



City of Lemon Grove  
City Council Regular Meeting Agenda  
Tuesday, May 15, 2018, 6:00 p.m.

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

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

**Call to Order**

**Flag Ceremony & Pledge of Allegiance – Lemon Grove Cub Scout Pack #108**

**Changes to the Agenda**

**Presentations:**

**Lemon Grove History Minute #19**

**National Public Works Week** – Mike James, Assistant City Manager / Public Works Director

**Introduction of Employees:**

Jacob Clepach, Patrol Sergeant, Sheriff  
Lewis Mendenhall, Public Works Streets Technician I

**Statewide Primary Election** – Kay Vinson, Interim City Clerk

**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: James P. Lough, City Attorney

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

**B. City of Lemon Grove Payment Demands**

Reference: Al Burrell, Finance Consultant

Recommendation: Ratify Demands.

**C. Approval of Meeting Minutes - May 1, 2018 Regular Meeting**

Reference: Kay Vinson, Interim City Clerk

Recommendation: Approve Minutes.

**D. Multi-Jurisdictional Hazard Mitigation Plan for the City of Lemon Grove**

Reference: Colin Stowell, Fire Chief

Recommendation: Adopt Resolution approving the City of Lemon Grove Hazard Mitigation Plan and documents to support the San Diego County Multi-Jurisdictional Hazard Mitigation Plan.

**E. Amendment to Heartland Communication Facility Authority Joint Powers Agreement adding Viejas Band of the Kumeyaay Indians as a Member Agency**

Reference: Colin Stowell, Fire Chief and Daryn Drum, Division Chief

Recommendation: Adopt Resolution approving Second Amendment.

**F. Fiscal Year 2017-2018 CIP Street Rehabilitation Project (Contract No. 2018-17)**

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

Recommendation: Adopt Resolution Awarding the Contract to SRM Contracting & Paving in the amount of \$546,617 and Establishing Project Budget not to exceed \$628,610.

**2. Public Hearing to Consider Zoning Clearance ZC1-700-0020 to Establish 15 Apartment Dwelling Units at 2555, 2561, and 2571 Crestline Drive in the Residential Low/Medium Zone**

Reference: David De Vries, Development Services Director

Recommendation: Conduct Public Hearing and Adopt Resolution Denying Zoning Clearance Permit ZC1-700-0020.

**3. Public Hearing to Consider the Approval of the Sewer Capacity Fee Increase from \$1,000 to \$3,509 Effective July 1, 2018**

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

Recommendation: Adopt Resolution Approving the Sewer Capacity Fee Increase from \$1,000 to \$3,509 effective July 1, 2018.

**4. Ordinance No. 29 – Establishing a 2.875% Increase to the Sewer Service Charge for Fiscal Year 2018-2019**

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

Recommendation: Introduce and conduct the first reading, by title only, of Ordinance No. 29 Establishing a 2.875% increase to the sewer service charge for Fiscal Year 2018-2019.

**5. Pre-Budget Discussion**

Reference: Lydia Romero, City Manager and Al Burrell, Finance Consultant

Recommendation: Discuss and advise.

**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**

**Conference with Legal Counsel – Existing Litigation** (G.C. § 54956.9 (1d))  
A. King Aminpour, attorney on behalf of Pedro Zazueta & Nicolosa Zazueta  
San Diego Superior Court–Central Division Case number 37-2017-00046566-CU-  
PO-CTL

**Conference with Legal Counsel – Existing Litigation** (G.C. § 54956.9 (1d))  
Evan W. Walker, attorney on behalf of Rosa Vazquez  
San Diego Superior Court–Central Division Case number 37-2017-00037623-CU-  
PO-CTL

**Conference with Legal Counsel – Existing Litigation** (G.C. § 54956.9 (1d))  
City of Lemon Grove v. The Grove Collective, et. al.  
San Diego Superior Court – Central Division Case number 37-2016-00015271-CU-  
BC-CTL

**Conference with Labor Negotiators** (G.C. § 54957.7)  
Employee Organization: Lemon Grove Firefighters Association, Local 2728 of the  
International Association of Firefighters  
City Representatives: Lydia Romero, City Manager, and Alicia Hicks, Human  
Resources Manager

**Adjournment**

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**MINUTES OF A MEETING OF  
THE LEMON GROVE CITY COUNCIL**

May 1, 2018

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

**Call to Order** by Mayor Vasquez at 6:03 p.m.

City Councilmembers present: Mayor Racquel Vasquez, Mayor Pro Tem Jerry Jones, Councilmember Jennifer Mendoza, Councilmember David Arambula, and Councilmember Matt Mendoza. City Councilmembers absent: None.

City Staff present:

Lydia Romero, City Manager

Mike James, Assistant City Manager/Public Works Dir.

Scott Amos, Lemon Grove Substation Lieutenant

David De Vries, Development Services Director

Kay Vinson, Interim City Clerk

James Lough, City Attorney

Daryn Drum, Fire Division Chief

Mike Viglione, Assistant Planner

Arturo Ortuno, Assistant Planner

**Pledge of Allegiance:** Ernest J. Dronenburg, Jr., San Diego Assessor/Recorder/County Clerk

**Changes to the Agenda**

**Action:** At the request of the consulting engineer, the City Council agreed by consensus to move agenda item 5, Pavement Management Program Report, to follow item 2, Tentative Map Extension TM0-000-0061 located at 6800 Mallard Street.

**Presentations:**

**Lemon Grove History Minute #18**

**Lemon Grove Home Grown 40 Year Business Recognition Series Honoring Sharon Jones, The Grove Grinder**

Mrs. Jones shared the Grove Grinder was established by Pete De Gangi in 1986 and she and her husband Robert Jones purchased the business and began operations on April 1, 2000. They are famous for their sandwiches, soups, salads and 72 varieties of root beer. Sharon Jones thanked the City Council for a grant, and she donated sandwiches and chips to everyone at the meeting. Mayor Vasquez presented Mrs. Jones with a Certificate of Recognition.

**Recognition of Mount Miguel High School CIF (California Interscholastic Federation) Boys and Girls State Basketball Champions**

Randy Reid, Assistant Principal, introduced Girls Basketball Coach Robbie Sandoval and Boys Basketball Coach Jay Rowlett. The coaches introduced their captains and players attending college on basketball scholarships, declaring it was Mount Miguel's greatest season in history. Mayor Vasquez presented certificates to the coaches for each team member in recognition of the CIF Boys and Girls Basketball Champions.

### **Homeowners and Disabled Veterans Exemptions – Ernest J. Dronenburg, Jr., San Diego Assessor/Recorder/County Clerk**

Mr. Dronenburg explained in his role as Assessor there are nearly one million parcels in San Diego County; in his role as Recorder, documents may be sent electronically for recording; and as County Clerk, he issues marriage licenses and performs wedding ceremonies. His office has a \$70 million budget with five locations and customer service is rated 98.2% positive. He said all forms are available online and guaranteed current, provided contact information for the office, and stated the office is the only one in the State to accept electronic signatures. Mr. Dronenburg conveyed the median price of a home in Lemon Grove is \$459,000. He gave tax tips based on Propositions 13, 60/90 and 58 and property tax exemptions for homeowners and 100% disabled veterans, which may be retroactive for eight years.

Councilmember J. Mendoza ascertained property tax postponements for senior citizens are obtained through the Tax Collector.

### **Mental Health Awareness – Linda Ketterer, National Alliance on Mental Illness (NAMI) San Diego**

Ms. Ketterer communicated NAMI San Diego is the only NAMI organization that provides services to Children, Youth & Families, which serves as liaison to families, providers, peer partners and San Diego County. Their mission is to support, educate and advocate; and she identified programs and apps. Mr. Ketterer discussed the prevalence of mental illness and available resources.

### **Public Comment**

John Wood, Lemon Grove, related at 9:00 p.m. on April 7<sup>th</sup>, a car on Central hit a wall and two cars; and he reported semi-tractor trailers are parked on Federal where it is posted no parking, but the Sheriff is too busy. He commented there is no Creek to Bay clean up this year, although it is needed, and there is a new marijuana store on Federal.

Brenda Hammond, Lemon Grove, expressed desire for the homeless people to get on mental health (NAMI) program; thought one does not have to be nice if videotaped, has her own church, and looks forward to concerts.

Teresa Rosiak-Proffit, Lemon Grove, asked for an update and transparency on the investigation into the Mayor and Councilmember Arambula with Chris Williams.

Brian Bernier, Lemon Grove property owner, relayed that he inquired a year ago about a ¼ mile section of street west bound on Palm between Golden and Skyline needing repair. He also complained about the traffic and traffic lights around the trolley.

Chris Williams said he is an applicant for a medical marijuana dispensary, saying the process should be fair; and he cares about Lemon Grove.

### **1. Consent Calendar**

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

**B. Ratify Payment of Demands**

**C. Approve Meeting Minutes**

February 6, 2018 Regular Meeting

February 20, 2018 Regular Meeting

April 17, 2018 Regular Meeting

**D. Adopt Resolution No. 2018-3572 Updating the City Sponsorship Policy**

- E. **Adopt Sanitation District Resolution No. 2018-294 Awarding the Design Contract to Michael Baker International for consulting engineering services for the 2018-2019 Sewer CIP Project, budget amount not to exceed \$341,000.**
- F. **Adopt Resolution No. 2018-3573 Awarding a Construction Contract to MJC Construction, Inc. for the CIP Concrete Repair and Replacement (Contract No. 2018-02) in an amount of \$40,654 and budget not to exceed \$44,719.40.**

**Action:** It was moved by Mayor Pro Tem Jones and seconded by Councilmember Arambula to approve Consent Calendar Items 1 A, B, C, D, E and F as presented. The motion passed by the following vote:  
**Ayes:** Vasquez, J. Mendoza, Arambula, Jones, M. Mendoza  
**Noes:** None

**2. Public Hearing to Consider a Request for a Time Extension of the Expiration Date of Tentative Map TM0-000-0061 Located at 6800 Mallard Street**

Michael Viglione, Assistant Planner, presented the agenda report.

Public hearing was opened at 7:20 p.m. There were no speakers.

**Action:** Mayor Pro Tem Jones moved to close the public hearing at 7:27 p.m. and Adopt Resolution No. 2018-3574 Approving a Time Extension of Approved Tentative Map TM0-000-0061 Located at 6800 Mallard Street to April 19, 2020. The motion passed by the following vote:  
**Ayes:** Vasquez, J. Mendoza, Arambula, Jones, M. Mendoza  
**Noes:** None

**5. Acceptance of the Pavement Management Program Report**

Mike James, Assistant City Manager / Public Works Director introduced the staff report and Margot Yapp, consulting engineering with NCE. Ms. Yapp outlined the pavement management system, paved road network, pavement condition index (PCI), comparison with other cities, three levels of treatment strategies, prioritizing work, funding scenarios, existing budget with SB 1 funds, budgetary needs, street map and pie chart scenarios. She concluded:

- Street network is significant public investment valued at \$93 million
- Streets are in "Fair or At Risk" condition (PCI=60)
- Existing budget (\$3.2 Million for 5 years) is not sufficient
- Pavement will deteriorate to 53 PCI in five years
- Deferred maintenance will grow to \$33 million
- Additional pavement funding sources required

Mayor Pro Tem Jones pondered on spending money on streets in fair condition rather than good condition, pointing out the total annual City budget is \$10 million. Mike James, Assistant City Manager / Public Works Director indicated the savings is minimal and not sufficient to repair poor streets. Councilmember J. Mendoza mentioned there are funding sources outside the plan such as Community Development Block Grants, which has primarily been used for street improvements, and Safe Routes to Schools.

**Action:** A motion was made by Mayor Pro Tem Jones and second by Councilmember J. Mendoza to Adopt Resolution No. 2018-3575 Accepting the Pavement

**Management Program Report based on Scenario 2. (Scenario 2: City Budget with Senate Bill 1 Funds (\$1.8 million) for total of \$3.2 million. The PCI is expected to decrease to 53 and the deferred maintenance will increase to \$33.3 million by fiscal year 2022-23.) The motion passed by the following vote:**

**Ayes: Vasquez, J. Mendoza, Arambula, Jones, M. Mendoza**  
**Noes: None**

**3. Downtown Specific Plan (General Plan Amendment GPA-180-0001) Authorizing a Comprehensive Amendment to the Downtown Village Specific Plan and Expansion of the Specific Plan Area (219 total acres)**

City Attorney James Lough emphasized this is the second reading of the Ordinance that was successfully introduced on April 17, 2018 at which time the public hearing was closed. Therefore, the Downtown Specific Plan cannot be changed and comments should be to either approve or deny the Plan.

Jim Elliott, owner of six buildings in Lemon Grove, opined the art and historic districts would not work, the Plan eliminates jobs, and the density raises public safety concerns; so he urged the City Council not to adopt it.

Helen Ofield, Lemon Grove, specified she is not opposed to higher density housing but opposes unattractive units. She stated people avoid going to the Promenade in part due to difficulty getting in. She advocated for a "No" vote on the ordinance.

Donna Lipinacci, Lemon Grove, remarked she understands both the pros and cons of the Plan; but the trolley stop appears unsafe with litter, congregants and despair. She thinks high density housing will result in more of the same thing, so she asked for a "No" vote.

Michael French, owner of Grove Auto Body since 1984, asserted the Specific Plan looks nice, but anticipates the businesses and public will have to pay for improvements. He considers the Plan too restrictive; and it should be more flexible, reflecting it is not safe or appropriate for Lemon Grove.

Ilse Hanning, Lemon Grove, commented high density is a magnet for criminal activity; and residents are afraid to go downtown after dark. She suggested different land use solutions, similar to a downtown village.

Maria Chavez, Lemon Grove, said the area is not safe at night and she is against density. She requested more transparency and for the City Council to table, repeal or vote "No."

Sydel Howell, owner of San Diego Homecare Supplies, supports the Art District and more foot traffic. She shared the business is the largest in the County and attracts customers, but customers do not want to return due to unclean trash cans and sidewalks.

Daisy Dumas-Featherstone, Lemon Grove, is not interested in interacting with gang members when she rides the trolley. She is familiar with high density housing and proposed it is better being staggered and not concentrated, so she recommended a "No" vote.

Michael Martinez, Lemon Grove, believes apartments buildings will change the way of life, so Lemon Grove will not have the same friendly, small town feeling. He speculated about developer special interests, so he called for the City Council to vote against the Plan.

Barbara Hartung, Lemon Grove, agreed with previous speakers that the Plan is not in character of Lemon Grove.

Teresa Rosiak-Proffit, Lemon Grove, criticized bad decisions, on/off ramp realignment and discussed budget concerns and fear of sales tax increase. She advised the Council to make the right decision.

Mayor Vasquez detailed the extensive community outreach over two years on the Downtown Specific Plan, stressed the Plan is for the future, and she thanked the community for their input.

David De Vries, Development Services Director, summarized the community input for a cleaner and safer downtown and the study/Plan to realize desired outcomes. He explained low vs. market rate housing and maximum density added to the proposed Plan. The Plan provides for 3,000 additional housing units over the next 50 years with 1,000 units in the next 10-20 years, along with retail and commercial, resulting in more people downtown to support businesses.

Mayor Pro Tem Jones clarified there are aspects of the Plan he does not like, i.e. amount of density, displacement of heavy commercial and jobs; and he questioned 3500 residents in ten acres resulting in a cleaner downtown. He reasoned the City cannot ignore the greater community, and it is important to have balance and equity.

Mayor Vasquez highlighted increased sales tax from businesses, which was discussed at the priority/goal setting workshop, so the City can move forward with a change to downtown. She verified the Plan can be modified three times per year.

Councilmember Arambula contemplated how the City obtains the goals of cleanliness and better quality of life without change since the current tax base does not support improvements. He disclosed his attendance at the citizen workshops and heard their desires for a cleaner and safer downtown, noting the housing is market rate.

Councilmember M. Mendoza reviewed the units per acre with a maximum of 60 and 84 with the density bonus. In 60 years, he has seen traffic increase significantly, so he prefers managing existing traffic before adding more. Development Services Director David De Vries communicated the traffic study by Rick Engineering indicates the Plan improves traffic.

Councilmember J. Mendoza described the time spent by Councilmembers, community, staff, and consultants at meetings on the Plan over the last two years, voicing surprise of Mayor Pro Tem Jones' strong opposition at the last meeting. She accentuated both Downtown Specific Plans are transit-mixed use, the density chart provides for 1300 residential units, and the traffic analysis. Councilmember J. Mendoza did not observe thriving industry in the area and wished knowledge/background would have been shared sooner. She summed up options: 1) Deny, then 2005 Plan is in effect, remarking a SANDAG (San Diego Association of Governments) grant was received for the new plan; 2) Revise the proposed Plan at the City's expense; or 3) Approve the Plan.

Mayor Pro Tem Jones responded he got the average of 2.87 residents per unit from the SANDAG website, there has been encroachment on heavy commercial uses since 2005, he objects to Councilmembers attending public workshops because it influences the outcome, and he previously talked with the consultant and staff about issues and his position. At the public hearing (process of listening to community input), a speaker also triggered concern by pointing out potential impacts from an additional 3500 residents in the area. So he expressed his opposition at the introduction of the ordinance when the Councilmembers could have tabled it.

Mayor Vasquez thanked those involved for their time and effort, underscored the Plan can be changed, and the Planning Commission and Community Advisory are being reactivated.

City Attorney James Lough provided the second reading of the ordinance title.

**Action: On a motion by Councilmember Arambula and second by Mayor Vasquez, Ordinance No. 449 Approving the Downtown Specific Plan (General Plan Amendment GPA-180-0001) and Certifying Mitigated Negative Declaration (ND 18-01) was considered for adoption. The motion failed by the following vote:**  
**Ayes: Vasquez and Arambula**  
**Noes: J. Mendoza, Jones and M. Mendoza**

#### 4. Review of the Fiscal Year 2018-2019 Proposed Sewer Service Charge

Mike James, Assistant District Manager / Public Works Director reported the Sanitation District Board on May 2, 2017 approved a 5.75% rate increase for five consecutive fiscal years including 2018-19 with an annual analysis to determine if a reduction is possible. Based on review with Dexter Wilson Engineering, Inc., staff recommends a decrease from the rate increase of 5.75% to 2.875% for fiscal year 2018-19. Mr. Wilson will attend the May 15, 2018 Board meeting.

Board Member J. Mendoza cited the proposed reduction of the increase would result in a cost of \$601/household, and City of San Diego Pure Water Program cost has increased from \$1.2 million to approximately \$1.4 million. She indicated she could support the proposed reduction in the increase or zero increase.

Board Member M. Mendoza and Arambula asked questions and received clarification. Vice Chair Jones agreed on a reduction of the rate increase to 2.875% or zero rate increase, saying more information will be forthcoming on the Pure Water Program costs.

Richard Hammett, Lemon Grove Business owner, commented on capacity fees and advising a 3.25% increase every year to stay ahead because cash flow is needed.

**Action:** By unanimous consensus, the Board directed staff to return with a reduction in the rate increase from 5.75% to 2.875% for fiscal year 2018-2019 sewer service charge.

#### City Council Oral Comments & Reports on Meetings Attended at City Expense (GC 53232.3 (d))

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

- SANDAG Transportation Committee regarding TransNet audit report and development of transportation networks for the 2019-50 Regional Plan
- Little League Opening Day and worked with Lions serving pancakes

**Councilmember Arambula** attended the following meetings:

- Heal Zone Community Partners in Pasadena regarding long term planning
- Heartland Fire Communications Facility Authority
  - Approved a Joint Powers Authority agreement to allow Viejas Band of Kumeyaay Indians to have a seat on the Authority
  - Discussed Fair Labor Standards Act requirements, grant funding, and 2018-19 fiscal year budget
- SANDAG Transportation Committee

**Mayor Pro Tem Jones** attended two Ad Hoc Committee meetings of Metro Joint Powers Authority on Pure Water Program.

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

- Lions Pancake Breakfast on Little League Opening Day
- Community Clean Up and thanked staff for coordination
- SANDAG East County focus group with public input on transportation
- SANDAG Board interview with two candidates for Executive Director
- McAllister Institute Kiva Women & Children graduation

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

David De Vries, Development Services Director, thanked the City Council for discussion on the Downtown Specific Plan and said he is looking forward to working with the Planning Commission on a revised Plan. He thanked Malik Tamimi, Management Analyst, for being a pro at the Community Clean Up, along with Mike James, Assistant City Manager / Public Works Director and Dave Huey, Community Services Superintendent, saying they had the most partners ever. Mr. De Vries commented on a good orientation meeting with the new Planning Commissioners on April 30<sup>th</sup>.

City Attorney James Lough shared Assistant City Attorney Kristen Steinke will attend the May 15, 2018 meeting.

**Closed Session:**

**Conference with Legal Counsel – Anticipated Litigation**

**Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9 (One Case)**

**Action:** By consensus, the City Council recessed to closed session for the above item at 10:20 p.m.

**Closed Session Report:** There was no reportable action from closed session.

**Adjournment:** The meeting was adjourned.

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A. Kay Vinson, Interim City Clerk

**City of Lemon Grove Demands Summary**

Approved as Submitted:

Al Burrell, Interim Financial Consultant  
 For Council Meeting: 05/15/18

ACH/AP Checks 04/24/18-05/07/18 1,557,038.08  
 Payroll - 04/24/18 135,029.55

**Total Demands 1,692,067.63**

CHECK NO	INVOICE NO	VENDOR NAME	CHECK DATE	Description	INVOICE AMOUNT	CHECK AMOUNT
ACH	Mar18	Colonial Life	04/24/2018	Colonial Optional Insurance -Mar18	670.20	670.20
ACH	Refill 4/23/18	Pitney Bowes Global Financial Services LLC	04/24/2018	Postage Usage 4/23/18	250.00	250.00
ACH	Mar18	San Diego County Sheriff's Department	04/24/2018	Law Enforcement Services - Mar'18	458,735.44	458,735.44
ACH	53917878	WEX Bank	04/25/2018	Fuel - Fire Dept - Mar'18	562.29	562.29
ACH	Apr24 18	Employment Development Department	04/26/2018	State Taxes 4/24/18	7,596.47	7,596.47
ACH	Apr11-Apr24 18	Calpers Supplemental Income 457 Plan	04/26/2018	457 Plan 4/11/18-4/24/18	6,368.13	6,368.13
ACH	Apr24 18	US Treasury	04/30/2018	Federal Taxes 4/24/18	24,656.69	24,656.69
ACH	Apr18	Wage Works	04/30/2018	FSA Reimbursement - Apr'18	785.67	785.67
ACH	Apr18	Power Pay Biz/Evo	05/01/2018	Online Credit Card Processing - Apr'18	67.17	67.17
ACH	Apr18	Authorize.Net	05/02/2018	Merchant Fees In-Store & Online - Apr'18	47.90	47.90
ACH	Apr18	Dharma Merchant Services	05/02/2018	Merchant Fees - Apr'18	15.00	15.00
ACH	May 2018	Pers Health	05/02/2018	Pers Health Insurance - May 18	56,746.05	56,746.05
ACH	Mar28-Apr24	California Public Empl Retirement System	05/03/2018	Pers Retirement 3/28/18-4/24/18	66,532.31	66,532.31
ACH	Refill 5/3/18	Pitney Bowes Global Financial Services LLC	05/04/2018	Postage Usage 5/3/18	250.00	250.00
ACH	1000223895	City of San Diego	05/07/2018	Metro Sewer System FY18 - 4th Qtr 4/1/18-6/30/18	695,486.00	695,486.00
9404	C5775	A-Pot Rentals, Inc.	04/25/2018	Portable Restroom Rental - LG Park/Water Shut Off	541.30	541.30
9405	10981	AdminSure	04/25/2018	Workers' Compensation Claims Administration - May'18	427.50	427.50
9406	122444 FY19	American Public Works Association	04/25/2018	APWA Annual Membrshp Dues 6/1/18-5/31/19/James/Bell/Harper/JJ	760.00	760.00
9407	0031700-IN	Aztec Landscaping Inc.	04/25/2018	Landscape Mgmt Svc - Mar'18	9,629.00	9,629.00
9408	BCTC0008213	Ben Clark Training Center - Course Fees	04/25/2018	Training/Traffic Collision Investgn Recon/Sheriff-Thompson 5/14/18	556.00	556.00
9409	853849-9 855047-9 855333-9	BJ's Rentals	04/25/2018	Propane Propane Propane	13.20 13.20 7.54	33.94
9410	Jan-Mar18	California Building Standards Commission	04/25/2018	BSA Fees: Jan-Mar'18	126.00	126.00
9411	4/24/18	California State Disbursement Unit	04/25/2018	Wage Withholding Pay Period Ending 4/24/18	161.53	161.53
9412	18506936	Canon Financial Services Inc.	04/25/2018	Canon Plotter Contract Charge 4/20/18-5/19/18	144.00	144.00
9413	FRS0000091 FRS0000091 FRS0000091 FRS0000091 FRS0000091 FRS0000091 FRS0000091	City of El Cajon	04/25/2018	Overtime Reimbursement - Cameron- 3/30/18 Overtime Reimbursement - Cameron- 3/31/18 Overtime Reimbursement - Dozier- 3/24/18 Overtime Reimbursement - Groller- 4/1/18 Overtime Reimbursement - Paddock- 3/24/18 Overtime Reimbursement - Smylie- 4/6/18 Overtime Reimbursement - Viesca- 4/6/18	1,171.75 1,171.75 1,299.69 1,200.89 1,171.75 649.85 895.05	7,560.73
9414	19944	City of La Mesa	04/25/2018	Overtime Reimbursement - Tasco/Garcia/Granger/Doig 3/10-30/18	4,415.34	4,415.34
9415	35099	Colantuono, Highsmith & Whatley, PC	04/25/2018	Legal Svcs - thru Mar'18	186.27	186.27
9416	Reim457Corona	Corona, William	04/25/2018	Reimb/Corona, William/457 Loan Payment Deducted in Final Payck	36.78	36.78
9417	4/6/2018 4/6/2018	Cox Communications	04/25/2018	Calsense Modem Line:2259 Washington 4/6/18-5/5/18 Calsense Modem Line:7071 Mt Vernon 4/6/18-5/5/18	21.04 19.93	135.36

	4/10/2018			Calsense Modem Line:8235 Mt Vernon 4/9/18-5/8/18		94.39	
9418	040318560	DAR Contractors	04/25/2018	Animal Disposal- Mar '18		162.00	162.00
9419	Jan-Mar18	Department of Conservation	04/25/2018	Qtrly SMIP Fees - Jan-Mar'18		213.97	213.97
9420	0318.13.1647	Dexter Wilson Engineering, Inc.	04/25/2018	Metro JPA Wastewater Issues - Mar'18		9,050.00	9,050.00
9421	0417182305	Domestic Linen- California Inc.	04/25/2018	Shop Towels & Safety Mats 4/17/18		77.90	77.90
9422	4/9-12/18	Esgil Corporation	04/25/2018	75% Building Fees- 4/9/18-4/12/18		13,057.61	13,057.61
9423	93444156	ESRI Inc.	04/25/2018	ArcGIS Annual Maintenance 7/1/18-6/30/19		5,420.88	5,420.88
9424	INV1013235	George Hills Company	04/25/2018	TPA Claims- Adjusting/Other Svcs- Mar 18		788.50	788.50
9425	503190FY19	ICMA Membership Renewals	04/25/2018	ICMA Annual Membership Dues - James 7/1/18-6/30/19		200.00	200.00
9426	10613	Infrastructure Engineering Corporation	04/25/2018	Prof Svc: LGA Realignment 2/24/18-3/30/18		18,245.25	18,245.25
9427	Reimb 4/18/18	Irons, George	04/25/2018	Reimb: Class B License Renewal/Irons		76.00	76.00
9428	07-2385	Lemon Grove School District	04/25/2018	Fuel Services-PW: Mar'18		2,322.62	2,322.62
9429	INV20813	Logiccopy	04/25/2018	Ricoh C3502 Copier Contract Charge- PW Yard- 4/7/18-5/6/18 Ricoh C3502 Copier Contract Usage- PW Yard- 1/7/18-4/6/18		50.40 49.59	99.99
9430	Mar 18 Mar 18 Mar 18 Mar 18 Mar 18 Mar 18 Mar 18	Lounsbery Ferguson Altona & Peak LLP	04/25/2018	General 01163-00002 - Mar '18 Code Enforcement 01163-00003 - Mar '18 Cost-Share Agreement 00023 - Mar '18 01163-00028 - Mar '18 Sanitation Dist 01163-00036 - Mar '18 01163-00039 - Mar '18 01163-00040 - Mar '18 01163-00041 - Mar '18		14,677.50 1,216.30 2,950.54 4,532.40 265.60 49.80 6,260.18 2,174.60	32,126.92
9431	IN1216949	Municipal Emergency Services Inc.	04/25/2018	Taqlite Shirt/Ripstop Pants - Fire- Rodriquez		76.49	76.49
9432	86279	NV5, Inc.	04/25/2018	LGA Realignment- Construction Support Svcs thru 2/28/18		4,268.70	4,268.70
9433	147587	Pacific Sweeping	04/25/2018	Street Sweeping/Parking Lot/Power Washing/Bus Shelters - Mar'18		6,655.15	6,655.15
9434	3118 41918	Pro Drain & Plumbing Service Inc.	04/25/2018	Plumbing Service - Fire Stn Shower Leak 3/11/18 Plumbing Service - City Hall Basement Water Leak 4/19/18		175.00 190.00	365.00
9435	0322512	SCS Engineers	04/25/2018	Env Consulting Svc: LGA Realignment 3/1/18-3/31/18		153.00	153.00
9436	8049429250	Staples Advantage	04/25/2018	Office Supplies & Copy Paper - City Hall		732.09	732.09
9437	00063311 00063536	The East County Californian	04/25/2018	Notice Inviting Bids - FY17-18 CLG Street Rehab Project Public Workshop Notice - Sewer Capacity Fee 4/12/18		255.50 126.00	381.50
9438	71781375 71784839 71792548 71792549	Vulcan Materials Company	04/25/2018	Asphalt Asphalt Asphalt/SS1H/4.5 Gallon Bucket Asphalt/SS1H/4.5 Gallon Bucket		150.85 152.79 224.34 195.35	723.33
9439	2016.04-021	West Coast General Corporation	04/25/2018	LGA Realignment Proj- 3/1/18-3/31/18		48,470.64	48,470.64
9440	L1072895SE	American Messaging	05/02/2018	Pager Replacement Program- 5/1/18-5/31/18		42.98	42.98
9441	76633	Anthem Blue Cross EAP	05/02/2018	Employee Assistance Program - May 18		165.00	165.00
9442	3/13/2018 11243887	AT&T	05/02/2018	Phone Service- 3/13/18-4/12/18 Fire Backup Phone Line- 3/22/18-4/21/18		81.08 38.84	119.92
9443	18550749	Canon Financial Services Inc.	05/02/2018	Canon Copier Contract Charge 5/1/18		642.60	642.60
9444	694481290 694484295	Cintas Corporation #694	05/02/2018	Janitorial Supplies - 4/19/18 Janitorial Supplies - 4/26/18		213.06 574.89	787.95
9445	ACSERV-Mar18	City of Chula Vista	05/02/2018	After Hours Calls/Animal Control Svc- Mar '18		330.43	330.43
9446	19952 19952 19952 19952	City of La Mesa	05/02/2018	Overtime Reimbursement - Brown 4/4/18 Overtime Reimbursement - Tasco 4/5/18 Overtime Reimbursement - Weinrich 4/7/18 Overtime Reimbursement - Doig 4/8/18		1,011.78 1,115.35 917.65 1,370.56	4,415.34
9447	4/19/2018 4/18/2018	Cox Communications	05/02/2018	Phone/PW Yard/2873 Skyline- 4/19/18-5/18/18 City Manager/Copy Room Fax Line- 4/18/18-5/17/18		212.03 3.45	215.48
9448	4/16-19/18	Esgil Corporation	05/02/2018	75% Building Fees- 4/16/18-4/19/18		2,300.50	2,300.50
9449	26009	Excell Security, Inc.	05/02/2018	Senior Center Security Guard - 4/7/18		124.75	434.13

	26026			Senior Center Security Guards - 4/21/18		309.38	
9450	6-149-48785	Federal Express	05/02/2018	Shipping Charge- Sanitation/Finance 3/8/18, 3/21/18		143.06	143.06
9451	109266340	Globalstar USA, Inc.	05/02/2018	Satellite Service 3/16/18-4/15/18		165.60	165.60
9452	Gonzalez	Gonzalez, Ilcia	05/02/2018	Refund/Gonzalez, Ilcia/Deposit - LBH- 4/7/18		300.00	300.00
9453	2/22/18-4/19/18	Helix Water District	05/02/2018	Water Services- 2/22/18-4/19/18		16,427.97	16,427.97
9454	J & J North LLC	J & J North LLC/Kaizad Najmi	05/02/2018	Refund/J & J North LLC/Sewer Service Fee Overcharged		4,187.18	4,187.18
9455	1456944	Liebert Cassidy Whitmore	05/02/2018	Prof Svcs: LE050-00003 thru 3/31/18		35.00	35.00
9456	Reimb-4/30/18	Loftis, Zach	05/02/2018	Reimb: Tuition-Rescue Sys2(2010)/Loftis 2/26/18-3/2/18		544.00	544.00
9457	Matthews	Matthews, Mark	05/02/2018	Refund/Matthews, Mark/Deposit - Courtyard- 4/7/18		300.00	300.00
9458	5731 5770 6024	North County EVS, Inc.	05/02/2018	E210 Service Call/Pump Shift E310 Service Call/Check Battery Charger E210 Service Call/Pump Throttle Control		123.84 294.00 256.63	674.47
9459	Pangelinan	Pangelinan, Toni	05/02/2018	Refund/Pangelinan, Toni/Deposit - LBH- 4/21/18		300.00	300.00
9460	May2018	PLIC- SBD Grand Island	05/02/2018	Dental Insurance -May18		4,517.70	4,517.70
9461	Prescott	Prescott, James	05/02/2018	Refund/Prescott, James/Cancellation - Rec Ctr- 4/28/18		440.00	440.00
9462	INV020954	RapidScale Inc.	05/02/2018	Virtual Hosting 3/31/18		2,715.03	2,715.03
9463	4/23/2018	SDG&E	05/02/2018	3500 1/2 Main- 3/20/18-4/19/18		227.70	227.70
9464	Sells	Sells, Richard	05/02/2018	Refund/Sells, Richard/Sewer Service Fee Overcharged		7,530.43	7,530.43
9465	May18	Standard Insurance Company	05/02/2018	Long Term Disability Insurance - May18		1,715.96	1,715.96
9466	3309429-CA	US HealthWorks Medical Group,PC	05/02/2018	Med Exam/Field Physical - 4/7/18		218.00	218.00
9467	4/25/18	Van Lant & Fankhanel, LLP	05/02/2018	FY 2017 Audit & Related Reports		19,000.00	19,000.00
9468	Apr24 18	Vantage Point Transfer Agents-457	05/02/2018	ICMA Deferred Compensation Pay Period Ending 4/24/18		580.77	580.77
9469	9805280672 9805281259	Verizon Wireless	05/02/2018	City Phone Charges- 3/13/18-4/12/18 Mobile Broadband Access- 3/13/18-4/12/18		334.25 76.02	410.27
						1,557,038.08	1,557,038.08

**LEMON GROVE CITY COUNCIL  
AGENDA ITEM SUMMARY**

**Item No.** 1.A  
**Dept.** City Attorney

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

**Staff Contact:** James P. Lough, City Attorney

**Recommendation:**

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

**Fiscal Impact:**

None.

**Environmental Review:**

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

**Public Information:**

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

**Attachments:**

None.

**LEMON GROVE CITY COUNCIL  
AGENDA ITEM SUMMARY**

**Item No.** 1D  
**Mtg. Date** May 15, 2018  
**Dept.** Fire Department

**Item Title:** Multi-Jurisdictional Hazard Mitigation Plan for the City of Lemon Grove

**Staff Contact:** Colin Stowell, Fire Chief

**Recommendation:**

Staff recommends that the City Council adopt the City of Lemon Grove Hazard Mitigation Plan and supporting documents to support the San Diego County Multi-Jurisdictional Hazard Mitigation Plan (**Attachment D**).

**Item Summary:**

The Multi-Jurisdictional Hazard Mitigation Plan for the City of Lemon Grove was completed and submitted to the California Office of Emergency Services as a part of the San Diego County Multi-Jurisdictional Hazard Mitigation Plan in 2015. Due to delays at the State level, submission of the plan to the Federal Emergency Management Agency (FEMA) did not occur until late 2016. During that time, FEMA began to require mitigation goals and actions with regard to climate change and drought. The current changes to the plan are in order to comply with new FEMA requirements.

**Fiscal Impact:**

There is no direct fiscal impact to the City of Lemon Grove

**Environmental Review:**

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

**Public Information:**

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

**Attachments:**

- |                 |                                      |
|-----------------|--------------------------------------|
| A. Staff Report | C. FEMA Approval Letter              |
| B. Resolution   | D. Amended Hazardous Mitigation Plan |



## LEMON GROVE CITY COUNCIL STAFF REPORT

Item No. 1D

Mtg. Date May 15, 2018

Item Title: Multi-Jurisdictional Hazard Mitigation Plan for the City of Lemon Grove

Staff Contact: Colin Stowell, Fire Chief

### Discussion:

The Hazard Mitigation Plan for the City of Lemon Grove was completed and submitted to the California Office of Emergency Services as a part of the San Diego County Multi-Jurisdictional Hazard Mitigation Plan (plan) in 2015. Due to delays at the State level, submission of the plan to the Federal Emergency Management Agency (FEMA) did not occur until late 2016. During that period, FEMA began to require mitigation goals and actions with regard to climate change and drought be added to all Multi-Jurisdictional Hazard Mitigation Plans. The current changes to the plan are to bring the City's plan into compliance with new FEMA requirements. In order to comply with these new FEMA requirements, staff has changed and/or added goals and action items that address climate change and drought. The amended plan was re-submitted to the County and subsequently reviewed and approved by FEMA as written (**Attachment C**).

]

### Conclusion:

Staff recommends that the City Council adopt the City of Lemon Grove Hazard Mitigation Plan and supporting documents to support the San Diego County Multi-Jurisdictional Hazard Mitigation Plan (**Attachment D**).

]



# Attachment B

## RESOLUTION NO. 2018

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA ADOPTING THE CITY OF LEMON GROVE HAZARDOUS MITIGATION PLAN

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**WHEREAS**, the City of Lemon Grove's residents and the majority of San Diego County's 3 million residents live in areas subject to natural and manmade disasters; and

**WHEREAS**, a Multi-Jurisdictional Hazard Mitigation Plan (Plan) has been developed after nearly a year of work and research by the County of San Diego, and all jurisdictions within the County; and

**WHEREAS**, the plan recommends many hazard mitigation actions that will protect the residents and property of Lemon Grove that could be affected by natural and/or manmade disasters; ]

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

1. Approve the resolution adopting the City of Lemon Grove Multi-Jurisdictional Hazard Mitigation Plan. ]

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FEMA

October 20, 2017

Tom Amabile  
Senior Emergency Services Coordinator  
San Diego County Office of Emergency Services  
5580 Overland Avenue, Suite 100  
San Diego, CA 92123

Dear Mr. Amabile:

We have completed our review of the *San Diego County Multi-Jurisdictional Hazard Mitigation Plan*, and have determined that this plan is eligible for final approval pending its adoption by San Diego County and all participating jurisdictions. Please see the enclosed list of approvable pending adoption jurisdictions.

Formal adoption documentation must be submitted to the FEMA Region IX office by the lead jurisdiction within one calendar year of the date of this letter, or the entire plan must be updated and resubmitted for review. We will approve the plan upon receipt of the documentation of formal adoption.

If you have any questions regarding the planning or review processes, please contact Alison Kearns, Lead Community Planner, at (510) 627-7125 or by email at [alison.kearns@fema.dhs.gov](mailto:alison.kearns@fema.dhs.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey D. Lusk".

Jeffrey D. Lusk  
Division Director  
Mitigation Division  
FEMA Region IX

Enclosure

cc: Jose Lara, Chief of Hazard Mitigation Planning, California Governor's Office of  
Emergency Services  
Jennifer Hogan, State Hazard Mitigation Officer, California Governor's Office of  
Emergency Services

Status of Participating Jurisdictions as of October 20, 2017

Jurisdictions – Adopted and Approved

#	Jurisdiction	Date of Adoption

Jurisdictions – Approvable Pending Adoption

#	Jurisdiction
1	San Diego County
2	Carlsbad, City of
3	Chula Vista, City of
4	Coronado, City of
5	Del Mar, City of
6	El Cajon, City of
7	Encinitas, City of
8	Escondido, City of
9	Imperial Beach, City of
10	La Mesa, City of
11	Lemon Grove, City of
12	National City, City of
13	Oceanside, City of
14	Poway, City of
15	San Diego, City of
16	San Marcos, City of
17	Santee, City of
18	Solana Beach, City of
19	Vista, City of
20	Alpine Fire Protection District
21	Rancho Santa Fe Fire Protection District
22	Padre Dam Municipal Water District

## 1.1 City of Lemon Grove

The City of Lemon Grove (Lemon Grove) reviewed a set of jurisdictional-level hazard maps including detailed critical facility information and localized potential hazard exposure/loss estimates to help identify the top hazards threatening their jurisdiction. In addition, LPGs were supplied with exposure/loss estimates for Lemon Grove summarized in Table 5.12-1. See Section 4.0 for additional details. Portions of the Regional Hazard Mitigation plan were incorporated into the city's general plan.

**Table 5.12-1  
Summary of Potential Hazard-Related Exposure/Loss in Lemon Grove**

Hazard Type	Exposed Population	Residential		Commercial		Critical Facilities	
		Number of Residential Buildings	Potential Exposure/Loss for Residential Buildings (x\$1,000)	Number of Commercial Buildings	Potential Exposure/Loss for Commercial Buildings (x\$1,000)	Number of Critical Facilities	Potential Exposure for Critical Facilities (x\$1,000)
Coastal Storm / Erosion	0	0	0	0	0	0	0
Sea level Rise	0	0	0	0	0	0	0
Dam Failure	0	0	0	0	0	0	0
Earthquake (Annualized Loss - Includes shaking, liquefaction and landslide components)	25,650*	8,824*	2,483,956*	365*	1,635,821*	0*	0*
<b>Flood (Loss)</b>							
100 Year	97	3	845	271	94,978	4	6,034
500 Year	97	3	845	271	94,978	4	6,034
<b>Rain-Induced Landslide</b>							
High Risk	2	0	0	0	0	0	0
Moderate Risk	0	0	0	0	0	0	0
Tsunami	0	0	0	0	0	0	0
<b>Wildfire / Structure Fire</b>							
Fire regime II & IV	25,538	8,689	2,445,954	2,777	971,934	127	302,975

\* Represents best available data.

After reviewing the localized hazard maps and exposure/loss table above, the following hazards were identified by the Lemon Grove LPG as their top five.

- **Wildfire:** A wildland/urban interface exists in significant amounts in canyon rims with high value residential sites.
- **Flood:** Some minor flood prone areas exist in the City.
- **Landslide:** Known previous landslide areas due soil composition.
- **Earthquake:** Numerous high density high rise facilities exist with potential loss of life, injuries, and damage to property, as well as disruption of services which affects the City as well as surrounding jurisdictions
- **Terrorism or Other Manmade Events:** Current and future projections for terrorism cause concerns regarding the population, community assets and City infrastructure

### 1.1.1 Capabilities Assessment

The LPG identified current capabilities available for implementing hazard mitigation activities. The Capability Assessment (Assessment) portion of the jurisdictional mitigation plan identifies administrative, technical, legal and fiscal capabilities. This includes a summary of departments and their responsibilities associated to hazard mitigation planning as well as codes, ordinances, and plans already in place associated to hazard mitigation planning. The second part of the Assessment provides Lemon Grove's fiscal capabilities that may be applicable to providing financial resources to implement identified mitigation action items.

### 1.1.2 Existing Institutions, Plans, Policies and Ordinances

The following is a summary of existing departments in Lemon Grove and their responsibilities related to hazard mitigation planning and implementation, as well as existing planning documents and regulations related to mitigation efforts within the community. The administrative and technical capabilities of Lemon Grove, as shown in Table 5.12-2, provides an identification of the staff, personnel, and department resources available to implement the actions identified in the mitigation section of the Plan. Specific resources reviewed include those involving technical personnel such as planners/engineers with knowledge of land development and land management practices, engineers trained in construction practices related to building and infrastructure, planners and engineers with an understanding of natural or manmade hazards, floodplain managers, surveyors, personnel with GIS skills and scientists familiar with hazards in the community.

- City of Lemon Grove Fire Department
  - Includes Fire Prevention Department, Fire Plans and Subdivision Review
    - Plans review of compliance with State, Federal and Local ordinances.
    - Evaluation of water supply needs and establishing the location of current and future water supply needs.
  - Fire Prevention Inspections Department
  - Conducts scheduled inspections of new construction.

- Initiate compliance Inspection of Hazardous Occupancies.
- City of Lemon Grove Community Services Department
  - Streets Division: Responsible for repairing and maintaining streets, curbs, gutters, storm drain channels, street sweeping and sidewalks
  - Parks Division: Responsible for maintaining trees and landscaping in public right-of-way.
  - Sewer Division: Identify sewer spills and mediate such spills.
  - Facilities Division: Responsible for the day-to-day operation and maintenance of City facilities.
- City of Lemon Grove Community Development Department
  - Planning: Oversees implementation of General Plan requirements and reviews projects to ensure minimal adverse impacts from flood plains, slopes, canyons and grading.
  - Building: Reviews proposed projects for conformance to State and local building codes
- City of Lemon Grove Engineering Services Department
  - Storm water: Reduction of urban runoff and storm water to the greatest extent possible.
  - Reviews project site designs and street and public improvements for proper engineering design.
- San Diego County Sheriff's Department
  - Provide law enforcement services (scene security, traffic and crowd control, and criminal investigation) at scene of a disaster.
  - Department policies and procedures to respond to and manage critical incidents.

**Table 5.12-2  
City of Lemon Grove: Administrative and Technical Capacity**

<b>Staff/Personnel Resources</b>	<b>Y/N</b>	<b>Department/Agency and Position</b>
A. Planner(s) or engineer(s) with knowledge of land development and land management practices	Y	Community Development-Director, Senior Planner, Engineer Service-City Engineer, Associate Engineer
B. Engineer(s) or professional(s) trained in construction practices related to buildings and/or infrastructure	Y	Community Development-Director, Senior Planner, Engineer Service-City Engineer, Associate Engineer
C. Planners or Engineer(s) with an understanding of natural and/or manmade hazards	Y	Community Development-Director, Senior Planner, Engineer Service-City Engineer, Associate Engineer
D. Floodplain manager	Y	Engineering services – City Engineer
E. Surveyors	Y	Engineering Services – On-call consultants
F. Staff with education or expertise to assess the community's vulnerability to hazards	Y	Fire Department-Fire Chief
G. Personnel skilled in GIS and/or HAZUS	Y	Community Development Department Engineering Services
H. Scientists familiar with the hazards of the community	N	
I. Emergency manager	Y	City Manager
J. Grant writers	Y	City Manager-Grant Writer

The legal and regulatory capabilities of Lemon Grove are shown in Table 5.12-3, which presents the existing ordinances and codes that affect the physical or built environment of Lemon Grove. Examples of legal and/or regulatory capabilities can include: the City's building codes, zoning ordinances, subdivision ordinances, special purpose ordinances, growth management ordinances, site plan review, general plans, capital improvement plans, economic development plans, emergency response plans, and real estate disclosure plans.

**Table 5.12-3  
City of Lemon Grove: Legal and Regulatory Capability**

Regulatory Tools (ordinances, codes, plans)	Local Authority (Y/N)	Does State Prohibit? (Y/N)
A. Building code	Y	N
B. Zoning ordinance	Y	N
C. Subdivision ordinance or regulations	Y	N
D. Special purpose ordinances (floodplain management, storm water management, hillside or steep slope ordinances, wildfire ordinances, hazard setback requirements)	Y	N
E. Growth management ordinances (also called "smart growth" or anti-sprawl programs)	Y	N
F. Site plan review requirements	Y	N
G. General or comprehensive plan	Y	N
H. A capital improvements plan	Y	N
I. An economic development plan	Y	N
J. An emergency response plan	Y	N
K. A post-disaster recovery plan	N	N
L. A post-disaster recovery ordinance	N	N
M. Real estate disclosure requirements	N	N

### **1.1.3 Fiscal Resources**

Table 5.12-4 shows specific financial and budgetary tools available to Lemon Grove such as community development block grants; capital improvements project funding; authority to levy taxes for specific purposes; fees for water, sewer, gas, or electric services; impact fees for homebuyers or developers for new development; ability to incur debt through general obligations bonds; and withholding spending in hazard-prone areas.

**Table 5.12-4  
City of Lemon Grove: Fiscal Capability**

Financial Resources	Accessible or Eligible to Use (Yes/No)
A. Community Development Block Grants (CDBG)	Y
B. Capital improvements project funding	Y
C. Authority to levy taxes for specific purposes	N
D. Fees for water, sewer, gas, or electric service	Y
E. Impact fees for homebuyers or developers for new developments/homes	Y
F. Incur debt through general obligation bonds	Y
G. Incur debt through special tax and revenue bonds	Y
H. Incur debt through private activity bonds	Y
I. Withhold spending in hazard-prone areas	Y
J. Other – SANDAG Grant	Y
K. Other – Other Grants	Y

### **1.1.4 Goals, Objectives and Actions**

Listed below are Lemon Grove’s specific hazard mitigation goals, objectives and related potential actions. For each goal, one or more objectives have been identified that provide strategies to attain the goal. Where appropriate, the City has identified a range of specific actions to achieve the objective and goal.

The goals and objectives were developed by considering the risk assessment findings, localized hazard identification and loss/exposure estimates, and an analysis of the jurisdiction’s current capabilities assessment. These preliminary goals, objectives and actions were developed to represent a vision of long-term hazard reduction or enhancement of capabilities. To help in further development of these goals and objectives, the LPG compiled and reviewed current jurisdictional sources including the City’s planning documents, codes, and ordinances. In addition, City representatives met with consultant staff and/or OES to specifically discuss these hazard-related goals, objectives and actions as they related to the overall Plan. Representatives of numerous City departments involved in hazard mitigation planning, including Fire, Police, and Public Works provided input to the Lemon Grove LPG. The Lemon Grove LPG members were:

- Greg McAlpine
- Carol Dick
- Leon Firsh
- Mike James
- Chris Jensen
- Mona Freels
- Andy McKellar
- Tim Smith
- Steve Swaney

Once developed, City staff submitted the plan to the State of California and to FEMA for approval. Once approved by FEMA the plan will be taken to the lemon Grove City Council for adoption.

A public survey was posted on all participating agencies websites from March through July 2014. Over 500 responses were received. The survey results are in Appendix E.

The following sections present the hazard-related goals, objectives and actions as prepared by Lemon Grove's LPG in conjunction with the Hazard Mitigation Working Group, locally elected officials, and local citizens.

#### **1.1.4.1 Goals**

The City of Lemon Grove has developed the following 5 Goals for their Hazard Mitigation Plan.

Goal 1. Promote disaster-resistant future development.

Goal 2. Promote public understanding, support and demand for hazard mitigation

Goal 3. Build and support local capacity and commitment to continuously become less vulnerable to hazards.

Goal 4. Improve hazard mitigation coordination and communication with federal, state, and local governments.

“Reduce the possibility of damage and losses to existing assets, particularly people, critical facilities/infrastructure, and City-owned facilities, due to”:

Goal 5. Floods.

Goal 6. Earthquakes.

Goal 7. Severe Weather (i.e., El Nino storms/thunderstorms, lightning, extreme heat, drought)

Goal 8: Hazardous Materials (See Attachment A)

Goal 9: Other Manmade Hazards (See Attachment A)

### 1.1.4.2 Objectives and Actions

The City of Lemon Grove developed the following broad list of objectives and actions to assist in the implementation of each of their 5 identified goals. The City of Lemon Grove developed objectives to assist in achieving their hazard mitigation goals. For each of these objectives, specific actions were developed that would assist in their implementation. A discussion of the prioritization and implementation of the action items is provided in Section 5.12.5.

<b>Goal 1: Promote disaster-resistant future development.</b>		<b>Applies to New, Existing or Both</b>
<i>Objective 1.A: Encourage and facilitate the development or updating of general plans and zoning ordinances to limit development in hazard areas.</i>		
Action 1.A.1	Update the safety element of the General Plan as needed.	Both
<i>Objective 1.B: Encourage and facilitate the adoption of building codes that protect renovated existing assets and new development in hazard areas.</i>		
Action 1.B.1	Adopt and continue to update various uniform codes that pertain to safety issues.	Both
<i>Objective 1.C: Discourage future development that exacerbates hazardous conditions.</i>		
Action 1.C.1	Maintain a mapping system.	Both
Action 1.C.2	Require an Environmental Impact report to identify degree of risk.	Both
Action 1.C.3	Recommend mitigation to eliminate risks.	Both

<b>Goal 2: Promote public understanding, support and demand for hazard mitigation.</b>		<b>Applies to New, Existing or Both</b>
<i>Objective 2.A: Educate the public to increase awareness of hazards and opportunities for mitigation activities.</i>		
Action 2.A.1	Use established media including web page, newsletter, City correspondence, and Social Media sites.	Both
Action 2.A.2	Include in public activities.	Both
Action 2.A.3	Inform the public regarding hazard mitigation.	Both
<i>Objective 2.B: Promote partnerships between the state, counties, local and tribal government to identify, prioritize and implement mitigation actions.</i>		
Action 2.B.1	Promote regional planning with surrounding jurisdictions.	Both

<i>Objective 2.C: Promote hazard mitigation in the private sector.</i>		
Action 2.C.1	Provide public information to area service groups.	Both
Action 2.C.2	Continue to include hazard mitigation in business license renewal documents.	Existing
Action 2.C.3	Collaborate with all East County Chambers of Commerce to engage the local business sector in hazard mitigation.	Both

<b>Goal 3: Build and support local capacity and commitment to continuously become less vulnerable to hazards.</b>		<b>Applies to New, Existing or Both</b>
<i>Objective 3.A: Increase awareness and knowledge of hazard mitigation principles and practices among City staff.</i>		
Action 3.A.1	Train employees in potential hazards.	Both
<i>Objective 3.B: Explore developing a web-based Hazard Mitigation Planning System and provide technical assistance.</i>		
Action 3.B.1	Include on City website with methods for hazard reporting.	Both
<i>Objective 3.C: Continue to enhance the Emergency Operations Center (EOC).</i>		
Action 3.C.1	Periodic review of technology used to support the EOC to ensure systems are updated and effective.	Both
Action 3.C.2	Update equipment and supplies as necessary to ensure effectiveness.	Both
Action 3.C.3	Continue EOC training and exercise plan for City staff with EOC responsibilities. Crosstrain staff at various EOC positions.	Both
Action 3.C.4	Conduct monthly on-line WebEOC training for city EOC staff.	Both
Action 3.C.5	Through the new CERT program, build a team of community volunteers to work with the community before, during and after a disaster.	Both

<b>Goal 4: Improve hazard mitigation coordination and communication with federal, state, local and tribal governments.</b>		<b>Applies to New, Existing or Both</b>
<i>Objective 4.A: Establish and maintain closer working relationships with state agencies, local and tribal governments.</i>		
Action 4.A.1	Continue to support local partnerships, such as the Unified Disaster Council (UCD) and Urban Area Working Group (UAWG) and the coordination of Automatic and Mutual Aid agreements.	Both
Action 4.A.2	Continue to encourage development of standardized Emergency Operations Plans (EOP) within the City of Lemon Grove that coordinates with Countywide EOPs.	Both

<b>Goal 4: Improve hazard mitigation coordination and communication with federal, state, local and tribal governments.</b>		<b>Applies to New, Existing or Both</b>
Action 4.A.3	Continue to develop multi-jurisdictional, multi-functional training and exercises to enhance hazard mitigation.	Both
Action 4.A.4	Continue to maintain working relationships with agencies providing resources and expertise that further hazard mitigation efforts.	Both
Action 4.A.5	Maintain relationships with Helix Water District and SDG&E including disaster drill cross participation.	Both
Action 4.A.6	Maintain and expand Automatic and Mutual Aid Agreements.	Both

<i>Objective 4.B: Support a coordinated permitting activities process.</i>		
Action 4.B.1	Continue to utilize notification procedures for all permits that support affected agencies.	Both
Action 4.B.2	Continue to streamline policies to eliminate conflicts and duplication of effort.	Both
Action 4.B.3	Continue to exchange resources and work with other agencies.	Both
Action 4.B.4	Continue efforts towards consolidating the administration of fire resources for the Cities of El Cajon, La Mesa and Lemon Grove.	Both
<i>Objective 4.C: Improve the City's capability and efficiency at administering pre- and post-disaster mitigation.</i>		
Action 4.C.1	Participate in the development and execution of Emergency Operations Center (EOC) table top and functional disaster exercises.	Both
<i>Objective 4.D: Improve capacity for selected City-owned facilities for use as shelters and/or alternate seats of government.</i>		
Action 4.D.1	Explore installation of generators on selected facilities to ensure continuous power for use at shelters and/or alternate seats of government.	Both

<b>Goal 5: Reduce the possibility of damage and losses to existing assets, particularly people, critical infrastructure and public facilities due to <u>floods</u>.</b>		<b>Applies to New, Existing or Both</b>
<i>Objective 5.A: Develop a comprehensive approach to reducing the possibility of damage and losses due to floods.</i>		
Action 5.A.1	Continue to ensure finish floor elevations of new developments are at least above the 100-year floodplain.	New
Action 5.A.2	Continue to require drainage studies for major projects to ensure adequate measures are incorporated and that they do not adversely affect downstream or other surrounding properties.	Both

<b>Goal 5: Reduce the possibility of damage and losses to existing assets, particularly people, critical infrastructure and public facilities due to <u>floods</u>.</b>		<b>Applies to New, Existing or Both</b>
Action 5.A.3	Continue to periodically evaluate drainage fees to ensure new development pays their fair share of offsite improvements.	Both
Action 5.A.4	Continue to limit uses in floodways to those tolerant of occasional flooding.	Both
Action 5.A.5	Continue to design new critical facilities to minimize potential flood damage. Such facilities include those that provide emergency response like hospitals, fire stations, police stations, civil defense headquarters, utility lifelines, and ambulance services. Such facilities also include those that do not provide emergency response but attract large numbers of people, such as schools, theaters, and other public assembly facilities with capacities greater than 100 people.	New
<i>Objective 5.B: Protect existing assets with the highest relative vulnerability to the effects of floods within the 100-year floodplain.</i>		
Action 5.B.1	Continue to maintain flood control channels and storm drains, in accordance with habitat preservation policies, through periodic dredging, repair, de-silting, and clearing to prevent any loss in their effective use.	Both
Action 5.B.2	Continue to identify and prioritize flood control projects.	Both
Action 5.B.3	Continue to pursue available grant funds for flood control projects.	Both
Action 5.B.4	Continue to participate in the National Flood Insurance Program (NFIP) and requirement to review applications for conformance with the NFIP standards.	Both
<i>Objective 5.C: Minimize repetitive losses caused by flooding by analyzing historical losses.</i>		
Action 5.C.1	Continue preventative maintenance and inspection of floodway structures, storm drains, etc. consistent with applicable standards.	Both
Action 5.C.2	Continue to improve drainage courses in an environmentally sensitive manner to eliminate repetitive events.	Both

<b>Goal 6: Reduce the possibility of damage and losses to existing assets, particularly people, critical facilities/infrastructure and City-owned facilities due to <u>earthquakes</u>.</b>		<b>Applies to New, Existing or Both</b>
<i>Objective 6.A: Develop a comprehensive approach to reducing the possibility of damage and losses due to geologic hazards.</i>		
Action 6.A.1	Continue to require soil reports and implement its recommendations for projects in identified areas where liquefaction or other soil issues exist.	Both
Action 6.A.2	Continue to review all new construction to ensure conformance with seismic requirements specified in the California Building Code.	New

<b>Goal 6: Reduce the possibility of damage and losses to existing assets, particularly people, critical facilities/infrastructure and City-owned facilities due to <u>earthquakes</u>.</b>		<b>Applies to New, Existing or Both</b>
Action 6.A.3	Continue to require a Geotechnical Investigation Report and a report of satisfactory placement of fill prepared by a licensed civil engineer for all building and structures supported on fill.	Both
Action 6.A.4	Continue to require a preliminary report for all buildings and structures supported on natural ground unless the foundations have been designed in accordance with Table No. 1806.2 of the Building Code.	New
<i>Objective 6.B: Protect existing assets with the highest relative vulnerability to the effects of geologic hazards.</i>		
Action 6.B.1	Continue to require seismic retrofits for major renovations in accordance with Historic and Building Code provisions.	Existing
Action 6.B.2	Continue to utilize the California Building Code for Building Conservation for non-historic buildings.	Both

<b>Goal 7: Reduce the possibility of damage and losses to existing assets, particularly people, critical facilities/infrastructure and City-owned facilities due to <u>severe weather as a possible outcome of climate change</u> (i.e., El Nino storms/thunderstorms, lightening, extreme heat, drought).</b>		<b>Applies to New, Existing or Both</b>
<i>Objective 7.A: Develop a comprehensive approach to reducing the possibility of damage and losses due to severe weather.</i>		
Action 7.A.1	Continue to ensure that existing and new storm drain and street capacities are adequate to manage a 100-year flood event.	Both
Action 7.A.2	Continue to ensure that new construction projects include surface drainage management that will preserve the integrity of the facility and public infrastructure.	New
Action 7.A.3	Improve the City's planning, training, and exercise efforts to better respond to natural hazards, man-made and technological incidents that are exacerbated by severe weather and climate change conditions	Both
Action 7.A.4	Enhance existing City partnerships with the appropriate agencies, community support groups, and service partners to better prepare for and respond to the emergency and disaster needs of the whole community, to include people with disabilities and other access and functional needs during severe weather and/or following incidents that are exacerbated by climate change.	Both
<i>Objective 7.B: Protect existing assets with the highest relative vulnerability to the effects of</i>		

<b>Goal 7: Reduce the possibility of damage and losses to existing assets, particularly people, critical facilities/infrastructure and City-owned facilities due to <u>severe weather as a possible outcome of climate change</u> (i.e., El Nino storms/thunderstorms, lightening, extreme heat, drought).</b>		<b>Applies to New, Existing or Both</b>
<i>severe weather.</i>		
Action 7.B.1	Continue to provide barricades to identify flooded areas.	Both
Action 7.B.2	Protect existing essential service facilities by retrofitting or maintaining severe weather utilities and infrastructure such as emergency generators, heating, ventilation and air conditioning systems, and information technology, etc.	Existing
<i>Objective 7.C:</i>	<i>Educate the community on drought, its potential impacts and individual mitigation techniques that the public can use to help to prevent or reduce the impact of drought.</i>	Both
Action 7.C.1	Provide educational materials on severe weather and mitigation strategies on the city and disaster preparedness website and through social media.	Both
Action 7.C.2	Increase direct community outreach in order to educate the community on drought, its potential impacts and individual mitigation techniques.	Both

### 1.1.5 Prioritization and Implementation of Action Items

Once the comprehensive list of jurisdictional goals, objectives, and action items listed above was developed, the proposed mitigation actions were prioritized. This step resulted in a list of acceptable and realistic actions that address the hazards identified in each jurisdiction. This prioritized list of action items was formed by the LPG weighing STAPLEE criteria

The Disaster Mitigation Action of 2000 (at 44 CFR Parts 201 and 206) requires the development of an action plan that not only includes prioritized actions but one that includes information on how the prioritized actions will be implemented. Implementation consists of identifying who is responsible for which action, what kind of funding mechanisms and other resources are available or will be pursued, and when the action will be completed.

The prioritized actions below reflect progress in local mitigation efforts as well as changes in development.

The top 10 prioritized mitigation actions as well as an implementation strategy for each are:

**Action Item #1 (Goal #4):** Explore installation of generators on selected facilities to ensure continuous power for use at shelters and/or alternate seats of government

**Coordinating Individual/Organization:** Public Works

**Potential Funding Source:** General Fund and/or grant funds

**Implementation Timeline:** 1/1/2017 – 6/30/2022

**Action Item #2 (Goal #1):** Continue to incorporate hazard mitigation concerns into City of Lemon Grove planning and budgetary processes.

**Coordinating Individual/Organization:** City Manager, Finance Department

**Potential Funding Source:** General Fund

**Implementation Timeline:** February - March of each fiscal year

**Action Item #3 (Goal #2):** Continue to publish educational information in the City newsletter, City's website and social media sites.

**Coordinating Individual/Organization:** City Manager Department

**Potential Funding Source:** General Fund

**Implementation Timeline:** Ongoing through 2022

**Action Item #4 (Goal #4):** Continue to encourage development of standardized Emergency Operations Plans within the City of Lemon Grove that coordinate with countywide Emergency Operations Plans.

**Coordinating Individual/Organization:** Fire Department

**Potential Funding Source:** General Fund

**Implementation Timeline:** Annual review through 2022

**Action Item #5 (Goal #4):** Continue to develop multi-jurisdictional, multi-functional training and exercises to enhance hazard mitigation.

**Coordinating Individual/Organization:** Fire Department

**Potential Funding Source:** General Fund, Grant Funds (SHSG, UASI)

**Implementation Timeline:** Ongoing, training and exercises held annually through 2022

**Action Item #6 (Goal #4):** Continue efforts towards consolidating the administration of fire resources for the Cities of Lemon Grove, La Mesa and El Cajon

**Coordinating Individual/Organization:** Fire Department

**Potential Funding Source:** General Fund

**Implementation Timeline:** Ongoing through 2022

**Action Item #7 (Goal #5):** Continue to review and update existing flood control standards, zoning, and building requirements.

**Coordinating Individual/Organization:** Comm. Dev. Director

**Potential Funding Source:** General Fund

**Implementation Timeline:** Ongoing through 2022

**Action Item #8 (Goal #5):** Continue policies that discourage growth in flood-prone areas.

**Coordinating Individual/Organization:** City Manager

**Potential Funding Source:** General Fund

**Implementation Timeline:** Ongoing through 2022

**Action Item #9 (Goal #1):** Update Building and Fire Codes to reflect current standards.

**Coordinating Individual/Organization:** City Manager

**Potential Funding Source:** General Fund

**Implementation Timeline:** Updated as required by the State

**Action Item #10 (Goal #4):** Continue to work with partner agencies to identify hazard-prone areas using GIS.

**Coordinating Individual/Organization:** Fire Department

**Potential Funding Source:** General Fund

**Implementation Timeline:** Reviewed annually through 2022

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**LEMON GROVE CITY COUNCIL  
AGENDA ITEM SUMMARY**

**Item No.**   1E    
**Mtg. Date**   May 15, 2018    
**Dept.**   Fire Department  

**Item Title:** Amendment to Heartland Communication Facility Authority Joint Powers Agreement adding Viejas Band of the Kumeyaay Indians as a Member Agency

**Staff Contact:** Colin Stowell, Fire Chief

**Recommendation:**

Staff recommends that the City Council adopt a resolution (**Attachment B**) amending the Heartland Communications Facility Authority Joint Powers Agreement (**Attachment C**).

**Item Summary:**

This is an amendment to the current Heartland Communications Facility Authority (HCFA) Joint Powers Agreement (JPA) that has been in place since 1986 and was last amended in 2016. This amendment allows the Viejas band of the Kumeyaay Indians to join the HCFA JPA as a member and sets the terms and conditions thereof.

**Fiscal Impact:**

Lemon Grove's HCFA assessment is paid for by the City's General Fund. Adoption of this agreement slightly increases the fees charged to the City of Lemon Grove for services. The cost increase for FY 2018/2019 is \$215.

**Environmental Review:**

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

**Public Information:**

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

**Attachments:**

- A. Staff Report
- B. Resolution
- C. Contract Amendment



## LEMON GROVE CITY COUNCIL STAFF REPORT

**Item No.**   1E  

**Mtg. Date**   May 15, 2018  

**Item Title:** Amendment to Heartland Communication Facility Authority Joint Powers Agreement adding Viejas Band of the Kumeyaay Indians as a Member Agency

**Staff Contact:** Daryn Drum, Division Chief

### **Discussion:**

The City of Lemon Grove is a member of the Heartland Communications Facility Authority Joint (HCFA) Powers Authority (JPA) which provides fire and emergency medical dispatch services to member and contract agencies. The original Agreement has been in effect since June 25, 1986 and last amended in 2016. The amendment to this agreement allows The Viejas Band of the Kumeyaay Indians (Viejas) to join the JPA as a member. The addition was agreed to by the Management Advisory Committee and Board of Chiefs, and approved by the Heartland Communications Facility Commission at their meeting of April 26, 2018. Allowing Viejas into the JPA will help insure the financial health and stability of HCFA into the future.

The changes to the document provides for the following:

1. Allows Viejas Band of Kumeyaay Indians to become a member of the JPA.
2. Outlines the expense allocations for this action, including a savings of \$4,776 for Viejas in the first year.
3. Provides for a Buy-In-Fee of \$3,733 as indicated. This cost will be applied to a HCFA reserve account for long-term debt/liabilities and was not used to offset member assessments.
4. Provides an effective date of June 1, 2018.

### **Conclusion:**

Staff recommends that the City Council adopt the resolution (**Attachment B**) approving the amended HCFA JPA agreement which allows The Viejas Band of the Kumeyaay Indians to join HCFA as a member agency.



# Attachment B

## RESOLUTION NO. 2018-

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA AMENDING THE CURRENT HEARTLAND COMMUNICATIONS FIRE AUTHORITY AGREEMENT TO ALLOW THE VIEJAS BAND OF THE KUMEYAAY INDIANS TO JOIN AS A MEMBER AGENCY

---

**WHEREAS**, the City of Lemon Grove is a member of the Heartland Communications Facility Authority; and

**WHEREAS**, The Viejas Band of the Kumeyaay Indians desires to join Heartland Communications Facility Authority as a member agency; and

**WHEREAS**, The Heartland Communications Facility Commission has approved the amendment;

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

1. Approve the amendment to the Heartland Communications Facility, Joint Powers Agreement allowing The Viejas Band of the Kumeyaay Indians to join as a member agency.

/////  
/////

2<sup>nd</sup> AMENDMENT TO HEARTLAND COMMUNICATIONS FACILITY  
AUTHORITY'S JOINT EXERCISE OF POWERS AGREEMENT ADDING  
VIEJAS BAND OF THE KUMEYAAY NATION AS A JPA MEMBER AGENCY

The Amended and Restated Joint Exercise of Powers Agreement for "Heartland Communications Facility Authority" ("Agreement") is hereby amended as follows:

1. 2<sup>nd</sup> Amendment to Add Member Agency. The term "Member Agency" as defined in the preamble to the Agreement is hereby amended to add Viejas Band of the Kumeyaay Indians ("VIEJAS") as a Public Agency Member of the Heartland Communications Facility Authority, and the term "Member Agencies" which is used to collectively refer to all Member Agencies of the Authority is hereby amended to include VIEJAS.
2. Expense Allocations. As specified in Section 12 of the Agreement, for purposes of the calculation of assessment expense allocations as set forth in Section 5(C)(1) and 5(C)(2) of the Agreement, a minimum of 500 calls shall be attributed to VIEJAS for 7 years.
3. Buy-In Fee. Pursuant to Section 12 of the Agreement, VIEJAS shall pay a buy-in fee of \$3,733 as stated in the Buy In Sheet dated February 14, 2018.
4. Effective Date. This Amendment shall take effect for all purposes on June 1, 2018.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed by their proper officers thereunto duly authorized.

The following page(s) are the approved and signed by the current JPA Member's proper officers thereunto duly authorized: (Each JPA Member will have an individual signature page.)

ACCEPTANCE

Viejas Band of the Kumeyaay Indians hereby agrees to be bound by all of the terms and conditions of the Amended and Restated Joint Exercise of Powers Agreement for "Heartland Communications Facility Authority" as amended by the foregoing Amendment.

\_\_\_\_\_  
Signature of VIEJAS Official  
Robert J. Welch, Jr. Chairman, Viejas Band of Kumeyaay Indians

COMMISSION ATTESTATION

The undersigned, as a duly authorized representative of the Commission of the Heartland Communications Facility Authority, does hereby attest that the requisite vote of the Member Agencies of the Authority for amendment of the Joint Exercise of Powers Agreement has been obtained and that, as of June 1, 2018, the Viejas Band of the Kumeyaay Indians shall, on the terms and conditions set forth herein, become a Member Agency of the Authority with all rights and privileges and subject to all obligations and liabilities thereof.

\_\_\_\_\_  
Signature of HCFA Official  
MARK SCOTT, BOARD CHAIR  
Heartland Communications  
Facility Authority Commission

Amendment to the HCFA JPA Agreement Approving the Addition of  
Viejas Band of the Kumeyaay Indians as a HCFA JPA Member  
Individual Agency Signature Page

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed by their proper officers thereunto duly authorized.

CITY OF LEMON GROVE

Attest:

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

\_\_\_\_\_

Its: \_\_\_\_\_

**LEMON GROVE CITY COUNCIL  
AGENDA ITEM SUMMARY**

**Item No.** 1.F  
**Mtg. Date** May 15, 2018  
**Dept.** Public Works

**Item Title:** Fiscal Year 2017-2018 CIP Street Rehabilitation Project (Contract No. 2018-17)

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

**Recommendation:**

Adopt a resolution (**Attachment B**) awarding a contract for the Fiscal Year 2017-2018 CIP Street Rehabilitation Project (Contract No. 2018-17).

**Item Summary:**

In support of the City's Five-Year Capital Improvement Program, the City invited sealed bids for the Fiscal Year 2017-2018 CIP Street Rehabilitation Project (Contract No. 2018-17) in April 2018.

On April 26, 2018, the City received ten sealed bids. Staff determined that of the bids received, SRM Contracting & Paving was the lowest responsive and responsible bidder with a base bid of \$384,131.00.

Staff recommends awarding a contract (Contract No. 2018-17) to SRM Contracting & Paving and establishing a project budget not to exceed \$628,610.00.

**Fiscal Impact:**

TransNet funds were budgeted for this project as part of the Five-Year Capital Improvement Program.

**Environmental Review:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Not subject to review     | <input type="checkbox"/> Negative Declaration           |
| <input type="checkbox"/> Categorical Exemption, Section 15304 | <input type="checkbox"/> Mitigated Negative Declaration |

**Public Information:**

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

**Attachments:**

- A. Staff Report
- B. Resolution



## LEMON GROVE CITY COUNCIL STAFF REPORT

Item No.   1.F  

Mtg. Date   May 15, 2018  

Item Title: **Fiscal Year 2017-2018 CIP Street Rehabilitation Project (Contract No. 2018-17)**

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

**Discussion:**

In April 2018, the City advertised on PlanetBids and invited sealed bids for the Fiscal Year 2017-2018 CIP Street Rehabilitation Project (Contract No. 2018-17) to apply various street treatments at the following locations throughout the City.

Location Table		
Street	From	To
Dayton Drive	Englewood Drive	Nichals Street
Barton Drive	Ensenada Street	Englewood Drive
Palm Street	Skyline Drive	Golden Avenue
Lemon Grove Avenue	Palm Street	Southern City Limits
Buena Vista Avenue	San Miguel Avenue	Broadway

In addition to the base bid schedule, staff has added two additional alternative (Add Alts) bid items in the bid package. The two locations are Larwood Road between Woodrow Avenue and the Southern City Limits, and El Prado Street between Mt. Vernon Street and Bonita Street.

On April 26, 2018, the City received the ten sealed bids. Each company is listed below with its location and project bid total.

Bidder's Name	Location	Amount	Add Alt #1	Add Alt #2	Total
Kirk Paving, Inc.	Lakeside, CA	\$376,130.28	\$68,277.80	\$73,083.72	\$517,491.81
SRM Contracting & Paving	San Diego, CA	\$384,131.00	\$78,862.68	\$83,623.32	\$546,617.00
PAL General Engineering	San Diego, CA	\$412,594.12	\$77,982.56	\$78,321.04	\$568,897.72
Eagle Paving	Poway, CA	\$414,500.00	\$70,517.97	\$73,948.53	\$558,966.50
Seal Right Paving	Spring Valley, CA	\$439,966.57	\$78,128.64	\$77,229.44	\$595,324.65

# Attachment A

LC Paving	San Marcos, CA	\$445,427.90	\$84,326.28	\$88,944.76	\$618,698.94
Hazard Construction	San Diego, CA	\$459,398.66	\$98,984.00	\$104,479.40	\$662,862.06
Frank & Sons Paving, Inc.	Bonita, CA	\$465,850.72	\$67,941.72	\$69,961.52	\$603,753.96
Ramona Paving & Construction Corp.	Ramona, CA	\$535,057.00	\$95,688.60	\$90,617.40	\$721,363.00
RAP Engineering	San Marcos, CA	\$583,994.99	\$102,636.60	\$107,239.40	\$793,870.99
Average Bid Amount		<b>\$451,705.12</b>			

The table is sorted from lowest to highest bidder. Based upon the State Public Contract Code, Kirk Paving, Inc. was disqualified because not all of the subconsultants were listed in the bid package. The project's cost estimate for the base bid was \$427,312.00. The lowest responsive and responsible bid was submitted by SRM Contracting & Paving in the amount of \$384,131.00. SRM Contracting & Paving remained the lowest responsive and responsible bidder when the base bid and additive alternates were combined with a total bid of \$546,617.00.

Staff reviewed SRM Contracting & Paving's project work history, references, and construction license. Its project work history and reference checks were positive. SRM Contracting & Paving has successfully performed similar work for other local governments. SRM Contracting & Paving's Contractor's license is current and in good standing with the State of California.

Therefore, staff concluded that SRM Contracting & Paving is both a responsive and responsible bidder, and recommends the award of this contract (**Attachment B – Exhibit 1**). Based on the project scope of work, staff recommends the following project budget:

<b>Description</b>	<b>Amount</b>
Construction Costs	\$384,131.00
Add Alt #1	\$78,862.68
Add Alt #2	\$83,623.32
<b>Total Construction Cost</b>	<b>\$546,617.00</b>
Contingency (15%)	\$81,993.00
<b>Total</b>	<b>\$628,610.00</b>

It is important to note that the project budget does not include material testing or inspection services that historically have been included in prior public works construction projects. Due to

# Attachment A

the relatively smaller scope of work and simplistic, routine roadway construction work, project staff will manage all material testing and inspection services in-house.

**Conclusion:**

Staff recommends that the City Council adopts a resolution (**Attachment B**) awarding the Fiscal Year 2017-2018 CIP Street Rehabilitation Project (Contract No. 2018-17) to SRM Contracting & Paving and establish a project budget not to exceed \$628,610.00.



# Attachment B

RESOLUTION NO. 2018 - \_\_\_\_\_

**RESOLUTION OF THE LEMON GROVE CITY COUNCIL  
AWARDING A CONTRACT FOR THE FISCAL YEAR 2017-2018 CIP STREET  
REHABILITATION PROJECT (CONTRACT NO. 2018-17)**

---

**WHEREAS**, the City of Lemon Grove's Five-Year Capital Improvement Program earmarks funding for the Fiscal Year 2017-2018 CIP Street Rehabilitation Project (Contract No. 2018-17); and

**WHEREAS**, bids were solicited and ten (10) sealed bids were received for the Fiscal Year 2017-2018 CIP Street Rehabilitation Project (Contract No. 2018-17); and

**WHEREAS**, bids were opened and read aloud, and the lowest responsive and responsible bidder was SRM Contracting & Paving; 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, California hereby:

1. Awards a contract to SRM Contracting & Paving in the amount of \$546,617.00 and establishes a project budget not to exceed \$628,610.00, and
2. Authorizes the City Manager or designee to execute said contract (**Exhibit 1**).

/////  
/////



# Attachment B – Exhibit 1

## CONTRACT (Page 1 of 4)

FY 2017-18 Street Rehabilitation Project (CONTRACT #2018-17)

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 Superior Ready Mix Concrete, LP dba SRM Contracting and Paving 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 FY 2017-18 Street Rehabilitation Project (CONTRACT #2018-17) 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 of five hundred forty-six thousand, six hundred seventeen dollars and zero cents (\$546,617.00)
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.

# Attachment B - Exhibit 1

## CONTRACT (Page 2 of 4)

FY 2017-18 Street Rehabilitation Project (CONTRACT #2018-17)

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.

# Attachment B – Exhibit 1

CONTRACT (Page 3 of 4)

FY 2017-18 Street Rehabilitation Project (CONTRACT #2018-17)

- 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.

# Attachment B - Exhibit 1

**CONTRACT (Page 4 of 4)**

FY 2017-18 Street Rehabilitation Project (CONTRACT #2018-17)

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.)

**LEMON GROVE CITY COUNCIL  
AGENDA ITEM SUMMARY**

**Item No.** 2  
**Mtg. Date** May 15, 2018  
**Dept.** Development Services Department

**Item Title:** **Public Hearing to Consider Zoning Clearance ZC1-700-0020; a Request to Establish 15 Apartment Dwelling Units at 2555, 2561, and 2571 Crestline Drive in the Residential Low/Medium Zone**

**Staff Contact:** David De Vries, Development Services Director

**Recommendation:**

1. Conduct the public hearing; and
2. Adopt a Resolution (**Attachment B**) denying ZC1-700-0020, a request to apply for a Zoning Clearance permit to establish 15 apartment dwelling units at 2555, 2561, and 2571 Crestline Drive in the Residential Low/Medium Zone.

**Item Summary:**

This project is a Zoning Clearance request to convert a 14 bedroom independent living facility with shared bathroom and kitchen facilities to 15 multi-family dwelling units including one (1) two bedroom unit, four (4) one bedroom units, and ten studios with bathroom and kitchenette facilities in each unit located at 2555, 2561, and 2571 Crestline Drive in the Residential Low Medium Zone on a 0.66 acre residential property. Neither the current or proposed land use complies with the Zoning District regulations, and the Municipal Code provides that the City Council can approve a change from a nonconforming use to another nonconforming use if certain findings are made. The project does not comply with purpose, density and land use description of the Low/Medium Density Residential Land Use Designation of the General Plan and does not comply with the purpose, allowable land uses or development standards of the Residential Low/Medium Zoning District. No community benefits or street improvements are proposed as a part of the project. Staff's discussion regarding the existing and proposed land uses and policy and regulatory requirements are provided herein (**Attachment A**).

**Fiscal Impact:**

None.

**Environmental Review:**

- |  |   |
|--|---|
| <input type="checkbox"/> Not subject to review           | <input type="checkbox"/> Negative Declaration           |
| <input checked="" type="checkbox"/> Categorically Exempt | <input type="checkbox"/> Mitigated Negative Declaration |

**Public Information:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> None   | <input checked="" type="checkbox"/> Sign Posted on Property                  | <input checked="" type="checkbox"/> Neighborhood Meeting |
| <input checked="" type="checkbox"/> Notice published in local newspaper | <input checked="" type="checkbox"/> Notice to property owners within 500 ft. |  |

**Attachments:**

- A. Staff Report
- B. Resolution of Denial
- C. Vicinity Map
- D. Letter from the Applicant
- E. Determination of Continued Use – April 19, 2017 and March 9, 2017
- F. Exhibit A – Project Plans

## LEMON GROVE CITY COUNCIL STAFF REPORT

Item No. 2  
Mtg. Date May 15, 2018

**Item Title:** **Public Hearing to Consider Zoning Clearance ZC1-700-0020; a Request to Establish 15 Apartment Dwelling Units at 2555, 2561, and 2571 Crestline Drive in the Residential Low/Medium Zone**

**Staff Contact:** David De Vries, Development Services Director

### **Background:**

In 1961, the County of San Diego Board of Supervisors granted a Special Use Permit (P61-16) for a residential care facility for 16 residents at 2545, 2555, 2561 and 2571 Crestline Drive (two properties). The facility constructed at 2555, 2561 and 2571 Crestline Drive was 5,832 square feet in floor area.

In April 1979, a complaint revealed the site was licensed by the State for 40 residents without local authorization from the City of Lemon Grove.

In August 1979, the Planning Commission denied a request for 40 residents on-site.

In 2011, as a result of a lender inquiry, the Community Development Director determined the use of the northerly portion of the site (2555, 2561 and 2571 Crestline Drive) as an independent living facility was allowed to continue. There was no specified number of residents or beds.

In 2014, the property owner, Ms. Aileen Boren, sold 2545 Crestline (southerly portion) to City Redevelopment Inc. The property was subsequently converted to a 22 bedroom boarding house and after complaints were received, the Code Enforcement Division required the new property owner to convert the facility back to the permitted five bedroom single-family residence. City Redevelopment Inc. appealed to the City Council and the Director determination was upheld.

In March 2017, as a result of a lender inquiry, the Development Services Director determined the use of the northerly portion of the site (2555, 2561 and 2571 Crestline Drive) as an independent living facility was allowed to continue provided the number of beds did not exceed 16 and the number of bedrooms did not exceed 15.

In April 2017, upon further investigation of County Assessor historical construction records received by a potential buyer, the Development Services Director determined the use of the northerly portion of the site (2555, 2561 and 2571 Crestline Drive) as an independent living facility was allowed to continue provided the number of beds did not exceed 15 and the number of bedrooms did not exceed 14 as a result of an unpermitted garage conversion.

In July 2017, the property owner, Ms. Aileen Boren, sold 2555, 2561 and 2571 Crestline Drive to Mr. Matthew Philbin of Anthem Real Estate Ventures, Inc. Mr. Philbin proceeded with vacating the residents on the site upon purchase of the property (10 residents).

In December 2017, after consultations with staff about available options, Mr. Philbin submitted a Zoning Clearance request to convert a 15 bed and 14 bedroom independent living facility with shared bathroom and kitchen facilities to 15 multi-family dwelling units including one (1) two bedroom unit, four (4) one bedroom units, and ten studios with bathroom and kitchenette facilities in each unit located at 2555, 2561, and 2571 Crestline Drive (APN: 480-591-14-00) in the Residential Low/Medium Zone (Municipal Code Section 17.16.020) on a 0.66 acre residential property (Change from a Nonconforming Use to Another Nonconforming Use). The applicant has stated that he intends to rent the units to homeless veterans.

# Attachment A

## Discussion:

Lemon Grove Municipal Code Section 17.24.090(P) (Change from a Nonconforming Use to Another Nonconforming Use) provides that the City Council may authorize a nonconforming use to be changed to another nonconforming use upon a determination that the new nonconforming use can be carried without injury to the residents of adjacent properties and of the neighborhood, or that the benefit to the public health, safety or welfare exceeds any detriment inherent in such change. Since the existing use as an independent living facility and the proposed use as multi-family apartments are both nonconforming to the Residential Low/Medium Zoning District regulations, the change of nonconforming use provisions are applicable to the project proposal.

The General Plan Community Development Element describes the following policies which are to be adhered to for new projects.

Policy 1.1: Protect and enhance established neighborhoods.

Policy 1.7: Promote a healthy, family oriented community through appropriate land use and development decisions.

Policy 2.1: Promote quality single-family development that is compatible with the existing neighborhoods.

Policy 2.2: Focus new apartment and condominium development in the downtown village, next to the Massachusetts Avenue trolley station and in other emerging multiple-family areas while stabilizing the established neighborhoods.

Policy 2.3: Require that new condominium and apartment development provides quality housing opportunities that uplift the visual quality of the surrounding area.

Staff contends that the proposed project does not comply with any of the above General Plan Policies. Also, the site is not a designated housing opportunity site in the Housing Element. The City has met all of its housing needs in every income category as a part of the Regional Housing Needs Allocation (RHNA). The General Plan Land Use Category Description for the project site, the Low/Medium Density Residential Land Use Designation, describes only detached houses and accessory dwelling units as compatible dwelling unit uses with the surrounding neighborhood. Also, the maximum development allowed for this land use category is seven dwelling units per acre, not 23 dwelling units per acre as proposed. The proposed density is equivalent to the Medium/High density land use designation which allows for higher density apartments.

Staff also concluded that the project does not comply with the following development standards of the Municipal Code:

1. Permitted Uses (multifamily dwelling units prohibited; 15 multi-family dwelling units proposed).
2. Parking (two garaged spaces per dwelling unit required (30 total); 10 unenclosed spaces proposed of which four spaces are tandem and zero garaged spaces are provided and includes the conversion of a two-car garage into personal storage).
3. Landscape (15 percent of property required; grass provided on-site is not maintained and will not count towards meeting landscape requirements). Reference Section 17.24.050 and Chapter 18.44 for compliance provisions.
4. Irrigation (automatic irrigation required; none proposed). Reference Section 17.24.050 and Chapter 18.44 for compliance provisions.
5. Rear Setback (20 feet required; 6 feet proposed).

## Attachment A

6. Street improvements and dedication for property frontage (required for new multi-family projects; none proposed).

The project does not comply with purpose, density and land use description of the Low/Medium Density Residential Land Use Designation of the General Plan and does not comply with the purpose, allowable land uses or development standards of the Residential Low/Medium Zoning District. No community benefits or street improvements are proposed as a part of the project. There is no curb, gutter, sidewalk or landscape parkway with street trees fronting the subject property and the buildings on-site are serviced by overhead utility lines. Staff coordinated with the property owner for several months encouraging the property owner to reduce the number of dwelling units to eight or less with full compliance of parking, landscape, open space and street improvement requirements. The applicant requested to move forward with the application as proposed. A 0.66 acre site in the RL/M zone qualifies for a four lot subdivision with one single-family residence and one accessory dwelling unit per lot (eight dwelling units total).

On May 9, 2018, the applicant provided a letter of support for the project (**Attachment D**). |

### **Public Information:**

On Saturday August 12, 2017 from 12pm to 3pm, a community meeting was conducted by the applicant to discuss community issues.

Since December 7, 2017, a 32 square foot sign was posted on the property fronting the street along Crestline Drive.

The Notice of Public Hearing for this item was published in the May 3, 2018 edition of The East County Californian, and mailed to all property owners within 500 feet of the subject property.

As of May 9, 2018, the City has received no responses to the Notice of Public Hearing. At the time of the public hearing, staff will provide the City Council with any additional written comments that may be received after distribution of the staff report.

The project if denied is found to be statutorily exempt from the California Environmental Quality Act (CEQA) pursuant to the CEQA Guidelines (Section 15270). CEQA does not apply to projects which a public agency rejects or disapproves.

### **Conclusion:**

Staff recommends that the City Council conduct a public hearing and adopt a Resolution (**Attachment B**) denying Zoning Clearance ZC1-700-0020; a request to establish 15 proposed apartment dwelling units at 2555, 2561, and 2571 Crestline Drive in the Residential Low/Medium Zone.

Should the City Council consider the project for approval, a Mitigated Negative Declaration with professional studies and subsequent City Council hearings shall be required. Full Title 15 compliance would be required should the project be considered for approval including compliance with fire sprinklers, a fire alarm system and ADA accessibility requirements. Staff would recommend that the City Council continue the public hearing to August 21, 2018 should the Council desire to consider the project for approval.



**RESOLUTION NO. [       ]**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE DENYING A ZONING CLEARANCE REQUEST TO ESTABLISH 15 APARTMENT DWELLING UNITS AT 2555, 2561, AND 2571 CRESTLINE DRIVE (ZC1-700-0020), LEMON GROVE, CALIFORNIA**

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**WHEREAS**, on December 5, 2017, the applicant, Mr. Matthew Philbin of Anthem Real Estate Ventures, Inc. submitted a Zoning Clearance application (ZC1-700-0020) - a request to establish 15 apartment dwelling units at the Subject Property; and

**WHEREAS**, on May 15, 2018, the City Council held a duly noticed public hearing to consider Zoning Clearance ZC1-700-0020; and

**WHEREAS**, the project to be denied is found to be statutorily exempt from the California Environmental Quality Act (CEQA) pursuant to the CEQA Guidelines (Section 15270); and

**WHEREAS**, the City Council determined that the following findings of fact as required by Section 17.24.090(P) of the Lemon Grove Zoning Ordinance (one of the two findings is required) cannot be made to approve the project:

1) That the new nonconforming use can be carried without injury to the residents of adjacent properties and of the neighborhood;

- The proposed project is injurious to adjacent properties and the neighborhood. The project does not comply with purpose, density and land use description of the Low/Medium Density Residential Land Use Designation of the General Plan and does not comply with the purpose, allowable land uses or development standards of the Residential Low/Medium Zoning District. No community benefits or street improvements are proposed as a part of the project.

2) The benefit to the public health, safety or welfare exceeds any detriment inherent in such change;

- The proposed project is detrimental to the character and welfare of adjacent properties and the neighborhood. The project does not comply with purpose, density and land use description of the Low/Medium Density Residential Land Use Designation of the General Plan and does not comply with the purpose, allowable land uses or development standards of the Residential Low/Medium Zoning District. No community benefits or street improvements are proposed as a part of the project; and

**NOW, THEREFORE, INCORPORATING THE ABOVE STATEMENTS HEREIN, BE IT RESOLVED** that the City Council of the City of Lemon Grove hereby:

1. Denies Zoning Clearance ZC1-700-0020 - a request to establish 15 apartment dwelling units at 2555, 2561, and 2571 Crestline Drive (APN: 480-591-14-00) in the Residential Low/Medium Zone based on the above findings.

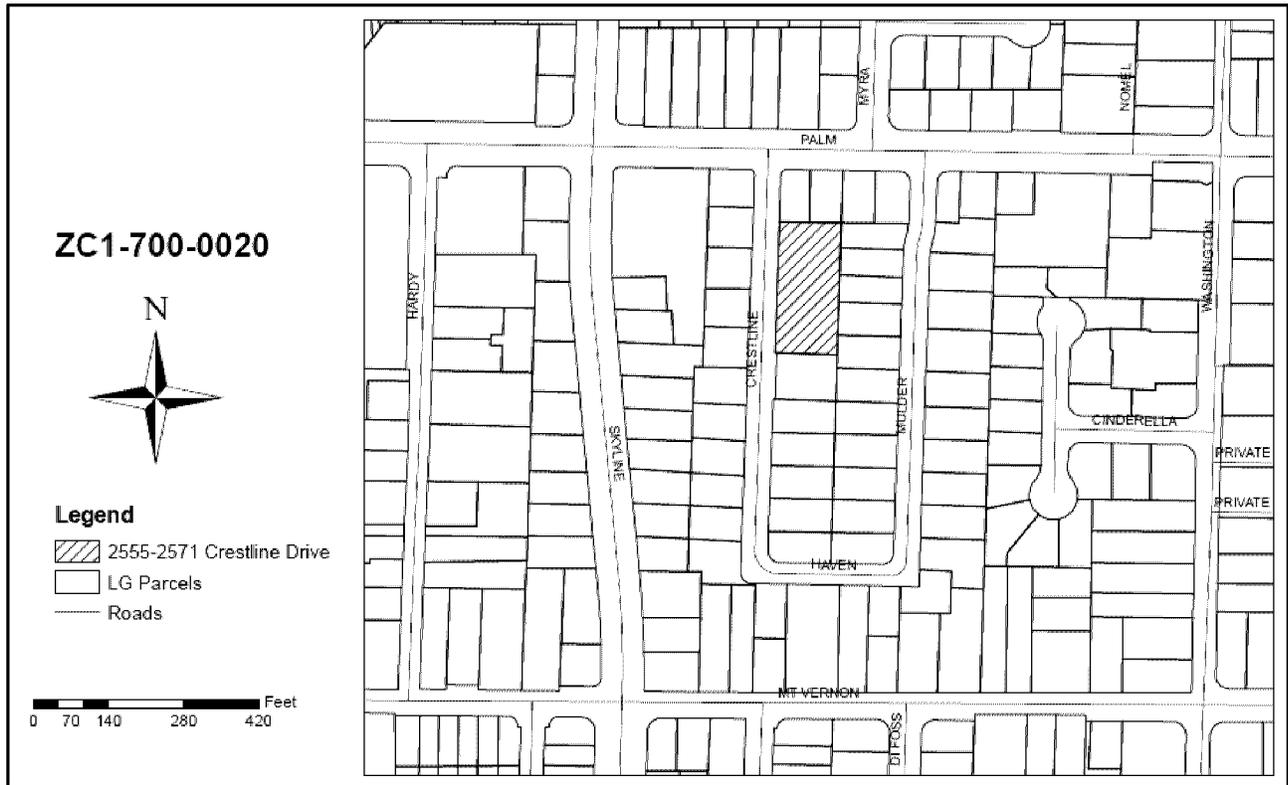
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# Attachment C

## PROJECT SITE AND VICINIITY MAP





### MATTHEW PHILBIN

4300 Newton Ave #4  
San Diego, CA 92113  
(619) 694-9253  
mphilbin@anthemrev.com

**May 9<sup>th</sup>, 2018**

**Dear Mayor Vasquez & Members of the City Council,**

For 60 years and 3 generations the Boren family operated 2555-71 Crestline Drive as a state licensed Residential Care Facility, and most recently, as an Independent Living Facility. When bankruptcy forced Aileen Boren to retire my company purchased the property. I wish to bring much needed new life to this property which has accumulated an enormous amount of deferred maintenance over the past few decades. With your support, the end result of this remodel will be high quality housing that is naturally affordable. Affordable Housing is an important piece of the puzzle for housing special needs groups but on average costs taxpayers ≈\$350,000 per unit to construct plus assigned project-based vouchers to cover operating expenses. The Crestline remodel will deliver the same benefit to society with no upfront subsidy or developer fee (industry standard 7 figure dollar figure paid up front to developer). Comparable properties officially designated affordable pay \$0 in property tax but do use many services. When the remodel is complete my new assessed value will be quadruple the second highest on the street. So while I have declined to provide sidewalks, curbs, and underground the street utilities up front, I will be absolutely beyond question pay my fair share.

In 1961 the County Board of Supervisors approved Special Use Permit P61-16 for a 16 unit residential care facility. The Boren's held a valid state license allowing up to 40 residents and exercised said license. In 1979 the new city of Lemon Grove Planning Commission said the state and county permits must match. The Boren's application for SUP 79-11 to increase from 16 units to 40 was denied by the LGPC. As it stands today there are 15 vacant units in very poor condition, several bathrooms and 3 kitchens are shared. Without adding more

## Attachment D

dwellings units or square footage than already exist I wish to add kitchenettes and bathrooms so that each apartment has its' own.

**In essence, the proposal is to convert 15 blighted units of 'Independent Living' into 15 market-rate apartments which I will voluntarily lease to homeless veterans & civilians, and developmentally disabled seniors with housing vouchers.**

I have strong relationships with all the leading service providers of housing solutions for veterans, homeless and physically & developmentally disabled. I am prepared to work with local agencies to give Lemon Grove's most vulnerable citizens priority access to high quality affordable housing. The property will be enrolled in the Sheriff Department's Crime Free Multifamily Housing Program. There will be a designated on-site manager and all neighbors already my contact information. Last summer I delivered a description of the proposal and invitation to an Open House/Barbecue to every home within 500 feet. Approximately 15 of the neighbors in closest proximity attended and there was 100% unanimous agreement that the proposed use of the property is far superior than the current. In today's world how rare is it that we can all agree on anything?

Sincerely,



**Matthew Philbin**

**CEO, Anthem REV**



CITY OF LEMON GROVE  
Community Development Department

"Best Climate On Earth"

April 19, 2017

Aileen Boren  
2555-2571 Crestline Drive  
Lemon Grove, CA 91945

**Subject: 2555-2571 Crestline Drive**

Ms. Boren,

Based on San Diego County Assessor building construction records that were submitted by a potential buyer of the property, the two converted garages at 2555-2571 Crestline Drive were not converted with appropriate permits. As such, the two subject garages are required to be converted back to their intended uses as vehicle garages with appropriate access. Please note that the Director of Development Services conducted a property inspection on March 6, 2017 and observed a total of 15 bedrooms and 16 beds on-site. Since the rear unit was not converted with appropriate permits, the total number of bedrooms and beds on-site shall be equal to or less than 14 bedrooms and 15 beds on-site.

Attached is a code enforcement citation warning requiring the property owner to begin the process with the City's Planning and Building Department to re-convert the two garages by obtaining a permit by May 2, 2017.

If you have any questions, you may contact Paolo Romero, Code Enforcement Officer at (619) 825-3820.

Sincerely,

David Devries  
Development Services Director

Attachments:

- 1) March 9, 2017 Letter
- 2) San Diego County Assessor Building Construction Records
- 3) City Permit Records
- 4) Code Enforcement Warning

5232 Main Street Lemon Grove California 91945 1705

619.825.3805 FAX: 619.825.3818 www.ci.lemon-grove.ca.us

# Attachment E



## CITY OF LEMON GROVE

"Best Climate On Earth"

### Community Development Department

March 9, 2017

Aileen Boren  
2555-2571 Crestline Drive  
Lemon Grove, CA 91945

**Subject: Determination of Continued Property Use at 2555-2571 Crestline Drive**

Ms. Boren,

The City of Lemon Grove completed its review of the current residential use for your property at 2555-2571. The City has determined the property's use as an Independent Living Facility can continue as long as the property's floor plan/layout remains the same with no future expansion. In addition, the provision that tenants do not receive medication and/or medical services at the property must continue. Please note that I conducted a property inspection on March 6, 2017 and observed a total of 15 bedrooms and 16 beds on-site. As such, the total number of bedrooms and beds on-site shall be equal to or less than these totals.

If you disagree with this determination, you may appeal this decision to the Lemon Grove City Council. The appeal must be filed in writing on a form available in the office of the Development Services Department within 10 days of the date of this letter. The appeal filing fee is \$75.00. An appeal will be considered by the City Council in a public hearing. This hearing may be scheduled no sooner than 15 days nor later than sixty (60) days of the filing of the appeal.

Thank you for your assistance. If you have any questions, you may contact Paolo Romero, Code Enforcement Officer at (619) 825-3820.

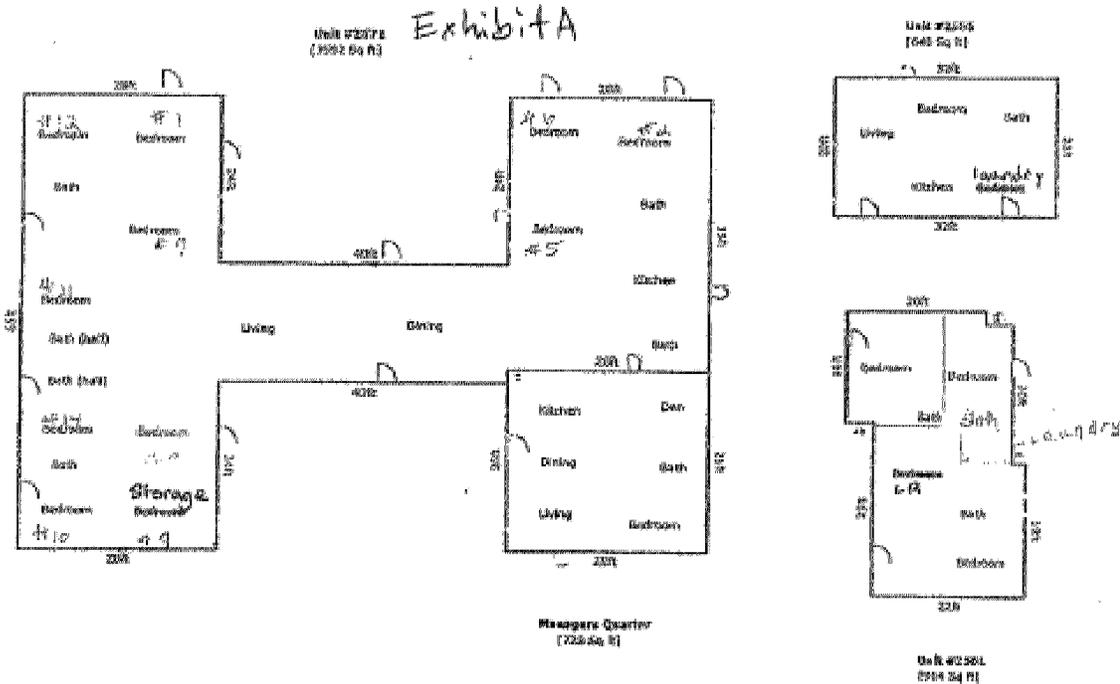
Sincerely,

for  
David Devries  
Development Services Director

Exhibit A: Floor Plan 2555-2571 Crestline Drive

3232 Main Street Lemon Grove California 91945-1705

619.825.3805 FAX: 619.825.3818 www.ci.lemon-grove.ca.us



*Crestline Dr. Lemon Grove, CA*

Area Calculation Summary		Calculation Details	
<b>Living Area</b>			
Unit #2571	3592 Sq Ft		30 x 28 = 108
			45 x 28 = 126
			17 x 45 = 76
Unit #2555	640 Sq Ft		30 x 32 = 96
Unit #2561	914 Sq Ft		23 x 19 = 44
			20 x 5 = 10
			16 x 20 = 32
			14 x 4 = 56
Manager's Quarter	728 Sq Ft		28 x 26 = 728
<b>Total Living Area (Rounded):</b>	<b>5874 Sq Ft</b>		















# Attachment F

## EXHIBIT A – PROJECT PLANS

Not Attached

Enclosed in City Council packet or available at City Hall for [Review]

**LEMON GROVE SANITATION DISTRICT  
AGENDA ITEM SUMMARY**

**Item No.**       3    
**Mtg. Date**     May 15, 2018    
**Dept.**         Public Works  

**Item Title:**   **Public Hearing to Consider the Approval of the Sewer Capacity Fee Increase from \$1,000 to \$3,509 Effective July 1, 2018**

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

**Recommendation:**

1. Conduct the public hearing; and
2. Adopt a resolution (**Attachment B**) approving the sewer capacity fee increase from \$1,000 to \$3,509 effective July 1, 2018. |

**Item Summary:**

|In February 2017, the District Board received a report regarding the progress of NBS Consultants (NBS) regarding the sewer rate study. A component of that presentation recommended the need to review the sewer capacity fee (or connection fee) to determine if it accurately and fairly charged a fee to fund any capacity increasing needs that the District will construct in the future. At the conclusion of that presentation, the District Board directed staff to work with NBS to complete the study and return with the results.

In November 2017, the final report was presented to the District Board for review and acceptance. The report was accepted and staff was directed to move forward with a public workshop process as well as to return with an implementation process to consider the sewer capacity fee.

The staff report (**Attachment A**) outlines all prior steps completed to date, information about the public workshop, and concludes with staff's recommendation to conduct a public hearing to consider the adoption of a resolution (**Attachment B**) approving the sewer capacity fee increase from \$1,000 to \$3,509 effective July 1, 2018. |

**Fiscal Impact:**

|If approved, the new sewer capacity fee will increase from \$1,000 to \$3,509 effective July 1, 2018. |

**Environmental Review:**

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

**Public Information:**

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

**Attachments:**

- |                 |   |
|-----------------|---|
| A. Staff Report | C. NBS Capacity Fee Study (November 10, 2017) |
| B. Resolution   | D. Public Workshop Written Response           |



## LEMON GROVE SANITATION DISTRICT STAFF REPORT

Item No.   3  

Mtg. Date   May 15, 2018  

**Item Title: Public Hearing to Consider the Approval of the Sewer Capacity Fee Increase from \$1,000 to \$3,509 Effective July 1, 2018**

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

### **Discussion:**

|In February 2017, the District Board received a report regarding the progress of NBS Consultants (NBS) regarding the sewer rate study. A component of that presentation recommended the need to review the capacity fee (or connection fee) to determine if it accurately and fairly charged a fee to fund any capacity increasing needs that the District will construct in the future. At the end of that presentation, the District Board directed staff to work with NBS to complete the study and return with the results.

### Capacity Fee Details:

The current capacity fee, which was first established in 1981, for the District is \$1,000. When compared to the other 12-member cities of the Metro Wastewater Joint Powers Authority the District's capacity fee is the lowest with the second lowest and highest fees equivalent to \$2,500 and \$9,665.

District customers are typically charged a one-time capacity fee per equivalent dwelling unit (EDU) at the time the customer connects or expands on its existing connection to the District's sewer system. The capacity fee requires new customers to pay for their share of costs to construct facilities required to provide their sewer service or in the case of increased density their increased intensity of use. Revenues generated through capacity fees can be used to directly offset system expansion costs and/or for renewal and replacement capital projects. Use of capacity fee revenues to offset these CIP costs reduces the amount of revenue required from rates assessed to existing users. This way capacity fee revenues, in effect, reimburse existing users (through lower rates) for costs they have incurred to build and maintain capacity for new users to connect to the District's sewer system.

An agency can establish its capacity fee up to the maximum amount determined by an analysis. However, an agency can choose to adopt a lower capacity fee should it choose.

### Study Considerations:

NBS considered three methodologies to update the capacity fee:

1. *Buy-In Method:* Based on the value of the existing system's capacity.
2. *Incremental Cost Method:* Based on the value or cost to expand the existing system's capacity.
3. *Combined Approach:* Based on a blended value of existing and expanded system capacity.

For this analysis, NBS and District staff selected the combined approach to best realize a fair and accurate capacity fee. Once the methodology was selected, NBS moved forward to review the projected customer growth and capacity needs, considered the costs to construct those

# Attachment A

improvements at that time, and calculated the fee that will adequately afford to fund any future capacity fee increasing costs.

The final report (**Attachment C**) details the specific customer growth estimates and anticipated capacity increasing needs that will be required to accommodate that growth which all support the recommendation to update the capacity increase from a current fee of \$1,000 to \$3,509.

## Capacity Fee Implementation Process:

The new capacity fee, if approved, will increase the existing capacity fee from \$1,000 to \$3,509 per equivalent dwelling unit (EDU). For comparison, in Fiscal Years 2016-2017 and 2017-2018 the District generated \$32,160 (based on 32.16 EDUs) and \$14,000 (based on 14 EDUs) in capacity fees each year. If the maximum base capacity fee of \$3,509 were implemented in the prior years, the fees would have equaled \$112,849.44 and \$49,126.

In November 2017, the final report was presented to the District Board for review and acceptance. The report was accepted and staff was directed to move forward with a public workshop process as well as to return with an implementation process to consider the sewer capacity fee. Prior to the public workshop, on April 2, 2018, District staff met with a representative of the Building Industry Association (BIA) to discuss the amount of the capacity fee proposed increase, when the increase will be considered by the District Board, and what may be a concern(s) from the BIA. The BIA shared with staff that the amount of the fee was a concern but not the chief concern. The chief concern, was the amount of time that a developer has to spend navigating the planning/construction process. Understanding the importance of streamlining the plan review process, staff shared the current estimated review process could be as short as 6 months to as long as 16 months.

On April 16, 2018, District staff hosted a public workshop to explain what the connection fee is, how it is collected and what it is used for. Furthermore, this was an opportunity for any member of the public to pose questions to staff regarding the fee. One attendee attended the workshop that evening and he prepared a written response to District staff which is enclosed as a part of this staff report (**Attachment D**). Other than that written response, District staff has not received any additional feedback.

## **Alternative:**

The final report (**Attachment C**) which was reviewed and accepted by the District Board recommends that the capacity fee is increased from \$1,000 to \$3,509 at one time.

As read in **Attachment D**, the idea of a three year gradual increase was recommended to help promote infill development because of the advertised fee. After reading the observations and recommendation, staff maintains the original recommendation to move forward with a single increase next fiscal year. The final amount is still relatively low when compared to other jurisdictions in the region, and it will continue to build the capacity fee fund to support all capacity fee increasing projects.

## **Public Information:**

1. On April 16, 2018, at 6:00 p.m., District staff held a public workshop where one person attended; and
2. On May 3, 2018 and May 10, 2018, District staff advertised a notice of public hearing in the East County Californian. ]

# Attachment A

## Conclusion:

Staff recommends that the District Board conducts a public hearing and adopts a resolution (**Attachment B**) approving the sewer capacity fee increase from \$1,000 to \$3,509 effective July 1, 2018. |



# Attachment B

## RESOLUTION NO. 2018 -

### RESOLUTION OF THE DISTRICT BOARD OF THE LEMON GROVE SANITATION DISTRICT APPROVING THE SEWER CAPACITY FEE INCREASE FROM \$1,000 TO \$3,509 EFFECTIVE JULY 1, 2018

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**WHEREAS**, in February 2017, the District Board received a report regarding the progress that NBS Consultants (NBS) had regarding the sewer rate study; and

**WHEREAS**, the current capacity fee for the District is \$1,000 and was first implemented in 1981; and

**WHEREAS**, capacity fees are one-time charges per equivalent dwelling unit (EDU) at the time the customer connects or expands on its existing connection to the District's sewer system; and

**WHEREAS**, the District's existing capacity fee does not accurately account for the cost a new user should pay for a new connection or for the cost an existing user should pay to increase its existing capacity to the sewer system; and

**WHEREAS**, NBS completed a detailed analysis of the District's projected customer growth and capacity needs, considered the costs to construct future improvements, and calculated a fee that will adequately afford any future capacity fee increasing costs; and

**WHEREAS**, the District Board finds it in the public interest to approve the sewer capacity fee analysis.

**NOW, THEREFORE, BE IT RESOLVED** that the District Board of the Lemon Grove Sanitation District approves the sewer capacity fee increase from \$1,000 to \$3,509 effective July 1, 2018.

/////

/////





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870 Market Street, Suite 1223  
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32605 Temecula Parkway, Suite 100  
Temecula, CA 92592*

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**nbsgov.com**

## TECHNICAL MEMORANDUM

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**TO: MIKE JAMES, ASSISTANT CITY MANAGER / PUBLIC WORKS DIRECTOR  
CITY OF LEMON GROVE**

**FROM: KIM BOEHLER, PROJECT MANAGER  
GREG HENRY, CONSULTANT**

**SUBJECT: SEWER CAPACITY FEE ANALYSIS FOR SANITATION DISTRICT**

**DATE: NOVEMBER 10, 2017**

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### PURPOSE

Lemon Grove Sanitation District (District) retained NBS to conduct a capacity fee study to ensure these fees reflect the cost of capital infrastructure needed to serve future customers. The purpose of this report is to summarize the results of our analysis, and presents the updated capacity fees<sup>1</sup> that are imposed on new or upsized connections. Capacity fees are one-time fees intended to reflect the cost of existing infrastructure and planned improvements available to future customers. Capacity fees are subject to California's Mitigation Fee Act (Government Code 66000 et seq.), which prescribes the means by which public agencies may impose development impact fees, including sewer capacity fees.

The attachment to this transmittal includes the quantitative nexus analysis used to develop the Capacity fee amount.

### PURPOSE

Various methodologies have been and are currently used to calculate sewer capacity fees. The most common include establishing the fees based on:

- The value of existing (historical) system assets, often called a "buy-in" methodology.
- The value of planned future improvements, also called the "incremental" or "system development" methodology.
- A combination of these two approaches.

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<sup>1</sup> Otherwise known as system development charges or as connection fees.



# Attachment C

This analysis uses the combination approach, which requires future customers to pay both their fair share of existing system assets as well as their share of the planned future capital improvements needed to provide them with capacity in the District's sewer collection system. As a result, future customers connecting to the District's sewer system would enter as equal participants with regard to their financial commitment and obligations to the utility.

In calculating the sewer capacity fees, the replacement-cost-new-less-depreciation (RCNLD) value of existing system assets was used to calculate the buy-in component of the capacity fee. The Handy Whitman Index of Public Utility Construction Costs<sup>2</sup>, which is a regionally specific construction index that tracks water utility construction costs, was used to estimate the replacement value of the existing system assets. The District can use this or the Engineering News Record Construction Cost Index going forward to adjust capacity fees in future years to offset the impacts of inflation.

## PROJECTED FUTURE GROWTH AND FUTURE CUSTOMERS

The District's capital improvement plan, which is the basis for defining the costs of planned future capital assets, extends through build-out, in FY 2036/37.

As shown in **Figure 1**, there are currently 10,843 equivalent dwelling units (EDU's) connected to the sewer system. EDU's are a measure of a customer's impact on the sewer system based upon that customer's expected flow and strength attributes<sup>3</sup>. Using District staff and Dexter Wilson Engineering's estimates there is capacity to connect 5,038 new EDU's to the District's sewer system. The future customers are expected to represent 31.7 percent of total EDU's.

**Figure 1. Existing and Projected Customers**

Demographic Statistics	Existing Total <sup>1</sup>	Projected Service Total <sup>1</sup>	Allocation Factors		Cumulative Change	
			Existing Customers	Future Customers	Number of Units	% Increase
Equivalent Dwelling Units	10,843	15,881	68.3%	31.7%	5,038	46.5%

1. Existing number of equivalent dwelling units is per the FY 2016/17 Sanitation Roll.

Source: 2017-10-04\_CIP Cost Split for NBS

## EXISTING AND PLANNED FUTURE ASSETS

The capital assets addressed in this Study include existing assets and planned capital improvements (i.e., the buy-in and incremental assets). Existing assets are often valued using "book value" (i.e., original cost less depreciation). However, replacement costs provide a more accurate estimate of these asset values. Ideally, replacement values would reflect the actual field condition of the assets (i.e., whether they are behind or ahead of the depreciation curve based on actual condition rather than the remaining years of expected life). Unfortunately, this information was not available for this study, and the estimated RCNLD value was developed as the cost basis for the new capacity fees.

For the purpose of this analysis, assets that have exceeded their useful life (as defined in the District's asset records) were considered to have no remaining value. The resulting RCNLD value of existing assets are summarized in Figure 2 as the System Buy-In Cost Basis.

<sup>2</sup> The Handy-Whitman Index of Public Utility Construction Costs, Whitman, Requardt & Assoc., LLP, Bulletin No. 184.

<sup>3</sup> Refer to Ordinance 26 for how EDU's are determined for various customer types.

**Figure 2. Summary of Existing Asset Values**

Asset Category <sup>1</sup>	Original Values <sup>1</sup>		Asset Cost Less Depreciation	Replacement Values <sup>2</sup>		System Buy-In Cost Basis <sup>3</sup>
	Asset Cost	Depreciation to Date		Asset Cost	Depreciation to Date	
<b>Sanitation District</b>						
Land	\$ 3,724	\$ -	\$ 3,724	\$ 3,724	\$ -	\$ 3,724
Infrastructure	12,104,511	7,150,659	4,953,852	9,070,655	2,226,584	6,844,072
Equipment	1,352,732	942,439	410,293	1,046,348	610,259	436,089
<b>Total Capital Facilities &amp; Equipment</b>	<b>\$ 13,460,967</b>	<b>\$ 8,093,098</b>	<b>\$ 5,367,868</b>	<b>\$10,120,727</b>	<b>\$ 2,836,842</b>	<b>\$ 7,283,885</b>
Metro Assets <sup>4</sup>	\$ 20,340,000	\$ -	\$ 20,340,000	\$20,340,000	\$ -	\$ 20,340,000

1. Source file: *PBC Fixed Asset Sanitation District FY15.xlsx*

2. Replacement values are calculated by escalating the original values (from District's fixed asset report) from service date to 2016 values using historical cost inflation factors from the Handy-Whitman Index of Public Utility Construction Costs, for Water Utility Construction in the Pacific Region.

3. System Buy-In are calculated by using the Replacement Value Asset Cost net of Replacement Value Depreciation.

4. Metro Asset Valuation provided by Dexter Wilson Engineering, Inc.  
Source: *4096\_001.pdf* (email 9/21/17)

Most of the RCNLD costs were allocated to existing customers based on the 68.3-percent allocation factor shown in Figure 1 (and 31.7-percent allocation factor for future customers). The resulting allocation of exiting system assets to existing and future customers is shown in Figure 3.

**Figure 3. Existing Asset Values Allocated to Future Customers**

Asset Category <sup>1</sup>	System Buy-In Cost Basis <sup>3</sup>	Distribution of Cost Basis (\$)			
		Existing Customers	Future Customers	Existing Customers	Future Customers
<b>Sanitation District</b>					
Land	\$ 3,724	68.3%	31.7%	\$ 2,542	\$ 1,181
Infrastructure	6,844,072	68.3%	31.7%	4,672,836	2,171,236
Equipment	436,089	68.3%	31.7%	297,743	138,346
<b>Total Capital Facilities &amp; Equipment</b>	<b>\$ 7,283,885</b>	<b>68.3%</b>	<b>31.7%</b>	<b>\$ 4,973,122</b>	<b>\$ 2,310,763</b>
Metro Assets <sup>4</sup>	\$ 20,340,000	68.3%	31.7%	\$ 13,887,272	\$ 6,452,728

1. Source file: *PBC Fixed Asset Sanitation District FY15.xlsx*

2. Replacement values are calculated by escalating the original values (from District's fixed asset report) from service date to 2016 values using historical cost inflation factors from the Handy-Whitman Index of Public Utility Construction Costs, for Water Utility Construction in the Pacific Region.

3. System Buy-In are calculated by using the Replacement Value Asset Cost net of Replacement Value Depreciation.

4. Metro Asset Valuation provided by Dexter Wilson Engineering, Inc.  
Source: *4096\_001.pdf* (email 9/21/17)

The estimated cost of planned future improvements (in 2017 dollars) is used to calculate the system development component of the capacity fee. Dexter Wilson Engineering provided the list of capital projects as well as an allocation of the capacity provided by each improvement assigned to future customers. Future customers were allocated \$3,679,478 of these future capital project costs, as shown in Figure 4.

# Attachment C

**Figure 4. Planned Asset Values Allocated to Future Customers**

Capital Project Categories	System Development Cost Basis	% Allocation			Distribution of Cost Basis (\$)		
		Exclude from Analysis	Existing Customers	Future Customers	Exclude from Analysis	Existing Customers	Future Customers
Condition-Based CIP Projects	\$ 7,392,000	100%	0%	0%	\$ 7,392,000	\$ -	\$ -
Capacity Based CIP Projects	7,466,000	0%	51%	49%	-	3,786,522	3,679,478
Other CIP Projects	15,219,000	99%	1%	0%	15,069,000	150,000	-
<b>Total</b>	<b>\$ 30,077,000</b>	<b>75%</b>	<b>13%</b>	<b>12%</b>	<b>\$ 22,461,000</b>	<b>\$ 3,936,522</b>	<b>\$ 3,679,478</b>

## ADJUSTMENT TO THE COST BASIS

Before the Capacity fees are developed, an adjustment was applied to the cost basis to account for existing cash reserves. Existing cash reserves are treated as an asset, since they were contributed by existing customers and are available to pay for capital and/or operating costs of the sewer utility. The cash reserves are, in a sense, no different from any other system asset. The existing cash reserves allocated to future customers are summarized in **Figure 5**. This calculation also uses the same 31.7-percent allocation factor from Figure 1. The allocation of cash reserves to future customers is \$5,236,906.

**Figure 5. Cash Reserves Allocated to Future Customers**

Description	Beginning Balance <sup>1</sup>	% Allocation		\$ - Allocation	
		Existing Customers	Future Customers	Existing Customers	Future Customers
Cash Balance	\$ 16,507,541	68.3%	31.7%	\$ 11,270,635	\$ 5,236,906

1. Beginning cash balance for the City's General Ledger Balance sheet cash for 15-00-1000 for FY 2016/17.

## CALCULATED CAPACITY FEES

The sum of the existing and planned asset values (that is, the system buy-in and system development costs), along with the adjustment for existing cash reserves, defines the total cost basis allocated to future customers. **Figure 6** summarizes how this cost basis is developed.

**Figure 6. Summary of Capacity fee Calculation**

System Asset Values Allocated to New Customers	
<i>Existing and Planned Assets:</i>	
Existing Collection and Transmission System Buy-In	\$ 2,310,763
Metro Assets	6,452,728
Planned Asset Improvements	3,679,478
Total: Existing & Future System Costs	\$ 12,442,969
<i>Adjustments to Cost Basis:</i>	
Cash Reserves	\$ 5,236,906
<b>Total Adjusted Cost Basis for New Customers</b>	<b>\$ 17,679,875</b>

The total adjusted cost basis is then divided by the number of future customers, measured in Equivalent Dwelling Units (EDU's) expected to connect to the system (that is, the 5,038 EDU's shown in Figure 1).



This calculation results in the new maximum fee the District can charge for sewer connections (per EDU) as shown in **Figure 7**.

**Figure 7. Calculated Sewer Capacity Fee**

Summary of Capacity Fee Calculation	Adjusted System Cost Basis	Planned Additional EDU's	Maximum Base Capacity Fee Per EDU
<b>Total Maximum Capacity Fee Per EDU</b>	<b>\$ 17,679,875</b>	<b>5,038</b>	<b>\$3,509</b>

## CONSULTANT RECOMMENDATIONS

NBS recommends the District take the following actions:

- **Approve and Accept this Study:** NBS recommends the District Board of Directors formally approve and adopt this Study and its recommendations, and proceed with the steps required to implement the new sewer capacity fees. This will provide documentation of the study and the basis for adopting the fees.
- **Implement New Capacity Fees:** Based on the analysis presented in this report, the District Board of Directors should implement the new capacity fee of \$3,509 per EDU, as developed in this study. This is the maximum the District can charge per new connection.
- **Annually Review Fees and Revenue:** Any time an Agency adopts new rates and fees, they should be periodically reviewed — even more so when new capital facilities are planned and/or significant repair and replacements projects are undertaken. This will help ensure the revenue generated is sufficient to meet the costs of capital projects, the fiscal health of the District is maintained, and future customers bear their fair share of the District's sewer system costs.

## PRINCIPAL ASSUMPTIONS AND CONSIDERATIONS

In preparing this report and the recommendations included herein, NBS has relied on a number of principal assumptions and considerations with regard to financial matters, number of customer accounts, conditions and events that may occur in the future. This information and assumptions, including the District's asset records, financial information and customer billing data (provided by District staff), were provided by sources we believe to be reliable, although NBS has not independently verified this data.

While we believe NBS' use of such information and assumptions is reasonable for the purpose of this report and its recommendations, some assumptions will invariably not materialize as stated herein or may vary significantly due to unanticipated events and circumstances. Therefore, the actual results can be expected to vary from those projected to the extent that actual future conditions differ from those assumed by us or provided to us by others.

# Attachment C

## TECHNICAL APPENDIX



# Attachment C

**CITY OF LEMON GROVE**  
**Sewer Capacity Fee Analysis**  
**Table of Contents**

**Table of Contents**

Exhibit Number	Pages	Function
1	2	Demographic Data and Projections
2	3	Summary of Existing Capital Facilities and Equipment
3	not printed	Detail of Existing Capital Facilities and Equipment
4	4	Cash Reserves and Debt Service Allocation
5	5	Planned Capital Facilities and Asset Improvements
6	6	Updated Unit Cost Calculation
7	not printed	Inflation Factors from Handy-Whitman Index Used for Estimation of Existing System Asset Values

# Attachment C

CITY OF LEMON GROVE  
 Sewer Capacity Fee Analysis  
 Demographic Data and Projections

**EXHIBIT 1**

**EXISTING AND PROJECTED SERVICE NUMBERS:**

Demographic Statistics	Existing Total <sup>1</sup>	Projected Service Total <sup>1</sup>	Allocation Factors		Cumulative Change	
			Existing Customers	Future Customers	Number of Units	% Increase
Equivalent Dwelling Units	10,843	15,881	68.3%	31.7%	5,038	46.5%

1. Existing number of equivalent dwelling units is per the FY 2016/17 Sanitation Roll.  
 Source: 2017-10-04\_CIP Cost Split for NBS

# Attachment C

CITY OF LEMON GROVE  
Sewer Capacity Fee Analysis  
Existing Capital Facilities and Equipment

EXHIBIT 2

## EXISTING ASSETS, ORIGINAL AND REPLICATION VALUE

Asset Category <sup>1</sup>	Original Values <sup>1</sup>		Asset Cost Less Depreciation	Replacement Values <sup>2</sup>		System Buy-In Cost Basis <sup>3</sup>
	Asset Cost	Depreciation to Date		Asset Cost	Depreciation to Date	
<b>Sanitation District</b>						
Land	\$ 3,724	\$ -	\$ 3,724	\$ 3,724	\$ -	\$ 3,724
Infrastructure	12,104,511	7,150,659	4,953,852	9,070,655	2,226,584	6,844,072
Equipment	1,352,732	942,439	410,293	1,046,348	610,259	436,089
<b>Total Capital Facilities &amp; Equipment</b>	<b>\$ 13,460,957</b>	<b>\$ 8,093,098</b>	<b>\$ 5,367,868</b>	<b>\$ 10,120,727</b>	<b>\$ 2,836,842</b>	<b>\$ 7,283,885</b>
Metro Assets <sup>4</sup>	\$ 20,340,000	\$ -	\$ 20,340,000	\$ 20,340,000	\$ -	\$ 20,340,000

## EXISTING ASSETS, ALLOCATION TO EXISTING AND FUTURE CUSTOMERS:

Asset Category <sup>1</sup>	System Buy-In Cost Basis <sup>3</sup>	Allocation Basis (%)			Distribution of Cost Basis (\$)		
		Exclude from Analysis	Existing Customers	Future Customers	Exclude from Analysis	Existing Customers	Future Customers
<b>Sanitation District</b>							
Land	\$ 3,724	0.0%	68.3%	31.7%	\$ -	\$ 2,542	\$ 1,181
Infrastructure	6,844,072	0.0%	68.3%	31.7%	-	4,672,836	2,171,236
Equipment	436,089	0.0%	68.3%	31.7%	-	297,743	138,346
<b>Total Capital Facilities &amp; Equipment</b>	<b>\$ 7,283,885</b>	<b>0.0%</b>	<b>68.3%</b>	<b>31.7%</b>	<b>\$ -</b>	<b>\$ 4,973,122</b>	<b>\$ 2,310,763</b>
Metro Assets <sup>4</sup>	\$ 20,340,000	0.0%	68.3%	31.7%	\$ -	\$ 13,887,372	\$ 6,452,628

1. Source file: PBC Fixed Asset Sanitation District FY15.xlsx

2. Replacement values are calculated by escalating the original values (from District's fixed asset report) from service date to 2016 values using historical cost inflation factors from the Handy-Whitman Index of Public Utility Construction Costs, for Water Utility Construction in the Pacific Region.

3. System Buy-In are calculated by using the Replacement Value Asset Cost net of Replacement Value Depreciation.

# Attachment C

CITY OF LEMON GROVE  
 Sewer Capacity Fee Analysis  
 Allocation of Cash Reserves and Outstanding Debt to Existing and Future Services

**EXHIBIT 4**

**ALLOCATION OF CASH RESERVES TO EXISTING AND FUTURE USERS:**

Description	Beginning Balance <sup>1</sup>	% Allocation			\$ - Allocation		
		Exclude from Analysis	Existing Customers	Future Customers	Exclude from Analysis	Existing Customers	Future Customers
Cash Balance	\$ 16,507,541	0%	68.3%	31.7%	\$ -	\$ 11,270,635	\$ 5,236,906

1. Beginning cash balance for the City's General Ledger Balance sheet cash for 15-00-1000 for FY 2016/17.

# Attachment C

CITY OF LEMON GROVE  
Sewer Capacity Fee Analysis  
Planned Capital Facilities and Asset Improvements

EXHIBIT 5

**PLANNED CAPITAL IMPROVEMENT COSTS, ALLOCATED TO EXISTING AND FUTURE CUSTOMERS:**

Capital Project Description	Current Cost Estimate (\$2017)*	External Funding	Year to be Completed	System Development Cost Basis	% Allocation			Distribution of Cost Basis (\$)		
					Exclude from Analysis	Existing Customers	Future Customers	Exclude from Analysis	Existing Customers	Future Customers
<b>Condition-Based CIP Projects</b>										
Miscellaneous Pipeline Repairs Project	\$ 416,000	\$ -	FY17/18	\$ 416,000	100%	0.0%	0.0%	\$ 416,000	\$ -	\$ -
Miscellaneous Manhole Repairs	170,000	-	FY21/22	170,000	100%	0.0%	0.0%	170,000	-	-
Skyline Drive Replacement Project	868,000	-	FY19/20	868,000	100%	0.0%	0.0%	868,000	-	-
Bakersfield East Replacement Project	698,000	-	FY18/19	698,000	100%	0.0%	0.0%	698,000	-	-
Mt. Vernon to Shirley Lane Lining Project	979,000	-	FY22/23	979,000	100%	0.0%	0.0%	979,000	-	-
MacArthur Drive Replacement Project	141,000	-	FY17/18	141,000	100%	0.0%	0.0%	141,000	-	-
San Altos Lining Project	1,335,000	-	FY23/24	1,335,000	100%	0.0%	0.0%	1,335,000	-	-
Broadway South Repair Project	482,000	-	FY20/21	482,000	100%	0.0%	0.0%	482,000	-	-
Broadway South Repair Project	-	-	-	-	100%	0.0%	0.0%	-	-	-
Washington Street Repair Project	119,000	-	FY17/18	119,000	100%	0.0%	0.0%	119,000	-	-
Arcadia Avenue Replacement Project	577,000	-	FY19/20	577,000	100%	0.0%	0.0%	577,000	-	-
Arcadia Avenue Replacement Project	-	-	-	-	100%	0.0%	0.0%	-	-	-
Skyline at Mt. Vernanon Repair Project	282,000	-	FY20/21	282,000	100%	0.0%	0.0%	282,000	-	-
Skyline at Mt. Vernanon Repair Project	-	-	-	-	100%	0.0%	0.0%	-	-	-
Broadway East Repair Project	96,000	-	FY17/18	96,000	100%	0.0%	0.0%	96,000	-	-
Baldwin, Roy, Kempft Repair Project	868,000	-	FY21/22	868,000	100%	0.0%	0.0%	868,000	-	-
Baldwin, Roy, Kempft Repair Project	-	-	-	-	100%	0.0%	0.0%	-	-	-
Circle Drive Repair Project	50,000	-	FY17/18	50,000	100%	0.0%	0.0%	50,000	-	-
Cinderella Place Replacement Project	134,000	-	FY21/22	134,000	100%	0.0%	0.0%	134,000	-	-
Taft Street Replacement Project	121,000	-	FY21/22	121,000	100%	0.0%	0.0%	121,000	-	-
Mt. Vernon St. Replacement Project	56,000	-	FY21/22	56,000	100%	0.0%	0.0%	56,000	-	-
<b>Sub-Total</b>	<b>7,392,000</b>	<b>-</b>	<b>-</b>	<b>7,392,000</b>	<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>7,392,000</b>	<b>-</b>	<b>-</b>

# Attachment C

CITY OF LEMON GROVE  
Sewer Capacity Fee Analysis  
Planned Capital Facilities and Asset Improvements

EXHIBIT 5

PLANNED CAPITAL IMPROVEMENT COSTS, ALLOCATED TO EXISTING AND FUTURE CUSTOMERS:

Capital Project Description	Current Cost Estimate (\$2017) <sup>1</sup>	External Funding	Year to be Completed	System Development Cost Basis	% Allocation			Distribution of Cost Basis (\$)		
					Exclude from Analysis	Existing Customers	Future Customers	Exclude from Analysis	Existing Customers	Future Customers
<b>Capacity Based CIP Projects</b>										
I&I Reduction Project	\$ 200,000	\$ -	FY17/18	\$ 200,000	0%	100.0%	0.0%	\$ -	\$ 200,000	\$ -
Federal Boulevard South Upgrade Project	1,859,000	-	FY26/27	1,859,000	0%	62.0%	38.0%	-	1,158,000	701,000
Federal Boulevard North Upgrade Project	1,349,000	-	FY24/25	1,349,000	0%	34.0%	66.0%	-	458,000	891,000
Broadway Replacement Plan	1,010,000	-	FY23/24	1,010,000	0%	15.0%	85.0%	-	154,000	856,000
Central Main Street Replacement Project	1,577,000	-	FY27/28	1,577,000	0%	61.0%	39.0%	-	962,522	614,478
Olive Street Upgrade Project	-	-	-	-	0%	0.0%	0.0%	-	-	-
DVSP Upgrade Project	320,000	-	FY25/26	320,000	0%	0.0%	100.0%	-	-	320,000
Madera Street Pipeline Replacement Project	35,000	-	FY19/20	35,000	0%	100.0%	0.0%	-	35,000	-
Esenada Street Pipeline Replacement Project	719,000	-	FY26/27	719,000	0%	100.0%	0.0%	-	719,000	-
Permanent Meter Evaluation Project	100,000	-	FY17/18	100,000	0%	100.0%	0.0%	-	100,000	-
Broadway East Upgrade Project	297,000	-	FY27/28	297,000	0%	0.0%	100.0%	-	-	297,000
<b>Sub-Total</b>	<b>7,466,000</b>	<b>-</b>		<b>7,466,000</b>	<b>0%</b>	<b>51%</b>	<b>49%</b>	<b>-</b>	<b>3,786,522</b>	<b>3,679,478</b>
<b>Other CIP Projects</b>										
Central Ave Pump Station Project	\$ 150,000	\$ -	FY18/19	\$ 150,000	0%	100.0%	0.0%	\$ -	\$ 150,000	\$ -
Future Age and Condition-Based Replacement	15,069,000	-	FY36/37	15,069,000	100%	0.0%	0.0%	15,069,000	-	-
<b>Sub-Total</b>	<b>15,219,000</b>	<b>-</b>		<b>15,219,000</b>	<b>99%</b>	<b>1%</b>	<b>0%</b>	<b>15,069,000</b>	<b>150,000</b>	<b>-</b>
<b>Total</b>	<b>\$ 30,077,000</b>	<b>\$ -</b>		<b>\$ 30,077,000</b>	<b>74.7%</b>	<b>15.1%</b>	<b>10.2%</b>	<b>\$ 22,461,000</b>	<b>\$ 3,986,522</b>	<b>\$ 3,679,478</b>

1. Source: 2017-10-04\_CIP Cost Split for NBS.xlsx

# Attachment C

**CITY OF LEMON GROVE**  
**Sewer Capacity Fee Analysis**  
**Unit Cost Calculation**

**EXHIBIT 6**

**DEVELOPMENT OF THE MAXIMUM CAPACITY FEE PER EDU:**

<b>System Asset Values Allocated to New Customers</b>	
<i>Existing and Planned Assets:</i>	
Existing Collection and Transmission System Buy-In <sup>1</sup>	\$ 2,310,763
Metro Assets <sup>1</sup>	6,452,728
Planned Asset Improvements <sup>2</sup>	3,679,478
<b>Total: Existing &amp; Future System Costs</b>	<b>\$ 12,442,969</b>
<i>Adjustments to Cost Basis:</i>	
Cash Reserves	\$ 5,236,906
<b>Total Adjusted Cost Basis for New Customers</b>	<b>\$ 17,679,875</b>

<b>Summary of Capacity Fee Calculation</b>	<b>Adjusted System Cost Basis</b>	<b>Planned Additional EDU's<sup>3</sup></b>	<b>Maximum Base Capacity Fee Per EDU</b>
<b>Total Maximum Capacity Fee Per EDU</b>	<b>\$ 17,679,875</b>	<b>5,038</b>	<b>\$3,509</b>

1. Refer to Exhibits 2 and 3 for detail of existing assets.
2. Refer to Exhibit 5 for detail related to planned assets.
3. Refer to Exhibit 1 (Demographics) for growth projections.



# Attachment D

**Mike James**

---

**From:** Rich  
**Sent:** Tuesday, May 1, 2018 5:33 PM  
**To:** Mike James  
**Subject:** Lemon Grove Sanitation District - Recommendation to Amended Proposed Sewer Capacity Fee Study

May 1<sup>st</sup>, 2018

Mike James  
Assistant City Manager / Public Works Director  
City of Lemon Grove, California  
Public Works Department

Mr. James,

After reviewing the Lemon Grove Sanitation District Sewer Capacity Fee study that You provided to me at the public review and feedback meeting in April 2018, it is recommended that the increase be approved, but with the implementation occurring in three phases over the next three fiscal years.

The proposed \$3,509 revised sewer capacity fee value represents about a 3.45% compounded annual increase of the 1981 \$1,000.00 fee. Since 1981 the Consumer Price Index-U (All Urban Consumers) has increased from a 1981 value of 80.1 to a 2018 value of 249.55 or 4.92 % compounded annually. Given this comparison, the increase is justified.

Even though justified by national consumer inflation, the increase is a one-time 251% increase for dwelling units combined with a change from per Lateral to per Equivalent Dwelling Unit: a possible 602% increase for duplex residences. As an incentive to stimulate greatly needed infill-development in Lemon Grove Neighborhoods and soften the impact, it is recommended that "advertised" increases of not more than \$1,000.00 per year, each, for 2018 & 2019 and \$509 beginning in 2020 be adopted for implementation by the Sanitation District.

In summary, I encourage the agency to adopt a gradual capacity fee increase over 2018, 2019 & 2020 as an incentive to stimulate greatly needed infill-development in Lemon Grove Neighborhoods for traditional Lemon Grove family-oriented residences.

Richard Hammett

City of Lemon Grove Business Owner - Licenses #      and #

**LEMON GROVE | SANITATION DISTRICT |**  
**AGENDA ITEM SUMMARY**

**Item No.** 4  
**Mtg. Date** May 15, 2018  
**Dept.** Public Works

**Item Title:** **Ordinance No. 29 – Establishing a 2.875% Increase to the Sewer Service Charge for Fiscal Year 2018-2019**

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

**Recommendation:**

Introduce and conduct the first reading, by title only, of Ordinance No. 29 (**Attachment C**) establishing a 2.875% increase to the sewer service charge for Fiscal Year 2018-2019.

**Item Summary:**

On May 2, 2017, the Sanitation District Board (Board) approved a 5.75 percent rate increase for five consecutive years from Fiscal Year (FY) 2017-18 to FY 2021-22. At the time of approval, the Board expressed an interest in annually evaluating the rate increase moving forward. At its Board meeting on May 1, 2018, the Board directed staff to reduce the rate from 5.75% to 2.875% for FY 2018-19.

The staff report (**Attachment A**) details the primary reasons supporting the percentage reduction for FY 2018-19 as outlined in the memorandum provided by Dexter Wilson Engineering, Inc. (DWE) (**Attachment B**), what financial considerations are still on the horizon for the Board to consider, and concludes with a financial table that outlines what the remaining two years of the five-year rate study period yield should the established rates remain constant at the previously approved 5.75%.

Lastly, staff recommends that the District Board introduce and conduct the first reading, by title only, of Ordinance No. 29 (**Attachment C**) establishing a 2.875% increase to the sewer service charge for FY 2018-19.

**Fiscal Impact:**

Based on the FY 2017-18 Sanitation District Tax rolls there are 10,866 equivalent dwelling units in the District. A 2.875% increase to the EDU value will equal \$601.80 which will yield a total estimated gross revenue of \$6,539,158.80 in FY 2018-19.

**Environmental Review:**

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

**Public Information:**

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

**Attachments:**

- A. Staff Report
- B. Dexter Wilson Engineering Memorandum Dated April 19, 2018
- C. Ordinance No. 29



# Attachment A

## LEMON GROVE SANITATION DISTRICT STAFF REPORT

Item No. 4

Mtg. Date May 15, 2018

Item Title: **Ordinance No. 29 – Establishing a 2.875% Increase to the Sewer Service Charge for Fiscal Year 2018-2019**

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

### Background:

On May 2, 2017, the Sanitation District Board (Board) approved a 5.75 percent rate increase for five consecutive years from Fiscal Year (FY) 2017-18 to FY 2021-22. The rate case study that was provided at that time was noticed per the requirements mandated by Proposition 218, which now authorizes the Board to implement any rate increase between 0 and 5.75 percent through FY 2021-22.

The Board also expressed an interest in staff conducting an annual rate review and providing the findings to the Board to support the appropriate rate structure the following fiscal year. On May 15, 2018, the Board received a report from staff with the recommendation to reduce the 5.75 percent rate increase to 2.875 percent based on all relevant information available at the time of the presentation. This agenda item is the next step to implement that direction. Additionally, staff provided additional financial information that will have an impact to the District budget during the remaining years of the five-year rate study and that information is discussed below.

### Discussion:

Staff, working with a Dexter Wilson Engineering, Inc. (DWE), reviewed the District's current expenditures in relation to its budget, the anticipated charges from the City of San Diego for the transportation and treatment of sewage from the District, and any future pure water costs that have changed since the initial five-year study. After reviewing of this information, DWE provided a summary of the findings (**Attachment B**) that supported a reduction in the originally approved sewer service charge for FY 2018-19 from 5.75 percent to 2.875 percent without placing any financial risk to the Board through FY 2021-22, which is the final year of the five-year sewer rate study.

During the discussion held on May 1<sup>st</sup>, the Board expressed an interest in receiving additional information about the Pure Water program and what other financial considerations are on the Board's horizon that should be monitored. That additional information, in addition to an additional description of the other financial considerations that may impact the District are listed below:

#### City of San Diego Pure Water Program:

The City of San Diego continues to pursue the pure water program in partnership with the Metro JPA members. Most recently, the City of San Diego staff made a presentation to the Metro TAC/JPA meetings that outlined a plan to move forward with the construction of the pure water phase 1 project. Metro JPA continues to make great strides providing input on the design of post-phase 1 design, making recommendations for the benefit of the region, and lastly, tactfully presenting options to the existing models that may result in alternatives to meet the requirements of the permit waiver.

# Attachment A

The latest cost estimate provided by the City of San Diego resulted in an increase of \$100 million from \$1.3 billion to \$1.4 billion to the pure water program budget. Those increases are due to:

- More detailed cost estimates based on 30 percent plans rather than conceptual engineering; and
- Project changes caused by more detailed engineering.

DWE and District staff fully anticipate the costs to continue to increase as progress is made towards 100 percent design. As those costs are further refined, District staff is still waiting for the cost estimates from the City of San Diego staff for the bond financing. As a quick summary, the original plan that the District Board prepared for with the establishment of the \$3.7 million pure water reserve fund, was to pay-as-you-go for the construction costs. Now that the City of San Diego acknowledged that it will finance the costs of the pure water program, the costs to the District will not necessarily decrease, because of the impending financing fee, but will be normalized over a preestablished term at a set rate to reduce the fluctuation in payments.

## Forecasted FY 2018-19 Sanitation District Budget:

The District is not anticipating any significant operational expenditure increases next fiscal year. The District Board continues to set aside appropriate reserves to anticipate any unforeseen incident that may increase Metro wastewater charges to the District. As a summary, the following are the District reserve targets from FY 2017-18:

- *Connection Fee Reserves:* Total amount of connection fees paid to date or \$14,000;
- *Operational Reserves:* 40% of the annual operational costs or \$2.3 million;
- *Pure Water Reserves:* Set aside to afford the construction costs for phase 1 of the pure water program or \$3.7 million; and
- *Rate Stabilization Reserves:* Approximately, one year's worth of District expenditures for transportation/treatment of sewage or \$3.3 million.

## Metro JPA Expenditures and the FY 2016-17 City of San Diego Audit:

Two years ago, the rate study assumed that the FY 2018-19 Metro expenditure would equal \$3.9 million. With current updates and the impending FY 2016-17 San Diego Audit (True Up) the projected costs were reduced to \$3.0 million.

The Metro JPA entities share approximately 33.54 percent of the total Metro costs, the remaining 66.46 percent is supposed by the City of San Diego. Of the 33.54 percent, the District is responsible for approximately 3.8 percent (estimated FY 2018-19 share). For all costs that are applied to the entire Metro JPA, the District's percent is approximately 1.27 percent of the total cost.

## Sanitation District and City General Fund Salary Allocation:

During the District Board workshop held on April 24, 2017, the Board received an updated report of the analysis that was recently completed which reviewed the staffing cost distributions to the District. In that report, a certified public accounting firm was tasked to review the District's current allocation and provide alternatives for costing services to the District from the City's general fund services.

The report summarized and recommended that a plan should be put in place to reallocate \$731,285 from the Sanitation District to the General Fund. This additional revenue to the District was not incorporated into the sewer rate analysis for FY 2018-19. Depending on the

# Attachment A

methodology that the District Board/City Council wish to pursue, the additional revenue will be accounted for during the next fiscal year rate analysis. |

## **Conclusion:**

Staff recommends that the Sanitation District Board introduce and conduct the first reading, by title only, of Ordinance No. 29 (**Attachment C**) establishing a 2.875% rate increase to the sewer service charge in FY 2018-19.



## **DEXTER WILSON ENGINEERING, INC.**

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DEXTER S. WILSON, P.E.  
ANDREW M. OVEN, P.E.  
STEPHEN M. NIELSEN, P.E.  
NATALIE J. FRASCHETTI, P.E.  
STEVEN J. HENDERSON, P.E.

**MEMORANDUM**

**151-007**

**TO:** Mike James, City of Lemon Grove

**FROM:** Dexter S. Wilson P.E., Dexter Wilson Engineering, Inc.  
Natalie Frascchetti P.E., Dexter Wilson Engineering, Inc.

**DATE:** April 19, 2018

**SUBJECT:** FY18/19 Sewer Service Charges for the Lemon Grove Sanitation District

### **BACKGROUND**

In December 2015, the Lemon Grove Sanitation District (District) retained the services of NBS to conduct a sewer rate study, the final version of which was presented to the District Board at its February 7, 2017 meeting. Subsequently, on May 2, 2017, the Board adopted Ordinance No. 28 to increase the sewer service charges at the rates identified as Alternative #1 in the NBS study. The Ordinance No. 28/Alternative #1 charges and corresponding annual percentage increases are shown in Table 1.

# Attachment B

Mike James  
April 19, 2018  
Page 2

TABLE 1 ORDINANCE NO. 28 PROPOSED ANNUAL SEWER SERVICE CHARGES					
Item	Fiscal Year				
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Sewer Service Charge	\$ 584.98	\$ 618.61	\$ 654.18	\$ 691.79	\$ 731.57
Increase over Prior Year	5.75%	5.75%	5.75%	5.75%	5.75%

Ordinance No. 28 was adopted on May 2, 2017

## RECOMMENDATION

Since adoption of Ordinance No. 28, there have been changes to the baseline assumptions utilized in the expense projections with respect to the City of San Diego's (City) Pure Water Program. As this program represents a significant portion of the District's projected expenses, it is recommended to revise the percent increase of 5.75% (as adopted in Ordinance No. 28) to an increase of 2.875%, resulting in a Fiscal Year 18/19 Sewer Service Charge of \$601.80. The basis of the recommendation is described below.

### Item No. 1 – Pure Water Program Funding

It was previously contemplated that agencies would fund the project on a pay-as-you-go basis. The City is now pursuing bond funding of the program.

### Item No. 2 – FY19 Expenditure Projection

The NBS analysis assumed FY19 Metro expenses would be approximately \$3.9 million. Actual expenses are not what were anticipated as the current potential FY19 Metro expenses (FY19 Budget plus FY17 Audit) are projected to be approximately \$3.0 million.

Mike James  
 April 19, 2018  
 Page 3

**Item No. 3 – Pure Water Program Costs**

The total cost of the Pure Water Program has increased by approximately 13% from \$1,226,014,000 to \$1,387,841,280.

Although the decision to bond fund the Pure Water Program and the projection of FY19 Metro expenses decrease the District’s short-term liabilities, the overall cost of the Pure Water Program has increased. Bond payments are anticipated to begin in the 2023; however, the City has not yet provided what the anticipated payment about will be. As such, it is recommended that the District proceed with a rate increase at half of the previously approved increase (a 2.875% increase over FY17/18 rather than 5.75%). The revision is summarized in Table 2.

<b>TABLE 2                      RECOMMENDED REVISION                      TO FY18/19 SEWER SERVICE CHARGE</b>		
<b>Item</b>	<b>Adopted for FY18/19 per Ord. No. 28</b>	<b>Proposed FY18/19</b>
Sewer Service Charge (SSC)	\$ 618.61	\$ 601.80
% Increase to FY17/18	5.75%	2.875%

DSW:Nf:ps



## ORDINANCE NO. 29

### AN ORDINANCE AMENDING ORDINANCE NO. 28 OF THE LEMON GROVE SANITATION DISTRICT DESCRIBING METHODS FOR CALCULATING SEWER USE CHARGES

The Board of Directors of the Lemon Grove Sanitation District does ordain as follows:

**SECTION 1.** Ordinance No. 28, Article III shall be amended to read as follows:

#### ARTICLE III

#### SEWER SERVICE CHARGES

**SECTION 30. ESTABLISHMENT OF SEWER SERVICE CHARGE.** There is hereby levied and assessed upon each premise within the district that discharges sewage into the sewer lines of the District and upon each person owning, letting or occupying such premises an annual sewer service charge.

The annual sewer service charge is made up of two components. The first component is generally based on the District's annual cost to collect and transport wastewater, and is equally divided among the number of equivalent dwelling units (EDUs) connected to the District's system. The second component is generally the District's cost for wastewater treatment and disposal as fees paid to the City of San Diego for capacity and use of the San Diego Metropolitan Sewer System, and is allocated to users of the District's system based on the users generation of annual wastewater flow, biochemical oxygen demand, and suspended solids discharged into the District's system.

For the purpose of this ordinance, the discharge characteristics of an average single family user is one EDU and shall be composed of wastewater flow of 240 gallons per day for 365 days per year and constituent levels of sewage strength of 200 milligrams per liter (mg/l) biochemical oxygen demand (BOD) and 200 milligrams per liter (mg/l) suspended solids (SS).

For the purpose of this ordinance, the discharge characteristics of commercial/industrial users is a minimum sewer capacity of 1.2 EDU for each business unit with flow quantity and strength as measured by BOD and SS as set forth in the current edition of the California State Water Resources Control Board (State) publication "*Policy For Implementing The State Revolving Fund For Construction Of Wastewater Treatment Facilities*", or comparable industry standards acceptable to the State and approved by the District's Engineer. Minimum sewage strength capacity per commercial/industrial EDU is 200 mg/l BOD and mg/l SS.

The flow and strength rate EDUs are determined for individual business units as set forth herein in Section 30.3 and are applicable to each of the various District's users under the jurisdiction of this Ordinance. The District's Engineer shall assign flow rates, BOD, and SS based upon the estimated amount of and strength of wastewater that is typically generated for each business unit. The EDUs, flow rates, BOD, and SS so assigned shall be used in computing the sewer service charges.

If potable water delivered through the water meter is used by the District to estimate the volume of wastewater discharged over a period of time, then 90% of water meter flow is estimated to be discharged into the sewer unless the discharger or legal owner presents evidence to the contrary and this evidence is satisfactory to the District's Engineer. The District's Engineer may adjust the charges for wastewater treatment and disposal in proportion to the estimated volume of wastewater discharged to the sewer.

# Attachment C

**SECTION 30.1** Annual Sewer Service charges shall be determined by the following formula (rounded to the nearest dollar):

$$SSC = (n/N \times D) + (f/F \times M_F) + (s/S \times M_S) + (b/B \times M_b)$$

In the above formula, the following terms have the meanings and definitions as shown:

n = Number of EDUs assigned to a particular user. EDUs are assigned as follows: 1.0 EDU each for single family dwellings, condominiums, each living unit of a multi-family dwelling, and each space for a mobile home park. Commercial/Industrial users are assigned a minimum of 1.2 EDUs, and additional EDUs may be assigned based upon Section 30.3 of this ordinance.

f = Flow of a particular user in million gallons per year, based either upon assigned EDUs or water meter records.

s = Suspended Solids of a particular user in pounds per year, based either upon State standards or comparable industry standards approved by the State.

b = Biochemical Oxygen Demand of a particular user in pounds per year, based either upon State standards or comparable industry standards approved by the State.

N = Total number of EDUs in the District. This is a summation of the EDUs assigned to all users.

D = District budgeted costs for the fiscal year in dollars, to collect and transport wastewater. This is a net cost for District customers after non-operating revenues have been subtracted from the total District budget costs. Such budgeted costs shall include, but not be limited to operation and maintenance costs of pipelines, pump stations, and meter stations; design and construction cost of replacement facilities; and administration costs including fee collection, accounting, record maintenance, planning and code enforcement.

M = Total District budgeted cost for the fiscal year in dollars, for treatment and disposal of wastewater. Such cost shall include, but not necessarily be limited to, fees paid to the City of San Diego for capacity in and use of the Metro System. The Metro treatment and disposal costs are further divided into cost categories as determined by the City of San Diego and allocated as follows: Flow Cost =  $M_F$  (43.7% costs); BOD Cost =  $M_b$  (30.1% of costs) and SS Cost =  $M_S$  (26.2% of costs).

F = Total flow in the District in million gallons per year from a summation of users' flows, based either upon assigned EDUs or potable water meter records.

S = Total Suspended Solids in the District impounds per year, from a summation of users' SS loading, based either upon State standards, or comparable industry standards approved by the State.

B = Total Biochemical Oxygen Demand in the District impounds per year from a summation of users' BOD loading, based either upon State standards, or comparable industry standards approved by the State.

# Attachment C

**SECTION 30.2** The SSC for the Lemon Grove Sanitation District for residential units are as follows:

FISCAL YEAR 2018-2019:

<u>Type</u>	<u>EDU Capacity</u>	<u>Estimated Flow</u>	<u>Annual SSC</u>
Single Family	1	240 gpd	\$601.80
Condominium	1	240 gpd	\$601.80
Multi-Family	1	240 gpd*	\$601.80
Mobile Home	1	240 gpd*	\$601.80

\*Note that rates may be adjusted to reflect flow based upon potable water records.

**SECTION 30.3** Assignment of sewer capacity for Commercial/ Industrial business units shall be assigned in terms of EDUs. The minimum charge per commercial unit shall be 1.2 EDUs or \$722.16 per annum during FY 18/19. Higher charges will be assessed for commercial/industrial EDU's with sewage strength higher than combined 400 mg/l BOD and SS. Flow based sewer capacity to business units shall be assigned as described in Section 50.3.

**SECTION 50.3 COMMERCIAL/INDUSTRIAL FACILITIES**

Sewer capacity for Commercial/Industrial business units shall be assigned in terms of Equivalent Dwelling Units as follows:

- | a. Food Service Establishments   | <u>EDUs</u> |
|--|-------------|
| 1) Take-out Restaurants with disposable Utensils, no dishwasher, and no public rest rooms.           | 3.0         |
| 2) Miscellaneous food establishments- ice-cream/yogurt shops, bakeries (sales on premises only).     | 3.0         |
| 3) (I) Take-out/eat in restaurants with disposable utensils, but with seating and public rest rooms. | 3.0 minimum |
| (II) Restaurants with re-usable utensils, seating and public rest rooms.                             | 3.0 minimum |

One EDU is assigned for each 6-seat unit as follows:

0 – 18 seats=	3.0 minimum
---------------	-------------

Each additional 6-seat unit will be assigned	1.0
--	-----

- |  |      |
|--|------|
| b. Hotels and Motels                               |      |
| 1) Per living unit without kitchen                 | 0.38 |
| 2) Per living unit with kitchen                    | 0.60 |
| c. Commercial, Professional, Industrial Buildings, |      |

# Attachment C

Establishments not specifically listed herein.

1)	Any office, store, or industrial condominium or establishment. First 1,000 sq. ft.	1.20
	Each additional 1,000 sq. ft. or portion thereof	0.70
2)	Where occupancy type or usage is unknown at the time of application for service, the following EDUs shall apply. This shall include but not be limited to shopping centers, industrial parks, and professional office buildings.	
	First 1,000 square feet of gross building floor area.	1.20
	Each additional 1,000 square feet of gross Building floor area. Portions less than 1,000 square feet will be prorated.	0.70
d.	Self-service laundry per washer	1.00
e.	Churches, theaters and auditoriums per each 150 person seating capacity, or any fraction thereof. (Does not include office spaces school rooms, day care facilities, food preparation areas, etc. Additional EDUs will be assigned for these supplementary uses.)	1.50
f.	Schools	
	Elementary schools for 50 pupils or fewer	1.00
	Junior High Schools for 40 pupils or fewer values	1.00
	High School for 24 pupils or fewer	1.00

Additional EDUs will be prorated based upon the above values.

The number of pupils shall be based on the average daily attendance of pupils at the school during the preceding fiscal year, computed in accordance with the education code of the State of California. However, where the school has had no attendance during the preceding fiscal year, the Director shall estimate the average daily attendance for the fiscal year for which the fee is to be paid and compute the fee based on such estimate.

**SECTION 2.** DATE OF LEVY OF NEW CHARGES. The Charges referenced above shall take effect on July 1, 2018 in the manner allowed by law.

**LEMON GROVE CITY COUNCIL  
AGENDA ITEM SUMMARY**

**Item No.**   5    
**Mtg. Date**   May 15, 2018    
**Dept.**   City Manager  

**Item Title:** **Pre-Budget Discussion**

**Staff Contact:** Lydia Romero, City Manager and Al Burrell, Finance Consultant

**Recommendation:**

Review and Discuss.

**Item Summary:**

During the April 24, 2018 City Council Priority workshop, it was requested that staff bring back the items which were discussed during the past 9 months for consideration prior to the Fiscal Year 18-19 budget preparations. These items are – opening the recreation center, financial support to the East County Chamber’s Homeless Initiative and Animal Control Services.

**Fiscal Impact:**

None.

**Environmental Review:**

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

**Public Information:**

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

**Attachments:**

- A. Staff Report
- B. Recreation Options Memo
- C. East County Chamber Homeless Task Force Options Memo
- D. Animal Control Options Memo



# Attachment A

## LEMON GROVE CITY COUNCIL STAFF REPORT

Item No.   5  

Mtg. Date   May 15, 2018  

Item Title: **Pre-Budget Discussion)**

Staff Contact: Lydia Romero, City Manager and Al Burrell, Finance Consultant

### Discussion:

#### Background

During the April 24, 2018 City Council Priority Setting Workshop, it was requested that staff bring back the items which were discussed during the past 9 months for consideration prior to the Fiscal Year 2018-19 budget preparations. These items are: opening the Recreation Center, providing financial support to the East County Chamber's Homeless Taskforce Initiative and evaluating alternative Animal Control services.

Additionally, staff was requested to come return with revenue raising concepts. Due to the short time frame and workload related to the current FY 18-19 draft budget, staff requests to bring this item back in June as a standalone item.

#### General Fund Finances

As mentioned in the budget message last year and at the Priority Setting Workshop, General Fund revenue is projected to decline while the City is facing increasing fixed expenses from the Sheriff's contract, regional emergency communication financing, a state mandated trash amendment, and PERS increases. The two main General Fund revenue sources are sales tax and property tax; although property tax is projected to increase by 2 percent, sales tax continues to decline. This decline is primarily due to sales tax leakage related to online sales and residents who elect to shop outside of City limits. As consumers continue to increase their online sales, the "point of sale" revenue will continue to decline.

Property taxes are stable and growing at about 2 percent per year. This revenue source is not expected to grow substantially unless there is major redevelopment effort with new property ownership. Development fees are used to offset the cost of private development and recreation fees are currently covering the cost to provide the programs minus staff costs.

#### Budget Considerations

Over the course of FY 17-18, the City Council held a series of workshops to examine augmenting City services in the youth recreation arena and in providing homeless support. Additionally, the City Council asked staff to look at various options for Animal Control and shelter services. Attached to this report are memorandums analyzing each of the above mentioned topics.

#### *Recreation Center Options*

The current Recreation Center consists of the gymnasium, three activity rooms and an outdoor courtyard space. During school hours, the Center is not available for general public use until 3 p.m.; from 4 p.m. to 9 p.m. the facility is rented out to Liberty Charter High School or for youth sports/classes. During the summer and holidays, the City's Community Services Division offers day camp from 6 a.m. to 6 p.m.

# Attachment A

An opportunity exists to better utilize the activity room space for youth activities while still maintaining our current contracts with Liberty Charter and the groups that offer youth sports activities. An analysis of these options are provided in **Attachment B**.

## *Regional Homeless Taskforce Assistance*

The East County Chamber of Commerce convened a Taskforce to make recommendations to work effectively and collaboratively as a region to address homelessness. Business, civic and government leaders consistently met for over six months to present their findings. Some of the recommendations are very cost conscious options and could be implemented given direction from the City Council. The other options do come with a modest price tag. To date, the City of El Cajon is the only East County City to contribute financially to this effort. Additional information is provided in **Attachment C**.

## *Animal Control*

Staff requests that the City Council allow the City to continue the contract with the City of Chula Vista for the FY 18-19. Informal discussions have begun with another East County city to begin discussion with the San Diego Humane Society for Animal Control services. Staff would like to continue these discussions over the next few months. Background information and three alternatives for the City Council's consideration are included in **Attachment D**.

## **Current Budget Process**

Staff is currently in the midst of preparing the FY 18-19 draft budget. Due to the projected revenue shortfalls and fixed expenses, department staff was directed to prepare their department budget with a 3% reduction in discretionary spending. If the City Council directs staff to include any of the options discussed in the topic memos, staff will prepare further program and budget reductions that will be presented at the June 6, 2018 budget discussion for consideration.

## **Conclusion:**

. Discuss and give direction to staff



CITY OF LEMON GROVE  
*INTERNAL MEMORANDUM*

DATE: May 8, 2018  
TO: Mayor and City Council  
FROM: Lydia Romero, City Manager  
SUBJECT: Recreation Center Programming Update

---

On October 10, 2017, the City Council attended a Community Services Workshop and received information that outlined multiple community services activities that staff manage at various city facilities. To be more specific, staff reviewed the history of the recreational / community services provided by the City with a specific focus on the Recreation Center. After receiving and discussing the information presented, the City Council directed staff to return with additional information specific to the Recreation Center and to also present options to increase programming from where the current schedule exists today.

As a brief recap, the option that the City Council directed staff to continue with was referred to as a hybrid recreation model. With this model the current programming will remain, and staff will work with private companies or non-profit groups to provide additional programs that are not currently being provided.

The remaining portion of this memorandum details the following information:

1. A background of the Recreation Center's construction and physical characteristics,
2. The current schedule of uses at the Recreation Center,
3. Total revenues generated,
4. Total expenditures incurred,
5. Analysis of areas where usage may increase and options for the City Council to consider moving forward, and
6. Partnership opportunities with outside groups.

**Recreation Center Background:**

The facility was originally constructed in 1982 in partnership with the LGSD. The land is owned by the LGSD but the building and facilities are all owned and maintained by the City. The center consists of a gymnasium (7,588 SF), three classrooms (1,646 SF = 600 + 523 + 523), administrative office (364 SF), courtyard (3,990 SF), restrooms (621 SF) and two storage rooms (578 SF = 490 + 88) which total approximately 14,787 square feet in total.

**Current Recreation Center Schedule:**

The tables below were created to display what programs are currently used at the Recreation Center throughout the week: Table 1 – Recreation Center Usage During School and Table 2 – Recreation Center Usage During Day Camp. The color coding list to the right details what specific area of the recreation center is used with each program at the Recreation Center.

Color Code	
Classroom	
Courtyard	
Full Facility	
Gym	

*Table 1 – Recreation Center Usage During School*

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6 – 7 am							
7 – 8 am							
8 - 9 am	Church Rental	LGSD Sole Use	LGSD Sole Use	LGSD Sole Use	LGSD Sole Use	LGSD Sole Use	Pee Wee Sports
9 - 10 am							
10 - 11 am							
11 - 12 pm							
12 - 1 pm							
1 – 2 pm	Liberty Charter High School						Liberty Charter High School
2 – 3 pm							
3 – 4 pm							
4 – 5 pm		Liberty Charter High School					
5 – 6 pm		Liberty Charter High School					
6 – 7 pm						Pee Wee Sports	
7 – 8 pm		Youth Judo		Youth Judo			
8 – 9 pm							

*Table 2 – Recreation Center Usage During Day Camp*

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
6 – 7 am		Day Camp									
7 – 8 am											
8 - 9 am	Church Rental										Pee Wee Sports
9 - 10 am											
10 - 11 am											
11 - 12 pm											
12 - 1 pm											
1 – 2 pm	Liberty Charter High School						Liberty Charter High School				
2 – 3 pm											
3 – 4 pm											
4 – 5 pm		Liberty Charter High School									
5 – 6 pm		Liberty Charter High School									
6 – 7 pm						Pee Wee Sports					
7 – 8 pm		Youth Judo		Youth Judo							
8 – 9 pm											

To analyze the current usage in comparison with the expenditures and revenues at the Recreation Center staff created Table 3 to highlight the total number of hours used in the Recreation Center between January 2017 through December 2017.

*Table 3 – Number of Hours Used in the Recreation Center*

<b>Tenant</b>	<b>Hours Per Year</b>	<b>Percentage of total usage</b>
Lemon Grove School District	1,232	37%
Liberty Charters High School	880	26%
Day Camp	862	26%
Youth Judo	176	5%
Pee Wee Sports	142	4%
Church Rental	68	2%

**Total Hours Per Year            3,360**  
**Monthly Average                 280**

Now, if you look at the total number of annual hours available which equals 5,475 (15 hours available each day x 365 days per year) compared to the total number of hours used at the Recreation Center, this equals an occupancy rate of 61 percent. With the caveat being, the number of hours that are rented are not specific to the gym, courtyard or classrooms. When that is analyzed, referencing Table 4 below, the following occupancy rates per location in the Recreation Center are shown below:

*Table 4 – Number of Hours Used within the Recreation Center*

<b>Location in the Rec Center</b>	<b>Hours scheduled per year</b>	<b>Hours available per year</b>	<b>Occupancy Percentage</b>
Gym	3,860	5,475	70%
Courtyard	2,094	5,475	38%
Classrooms	2,094	5,475	38%

My initial conclusion from Table 4 is that the courtyard and classrooms have a tremendous amount of time that is available for programming. As a weekly estimate there are approximately 65 hours per week available in the courtyard and classrooms for programming.

**Recreation Center Revenues:**

The revenue generated by the Recreation Center is based on the direction that staff received from the City Council in 2011-2012. At that time, staff was directed to maximize the amount of revenue that the City receives through long term leases, facility rentals, and day camp programs. That direction drove the creation of the schedules shown in Table 1 and 2. Based on the existing leases, the following revenue sources are summarized in Table 5.

Table 5 – Recreation Center Revenues

Tenant	Annual Revenue	Percentage of Total
Day Camp		
Winter Camp (December 2017)	\$4,905	4%
Spring Camp (March 2017)	\$11,842	9%
Summer (June-Sept 2017)	\$69,785	54%
Turkey (November 2017)	\$1,515	1%
Liberty Charters High School	\$28,325	22%
Church Rental	\$11,520	9%
Lemon Grove School District	\$125	1%
Pee Wee Sports	\$0	0%
Youth Judo	\$0	0%

**Total Annual Revenue                    \$128,017**  
**Revenue Per Total Square Foot            \$8.65**

**Recreation Center Expenditures:**

The largest portion of expenditures related to the Recreation Center are associated with the planning and operation of the day camps. The other expenditures are comprised of utility costs and on-going maintenance costs, those amounts have been typically seen in prior years. Staff assembled the following costs from January 2017 to December 2017 to summarize the total expenditures experienced at the Recreation Center.

Table 6 – Recreation Center Expenditures

Items	Annual Expenditure	Percentage of Total
Day Camp		
Winter Camp (December 2017)	\$0	0%
Spring Camp (March 2017)	\$0	0%
Summer (June-Sept 2017)	\$82,904	74%
Turkey (November 2017)	\$0	0%
Cloud Security System	\$2,592	2%
Door/Facility Maintenance	\$0	0%
Gym Floor Resurfacing * shared with LGSD and LCHS	\$1,050	1%
Helix Water District	\$11,688	10%
Pee Wee Sports	\$3,343	3%
Property Insurance	\$5,726	5%
SDG&E	\$5,137	5%

**Annual Expenditure                    \$112,440**  
**Expenditure Per Square Foot            \$7.60**

### **Opportunities to Expand Usage / Options to Consider:**

When options were discussed during the workshop, the City Council generally agreed to keep the schedule relatively unchanged and fill vacant days/times with other recreational programs that focus on additional youth and then adult opportunities.

#### Youth Opportunities:

Based on that direction, staff recommends exploring three opportunities to create addition programs at the Recreation center.

1. Creating an After-School Program: This program will complement the Lemon Grove School District's (LGSD) program by providing an after school (2:00 p.m. to 6:00 p.m.) program in the classrooms and courtyard. The last time staff hosted this program was in 2011. This program opened the Recreation Center to LGSD children to attend the after school with an approximately average attendance of 25 to 30 children. The cost per child was \$20 per week.

If the City implements an after-school program the minimum staffing levels needed include: (1) Community Services Assistant, (1) Rec Leader II, and (1-2) Rec Leader I. The agreement with Liberty Charter High school will have to be cancelled which will eliminate \$28,325 in gross revenue per year.

2. Open Recreation Night / Movie Nights: The Council expressed an interest in providing an open recreation period that provided the ability for the public to take advantage of the recreation center and its amenities. Again, based on current availability, staff recommends two days/times to consider: Friday evenings (when Pee Wee sports is not in session) or Saturday evenings (5:00 p.m. to 9:00 p.m.). The minimum staffing required for either program is (1) Rec Leader II and (1-2) Rec Leader I's. If Pee Wee sports were removed in support of a weekly and year-round open recreation night/movie night program, there will not be any revenue lost and a nominal expense will be saved without providing insurance for the program.
3. Youth Sports League: As an additional compliment to the Pee Wee sports program that the City contracts on Friday's and Saturday's, the City may consider a youth sports league on Tuesday evenings from 6 - 9:00 p.m., only if three hours are reduced from Liberty Charter High Schools schedule. This would result in a reduction in revenue of approximately \$8,000 per year.

To implement these programs staff created a staff cost model (Table 8) to estimate costs for each prospective program.

*Table 8 – Cost Estimate for Programming*

Job Classification	Hourly Rate	After School		Open Rec		Youth Sports	
		(4 hours)		(4 hours)		(3 hours)	
Community Services Asst	\$28	4	\$112				
Rec Leader II	\$16	4	\$64	4	\$64	3	\$48
Rec Leader I	\$13	8	\$104	8	\$104	6	\$78
<b>Total Staff Hours / Costs Per Day</b>		16	\$280	12	\$168	9	\$126
<b>Cost Per Week</b>		5 days	\$1,400	2 days	\$840	1 day	\$126

Using the costs from Table 8 staff prepared annual (52 weeks) program cost estimates, not including supplies, that equal \$50,400 for the after-school program (180 school days), \$43,680 for the open recreation night program, and \$6,552 for the youth sports program.

Adult Opportunities:

There are two areas that staff can further explore for adult education and recreation option. First, an adult education program that maximizes the use of the classrooms Monday through Friday from 6 – 9:00 p.m. Second, an adult sports program, that compliments the adult softball program, may be implemented on Tuesday evenings from 6 - 9:00 p.m. (if youth programs are not pursued) and/or Sunday evenings from 5 – 9:00 p.m.

The adult education program may come from a partnership with Grossmont/Cuyamaca or San Diego State University Extended Education programs. The types of programs will be recommended and facilitated through the college. Links to each of the local college websites are listed below as reference:

- Cuyamaca Associate Program List
  - <https://www.cuyamaca.edu/academics/catalog/files/part08-degrees-certificates.pdf>
- Cuyamaca Non-Credit Course List
  - <https://www.cuyamaca.edu/academics/catalog/archives/2006-07/files/201onNoncreditStaffIndexMap.pdf>
- Grossmont Adult Education Spring 2018 Catalog
  - [https://adulthoodworks.org/wp-content/uploads/2017/12/Grossmont\\_Adult\\_Spring\\_18.pdf](https://adulthoodworks.org/wp-content/uploads/2017/12/Grossmont_Adult_Spring_18.pdf)
- SDSU Spring 2018 Course Catalog
  - <https://www.ces.sdsu.edu/sites/default/files/catalog18sp.pdf>

The adult sports program may focus on creating a basketball, volleyball or indoor soccer option. There may be options to partner with non-profit organizations to assist or even oversee an adult program. Staff's recommendation is to manage the first program in-house with the Community Services Assistant leading the program management. Should the popularity of the program expand, future partnerships with outside vendors may be considered at that time.

#### **Partnership Opportunities with Outside Groups:**

The City Council also recommended that staff consider working with the Lemon Grove School District, non-profit organizations, community-based organizations, faith-based organizations, or other professional organizations to help manage, advertise, and staff the Rec Center. These are the following programs that staff will reach out to help supplement and support the attendance and programming at the Recreation Center.

- Father Joe's Private Foundation
- Grossmont/Cuyamaca Adult Education Program
- Helix High School
- Joan Croc / Salvation Army
- Local Fitness Groups
- SDSU Extended Studies
- SDSU Research Foundation Funding to Recreation and Wellness Programs
- Teens for a Cause (Larry Spears)

#### **Other Considerations:**

During the workshop, the City Council discussed other topics that do not necessarily fit into the topics outlined above. For this reason, this section was created to facilitate a future discussion:

1. Return on Investment (ROI) – The City Council discussed what should the proper ROI be for programs moving forward. As a reminder, the costing pyramid that was approved by Council in 2014 is attached to this memo. While a specific percentage was not referenced the consensus is that the more residents that benefit from recreation programs the less it should cost. If after reviewing the information in this memorandum the City Council wishes to establish a ROI for each level of the cost recovery period staff can explore those amounts during the budget workshops or thereafter.
2. Use of Volunteers – A volunteer program is a good tool to help support city services. However, it is a time and labor-intensive program that requires city staff to manage appropriately to maximize the full benefits. For this reason alone, if volunteers were used to support any of the recommendations in this memorandum (to include marketing of the recreation programs) a recommendation is that the Community Services Assistant oversee that process, which if the other additional work items were implemented, the position should be increased from a ¾ time position to a full-time position. This personnel change will increase general fund expenditures by approximately \$8,480 per fiscal year.

#### **Conclusion:**

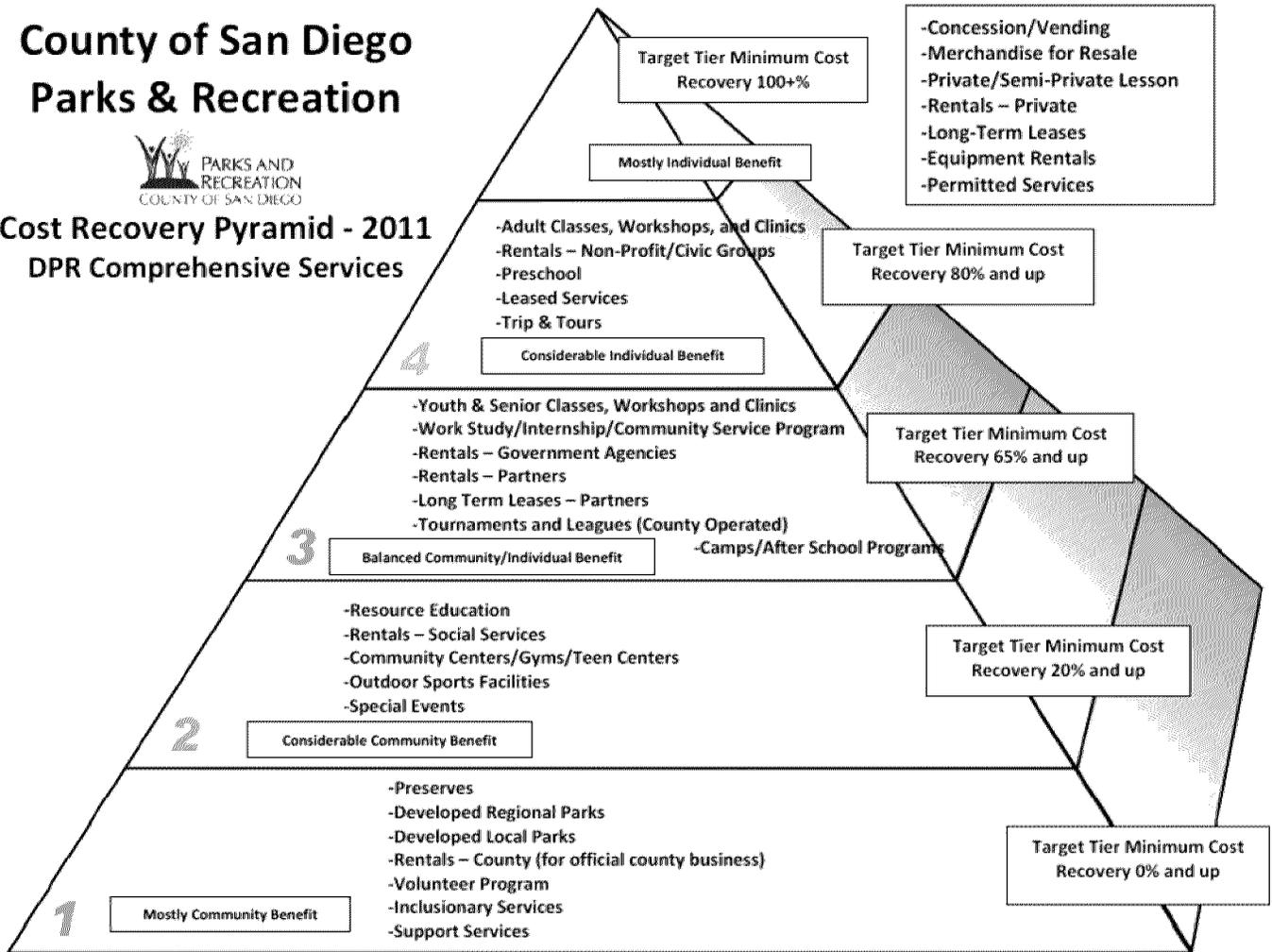
Based on the information in the memorandum, I recommend that the City Council review the memorandum, prepared any questions/comments for staff's response, and possibly consider revisiting this topic during the Fiscal Year 2018-2019 budget preparation process.

Sample Cost Recovery Pyramid:

County of San Diego  
Parks & Recreation



Cost Recovery Pyramid - 2011  
DPR Comprehensive Services





CITY OF LEMON GROVE  
INTERNAL MEMORANDUM

DATE: May 7, 2018  
TO: City Council  
FROM: Lydia Romero, City Manager  
SUBJECT: East County Homeless Task Force Options for the City's Participation

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At the City Council Goals Setting Workshop held on April 25, 2018, the topic of homelessness was discussed with regards to the City's financial support to the East County Homeless Task Force (ECHTF). On September 19, 2017, Mr. Eric Lund, President/CEO of the East County Chamber of Commerce, gave a presentation (*Beginning on Page 4*) to the City Council in which he described the Chamber's effort to create a collaborative partnership with all east county cities, businesses and non-profit entities to solve homeless in East San Diego County.

This memorandum was created to summarize staff's efforts to participate in the ECHTF goals as well as summarize what the specific financial request of the City is and how those finances will be allocated to support the east county efforts. As described in the presentation that Eric provided, the primary method that each agency can help, at this time, revolves around funding with money or in-kind services. To summarize, the request from the Chamber the specific uses and request from Lemon Grove per topic is listed below:

1. Hire an ECHTF Director: Currently, Eric is acting in this role until enough funding is received from the five public entities to hire a part time person to perform this work. This position will identify and prioritize key problem areas based on the 11 teams that are a part of the ECHTF.
  - a. Lemon Grove: \$5,000. Total Need: \$40,000.
2. Marketing Program:
  - a. *Signage*: Adopt the idea that there are better ways to support homeless individuals rather than giving directly to them. The sign has already been created and the City of El Cajon already posted them in frequent homeless panhandling areas.
    - i. Lemon Grove: \$42 per sign. Total Need: Unknown.
  - b. *Posters*: Allow businesses to place posters in storefront windows that educate businesses and residents about the drawbacks to giving directly to panhandlers. The benefits of businesses participating is that the poster will not count towards the advertising space limitation.
    - i. Lemon Grove: \$0 (funded by the business community). Total Need: \$0
3. Access to Services: This is a new app solution for homeless individuals to access available services from their mobile phones. ConnectEC.org was produced by the East County Leadership Team and will work with text only or smart phones. Bracelets with numbers to text and cards for wallets will also be provided.
  - a. Lemon Grove: Unknown. Total Need: Unknown.

4. Portable Showers: For the east county region, the showers will be supported by the faith & service community. These showers will be used in conjunction with additional services for the homeless.
  - a. Lemon Grove: \$2,600. Total Need: \$26,000.
  
5. Reunification Program: East County Salvation Army supported program that will connect homeless with family members that are willing to accept them at their destination.
  - a. Lemon Grove: \$2,000 (\$500 per individual). Total Need: Unknown.
  
6. Housing Navigator: This request is to fund a housing navigator for Lemon Grove to assist with case work and to help with long term housing. It will be managed through Crisis House and will focus only on homeless individuals in Lemon Grove.
  - a. Lemon Grove: \$7,500. Total Need: Unknown.
  
7. Rental Assistance: Request support for rental assistance for up to five homeless families coordinated by Crisis House. This will assist families with the first three months of rent.
  - a. Lemon Grove: \$16,000. Total Need: Unknown.

In total, the request from the Chamber is \$33,100. As discussed during the workshop, the estimated ask of \$30,000 is likely the higher estimate to support the east county regions initial goals. However, there could be the opportunity for the City to participate and support with a lesser amount that also “piggy-backs” on those topics that have had success with other east counties entities. Relying on the \$30,000 estimate, staff prepared the table below that outlines where the funds will be allocate and what will be the product or anticipated service provided:

Goal	Cost	Total Cost	Benefit
<b>ECHTF Director</b>	\$5,000	\$5,000	Coordinate all ECHTF efforts
<b>Signage</b>	\$42 per sign (7 signs)	\$294	Install at frequent panhandling locations
<b>Posters</b>	\$0	\$0	Costs will be paid for by the business committee
<b>ConnectEC.org</b>	Unknown	Unknown	Online application that details local resources for homeless individuals
<b>Portable Showers</b>	\$2,600	\$2,600	Supported by the faith-based community in the east county area
<b>Reunification Program</b>	\$2,000 (\$500 per person)	\$5,000	East County Salvation Army supported program to connect 10 homeless individuals with their families at their destination
<b>Housing Navigator</b>	\$7,500	\$7,500	Fund a housing navigator for Lemon Grove through Crisis House
<b>Rental Assistance</b>	\$16,000 (\$3,200 per family)	\$9,600	Assist up to three families coordinate by Crisis House
<b>Fund Request Total</b>		<b>\$29,994</b>	

Working with the City of El Cajon, which is the only east county city that has contributed funds to the ECHTF to staff's knowledge, the chief tool that has reunited homeless individuals with their families has been through the reunification program. Based on El Cajon's feedback, the actual cost has been closer to \$250 per person rather than the estimated \$500.

Lastly, one discussion item that was brought up, but not quantified, was homeless outreach team (HOT) with the Sheriff's Department. A HOT already exists and is managed out of Rancho San Diego station. At this time, a formal cost estimate is being researched and confirmed with the Sheriff's Department. A HOT may consist of a Deputy Sheriff, Clinical Nurse, and/or County Employees from HHSA to provide information about local resources. If the HOT were used it is recommended that one should be used at least once every two weeks for a 4-hour window. This may be a valuable tool to reach out to our homeless population in the City.



## Mission & Vision

- **Mission:** To develop solutions to homelessness by working collaboratively with all sectors of our communities in East County.
  
- **Vision:** We will improve our communities by effectively dealing with all homeless issues.

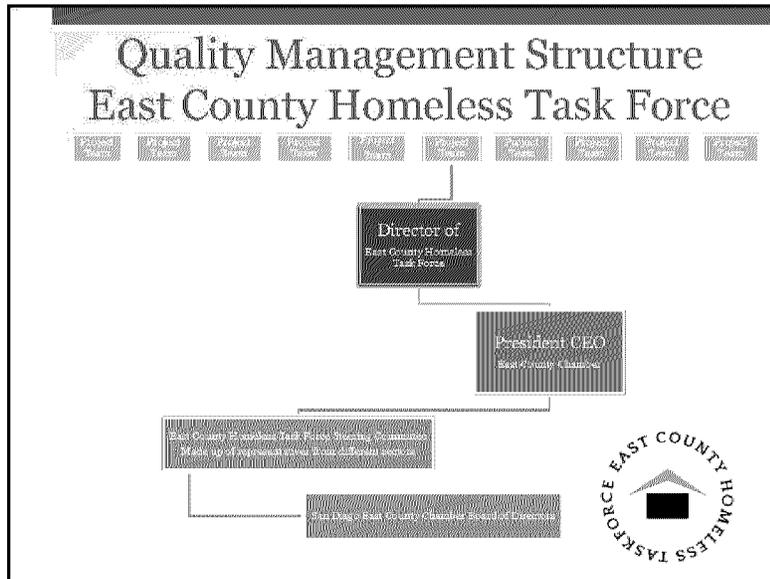


## A Community of Support

- Thanks to City of Lemon Grove for your support
- Special thanks to the 300+ Volunteers who have helped to create and organize the East County Homeless Task Force
- We are working with Homeless service providers and all sectors of the community to solve homeless issues and problems for the approximately 800 homeless in our region
- The East County Homeless Task Force is also working with the San Diego County Regional Task Force on Homelessness to coordinate and collaborate efforts
- Our New Website at [www.ECHTF.ORG](http://www.ECHTF.ORG)

## The San Diego ECHTF Model

- **Quality Management Approach**
  - Identify and prioritize key problem areas
  - Strive to improve the processes we currently have in place
  - PDCA - Plan, Do, Check, Act and implement change through Self Steering Project Teams
  - Adopt ongoing Continuous Improvement
  - Strategic Planning & Management Structure



- ### Steering Committee
- Law Enforcement - 3 people
  - Fire Department - 1 person
  - Faith Community - 2 people
  - Each East County City - 1 person (4 total)
  - County of San Diego - 1 person
  - Housing - 1 person
  - Retail Business - 1 person
  - Chamber - 1 person
  - Healthcare - 1 person
  - Homeless Services - 1 person
  - Education - 1 person
  - Legal - 1 person
  - Mental Health - 1 person
  - Real Estate - 1 person
  - San Diego RTFH - 1 person
  - East County Chamber of Commerce - 1 person
- 22 People**
-

## ECHTF Project Teams:

- Team 1: **Marketing Support**
- Team 2: **Data Collection**
- Team 3: **Homeless Outreach Contact Teams**
- Team 4: **Access to Services**
- Team 5: **Reunification Program**

## Project Teams

- Team 6: **Shelters, Temporary through Long-term housing**
- Team 7: **Dealing with Mental Illness**
- Team 8: **Law Enforcement & Related Issues**
- Team 9: **Supporting Homeless Youth**
- Team 10: **Steering Committee**



## ECHTF Steering Committee

(Was Team 10)

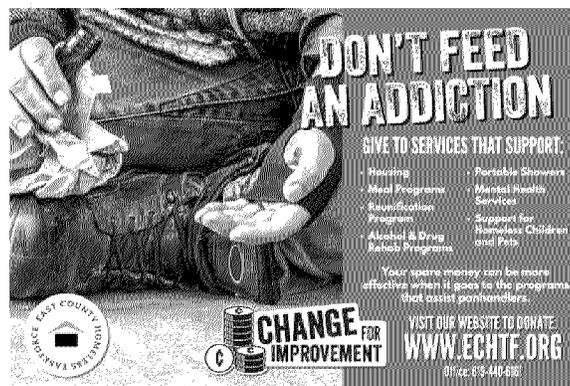
- ❑ **Support Hiring - San Diego ECHTF Director**
  - Reports to the President of the Chamber as a staff position and serves the ECHTF to act as the coordinator of team efforts
  - Identify and prioritize key problem areas based upon team feedback
  - Supports nine teams and Steering Committee that are currently working on a variety of problems and helps them acquire the resources they need to be successful
  - Communicates to Cities and County regarding updates over time the results of the ECHTF Strategic Plan, and tracks homeless data results
  - Provide updates to the ECHTF Steering Committee
  - Requesting \$5,000 in support towards \$40,000 total

### Sample Group Results Team 1: Marketing

- ❑ Private and Public Signs – Dealing with Panhandling
- ❑ Request City of Lemon Grove Adopt this or similar signage, sign cost \$42 direct from manufacturer



- ❑ Recommendation for Retail Storefronts – Posters
- ❑ Would be underwritten by Private Sector Business
- ❑ Request not include in Advertising Space Allocation



#### Team 4: Access To Services

- ❑ New App solution for Homeless to access available services easily
- ❑ ConnectEC.org produced by East County Leadership Team 2017, Team Justice
- ❑ New App works on text only phones as well as smart phones, tested in the field by Leadership Team
- ❑ Includes bracelets with number to text to, cards for wallets of homeless to provide more information about where to find services.
- ❑ Request support of helping to distribute wrist bands and cards to homeless

# Connect

East County

locate resources reduce homelessness

ConnectEC.org

#### Example Team 4: Access to Services

- ❑ Portable Showers for Homeless Services for East County, Lemon Grove area, would also be supported by Faith & Service Community
- ❑ Utilize shower to help homeless to get off streets, to be used in conjunction with additional services
- ❑ Request City of Lemon Grove support of 10% of cost = \$2,600
- ❑ Scheduled to be in City according to need but at least available 20% of the time



Would be maintained by the Faith & Service Community

#### Team 5: Reunification Example

- ❑ Chaired by Captain Sean Kelsey, East County Salvation Army
- ❑ Building a new East County Homeless Reunification Program designed to help up to 100 total homeless people from East County reunify with relatives or family
- ❑ Access to funding for program, estimated cost is \$500 average per-person for program, last year five people were reunified, this year Seven more people have already been reunified with relatives
- ❑ Request City support of \$2,000 to help offset costs and help up to 4 people from Lemon Grove





### Team 8: Law Enforcement

- ❑ Recommend that the City of Lemon Grove review the benefits of a HOT Team in the Lemon Grove through the Sheriff's Department to determine positive vs. negative results.
- ❑ Asking the Sheriff to share information at workshops with business to discuss design and improvements that can be made to businesses to combat homelessness.
  - Requests Sheriff work with local businesses to communicate best practices for dealing with homeless and how to best prepare their venues



### ECHTF Request to City of Lemon Grove

1. ECHTF Director Support (Request \$ 5,000 for the year)
2. Request City Adopt new Anti-Panhandling Signage for public spaces
3. Request not-include Store Banner Signs in Advertising Space Allocation
4. Access to Services – "New homeless services App" (Request support distribution of wrist bands and laminated cards to homeless)
5. Homeless Mobile Shower (Request support for 10% of cost or \$2,600)
6. Homeless Reunification program "A Way Back Home"  
(Request reimbursement to Salvation Army for up to \$2,000 @ \$500 each for transportation and counseling to reunify up to four people)
7. Housing Navigator & Rental Assistance through Crisis House (Request \$7,500 to Crisis House to cover 4-hrs per week for a year dedicated Housing Navigator to City of Lemon Grove Homeless) and Rental Assistance support for up to 5 homeless families in Lemon Grove (Request support of \$16,000 to Crisis House)
8. Based upon our meetings with law enforcement we further request that the City consider the measurable benefits of a Hot Team and that Law Enforcement work with local business to prepare them for homeless issues

**Total City of Lemon Grove Homeless Task Force Request: \$33,100**

## Summary:

- Ten Project Teams are continuing to plan and update the Strategic Action plan with innovative ideas, see it online at ECHTF.org
- Teams are implementing the ECHTF Action Plan Now!!!
- Working with the San Diego County Regional Homeless Task Force to collaborate on best solutions and share information, this is your task force to help with your city problems and ensure Lemon Grove is supported
- El Cajon has just contributed \$170,000, the City of La Mesa, Lemon Grove, Santee and the County of San Diego are all being asked to support the San Diego East County Homeless Task Force
- The ECHTF Thanks you for your Support!!!

## Questions?





DATE: May 10, 2018

TO: Honorable Mayor and Councilmembers of the Lemon Grove City Council

FROM: Lydia Romero, City Manager  
Miranda Evans, Management Analyst

SUBJECT: Animal Control Contract Alternatives

ATTACHMENTS: A) Listing of Municipal and Private Animal Shelters in the San Diego Region  
B) Animal Control Survey Responses  
C) Animal Control Service Providers for All Cities in San Diego County

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**Summary:**

Since Lemon Grove's 1977 incorporation, the City Council has sought a responsive and cost-effective service provider for the City's animal control needs. Prior to incorporation, Animal Control services were provided by the County of San Diego. In June 1978, the City Council considered the cities of La Mesa and El Cajon as potential alternatives to the County's services; however, it was unanimously decided the best option was to continue utilizing the County.

In 1991, the City Council expressed interest in finding a new service provider as a cost savings measure due to the increasing cost of the law enforcement service contract with the Sheriff's Department. In June 1995, a contract with the City of Chula Vista was approved which resulted in a significant cost savings of \$22,000/year in 1995 dollars, which equates to approximately \$35,608/year in 2018 dollars. Since that time, Lemon Grove has continued to approve contract extensions with the City of Chula Vista for Animal Control services.

Recently, the City Council has received complaints and questions regarding Animal Control's processes and procedures. In February 2018, the City Council received an overview of the current contract provider's services. Subsequently, at the April priority setting meeting, a desire to examine alternative contract providers was identified as a priority.

An outline and status of the municipal and private animal shelters currently operating in our region is included in this memorandum (**Attachment A**) along with an overview of each municipality's service provider (**Attachment C**). Additionally, City staff has surveyed all jurisdictions in San Diego County regarding their Animal Control service provider and related qualitative questions regarding customer service delivery and has consolidated the survey responses (**Attachment B**) in response to questions that arose from the City Council on regional benchmarks at the February Council meeting. This information highlights the very limited options available to Lemon Grove for the contracting of Animal Control services. Based off of this information, staff has created the following three alternatives for the City Council's consideration (in an unranked order): 1) select the San Diego Humane Society as the Animal Control contractor beginning in Fiscal Year 2019-20, 2) direct staff to implement a City run program at an approximate cost estimate of \$611,706.20 beginning in

Fiscal Year 2019-20, or 3) continue to contract with the City of Chula Vista. An overview of each of the three alternatives are provided within this memorandum.

### **Alternative 1: Contract with the San Diego Humane Society (SDHS) Beginning FY 19-20**

The San Diego Humane Society (SDHS) is a non-profit organization supported by donations, grants, investments, municipal contracts and fees for service. The Escondido Humane Society and North County Humane Society recently merged with San Diego Humane Society and are now simply known as the San Diego Humane Society, operating three campuses in San Diego, Escondido and Oceanside. The Humane Society currently contracts with Imperial Beach, Escondido, Poway, San Marcos, Vista and Oceanside for enforcement and shelter services. They also hold the contracts for five Indian reservations: Rincon, Pala, San Pasqual, Santa Ysabel and Mesa Grande.

#### *Added Contract Cities Due to Termination of County Services:*

On May 26, 2017, the County of San Diego served the cities they provide Animal Control services to with a one-year written notice of its intent to terminate services effective June 30, 2018. The notification of termination was issued to all cities currently receiving animal control services from the County, as the Board of Supervisors had directed County staff to take actions to outsource the Department of Animal Services functions. As a result of the notice of termination, the cities of Carlsbad, Del Mar, Encinitas, Oceanside, Santee and Solana Beach met to discuss and coordinate the identification a new service provider for animal control services. Collectively, the cities identified the SDHS as the only viable service provider with the specialized professional qualifications necessary to provide animal control services, and who is also willing to provide service. On April 30, 2018, the San Diego City Council approved a \$12.8 million contract with SDHS and other jurisdictions have followed suit with SDHS service to begin on July 1, 2018.

SDHS has agreed to contract with each of the seven new cities listed above which has more than doubled their service base within a four month period. Due to this increase in service delivery, logistics such as kenneling space and increasing staff capacity are being addressed. Currently, SDHS has open recruitments for over 200 job listings, which may include hiring laid off County animal services employees. Prior to the added contract cities, SDHS employs approximately 350 employees and intakes approximately 16,250 animals on an annual basis. The City of San Diego alone sheltered approximately 18,000 animals per year—more than double SDHS' current metric.

In March, staff initiated contact with SDHS leadership regarding the potential of a contract opportunity, an overview of the available types of services and their related cost. SDHS expressed immediate interest in the possibility; however they are “not in a position to accept another contract city prior to fiscal year 19-20.” Of the 18 cities within San Diego County, SDHS will provide service to 12 (67% of County municipalities) beginning July 1, 2018.

#### *San Diego Humane Society Services Provided:*

Like Chula Vista, SDHS is equipped to provide two fundamental services for the City:

- Shelter and care of animals; and
- Enforcement of animal laws and public protection.

Additional services that current contract cities are receiving are:

- SDHS will have at least one Humane Officer conduct a daily patrol (seven days per week) of the City to enforce animal laws, including local leash laws, and other animal-related field services. There is not an option for prorated service for patrol less than seven days per week. The City may, at its availability, provide space in

a City facility to provide the officer with a nearby location to conduct field service duties, such as making phone calls or completing paper work.

- SDHS will respond to barking dog complaints and enforce the City nuisance and/or noise ordinance as it related to barking dogs. This function is currently coordinated by the City Park Ranger, City Code Compliance Officer and Sheriff Deputies.

- The City may choose to provide a “temporary animal holding facility” in the City, or co-share a facility with a neighboring jurisdiction (location unknown) for the temporary holding of animals that are picked up during the day within City limits which would allow residents to pick up animals locally. If the City elects to provide this service, the City would construct the temporary holding facility at its own cost, or would share in the cost if it is determined to be a joint use, but SDHS will provide for the ongoing maintenance of the facility and care of the animals.

#### *Shelter Locations*

SDHS currently operates three shelters: a San Diego campus located on Gaines Street; an Escondido campus, and an Oceanside campus. SDHS also recently acquired additional property at the Gaines Street facility, adjacent to their current location, in order to expand shelter space and to accommodate the additional animals anticipated with their new service agreements.

The County is currently working through a managed competition process to determine if animal services to the unincorporated County areas will be performed by County employees or a private entity. It is staff’s understating that due to this, SDHS is working to acquire the County’s shelter locations, including the Bonita shelter. A 15-minute drive at approximately 5.9 miles from City limits, the Bonita Shelter would be the closest shelter for Lemon Grove residents to access. It is anticipated that the managed competition process will not conclude until August.

#### *Fiscal Impact*

Due to the complex nature of the contract calculations, an approximate cost is not available from SDHS at this time for the City of Lemon Grove. For the seven abovementioned cities to recently contract with SDHS, a fixed first year rate has been established that will be followed in subsequent years by a formula based calculation. The contract cost will be adjusted with SDHS on an annual basis based upon projected costs for service less projected revenue along with the below considerations:

- The categories of total calls for service, animal intake and current population will be calculated for the following (newly added, sole source contract) cities: Santee, Solana Beach, Carlsbad, Encinitas, Del Mar and San Diego. SDHS reserves the right to contract with additional municipalities to provide substantially similar Services as contemplated in this Agreement. In such an event, the calculation described herein will likely change.

- The totals for each city will be combined to determine an overall total for calls for service, total animals taken in, and total population.

- The city’s payment shall be based on their percentage of the total sum calculated above by using the mean percentages of the previous Fiscal Year’s calls for service, animal intake, and human population as reported by the California Department of Finance. Revenue collected on behalf of the city shall be applied as a credit toward total compensation owed to SDHS Agreement.

- For “Year 2 Compensation” SDHS shall provide data, by city, for the first contract year period for total calls for service, animal intake, and current population. This process will be followed for subsequent contract years.

Locally in East County, Santee will pay \$424,804 for the first year of the contract, which is about \$35,000 more than what they paid the County for humane law enforcement services and kenneling; this equates to roughly a 9 percent cost increase. As currently done with Chula Vista, these costs will be offset annually through the revenue that is collected for the cities on behalf of SDHS. Examples of services that would offset costs are dog licenses, adoptions, citations, etc. Generally, cities signed a three-year contract with two optional one-year additions.

**Alternative 2: Direct staff to implement a City run program beginning FY 19-20:**

The second alternative consists of an option in which the City provides the humane law enforcement services and performs the day-to-day duties while utilizing kennel services at the new City of El Cajon Shelter. Anticipated costs to provide this service are detailed below. The City of El Cajon's Animal Shelter, located a 14-minute drive and approximately 7 miles from City limits, is scheduled to open in June 2018. El Cajon staff has expressed that the shelter may be an option for kenneling space that "could likely" accommodate Lemon Grove counts in the future; however, cost has not been discussed because services would not be provided upon the shelter's opening at the end of FY 17-18. Additionally, staff would require this 12-14 month period to coordinate the logistics of implementing the City's first ever in-house Animal Control Department. Thus, this could be considered as another available alternative for FY 19-20. An invitation to tour the new El Cajon shelter facility has been extended to the City Council and staff. It should be noted that El Cajon is not interested in providing kenneling space for Santee. El Cajon is also considering a future contract with SDHS for only humane law enforcement services, a change from their current El Cajon Police Department operation.

In considering costs, the majority would be derived from personnel and equipment costs. Those are outlined below. Please note that kenneling costs are not included in this operational cost overview.

- *Personnel Costs and Consideration:* Animal Control Officers must have full police powers to employ a variety of enforcement tactics from writing citations to arrests and criminal investigations. Staff recommends a minimum of two Humane Law Enforcement officers to ensure a full-coverage schedule and allow for planned and unanticipated or sick time off. Given the anticipated low personnel numbers for staffing and budgetary constraints, only 4 or 5 days per week of coverage is anticipated. An alternate schedule with coverage on the weekends, as with the Park Ranger, may also be considered.

SDHS has quoted an approximate cost of \$33/hour as the rate for a Humane Officer which equates to an approximate salary of \$68,640. An Animal Control Officer in Chula Vista has an approximate hourly cost of \$27/hour and approximate annual salary of \$56,000 including benefits. The average annual salary between these two agencies is \$62,320. To mitigate liability to the City, an experienced supervising officer is recommended which would require an additional job classification for an Animal Control Officer Supervisor. An Animal Control Officer Supervisor is currently compensated \$30/hour and an approximate annual salary of \$64,191.40.

Under this alternative, staff suggests hiring two Animal Control Officers and one Animal Control Supervisor at an annual cost of approximately \$188,831.40. These estimates are very conservative in nature and exclude overtime pay.

- *Vehicle Needs:* Due to the increase in staff and not having the Chula Vista vehicles to utilize, ideally two new vehicles would be needed. No other City vehicles are equipped to carry animals. Staff recommends ordering the same, or similar, vehicle as the newly purchased 2015 Chevrolet City Express Cargo Van, to have continuity within this proposed City fleet. The vehicle was purchased and modified for Animal Control use in 2016 for \$43,903.51. Additional expenses will occur for adding law enforcement compliant 800 MHZ radios, safety lighting, logo and other customization. Staff recommends allocating a minimum of \$60,000 for each new van.

Given this scenario, approximately \$120,000 would need to be allocated for the acquisition of new vehicles. Additionally, the maintenance and fuel budgets would need to increase as well. For budgetary estimates, maintenance would effectively triple to \$7,500/year and fuel would triple as well to \$21,000. Therefore, total estimated anticipated vehicular expenses are roughly \$148,500.

- *Dispatch:* To address the City Council's dissatisfaction of the current dispatch system, staff recommends hiring a designated Animal Control Dispatch Operator who would answer, log and schedule responses to calls for service. At minimum, two Dispatch Operators are suggested to ensure full coverage due to sick or vacation time and radio coordination with the Animal Control Officers and Supervisor. The Humane Society offers an hourly rate for this position of \$14.56 (\$30,285 annually) and Chula Vista offers an hourly rate for this position of \$18.05 (\$37,544 annually). The average of these salaries is \$16.30/hour (\$33,904 annually) which staff has doubled for an approximate salary of \$67,808 for two Dispatch Operators. Dispatch Operators could increase operational efficiency by processing dog license renewals and citation payments when they are not accepting calls from the public.

- *Animal Control Administration:* An Animal Care Supervisor or related position is suggested to carry out and oversee the daily operations of Animal Control Officers, interactions and satisfaction of service delivery to the public, supervise finances and ensure citations are being paid and licenses are being issued and renewed, assist with administrative work such as the scheduling and process of appeal hearings, and serve as a liaison between Lemon Grove and the El Cajon Shelter. Chula Vista compensates a similar position at an annual cost of \$64,591.80.

- *Other Anticipated Needs:* Additional work space is needed for the officers, dispatch operator and administrator to effectively perform the administrative functions of their jobs, coordinate work and interface together to function as a high performing unit. City Hall is at staff capacity so the use of another City facility such as the Senior Center or Community Center would be cost effective options; however both are currently rented spaces. Additionally, new computers would be required as well as dispatch software. Said software would need to be compatible with the City of El Cajon's Shelter so that animal identification, case identification, medical records and adoption information can be shared efficiently. Staff also recommends allocating funds to the purchase and plans for work phones for the officers as a back up to radio failure or providing a City approved cell phone reimbursement stipend. The work site and costs for the various operational items are not included in this estimate and will be revisited should the City Council wish to pursue this alternative.

- *Total (Available) Estimated Operational Costs:* \$496,731.20; this figure excludes work space and work equipment such as computers and dispatch/ licensing software along with suggested training opportunities. This estimate also does not include the amount of existing staff time that would be invested in the time spent on implementing this program. Should the City Council desire to pursue this alternative, Human Resources will perform classification and compensation studies on the above proposed positions and will bring forth any new positions to the City Council for final approval prior to the budget adoption process in FY 19-20.

- *Total Estimated Kennel Fee:* As stated above, kenneling services may be able to be provided from the City of El Cajon, but costs are not available at this time. Currently, kenneling costs with Chula Vista are \$2,159,604 total with Lemon Grove responsible for approximately \$141,975 of this total. For this scenario, staff has included the same kenneling cost until capacity and cost information is available.

- *Total Estimated Administration, Law Enforcement and Kenneling Annual Cost:* \$611,706.20

### **Alternative 3: Continue to contract with the City of Chula Vista**

The third contract alternative, and also the necessary interim solution prior to the availability of alternative 1 and 2 in Fiscal Year 2019-20, is to continue to contract with the City of Chula Vista for humane law enforcement and kenneling services. In FY 2017-18, the annual Animal Control contract was for \$195,558 (\$16,297 monthly). For FY 2018-19, contract costs are expected to rise 4.8% to \$289,951 (\$24,163 monthly). This increase is just slightly larger than the last contract renewal due to the fact that the City of Imperial Beach no longer contracts with the City of Chula Vista and now contracts with the Humane Society. Last fiscal year, Imperial Beach's contract amount was \$234,837 which is no longer part of the cost sharing equation between Chula Vista, National City and Lemon Grove.

- *Contractual Considerations:* The existing contract was approved for three years beginning June 16, 2015 for a period of three years, with two additional one-year options to extend the contract. Staff recommends entering into the first one-year extension with the City of Chula Vista while alternative 1 and 2 are analyzed at the direction of the City Council.

## Attachment A: Animal Shelters in the San Diego Region

### MUNICIPAL SHELTERS

County of San Diego, Department of Animal Services	Operates three municipal shelters serving the unincorporated areas of the County and the cities of Carlsbad, Del Mar, Encinitas, San Diego, Santee and Solana Beach. <i>The County has provided official notice to end service to those cities as of July 1, 2018.</i>
El Cajon Animal Shelter	A municipal shelter serving the cities of El Cajon and La Mesa (La Mesa provides its own enforcement services while contracting for shelter services). <i>Shelter services in El Cajon may be a viable option under a model in which the City provides its own humane law enforcement services.</i>
Chula Vista Animal Care Facility	A full service, municipal shelter serving the cities of Chula Vista, National City and Lemon Grove. <i>Current contractor.</i>
City of Coronado	A municipal shelter/animal care facility operated on a contractual basis by the Pacific Animal Welfare Society (PAWS) of Coronado, while animal services are managed by the Coronado Police Department. <i>Not a viable option due to Lemon Grove's distance from Del Mar.</i>

### PRIVATE SHELTERS

San Diego Humane Society and SPCA	A non-profit organization, supported by donations, grants, investments, municipal contracts and fees for service. The Escondido Humane Society and North County Humane Society recently merged with San Diego Humane Society and are now simply known as the San Diego Humane Society, operating three campuses in San Diego, Escondido and Oceanside. The Humane Society currently contracts with Imperial Beach, Escondido, Poway, San Marcos, Vista and Oceanside for enforcement and shelter services. <i>The San Diego Humane Society has expressed interest in providing animal control services to Lemon Grove, but cannot take on another contract until FY 19-20 due to their expanded work load.</i>
Rancho Coastal Humane Society	A non-profit organization and limited admission shelter. Not supported by taxes or any government funding. Located in Encinitas. <i>Not a service provider.</i>
Helen Woodward Animal Center	A private, non-profit organization and no-kill facility. Receives no government funding; relies heavily on tax-deductible contributions from private donors. Located in Rancho Santa Fe. <i>Not a service provider.</i>

## Attachment B: Animal Control Survey Responses

The list of below questions were sent to each municipality within the County. The survey is strictly qualitative in nature was designed to best discern what benchmarks and customer service standards are being utilized to ensure the best possible level of service is being provided by the various contractors. Staff received 5 responses with feedback from the cities of Oceanside, Del Mar, La Mesa, El Cajon and Poway.

### Survey Questions:

1. What customer service standards are implemented as part of your respective contract? (e.g. dispatch calls returned within 24-hours, weekly/monthly/quarterly activity reports, follow-up with unresolved matters in 48 hours, etc.)
2. What measures are in place to ensure that the customer service standards are being met?
3. Does your organization utilize any benchmark standards for animal control service provision?
4. Would you classify your contractor's approach as enforcement based (citation driven) or education based (outreach driven)?

### Survey Results:

QUESTION	AGENCY NAME	RESPONSE
<b><i>What customer service standards are implemented as part of your respective contract? (e.g. dispatch calls returned within 24-hours, weekly/monthly/quarterly activity reports, follow-up with unresolved matters in 48 hours, etc.)</i></b>	City of Oceanside  Contract Provider: San Diego Humane Society	Customer services levels are based on the specific service requested and the prioritization of the nature of the call.
	City of Del Mar  Contract Provider: San Diego County Department of Animal Services (contract terminates June 30, 2018) and now San Diego Humane Society	Service requests are responded to in a certain amount of time depending on the priority (Priority 1 –1 hour, Priority 2 – 12 hours, etc.); monthly activity reports.
	City of La Mesa  La Mesa PD provides one officer for Animal Control and El Cajon provides shelter services.	I handle all the City of La Mesa's animal service needs as a paid employee so the original survey questions aren't really applicable to my position (contractor).
<b><i>What measures are in place to ensure that the customer service standards are being met?</i></b>	City of Oceanside  Contract Provider: San Diego Humane Society	Contractor is required to provide quarterly reports that are reviewed by the City. The City also meets with the contractor on an as-needed basis.
	City of Del Mar  Contract Provider: San Diego County Department of Animal Services (contract terminates June 30, 2018) and now San Diego Humane Society	N/A
	City of La Mesa  La Mesa PD provides one officer for Animal Control and El Cajon provides	I can comment on being the only officer there is a high customer service standard as La Mesa is a small town and I can be to most calls in about 5 to 20

	shelter services.	minutes depending on where I am in the City.
	City of El Cajon	All of our calls are handled on a priority basis. Everyone with the same or similar type of animal issue, will all be handled in a timely manner according to the severity of the issue. We also have a provision to have our Animal Control Officers on "Call Back" status for something that can't be handled by Police Officers after hours. We have also cross trained Animal Care Attendants to assist or cover for our clerical staff just in case there is need for customer service back up in that area.
<b><i>Does your organization utilize any benchmark standards for animal control service provision?</i></b>	City of Oceanside  Contract Provider: San Diego Humane Society	The standards for animal control services are set forth in Section 1.3- Animal Field Services and Section 1.4- Animal Field Service Criteria, of the agreement with SDHS.
	City of Del Mar  Contract Provider: San Diego County Department of Animal Services (contract terminates June 30, 2018) and now San Diego Humane Society	Our animal control service needs are so small we do not have benchmark standards that I'm aware of.
	City of La Mesa  La Mesa PD provides one officer for Animal Control and El Cajon provides shelter services.	I do work out of the La Mesa Police Dept and am dispatched from there. I work Mon through Fri, 0800-1600. When I am off duty the police officers will handle calls. Some non-emergency calls that will just pend overnight or the weekend, are forwarded to me and I will follow up when I'm next on duty. If I'm on an extended break, like three weeks or more, they have designated a community service officer to take over my voicemails and both our CSOs and Police officers will handle field calls.
	City of El Cajon	Animal Control is part of the El Cajon Police Department. This gives us access to all of the most current investigational tools for communication and surveillance, processing of evidence, and lab work to support any kind of animal cruelty investigation through to a conviction. We are building, and opening a new state of the art, animal shelter with a full medical hospital within. This is scheduled to open in June of this year.

<p><b><i>Would you classify your contractor's approach as enforcement based (citation driven) or education based (outreach driven)?</i></b></p>	<p>City of Oceanside Contract Provider: San Diego Humane Society</p>	<p>It is of the opinion of the City that the contractor's approach is more education based.</p>
	<p>City of Del Mar Contract Provider: San Diego County Department of Animal Services (contract terminates June 30, 2018) and now San Diego Humane Society</p>	<p>Education first, then citations.</p>
	<p>City of La Mesa La Mesa PD provides one officer for Animal Control and El Cajon provides shelter services.</p>	<p>Operate educationally driven but do cite when it's warranted.</p>
	<p>City of El Cajon</p>	<p>This Department is driven mainly on public education, but not afraid to use enforcement tools, such as citations, when necessary. With that being said, severe animal cruelty cases will always be written up and presented to the District Attorney for prosecution. We also attend homeless events to assist with the pets while their owners get assistance with other needs they may have.</p>

## Attachment C: Animal Control Service Providers for All Cities in San Diego County

Jurisdiction	Service Provider	
1. Carlsbad	County of San Diego	* Service to end June 30, 2018
2. Del Mar	County of San Diego	* Service to end June 30, 2018
3. Encinitas	County of San Diego	* Service to end June 30, 2018
4. San Diego	County of San Diego	* Service to end June 30, 2018
5. Santee	County of San Diego	* Service to end June 30, 2018
6. Solana Beach	County of San Diego	* Service to end June 30, 2018
		* Agreements pending to begin service with San Diego Humane Society beginning July 1, 2018.
7. Coronado	City of Coronado & PAWS	
8. El Cajon	City of El Cajon	
9. La Mesa	City of El Cajon and La Mesa	El Cajon provides shelter service while La Mesa does its own field patrol and enforcement
10. Chula Vista	City of Chula Vista	
11. National City	City of National City and City of Chula Vista	Chula Vista provides shelter service while National City PD does its own field patrol and enforcement
12. Lemon Grove	City of Chula Vista	
13. Imperial Beach	San Diego Humane Society	San Diego Campus
14. Escondido	San Diego Humane Society	Escondido Campus
15. Poway	San Diego Humane Society	Escondido Campus
16. San Marcos	San Diego Humane Society	Escondido Campus
17. Vista	San Diego Humane Society	Oceanside Campus
18. Oceanside	San Diego Humane Society	Oceanside Campus