acceptance facility. Each application will bring in \$35 of processing fees, minus postage and staff time. The mid-year budget proposal adds two new expenditure line items, for postage and office supplies, and one new revenue item. Staff estimates the program will begin positive revenue generation within one to two months from kick-off.

**Electronic Agenda Packets:** Also led by City Clerk Shelley Chapel, staff researched how to transition away from paper agenda packets to electronic distribution. The mid-year update adds a one-time expenditure of \$3,000 to cover the purchase of electronic devices for the City Council and the Mayor. While this project will not generate additional revenue, it will save a significant amount of staff time that can be transferred to revenue generating activities, such as the new passport acceptance facility program. In addition, costs for paper, printing, and physical distribution of the paper packets will be eliminated.

**Contract out California Environmental Quality Act (CEQA) Reviews:** Staff released a Request for Qualifications (RFQ) to identify qualified firms to handle the City's CEQA reviews. The Development Services department is working with the City Manager's office to create a new procedure to handle using a third party contractor with applicants. The City Council meeting of February 19 will have an agenda item to consider the on-call consultants. During the next Master Fee Schedule update in spring 2019, 100% cost recovery for the third party CEQA reviews will be added.

**Six New Park Gazebos:** Led by Public Works, staff will build six additional gazebos in City parks that will then be available for the public to rent. The mid-year budget proposal adds a one-time \$6,000 expenditure to purchase the supplies necessary to build the gazebos (\$1,000 per structure). Three gazebos will be built in Lemon Grove Park and three in Berry Street Park. Staff estimates the new gazebos will pay for themselves and begin generating new revenue after one year of rentals.

Staff is continuing to work on the other items that were discussed at the Budget Workshop for implementation in the 2019-2020 fiscal year.

## **FY17/18 General Fund Surplus**

The General Fund ended FY17-18 with a surplus of \$178,881. In accordance with the City's adopted General Reserve Policy, half will be transferred to reserves and the other half is to be used for one-time expenditures. Staff recommends the half transferred to reserves, \$89,440, should be dedicated to investment in the City's 115 Trust to be used for the upcoming spike in unfunded accrued liability pension payments to CalPERS. Due to changes in CalPERS operations (lower interest rate assumption, shorter amortization periods), the City's annual payments to CalPERS will grow every year, reaching a peak in 2031 at which point the payment will have increased 64% over the FY18-19 payment. Without dedicated reserves in the 115 Trust, each year's growth will have to be absorbed by the City's operating funds. If the City Council agrees with staff's recommendation, a resolution authorizing an \$89,440 transfer to the 115 Trust will be on the consent agenda at the February 19, 2018 meeting.

In addition, staff recommends allocating \$55,000 from the half of the surplus for one-time expenditures to repair the dangerous condition that has arisen at Roy Street and Washington Street. In December 2018 a sink hole formed near this intersection, creating the need for repairs to the underlying storm drain and surrounding pavement to restore the area. For details on the issue and planned repair, please refer to the staff report provided by Assistant City Manager/Public Works Direct Mike James under item 3 of tonight's meeting.

## **General Fund Current Year Finance Report**

Since the General Fund has been the focal point of the City's on-going financial worries, staff thought it was important to provide the City Council and general public with additional financial reporting on a regular basis. Attachment C is review of the General Fund revenue and expenditure activity between July 1, 2018 and December 31, 2018 and a comparison to the prior year's activity. Once the proposed mid-year budget is adopted, the budget column on the report will be updated. Staff will provide this report to Council on a quarterly basis.

## **Other Funds**

In addition to the General Fund, a few of the other funds have line items that are projected to be more than \$5,000 different than the original budget.

### **Gas Tax Fund (02)**

Staff received revised revenue projections from the state that are about \$10,500 less than the previous projections. The fund has a small cash balanced carried over from FY17-18, so the reduction of revenues does not put the fund out of balance.

### **Supplemental Law Enforcement Services Fund (07)**

The City received an additional payment from the County beyond the contracted \$100,000 annual amount.

### Grant Fund (08)

The original budget was missing a fire grant that Heartland Fire and Rescue administers for the Lemon Grove station. The adjustment adds an \$18,196 revenue and matching expenditure for the grant.

### Self-Insured Worker's Compensation Reserve (25)

The original budget included a transfer from this fund to the General Fund, which was a practice from a few years ago. Since then, the City has changed the way we process and pay claims and a transfer between the funds is no longer needed.

### Stormwater Fund (26)

A staff vacancy reduced the amount of expenditures that will be paid this fiscal year. Since this fund is subsidized by the General Fund, the transfer from the General Fund into the Stormwater Fund will be reduced to balance the reduction in expenditures.

## **Previously Approved Budget Changes**

During the year, City Council has approved other items that affect the adopted 2018-2019 budget. To consider the budget as a whole, these items are listed below.

### Lemon Grove Realignment

On October 16, 2018 the City Council approved expenditures up to \$844,335 from General Fund reserves to complete the Lemon Grove Realignment project.

### TransNet Fund

On November 20, 2018 the City Council approved reallocating the City's \$713,000 of FY18-19 TransNet revenue between the transportation projects paid out of this fund.

## **Appropriations Limit**

As mentioned during the discussion of the Annual Financial Report for FY17-18 at the January 15, 2019 City Council meeting, the audit found that last year's adopted Appropriations Limit (or Gann Limit) was understated by \$12,000. Each year's limit is calculated from the prior year's limit, therefore the FY18-19 Appropriations Limit Council adopted in July 2018 is also incorrect. Attachment E is amended FY19 Appropriation Limit to adopt based on the corrected calculation.

## **Environmental Review:**

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

## **Fiscal Impact:**

Approving the mid-year budget update authorizes expenditures within those budget limits.

**Public Notification:**

None

**Staff Recommendation:**

- a. Adopt a resolution approving the Fiscal Year 2018-19 City of Lemon Grove Mid-Year Budget; and,
- b. Adopt a resolution approving the Fiscal Year 2018-19 Appropriations Limit.

**Attachments:**

Attachment A – Proposed FY2018-19 Budget Adjustments

Attachment B – Implementation Plans

Attachment C – July 1, 2018 – December 31, 2018 Finance Report

Attachment D – Resolution Approving FY2018-19 Lemon Grove Budget

Attachment E – Resolution Approving FY2018-19 Appropriations Limit



## City of Lemon Grove FY 2018-2019 Budget Adjustments

### Exhibit 1 of Budget Resolution

### General Fund

**Beginning Fund Balance** **\$ 5,475,999**

#### REVENUE

Description	Adjustment	Reason
Sales Tax	250,000	Higher growth than projected
Property Tax Post Redevelopment	125,000	Higher growth than projected
Property Tax in Lieu VLF	178,600	Higher growth than projected
Emergency Transport Fees	(44,762)	Received extra FY18 payment, but won't in FY19
Fire Cost Recovery	260,000	More activity than projected
Building Permits	100,000	More activity than projected
Passport Processing Fees	16,000	New revenue source
Cost Recovery	(15,000)	Overbudgeted
State Mandated Costs	24,500	Underbudgeted
Other Revenues	(10,000)	Overbudgeted
Administrative Citations	60,000	One-time proceeds from settlement with property owner
<b>Increase in Revenue</b>	<b>944,338</b>	

#### TRANSFERS

Description	Adjustment	Reason
Interfund Transfer - Successor Agency	30,813	Admin reimbursement from SA
Interfund Transfer - Worker's Comp	(20,000)	No transfer from Self-Insured WC Fund
Interfund Transfer - RDA Loan	100,000	Partial Payment of City/RDA Loan
Interfund Transfer - Stormwater	15,425	Stormwater Fund has lower exp than projected
Interfund Transfer	(17,775)	Cash Loan to Successor Agency
<b>Increase in Transfers</b>	<b>108,463</b>	

#### EXPENDITURES

Description	Adjustment	Reason
<b>City Clerk</b>		
Passport Processing Supplies	1,000	New program
Passport Processing Postage	2,000	New program
Electronic Devices	3,000	New program
<b>City Attorney</b>		
Code Enforcement Litigation Services	6,000	Litigation activity
City Attorney	40,000	Litigation activity
<b>Finance</b>		
Professional Services	(8,000)	Cut budget
<b>Fire</b>		
Salaries	(80,000)	One vacant position
Unscheduled Overtime	280,000	Vacancy & PTO creates OT due to min staffing model
Reimbursable Overtime	260,000	More activity than projected
Holiday Pay	(40,000)	One vacancy & more vacation conversions rather than cash
Paramedic Recertification	(17,500)	Overbudgeted

Education Award	(6,790)	One vacant position
<u>Development Services</u>		
Overtime	5,500	Higher OT due to department vacancies
Plan Checks/Consultants	75,000	Increased building activity
Professional Services	30,000	Outsourced some Director functions
<u>Public Works</u>		
ADA Ramp Replacement	7,000	Required for Certified Access Specialist Program (CASP)
Utilities - Water	10,000	Underbudgeted
Extra Help	6,500	Underbudgeted
Gazebo Build	6,000	One-time build of 6 new gazebos
Storm Drain Repair	55,000	Dangerous condition caused by sinkhole
<u>Non-Departmental</u>		
General Plan Update	(50,000)	Delayed
Miscellaneous Expenditures	60,000	7431-7455 Broadway Abatement
Increase in Expenditures	644,710	
<u>Original Revenue</u>	<u>13,062,855</u>	
<u>Increase in Revenue</u>	<u>944,338</u>	
<u>Original Transfers</u>	<u>416,681</u>	
<u>Increase in Transfers</u>	<u>108,463</u>	
<u>Original Expenditures</u>	<u>(13,801,539)</u>	
<u>Increase in Expenditures</u>	<u>(644,710)</u>	
<u>Increase in Reserve Expenditures</u>	<u>(844,335)</u>	
<b>Ending Fund Balance</b>	<b>\$ 4,717,752</b>	



## Grant Fund

**Beginning Fund Balance** **\$ 71,359**

### REVENUE

Description	Adjustment	Reason
SHSGP	18,196	Received grant

### EXPENDITURE

Description	Adjustment	Reason
SHSGP Expenditures	18,196	Received grant

Original Revenue	41,853
Increase in Revenue	18,196
Original Expenditures	(64,267)
Increase in Expenditures	(18,196)
<b>Ending Fund Balance</b>	<b>\$ 48,945</b>

## Self-Insured Workers Compensation Reserve

**Beginning Fund Balance** **\$ 553,270**

### EXPENDITURE

Description	Adjustment	Reason
Interfund Transfer	(20,000.00)	Maintaining Reserve

Original Revenue	4,000
Original Expenditures	(20,300)
Decrease in Expenditures	20,000
<b>Ending Fund Balance</b>	<b>\$ 556,970</b>

## Stormwater

**Beginning Fund Balance**                    \$        **4,023**

### REVENUE

Description	Adjustment	Reason
Interfund Transfer Revenue	(15,425)	Reduced Expenditures
Decrease in revenue	(15,425)	

### EXPENDITURE

Description	Adjustment	Reason
Salaries	(25,700)	staff vacancy
Health Benefits	(2,500)	staff vacancy
Retirement	(1,970)	staff vacancy
Professional Services	14,745	State Trash Amendment (STA)
Decrease in expenditures	(15,425)	

Original Revenue	244,992
Decrease in Revenue	(15,425)
Original Expenditures	(244,992)
Decrease in Expenditures	15,425
<b>Ending Fund Balance</b>	<b>\$        4,023</b>



**Implementation Plan for Passport Acceptance Facility**

**Goal - Passport Acceptance Facility:**

During the recent Budget meeting it was recognized that staff would need to make cuts where able, and also come up revenue generating ideas to help with the budget deficit. Staff suggestion was to become a Passport Acceptance Facility.

After evaluation it was determined that staff should research the option and contacted the US Department of State information on Roles and Responsibilities of Certification. The City Clerk has begun the process of certification upon City Council approval.

TASK	DATE STARTED	DATE COMPLETED	COMMENTS
<b>#1 Organize the Implementation Effort</b>			
<b>Total estimated time to complete: 3 months:</b>	2/6/19		
Outline Implementation Plan:	1/22/19		
Identify Project Manager: Shelley Chapel, City Clerk	1/22/19		
Identify key personnel to be involved in project plan: Identify Stake Holders: Lydia Romero, City Manager, Mike James, Assistant City Manager/Director of Public Works, Molly Brennan, Finance Manager and Lt. Amos with SD Sheriff's Office, City Staff	TBD		
Set a schedule for project meetings:	TBD		
1. Meeting with City Manager regarding preliminary needs and implementation plan.	1/17/19		
2. Meeting with Molly Brennan to track Revenue and Cost Allocation, add division to budget to allow for proper distribution of cost/revenue of program.	TBD		
3. Meeting with Molly to discuss payment process (cc/checks), check return policy and procedure	TBD		
4. Meeting with US Department of State Passport Services Regional Representative for site evaluation and approval	TBD		
5. Complete the Certification of Program Compliance - US Department of State	TBD		
6. Meeting with Mike James regarding Facility needs.	TBD		
7. Ensure Acceptance Agents receive training and certification	TBD		
8. Order Supplies from US Department of State	TBD		
9. Order supplies from USPS for shipping	TBD		
10. Determine Business Hours, and Acceptance Agent Location	TBD		
11. Meeting with Lt. Amos regarding Security	TBD		
12. Marketing - Social Media, City Website, Newspaper, Publications etc.	TBD		
13. Alter Staff Schedule (work priorities) to allow for Acceptance Agent responsibilities	TBD		
14. Signage	TBD		
15. Supplies - Office supplies for processing	TBD		
16. Meeting with Molly regarding influx of phone calls to set appointments and assistance from reception	TBD		
17. Staff Report to Council regarding the Facility initial and returning in 6 months for update on progress	TBD		
Identify Tasks Needed to Implement Plan:	1/22/19		
Plan for communication on Go-Live Date of project	TBD		
Impact: Who will be impacted and how: <u>City Clerk</u> City Clerk will need to redirect focus from daily activities, and special projects to facilitate the Passport Acceptance Facility. This will be on a temporary basis during the first 6 months to determine the needs of this service in the community. With the implementation of the Electronic paperless agenda process the City Clerk will be freed up to focus more on this revenue generating program. <u>City Staff</u> The applicants will cause more foot traffic into City Hall as well as an increase in phone calls to answer questions and schedule appointments.			
<b>#2 Create Timeline for Implementation</b>			
<b>#3 Go-Live</b>			



**Goal - Electronic Agenda Process:**

The current paper process for City Council and Planning Commission Agenda Packets is time consuming and an archaic process that could be streamlined for efficiencies both at the staff level and the Council and \*Commission level.

The Paperless Agenda process can reduce costs for agenda review, reproduction, distribution, while providing an efficient use of staff and members time. Some of the key objectives are:

Replacing paper documents with electronic to save physical space, and reduces printing costs, and efficient use of staff time. Staff time is used to write the report (electronically), review and approval of report by City Manager (electronically), and next logical step would be for the City Clerk to compile the electronic files, attach naming conventions, upload on the City Website and provide to the City Council, Boards/Commissions/Committees and constituents all at the same time. No paper to manage, copy, scan, process, inventory and store. No binders to be filled and then later emptied to have the paper just end up in the recycling bin. The cost savings overtime for paper, toner, binders, mileage (delivery of packets), staff time to make copies, inventory, storage and management of paper will far out way the immediate cost of hardware/software to implement the process.

\*Commissioners would not be provided IPADs at this time. The Planning Commission members currently all but one receive their agenda packets electronic. They print what they need for use at the meetings, in addition, they are allowed to bring their own device (IPAD, or laptop) to use during the meeting. If this process moves forward the one Planning Commissioner currently receiving a paper agenda packet will be notified when this service will be eliminated so they may make other arrangements.

TASK	DATE STARTED	DATE COMPLETED	COMMENTS
<b>#1 Organize the Implementation Effort</b>			
<b>Total estimated time to complete: 3 months</b>	2/6/19		
Outline Implementation Plan:	1/22/19		
Identify Project Manager: Shelley Chapel	1/22/19		
Identify key personnel to be involved in project plan:	TBD		
Identify Stake Holders: Lydia Romero, Mike James, Members of City Council, Kristen Steinke, Molly Brennan, IT			
Set a schedule for project meetings:	TBD		
1. Meeting with IT regarding preliminary needs.	01/02/19		
2. Meeting with City Manager to discuss implementation plan.	01/17/19		
3. Meeting with Molly Brennan to track cost savings.	TBD		
4. Schedule with IT to purchase Hardware/Software	TBD		
5. Meeting with City Attorney to discuss Use Policy	TBD		
6. Schedule End-User Training to be conducted by City Clerk	TBD		
7. Meeting with Mike James regarding Facility needs.	TBD		
8. City Clerk to Create Navigational Documents	TBD		
Begin preliminary budget for implementation costs, e.g., software upgrades, hardware upgrades, training, new forms, resource materials, quotes, etc.	01/22/19		
Identify Tasks Needed to Implement Plan:	1/22/19		
Plan for communication on Go-Live Date of project	TBD		
Impact: Who will be impacted and how: <u>City Council/ City Manager/City Attorney</u> A. Responsible for downloading the materials when the City Clerk notifies it is available on the City website. B. Responsible for bringing the device to the City Council Meetings and taking home following the meeting. (if applicable) C. Most if not all members are familiar with electronic agendas as Regional Boards/Districts have gone in that direction. <u>City Clerk</u> A. Preparation of Electronic Document including searchable links. B. Ensuring that all records are scanned following the meeting to ensure the complete record is available in electronic format on the City website. (including the meeting PowerPoint, approved Resolutions, Ordinances, Minutes, and any correspondence or additional materials provided at the meeting)			
<b>#2 Create Timeline for Implementation</b>			
<b>#3 Go-Live</b>			



**Implementation Plan for Building and Renting Six Gazebos**

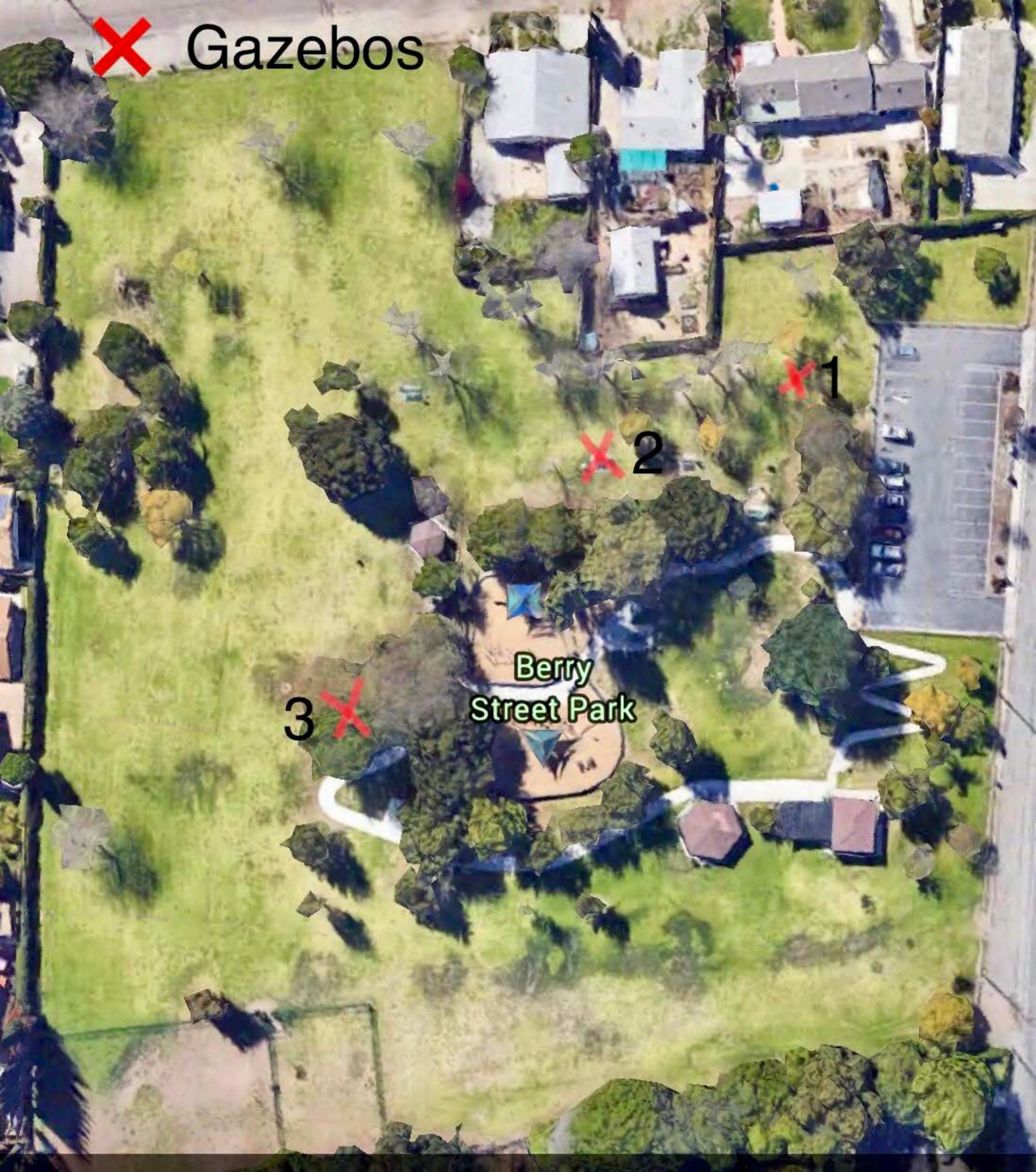
**Goal -**

During the FY2018-2019 Budget Workshop in October 2018, staff presented revenue generating ideas to help with the budget deficit. Staff suggested building additional gazebos to generate additional short-term rental revenue. City Council instructed staff to create a plan for completing this project. After staff's evaluation, it was determined that there is capacity for three additional gazebos at Berry St Park and three additional gazebos at Lemon Grove Park. Specific locations within the parks are marked on the images below.

TASK	DATE STARTED	DATE COMPLETED	COMMENTS
<b>#1 Organize the Implementation Effort</b>			
<b>Total estimated time to complete: 5 months</b>			
Outline Implementation Plan:	2/6/19		
Identify Project Manager: Mike James	10/23/18		
Identify key personnel to be involved in project plan: Identify Stake Holders: Lydia Romero, City Manager, Mike James, Assistant City Manager/Director of Public Works, Members of City Council, Molly Brennan, Finance Manager, Monica Gonzalez, Community Services	1/29/19		
Set a schedule for project steps:	1/29/19		
1. Scope materials needed	2/25/19		
2. Purchase the materials	3/1/19	3/31/19	
3. Mark locations on new gazebos in the field	4/1/19	4/15/19	
4. Public Works staff to build gazebos	4/15/19	6/30/19	
5. Add gazebos to rental inventory: update rental apps and marketing materials	5/1/19	5/30/19	
6. Available for rental use		7/1/19	
Identify Tasks Needed to Implement Plan:	1/29/19		
Plan for communication on Go-Live Date of project	TBD		
Impact: Who will be impacted and how:			
<u>Public Works Staff</u> A. Responsible for purchasing and constructing new gazebos B. Responsible for maintaining new gazebos			
<u>Community Services Staff</u> A. Preparation of new rental applications and marketing material B. Increased volume of facility rental coordination with the public			
<b>#2 Create Timeline for Implementation</b>			
<b>#3 Go-Live</b>			



**X Gazebos**



**X 1**

**X 2**

**X 3**

**Berry  
Street Park**



1

2



3





**X** Gazebos

Lemon Grove  
Park

**X** 1

**X** 2

**X** 3

1



2



3

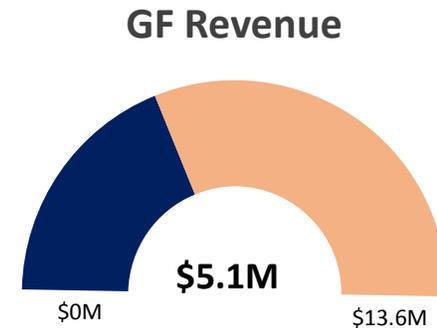


As of Dec 31, 2018

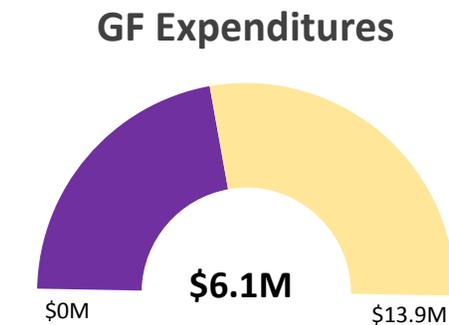
## General Fund Revenue & Expenditure

\*Expect total % expended to be approximately 50%

Revenue	Budget	YTD	% Collected	PY YTD	Variance
Sales Tax	5,554,815.00	2,435,685.10	44%	2,015,237.78	21%
Property Tax	2,517,260.00	1,020,437.59	41%	973,852.16	5%
Property Tax In Lieu	2,430,000.00	-	0%	-	-
Franchise Fees	940,000.00	318,106.53	34%	325,973.07	-2%
Building Permits	240,000.00	228,196.60	95%	183,721.35	24%
Other Rev	1,981,453.00	1,091,275.75	55%	1,152,333.28	-5%
<b>TOTAL REV</b>	<b>\$ 13,663,528.00</b>	<b>\$ 5,093,701.57</b>	<b>37%</b>	<b>\$ 4,651,117.64</b>	<b>10%</b>



Expenditures	Budget	YTD	% Expended	PY YTD	Variance
City Council	80,764.01	40,081.38	50%	43,728.83	-8%
City Manager	258,406.35	127,331.34	49%	147,689.94	-14%
Human Resources	81,461.56	45,435.54	56%	74,284.97	-39%
City Clerk	71,654.29	32,060.71	45%	38,822.49	-17%
City Attorney	160,000.00	92,946.23	58%	130,127.35	-29%
Finance	303,212.78	137,725.43	45%	149,643.07	-8%
Public Safety	6,289,487.00	2,103,020.30	33%	1,880,915.85	12%
Fire	4,544,551.16	2,464,332.59	54%	2,485,655.24	-1%
Development Services	521,125.74	330,888.99	63%	316,196.82	5%
Public Works	1,330,201.57	699,072.27	53%	707,814.73	-1%
Non-Departmental	259,192.00	18,855.18	7%	-	-
<b>TOTAL EXP</b>	<b>\$ 13,900,056.46</b>	<b>\$ 6,091,749.96</b>	<b>44%</b>	<b>\$ 5,974,879.29</b>	<b>2%</b>



### Narrative:

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

Highlights: In FY19 the state changed to a new system for businesses to remit sales tax. While the switch has led to problems in cash flow for other cities, for LG it has meant we are now getting our sales tax revenue more quickly. Building Permit activity continues to trend higher than last year (reflected in the building permit revenue and development services expenditures). Halfway through the fiscal year expenditures should be around 50% of the budget. Overall, we are under that percentage (44%) mainly due to the Sheriff's Department being one month behind in their billing.



**RESOLUTION NO. 2019-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA, APPROVING THE CITY OF LEMON GROVE MID-YEAR BUDGET FOR FISCAL YEAR 2018-2019 AND AUTHORIZING EXPENDITURES THERETO**

**WHEREAS**, on July 3, 2018 the City Council adopted Resolution No. 2018-3595 approving the Consolidated Budget for Fiscal Year 2018-19; and

**WHEREAS**, said Budget warrants revision to reflect new information regarding revenue and expenditure projections; and

**WHEREAS**, said Budget warrants revision to reflect actions taken by the City Council since its adoption that impact the Budget; and

**WHEREAS**, the City Council has reviewed the proposed revisions.

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

1. Approves the Lemon Grove Fiscal Year 2018-19 Mid-Year Budget (Exhibit 1); and,
2. Authorizes expenditures thereto.

**PASSED AND ADOPTED** on February 5, 2019, the City Council of the City of Lemon Grove, California, adopted Resolution No. 2019-\_\_\_\_\_, passed by the following vote:

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

---

**Racquel Vasquez, Mayor**

**Attest: Shelley Chapel, MMC, City Clerk**

**Approved as to Form: Kristen Steinke, City Attorney**



**RESOLUTION NO. 2019-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,  
CALIFORNIA, ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL  
YEAR 2018-2019**

**WHEREAS**, on July 3, 2018 the City Council adopted Resolution No. 2018-3597 establishing the Appropriations Limit for Fiscal Year 2018-19; and

**WHEREAS**, each year's appropriation limit calculation begins with the prior fiscal year's appropriation limit; and

**WHEREAS**, each year the City hires an independent accountant to perform agreed-upon procedures applied to the Appropriations Limitation prescribed by Article XIII B of the California Constitution to assist the City in meeting the requirements of Section 1.5 of Article XIII B of the California Constitution; and

**WHEREAS**, during the independent accountant's review of the adopted fiscal year 2017-2018 Appropriations Limit, they found the limit to be understated by \$12,000; and

**WHEREAS**, the fiscal year 2018-2019 Appropriations Limit has been recalculated using the information from the State Department of Finance listed in Resolution No. 2018-3597 and the corrected FY2017-2018 limit; and

**WHEREAS**, the fiscal year 2018-2019 Appropriations Limit adopted by this Resolution supersedes the limit adopted by Resolution No. 2018-3597.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lemon Grove, California, hereby establishes the Fiscal Year 2018-2019 Appropriations Limit at \$49,908,887.

***PASSED AND ADOPTED*** on February 5, 2019, the City Council of the City of Lemon Grove, California, adopted Resolution No. 2019-\_\_\_\_\_, passed by the following vote:

***AYES:***

***NOES:***

***ABSENT:***

***ABSTAIN:***

---

***Racquel Vasquez, Mayor***

***Attest: Shelley Chapel, MMC, City Clerk***

***Approved as to Form: Kristen Steinke, City Attorney***



# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

Item No. 3

Meeting Date: February 5, 2019

Submitted to: Honorable Mayor and Members of the City Council

Department: Public Works Department

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

[mjames@lemongrove.ca.gov](mailto:mjames@lemongrove.ca.gov)

Item Title: Award the Roy and Washington Storm Drain Repair Project

---

Recommended Action: Adopt a resolution awarding a contract for the Roy and Washington Storm Drain Repair Project (Contract No. 2019-07)

Summary: Responding to **citizen's concerns** of a large depression the vicinity of Roy Street and Washington Street and after staff inspections of the depression and storm drain system, the Engineering Division has identified this repair as urgent. The depression has formed into a larger sinkhole and is currently covered with a steel plate and if left unattended, there are concerns of further damage to the storm drain system **and the public's safety.**

Discussion: In December of 2018, a citizen called with concerns of a depression in the street near a storm drain at Roy Street and Washington Street. Upon further investigation, the depression in the street was determined to be 12 inches in length, 18 inches in width and 4-6 inches in depth. It is highly likely that immediately beneath this depression is a void. Within the vicinity of the depression, there is an existing 10 or 12 inch storm drain that is approximately 40-50 years old. Staff noticed the following deficiencies in the storm drain:

- Missing portions of the bottom of the pipe,
- Missing soil around the pipe, and
- Gaps in the connection points between the pipe and the catch basin.

Other infrastructure located within the storm drain include sewer lines, water lines, electrical lines, and utility vaults.

The scope of work includes removing and replacing existing pipe, replacing existing grate, removing and replacing the catch basin, restriping the existing pavement and , replacing a portion of the existing cross gutter.

The City of Lemon Grove follows the Uniform Construction Accounting Procedures Act, which allows the City to advertise project over \$60,000 through the informal bid process. In accordance with this procedure, staff **advertised the project to a list of contractor's on the pre-qualified bidder's list**. On January 10, 2019 2 (two) sealed bids were received. Each company is listed below with its location and bid total:

Name of Bidder	Location	Bid Amount
Crest Equipment, Inc.	El Cajon, CA	\$62,640.00
MJC Construction, Inc.	Bonita, CA	\$49,385.00

The lowest responsive and responsible bid was submitted by MJC Construction, Inc. (MJC). Staff **reviewed MJC's project work history, references, and construction license**. Its project work history and reference checks were positive, as well other projects executed with the City of Lemon Grove. Therefore, staff concluded that MJC is both a responsive and responsible contractor, and recommends the award of this contract (Exhibit 1 ). The timeline for the project is 45 working days with a budget not to exceed \$55,000, which equals the base bid amount plus a 10 percent contingency amount.

Environmental Review:

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

Fiscal Impact: The city has not established a funding source for a repair of this magnitude. Staff is requesting a one-time request from Fiscal Year 2017-2018 General Fund surplus to make the necessary repairs.

Public Notification: None.

Staff Recommendation: Adopt a resolution awarding a contract for the Roy and Washington Storm Drain Repair Project (Contract No. 2019-07)

Attachments:

Attachment A – Resolution including exhibit

RESOLUTION NO. 2019 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,  
CALIFORNIA, AWARDING THE ROY AND WASHINGTON STORM DRAIN  
REPAIR (CONTRACT NO. 2019-07)

WHEREAS, in December 2018, the city received concerns of a depression in the area of Roy Street and Washington Street; and

WHEREAS, city staff investigated and found that a sink hole was forming and the storm drain is in dire need of repair; and

WHEREAS, the city has placed a temporary steel plate over the exposed sink hole; and

WHEREAS, the City has allocated a portion of the fiscal year 2017-2018 surplus to pay for this one-time expenditure; and

WHEREAS, bids were solicited and two (2) sealed bids were received for the Roy and Washington Storm Drain Repair; and

WHEREAS, bids were opened and read aloud, and the lowest responsive and responsible bidder was MJC Construction, Inc.; and

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

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

1. Awards a contract to MJC in the amount of \$49,385.01 and establishes a project budget not to exceed \$55,000, and
2. Authorizes the City Manager or designee to execute said contract (Exhibit 1).

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

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

---

*Racquel Vasquez, Mayor*

*Attest: Shelley Chapel, MMC, City Clerk*

*Approved as to Form: Kristen Steinke, City Attorney*



Exhibit 1

ROY AND WASHINGTON STORM DRAIN REPAIR  
CONTRACT #2018-07

THIS CONTRACT, made and entered into on the date of the last signature, by and between the City of Lemon Grove, California, herein after designated as the "City", and MJC Construction, Inc. hereinafter designated as the "Contractor".

WITNESSETH: that the parties hereto do mutually agree as follows:

1. For and in consideration of the payments and agreements hereinafter mentioned to be made and performed by the City, the Contractor agrees with the City to furnish all materials and labor for the Roy and Washington Storm Drain Repair (CONTRACT 2019-07) and to perform and complete in a good and workmanlike manner all the work pertaining thereto shown on the plans and specifications therefore; to furnish at his own proper cost and expense all tools, equipment, labor and materials necessary therefore; and to do everything required by this agreement and the said plans and specifications.
2. For furnishing all said materials and labor, tools and equipment, and doing all the work contemplated and embraced in this Contract, also for all loss and damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties which may arise or be encountered in the prosecution of the work until its acceptance by the City and for all risks of every description connected with the work; also, for all expenses incurred by or in consequence of the suspension or discontinuance of work, except such as in said specifications are expressly stipulated to be borne by the City and for well and faithfully completing the work and the whole thereof, in the manner shown and described in the said plans and specifications, the City will pay and the Contractor shall receive in full compensation therefore the sum forty-nine thousand three hundred eighty five dollars and one cent (\$49,385.01)
3. The City hereby promises and agrees to employ, and does hereby employ said Contractor to provide the materials and to do the work according to the terms and conditions herein contained and referred to for the price aforesaid and hereby conditions set forth in the specification; and the said parties for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of the covenants herein contained.
4. The Notice Inviting Bids, Instructions To Bidders, Bid Forms, Agreement and Bond Forms, Construction Administration Forms, Completion of the Project Forms, General Requirements and General Conditions, Drawings, Plans and Specifications, Addenda, Allowances, and all amendments thereof, are hereby incorporated in and made part of this Contract.
5. The City, the City's representative, City Consultants and authorized volunteers shall not be answerable or accountable in any manner for any loss or damage that may happen to the work or any part thereof, or for any of the materials or other things used or employed in performing the work, or for injury or damage to any person or persons, either workers, employees of Contractor or its subcontractors or the public, or for damage to adjoining or other property, from any cause whatsoever arising out of or in connection with the performance of the work. The Contractor shall be responsible for any damage or injury to any person or property resulting from defects or obstructions or from any cause whatsoever arising out of or in connection with the performance of the work, provided, however, that the Contractor shall not be liable for the sole established negligence, willful misconduct or active negligence of the City, its representatives, employees, agents and authorized volunteers who are directly responsible to the City.

- a. Contractor shall indemnify the City, City Council, City officials, City employees, City representatives, and authorized volunteers against and will hold and save them and each of them harmless from any and all actions, claims, damages to persons or property, penalties, obligations or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization arising out of or in connection with the work, operation or activities of Contractor, its agents, employees, subcontractors or invitees, provided for herein, whether or not there is concurrent passive or active negligence on the part of the City, City Council, City officials, City employees, City representatives, and authorized volunteers, but excluding such actions, claims, damages to persons or property penalties, obligations or liabilities arising from the sole established negligence, willful misconduct or active negligence of the City, City Council, City officials, City employees, City representatives, authorized volunteers, or those who are directly responsible to them; and in connection therewith:
  - I) Contractor will defend any action or actions filed in connection with any of said claims, damages, penalties, obligations or liabilities and will pay all costs and expenses, including attorney's fees incurred in connection therewith.
  - II) Contractor will promptly pay any judgment rendered against Contractor, the City, City Council, City officials, City employees, City representatives, and authorized volunteers covering such claims, damages, penalties, obligations and liabilities arising out of or in connection with such work, operations, or activities of Contractor hereunder and Contractor agrees to save and hold the City, City Council, City officials, City employees, City representatives, and authorized volunteers harmless there from.
  - III) In the event the City, City Council, City officials, City employees, City representatives, and authorized volunteers are made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the Work, or operation or activities of Contractor hereunder, Contractor agrees to pay to the City, City Council, City officials, City employees, City representatives, and authorized volunteers any and all costs and expenses incurred by the City, City Council, City officials, City employees, City representatives, and authorized volunteers in such action or proceeding together with reasonable attorney's fees.
  - IV) The City may retain, to the extent it deems necessary, the money due to the Contractor under and by virtue of the Contract Documents until disposition has been made of such actions or claims for damages as specified herein above.
6. Claims, disputes and other matters in question between the parties to this Contract, arising out of or relating to this Contract or the breach thereof, may be decided by arbitration if both parties to this Contract consent in accordance with the rules of the American Arbitration Association then obtaining unless the parties mutually agree otherwise. No arbitration arising out of or relating to this Contract, shall include, by consolidation, joinder or in any other manner, any additional person not a party to this Contract except by written consent containing a specific reference to this Contract and signed by CONTRACTOR, CITY, and any other person sought to be joined. (Any Consent to arbitration involving an additional person or persons shall not constitute consent of any dispute not described therein or with any person not named or described therein.) This agreement to arbitrate and any agreement to arbitrate with an additional person or persons duly

consented to by the parties to this Contract shall be specifically enforceable under the prevailing arbitration law.

Notice of the demand for arbitration is to be filed in writing with the other party to this Contract and with the American Arbitration Association. The demand is to be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event is the demand for arbitration to be made after the date when institution of legal or equitable proceedings based on such claim; dispute or other matter in question would be barred by the applicable statute of limitations. The award rendered by the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

7. The Contractor agrees to comply with all Local, State and Federal regulations and with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970 (42 U.S.C. 1857 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.) as amended.
8. If any party brings a suit or action against the other party arising from any breach of any of the covenants or agreements or any inaccuracies in any of the representations and warranties on the part of the other party arising out of this Agreement, then in that event, the prevailing party in such action or dispute, whether by final judgment or out-of-court settlement, shall be entitled to have and recover of and from the other party all costs and expenses of suit, including attorney's fees.
9. Each and every provision of law and clause required to be inserted in this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted or is not inserted correctly, then upon application of either party the Contract shall forthwith be physically amended to make such insertion or correction.
10. In accordance with Government Code, Section 8546.7, records of both the City and the Contractor shall be subject to examination and audit for a period of three (3) years after final payment.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed in three counterparts, each of which shall be deemed an original the day and year first above written.

CONTRACTOR:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

CITY:

By: \_\_\_\_\_

Title: City Manager, City of Lemon Grove

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

Title: City Clerk, City of Lemon Grove

(Notaries acknowledgement of execution by all PRINCIPALS OF CONTRACTOR shall be attached.)

**CORPORATE CERTIFICATE**

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_ of the Corporation named as Contractor in the foregoing Contract; that \_\_\_\_\_, who signed said contract on behalf of the Contractor, was then \_\_\_\_\_ of said Corporation; that said contract was duly signed for and in behalf of said Corporation by authority of its governing body and is within the scope of its corporate powers.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Corporate Seal: \_\_\_\_\_





# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

Item No. 4

Meeting Date: February 5, 2019

Submitted to: Honorable Mayor and Members of the City Council

Department: **City Manager's Office**

Staff Contact: Kristen Steinke, City Attorney

Item Title: Ordinance No. 451 adding Chapter 17.20.050 to the Lemon Grove Municipal Code establishing Emergency Shelter Overlay Zone, and amending Chapter 17.16.070 to reference new emergency shelter overlay zone, and approve a zone change to amend Zoning Map to include specific parcels in the General Commercial Zone; Zoning Amendment ZA 1-800-0003

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Recommended Action: Conduct second reading, by title only, and adopt Ordinance No. 451 (Attachment A) adding Chapter 17.20.050 to the Lemon Grove Municipal Code establishing Emergency Shelter Overlay Zone, and amending Chapter 17.16.070 to reference new emergency shelter overlay zone, and approve a zone change to amend Zoning Map to include specific parcels in the General Commercial Zone; Zoning Amendment ZA 1-800-0003.

### Summary:

The introduction and first reading of the above-entitled Ordinance was approved at a Regular City Council Meeting on January 15, 2019. All Councilmembers were present except Councilmember Jones. There were no public speakers.

The Ordinance is now presented for second reading and adoption by title only.

Vote at first reading: AYES: Vasquez, Arambula, J. Mendoza, M. Mendoza  
ABSTAINED: None.  
ABSENT: Jones.  
DISQUALIFIED: None.

### Environmental Review:

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

### Fiscal Impact:

None.

Public Notification: Notice published in November 15, and December 6, 2018 and editions of the East County Californian.

Staff Recommendation: Conduct Second Reading, By Title Only, And Adopt Ordinance No. 451 (Attachment A) Entitled, “An Ordinance of the City Council of the City of Lemon Grove, California, Approving Zoning Amendment Za1-800-0003 to Add Chapter 17.20.050 to the Lemon Grove Zoning Ordinance to Establish an Emergency Shelter Overlay Zone; Amend Chapter 17.16.070 to Reference the New Emergency Shelter Overlay Zone in the General Commercial (GC) Zone; and Approve a Zone Change to Amend the Lemon Grove Zoning Map to Include Specific GC Zoned Parcels Within the New Emergency Shelter Overlay Zone.”

Attachment:

Attachment A – Ordinance No. 451

ORDINANCE NO. 451

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA, APPROVING ZONING AMENDMENT ZA1-800-0003 TO ADD CHAPTER 17.20.050 TO THE LEMON GROVE ZONING ORDINANCE TO ESTABLISH AN EMERGENCY SHELTER OVERLAY ZONE; AMEND CHAPTER 17.16.070 TO REFERENCE THE NEW EMERGENCY SHELTER OVERLAY ZONE IN THE GENERAL COMMERCIAL (GC) ZONE; AND APPROVE A ZONE CHANGE TO AMEND THE LEMON GROVE ZONING MAP TO INCLUDE SPECIFIC GC ZONED PARCELS WITHIN THE NEW EMERGENCY SHELTER OVERLAY ZONE.

*WHEREAS*, California Senate Bill 2 (SB2) requires cities and counties to identify at least one (1) zone in which emergency shelters are permitted by-right without discretionary approval from local government; and

*WHEREAS*, the Community Advisory Commission held five (5) meetings, including conducting a community workshop, to study and advise the City where to zone for emergency shelters in the City; and

*WHEREAS*, the Community Advisory Commission evaluated six separate sites, eliminated two sites, and by consensus ranked the remaining four sites; and

*WHEREAS*, the preferred location which the Community Advisory Commission found to be the most favorable area to zone for an emergency shelter is the South Broadway General Commercial (GC) site; and

*WHEREAS*, sufficient capacity within the South Broadway GC area has been **identified to meet the needs of the City's homeless population, from the 2018 Point in Time** count which identified 58 homeless residents, as required by state law; and

*WHEREAS*, on November 26, 2018, the Planning Commission held a duly noticed Public Hearing on the proposed amendments to the Zoning Ordinance and Zoning Map; and

*WHEREAS*, the Planning Commission voted unanimously to forward three sites to City Council for their consideration, including the South Broadway site, East Broadway site, and Light Industrial site; and

*WHEREAS*, the Notice of Public Hearing for this item was published in the December 20, 2018 edition of the East County Californian and mailed to all property owners within 500 feet of the three subject sites; and

*WHEREAS*, on January 15, 2019, the City Council held a Public Hearing on the proposed amendments to the Zoning Ordinance and Zoning Map, and selected the South Broadway General Commercial (GC) site to be zoned for an emergency shelter; and

*WHEREAS*, the City has found the project to be statutorily exempt from the environmental review requirements of the California Environmental Quality Act Guidelines (Section 15268, Ministerial Projects); and

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

1. That the proposed amendment is consistent with the General Plan, in accordance with Government Code Section 65860, as amended.
  - This action implements **Program 15 of the City’s General Plan Housing Element by amending the City’s Zoning Ordinance to explicitly address emergency homeless shelters.**
2. That the public health, safety, and general welfare benefit from the adoption of the proposed amendment.
  - The 2018 San Diego Point in Time Count identified 58 homeless persons in Lemon Grove; and
  - Providing a zone where homeless persons can be sheltered by-right provides a **location for a developer to operate a shelter with capacity to house Lemon Grove’s homeless population.**

*NOW, THEREFORE, BE IT RESOLVED* that the City Council of the City of Lemon Grove, California, does ordain as follows:

Section 1. Section 17.16.070 [General Commercial Zone] of the City of Lemon Grove Zoning Ordinance is hereby amended as follows:

17.16.070 General commercial (GC) zone.

A. Purpose. The general commercial (GC) zone is available to auto-oriented, generally large-scale businesses and activities offering retail goods and services meant to serve the needs of local and regional shoppers. These regulations establish development standards and conditions through which uses may be located in this zone. All uses shall be subject to the applicable regulations of this title.

B. Permitted Uses. Uses that are consistent with the following categories, as determined by the development services director, are permitted by right, as verified by zoning clearance:

1. Animal Sales and Services—Pet Supplies. Uses that provide sales of pet supplies including feed and grain. Facilities and operations shall comply with all standards set forth in this title.

2. Animal Sales and Services—Grooming. Uses that provide animal grooming, with or without the sale of supplies, for household pets and small farm animals as defined in LGMC Chapter 18.16. Facilities and operations shall comply with all standards set forth in this title.

3. Brewpubs and wine bars as defined by Chapter 18.27.

4. Business and Professional. Uses related to the practice of a vocation requiring specialized training or education that can be performed in an office setting.

5. Business Support. Uses that provide printing, copying, photographic, computer, or technological services.

6. Educational and Training Facilities. Uses that provide classroom-style instruction for occupancies less than fifty persons as determined by the building official.
7. Emergency Homeless Shelter Overlay Zone (EHSOZ). Uses that provide temporary shelter for homeless individuals and/or families within the EHSOZ as provided for in Section 17.20.050 (Ord.xxx, 2019).
8. Financial Institutions. Uses related to the exchange, lending, borrowing, and safe-keeping of money.
9. Food and Beverage Establishments with Drive-Through. Uses that prepare, provide, or serve food or beverages for consumption on or off the premises that may include drive-through service. Alcoholic beverage sales shall be subject to LGMC Chapter 18.27.
10. Funeral and Mortuary Services—No Assembly Space. Uses that provide services related to the death of a human (without crematoria). This use does not include assembly space.
11. Government. Uses related to local, state, or federal government agencies in an office setting.
12. Light Manufacturing. Uses that process, fabricate, assemble, treat, or package finished parts or products, of a limited intensity that result in few outside impacts. This use requires a retail component along the entire street frontages.
13. Maintenance and Repair of Consumer Goods. Uses that provide maintenance, cleaning, and repair services for consumer goods. This use does not include vehicle repair uses.
14. Medical, Dental, Clinics and Health Practitioners. Uses related to diagnosis and treatment of human illness and physical malfunction, including medical and dental laboratories that can be performed in an office setting.
15. Parking. Uses that provide surface or structure parking for passenger vehicles. Parking areas may be public or privately-owned and managed.
16. Personal Services. Uses that provide a variety of services associated with personal grooming or adornment, health maintenance, or well-being.
17. Recreation—Small. Uses or facilities associated with indoor or outdoor, active or passive recreation for indoor occupancies less than fifty persons as determined by the building official and outdoor occupancies less than fifty persons as determined by the community development director.
18. Retail. Uses that provide new consumer goods, large and small, functional and decorative, for use, entertainment, comfort, or aesthetics; goods for personal grooming or day-to-day maintenance of personal health and well-being. This use includes, but is not limited to, furniture, appliances, sundries, pharmaceuticals, wearing apparel and accessories, small equipment sales and rentals. This use does not include vehicle uses.
19. Retail—Antiques. Uses that provide antique goods, large and small, functional and decorative, for use, entertainment, comfort, or aesthetics.
20. Vehicle Equipment and Supplies without Installation. Uses related to the sale of new or used parts, tools or supplies for repairing or maintaining vehicles. This use does not include on-site installation.

Section 2. New Chapter 17.20.050 of the City of Lemon Grove is hereby added as follows:

17.20.050 Emergency Homeless Shelter Overlay Zone (EHSOZ)

- A. Purpose. This section is intended to designate an area within the General Commercial (GC) zone where an emergency homeless shelter necessary to meet **the needs of the City's homeless population can be located by-right** in the City, without a conditional use permit or any other discretionary permit, as required by State law.
- B. General Provisions.
1. The Emergency Shelter Overlay Zone is identified on the Zoning Map of the City. All emergency shelters shall be located within the physical boundaries of this overlay zone.
  2. Emergency shelters shall be subject to those development and management standards that apply to residential or commercial development within the GC zone.
  3. In addition, all emergency shelters shall comply with the written, objective standards as specified in Government Code section 65583, subd. (a) (4) (A), as specified in subsection C of this section.
- C. Development Standards Specific to an Emergency Homeless Shelter located within Overlay Zone.
1. Each emergency shelter shall be located within an entirely enclosed, permanent structure.
  2. Each emergency shelter may have a maximum of sixty (60) beds to serve a maximum of sixty (60) clients.
  3. The maximum length of stay at any one (1) time for any person shall be six (6) months in any twelve (12) month period.
  4. One parking space shall be provided for each employee, volunteer, service provider, and non-client who will be on-site during peak periods plus one space per three (3) beds.
  5. There shall be no camping/sleeping in vehicles permitted on the site of the shelter.
  6. An emergency shelter shall be located at least three hundred (300) feet from another emergency shelter, as measured from property boundaries.
  7. Each emergency shelter shall provide on-site supervision at all times when the shelter is open.
  8. **Each shelter shall conform to the City's outdoor lighting requirements.**
  9. The emergency shelter operator/provider shall submit a written management plan, to the satisfaction of the City, with the plot plan application for approval. The intent of the management plan is to establish operating procedures that promote compatibility with the surrounding area and businesses. The operator shall agree to maintain the standards in the management plan.

Section 3. The following parcels are hereby rezoned with the Emergency Homeless Shelter Overlay Zone:

**APN's:** 478-143-15-00, 478-143-14-00, 478-143-18-00, 478-143-12-00, 479-062-15-00, 479-062-32-00, 479-062-30-00, 479-062-26-00, 479-062-18-00, 479-062-19-00, 479-062-20-00, 479-062-21-00, 479-062-22-00, 479-070-19-00, 479-070-29-00, 479-070-08-00, 479-070-17-00, 479-070-30-00, 479-070-27-00, 479-070-14-00, 479-070-33-00

Section 4. **The attached City of Lemon Grove Zoning “inset map” [Exhibit A]** provides a graphical representation of the parcels that will be designated with the Emergency Homeless Shelter Overlay Zone.

Section 5. The foregoing recitals are true and correct.

Section 6. This Ordinance shall be effective thirty (30) days following its adoption. Within fifteen (15) days following its adoption, the City Clerk shall publish the title thereof, as a summary as required by state law.

*INTRODUCED* by the City Council on January 15, 2019.

*PASSED AND ADOPTED* by the City Council of the City of Lemon Grove, State of California, on \_\_\_\_\_, 2019 by the following vote:

*AYES:*

*NOES:*

*ABSENT:*

*ABSTAIN:*

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*Racquel Vasquez, Mayor*

*Attest:*

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*Shelley Chapel, MMC, City Clerk*

*Approved as to Form:*

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*Kristen Steinke, City Attorney*



City of Lemon Grove  
City Council Regular Meeting Agenda  
Tuesday, February 5, 2019, 6:00 p.m.

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

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

Call to Order

Pledge of Allegiance:

Changes to the Agenda:

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: Kristen Steinke, City Attorney

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

B. City of Lemon Grove Payment Demands

Reference: Molly Brennan, Finance Director

*Recommendation: Ratify Demands*

C. Approval of Meeting Minutes

Regular Meeting

January 15, 2019

Reference: Shelley Chapel, City Clerk

*Recommendation: Approve Minutes*

D. 2019 Minimum Wage Increase

Reference: Roberto Hildago, Human Resource Manager

*Recommendation: Adopt a Resolution entitled, "A Resolution of the City Council of the City of Lemon Grove, California, approval of minimum wage increase to ensure compliance with the California Minimum Wage increase as governed by State law."*

E. New Job Classifications

Reference: Roberto Hildago, Human Resource Manager  
*Recommendation: Adopt a Resolution entitled, "A Resolution of the City Council of the City of Lemon Grove, California, Establishing Three New Classifications and Amend the Fiscal Year 2018-19 Fiscal Plan."*

Reports to Council:

2. Fiscal Year 2018 Mid-Year Budget Update

Reference: Molly Brennan, Finance Manager  
*Recommendation:*

- a. *Adopt a Resolution (Attachment D) approving the Fiscal Year 2018-19 City of Lemon Grove Mid-Year Budget; and,*
- b. *Adopt a Resolution (Attachment E) approving the Fiscal Year 2018-19 Appropriations Limit.*

3. Award the Roy and Washington Storm Drain Repair Project

Reference: Mike James, Assistant City Manager / Public Works Director  
*Recommendation: Adopt a Resolution entitled, "A Resolution of the City of Lemon Grove, California, Awarding the Roy and Washington Storm Drain Repair (Contract No. 2019-07)."*

4. Ordinance No. 451, Establishment of Emergency Shelter Overlay Zone

Reference: Kristen Steinke, City Attorney  
Recommendation: Conduct the Second Reading by title only, and adopt Ordinance No. 451 adding Chapter 17.20.050 to the Lemon Grove Municipal Code establishing Emergency Shelter Overlay Zone, and amending Chapter 17.16.070 to reference new emergency shelter overlay zone, and approve a zone change to amend Zoning Map to include specific parcels in the General Commercial Zone; Zoning Amendment ZA 1-800-0003

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:

5. LIABILITY CLAIM

Government Code Section 54956.95  
Claimant: Ruth Penery  
Agency Claimed Against: City of Lemon Grove

6. CONFERENCE WITH REAL PROPERTY NEGOTIATIONS

Government Code Section 54956.8

Property: 3600 block of Olive, Lemon Grove, CA 91945

Agency Negotiation: City of Lemon Grove

Negotiating Parties: City Manager, Lydia Romero, and Assistant City/Director of Public Works, Manager Mike James

Under Negotiation: Instruction to Negotiate

7. Conference with Legal Counsel – Existing Litigation (Government Code Section §54956.8)

Name of Case: Hatsuko Hoss v. City of Lemon Grove, et al. (SDSC Case No. 37-2019-00002078-CU-PO-CTL)

Adjournment

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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](mailto:schapel@lemongrove.ca.gov). A full agenda packet is available for public review at City Hall.

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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 January 31, 2019, to the members of the governing agency, and caused the agenda to be posted on the City's website at [www.lemongrove.ca.gov](http://www.lemongrove.ca.gov) and at Lemon Grove City Hall, 3232 Main Street Lemon Grove, CA 91945.

**/s/ Shelley Chapel**

Shelley Chapel, MMC, City Clerk



# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

**Item No. 1.A**

**Meeting Date:** February 5, 2019  
**Submitted to:** Honorable Mayor and Members of the City Council  
**Department:** City Manager's Office  
**Staff Contact:** Kristen Steinke, City Attorney  
**Item Title:** **Waive the Full Text Reading of all Ordinances**

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

**Environmental Review:**

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

**Fiscal Impact:** None.

**Public Notification:** None.



# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

**Item No. 1.B**

**Meeting Date:** February 5, 2019  
**Submitted to:** Honorable Mayor and Members of the City Council  
**Department:** City Manager's Office  
**Staff Contact:** Molly Brennan, Finance Manager  
<mailto:MBrennan@lemongrove.ca.gov>

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

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**Recommended Action: Ratify Demands.**

**Environmental Review:**

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

**Fiscal Impact:** None.

**Public Notification:** None.



**City of Lemon Grove Demands Summary**

Approved as Submitted:

Molly Brennan, Finance Manager

For Council Meeting: 02/05/19

ACH/AP Checks 01/03/19-01/23/19 1,885,583.89

Payroll - 01/15/19 122,852.21

Total Demands 2,008,436.10

CHECK NO	INVOICE NO	VENDOR NAME	CHECK DATE	Description	INVOICE AMOUNT	CHECK AMOUNT
ACH	Jan19	Pers Health	01/03/2019	Pers Health Insurance - Jan'19	47,657.70	47,657.70
ACH	Dec'18	Authorize Net	01/03/2019	Merchant Fees - Dec '18	20.70	20.70
ACH	Jan1 19	Employment Development Department	01/04/2019	State Taxes 1/1/19	10,952.39	10,952.39
ACH	Dec18-Jan1 19	Calpers Supplemental Income 457 Plan	01/04/2019	457 Plan 12/18/18-1/1/19	5,506.23	5,506.23
ACH	Jan1 19	US Treasury	01/08/2019	Federal Taxes 1/1/19	32,912.46	32,912.46
ACH	3568860625/0119 4154920380/0119	SDG&E	01/08/2019	Electric Usage:St Light 11/30/18-12/31/18 Electric Usage:St Light 11/30/18-12/31/18	1,271.22 1,857.96	3,129.18
ACH	Refill 1/8/19	Pitney Bowes Global Financial Services LLC	01/09/2019	Postage Usage 1/8/19	250.00	250.00
ACH	Nov18	San Diego County Sheriff's Department	01/10/2019	Law Enforcement Services - Nov'18	487,565.35	487,565.35
ACH	Dec5-Jan1 19	California Public Empl Retirement System	01/11/2019	Pers Retirement 12/5/18-1/1/19	61,998.31	61,998.31
ACH	Dec18	Wells Fargo Bank	01/11/2019	Bank Service Charge - Dec'18 Credit Card Processing-Mo.Svc Charge - Dec'18 Credit Card Transaction Fees - Dec18	459.61 9.95 490.77	960.33
ACH	Dec18	Home Depot Credit Services	01/15/2019	Home Depot Purchases - Dec'18	1,450.18	1,450.18
ACH	Refill 1/11/19	Pitney Bowes Global Financial Services LLC	01/15/2019	Postage Usage 1/11/19	250.00	250.00
ACH	922994	Aflac	01/16/2019	Aflac Insurance 1/16/19	602.58	602.58
ACH	2007 2010 2014	US Bank- Corporate Trust Services	01/17/2019	2007 Tax Allocation Bond 2010 Tax Allocation Refunding Bond 2014 Tax Allocation Refunding Bond	266,894.62 128,536.11 103,403.32	498,834.05
ACH	Jan15 19	Employment Development Department	01/17/2019	State Taxes 1/15/19	6,292.61	6,292.61
ACH	Jan1-Jan15 19	Calpers Supplemental Income 457 Plan	01/17/2019	457 Plan 1/1/19-1/15/19	5,745.09	5,745.09
ACH	9003521	LEAF	01/17/2019	Ricoh C3502 Copier System-PW Yard - Dec'18	160.51	160.51
ACH	Jan15 19	US Treasury	01/22/2019	Federal Taxes 1/15/19	17,856.43	17,856.43
ACH	57382941	WEX Bank	01/23/2019	Fuel - Fire Dept - Dec'18	553.45	553.45
10717	L1072895TA	American Messaging	01/09/2019	Pager Replacement Program 1/1/19-1/31/19	43.03	43.03
10718	77088	Anthem Blue Cross EAP	01/09/2019	Employee Assistance Program - Jan 19	114.40	114.40
10719	12338034 12/22/2018 12371827	AT&T	01/09/2019	Phone Service 11/13/18-12/12/18 Backup City Hall Internet- 11/23/18-12/22/18 Fire Backup Phone Line- 11/22/18-12/21/18	82.92 80.00 39.82	202.74
10720	19566450	Canon Financial Services Inc.	01/09/2019	Canon Copier Contract Charge 1/1/19	642.60	642.60
10721	00063643	Chicago Title Company	01/09/2019	Prelim Report - 6849 Federal Blvd, Lemon Grove	750.00	750.00
10722	20557 20563 20564 20564 20564 20564 20564 20564 20564	City of La Mesa	01/09/2019	2019 Shift Calendar - Lemon Grove Share Overtime Reimbursement - Alvarez 10/13/18 Overtime Reimbursement - Tasco 11/3/18 Overtime Reimbursement - Pantovich 11/5/18 Overtime Reimbursement - Garcia 11/9/18 Overtime Reimbursement - Garcia 11/10/18 Overtime Reimbursement - Casey 11/12/18 Overtime Reimbursement - Casey 11/13/18 Overtime Reimbursement - De Leon 11/23/18	159.81 102.56 1,154.35 1,257.14 1,099.21 1,099.21 1,257.14 209.52 997.20	7,336.14
10723	Dec18	Colonial Life	01/09/2019	Colonial Optional Insurance -Dec18	446.80	446.80
10724	19CTOFLGN06	County of San Diego- RCS	01/09/2019	800 MHZ Network - Dec '18	2,935.50	2,935.50

10725	12/21/2018 12/9/2019 12/18/2018	Cox Communications	01/09/2019	Phone/PW Yard/2873 Skyline- 12/19/18-1/18/19 Calsense Modem Line:8235 Mt Vernon 12/9/18-1/8/19 Copy Room Fax Line- 12/18/18-1/17/19	212.63 94.39 4.15	311.17
10726	211055	Dell Awards	01/09/2019	Nameplate for City Council Mtgs- Jones	11.85	11.85
10727	1211182305 1224182305	Domestic Linen- California Inc.	01/09/2019	Shop Towels & Safety Mats 12/11/18 Shop Towels & Safety Mats 12/24/18	82.10 82.10	164.20
10728	12/10-13/18	Esgil Corporation	01/09/2019	75% Building Fees- 12/10/18-12/13/18	2,853.73	2,853.73
10729	10/21/18-12/20/18	Helix Water District	01/09/2019	Water Services- 10/21/18-12/20/18	19,667.46	19,667.46
10730	0030367-IN 0030367-IN	Hinderliter De Llamas & Associates	01/09/2019	Contract Services - Sales Tax - Qtr 4 Sales Tax Audit Services - Qtr 2 2018	900.00 396.69	1,296.69
10731	71350	House of Automation	01/09/2019	Service Call- Fire Station Gate Repair	198.00	198.00
10732	4182697	J&M Keystone. Inc.	01/09/2019	Emergency HazMat Cleanup/ 7440-7450 Broadway	45,000.00	45,000.00
10733	1519	Janazz, LLC SD	01/09/2019	IT Services- City Hall- Dec'18	2,500.00	2,500.00
10734	1470211	Liebert Cassidy Whitmore	01/09/2019	Prof Svcs: LE050-00001 thru 11/30/18	74.00	74.00
10735	Rite Aid #5618	Rite Aid #5618	01/09/2019	Refund/Rite Aid #5618/Business License Renewal Fee Overpymt	72.00	72.00
10736	12/20/2018 12/20/2018 12/20/2018	SDG&E	01/09/2019	3225 Olive- 11/18/18-12/18/18 3500 1/2 Main- 11/18/18-12/18/18 3601 1/2 LGA-Gas & Electric 11/18/18-12/18/18	121.67 215.04 37.96	374.67
10737	8126340683	Shred-It USA	01/09/2019	Shredding Services 12/18/18	69.77	69.77
10738	331064	State of California- Department of Justice	01/09/2019	Fingerprint App - Hidalgo - Sep '18	32.00	32.00
10739	Dec2018	Sun Life Financial	01/09/2019	Life Insurance - Dec18	107.64	107.64
10740	Terrace Gardens	Terrace Gardens LLC	01/09/2019	Refund/Terrace Gardens LLC/Fire Permit Overpayment 1/3/19	76.00	76.00
10741	9820210681 9820670148	Verizon Wireless	01/09/2019	Mobile Broadband Access- 11/13/18-12/12/18 Fire Prev Phone Line/MDC Engine Tablets- 11/21/18-12/20/18	76.02 477.72	553.74
10742	2016.04-028	West Coast General Corporation	01/09/2019	LGA Realignment Proj- 10/1/18-10/31/18	313,086.09	313,086.09
10743	C7344 C7673	A-Pot Rentals, Inc.	01/16/2019	Portable Restrm Rental/Wheelchair Access- LG Pk-10/8/18-10/11/18 Portable Restroom Rental- 11/9/18-12/8/18	667.20 132.10	799.30
10744	6318 6319	Aguirre & Associates	01/16/2019	Northside Commons - Dec '18 8055 Golden Map Review - Dec '18	115.00 402.50	517.50
10745	FY20	ASCAP	01/16/2019	Annual Music License Fee - 7/1/19-6/30/20 FY20	357.00	357.00
10746	4769848	Bearcom	01/16/2019	Portable Radios Monthly Contract 12/22/18-1/21/19	150.00	150.00
10747	910785-9 911702-9 914555-9	BJ's Rentals	01/16/2019	Boom Knuckle Rental - Holiday Banners/Decor 1/8/19 Propane Propane	329.31 8.52 14.44	352.27
10748	Feb 2019	California Dental Network Inc.	01/16/2019	California Dental Insurance -Feb19	453.30	453.30
10749	1/15/19 1/15/19	California State Disbursement Unit	01/16/2019	Wage Withholding Pay Period Ending 1/15/19 Wage Withholding Pay Period Ending 1/15/19	161.53 82.61	244.14
10750	19636696	Canon Financial Services Inc.	01/16/2019	Canon Copier Contract Charge 1/20/19-2/19/19	81.35	81.35
10751	1900285660 4013978709 4014257555 4014579365 4014904759	Cintas Corporation #694	01/16/2019	Janitorial Supplies - 10/18/18 Janitorial Supplies - 12/20/18 Janitorial Supplies - 12/27/18 Janitorial Supplies - 1/3/19 Janitorial Supplies - 1/10/19	991.08 1,213.45 218.66 580.50 218.66	3,222.35
10752	HCA0000258	City of El Cajon	01/16/2019	HCFA Assessments - QTR 3 FY18/19	63,655.75	63,655.75
10753	20583 20584 20572	City of La Mesa	01/16/2019	Lemon Grove's Share of AFG Grant Match - 2017 FY18-19 Qtr 1-JPA Reconciliation- Jul-Sep 18 Household Hazardous Waste Event- 12/8/18	2,254.55 15,727.00 453.50	18,435.05
10754	81938384	Corelogic Solutions, LLC.	01/16/2019	RealQuest Graphics Package - Dec'18	300.00	300.00
10755	011519	County of San Diego	01/16/2019	Notice of Exemption - FY17-18 Sewer Capital Imprvmt Proj Rehab	50.00	50.00
10756	2019REG_COP-10	County of San Diego- Dept of Public Works	01/16/2019	FY18-19 Stormwater Copermittee Regional Program Shared Costs	1,154.00	1,154.00
10757	1/1/2019 1/30/2019 1/29/2019	Cox Communications	01/16/2019	Main Phone/Fire- 1/1/19-1/31/19 Phone/City Hall- 1/1/19-1/31/19 Internet/Community Ctr- 12/30/18-1/29/19	470.65 975.20 75.00	4,417.14

	1/29/2019			Peg Circuit Svc- 12/30/18-1/29/19	2,896.29	
10758	19401351	CSAC Excess Insurance Authority	01/16/2019	Employee Assistance Program - Jan-Mar 19	316.68	316.68
10759	4580 4581 4582 4583 4584 4585 4636	D- Max Engineering Inc.	01/16/2019	Center Hilltop Condos Stormwater Inspection 9/1/18-9/30/18 Celsius Phase II Stormwater Inspection 9/1/18-9/30/18 6800 Mallard Ct Stormwater Inspection 9/1/18-9/30/18 Ildica Stormwater Inspection 9/1/18-9/30/18 LGA Realignment Stormwater Inspection 9/1/18-9/30/18 Grove Lofts Stormwater Inspection 9/1/18-9/30/18 Grove Lofts Stormwater Inspection 10/1/18-10/31/18	395.11 214.90 500.11 26.25 636.27 237.61 432.18	2,442.43
10760	001218560	DAR Contractors	01/16/2019	Animal Disposal- Dec '18	174.00	174.00
10761	Oct-Dec18	Division of the State Architect	01/16/2019	State CASP Fee- 10/1/18-12/31/18	218.80	218.80
10762	1/2-3/19 12/17-20/18	Esgil Corporation	01/16/2019	75% Building Fees- 1/2/19-1/3/19 75% Building Fees- 12/17/18-12/20/18	2,655.90 2,615.78	5,271.68
10763	26443 26451	Excell Security, Inc.	01/16/2019	Security Guard - Broadway Property- 11/26/18-12/2/18 Security Guard - Broadway Property- 12/3/18-12/9/18	2,599.79 2,979.03	5,578.82
10764	Jan-19	Fidelity Security Life Insurance Company	01/16/2019	Vision Insurance -Jan19	193.69	193.69
10765	INV1014470 INV1014626	George Hills Company	01/16/2019	TPA Claims- Adjusting/Other Services - Nov 18 TPA Claims- Adjusting/Other Services - Dec 18	791.20 258.00	1,049.20
10766	Jan15 19	ICMA	01/16/2019	ICMA Deferred Compensation Pay Period Ending 1/15/19	580.77	580.77
10767	1902013A	Jobs Available Inc.	01/16/2019	Job Posting - Mgmt Analyst- 1/8/19	312.00	312.00
10768	131528 131529	Knott's Pest Control, Inc.	01/16/2019	Monthly Bait Stations- Civic Ctr - Jan19 Monthly Bait Stations- Sheriff - Jan19	60.00 45.00	105.00
10769	INV23980 INV23980	Logiccoppy	01/16/2019	Ricoh C3502 Copier Contract Charge- PW Yard - 1/7/19-2/6/19 Ricoh C3502 Copier Usage Charge- PW Yard - 10/7/18-1/6/19	51.58 24.83	76.41
10770	4576816	Mallory Safety and Supply, LLC	01/16/2019	Nitrile Gloves	257.40	257.40
10771	1034725	Michael Baker International	01/16/2019	Prof Svc: As-Needed Engineering Svcs thru 11/30/18	23,640.00	23,640.00
10772	IN1293575 IN1293575 IN1295291	Municipal Emergency Services Inc.	01/16/2019	1 SCBA Air-Pak/ 3 Snap-Change Cylinders 3 SCBA Air-Paks/5 Snap Change Cylinders SCBA Repair/Hose & Plug/Regulator	7,786.00 21,425.89 442.55	29,654.44
10773	6359 6364	North County EVS, Inc.	01/16/2019	E210 Service Call/Prev Maintenance/Road Draft Tube/Battery Charger E10 Part/Pump Anode	1,585.19 118.01	1,703.20
10774	3010287661	Parkhouse Tire Inc.	01/16/2019	Backhoe 420E- Fleet Service/Flat Repair	147.68	147.68
10775	Patuka	Patuka, Joseph	01/16/2019	Refund/Patuka, Joseph/Deposit- CommCtr- 11/24/18	200.00	200.00
10776	CM012941 INV026932	RapidScale Inc.	01/16/2019	Credit/Marketing Sponsorship 11/30/18 Virtual Hosting 12/31/18	-1,000.00 3,370.78	2,370.78
10777	31609108 31623726	RCP Block & Brick, Inc.	01/16/2019	Bulk Concrete Sand - Fire Station Bulk Concrete Sand - Fire Station	205.59 102.79	308.38
10778	0065369 17546F(9)	Rick Engineering Company	01/16/2019	Prof Svc: City Engineer 10/27/18-11/30/18 Prof Svc: 2017/18 CIP Sewer Proj- 8 Locations 10/27/18-11/30/18	50,395.62 10,813.38	61,209.00
10779	Jan-Jun 19	San Diego County Sheriff's Department	01/16/2019	Cal-ID Program Costs 1/1/19-6/30/19	3,601.00	3,601.00
10780	Dec18	SDG&E	01/16/2019	Gas & Electric 11/19/18-12/19/18	20,772.03	20,772.03
10781	3394-12 3394-12 3394-12	Select Electric Corp.	01/16/2019	Traffic Signal Dig Alert Markings - Dec'18 Traffic Signal Service Calls- Dec'18 Traffic Signal Maintenance- Dec'18	534.00 2,318.00 3,134.79	5,986.79
10782	00075040 00075223 00075226	The East County Californian	01/16/2019	Notice of Public Hearing - Zoning Amendmt - Emerg Shelter 12/20/18 Ordinance No. 449 - Tobacco Retail 12/27/18 Ordinance No. 450 - CUP Early Separation Finding 12/27/18	175.00 353.50 52.50	581.00
10783	3547-3	The Sherwin-Williams Co.	01/16/2019	Graffiti Paint	39.57	39.57
10784	72054822 72060045 72068712	Vulcan Materials Company	01/16/2019	Asphalt Asphalt Asphalt/SS1H 4.5 Gallon Bucket	146.43 145.52 142.98	434.93
10785	Beebe	Beebe, Clayton	01/23/2019	Refund/Beebe, Clayton/Partial Deposit - LBH- 1/5/19	150.00	150.00
10786	83076319	Boundtree Medical LLC	01/23/2019	Medical Supplies-Nitrile Gloves/Suction Cups/Defib Pads/Adult	3,383.54	3,383.54
10787	020D519481	Cintas Corp 2	01/23/2019	Fire Extinguishers Inspection & Recharge- Sheriff Stn 12/28/18	191.15	191.15
10788	4015248535	Cintas Corporation #694	01/23/2019	Janitorial Supplies - 1/17/19	260.70	260.70

10789	FRS0000137 FRS0000137 FRS0000137 FRS0000139 FRS0000139	City of El Cajon	01/23/2019	Overtime Reimbursement - Groller 12/8/18 Overtime Reimbursement - Paddock 12/7/18 Overtime Reimbursement - Silonov 12/7/18 Overtime Reimbursement - Diaz 12/23/18 Overtime Reimbursement - Hays 12/22/18	1,227.23 224.53 224.53 1,197.49 1,139.67	4,013.45
10790	4758	D- Max Engineering Inc.	01/23/2019	D-Max Stormwater Prof Svcs thru 12/31/18	3,305.00	3,305.00
10791	211170	Dell Awards	01/23/2019	Retirement Plaque for City Attorney- Lough	21.01	21.01
10792	1218.22.0153	Dexter Wilson Engineering, Inc.	01/23/2019	Metro JPA Wastewater Issues - Dec'18	10,820.00	10,820.00
10793	CINV-004139	First Capitol Consulting, Inc.	01/23/2019	Prof Svcs: 2019 ACA Basic Plus Initial Deposit- HR	1,500.00	1,500.00
10794	Garcia	Garcia, Grace	01/23/2019	Refund/Garcia, Grace/Partial Deposit - LBH- 1/5/19	150.00	150.00
10795	Infinity Energy	Infinity Energy Inc.	01/23/2019	Refund/Infinity Energy Inc./B18-0310 Permit Withdrawn	88.20	88.20
10796	1638-1 1638-2 1638-3	League of California Cities,San Diego Division	01/23/2019	2019 League Membership Dues- SD County Division 2019 League Luncheon Meetings- SD County Division - Romero 2019 League Luncheon Meetings- SD County Division - Mendoza,J	600.00 300.00 300.00	1,200.00
10797	Dec 18 Dec 18 Dec 18 Dec 18 Dec 18	Lounsbery Ferguson Altona & Peak LLP	01/23/2019	General 01163-00002 - Dec '18 Code Enforcement 01163-00003 - Dec '18 01163-00019 - Dec '18 01163-00028 - Dec '18 01163-00044 - Dec '18 Sanitation Dist 01163-00036 - Dec '18	7,519.80 764.07 132.80 341.46 540.95 547.80	9,846.88
10798	Martin	Martin, Steven	01/23/2019	Refund/Martin, Steven/CD1-800-0044- Permit Cancelled 9/19/18 Refund/Martin, Steven/B18-000-0320- Permit Cancelled 9/19/18	500.00 520.68	1,020.68
10799	IN1297176	Municipal Emergency Services Inc.	01/23/2019	Gear Disinfectant	72.34	72.34
10800	6388	North County EVS, Inc.	01/23/2019	E210 Service Call/Replace Engine Oil Filter Hoses	1,486.99	1,486.99
10801	Quichocho	Quichocho, Johnalyn	01/23/2019	Refund/Quichocho, Johnalyn/Deposit - Comm Ctr-1/12/19	200.00	200.00
10802	Rolcom Corp	Rolcom Corp	01/23/2019	Refund/Rolcom Corp/Duplicate SMIP Fee Charged 1/3/19	19.50	19.50
10803	Select Home Imp	Select Home Improvements Inc.	01/23/2019	Refund/Select Home Imprvmnt/B18-0628/Permit Withdrawn 10/17/18	107.78	107.78
10804	8052774147	Staples Advantage	01/23/2019	Office Supplies & Copy Paper - City Hall	444.74	444.74
10805	00075445	The East County Californian	01/23/2019	Bid Notice - FY17/18 Sewer Cap Impr Proj/Rehab 1/3/19	196.00	196.00
10806	STMT 12/24/2018 STMT 12/24/2018	US Bank Corporate Payment Systems	01/23/2019	Engine Maintenance/Pipe Fittings American Flag for E10/Water for Emergency Response/Coveralls - Fire Storage Cabinet for Flammables - Fire Stn Supplies/Canopies/Hand-held Pump/Bonfire 12/7/18 Station Supplies/Shop Vac Filter/Batteries - Fire Parking/Romero/Meeting 12/11/18 SDEC Chamber Brkfst Mtg/Jones 1/4/19 2019 CSMFO Membership/Brennan Council Re-election Ceremony/Jones/Mendoza 12/18/18 City Clerk's New Law & Election Seminar/San Fran/Chapel 12/12-14/18 Postage - HR MMASC Membership/Hidalgo LGPW# 01/03/04/14/20/23 Smog Tests Fuel Registration/CA Pest Control License/Landeros DigiRoller Plus III - Paving Proj	45.84 80.01 1,190.83 835.15 69.97 7.00 33.00 110.00 35.99 685.15 50.80 85.00 480.00 124.67 60.00 165.88	4,059.29
10807	9821526618	Verizon Wireless	01/23/2019	Modems- Cardiac Monitors - 12/4/18-1/3/19	14.04	14.04
					1,885,583.89	1,885,583.89



# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

**Item No. 1.C**

**Meeting Date:** February 5, 2019  
**Submitted to:** Honorable Mayor and Members of the City Council  
**Department:** City Manager's Office  
**Staff Contact:** Shelley Chapel, City Clerk  
[Schapel@lemongrove.ca.gov](mailto:Schapel@lemongrove.ca.gov)

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

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**Recommended Action: Approval of City Council Meeting Minutes for Regular Meeting held January 15, 2019**

**Environmental Review:**

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

**Fiscal Impact:** None.

**Public Notification:** None.



**MINUTES OF A MEETING OF  
THE LEMON GROVE CITY COUNCIL  
TUESDAY, JANUARY 15, 2019**

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

**Call To Order:**

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

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

**Absent:** Councilmember Jerry Jones

**Staff Members Present:**

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

**Pledge of Allegiance:**

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

**Presentations:**

Mayor Vasquez introduced Ms. Dinah Willier, Public Affairs Manager for SDG&E to the podium to provide a presentation on the "Activities in the Region."

**Public Comments:**

Appeared to comment were: John L. Wood (submitted statement in writing; Distributed to City Council and available in the City Clerk's Office and on the City Website), and Brenda Hammond.

**Consent Calendar:**

- A. Waive Full Text Reading of All Ordinances on the Agenda.
- B. Ratification of Payment of Demands
- C. City Council Meeting Minutes
- D. Approval of Resolution No. 2019-3629, Designating Special Enforcement Counsel for Election and Campaign Finance Control.
- E. Approval of Resolution No. 2019-3630, Approving a Seventh Amendment to the Option Agreement between the City of Lemon Grove and the San Diego Land Trust for 8084 Lemon Grove Way.
- F. Approval of Resolution No. 2019-3631, Application for the Connect Main Street Phase 3-6 Project for San Diego Association of Governments Cycle 4 Regional Active Transportation Program Funding.

**Action: Motion by Mayor Pro Tem Arambula, seconded by Councilmember M. Mendoza to approve Consent Calendar Items A-F.**

**The motion passed by the following vote:**

**Ayes: Vasquez, Arambula, M. Mendoza**

**Noes: None**

**Abstained: J. Mendoza on Item 1.D. due to a conflict of interest as a candidate during the 2018 November Election.**

**Absent: Jones**

**Public Hearing:**

2. Introduction of Ordinance, adding Chapter 17.20.050 to the Lemon Grove Municipal Code establishing Emergency Shelter Overlay Zone, and amending Chapter 17.16.070 to reference New Emergency Shelter Overlay Zone, and Approve a Zone Change to Amend Zoning Map to include Specific Parcels in the General Commercial Zone; Zoning Amendment ZA1-800-0003.

City Manager Lydia Romero introduced Claudia Tedford, Consultant CityPlace Planning who presented the staff report and PowerPoint Presentation.

Claudia Tedford, introduced Yajaira Preciado Chair of the Community Advisory Commission who outlined the process taken by the commission to narrow down site locations to bring forward to the Planning Commission and City Council for consideration.

Mayor Vasquez opened the Public Hearing at 6:54 p.m.

*No Public Speakers.*

Adoption of the Ordinance No. 451, would authorize Zoning Amendment ZA1-800-0003, adding Chapter 17.20.050 to the Lemon Grove Municipal Code establishing an emergency shelter overlay zone for the South Broadway site; amending Chapter 17.16.070 to reference the new emergency shelter overlay zone in the General Commercial (GC) zone; and approve a zone change to amend the Lemon Grove Zoning Map to include specific GC zoned parcels within the new emergency shelter overlay zone

**Action: The public hearing was closed at 7:03 p.m. on a motion by Councilmember Mendoza, and second by Mayor Pro Tem Arambula. The motion passed by the following vote:**

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

**Noes: None**

**Absent: Jones**

**Action: It was moved by Councilmember Mendoza, and seconded by Mayor Pro Tem Arambula to schedule the second reading and adoption of Ordinance No. 451 to the February 19, 2019 City Council Meeting.**

**The motion passed by the following vote:**

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

**Noes: None**

**Absent: Jones**

**Reports to Council:**

## 3. 2017-2018 Annual Financial Report

City Manager Lydia Romero introduced Molly Brennan, Finance Manager who also introduced Consultant Greg Fankhanel of Van Lant & Fankhanel LLP (VLF) who together presented the staff report and PowerPoint Presentation.

**Action: Staff recommendation was to receive and file.**

## 4. Ordinance No. 450 Amending Section 17.28.020 (Application Procedures) of the Lemon Grove Municipal Code to Create a New Process to Allow for Early Separation Findings for Land Uses with Separation Requirements

Mayor Vasquez introduced City Attorney Kristen Steinke, who presented the staff report.

Appeared to comment was: Ebon Johnson

**Action: The motion by Councilmember J. Mendoza, and second by Mayor Pro Tem Arambula to Adopt Ordinance No. 450. The motion passed by the following vote:  
Ayes: Vasquez, Arambula, J. Mendoza, M. Mendoza  
Noes: None  
Absent: Jones**

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

**Councilmember M. Mendoza** posed a question to City Manager Romero regarding the timing of staff response to questions and concerns brought by residents at Council meetings.

**Councilmember J. Mendoza** attended the following meetings and events:

- Lemon Grove Clergy Meeting
- League of California Cities Meeting
- Interfaith Shelter Network at St. John Church to be held January 26 – February 28
- Wished Mike James, Assistant City Manager Happy Birthday

**Mayor Vasquez** attended the following meetings and events:

- Lady in Business Network
- H.E.A.L. Zone End of Year Event (Councilmember J. Mendoza also in attendance)
- SANDAG Board Meeting
- SANDAG appointment of Independent Performance Auditor (Closed Session)
- Swearing in of Summer Sanchez
- NECA Installation of Officers
- 7<sup>th</sup> Annual Martin Luther King Day Event held on the Midway
- Attended the Founders Day Celebration for Sorority (Alpha Kappa Alpha)
- Expressed gratitude to staff for the new Chamber set-up

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

Finance Manager Molly Brennan attended a CA Society of Municipal Finance Officers Conference  
Assistant City Manager Mike James update on storm monitoring for flooding.

City Manager Lydia Romero accepted the Mayors gratitude and provided more information as to the change and it was at the suggestion of Lt. Amos with the Sheriff's Office as a security measure.

City Clerk Shelley Chapel attended the New Law and Election Conference.

City Attorney Kristen Steinke thanked the City Council for the opportunity to be the City Attorney for the City of Lemon Grove.

**Closed Session:**

1. Conference with Legal Counsel – Existing Litigation (Government Code Section §54956.8)  
Name of Case: April Flake v. City of Lemon Grove, et al. (SDSC Case No. 37-2017-00049330-CU-OR-CTL)
  
2. Liability Claim (Government Code Section §54956.95)  
Claimant: Mary Ann Scott  
  
Agency Claimed Against: City of Lemon Grove

City Attorney Kristen Steinke announced the City Council will be adjourning to closed session at 8:40 p.m. for the purposes above.

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

**Adjournment:**

There being no further business to come before the Council, the meeting was adjourned at 8:02 p.m. to a meeting to be held Tuesday, February 5, 2019, in the Lemon Grove Community Center located at 3146 School Lane, for a Regular Meeting.

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Shelley Chapel, MMC  
City Clerk



# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

**Item No.** 1.D

**Meeting Date:** February 5, 2019

**Submitted to:** Honorable Mayor and Members of the City Council

**Department:** City Manager's Office

**Staff Contact:** Roberto Hidalgo, Human Resources Manager

[rhidalgo@lemongrove.ca.gov](mailto:rhidalgo@lemongrove.ca.gov)

**Item Title:** 2019 Minimum Wage Increase

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**Recommended Action:** Adopt a Resolution entitled, "A Resolution of the City Council of the City of Lemon Grove, California, approval of minimum wage increase to ensure compliance with the California Minimum Wage increase as governed by State law."

**Summary:** Effective January 1, 2019, minimum wage increased from \$11.00 to \$12.00 hourly. The proposed salary recommendations (Attachment B) are based on requirements by State law. Additionally, each step thereafter will continue to maintain a five (5) percent differential between salary steps.

**Discussion:** The City of Lemon Grove has a past practice of State compliance. As an employer with 26 or more employees, the minimum wage increased to \$12.00 per hour. In the future, the City will continue to adhere to the State's schedule, which increases the minimum wage to \$15 per hour by 2022.

**Environmental Review:**

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

**Fiscal Impact:**

The total projected annual cost to the City will be approximately \$3,478.80, based on an average of 14 hourly extra help employees impacted by the minimum wage increase and a 20-hour work week. These costs are already budgeted for FY 2018-19.

**Public Notification:**

None.

**Staff Recommendation:** Approve minimum wage increase to ensure compliance with the California Minimum Wage increase as governed by State law.

**Attachments:**

**Attachment A** – Resolution

**Attachment B** – Part-Time Salary Table

Attachment A

**RESOLUTION NO. 2019-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,  
CALIFORNIA, APPROVAL OF MINIMUM WAGE INCREASE TO ENSURE  
COMPLIANCE WITH THE CALIFORNIA MINIMUM WAGE INCREASE AS  
GOVERNED BY STATE LAW**

**WHEREAS**, the FY 2018/19 General Fund budget funds positions that require adherence to the new minimum wage increase; and

**WHEREAS**, this wage modified will affect the part-time salary schedule to include the positions of Recreation Leader I and II, Office Aide; and

**WHEREAS**, this increase will also affect the salary steps for these part-time positions; and

**WHEREAS**, the City must comply with the State approved minimum wage law.

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

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

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

**Raquel Vasquez, Mayor**

**Attest:**

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**Shelley Chapel, MMC, City Clerk**

**Approved as to Form:**

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**Kristen Steinke, City Attorney**



**PART-TIME SALARY TABLE****2019**

<b><u>Office Aide</u></b>	A	B	C	D	E
Hourly	12.00	12.60	13.23	13.89	14.58
<b><u>Recreation Leader I</u></b>	A	B	C	D	E
Hourly	12.00	12.60	13.23	13.89	14.58
<b><u>Recreation Leader II</u></b>	A	B	C	D	E
Hourly	12.30	12.92	13.56	14.24	14.95



# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

**Item No. 1E**

**Meeting Date:** February 5, 2019

**Submitted to:** Honorable Mayor and Members of the City Council

**Department:** City Manager's Office

**Staff Contact:** Roberto Hidalgo, Human Resources Manager

[rhidalgo@lemongrove.ca.gov](mailto:rhidalgo@lemongrove.ca.gov)

**Item Title: New Position Classifications**

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**Recommended Action:** Adopt a Resolution entitled, "A Resolution of the City Council of the City of Lemon Grove establishing three (3) new classifications." These classifications are Community Services Specialist, Community Development Manager, and Public Works Operations & Administration Manager.

**Summary:** Establish the classifications of Community Services Specialist, Community Development Manager, and Public Works Operations & Administration Manager. The Community Services Specialist's monthly salary range is \$2,739.60 - \$3,330.00. The Community Development Manager and Public Works Operations and Administration Manager's monthly salary range is \$8,009.83 - \$9,736.00 (Attachment E). In addition, attached to the Resolution are the job description details and salary schedule for each new classification.

**Discussion:** Lemon Grove has experienced several vacancies of key positions on staff in 2018. Two of the vacancies were the result of retirements and the other vacancy was due to assuming a similar position in another City. These vacancies allowed staff to consider a reorganization and a realignment of duties. The new position of Public Works Operations and Administration Manager will consolidate the positions of Public Works Superintendent and Community Services Superintendent. This position will include the duties of the previous Public Works Superintendent as well as overseeing facilities maintenance, increased administrative responsibility that is being done by the Assistant City Manager acting as the Public Works Director. The new position of Community Development Manager replaces the Development Services Director position. This position will assume the duties, (planning, building, code enforcement and storm water) of the Development Services Director position except for the supervision of the engineering department. The Assistant City Manager will provide direct supervision to both of these new positions, which aligns all development services under one position.

The new position of Community Services Specialist will assume the Community Services responsibilities of the Community Services Superintendent and will focus on developing additional recreational programs and special events.

Should the City Council approve these three new classifications both manager positions will be advertised immediately with the goal to have these positions filled by mid to end of April. Staff plans to promote the current Community Services Assistant to the Community Services Specialist and immediately backfill the position of Community Services Assistant.

**Environmental Review:**

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

**Fiscal Impact:**

Approval of these new classifications salary schedule can be absorbed in the current FY 18-19 budget. Staff anticipates salary and benefit savings will be fully recognized in the FY 19-20 budget.

**Public Notification:**

None.

**Staff Recommendation:** Establish three (3) new classifications and amend the fiscal year 2018-19 fiscal plan.

**Attachments:**

**Attachment A** – Resolution

**Attachment B** – Community Services Specialist Job Description

**Attachment C** – Community Development Manager Job Description

**Attachment D** – Public Works Operations & Administration Manager Job Description

**Attachment E** – Salary Schedule

**RESOLUTION NO. 2019-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,  
CALIFORNIA ESTABLISHING THREE NEW CLASSIFICATIONS AND AMEND  
THE FISCAL YEAR 2018-19 FISCAL PLAN.**

**WHEREAS**, periodically, the demands of City service and changing needs require establishing new positions and salary ranges; and.

**WHEREAS**, the City Council finds it in the public interest to approve three (3) new position classifications for Community Services Specialist, Community Development Manager, and Public Works Operations & Administration Manager; and.

**WHEREAS**, the City Council amends the FY 2018-19 Salary Plan to include the new positions of Community Services Specialist, Community Development Manager, and Public Works Operations & Administration Manager .

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

1. The attached Community Services Specialist job description (Attachment B); and
2. The attached Community Development Manager job description (Attachment C);  
and
3. The attached Public Works Operations & Administration Manager (Attachment D); and
4. The attached salary schedule (Attachment E).

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

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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***Racquel Vasquez, Mayor***

***Attest: Shelley Chapel, MMC, City Clerk***

***Approved as to Form: Kristen Steinke, City Attorney***





**City of Lemon Grove**

**COMMUNITY SERVICES SPECIALIST**  
**Class Specification**

**DEFINITION**

Under general supervision, assists performing a wide variety of tasks, programs, special events, City and community sponsored recreational and support related activities.

**FLSA STATUS**

Non-Exempt – Eligible for Overtime

**SUPERVISION RECEIVED AND EXERCISED**

Direction is provided by the City Manager and/or his/her designee.

Position exercises direct supervision over Community Services Assistant and part-time Recreation Leader I's and II's.

**EXAMPLES OF DUTIES**

- Assist in coordinating, promoting, implementing, and evaluating programs (e.g., summer and winter camps) and special events such as community events for all age groups; City-wide special events; inter-agency, contractual, satellite and instructional programs; and grant programs, etc.
- Prepare events publicity, including flyers and its dissemination; promote and advertise facility rentals.
- Conduct and attend staff meeting for camp.
- Document the progress and effectiveness of specific and assigned programs/events.
- Conduct research and write articles regarding events and topics of interest for publication in newspapers.
- Perform a variety of office related functions, including registration fees and activity reports.
- Select, supervise, train, and evaluate assigned part-time staff – Recreation Leader I's and II's; make staff schedules.
- Ensure safety precautions for all recreation participants and spectators.
- Represent the City to community groups, outside agencies, and professional organizations as required.
- Respond to inquiries from City staff and the general public using principles of excellent customer service.
- Maintain accurate records and files of departmental program/event activities.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Knowledge of:

Modern principles, practices, and philosophies for assisting in a wide variety of programs, special events, and other recreational activities; basic recreation program purpose and methods of delivery; research techniques and practices; and office procedures, filing, proofing, and use of software programs, and various duplicating machines and related equipment.

### Ability to:

Organize and coordinate a variety of duties related to assigned program or event; assist in organizing and implementing recreational activities; perform clerical related functions; understand and carry out written and oral instructions; observe safety principles and work in a safe manner; and communicate clearly and concisely, both orally and in writing.

## **EXPERIENCE AND EDUCATIONS**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

### Experience:

Three (3) years of recreation and/or child development/care related experience, including one (1) year of responsible customer service, including direct interaction with children and participants.

### Education:

A Bachelor's degree with major course work in recreation, public or business administration, or a closely related field; or the equivalent (experience may be substituted on a 2:1 basis).

### License or Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

### Environment:

Work is performed primarily in a standard office environment and at indoor and outdoor recreational facilities; travel to different locations; incumbents may be exposed to inclement weather conditions and may have some contact with chemical agents used in pool maintenance; work and/or walk on various types of surfaces including slippery or uneven surfaces; incumbents may be required to work extended hours including evenings and weekends.

### Physical:

Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; lift, carry, pull, and/or push light to moderate objects (up to 25 lbs.); to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**GUIDELINES**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The class specification does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council.





**City of Lemon Grove**

**COMMUNITY DEVELOPMENT MANAGER**  
**Class Specification**

**DEFINITION**

Plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the planning, building, and code enforcement sections; assures compliance with all laws, policies and regulations; implements City policies regarding General Plan; and provides highly complex staff assistance to the City Manager and/or his/her designee. .

**FLSA STATUS**

Exempt – Not Overtime Eligible

**SUPERVISION RECEIVED AND EXERCISED**

Direction is provided by the City Manager and/or his/her designee.

Position exercises direct supervision over assigned professional, technical, and/or clerical staff.

**EXAMPLES OF DUTIES**

- Manage and direct the functions and activities of the Planning, Building, and Code Enforcement sections; develop procedures to conduct activities in accordance with federal, state, and City laws, ordinances, rules, and regulations.
- Participate in the development and implementation of goals, objectives, policies, procedures, and priorities for assigned service areas, programs, and activities.
- Meet with a variety of residents, governmental representatives, technical experts, and developers on physical issues facing the City including planning, zoning, and code enforcement improvements.
- Review and approve technical documents, contracts, agreements, plans and reports of Planning, Building, and Code Enforcement sections; manage the collection, analysis and reporting of administrative and operational data.
- Research, analyze, and recommend policy approaches to legislation and urban development and improvement.
- Direct documentation and transmission of information regarding Sections' activities relevant to other Divisions and/or Departments.
- Oversee and participate in assisting the public at the front counter; receive, review, and approve development applications and proposal; confer with and advise contractors, developers, architects, engineers and the general public; prepare reports and recommendations.
- Establish schedules and methods for providing planning and development services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Research growth, land, environmental issues, zoning requirements, open space management, and federal, state and local laws.
- Establish, improve, and coordinate the plan checking procedures; develop and evaluate the need for plans and schedules.
- Provide staff assistance to the City Manager and City Council.

## Attachment C

- Attend and participate in City Council, community and commission meetings; serve as the Secretary to the Planning Commission and manage, through subordinate personnel, the City's planning and zoning efforts.
- Keep abreast of federal, state, regional, special district and county activities and policies affecting municipal developments, alert officials to changes or new programs, and assist in evaluating proper City actions, responses, and policies.
- Manage and participate in the development and administration of the department's/sections' budget.
- Select, supervise, train, and evaluate subordinate staff; evaluate and review work for acceptability and conformance with Department's (and Sections') standards.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

Principles, practices, and techniques for effective management of complex community development (i.e., planning and code enforcement); principles and practices of municipal government administration; federal, state, and municipal codes, ordinances, and regulations; real estate transactions, economic development, redevelopment and housing programs; advanced knowledge of California Environmental Quality Act; contract administration; research methods and sources of information related to urban growth and development; statutes relating to general plans, environmental matters, zoning, and land divisions; principles of organization, supervision, budget and personnel management; modern office procedures, methods, and computer equipment.

#### Ability to:

Develop and maintain policies and programs pertaining to a comprehensive planning and code enforcement section; plan, assign and coordinate the work of professional, technical, and/or clerical personnel; perform and interpret statistical calculations; interpret planning and zoning programs to the general public; provide technical and effective advice and assistance to boards, commissions, and committees; make effective public presentations; identify and coordinate a wide variety of interests in the development of land use policy; evaluate alternatives and make creative recommendations in area of responsibility; and establish and maintain effective relationships with city officials, other governmental agencies, citizens and the public.

### **EXPERIENCE AND EDUCATIONS**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Six (6) years of progressively responsible planning and/or community development experience, urban and/or environmental planning, including three (3) years in a supervisory capacity.

Education:

A Bachelor's Degree from an accredited college or university with major course work in Urban or Regional Planning, Public or Business Administration, Business Management, or a closely related field. A Master's degree is highly desirable.

License or Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Environment:

Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions; may be required to work evenings, weekends and split shifts; may be required to travel outside City boundaries to attend meetings.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**GUIDELINES**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The class specification does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council.





**City of Lemon Grove**

**PUBLIC WORKS OPERATIONS &  
ADMINISTRATION MANAGER**  
**Class Specification**

**DEFINITION**

Provides highly responsible and management support in the planning, analysis, coordination, and conduct of operating programs and activities within a Department/Division; supervises assigned staff; provides technical support to Department Director; and performs administrative studies and special projects.

**FLSA STATUS**

Exempt – Not Overtime Eligible

**SUPERVISION RECEIVED AND EXERCISED**

Direction is provided by the City Manager and/or his/her designee.

Position exercises direct supervision over assigned professional, technical, and clerical staff.

**EXAMPLES OF DUTIES**

- Assist in the development and implementation of goals, objectives, and priorities for the Public Works Department.
- Oversee assigned Public Works' administrative processes, procedures, programs, and activities.
- Solve emerging operational problems or dynamic concerns (e.g., street, grounds/parks maintenance, sewer, storm drains, traffic signals, vehicle maintenance, construction contracting, facilities, etc.)
- Develop and implement special management studies, including conducting surveys and performing research and statistical analysis on administrative, budgetary, and/or operational issues; compile and evaluate results in an informational format with recommendation(s) to Public Works Director.
- Prepare reports, manuals, and correspondence relating to departmental and interdepartmental operations, systems, and procedures; interpret rules, standards, and procedures; monitor programs and compile project status reports for the Public Works Department.
- Administer assigned Public Works programs; coordinate program activity with City departments and divisions; evaluate and implement strategies to improve operations.
- Monitor compliance with applicable contracts and/or agreements (e.g., all CUPPA contracts and public bids for the PW Department).
- Represent the City to community groups, outside agencies, and professional organizations as required; and respond to citizen inquiries and requests for information.
- Assist with budget development and administer assigned budget as required; submit justifications for staffing levels, equipment and materials.
- Select, supervise, train, and evaluate assigned staff.

- Maintain accurate records and files of Public Works program activities.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned

## **MINIMUM QUALIFICATIONS**

### Knowledge of:

Principles and practices of public administration and public works operations; management for municipal infrastructure maintenance, repair, construction, and sanitation; organizational and management practices as applied to the analysis and evaluation of Public Works programs; budget preparation and administration; techniques of administrative and quantitative financial research and analysis; methods of report preparation and presentation; principles of supervision, training and performance evaluation; City policies and procedures and applicable Federal and State legislation and regulations related to area(s) of assignment; modern office procedures, methods, and computer equipment.

### Ability to:

Provide highly responsible and management support in the planning, analysis, coordination, and conduct of operating programs; on a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information, and observe, and solve operational and technical policy and procedural issues.

Interpret and apply City ordinances, regulations, and procedures according to area(s) of assignment; prepare and present written and oral reports of studies to City staff, and outside agencies and organizations; plan and carry out department or division programs; evaluate assigned program(s) effectiveness through systems analysis and service level standards.

## **EXPERIENCE AND EDUCATIONS**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

### Experience:

Seven (7) years of responsible journey level experience in a mid-management position within a local government environment with at least two (2) years of supervisory experience.

### Education:

An Associate of Arts degree with major course work in public or business administration, engineering or a closely related field. A Bachelor's degree is desirable.

### License or Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

### Environment:

Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions; may be required to work evenings, weekends and split shifts; may be required to travel outside City boundaries to attend meetings.

## Attachment D

### Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

### **GUIDELINES**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The class specification does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council.

**2019 SALARY PLAN****Community Development Manager**

	A	B	C	D	E
Annual	96,117.98	100,923.88	105,970.07	111,268.57	116,832.00
Monthly	8,009.83	8,410.32	8,830.84	9,272.38	9,736.00
Bi-Weekly	3,696.85	3,881.69	4,075.77	4,279.56	4,493.54
Hourly	48.32	50.74	53.28	55.94	58.74

**Community Services Specialist**

	A	B	C	D	E
Annual	32,875.19	34,518.95	36,244.90	38,057.14	39,960.00
Monthly	2,739.60	2,876.58	3,020.41	3,171.43	3,330.00
Bi-Weekly	1,264.43	1,327.65	1,394.03	1,463.74	1,536.92
Hourly	16.53	17.35	18.22	19.13	20.09

**Public Works Operations & Administration Manager**

	A	B	C	D	E
Annual	96,117.98	100,923.88	105,970.07	111,268.57	116,832.00
Monthly	8,009.83	8,410.32	8,830.84	9,272.38	9,736.00
Bi-Weekly	3,696.85	3,881.69	4,075.77	4,279.56	4,493.54
Hourly	48.32	50.74	53.28	55.94	58.74



# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

### Item No. 2

**Meeting Date:** February 5, 2019

**Submitted to:** Honorable Mayor and Members of the City Council

**Department:** City Manager's Office

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

**Item Title:** **Fiscal Year 2018-19 Mid-Year Budget Update**

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### Recommended Action:

- a. Adopt a resolution (Attachment D) approving the Fiscal Year 2018-19 City of Lemon Grove Mid-Year Budget; and,
- b. Adopt a resolution (Attachment E) approving the Fiscal Year 2018-19 Appropriations Limit.

### Summary:

On July 3, 2018 the City Council adopted the Fiscal Year 2018-19 Lemon Grove Consolidated Operating and Capital Budget. In keeping with best financial practices, mid-way through the fiscal year the City Council shall adjust the adopted budget to reflect revised revenue and expenditure projections and the results of the prior year financial audit. Besides improving the accuracy of the approved budget, this procedure is designed to provide Council and the public with a review of City's financial health.

### Discussion:

Proposed mid-year adjustments are included for budget line items that are projected to be over/under the original adopted budget by at least \$5,000 or represent new line items that were not previously in the budget.

### General Fund

The following table compares a summary of the adopted FY 2018-2019 General Fund Budget with the proposed mid-year adjustments.

	FY 2018-2019	
	Adopted	Proposed
<b>General Fund</b>		
Balance Forward	\$ 5,467,473	\$ 5,475,999
Revenue	13,062,855	14,007,193
Expenditures	(13,801,539)	(14,446,249)
Reserve Expenditures	(844,335)	(844,335)
Transfers	416,681	525,144
Ending Balance	\$ 4,301,135	\$ 4,717,752

The following discussion of mid-year adjustments will present the adjustments in terms of their net impact on the budget, rather than what the new total for each specific line item or account will be.

Staff recommends that General Fund revenues be increased in total by \$944,338. See attachment A for the detailed breakdown of adjustments. The main drivers are:

- Additional \$250,000 of Sales Tax revenue based on higher than projected holiday spending and improved annual outlook from professional sales tax consultants. The consultants are not anticipating this year's level of growth to continue through next fiscal year (2019-2020).
- Additional \$125,000 of Property Tax post redevelopment, also referred to as the residual receipts, due to rising property values in prior redevelopment project areas.
- Additional \$178,600 of Property Tax In Lieu of Vehicle License Fees, due to rising property values.
- Reduction of \$44,762 of Emergency Transport Fees. Original budget was based on prior year activity during which the City received a one-time extra payment. Adjustment takes out the one-time payment for this year.
- Increase of \$260,000 for Fire Cost Recovery due to more activity than originally projected. Balanced with equal level of fire expenditure, so no impact on bottom line.
- Increase of \$100,000 in Building Permit revenue due to more permit activity than originally estimated. Seventy-five percent of this revenue is passed on to the City's third party building contractor for services rendered.
- Increase of \$60,000 in Administrative Citations from one-time proceeds from a settlement with a property owner.

Transfer activity is reflected in the budget book at the end of the revenue section. This section of the budget includes any interfund transfer to or from the General Fund. The

details of all proposed mid-year transfer adjustments are in Attachment A, and almost all have to do with the Successor Agency for the Redevelopment Authority. Staff recommends that General Fund transfers be increased by \$108,463. During FY18-19 the General Fund received \$100,000 from the Successor Agency as a partial payment for the outstanding City cash loan. This was not included in the original budget. When combined with the revenue totals, the sum of revenue and transfers is referred to as the total General Fund resources.

Staff recommends that General Fund expenditures be increased by \$644,710. See Attachment A for details on each line item included in the adjustment. The most significant changes are:

- Increase of \$46,000 for code enforcement attorneys and the City Attorney for litigation related work.
- Reduction in Fire salary (\$87,000) and holiday pay (\$40,000) due to one vacancy in the fire department for most of the fiscal year, while increasing the unscheduled overtime budget by \$280,000. The staffing vacancy and higher usage of paid time off (PTO) this year translates directly into higher overtime expenditures due to the minimum staffing model the department operates under.
- Increase of \$260,000 in reimbursable overtime for Fire, which is balanced by the revenue account, fire cost recovery, mentioned above.
- Increase of \$75,000 in Building plan checks paid to the City's third party contractors due to higher level of building permit activity than expected.
- Increase of \$30,000 in professional services for the Development Services department to cover outsourcing some director level functions during the staff vacancy.
- Reduction of \$50,000 due to delaying the General Plan Update to FY2019-20.
- Increase of \$60,000 for abatement at 7431-7455 Broadway, for which the City is pursuing reimbursement from the property owners.

After the proposed mid-year budget adjustments, total General Fund resources total \$14,532,337, while total General Fund expenditures total \$14,446,249. Estimated resources exceed estimated expenditures by \$86,088, which means the General Fund is no longer expected to end the fiscal year in a deficit.

While this is great news for FY18-19, it is not an indicator that the City's long-term structural deficit is gone. The City achieved a balanced budget this fiscal year through a combination of luck on the revenue side (one-time funding) and underfunding needs on the expenditure side. Deferring investment in capital replacement and staff vacancies is not a long-term solution. In addition, general economic projections show a recession or slow-down coming in the next few years. Therefore, the City needs to continue to prioritize generating new sources of revenue.

## **Implementation of New Revenue Generating Measures**

Based on feedback from the Budget Workshop held on October 23, 2018, Staff has prepared plans to implement a few new activities that will either save the City money or generate a small amount of revenue during the 2018-19 fiscal year. Attachment B includes detailed implementation plans for the projects listed below. The proposed mid-year budget includes adjustments to implement the projects during the 2018-19 fiscal year.

**Passport Acceptance Facility:** Spearheaded by the City Clerk Shelley Chapel, staff has been in contact with the US Department of State on the roles and responsibilities required for City Hall to become a certified passport acceptance facility. Each application will bring in \$35 of processing fees, minus postage and staff time. The mid-year budget proposal adds two new expenditure line items, for postage and office supplies, and one new revenue item. Staff estimates the program will begin positive revenue generation within one to two months from kick-off.

**Electronic Agenda Packets:** Also led by City Clerk Shelley Chapel, staff researched how to transition away from paper agenda packets to electronic distribution. The mid-year update adds a one-time expenditure of \$3,000 to cover the purchase of electronic devices for the City Council and the Mayor. While this project will not generate additional revenue, it will save a significant amount of staff time that can be transferred to revenue generating activities, such as the new passport acceptance facility program. In addition, costs for paper, printing, and physical distribution of the paper packets will be eliminated.

**Contract out California Environmental Quality Act (CEQA) Reviews:** Staff released a Request for Qualifications (RFQ) to identify qualified firms to handle the City's CEQA reviews. The Development Services department is working with the City Manager's office to create a new procedure to handle using a third party contractor with applicants. The City Council meeting of February 19 will have an agenda item to consider the on-call consultants. During the next Master Fee Schedule update in spring 2019, 100% cost recovery for the third party CEQA reviews will be added.

**Six New Park Gazebos:** Led by Public Works, staff will build six additional gazebos in City parks that will then be available for the public to rent. The mid-year budget proposal adds a one-time \$6,000 expenditure to purchase the supplies necessary to build the gazebos (\$1,000 per structure). Three gazebos will be built in Lemon Grove Park and three in Berry Street Park. Staff estimates the new gazebos will pay for themselves and begin generating new revenue after one year of rentals.

Staff is continuing to work on the other items that were discussed at the Budget Workshop for implementation in the 2019-2020 fiscal year.

## **FY17/18 General Fund Surplus**

The General Fund ended FY17-18 with a surplus of \$178,881. In accordance with the City's adopted General Reserve Policy, half will be transferred to reserves and the other half is to be used for one-time expenditures. Staff recommends the half transferred to reserves, \$89,440, should be dedicated to investment in the City's 115 Trust to be used for the upcoming spike in unfunded accrued liability pension payments to CalPERS. Due to changes in CalPERS operations (lower interest rate assumption, shorter amortization periods), the City's annual payments to CalPERS will grow every year, reaching a peak in 2031 at which point the payment will have increased 64% over the FY18-19 payment. Without dedicated reserves in the 115 Trust, each year's growth will have to be absorbed by the City's operating funds. If the City Council agrees with staff's recommendation, a resolution authorizing an \$89,440 transfer to the 115 Trust will be on the consent agenda at the February 19, 2018 meeting.

In addition, staff recommends allocating \$55,000 from the half of the surplus for one-time expenditures to repair the dangerous condition that has arisen at Roy Street and Washington Street. In December 2018 a sink hole formed near this intersection, creating the need for repairs to the underlying storm drain and surrounding pavement to restore the area. For details on the issue and planned repair, please refer to the staff report provided by Assistant City Manager/Public Works Direct Mike James under item 3 of tonight's meeting.

## **General Fund Current Year Finance Report**

Since the General Fund has been the focal point of the City's on-going financial worries, staff thought it was important to provide the City Council and general public with additional financial reporting on a regular basis. Attachment C is review of the General Fund revenue and expenditure activity between July 1, 2018 and December 31, 2018 and a comparison to the prior year's activity. Once the proposed mid-year budget is adopted, the budget column on the report will be updated. Staff will provide this report to Council on a quarterly basis.

## **Other Funds**

In addition to the General Fund, a few of the other funds have line items that are projected to be more than \$5,000 different than the original budget.

### **Gas Tax Fund (02)**

Staff received revised revenue projections from the state that are about \$10,500 less than the previous projections. The fund has a small cash balanced carried over from FY17-18, so the reduction of revenues does not put the fund out of balance.

### **Supplemental Law Enforcement Services Fund (07)**

The City received an additional payment from the County beyond the contracted \$100,000 annual amount.

### Grant Fund (08)

The original budget was missing a fire grant that Heartland Fire and Rescue administers for the Lemon Grove station. The adjustment adds an \$18,196 revenue and matching expenditure for the grant.

### Self-Insured Worker's Compensation Reserve (25)

The original budget included a transfer from this fund to the General Fund, which was a practice from a few years ago. Since then, the City has changed the way we process and pay claims and a transfer between the funds is no longer needed.

### Stormwater Fund (26)

A staff vacancy reduced the amount of expenditures that will be paid this fiscal year. Since this fund is subsidized by the General Fund, the transfer from the General Fund into the Stormwater Fund will be reduced to balance the reduction in expenditures.

## Previously Approved Budget Changes

During the year, City Council has approved other items that affect the adopted 2018-2019 budget. To consider the budget as a whole, these items are listed below.

### Lemon Grove Realignment

On October 16, 2018 the City Council approved expenditures up to \$844,335 from General Fund reserves to complete the Lemon Grove Realignment project.

### TransNet Fund

On November 20, 2018 the City Council approved reallocating the City's \$713,000 of FY18-19 TransNet revenue between the transportation projects paid out of this fund.

## Appropriations Limit

As mentioned during the discussion of the Annual Financial Report for FY17-18 at the January 15, 2019 City Council meeting, the audit found that last year's adopted Appropriations Limit (or Gann Limit) was understated by \$12,000. Each year's limit is calculated from the prior year's limit, therefore the FY18-19 Appropriations Limit Council adopted in July 2018 is also incorrect. Attachment E is amended FY19 Appropriation Limit to adopt based on the corrected calculation.

## Environmental Review:

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

## Fiscal Impact:

Approving the mid-year budget update authorizes expenditures within those budget limits.

**Public Notification:**

None

**Staff Recommendation:**

- a. Adopt a resolution approving the Fiscal Year 2018-19 City of Lemon Grove Mid-Year Budget; and,
- b. Adopt a resolution approving the Fiscal Year 2018-19 Appropriations Limit.

**Attachments:**

Attachment A – Proposed FY2018-19 Budget Adjustments

Attachment B – Implementation Plans

Attachment C – July 1, 2018 – December 31, 2018 Finance Report

Attachment D – Resolution Approving FY2018-19 Lemon Grove Budget

Attachment E – Resolution Approving FY2018-19 Appropriations Limit





Education Award	(6,790)	One vacant position
<u>Development Services</u>		
Overtime	5,500	Higher OT due to department vacancies
Plan Checks/Consultants	75,000	Increased building activity
Professional Services	30,000	Outsourced some Director functions
<u>Public Works</u>		
ADA Ramp Replacement	7,000	Required for Certified Access Specialist Program (CASP)
Utilities - Water	10,000	Underbudgeted
Extra Help	6,500	Underbudgeted
Gazebo Build	6,000	One-time build of 6 new gazebos
Storm Drain Repair	55,000	Dangerous condition caused by sinkhole
<u>Non-Departmental</u>		
General Plan Update	(50,000)	Delayed
Miscellaneous Expenditures	60,000	7431-7455 Broadway Abatement
Increase in Expenditures	644,710	
<u>Original Revenue</u>	<u>13,062,855</u>	
<u>Increase in Revenue</u>	<u>944,338</u>	
<u>Original Transfers</u>	<u>416,681</u>	
<u>Increase in Transfers</u>	<u>108,463</u>	
<u>Original Expenditures</u>	<u>(13,801,539)</u>	
<u>Increase in Expenditures</u>	<u>(644,710)</u>	
<u>Increase in Reserve Expenditures</u>	<u>(844,335)</u>	
<b>Ending Fund Balance</b>	<b>\$ 4,717,752</b>	







## Grant Fund

**Beginning Fund Balance** **\$ 71,359**

### REVENUE

Description	Adjustment	Reason
SHSGP	18,196	Received grant

### EXPENDITURE

Description	Adjustment	Reason
SHSGP Expenditures	18,196	Received grant

Original Revenue	41,853
Increase in Revenue	18,196
Original Expenditures	(64,267)
Increase in Expenditures	(18,196)
<b>Ending Fund Balance</b>	<b>\$ 48,945</b>

## Self-Insured Workers Compensation Reserve

**Beginning Fund Balance** **\$ 553,270**

### EXPENDITURE

Description	Adjustment	Reason
Interfund Transfer	(20,000.00)	Maintaining Reserve

Original Revenue	4,000
Original Expenditures	(20,300)
Decrease in Expenditures	20,000
<b>Ending Fund Balance</b>	<b>\$ 556,970</b>



## Stormwater

**Beginning Fund Balance**                    \$        **4,023**

### REVENUE

Description	Adjustment	Reason
Interfund Transfer Revenue	(15,425)	Reduced Expenditures
Decrease in revenue	(15,425)	

### EXPENDITURE

Description	Adjustment	Reason
Salaries	(25,700)	staff vacancy
Health Benefits	(2,500)	staff vacancy
Retirement	(1,970)	staff vacancy
Professional Services	14,745	State Trash Amendment (STA)
Decrease in expenditures	(15,425)	

Original Revenue	244,992
Decrease in Revenue	(15,425)
Original Expenditures	(244,992)
Decrease in Expenditures	15,425
<b>Ending Fund Balance</b>	<b>\$        4,023</b>



**Implementation Plan for Passport Acceptance Facility**

**Goal - Passport Acceptance Facility:**

During the recent Budget meeting it was recognized that staff would need to make cuts where able, and also come up revenue generating ideas to help with the budget deficit. Staff suggestion was to become a Passport Acceptance Facility.

After evaluation it was determined that staff should research the option and contacted the US Department of State information on Roles and Responsibilities of Certification. The City Clerk has begin the process of certification upon City Council approval.

TASK	DATE STARTED	DATE COMPLETED	COMMENTS
<b>#1 Organize the Implementation Effort</b>			
<b>Total estimated time to complete: 3 months:</b>	2/6/19		
Outline Implentation Plan:	1/22/19		
Identify Project Manager: Shelley Chapel, City Clerk	1/22/19		
Identify key personnel to be involved in project plan: Identify Stake Holders: Lydia Romero, City Manager, Mike James, Assistant City Manager/Director of Public Works, Molly Brennan, Finance Manager and Lt. Amos with SD Sheriff's Office, City Staff	TBD		
Set a schedule for project meetings:	TBD		
1. Meeting with City Manager regarding preliminary needs and implementation plan.	1/17/19		
2. Meeting with Molly Brennan to track Revenue and Cost Allocation, add division to budget to allow for proper distribution of cost/revenue of program.	TBD		
3. Meeting with Molly to discuss payment process (cc/checks), check return policy and procedure	TBD		
4. Meeting with US Department of State Passport Services Regional Representative for site evaluation and approval	TBD		
5. Complete the Certification of Program Compliance - US Department of State	TBD		
6. Meeting with Mike James regarding Facility needs.	TBD		
7. Ensure Acceptance Agents receive training and certification	TBD		
8. Order Supplies from US Department of State	TBD		
9. Order supplies from USPS for shipping	TBD		
10. Determine Business Hours, and Acceptance Agent Location	TBD		
11. Meeting with Lt. Amos regarding Security	TBD		
12. Marketing - Social Media, City Website, Newspaper, Publications etc.	TBD		
13. Alter Staff Schedule (work priorities) to allow for Acceptance Agent responsibilities	TBD		
14. Signage	TBD		
15. Supplies - Office supplies for processing	TBD		
16. Meeting with Molly regarding influx of phone calls to set appointments and assistance from reception	TBD		
17. Staff Report to Council regarding the Facility initial and returning in 6 months for update on progress	TBD		
Identify Tasks Needed to Implement Plan:	1/22/19		
Plan for communication on Go-Live Date of project	TBD		
Impact: Who will be impacted and how: <u>City Clerk</u> City Clerk will need to redirect focus from daily activities, and special projects to facilitate the Passport Acceptance Facility. This will be on a temporary basis during the first 6 months to determine the needs of this service in the community. With the implementation of the Electronic paperless agenda process the City Clerk will be freed up to focus more on this revenue generating program. <u>City Staff</u> The applicants will cause more foot traffic into City Hall as well as an increase in phone calls to answer questions and schedule appointments.			
<b>#2 Create Timeline for Implentation</b>			
<b>#3 Go-Live</b>			



**Goal - Electronic Agenda Process:**

The current paper process for City Council and Planning Commission Agenda Packets is time consuming and an archaic process that could be streamlined for efficiencies both at the staff level and the Council and \*Commission level.

The Paperless Agenda process can reduce costs for agenda review, reproduction, distribution, while providing an efficient use of staff and members time. Some of the key objectives are:

Replacing paper documents with electronic to save physical space, and reduces printing costs, and efficient use of staff time. Staff time is used to write the report (electronically), review and approval of report by City Manager (electronically), and next logical step would be for the City Clerk to compile the electronic files, attach naming conventions, upload on the City Website and provide to the City Council, Boards/Commissions/Committees and constituents all at the same time. No paper to manage, copy, scan, process, inventory and store. No binders to be filled and then later emptied to have the paper just end up in the recycling bin. The cost savings overtime for paper, toner, binders, mileage (delivery of packets), staff time to make copies, inventory, storage and management of paper will far out way the immediate cost of hardware/software to implement the process.

\*Commissioners would not be provided IPADs at this time. The Planning Commission members currently all but one receive their agenda packets electronic. They print what they need for use at the meetings, in addition, they are allowed to bring their own device (IPAD, or laptop) to use during the meeting. If this process moves forward the one Planning Commissioner currently receiving a paper agenda packet will be notified when this service will be eliminated so they may make other arrangements.

TASK	DATE STARTED	DATE COMPLETED	COMMENTS
<b>#1 Organize the Implementation Effort</b>			
<b>Total estimated time to complete: 3 months</b>	2/6/19		
Outline Implementation Plan:	1/22/19		
Identify Project Manager: Shelley Chapel	1/22/19		
Identify key personnel to be involved in project plan:	TBD		
Identify Stake Holders: Lydia Romero, Mike James, Members of City Council, Kristen Steinke, Molly Brennan, IT			
Set a schedule for project meetings:	TBD		
1. Meeting with IT regarding preliminary needs.	01/02/19		
2. Meeting with City Manager to discuss implementation plan.	01/17/19		
3. Meeting with Molly Brennan to track cost savings.	TBD		
4. Schedule with IT to purchase Hardware/Software	TBD		
5. Meeting with City Attorney to discuss Use Policy	TBD		
6. Schedule End-User Training to be conducted by City Clerk	TBD		
7. Meeting with Mike James regarding Facility needs.	TBD		
8. City Clerk to Create Navigational Documents	TBD		
Begin preliminary budget for implementation costs, e.g., software upgrades, hardware upgrades, training, new forms, resource materials, quotes, etc.	01/22/19		
Identify Tasks Needed to Implement Plan:	1/22/19		
Plan for communication on Go-Live Date of project	TBD		
Impact: Who will be impacted and how: <u>City Council/ City Manager/City Attorney</u> A. Responsible for downloading the materials when the City Clerk notifies it is available on the City website. B. Responsible for bringing the device to the City Council Meetings and taking home following the meeting. (if applicable) C. Most if not all members are familiar with electronic agendas as Regional Boards/Districts have gone in that direction. <u>City Clerk</u> A. Preparation of Electronic Document including searchable links. B. Ensuring that all records are scanned following the meeting to ensure the complete record is available in electronic format on the City website. (including the meeting PowerPoint, approved Resolutions, Ordinances, Minutes, and any correspondence or additional materials provided at the meeting)			
<b>#2 Create Timeline for Implementation</b>			
<b>#3 Go-Live</b>			



**Implementation Plan for Building and Renting Six Gazebos**

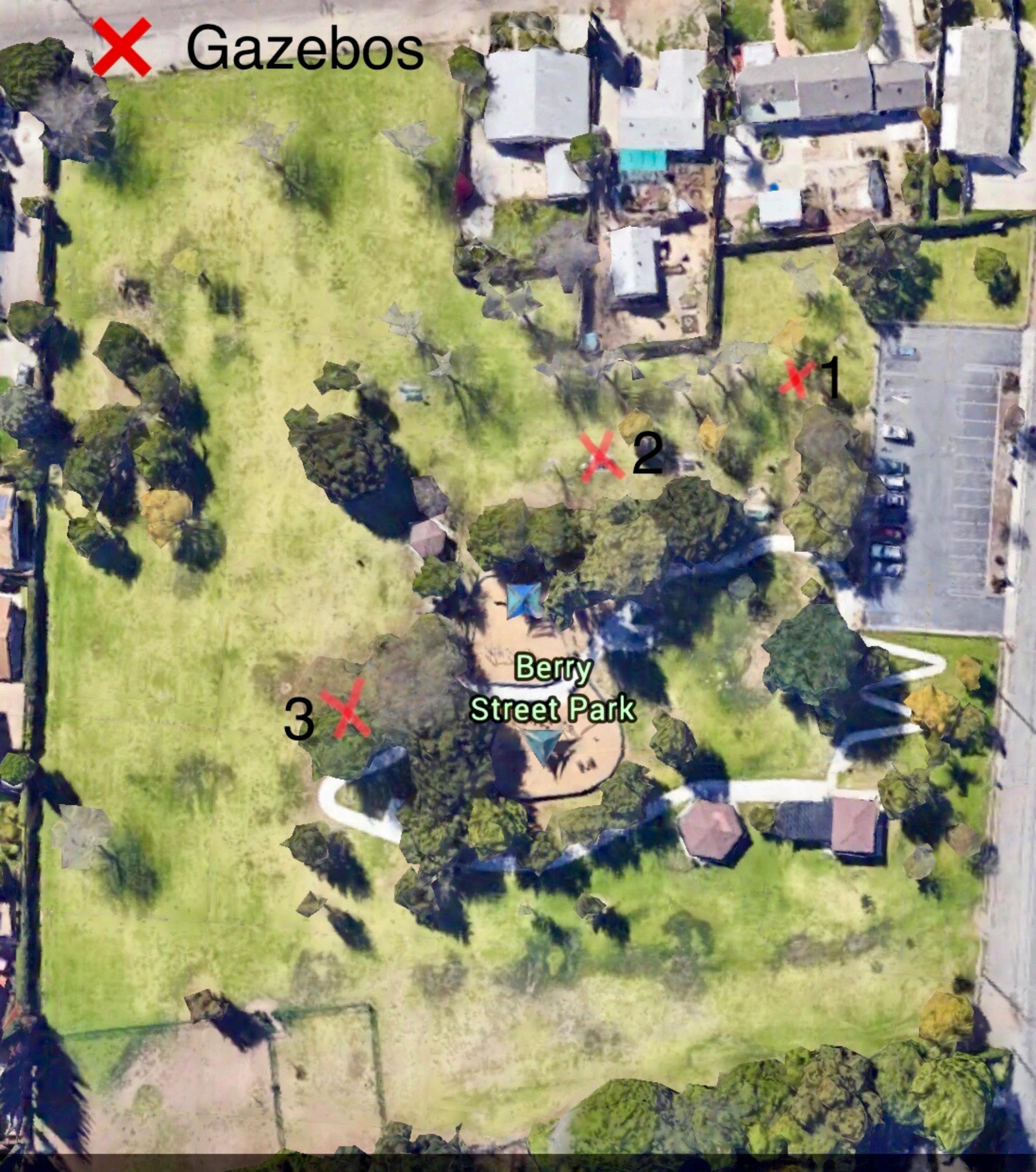
**Goal -**

During the FY2018-2019 Budget Workshop in October 2018, staff presented revenue generating ideas to help with the budget deficit. Staff suggested building additional gazebos to generate additional short-term rental revenue. City Council instructed staff to create a plan for completing this project. After staff's evaluation, it was determined that there is capacity for three additional gazebos at Berry St Park and three additional gazebos at Lemon Grove Park. Specific locations within the parks are marked on the images below.

TASK	DATE STARTED	DATE COMPLETED	COMMENTS
<b>#1 Organize the Implementation Effort</b>			
<b>Total estimated time to complete: 5 months</b>			
Outline Implementation Plan:	2/6/19		
Identify Project Manager: Mike James	10/23/18		
Identify key personnel to be involved in project plan:	1/29/19		
Identify Stake Holders: Lydia Romero, City Manager, Mike James, Assistant City Manager/Director of Public Works, Members of City Council, Molly Brennan, Finance Manager, Monica Gonzalez, Community Services			
Set a schedule for project steps:	1/29/19		
1. Scope materials needed	2/25/19		
2. Purchase the materials	3/1/19	3/31/19	
3. Mark locations on new gazebos in the field	4/1/19	4/15/19	
4. Public Works staff to build gazebos	4/15/19	6/30/19	
5. Add gazebos to rental inventory: update rental apps and marketing materials	5/1/19	5/30/19	
6. Available for rental use		7/1/19	
Identify Tasks Needed to Implement Plan:	1/29/19		
Plan for communication on Go-Live Date of project	TBD		
Impact: Who will be impacted and how:			
<u>Public Works Staff</u>			
A. Responsible for purchasing and constructing new gazebos			
B. Responsible for maintaining new gazebos			
<u>Community Services Staff</u>			
A. Preparation of new rental applications and marketing material			
B. Increased volume of facility rental coordination with the public			
<b>#2 Create Timeline for Implementation</b>			
<b>#3 Go-Live</b>			



**X Gazebos**



**X 1**

**X 2**

**X 3**

**Berry  
Street Park**



2



3





**X** Gazebos

Lemon Grove  
Park

**X** 1

**X** 2

**X** 3

1



2



3

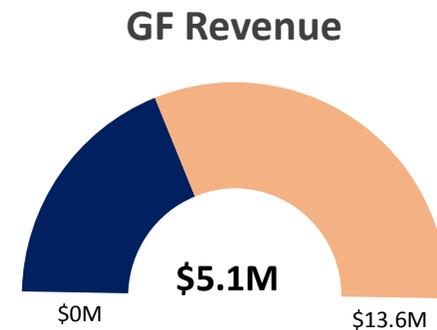


As of Dec 31, 2018

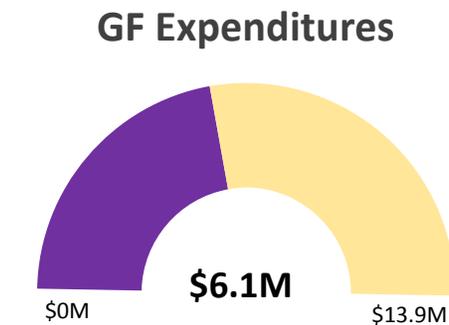
## General Fund Revenue & Expenditure

\*Expect total % expended to be approximately 50%

Revenue	Budget	YTD	% Collected	PY YTD	Variance
Sales Tax	5,554,815.00	2,435,685.10	44%	2,015,237.78	21%
Property Tax	2,517,260.00	1,020,437.59	41%	973,852.16	5%
Property Tax In Lieu	2,430,000.00	-	0%	-	-
Franchise Fees	940,000.00	318,106.53	34%	325,973.07	-2%
Building Permits	240,000.00	228,196.60	95%	183,721.35	24%
Other Rev	1,981,453.00	1,091,275.75	55%	1,152,333.28	-5%
<b>TOTAL REV</b>	<b>\$ 13,663,528.00</b>	<b>\$ 5,093,701.57</b>	<b>37%</b>	<b>\$ 4,651,117.64</b>	<b>10%</b>



Expenditures	Budget	YTD	% Expended	PY YTD	Variance
City Council	80,764.01	40,081.38	50%	43,728.83	-8%
City Manager	258,406.35	127,331.34	49%	147,689.94	-14%
Human Resources	81,461.56	45,435.54	56%	74,284.97	-39%
City Clerk	71,654.29	32,060.71	45%	38,822.49	-17%
City Attorney	160,000.00	92,946.23	58%	130,127.35	-29%
Finance	303,212.78	137,725.43	45%	149,643.07	-8%
Public Safety	6,289,487.00	2,103,020.30	33%	1,880,915.85	12%
Fire	4,544,551.16	2,464,332.59	54%	2,485,655.24	-1%
Development Services	521,125.74	330,888.99	63%	316,196.82	5%
Public Works	1,330,201.57	699,072.27	53%	707,814.73	-1%
Non-Departmental	259,192.00	18,855.18	7%	-	-
<b>TOTAL EXP</b>	<b>\$ 13,900,056.46</b>	<b>\$ 6,091,749.96</b>	<b>44%</b>	<b>\$ 5,974,879.29</b>	<b>2%</b>



### Narrative:

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

Highlights: In FY19 the state changed to a new system for businesses to remit sales tax. While the switch has led to problems in cash flow for other cities, for LG it has meant we are now getting our sales tax revenue more quickly. Building Permit activity continues to trend higher than last year (reflected in the building permit revenue and development services expenditures). Halfway through the fiscal year expenditures should be around 50% of the budget. Overall, we are under that percentage (44%) mainly due to the Sheriff's Department being one month behind in their billing.



**RESOLUTION NO. 2019-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA, APPROVING THE CITY OF LEMON GROVE MID-YEAR BUDGET FOR FISCAL YEAR 2018-2019 AND AUTHORIZING EXPENDITURES THERETO**

**WHEREAS**, on July 3, 2018 the City Council adopted Resolution No. 2018-3595 approving the Consolidated Budget for Fiscal Year 2018-19; and

**WHEREAS**, said Budget warrants revision to reflect new information regarding revenue and expenditure projections; and

**WHEREAS**, said Budget warrants revision to reflect actions taken by the City Council since its adoption that impact the Budget; and

**WHEREAS**, the City Council has reviewed the proposed revisions.

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

1. Approves the Lemon Grove Fiscal Year 2018-19 Mid-Year Budget (Exhibit 1); and,
2. Authorizes expenditures thereto.

**PASSED AND ADOPTED** on February 5, 2019, the City Council of the City of Lemon Grove, California, adopted Resolution No. 2019-\_\_\_\_\_, passed by the following vote:

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

---

**Racquel Vasquez, Mayor**

**Attest: Shelley Chapel, MMC, City Clerk**

**Approved as to Form: Kristen Steinke, City Attorney**



**RESOLUTION NO. 2019-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,  
CALIFORNIA, ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL  
YEAR 2018-2019**

**WHEREAS**, on July 3, 2018 the City Council adopted Resolution No. 2018-3597 establishing the Appropriations Limit for Fiscal Year 2018-19; and

**WHEREAS**, each year's appropriation limit calculation begins with the prior fiscal year's appropriation limit; and

**WHEREAS**, each year the City hires an independent accountant to perform agreed-upon procedures applied to the Appropriations Limitation prescribed by Article XIII B of the California Constitution to assist the City in meeting the requirements of Section 1.5 of Article XIII B of the California Constitution; and

**WHEREAS**, during the independent accountant's review of the adopted fiscal year 2017-2018 Appropriations Limit, they found the limit to be understated by \$12,000; and

**WHEREAS**, the fiscal year 2018-2019 Appropriations Limit has been recalculated using the information from the State Department of Finance listed in Resolution No. 2018-3597 and the corrected FY2017-2018 limit; and

**WHEREAS**, the fiscal year 2018-2019 Appropriations Limit adopted by this Resolution supersedes the limit adopted by Resolution No. 2018-3597.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lemon Grove, California, hereby establishes the Fiscal Year 2018-2019 Appropriations Limit at \$49,908,887.

***PASSED AND ADOPTED*** on February 5, 2019, the City Council of the City of Lemon Grove, California, adopted Resolution No. 2019-\_\_\_\_\_, passed by the following vote:

***AYES:***

***NOES:***

***ABSENT:***

***ABSTAIN:***

---

***Racquel Vasquez, Mayor***

***Attest: Shelley Chapel, MMC, City Clerk***

***Approved as to Form: Kristen Steinke, City Attorney***



# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

**Item No.** 3

**Meeting Date:** February 5, 2019

**Submitted to:** Honorable Mayor and Members of the City Council

**Department:** Public Works Department

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

[mjames@lemongrove.ca.gov](mailto:mjames@lemongrove.ca.gov)

**Item Title:** Award the Roy and Washington Storm Drain Repair Project

---

**Recommended Action:** Adopt a resolution awarding a contract for the Roy and Washington Storm Drain Repair Project (Contract No. 2019-07)

**Summary:** Responding to citizen's concerns of a large depression the vicinity of Roy Street and Washington Street and after staff inspections of the depression and storm drain system, the Engineering Division has identified this repair as urgent. The depression has formed into a larger sinkhole and is currently covered with a steel plate and if left unattended, there are concerns of further damage to the storm drain system and the public's safety.

**Discussion:** In December of 2018, a citizen called with concerns of a depression in the street near a storm drain at Roy Street and Washington Street. Upon further investigation, the depression in the street was determined to be 12 inches in length, 18 inches in width and 4-6 inches in depth. It is highly likely that immediately beneath this depression is a void. Within the vicinity of the depression, there is an existing 10 or 12 inch storm drain that is approximately 40-50 years old. Staff noticed the following deficiencies in the storm drain:

- Missing portions of the bottom of the pipe,
- Missing soil around the pipe, and
- Gaps in the connection points between the pipe and the catch basin.

Other infrastructure located within the storm drain include sewer lines, water lines, electrical lines, and utility vaults.

The scope of work includes removing and replacing existing pipe, replacing existing grate, removing and replacing the catch basin, restriping the existing pavement and , replacing a portion of the existing cross gutter.

The City of Lemon Grove follows the Uniform Construction Accounting Procedures Act, which allows the City to advertise project over \$60,000 through the informal bid process. In accordance with this procedure, staff advertised the project to a list of contractor's on the pre-qualified bidder's list. On January 10, 2019 2 (two) sealed bids were received. Each company is listed below with its location and bid total:

<b>Name of Bidder</b>	<b>Location</b>	<b>Bid Amount</b>
Crest Equipment, Inc.	El Cajon, CA	\$62,640.00
MJC Construction, Inc.	Bonita, CA	\$49,385.00

The lowest responsive and responsible bid was submitted by MJC Construction, Inc. (MJC). Staff reviewed MJC's project work history, references, and construction license. Its project work history and reference checks were positive, as well other projects executed with the City of Lemon Grove. Therefore, staff concluded that MJC is both a responsive and responsible contractor, and recommends the award of this contract (**Exhibit 1**). The timeline for the project is 45 working days with a budget not to exceed \$55,000, which equals the base bid amount plus a 10 percent contingency amount.

**Environmental Review:**

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

**Fiscal Impact:** The city has not established a funding source for a repair of this magnitude. Staff is requesting a one-time request from Fiscal Year 2017-2018 General Fund surplus to make the necessary repairs.

**Public Notification:** None.

**Staff Recommendation:** Adopt a resolution awarding a contract for the Roy and Washington Storm Drain Repair Project (Contract No. 2019-07)

**Attachments:**

Attachment A – Resolution including exhibit

**RESOLUTION NO. 2019 -**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,  
CALIFORNIA, AWARDING THE ROY AND WASHINGTON STORM DRAIN  
REPAIR (CONTRACT NO. 2019-07)**

WHEREAS, in December 2018, the city received concerns of a depression in the area of Roy Street and Washington Street; and

WHEREAS, city staff investigated and found that a sink hole was forming and the storm drain is in dire need of repair; and

WHEREAS, the city has placed a temporary steel plate over the exposed sink hole; and

WHEREAS, the City has allocated a portion of the fiscal year 2017-2018 surplus to pay for this one-time expenditure; and

WHEREAS, bids were solicited and two (2) sealed bids were received for the Roy and Washington Storm Drain Repair; and

WHEREAS, bids were opened and read aloud, and the lowest responsive and responsible bidder was MJC Construction, Inc.; and

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

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

1. Awards a contract to MJC in the amount of \$49,385.01 and establishes a project budget not to exceed \$55,000, and
2. Authorizes the City Manager or designee to execute said contract (**Exhibit 1**).

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

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

**Racquel Vasquez, Mayor**

**Attest: Shelley Chapel, MMC, City Clerk**

**Approved as to Form: Kristen Steinke, City Attorney**



# Exhibit 1

ROY AND WASHINGTON STORM DRAIN REPAIR  
CONTRACT #2018-07

THIS CONTRACT, made and entered into on the date of the last signature, by and between the City of Lemon Grove, California, herein after designated as the "City", and MJC Construction, Inc. hereinafter designated as the "Contractor".

WITNESSETH: that the parties hereto do mutually agree as follows:

1. For and in consideration of the payments and agreements hereinafter mentioned to be made and performed by the City, the Contractor agrees with the City to furnish all materials and labor for the Roy and Washington Storm Drain Repair (CONTRACT 2019-07) and to perform and complete in a good and workmanlike manner all the work pertaining thereto shown on the plans and specifications therefore; to furnish at his own proper cost and expense all tools, equipment, labor and materials necessary therefore; and to do everything required by this agreement and the said plans and specifications.
2. For furnishing all said materials and labor, tools and equipment, and doing all the work contemplated and embraced in this Contract, also for all loss and damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties which may arise or be encountered in the prosecution of the work until its acceptance by the City and for all risks of every description connected with the work; also, for all expenses incurred by or in consequence of the suspension or discontinuance of work, except such as in said specifications are expressly stipulated to be borne by the City and for well and faithfully completing the work and the whole thereof, in the manner shown and described in the said plans and specifications, the City will pay and the Contractor shall receive in full compensation therefore the sum forty-nine thousand three hundred eighty five dollars and one cent (\$49,385.01)
3. The City hereby promises and agrees to employ, and does hereby employ said Contractor to provide the materials and to do the work according to the terms and conditions herein contained and referred to for the price aforesaid and hereby conditions set forth in the specification; and the said parties for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of the covenants herein contained.
4. The Notice Inviting Bids, Instructions To Bidders, Bid Forms, Agreement and Bond Forms, Construction Administration Forms, Completion of the Project Forms, General Requirements and General Conditions, Drawings, Plans and Specifications, Addenda, Allowances, and all amendments thereof, are hereby incorporated in and made part of this Contract.
5. The City, the City's representative, City Consultants and authorized volunteers shall not be answerable or accountable in any manner for any loss or damage that may happen to the work or any part thereof, or for any of the materials or other things used or employed in performing the work, or for injury or damage to any person or persons, either workers, employees of Contractor or its subcontractors or the public, or for damage to adjoining or other property, from any cause whatsoever arising out of or in connection with the performance of the work. The Contractor shall be responsible for any damage or injury to any person or property resulting from defects or obstructions or from any cause whatsoever arising out of or in connection with the performance of the work, provided, however, that the Contractor shall not be liable for the sole established negligence, willful misconduct or active negligence of the City, its representatives, employees, agents and authorized volunteers who are directly responsible to the City.

- a. Contractor shall indemnify the City, City Council, City officials, City employees, City representatives, and authorized volunteers against and will hold and save them and each of them harmless from any and all actions, claims, damages to persons or property, penalties, obligations or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization arising out of or in connection with the work, operation or activities of Contractor, its agents, employees, subcontractors or invitees, provided for herein, whether or not there is concurrent passive or active negligence on the part of the City, City Council, City officials, City employees, City representatives, and authorized volunteers, but excluding such actions, claims, damages to persons or property penalties, obligations or liabilities arising from the sole established negligence, willful misconduct or active negligence of the City, City Council, City officials, City employees, City representatives, authorized volunteers, or those who are directly responsible to them; and in connection therewith:
  - I) Contractor will defend any action or actions filed in connection with any of said claims, damages, penalties, obligations or liabilities and will pay all costs and expenses, including attorney's fees incurred in connection therewith.
  - II) Contractor will promptly pay any judgment rendered against Contractor, the City, City Council, City officials, City employees, City representatives, and authorized volunteers covering such claims, damages, penalties, obligations and liabilities arising out of or in connection with such work, operations, or activities of Contractor hereunder and Contractor agrees to save and hold the City, City Council, City officials, City employees, City representatives, and authorized volunteers harmless there from.
  - III) In the event the City, City Council, City officials, City employees, City representatives, and authorized volunteers are made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the Work, or operation or activities of Contractor hereunder, Contractor agrees to pay to the City, City Council, City officials, City employees, City representatives, and authorized volunteers any and all costs and expenses incurred by the City, City Council, City officials, City employees, City representatives, and authorized volunteers in such action or proceeding together with reasonable attorney's fees.
  - IV) The City may retain, to the extent it deems necessary, the money due to the Contractor under and by virtue of the Contract Documents until disposition has been made of such actions or claims for damages as specified herein above.
6. Claims, disputes and other matters in question between the parties to this Contract, arising out of or relating to this Contract or the breach thereof, may be decided by arbitration if both parties to this Contract consent in accordance with the rules of the American Arbitration Association then obtaining unless the parties mutually agree otherwise. No arbitration arising out of or relating to this Contract, shall include, by consolidation, joinder or in any other manner, any additional person not a party to this Contract except by written consent containing a specific reference to this Contract and signed by CONTRACTOR, CITY, and any other person sought to be joined. (Any Consent to arbitration involving an additional person or persons shall not constitute consent of any dispute not described therein or with any person not named or described therein.) This agreement to arbitrate and any agreement to arbitrate with an additional person or persons duly

consented to by the parties to this Contract shall be specifically enforceable under the prevailing arbitration law.

Notice of the demand for arbitration is to be filed in writing with the other party to this Contract and with the American Arbitration Association. The demand is to be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event is the demand for arbitration to be made after the date when institution of legal or equitable proceedings based on such claim; dispute or other matter in question would be barred by the applicable statute of limitations. The award rendered by the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

7. The Contractor agrees to comply with all Local, State and Federal regulations and with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970 (42 U.S.C. 1857 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.) as amended.
8. If any party brings a suit or action against the other party arising from any breach of any of the covenants or agreements or any inaccuracies in any of the representations and warranties on the part of the other party arising out of this Agreement, then in that event, the prevailing party in such action or dispute, whether by final judgment or out-of-court settlement, shall be entitled to have and recover of and from the other party all costs and expenses of suit, including attorney's fees.
9. Each and every provision of law and clause required to be inserted in this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted or is not inserted correctly, then upon application of either party the Contract shall forthwith be physically amended to make such insertion or correction.
10. In accordance with Government Code, Section 8546.7, records of both the City and the Contractor shall be subject to examination and audit for a period of three (3) years after final payment.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed in three counterparts, each of which shall be deemed an original the day and year first above written.

CONTRACTOR:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

CITY:

By: \_\_\_\_\_

Title: City Manager, City of Lemon Grove

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

Title: City Clerk, City of Lemon Grove

(Notaries acknowledgement of execution by all PRINCIPALS OF CONTRACTOR shall be attached.)

**CORPORATE CERTIFICATE**

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_ of the Corporation named as Contractor in the foregoing Contract; that \_\_\_\_\_, who signed said contract on behalf of the Contractor, was then \_\_\_\_\_ of said Corporation; that said contract was duly signed for and in behalf of said Corporation by authority of its governing body and is within the scope of its corporate powers.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Corporate Seal: \_\_\_\_\_





# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

### Item No. 4

**Meeting Date:** February 5, 2019

**Submitted to:** Honorable Mayor and Members of the City Council

**Department:** City Manager's Office

**Staff Contact:** Kristen Steinke, City Attorney

**Item Title:** **Ordinance No. 451 adding Chapter 17.20.050 to the Lemon Grove Municipal Code establishing Emergency Shelter Overlay Zone, and amending Chapter 17.16.070 to reference new emergency shelter overlay zone, and approve a zone change to amend Zoning Map to include specific parcels in the General Commercial Zone; Zoning Amendment ZA 1-800-0003**

---

**Recommended Action:** Conduct second reading, by title only, and adopt Ordinance No. 451 (Attachment A) adding Chapter 17.20.050 to the Lemon Grove Municipal Code establishing Emergency Shelter Overlay Zone, and amending Chapter 17.16.070 to reference new emergency shelter overlay zone, and approve a zone change to amend Zoning Map to include specific parcels in the General Commercial Zone; Zoning Amendment ZA 1-800-0003.

### Summary:

The introduction and first reading of the above-entitled Ordinance was approved at a Regular City Council Meeting on January 15, 2019. All Councilmembers were present except Councilmember Jones. There were no public speakers.

The Ordinance is now presented for second reading and adoption by title only.

Vote at first reading: AYES: Vasquez, Arambula, J. Mendoza, M. Mendoza  
ABSTAINED: None.  
ABSENT: Jones.  
DISQUALIFIED: None.

### Environmental Review:

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

### Fiscal Impact:

None.

**Public Notification:** Notice published in November 15, and December 6, 2018 and editions of the East County Californian.

**Staff Recommendation:** Conduct Second Reading, By Title Only, And Adopt Ordinance No. 451 (Attachment A) Entitled, “An Ordinance of the City Council of the City of Lemon Grove, California, Approving Zoning Amendment Za1-800-0003 to Add Chapter 17.20.050 to the Lemon Grove Zoning Ordinance to Establish an Emergency Shelter Overlay Zone; Amend Chapter 17.16.070 to Reference the New Emergency Shelter Overlay Zone in the General Commercial (GC) Zone; and Approve a Zone Change to Amend the Lemon Grove Zoning Map to Include Specific GC Zoned Parcels Within the New Emergency Shelter Overlay Zone.”

**Attachment:**

**Attachment A – Ordinance No. 451**

**ORDINANCE NO. 451**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA, APPROVING ZONING AMENDMENT ZA1-800-0003 TO ADD CHAPTER 17.20.050 TO THE LEMON GROVE ZONING ORDINANCE TO ESTABLISH AN EMERGENCY SHELTER OVERLAY ZONE; AMEND CHAPTER 17.16.070 TO REFERENCE THE NEW EMERGENCY SHELTER OVERLAY ZONE IN THE GENERAL COMMERCIAL (GC) ZONE; AND APPROVE A ZONE CHANGE TO AMEND THE LEMON GROVE ZONING MAP TO INCLUDE SPECIFIC GC ZONED PARCELS WITHIN THE NEW EMERGENCY SHELTER OVERLAY ZONE.**

**WHEREAS**, California Senate Bill 2 (SB2) requires cities and counties to identify at least one (1) zone in which emergency shelters are permitted by-right without discretionary approval from local government; and

**WHEREAS**, the Community Advisory Commission held five (5) meetings, including conducting a community workshop, to study and advise the City where to zone for emergency shelters in the City; and

**WHEREAS**, the Community Advisory Commission evaluated six separate sites, eliminated two sites, and by consensus ranked the remaining four sites; and

**WHEREAS**, the preferred location which the Community Advisory Commission found to be the most favorable area to zone for an emergency shelter is the South Broadway General Commercial (GC) site; and

**WHEREAS**, sufficient capacity within the South Broadway GC area has been identified to meet the needs of the City's homeless population, from the 2018 Point in Time count which identified 58 homeless residents, as required by state law; and

**WHEREAS**, on November 26, 2018, the Planning Commission held a duly noticed Public Hearing on the proposed amendments to the Zoning Ordinance and Zoning Map; and

**WHEREAS**, the Planning Commission voted unanimously to forward three sites to City Council for their consideration, including the South Broadway site, East Broadway site, and Light Industrial site; and

**WHEREAS**, the Notice of Public Hearing for this item was published in the December 20, 2018 edition of the East County Californian and mailed to all property owners within 500 feet of the three subject sites; and

**WHEREAS**, on January 15, 2019, the City Council held a Public Hearing on the proposed amendments to the Zoning Ordinance and Zoning Map, and selected the South Broadway General Commercial (GC) site to be zoned for an emergency shelter; and

**WHEREAS**, the City has found the project to be statutorily exempt from the environmental review requirements of the California Environmental Quality Act Guidelines (Section 15268, Ministerial Projects); and

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

1. That the proposed amendment is consistent with the General Plan, in accordance with Government Code Section 65860, as amended.
  - This action implements Program 15 of the City’s General Plan Housing Element by amending the City’s Zoning Ordinance to explicitly address emergency homeless shelters.
2. That the public health, safety, and general welfare benefit from the adoption of the proposed amendment.
  - The 2018 San Diego Point in Time Count identified 58 homeless persons in Lemon Grove; and
  - Providing a zone where homeless persons can be sheltered by-right provides a location for a developer to operate a shelter with capacity to house Lemon Grove’s homeless population.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lemon Grove, California, does ordain as follows:

Section 1. Section 17.16.070 [General Commercial Zone] of the City of Lemon Grove Zoning Ordinance is hereby amended as follows:

**17.16.070 General commercial (GC) zone.**

A. Purpose. The general commercial (GC) zone is available to auto-oriented, generally large-scale businesses and activities offering retail goods and services meant to serve the needs of local and regional shoppers. These regulations establish development standards and conditions through which uses may be located in this zone. All uses shall be subject to the applicable regulations of this title.

B. Permitted Uses. Uses that are consistent with the following categories, as determined by the development services director, are permitted by right, as verified by zoning clearance:

1. Animal Sales and Services—Pet Supplies. Uses that provide sales of pet supplies including feed and grain. Facilities and operations shall comply with all standards set forth in this title.
2. Animal Sales and Services—Grooming. Uses that provide animal grooming, with or without the sale of supplies, for household pets and small farm animals as defined in LGMC Chapter 18.16. Facilities and operations shall comply with all standards set forth in this title.
3. Brewpubs and wine bars as defined by Chapter 18.27.
4. Business and Professional. Uses related to the practice of a vocation requiring specialized training or education that can be performed in an office setting.
5. Business Support. Uses that provide printing, copying, photographic, computer, or technological services.

6. Educational and Training Facilities. Uses that provide classroom-style instruction for occupancies less than fifty persons as determined by the building official.
7. Emergency Homeless Shelter Overlay Zone (EHSOZ). Uses that provide temporary shelter for homeless individuals and/or families within the EHSOZ as provided for in Section 17.20.050 (Ord.xxx, 2019).
8. Financial Institutions. Uses related to the exchange, lending, borrowing, and safe-keeping of money.
9. Food and Beverage Establishments with Drive-Through. Uses that prepare, provide, or serve food or beverages for consumption on or off the premises that may include drive-through service. Alcoholic beverage sales shall be subject to LGMC Chapter 18.27.
10. Funeral and Mortuary Services—No Assembly Space. Uses that provide services related to the death of a human (without crematoria). This use does not include assembly space.
11. Government. Uses related to local, state, or federal government agencies in an office setting.
12. Light Manufacturing. Uses that process, fabricate, assemble, treat, or package finished parts or products, of a limited intensity that result in few outside impacts. This use requires a retail component along the entire street frontages.
13. Maintenance and Repair of Consumer Goods. Uses that provide maintenance, cleaning, and repair services for consumer goods. This use does not include vehicle repair uses.
14. Medical, Dental, Clinics and Health Practitioners. Uses related to diagnosis and treatment of human illness and physical malfunction, including medical and dental laboratories that can be performed in an office setting.
15. Parking. Uses that provide surface or structure parking for passenger vehicles. Parking areas may be public or privately-owned and managed.
16. Personal Services. Uses that provide a variety of services associated with personal grooming or adornment, health maintenance, or well-being.
17. Recreation—Small. Uses or facilities associated with indoor or outdoor, active or passive recreation for indoor occupancies less than fifty persons as determined by the building official and outdoor occupancies less than fifty persons as determined by the community development director.
18. Retail. Uses that provide new consumer goods, large and small, functional and decorative, for use, entertainment, comfort, or aesthetics; goods for personal grooming or day-to-day maintenance of personal health and well-being. This use includes, but is not limited to, furniture, appliances, sundries, pharmaceuticals, wearing apparel and accessories, small equipment sales and rentals. This use does not include vehicle uses.
19. Retail—Antiques. Uses that provide antique goods, large and small, functional and decorative, for use, entertainment, comfort, or aesthetics.
20. Vehicle Equipment and Supplies without Installation. Uses related to the sale of new or used parts, tools or supplies for repairing or maintaining vehicles. This use does not include on-site installation.

Section 2. New Chapter 17.20.050 of the City of Lemon Grove is hereby added as follows:

17.20.050 Emergency Homeless Shelter Overlay Zone (EHSOZ)

- A. Purpose. This section is intended to designate an area within the General Commercial (GC) zone where an emergency homeless shelter necessary to meet the needs of the City's homeless population can be located by-right in the City, without a conditional use permit or any other discretionary permit, as required by State law.
- B. General Provisions.
1. The Emergency Shelter Overlay Zone is identified on the Zoning Map of the City. All emergency shelters shall be located within the physical boundaries of this overlay zone.
  2. Emergency shelters shall be subject to those development and management standards that apply to residential or commercial development within the GC zone.
  3. In addition, all emergency shelters shall comply with the written, objective standards as specified in Government Code section 65583, subd. (a) (4) (A), as specified in subsection C of this section.
- C. Development Standards Specific to an Emergency Homeless Shelter located within Overlay Zone.
1. Each emergency shelter shall be located within an entirely enclosed, permanent structure.
  2. Each emergency shelter may have a maximum of sixty (60) beds to serve a maximum of sixty (60) clients.
  3. The maximum length of stay at any one (1) time for any person shall be six (6) months in any twelve (12) month period.
  4. One parking space shall be provided for each employee, volunteer, service provider, and non-client who will be on-site during peak periods plus one space per three (3) beds.
  5. There shall be no camping/sleeping in vehicles permitted on the site of the shelter.
  6. An emergency shelter shall be located at least three hundred (300) feet from another emergency shelter, as measured from property boundaries.
  7. Each emergency shelter shall provide on-site supervision at all times when the shelter is open.
  8. Each shelter shall conform to the City's outdoor lighting requirements.
  9. The emergency shelter operator/provider shall submit a written management plan, to the satisfaction of the City, with the plot plan application for approval. The intent of the management plan is to establish operating procedures that promote compatibility with the surrounding area and businesses. The operator shall agree to maintain the standards in the management plan.

Section 3. The following parcels are hereby rezoned with the Emergency Homeless Shelter Overlay Zone:

APN's: 478-143-15-00, 478-143-14-00, 478-143-18-00, 478-143-12-00, 479-062-15-00, 479-062-32-00, 479-062-30-00, 479-062-26-00, 479-062-18-00, 479-062-19-00, 479-062-20-00, 479-062-21-00, 479-062-22-00, 479-070-19-00, 479-070-29-00, 479-070-08-00, 479-070-17-00, 479-070-30-00, 479-070-27-00, 479-070-14-00, 479-070-33-00

Section 4. The attached City of Lemon Grove Zoning "inset map" [Exhibit A] provides a graphical representation of the parcels that will be designated with the Emergency Homeless Shelter Overlay Zone.

Section 5. The foregoing recitals are true and correct.

Section 6. This Ordinance shall be effective thirty (30) days following its adoption. Within fifteen (15) days following its adoption, the City Clerk shall publish the title thereof, as a summary as required by state law.

**INTRODUCED** by the City Council on January 15, 2019.

**PASSED AND ADOPTED** by the City Council of the City of Lemon Grove, State of California, on \_\_\_\_\_, 2019 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**Racquel Vasquez, Mayor**

**Attest:**

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**Shelley Chapel, MMC, City Clerk**

**Approved as to Form:**

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**Kristen Steinke, City Attorney**