



# City of Lemon Grove City Council Regular Meeting Agenda

Tuesday, May 3, 2022, 6:00 p.m.

Lemon Grove Community Center  
3146 School Lane, Lemon Grove, CA 91945

*For everyone's protection, all attendees must maintain a safe social distance. Face coverings are optional but strongly recommended during the meeting.*

## **City Council**

Racquel Vasquez, Mayor  
Jerry Jones, Mayor Pro Tem  
Jennifer Mendoza, Councilmember  
Liana LeBaron, Councilmember  
George Gastil, Councilmember

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

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

## **Call to Order**

## **Pledge of Allegiance**

## **Changes to the Agenda**

## **Presentation(s)**

Regional Decarbonization Framework: A Collaborative Effort to Lower the Region's Carbon Footprint – Murtaza H. Baxamusa, PhD, AICP, Program Manager for Regional Sustainability at the County of San Diego's Land Use and Environment Group

## **Public Comment**

*Digitally submitted public comments received by the City Clerk at [amalone@lemongrove.ca.gov](mailto:amalone@lemongrove.ca.gov) will not be read out-loud during the meeting. However, they will be provided to the City Council and remain part of the meeting's records. Per the Lemon Grove Municipal Code Section 2.14.150, live comments are allotted a maximum of three (3) minutes.*

## **Consent Calendar**

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

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

Reference: Kristen Steinke, City Attorney

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

### 1.B City of Lemon Grove Payment Demands

Reference: Joseph Ware, Finance Director

Recommendation: Ratify Demands

- 1.C Review and File Planning Commission Meeting Minutes  
Reference: Audrey Malone, City Clerk  
Recommendation: Review and File Planning Commission Meeting, meeting of February 28, 2022.
- 1.D Call for Applications and Setting Interview Date to Fill Two Planning Commissioner Vacancies  
Reference: Audrey Malone, City Clerk  
Recommendation: Adopt a resolution calling for the applications to appoint two members to the Lemon Grove Planning Commission, each to serve a four year term, beginning July 1, 2022, and determining a date to interview the qualifying applicants.

**Report(s) to Council:**

- 2. Installation of an All Way Stop Intersection at Palm Street and Washington Street  
Reference: Ed Walton, Contracted City Engineer  
Recommendation: That the City Council adopt a resolution approving the installation of an all way stop intersection at Palm Street and Washington Street.
- 3. Agreement for Professional Financial Auditing Services  
Reference: Joseph Ware, Finance Manager  
Recommendation: That the City Council award an agreement for Professional Financial Auditing Services to Badawi & Associates, CPA for Professional Financial Auditing Services.

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

*(GC 53232.3 (d)) (53232.3. (d) states that members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.)*

**City Manager Report**

**Adjournment**

AFFIDAVIT OF NOTIFICATION AND POSTING

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

I, Audrey Malone, City Clerk of the City of Lemon Grove, hereby declare under penalty of perjury that a copy of the above Agenda of the Regular Meeting of the City Council of the City of Lemon Grove, California, was delivered and/or notice by email not less than 72 hours, before the hour of 6:00 p.m. on April 28, 2022 to the members of the governing agency, and caused the agenda to be posted on the City's website at [www.lemongrove.ca.gov](http://www.lemongrove.ca.gov) and at Lemon Grove City Hall, 3232 Main Street Lemon Grove, CA 91945.

/s/: Audrey Malone  
Audrey Malone, City Clerk

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

**CITY COUNCIL FY 2021-2022 PRIORITIES**

Lemon Grove City Council Priorities FY 21-22			
Priority Category	Strategy	Budget Impact	Target Completion Dates
PUBLIC STREETS & SIDEWALKS	<b>Priority: Increase Street Repair and Maintenance</b>		
	Update Pavement Management Program	\$75,000	Winter 22
	Schedule Street Maintenance / Repair Workshop	\$0 (Staff time)	Summer 21
	Evaluate and treat residential neighborhood streets in poor condition	Up to \$250,000 per year dedicated to 0-25 PCI streets	Ongoing
	<b>Priority: Focus on City Beautification and Attractiveness Efforts</b>		
	Continue to address trash and cleanliness issues citywide	\$0 (Staff time twice per week currently) More personnel could accommodate a higher frequency.	Ongoing
	Identify trash incentive opportunities		Summer 21
	Continue yearly bulk item and recycling drop off events	\$0 with payments by participants. If we increase the bulk item drop off, conceivably it could also pay for itself.	Ongoing
	<b>Priority: Focus on Sidewalk Repair and Connections</b>		
	Prepare City-Wide Sidewalk Master Plan	\$75,000 (high estimate for a contractor to walk the streets, assessment and quantity sidewalks then prepare a report of our current conditions and assess how to get to the next better walkability model)	Summer/Fall 21
<b>Priority: Emphasis on Neighborhood Traffic Safety</b>			
Expand Neighborhood Safety Programs to facilitate traffic control devices and traffic calming		Winter 21	
HOMELESSNESS	<b>Priority: Focus on Homeless Solutions</b>		
	Continue to participate in regional meetings, especially in the East County Homeless Task Force (ECHTF)		Ongoing
	Consider recommendations from the ECHTF	Unknown. The cost to maintain a regional low barrier shelter is currently being explored. It is heavily dependent on the County to put forth the initial capital cost to build and the east county cities would contribute to annual maintenance costs and cost for a contractor (non-profit) to manage.	Staff to bring to Council to consider as part of the regional discussions
	1) Increase year round beds		
	2) Increase permanent supportive housing		
	3) Sustain the ECHTF with funds		
	Continue to participate in regional meetings, especially with the East County cities exploring regional solutions	\$0	Ongoing
Continue HomeStart Program for homeless outreach	Grant funded	Ongoing	
COMMUNITY LIFE	<b>Priority: Examine Increasing Community Events</b>		
	Explore partnership with local community groups for a City parade and other community events		Ongoing
	<b>Priority: Increase City Communication Efforts</b>		
	Create a PIO position - part time	\$35,000 - \$45,000	Summer 21
	Increase communication with residents on City programs using current city platforms	Unknown at this time	Summer 21
	Bring City Newsletter (The Zest) back	\$5,000 to \$7,000	Summer 21
	<b>Priority: Increase Public Art</b>		
	Encourage the development of public art	\$0	Ongoing
	<b>Priority: Increase Park and Open Space</b>		
	Work with community group for additional community gardens		Ongoing
Partner with School District to explore community use of school fields - Expand current joint use agreement		Ongoing	
Explore additional Park and/or any open space		Ongoing	
DIVERSIFY CITY REVENUE & ECONOMIC DEVELOPMENT	<b>Priority: Explore Diversification of New Revenue</b>		
	Explore Sales Tax (TUT) Measure	\$35,000 est.	Staff to bring a plan for Council to consider
	Explore more grant opportunities		Ongoing
	<b>Priority: Increase Economic Development Activity</b>		
	Create Economic Development Plan	\$50,000	Fall/Winter 21/22
<b>Priority: Create a Budget Review Committee</b>			
Utilize Community Advisory Commission as a budget review committee		Fall/Winter 21/22	
PUBLIC SAFETY / LAW ENFORCEMENT	<b>Priority: Address Traffic and Speeding by Law Enforcement</b>		
	Explore adding a part-time traffic deputy	\$90,000-\$100,000	Summer 21
	Work with Sheriff's to address street racing		Ongoing
Evaluate Animal Control contract for other service options		Summer/Fall 21	
ORGANIZATIONAL DEVELOPMENT	<b>Priority: Conduct Facilitated Team Building for the City Council</b>		Summer 21



# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

**Item No.** 1.A  
**Meeting Date:** May 3, 2022  
**Submitted to:** Honorable Mayor and Members of the City Council  
**Department:** City Manager's Office  
**Staff Contact:** Kristen Steinke, City Attorney  
**Item Title:** **Waive the Full Text Reading of all Ordinances**

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

### **Environmental Review:**

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

**Fiscal Impact:** None.

**Public Notification:** None.



# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

**Item No.** 1.B  
**Meeting Date:** May 3, 2022  
**Submitted to:** Honorable Mayor and Members of the City Council  
**Department:** City Manager's Office  
**Staff Contact:** Joe Ware, Finance Manager  
[jware@lemongrove.ca.gov](mailto:jware@lemongrove.ca.gov)  
**Item Title:** **City of Lemon Grove Payment Demands**

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**Recommended Action:** Ratify Demands.

**Environmental Review:**

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

**Fiscal Impact:** None.

**Public Notification:** None.

**City of Lemon Grove Demands Summary**

Approved as Submitted:

Joseph Ware, Finance Manager

For Council Meeting: 05/03/22

ACH/AP Checks 04/11/22-04/22/22

948,835.47

Payroll - 04/19/22

120,826.02

**Total Demands**

**1,069,661.49**

CHECK NO	INVOICE NO	VENDOR NAME	CHECK DATE	Description	INVOICE AMOUNT	CHECK AMOUNT
ACH	Mar22	Wells Fargo	04/11/2022	Bank Service Charge - Mar'22	142.80	142.80
ACH	Jan22	San Diego County Sheriff's Department	04/12/2022	Law Enforcement Services - Jan'22	541,074.87	541,074.87
ACH	Mar22	Wells Fargo	04/12/2022	Credit Card Processing-Mo.Svc - Mar'22 Credit Card Transaction Fees - Mar'22	9.95 1,008.74	1,018.69
ACH	Apr5 '22	US Treasury	04/12/2022	Federal Taxes 4/5/22	26,632.03	26,632.03
ACH	Feb23 Mar22 '22	California Public Empl Retirement System	04/13/2022	Pers Retirement 2/23/22-3/22/22	64,474.31	64,474.31
ACH	Mar22	Home Depot	04/14/2022	Home Depot Purchases - Mar'22	1,459.28	1,459.28
ACH	Refill 4/13/22	Pitney Bowes Global Financial Services LLC	04/14/2022	Postage Usage 4/13/22	250.00	250.00
ACH	80102046/33374	WEX Bank	04/19/2022	Fuel - Fire Dept/Animal Control - Mar'22	3,240.06	3,240.06
ACH	Apr19 '22	Employment Development Department	04/21/2022	State Taxes 4/19/22	7,219.92	7,219.92
ACH	Apr6-Apr19 '22	Calpers Supplemental Income 457 Plan	04/22/2022	457 Plan 4/6/22-4/19/22	7,679.85	7,679.85
15589	01-626118	AppleOne Employment Services	04/13/2022	Temp Replacement/Exec Asst 3/27/22-4/2/22	887.64	887.64
15590	Reimb- 4/1/22	Brackney, Cody	04/13/2022	Training Reimb- Fireline Medic S223/Brackney 3/29/22-3/30/22	348.12	348.12
15591	May 2022	California Dental Network Inc	04/13/2022	California Dental Insurance -May'22	226.09	226.09
15592	307	CityPlace Planning, Inc.	04/13/2022	Prof Svcs: Density Bonus Ordinance/ADU Ordinance	632.50	632.50
15593	Feb22	Colonial Life	04/13/2022	Colonial Optional Insurance Feb-22	512.32	512.32
15594	202200230	County of San Diego/Assessor/Recorder/Clerk	04/13/2022	Recording Services- 3/2/22 & 3/15/22 & 3/23/22	140.00	140.00
15595	04032220560	DAR Contractors	04/13/2022	Animal Disposal- Mar'22	162.00	162.00
15596	382	Diviana's Party Rentals	04/13/2022	Large Obstacle Course/Generator - Eggstravaganza 4/16/22	463.32	463.32
15597	3/7-10/22 4/4-7/22	Esgil Corporation	04/13/2022	75% Building Fees- 3/7/22-3/10/22 75% Building Fees- 4/4/22-4/7/22	55,214.71 12,190.92	67,405.63
15598	IN301874	Geotab USA, Inc.	04/13/2022	Monthly ProPlus Plan	197.50	197.50
15599	Gonzalez	Gonzalez Construction & Landscape Design	04/13/2022	Refund/Gonzalez Construction & Landscape Design/Cancel Permit	187.43	187.43
15600	1740	Janazz, LLC SD	04/13/2022	IT Services- City Hall- Mar'22	2,500.00	2,500.00
15601	166050	MJC Construction	04/13/2022	CUPCCA #2021-29 Emergency Manhole Improvements - 2605 LGA	10,122.00	10,122.00
15602	IN1696278	Municipal Emergency Services Inc	04/13/2022	Engine Headset Repairs	446.27	446.27
15603	74847834 74847834 74847834	Occupational Health Centers of CA, A Med Cor	04/13/2022	Annual DMV Medical Exam - 3/24/22 Annual DMV Medical Exam - 3/25/22 Medical Exam - 3/29/22	110.00 110.00 105.00	325.00
15604	10425-03.1	PAL General Engineering, Inc.	04/13/2022	McKnight Dr Drainage Proj 10/1/21-10/30/21	40,631.79	40,631.79
15605	#Mar-22	San Diego County Sheriff's Department	04/13/2022	CESF CARES COVID-19 Homeless Response & Assist 12/17/21-3/10/22	1,981.08	1,981.08
15606	Reimb- 3/1/22	Schroeder, John	04/13/2022	Reimb: Tuition- S270 Air Operations/Schroeder 2/16/22-2/17/22	169.31	169.31
15607	3568860625/0422 4154920380/0422	SDG&E	04/13/2022	Electric Usage:St Light 3/1/22-3/31/22 Electric Usage:St Light 3/1/22-3/31/22	2,091.88 3,057.27	5,149.15
15608	SEAMO Inc.	SEAMO Inc.	04/13/2022	Refund/SEAMO Inc/Remaining Deposit for CUP 200-0002	665.28	665.28
15609	8065773080	Staples Advantage	04/13/2022	Office Supplies & Copy Paper	221.22	221.22
15610	0001508169-IN	WEX Health, Inc.	04/13/2022	COBRA - Monthly/Mar'22	85.00	85.00

15611	01-6267800	AppleOne Employment Services	04/20/2022	Temp Replacement/Exec Asst 4/3/22-4/9/22	892.76	892.76
15612	12056600 12056697	Aztec Fire & Safety, Inc.	04/20/2022	Emergency Lights/New Fire Extinguisher/Lemon Blossom Hall New Fire Extinguishers/PW Yard	1,651.85 603.26	2,255.11
15613	10435L 10436L 10437L 10438L	Aztec Landscaping Inc	04/20/2022	Annual Stormdrain Channel Maintenance - San Altos Elem Annual Stormdrain Channel Maintenance - Arthur Neal Ct Channel Annual Stormdrain Channel Maintenance - San Altos Elem Channel Annual Stormdrain Channel Maintenance - Citronella St Channel	4,606.00 1,920.00 4,800.00 2,312.00	13,638.00
15614	5348661	Bearcom Group Inc.	04/20/2022	Portable Radios Monthly Contract 3/22/22-4/21/22	150.00	150.00
15615	56233	Boot World Inc	04/20/2022	Work Boots - PW	250.00	250.00
15616	4093 4247 4248	Clothing International, Inc	04/20/2022	Protective Clothing - PW - Work Shirts Protective Clothing - PW - Rain Jacket Protective Clothing - PW - Work Shirts/Pants	226.17 62.47 376.91	665.55
15617	2022REG_COP-10	County of San Diego- Dept of Public Works	04/20/2022	FY21-22 Stormwater Copermittee Regional Program Shared Costs	5,827.00	5,827.00
15618	22CTOFLGN09	County of San Diego- RCS	04/20/2022	800 MHZ Network - Mar'22	2,251.50	2,251.50
15619	17394	Custom Auto Wrap Inc	04/20/2022	Signage - Community Ctr	1,376.34	1,376.34
15620	7180 7181 7184	D- Max Engineering Inc	04/20/2022	7508 Church St Inspection 3/1/22-3/31/22 Vista Azul Inspection 3/1/22-3/31/22 D-Max Stormwater Prof Svcs 3/1/22-3/31/22	489.51 627.44 14,335.10	15,452.05
15621	94991455	Deutz Corporation	04/20/2022	Emergency Repair Aux Engine - '13 VacCon Sewer Cleaning Truck	9,409.58	9,409.58
15622	2022CA Election	DFM Associates	04/20/2022	2022 CA Elections Code Book/Paperback	64.35	64.35
15623	0111878	Discount Specialty Chemical	04/20/2022	Sanitizer Wipes	275.08	275.08
15624	Jan-Mar22	Division of the State Architect	04/20/2022	State CASP Fee (\$4) - 1/1/22-3/31/22	260.80	260.80
15625	9245194759	Grainger Inc	04/20/2022	Door Mechanism/Restroom Door - City Hall	167.99	167.99
15626	52151	Harris & Associates Inc.	04/20/2022	Sanitation Dist Financial Consulting Svcs 2/27/22-4/2/22	6,648.75	6,648.75
15627	3/3/22-3/28/22	Helix Water District	04/20/2022	Water/Sanitation Gap Vax Veh/3/3/22-3/28/22	146.92	146.92
15628	68510	Horrocks Engineers Inc	04/20/2022	Prof Eng Svcs: FY19/20 Sewer Rehab Proj thru 3/31/22	280.50	280.50
15629	00106435	Hudson Safe-T- Lite Rentals	04/20/2022	Traffic Signs - No Parking/Begin/End	422.18	422.18
15630	4/19/22	ICMA	04/20/2022	ICMA Deferred Compensation Pay Period Ending 4/19/22	780.77	780.77
15631	150546 150660 150659	Knott's Pest Control, Inc.	04/20/2022	On Call Pest Control - Community Ctr - Mar'22 Monthly Bait Stations- Civic Ctr - Apr'22 Monthly Bait Stations- Sheriff- Apr'22	90.00 60.00 60.00	210.00
15632	202203 202203 202203	Lemon Grove Car Wash, Inc.	04/20/2022	Oil Change - LGPW#31 '14 Ford Escape - 3/10/22 Car Wash - Skyline Resident/Weed Abatement Proj - 3/30/22 Car Wash - LGPW#22 '03 GMC 2500 - 3/30/22	55.70 44.99 61.19	161.88
15633	184736	Penske Ford	04/20/2022	LGPW#14 '20 Ford Fusion- Oil Change	62.70	62.70
15634	PD-50744	Plumbers Depot Inc	04/20/2022	Sewer Camera- Replace 3/4" Hose	2,049.41	2,049.41
15635	86792	Rick Engineering Company	04/20/2022	Prof Svc: City Engineer 1/29/22-2/25/22	70,066.48	70,066.48
15636	Mar22	SDG&E	04/20/2022	Gas & Electric 2/23/22-3/23/22	24,704.28	24,704.28
15637	Apr 19 Apr 5	Southern CA Firefighters Benefit Trust	04/20/2022	LG Firefighters Benefit Trust 4/19/22 LG Firefighters Benefit Trust 4/5/22	830.70 830.70	1,661.40
15638	5010	Spring Valley Lawn Mower Shop	04/20/2022	Air Filter/Spark Plug/Carb Assembly/Cord/Oil - PW/Streets	293.96	293.96
15639	572763	State of California- Department of Justice	04/20/2022	Fingerprint Apps - Jackson - Mar'22	32.00	32.00
15640	13256	T-Man Traffic Supply	04/20/2022	Traffic Cones/Barricades - Streets	1,431.82	1,431.82
15641	73234509 73237376	Vulcan Materials Company	04/20/2022	Asphalt/SS1H 4.5 Gallon Bucket Asphalt	200.32 95.53	295.85
					948,835.47	948,835.47



# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

**Item No.** 1.C  
**Meeting Date:** May 3, 2022  
**Submitted to:** Honorable Mayor and Members of the City Council  
**Department:** City Manager's Office  
**Staff Contact:** Audrey Malone, City Clerk  
[amalone@lemongrove.ca.gov](mailto:amalone@lemongrove.ca.gov)  
**Item Title:** **Review and File Planning Commission Meeting Minutes**

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**Recommended Action:** Review and file Planning Commission Meeting Minutes, meeting of February 28, 2022.

**Environmental Review:**

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

**Fiscal Impact:** None.

**Public Notification:** None.

**MINUTES OF THE REGULAR MEETING  
OF THE LEMON GROVE PLANNING COMMISSION  
Lemon Grove Community Center  
3146 School Lane, Lemon Grove, CA 91945  
MONDAY, February 28, 2022 at 6 PM**

**Call To Order:**

Chair Robert "Bob" Bailey called the Regular Planning Commission Meeting to order at 6:00 pm

**Present:**

Chair Bob Bailey, Vice Chair Stephen Browne, Commissioner Miranda Evans, Commissioner Seth Smith and Commissioner Elizabeth Jacobs.

Absent: None.

**Staff Members Present:**

Lydia Romero, City Manager, Elizabeth Mitchell, Planning Commission Attorney, Bill Chopyk, Interim Community Development Manager and Audrey Malone, Planning Commission Clerk.

**Pledge of Allegiance:**

Led by Chair Bob Bailey.

**Changes to the Agenda:**

None.

**Public Comment:**

Email Submitted: None.

In-Person: None.

**Consent Calendar:**

1. Approval of Planning Commission Meeting Minutes, meeting of October 25, 2021.

**Action:** Motion by Commissioner Jacobs, second by Commissioner Smith to approve Planning Commission Meeting Minutes of October 25, 2021.

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

**Ayes:** Bailey, Browne, Evans, Smith, Jacobs.

**Noes:** None.

**Public Hearing(s):**

2. Minor Use Permit No. MUP-210-0002 Car Wash Appeal

**Chair Bailey opens the Public Hearing at 6:03 pm**

Bill Chopyk, Interim Community Development Manager presents report.

John Ziebarth, applicants representative presents.

Jean Sabroni, architect for the project assists Mr. Ziebarth addressing the Commission's questions.

Neal Capen, leasing the property from owner addresses the Commission.

**Public Comment:**

Email Submitted: None.

In-Person:

- Ralph Chuddy
- John Ziebarth
- Christina Stone/Christy Stellers
- Kathleen McLean
- Teresa Rosiak-Proffit
- Chris Williams

Neal Capen makes final comments.

**Motion:** Close the Public Hearing.

**Action:** Motioned by Commissioner Evans, seconded by Commissioner Jacobs.

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

**Ayes:** Bailey, Browne, Evans, Smith, Jacobs.

**Noes:** None.

**Public Hearing Closed at 6:47 pm.**

Commissioner's deliberate.

**Motion:** Adopt a resolution approving an appeal of the Community Development Manager (CDM) Decision to deny Minor Use Permit MUP-210-0002 to construct and operate a car wash at 7431 Broadway in the General Commercial (GC) zone. In addition, adding rear yard trees and anti-graffiti paint on wall.

**Action:** Motioned by Commissioner Jacobs, second by Vice Chair Browne.

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

**Ayes:** Bailey, Browne, Evans, Smith, Jacobs.

**Noes:** None.

**Report(s) to Commission:**

3. Tentative Map No. TM0-000-0064 & PDP-170-0003 Time Extensions

Bill Chopyk, Interim Community Development Manager presents report.

**Public Comment:**

Email Submitted: None.

In-Person: None.

Applicant Mezahad Emeza provide the Commission a project status update.

**Motion:** Adopt a resolution approving a time extension of approved Tentative Map No. TM0-000-0064 and Planned Development Permit No. PDP-170-0003 to construct six (6) condominium units located at 8200 Hilltop Drive in the Residential Medium High (RMH) zone, extending the expiration date from January 21, 2022 to January 21, 2023.

**Action:** Motioned by Vice Chair Browne, second by Commissioner Evans.

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

**Ayes:** Bailey, Browne, Evans, Smith, Jacobs.

**Noes:** None.

**Business from the Community Development Manager**

- Welcoming Bill Chopyk as the Interim Community Development Manager

**Business from the Planning Commission Attorney:** None.

**Planning Commission Oral Reports on Meeting Attended at the Expense of the City:**

None.

**Adjournment:**

There being no further business to come before the Planning Commission Chair Bailey asks for a motion to adjourn the meeting.

**Action:** Motioned by Commissioner Jacobs, second by Vice Chair Browne.

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

**Ayes:** Bailey, Browne, Evans, Smith, Jacobs.

**Noes:** None.



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Audrey Malone  
Planning Commission Clerk



# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

**Item No.** 1.D  
**Meeting Date:** May 3, 2022  
**Submitted to:** Honorable Mayor and Members of the City Council  
**Department:** City Manager's Office  
**Staff Contact:** Audrey Malone, City Clerk  
[amalone@lemongrove.ca.gov](mailto:amalone@lemongrove.ca.gov)  
**Item Title:** **Call for Applications and Setting Interview Date to Fill  
Two Planning Commissioner Vacancies**

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**Recommended Action:** Adopt a resolution (**Attachment B**) calling for the applications to appoint two members to the Lemon Grove Planning Commission, each to serve a four year term, beginning July 1, 2022, and determining a date to interview the qualifying applicants.

**Summary:** On March 6, 2018, The Lemon Grove City Council adopted Ordinance No. 448 re-establishing the Lemon Grove Planning Commission (**Attachment A**).

On April 17, 2018, City Council appointed five Planning Commissioners to the Planning Commission for various terms based on a tiered system ranging between one to four years.

On June 25, 2018, the Lemon Grove City Council appointed Robert "Bob" Bailey, and Stephen Browne to each serve a four year term on the Lemon Grove Planning Commission to expire on June 30 of this year. Thus creating two vacancies in the Planning Commission. Currently, Mr. Bailey serves as Chair and Mr. Browne serves as Vice Chair.

The City Council will need to appoint two positions to fill the vacant seats each serving four year terms effective July 1, 2022 and expiring June 30, 2026. The members of the Planning Commission will determine the positions of Chair and Vice Chair after the two vacancies have been filled.

A call for applications will be prepared and posted to the City's website, the bulletin board in front of City Hall, at 3232 Main Street, Lemon Grove, CA 91945 and a news release sent to the press for publication.

Applications will be available Monday, May 9, 2022 on the City’s website and at City Hall. Applicants have until 5PM, Tuesday, June 7, 2022 to submit their applications to the City Clerk. The City Council will conduct interviews for appointment at the Tuesday, June 21, 2022 Regular City Council Meeting.

**Environmental Review:**

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

**Fiscal Impact:** None.

**Public Notification:** Notice of vacancy will be posted on the City’s website, bulletin board located at City Hall, and a press release will published.

**Staff Recommendation:** Adopt a resolution (**Attachment B**) calling for the applications to appoint two members to the Lemon Grove Planning Commission, each to serve a four year term, beginning July 1, 2022, and determining a date to interview the qualifying applicants.

**Attachments:**

- Attachment A** – Ordinance 448
- Attachment B** – Resolution

ORDINANCE NO. 2018 – 448

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA, ADDING CHAPTER 2.36 (PLANNING COMMISSION) TO THE LEMON GROVE MUNICIPAL CODE

WHEREAS, the City Council of the City of Lemon Grove has determined to reestablish the Planning Commission to act as the Planning Agency for the City pursuant to California Government Code Section 65101; and

WHEREAS, the Planning Commission shall have five Lemon Grove residents who are registered voters as members for terms of office as specified herein; and

WHEREAS, the Planning Commission shall have the legal authority to review, approve and recommend matters as herein allowed in a manner consistent with the California Local Planning laws; and

WHEREAS, the City Council finds that the Planning Commission shall also serve as the Lemon Grove relocation appeals board.

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

Section 1. The foregoing recitals are true and correct.

Section 2. This Ordinance adds Chapter 2.36 (Planning Commission) as fully set forth in Attachment C, which is fully incorporated herein by reference.

Section 3. This Ordinance shall be effective thirty (30) days following its adoption. Within fifteen (15) days following its adoption, the City Clerk shall publish the title thereof, as a summary as required by state law.

INTRODUCED by the City Council on February 20, 2018. PASSED AND ADOPTED by the City Council of the City of Lemon Grove, State of California, on March 06, 2018 by the following vote:

AYES: R. Vasquez, J. Mendoza, D. Arambula

NOES: M. Mendoza, J. Jones

ABSENT: None

Attest:

Lydia Romero, Interim City Clerk

Racquel Vasquez, Mayor

Approved as to form:

James P. Lough, City Attorney

**RESOLUTION NO. 2022-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA, APPROVING THE CALLING FOR APPLICATIONS TO APPOINT TWO (2) MEMBERS TO THE LEMON GROVE PLANNING COMMISSION TO SERVE A FOUR (4) YEAR TERM, BEGINNING JULY 1, 2022, AND SETTING THE DATE FOR INTERVIEWS FOR PLANNING COMMISSION APPLICANTS.**

**WHEREAS**, on March 6, 2018, The Lemon Grove City Council adopted Ordinance No. 448 re-establishing the Lemon Grove Planning Commission; and

**WHEREAS**, on April 17, 2018, City Council appointed five (5) Planning Commissioners to the Planning Commission for various terms based on a tiered system ranging between one (1) to four (4) years; and

**WHEREAS**, Chair Robert “Bob” Bailey and Vice Chair Stephen Browne were appointed by the City Council to serve four (4) year terms on the Lemon Grove Planning Commission effective July 1, 2018 and expiring June 30, 2022, thus creating two vacant seats on the Planning Commission; and

**WHEREAS**, a call for applications to fill the two vacant seats will be prepared and posted to the City website, the bulletin board in front of City Hall, and a news release sent to the press for publication; and

**WHEREAS**, each seat calls to serve a four (4) year term effective July 1, 2022 and set to expire on June 30, 2026; and

**WHEREAS**, applications will be available Monday, May 9, 2022 on the City’s website and at City Hall. Applicants have until 5PM Tuesday, June 7, 2022 to submit their applications to the City Clerk. The City Council will conduct interviews for appointment at the Tuesday, June 21, 2021 at Regular City Council Meeting; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lemon Grove, California, hereby approves the calling for applications to appoint one (2) members to the Lemon Grove Planning Commission to each serve a four (4) year term, beginning July 1, 2022, and setting the date for interviews for Planning Commission applicants.

***PASSED AND ADOPTED*** on May 3, 2022, the City Council of the City of Lemon Grove, California, adopted Resolution No. 2022- \_\_\_\_\_, passed by the following vote:

***AYES:***

***NOES:***

***ABSENT:***

***ABSTAIN:***

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***Racquel Vasquez, Mayor***

***Attest:***

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***Audrey Malone, City Clerk***

***Approved as to Form:***

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***Kristen Steinke, City Attorney***



# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

**Item No.** 2.

**Meeting Date:** May 3, 2022

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

**Department:** Public Works Department

**Staff Contact:** Ed Walton, Contract City Engineer  
[ewalton@lemongrove.ca.gov](mailto:ewalton@lemongrove.ca.gov)

**Item Title:** **Installation of an All Way Stop Intersection at Palm Street and Washington Street**

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**Recommended Action:** That the City Council adopt a resolution (**Attachment A**) approving the installation of an all way stop intersection at Palm Street and Washington Street.

**Summary:** The intersection of Palm Street and Washington Street has experienced a recent increase in the number of vehicle collisions. Concern over the safety of this intersection prompted City Council to direct staff to conduct a traffic analysis for possible solutions to reduce the number of accidents.

**Discussion:** Palm Street and Washington Street intersect at right angles and the topography of the intersection is relatively flat. Palm Street is a two lane Class II Collector and carries approximately 7,200 vehicles per day in the east-west direction. The posted speed limit is 40 mph and it consists of two 12' wide travel lanes (one in each direction), a 10' wide center turning lane with bike lanes and parallel parking on both sides. In addition, curb extensions (sometimes called bulb-outs or curb pop-outs) have been constructed on the two southern corners at Washington Street. Washington Street is a two lane Class III Collector running north and south and carries approximately 1,800 vehicles per day. The posted speed limit is 25 mph and it has two 12' lanes, one lane in each direction and generally allows parking on either side. See **attachment B** Intersection Diagram.

Rick Engineering Company, the City's on call traffic engineering consultant was asked to evaluate the intersection for possible safety improvements to reduce the number of preventable accidents that have been occurring. The review included site visibility

assessment, analysis of an all way stop intersection (installing stop signs on Palm Street in both directions), and a signalization analysis.

In their review, Rick Engineering Company concluded that visibility of the intersection could be improved, particularly in the north bound direction with the installation of red curbing and the relocation of the stop limit line for north bound traffic. As an alternative to the installation of an all way stop (discussed below), a recommendation to improve sight distance of the intersection proposes to install approximately 75' of red curb on the south side of Palm Street west of Washington Street and 50' of red curb on the south side of Palm Street east of Washington Street and move the limit line for north bound Washington traffic 8' closer to Palm Street. Although the red curb and relocation of the limit line will increase visibility and should reduce the number of accidents this intersection is experiencing; it would displace approximately six existing parallel parking spaces on Palm Street.

In addition to checking sight visibility, the intersection was reviewed to see if it met the warrants or established criteria for an all way stop intersection. The warrant analysis (**Attachment C**) reviewed intersection characteristics including the following: accident history, sight distance, vehicle volumes, pedestrian crossings, unusual conditions such as being adjacent to a school, fire station, senior center, etc. The warrant assigns possible points values against specific criteria, with a maximum of 100 points being possible. A minimum score of 45 is needed to justify an all way stop. The intersection of Palm and Washington Street tallied 52 points when reviewed against the warrants for an all way stop, justifying the installation of stop signs on Palm Street, creating an all way stop controlled intersection.

Taking the analysis one step further, the intersection was reviewed to determine if the intersection should be controlled via a traffic signal. Similar to the warrants for an all way stop, warrants have been established for the installation of traffic signals. The signal warrant analysis also looks at intersection characteristic such as accidents, school crossings, pedestrian volumes and traffic volumes (including volumes during the peak hours). The signal analysis for Palm Street and Washington Street concluded that a traffic signal is not currently justified at this intersection (**Attachment D**).

After review of the various alternatives, it is recommended that stop signs be installed on Palm Street, making this an all way stop intersection. This will allow Washington Street traffic opportunities to enter into the intersection under controlled conditions as traffic on Palm Street will be required to stop; thus reducing the potential of accidents. Because of the potential for the new stop signs to increase queueing along Palm Street, a queueing analysis was also performed to ensure that the new stop signs did not interfere with the operations of the traffic signals at Palm Street/Skyline Drive to the west and Palm



**RESOLUTION NO. –**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA, APPROVING THE INSTALLATION OF AN ALL WAY STOP INTERSECTION AT PALM STREET AND WASHINGTON STREET, IN LEMON GROVE, CALIFORNIA**

**WHEREAS**, the number of traffic accidents at the intersection of Palm and Washington Streets has shown a recent increase; and

**WHEREAS**, three accidents have occurred over the past 12 months which could have been preventable with an all way stop intersection; and

**WHEREAS**, the City of Lemon Grove has adopted warrants for the installation of an all way stop intersection; and

**WHEREAS**, the intersection of Palm and Washington street has been analyzed against the warrants and an all way stop is justified at this location; and

**WHEREAS**, a queueing analysis was performed and demonstrated the installation of stop signs on Palm Avenue would not stack traffic up significantly enough to interfere with the operation of the nearby traffic signals at Skyline Drive and Golden Avenue; and

**WHEREAS**, stops signs on Palm Street will provide a controlled crossing for vehicles on Washington Street, thus reducing the potential for traffic collisions; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Lemon Grove, California does hereby authorize the installation of stop sign and associated pavement markings on Palm Street at the intersection of Washington Street, making it an all way stop.

***PASSED AND ADOPTED*** on May 3, 2022, the City Council of the City of Lemon Grove, California, adopted Resolution No.2022- \_\_\_\_\_, passed by the following vote:

***AYES:***

***NOES:***

***ABSENT:***

***ABSTAIN:***

---

***Racquel Vasquez, Mayor***

***Attest:***

---

***Audrey Malone, City Clerk***

***Approved as to Form:***

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***Kristen Steinke, City Attorney***

Nomel Ln



Palm St  
STOP STOP

STOP STOP  
Palm St

STOP

**ATTACHMENT C**

ALL-WAY STOP POLICY			
LOCATION	PALM STREET / WASHINGTON STREET	PAGE	
DATE	2/15/2022	1 OF 6	
POLICY NUMBER		EFFECTIVE DATE	

**PURPOSE**

The purpose of this policy is to create an equitable and comprehensive all-way stop warrant system that analyzes, evaluates and recommends a course of action based on a point system, after public requests to install stop signs are received.

**GENERAL**

Points are assigned to each of the following warrants. The total points possible are 100. The installation of an all-way stop control is justified with a minimum of 45 points, unless:

Case 1:  
If Caltrans' criteria is met, the point system is not applicable. **NOT MET**

Case 2:  
If any of the five criteria is met to the extent of 100% an all-way stop control intersection may be warranted even though the minimum number of points is not accumulated. **NOT MET**

Case 3:  
If the following conditions are met:

(a) The street to be controlled is within a residence district as defined in Section 515 of the California Vehicle Code, and **MET**

(b) The street to be controlled is classified a collector or is functioning as a collector, and **MET**

(c) The subject intersection is not within 600 feet from the nearest controlled intersection along the collector, and **MET**

(d) There is a parallel arterial highway that can be used as an alternative route, then **MET**

The subject intersection shall receive a bonus of 10 points. POINTS: 10

**ALL-WAY STOP POINT SYSTEM CRITERIA:**

1) **ACCIDENT WARRANT: ( 25 points )**

Five Points are assigned for each accident susceptible to correction by an all-way stop control during any 12-month period prior to the investigation date.

Total number of accidents correctible by all-way stop: 3

( Maximum 25 points ) POINTS: 15

2) **UNUSUAL CONDITION WARRANT: ( 21 points )**

1) Adjacent to school, fire station, playground, senior center and/or amusement park.

(7 points maximum )

a) within 100' of the intersection centerline. 7 Points

b) between 101'-300' from the intersection centerline. 4 Points

c) between 301'-600' from the intersection centerline. 1 Point

ALL-WAY STOP POLICY

LOCATION	PALM STREET / WASHINGTON STREET	PAGE
DATE	2/15/2022	2 OF 6
POLICY NUMBER		EFFECTIVE DATE

2) Any visibility obstruction including horizontal and/or vertical curves which result in limited sight distances in accordance with Topic 405 of the State of California Highway Design Manual, based on either the posted speed limit or the 85% tile speed, whichever is higher. (7 points maximum)

$$\frac{420}{229} \times 100\% = > 100\%$$

- a) provides for less than 40% of the required sight distance. 7 Points
  - b) provides for less than 50% of the required sight distance. 6 Points
  - c) provides for less than 60% of the required sight distance. 5 Points
  - d) provides for less than 70% of the required sight distance. 4 Points
  - e) provides for less than 80% of the required sight distance. 3 Points
  - f) provides for less than 90% of the required sight distance. 2 Points
  - g) provides for less than 100 % of the required sight distance. 1 Point
- φ
- 3) An intersection leading to an arterial from an interior (circular) collector. 2 Points
- WASHINGTON ST. IS A CLASS III COLLECTOR  
PALM ST. IS A CLASS II COLLECTOR
- φ
- 4) Intersection with steep grades within 500' from the intersection on the downhill approach.
- a) greater than 9% grade 7 Points
  - b) greater than 8% grade 5 Points
  - c) greater than 7% grade 3 Points
  - d) greater than 6% grade 1 Point
- φ
- 5) Intersection is on "Suggested Route To School" and no other controlled crossing is located within 600'.  
(7 points maximum)
- a) intersection is 300' from edge of school grounds. 7 Points
  - b) intersection is 400' from edge of school grounds. 5 Points
  - c) intersection is 500' from edge of school grounds. 3 Points
  - d) intersection is 600' from edge of school grounds. 1 Point
- φ
- 6) High approach speeds.
- a) prevailing speeds are more than 10 mph higher than posted speed. 7 Points
  - b) prevailing speeds are up to 10 mph higher than posted speed. 4 Points
  - c) prevailing speeds are up to 5 mph higher than the posted speed. 1 Point
- φ
- 7) School bus drop-off 7 Points  
Public mailbox 2 Points  
Adjacent to a Bus Stop 2 Points
- φ

( Maximum 21 points )

POINTS:           φ

ALL-WAY STOP POLICY

LOCATION	PALM STREET / WASHINGTON STREET	PAGE
DATE	2/15/2022	3 OF 6
POLICY NUMBER		EFFECTIVE DATE

3) PEDESTRIAN VOLUME ( 20 points )

Consideration is given to large numbers of pedestrians crossing the uncontrolled street during the busiest hour of an average day.

Peak Hour: 12:00 - 1:00PM Number of Pedestrians: 6

Pedestrians crossing UNCONTROLLED street, Total during the peak pedestrian

Volumes:	1-10	11-20	21-30	31-40	41-OVER
Points:	4	8	12	16	20

( Maximum 20 points )

POINTS: 4

4) TRAFFIC VOLUME ( 24 points )

Points are dependent upon the magnitude of vehicular volumes entering the intersection during the eight busiest hours of an average day.

Traffic Counts (circle eight highest hour volumes):

DIRECTION	600	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	TOTAL
NB	62	146	102	70	118	97	97	120	130	106	94	99	58	34	33	-
SB	7	26	19	19	21	24	19	27	25	39	32	32	22	11	13	-
SUBTOTAL	69	172	121	89	139	121	116	147	155	145	126	131	80	45	46	-
EB	100	249	277	172	167	192	204	246	253	329	333	281	189	144	109	-
WB	98	250	239	201	196	219	217	252	285	316	325	326	219	135	119	-
SUBTOTAL	198	499	516	373	363	411	421	498	538	645	658	607	408	279	228	-
TOTAL	267	671	637	462	502	532	537	645	693	790	784	738	488	324	274	-
POINTS		2	2	2	2	2	2	2	2	2	2	2	2			16

- 3 POINTS ARE ASSIGNED PER HOUR WHEN TOTAL ENTERING VEHICULAR VOLUMES EXCEED 500 AND MINOR STREET VOLUMES (INCLUDING PEDESTRIANS) EXCEED 200. (350/140)
- 2 POINTS ARE ASSIGNED PER HOUR WHEN TOTAL ENTERING VOLUMES EXCEED 500 BUT MINOR STREET VOLUMES ARE LESS THAN 200, BUT MORE THAN 100. (350/70)
- 1 POINT IS ASSIGNED PER HOUR WHEN TOTAL ENTERING VEHICULAR VOLUMES EXCEED 500 BUT MINOR STREET VOLUMES ARE LESS THAN 100. (350/70)
- 1 POINT IS ASSIGNED PER HOUR WHEN TOTAL ENTERING VEHICULAR VOLUMES DO NOT MEET 500, BUT MINOR STREET VOLUMES EXCEED 200. (<350/140)

✓ In residence districts as defined by Section 515 CVC, if the 85th percentile approach speed of the uncontrolled street exceeds 35 miles per hour, the Traffic Volume warrant is 70% of the above requirements.

( Maximum 24 points )

POINTS: 20

**ALL-WAY STOP POLICY**

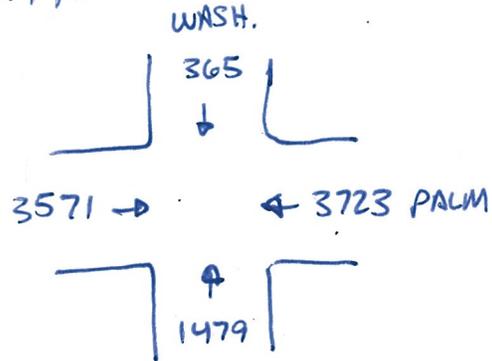
LOCATION	PALM STREET / WASHINGTON STREET		PAGE
DATE	2/15/2022		4 OF 6
POLICY NUMBER		EFFECTIVE DATE	

**5) TRAFFIC VOLUME DIFFERENCE ( 10 POINTS )**

All-way stops operate best when the major and minor street approach traffic volumes are nearly equal. Points shall be assigned in accordance with the following table:

\*24-Hour Minor St. Approach Volumes  $\times 100\% = \frac{1815}{7190} \times 100\% = 25$   
 \*24-Hour Major St. Approach Volumes

PERCENTAGE	POINTS
95-100	10
85-94	9
75-84	8
65-74	7
55-64	6
45-54	5
35-44	4
25-34	3
15-24	2
5-14	1
0-4	0



( Maximum 10 points )

POINTS: 3

\*For T-intersections, the percent is the ratio of the minor street approach volume to the highest single leg approach volume on the major street multiplied by one hundred.

**CALTRANS CRITERIA (Chapter 4 CalTrans Traffic Manual)**

Any of the following conditions may warrant a multi-way STOP sign installation, regardless of the point system:

- 1) Where traffic signals are warranted and urgently needed, the multi-way stop may be an interim measure that can be installed quickly to control traffic while arrangements are being made for the signal installation. **NOT MET**
- 2) An accident problem, as indicated by five or more reported accidents within a 12 month period of a type susceptible to correction by a multi-way stop installation. Such accidents include right- and left-turn collisions as well as right-angle collisions. **(3) NOT MET**
- 3) Minimum traffic volumes - The total vehicular volume entering the intersection from all approaches must average at least 500 vehicles per hour for any 8 hours of an average day, and the combined vehicular and pedestrian volume from the minor street or highway must average at least 200 units per hour for the same 8 hours, with an average delay to minor street vehicular traffic of at least 30 seconds per vehicle during the maximum hour, but when the 85th percentile approach speed of the major street traffic exceeds 40 miles per hour ( \*\* ), the Traffic Volume warrant is 70 percent of the above requirements. **NOT MET**

( \*\* ) This speed applies only to CalTrans Criteria

**ALL-WAY STOP POLICY**

LOCATION	<u>PALM STREET / WASHINGTON STREET</u>	PAGE
DATE	<u>2/15/2022</u>	5 OF 6
POLICY NUMBER		EFFECTIVE DATE

**ALL-WAY STOP WARRANT SUMMARY**

INTERSECTION: PALM STREET (Major) WASHINGTON STREET (Minor)

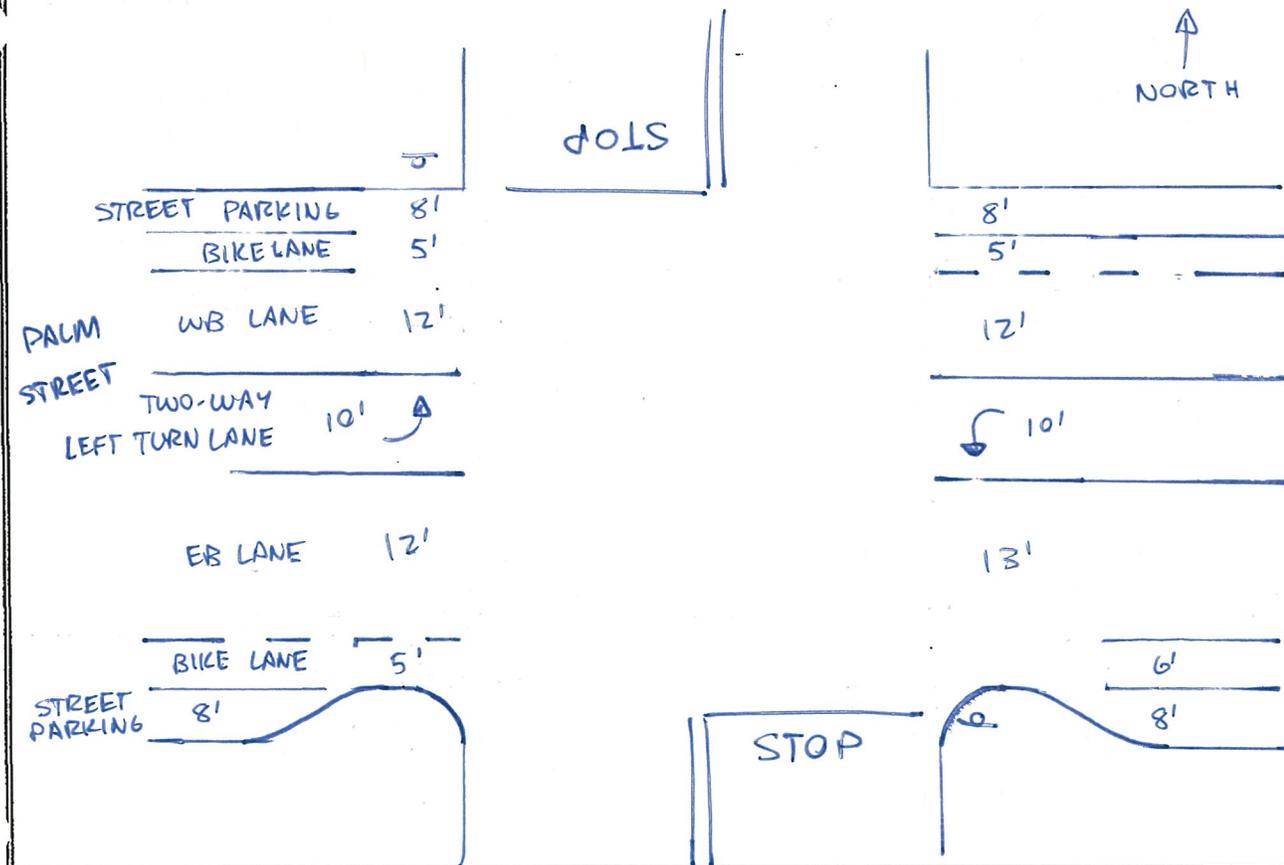
DATE INVESTIGATION WAS COMPLETED: FEBRUARY 15, 2022

- Warrant (1), Accident Warrant (Maximum 25 points): 15 Points
- Warrant (2), Unusual Conditions Warrant (Maximum 21 points): 0 Points
- Warrant (3), Pedestrian Volume Warrant (Maximum 20 points): 4 Points
- Warrant (4), Traffic Volume Warrant (Maximum 24 points): 20 Points
- Warrant (5), Traffic Volume Difference Warrant (Maximum 10 points): 3 Points
- Bonus Points: 10 Points

**TOTAL SCORE (MAXIMUM 100 POINTS):** 52 POINTS

The minimum required to justify an all-way stop control is 45 points.

**INTERSECTION DIAGRAM:** WASHINGTON STREET



ALL-WAY STOP POLICY

LOCATION		PAGE
DATE		6 OF 6
POLICY NUMBER		EFFECTIVE DATE

**RECOMMENDATIONS:**

1.- Provide approximately 75' of red curb paint along the south side of Palm St. west of Washington St. and approximately 50' of red curb paint along the south side of Palm St east of Washington St. Additionally, move the existing limit line for the northbound approach approximately 8' north. These 3 suggestions are recommended to improve sight distance for the north bound approach.

**REMARKS:**

2.- Provide all way stop control at the Palm St/Washington St intersection. This will include installing for both the West and East bound directions, stop signs (R1-1)(2) telescopic post (4), limit line (2), "stop" pavement markings (2) "stop Ahead" pavement markings (2) and W3-1 signs (2)

**Figure 4C-101 (CA). Traffic Signal Warrants Worksheet (Sheet 1 of 5)**

DIST	CO	RTE	PM	COUNT DATE	JAN 19, 2022		
Major St: <u>PALM STREET</u>				CALC	<u>JC</u>	DATE	<u>2/15/22</u>
Minor St: <u>WASHINGTON STREET</u>				CHK	<u>CCPM</u>	DATE	<u>3/8/22</u>
				Critical Approach Speed	<u>40</u>	mph	
				Critical Approach Speed	<u>31</u>	mph	
Speed limit or critical speed on major street traffic > 40 mph.....				<input type="checkbox"/>	} RURAL (R)		
In built up area of isolated community of < 10,000 population.....				<input type="checkbox"/>			
				<input checked="" type="checkbox"/>	URBAN (U)		

**WARRANT 1 - Eight Hour Vehicular Volume** SATISFIED YES  NO   
(Condition A or Condition B or combination of A and B must be satisfied)

**Condition A - Minimum Vehicle Volume** 100% SATISFIED YES  NO   
80% SATISFIED YES  NO

APPROACH LANES	MINIMUM REQUIREMENTS (80% SHOWN IN BRACKETS)															
	U		R		U		R									
	1		2 or More													
Both Approaches Major Street	500 (400)	350 (280)	600 (480)	420 (336)	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	Hour			
Highest Approach Minor Street	150 (120)	105 (84)	200 (160)	140 (112)	410	420	498	538	645	658	607	408				
					97	97	120	130	106	94	99	58				

**Condition B - Interruption of Continuous Traffic** 100% SATISFIED YES  NO   
80% SATISFIED YES  NO

APPROACH LANES	MINIMUM REQUIREMENTS (80% SHOWN IN BRACKETS)															
	U		R		U		R									
	1		2 or More													
Both Approaches Major Street	750 (600)	525 (420)	900 (720)	630 (504)	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	Hour			
Highest Approach Minor Street	75 (60)	53 (42)	100 (80)	70 (56)	410	420	498	538	645	658	607	408				
					97	97	120	130	106	94	99	58				

**Combination of Conditions A & B** SATISFIED YES  NO

REQUIREMENT	CONDITION	✓	FULFILLED
TWO CONDITIONS SATISFIED 80%	A. MINIMUM VEHICULAR VOLUME		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	AND, B. INTERRUPTION OF CONTINUOUS TRAFFIC		
AND, AN ADEQUATE TRIAL OF OTHER ALTERNATIVES THAT COULD CAUSE LESS DELAY AND INCONVENIENCE TO TRAFFIC HAS FAILED TO SOLVE THE TRAFFIC PROBLEMS			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

The satisfaction of a traffic signal warrant or warrants shall not in itself require the installation of a traffic control signal.

JC 2/15/2022

**Figure 4C-101 (CA). Traffic Signal Warrants Worksheet (Sheet 2 of 5)**

**WARRANT 2 - Four Hour Vehicular Volume**

SATISFIED\* YES  NO

Record hourly vehicular volumes for any four hours of an average day.

APPROACH LANES	One	2 or More	Hour			
			12:00	1:00	2:00	3:00
Both Approaches - Major Street	X		420	498	538	645
Higher Approach - Minor Street	X		97	120	130	106

*All plotted points fall above the applicable curve in Figure 4C-1. (URBAN AREAS)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<u>OR</u> , All plotted points fall above the applicable curve in Figure 4C-2. (RURAL AREAS)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**WARRANT 3 - Peak Hour  
 (Part A or Part B must be satisfied)**

SATISFIED YES  NO

**PART A**

SATISFIED YES  NO

(All parts 1, 2, and 3 below must be satisfied for the same one hour, for any four consecutive 15-minute periods)

1. The total delay experienced by traffic on one minor street approach (one direction only) controlled by a STOP sign equals or exceeds four vehicle-hours for a one-lane approach, or five vehicle-hours for a two-lane approach; <u>AND</u>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
2. The volume on the same minor street approach (one direction only) equals or exceeds 100 vph for one moving lane of traffic or 150 vph for two moving lanes; <u>AND</u>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3. The total entering volume serviced during the hour equals or exceeds 800 vph for intersections with four or more approaches or 650 vph for intersections with three approaches.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

**PART B**

SATISFIED YES  NO

APPROACH LANES	One	2 or More	Hour
			7:30 - 8:30
Both Approaches - Major Street	X		608
Higher Approach - Minor Street	X		152

The plotted point falls above the applicable curve in Figure 4C-3. (URBAN AREAS)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<u>OR</u> , The plotted point falls above the applicable curve in Figure 4C-4. (RURAL AREAS)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

The satisfaction of a traffic signal warrant or warrants shall not in itself require the installation of a traffic control signal.

**Figure 4C-101 (CA). Traffic Signal Warrants Worksheet (Sheet 3 of 5)**

**WARRANT 4 - Pedestrian Volume  
 (Parts 1 and 2 Must Be Satisfied)**

SATISFIED YES  NO

**Part 1 (Parts A or B must be satisfied)**  
 Hours -->

	11:00	12:00	1:00	2:00
A. Vehicles per hour for any 4 hours	411	421	498	538
Pedestrians per hour for any 4 hours	4	6	6	5

Figure 4C-5 or Figure 4C-6  
 SATISFIED YES  NO

Hours -->

	7:00	12:00
B. Vehicles per hour for any 1 hour	499	421
Pedestrians per hour for any 1 hour	5	6

Figure 4C-7 or Figure 4C-8  
 SATISFIED YES  NO

**Part 2**

SATISFIED YES  NO

<u>AND</u> , The distance to the nearest traffic signal along the major street is greater than 300 ft	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<u>OR</u> , The proposed traffic signal will not restrict progressive traffic flow along the major street.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**WARRANT 5 - School Crossing  
 (Parts A and B Must Be Satisfied)**

N/A

SATISFIED YES  NO

**Part A  
 Gap/Minutes and # of Children**

SATISFIED YES  NO

Gaps vs Minutes	Minutes Children Using Crossing	Hour
	Number of Adequate Gaps	
School Age Pedestrians Crossing Street / hr		

Gaps < Minutes YES  NO   
AND Children > 20/hr YES  NO

<u>AND</u> , Consideration has been given to less restrictive remedial measures.	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

**Part B**

SATISFIED YES  NO

The distance to the nearest traffic signal along the major street is greater than 300 ft	Yes <input type="checkbox"/> No <input type="checkbox"/>
<u>OR</u> , The proposed signal will not restrict the progressive movement of traffic.	Yes <input type="checkbox"/> No <input type="checkbox"/>

The satisfaction of a traffic signal warrant or warrants shall not in itself require the installation of a traffic control signal.

Figure 4C-101 (CA). Traffic Signal Warrants Worksheet (Sheet 4 of 5)

**WARRANT 6 - Coordinated Signal System** (All Parts Must Be Satisfied) N/A SATISFIED YES  NO

MINIMUM REQUIREMENTS	DISTANCE TO NEAREST SIGNAL	
≥ 1000 ft	N _____ ft, S _____ ft, E _____ ft, W _____ ft	Yes <input type="checkbox"/> No <input type="checkbox"/>
On a one-way street or a street that has traffic predominantly in one direction, the adjacent traffic control signals are so far apart that they do not provide the necessary degree of vehicular platooning.		Yes <input type="checkbox"/> No <input type="checkbox"/>
OR, On a two-way street, adjacent traffic control signals do not provide the necessary degree of platooning and the proposed and adjacent traffic control signals will collectively provide a progressive operation.		

**WARRANT 7 - Crash Experience Warrant** (All Parts Must Be Satisfied) SATISFIED YES  NO

Adequate trial of alternatives with satisfactory observance and enforcement has failed to reduce the crash frequency.		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
REQUIREMENTS	Number of crashes reported within a 12 month period susceptible to correction by a traffic signal, and involving injury or damage exceeding the requirements for a reportable crash.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5 OR MORE	3 CRASHES REPORTED	
REQUIREMENTS	CONDITIONS	✓
ONE CONDITION SATISFIED 80%	Warrant 1, Condition A - Minimum Vehicular Volume	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	OR, Warrant 1, Condition B - Interruption of Continuous Traffic	
	OR, Warrant 4, Pedestrian Volume Condition Ped Vol ≥ 80% of Figure 4C-5 through Figure 4C-8	

**WARRANT 8 - Roadway Network** (All Parts Must Be Satisfied) N/A SATISFIED YES  NO

MINIMUM VOLUME REQUIREMENTS	ENTERING VOLUMES - ALL APPROACHES	✓	FULFILLED
1000 Veh/Hr	During Typical Weekday Peak Hour _____ Veh/Hr and has 5-year projected traffic volumes that meet one or more of Warrants 1, 2, and 3 during an average weekday.		Yes <input type="checkbox"/> No <input type="checkbox"/>
	OR During Each of Any 5 Hrs. of a Sat. or Sun _____ Veh/Hr		
CHARACTERISTICS OF MAJOR ROUTES		MAJOR ROUTE A	MAJOR ROUTE B
Hwy. System Serving as Principal Network for Through Traffic			
Rural or Suburban Highway Outside Of, Entering, or Traversing a City			
Appears as Major Route on an Official Plan			
Any Major Route Characteristics Met, Both Streets			Yes <input type="checkbox"/> No <input type="checkbox"/>

The satisfaction of a traffic signal warrant or warrants shall not in itself require the installation of a traffic control signal.

**Figure 4C-101 (CA). Traffic Signal Warrants Worksheet (Sheet 5 of 5)**

**WARRANT 9 - Intersection Near a Grade Crossing** N/A **SATISFIED** YES  NO   
 (Both Parts A and B Must Be Satisfied)

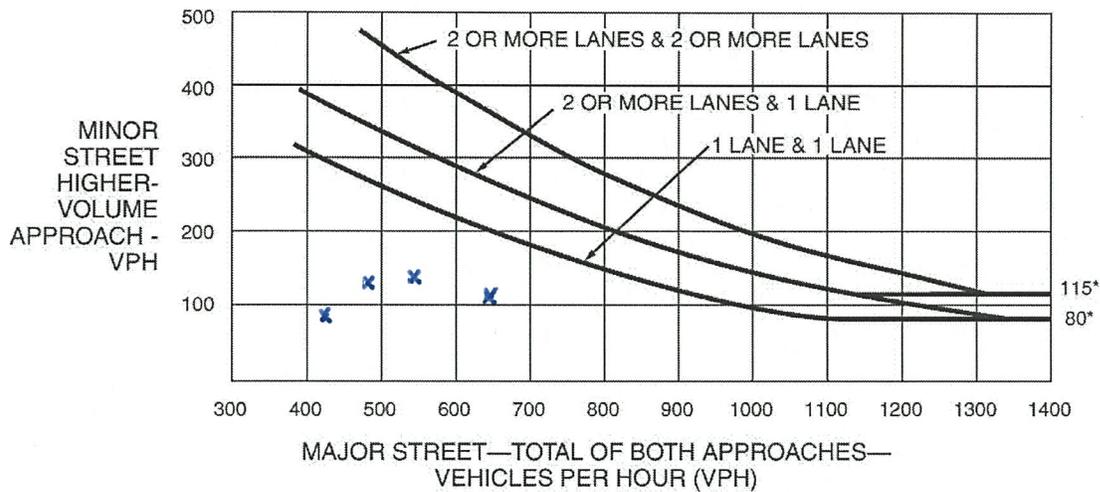
<p><b><u>PART A</u></b></p> <p>A grade crossing exists on an approach controlled by a STOP or YIELD sign and the center of the track nearest to the intersection is within 140 feet of the stop line or yield line on the approach. Track Center Line to Limit Line _____ ft</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b><u>PART B</u></b></p> <p><b>There is one minor street approach lane at the track crossing -</b> During the highest traffic volume hour during which rail traffic uses the crossing, the plotted point falls above the applicable curve in Figure 4C-9.</p> <p>Major Street - Total of both approaches: _____ VPH                  Minor Street - Crosses the track (one direction only, approaching the intersection): _____ VPH X AF (Use Tables 4C-2, 3, &amp; 4 below to calculate AF) = _____ VPH</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b><u>OR</u>, There are two or more minor street approach lanes at the track crossing -</b> During the highest traffic volume hour during which rail traffic uses the crossing, the plotted point falls above the applicable curve in Figure 4C-10.</p> <p>Major Street - Total of both approaches : _____ VPH                  Minor Street - Crosses the track (one direction only, approaching the intersection): _____ VPH X AF (Use Tables 4C-2, 3, &amp; 4 below to calculate AF) = _____ VPH</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

The minor street approach volume may be multiplied by up to three following adjustment factors (AF) as described in Section 4C.10.

- 1- Number of Rail Traffic per Day \_\_\_\_\_ Adjustment factor from table 4C-2 \_\_\_\_\_
- 2- Percentage of High-Occupancy Buses on Minor Street Approach \_\_\_\_\_ Adjustment factor from table 4C-3 \_\_\_\_\_
- 3- Percentage of Tractor-Trailer Trucks on Minor Street Approach \_\_\_\_\_ Adjustment factor from table 4C-4 \_\_\_\_\_

NOTE: If no data is available or known, then use AF = 1 (no adjustment)

**Figure 4C-1. Warrant 2, Four-Hour Vehicular Volume**

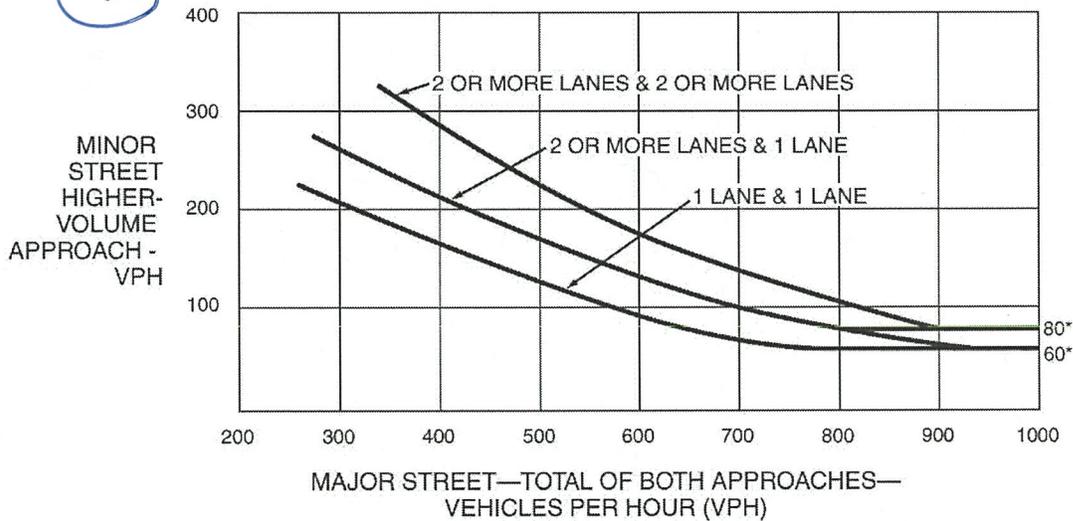


\*Note: 115 vph applies as the lower threshold volume for a minor-street approach with two or more lanes and 80 vph applies as the lower threshold volume for a minor-street approach with one lane.

**Figure 4C-2. Warrant 2, Four-Hour Vehicular Volume (70% Factor)**

N/A

(COMMUNITY LESS THAN 10,000 POPULATION OR ABOVE 40 MPH ON MAJOR STREET)



\*Note: 80 vph applies as the lower threshold volume for a minor-street approach with two or more lanes and 60 vph applies as the lower threshold volume for a minor-street approach with one lane.

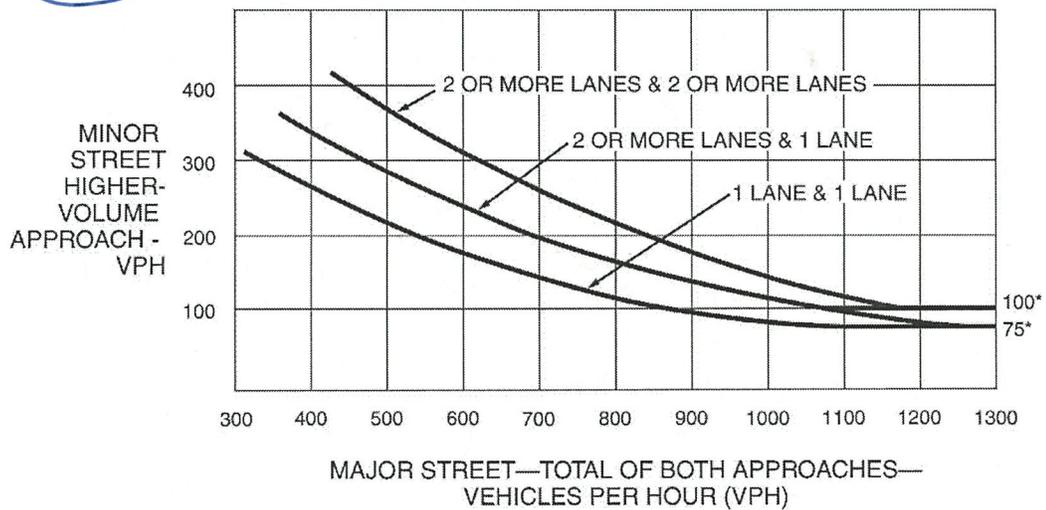
**Figure 4C-3. Warrant 3, Peak Hour**



\*Note: 150 vph applies as the lower threshold volume for a minor-street approach with two or more lanes and 100 vph applies as the lower threshold volume for a minor-street approach with one lane.

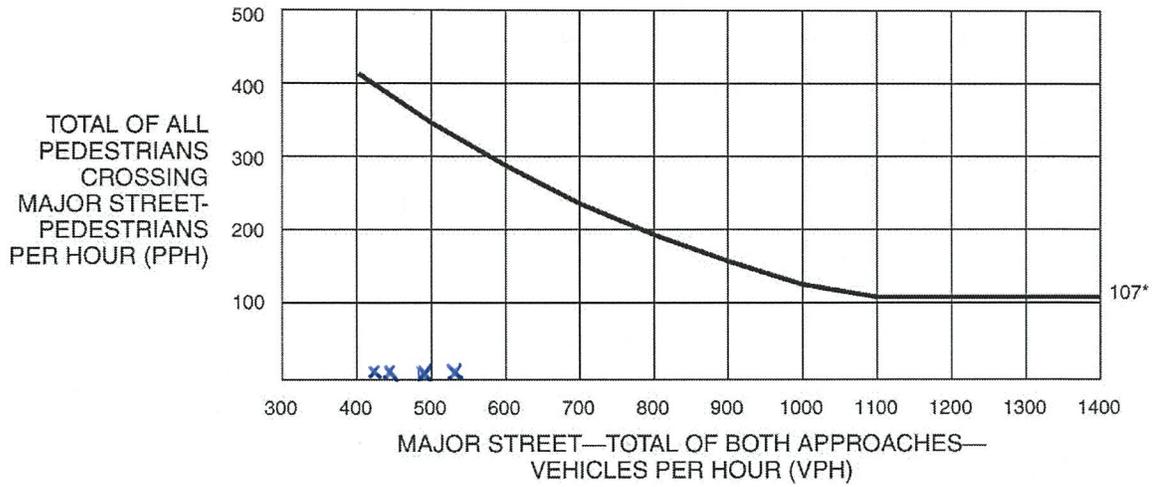
N/A

**Figure 4C-4. Warrant 3, Peak Hour (70% Factor)**  
 (COMMUNITY LESS THAN 10,000 POPULATION OR ABOVE 40 MPH ON MAJOR STREET)



\*Note: 100 vph applies as the lower threshold volume for a minor-street approach with two or more lanes and 75 vph applies as the lower threshold volume for a minor-street approach with one lane.

**Figure 4C-5. Warrant 4, Pedestrian Four-Hour Volume**



\*Note: 107 pph applies as the lower threshold volume.

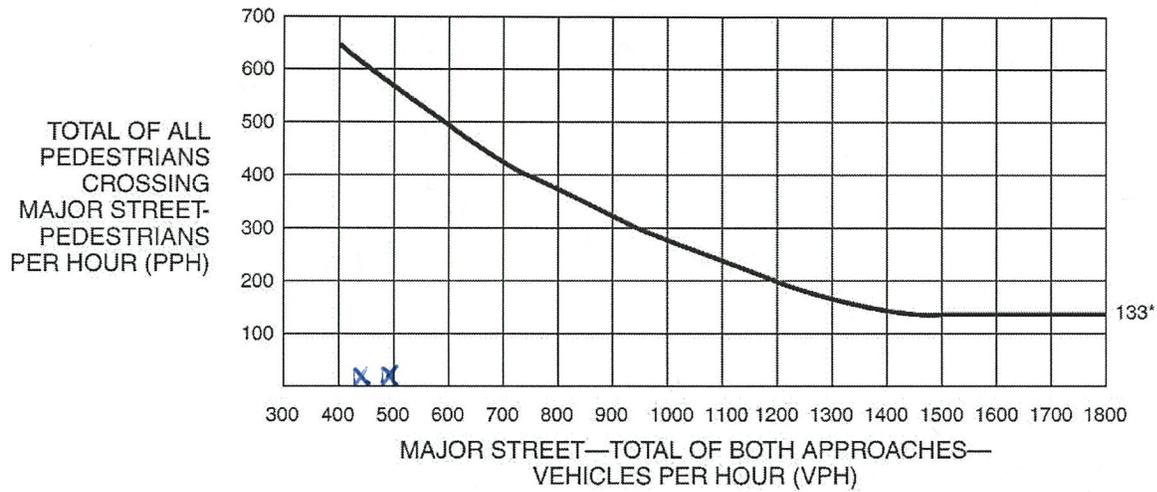
**Figure 4C-6. Warrant 4, Pedestrian Four-Hour Volume (70% Factor)**



\*Note: 75 pph applies as the lower threshold volume.

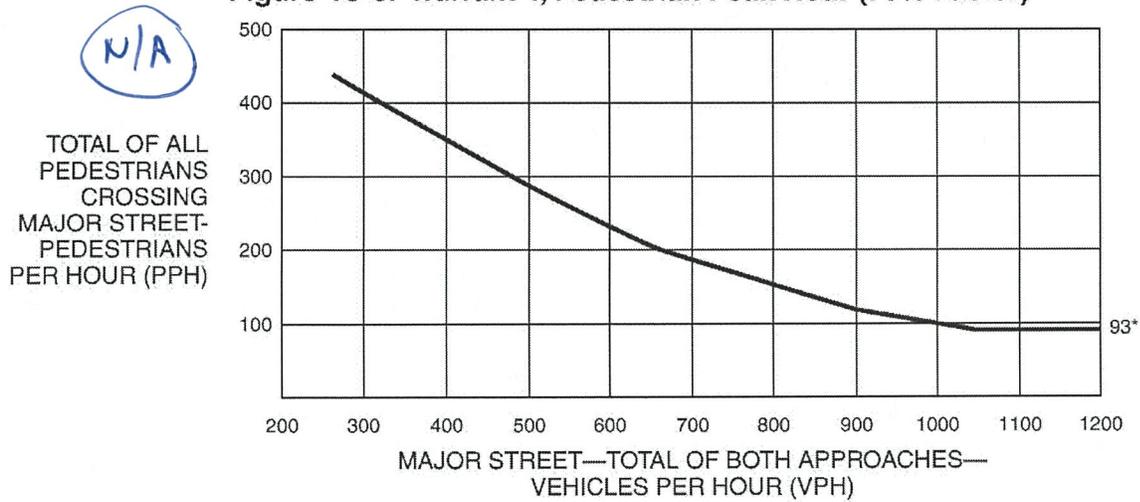
JC 2/15/2022

**Figure 4C-7. Warrant 4, Pedestrian Peak Hour**



\*Note: 133 pph applies as the lower threshold volume.

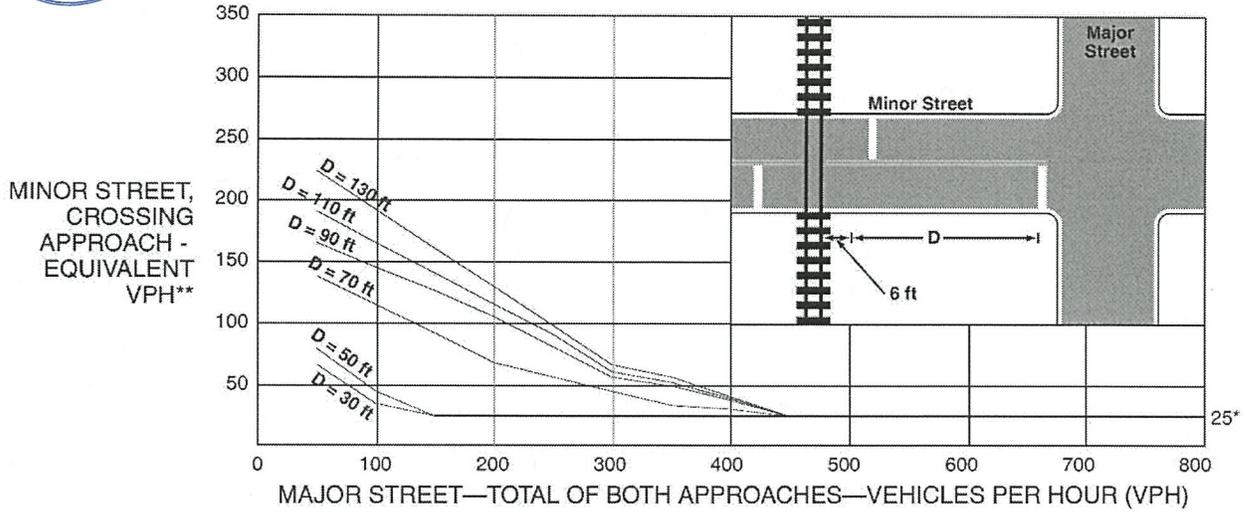
**Figure 4C-8. Warrant 4, Pedestrian Peak Hour (70% Factor)**



\*Note: 93 pph applies as the lower threshold volume.

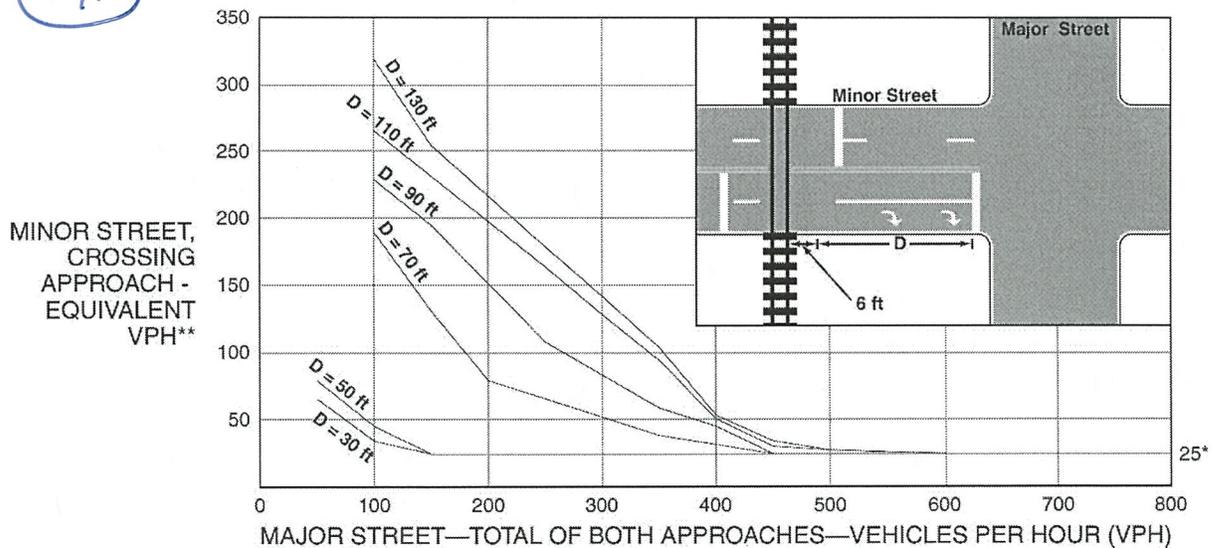
N/A

**Figure 4C-9. Warrant 9, Intersection Near a Grade Crossing  
 (One Approach Lane at the Track Crossing)**



N/A

**Figure 4C-10. Warrant 9, Intersection Near a Grade Crossing  
 (Two or More Approach Lanes at the Track Crossing)**





# CITY OF LEMON GROVE

## CITY COUNCIL STAFF REPORT

**Item No.** 3.  
**Meeting Date:** May 3, 2022  
**Submitted to:** Honorable Mayor and Members of the City Council  
**Department:** Finance  
**Staff Contact:** Joseph Ware, Finance Manager  
[jware@lemongrove.ca.gov](mailto:jware@lemongrove.ca.gov)  
**Item Title:** Agreement for Professional Financial Auditing Services

---

**Recommended Action:** That the City Council adopt a resolution (**Attachment A**) awarding the Professional Auditing Services contract to Badawi & Associates, CPA.

**Summary:** On March 9, 2022, the City closed a Request for Proposal (RFP) for Audit Services (Contract Number 2022-01), as the current Audit Services contract had reached its termination date. A RFP was issued in accordance with the Lemon Grove Municipal Code, Chapter 3.24 Purchasing, paragraph 3.24.050 Methods of Purchasing, which requires the purchasing officer to issue a RFP for any services anticipated to exceed fifteen thousand dollars. The RFP asked firms to provide an affirmative statement that the firm is independent of the City, a statement of qualifications and experience, an explanation of approach and tentative schedule for the audit, and a minimum of five (5) references. Additionally, the RFP required a separate itemized maximum fee schedule.

Four (4) firms (in alphabetical order) responded with a proposal:

1. Badawi & Associates, CPA
2. DavisFarr, CPA
3. Harshwal & Company, LLC, CPA
4. Van Lant & Frankhanel, LLP

**Discussion:** Finance staff reviewed each proposal independently and rated each firm in four (4) specified categories with items 1 through 4 equaling a combined 60% weighted value (15% per category) and Item 5 equaling 40% weighted value. Categories of evaluation are:

1. Qualifications and Experience
2. California Government Client Experience
3. Audit Approach
4. Understanding of Objectives and Scope
5. Fee Schedule

Additionally, staff contacted references of the top scoring three (3) firms, based on the panel scoring. The references were provided by each firm in their RFP response packet.

Based on the review panel scoring and responses from the reference check, staff recommends that the City Council consider the appointment of Badawi & Associates, CPA and adopt the attached resolution (**Attachment A**) authorizing the execution of an agreement between the City and Badawi & Associates, CPA.

Included with the resolution is the City's Professional Services Agreement with a term of five (5) years, through fiscal year 2026, with optional single year extension for the 2027 and 2028 fiscal years. The agreement provides flexibility to terminate the Agreement at any time with a 30 day written notice. This provision provides flexibility in deciding whether to continue with the same audit firm for the duration of the Agreement's five-year term or issue a new RFP before the end of the term. Additionally, this agreement provides for liquidated damages for unjustifiable deliverable delays from the audit firm.

**Staff Recommendation:** That the City Council adopt a resolution (**Attachment A**) awarding the Professional Auditing Services contract to Badawi & Associates, CPA.

**Environmental Review:**

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

**Fiscal Impact:** Fiscal impact will negligible, as increase in the cost of service is under \$5,000 and the audit is required by Federal and State regulations.

**Public Notification:** None

**Attachments:**

**Attachment A** – Resolution and Agreement for Professional Financial Auditing Services

**Attachment B** – Proposal for Audit Services from Badawi & Associates, CPA

**RESOLUTION NO. 2022-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE  
CALIFORNIA, AWARDING AN AGREEMENT WITH BADAWI &  
ASSOCIATES, CPA TO PROVIDE PROFESSIONAL FINANCIAL AUDITING  
SERVICES**

**WHEREAS**, on March 19, 2022, the City closed the Request for Proposals (RFP) for Professional Financial Audit Services; and

**WHEREAS**, four (4) firms responded to the Request for Proposals (RFP) and the responses were evaluated using criteria identified in the RFP; and

**WHEREAS**, after evaluating the firms qualified based on the RFP criteria and reference checks, it is in the best interest of the City Council to select Badawi & Associates, CPA to provide professional financial audit services; and

**WHEREAS**, an agreement for professional financial auditing services has been prepared to commence audit services for Fiscal Year 2021-22; and

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

1. Awards an Agreement for Professional Services (**Exhibit 1**) to Badawi & Associates, CPA to provide professional financial audit services; and
2. Authorizes the City Manager to execute said agreement.

***PASSED AND ADOPTED*** on May 3, 2022, the City Council of the City of Lemon Grove, California, adopted Resolution No. 2022-\_\_\_\_\_, passed by the following vote:

***AYES:***

***NOES:***

***ABSENT:***

***ABSTAIN:***

---

***Racquel Vasquez, Mayor***

***Attest:***

---

***Audrey Malone, City Clerk***

***Approved as to Form:***

---

***Kristen Steinke, City Attorney***

**CITY OF LEMON GROVE**  
**AGREEMENT FOR PROFESSIONAL FINANCIAL AUDITING SERVICES**

This agreement is entered into on the third day of May, 2022, by and between the City of Lemon Grove ("CITY") and Badawi & Associates ("AUDITOR");

**Section 1. RECITALS.**

CITY desires to employ an audit firm to provide professional audit services. CITY has determined that AUDITOR is qualified by experience and ability to perform the desired services and that AUDITOR is willing to perform those services.

**Section 2. ENGAGEMENT OF CONTRACTOR.**

CITY agrees to engage AUDITOR to perform and AUDITOR agrees to perform the services outlined in "AUDITOR'S proposal" dated March 09, 2022, and Exhibit C (City of Lemon Grove Request for Proposals for Audit Services). AUDITOR represents that all professional services will be performed directly by AUDITOR or under AUDITOR's direct supervision.

**Section 3. PROJECT COORDINATION AND SUPERVISION.**

The Finance Manager is the Project Coordinator for the CITY and will monitor the progress and execution of this agreement.

**Section 4. SCOPE OF SERVICES.**

Any professional services performed by AUDITOR before AUDITOR receives written authorization to proceed will be treated as having been done at AUDITOR's own risk and on a volunteer basis.

AUDITOR will, in a professional manner, furnish all labor and all personnel; all supplies, materials, equipment, printing, vehicles, transportation, office space, and facilities; all testing, analyses, and calculations; and all other means, except as otherwise expressly specified to be furnished by the CITY, that are necessary or proper to complete the work and provide the required professional services.

AUDITOR will meet the deadlines imposed by the Project Coordinator, as outlined in Request for Proposal issued by City. When a delay occurs, AUDITOR must immediately notify the Project Coordinator in writing of the cause and the extent of the delay. The Project Coordinator will ascertain the facts and the extent of the delay and, when justified by the circumstances, may grant an extension of time for the completion of the professional services. A delay caused by circumstances beyond AUDITOR's control will be reason for granting an extension of time for completing services. When delays are not sufficiently justified, in the Project Coordinator's sole discretion, liquidated damages of one hundred dollars (\$100) per late report per day will be levied.

**Section 5. TOTAL COST AND PAYMENT.**

The total cost for all work and deliverables (including the optional reports) specified in the Auditor's Proposal is not to exceed Thirty Four Thousand Dollars Nine Hundred Eighty Five (\$34,950) for the Fiscal Year ending June 30, 2022. AUDITOR will submit to CITY detailed invoices, describing work performed and the associated costs. CITY will pay AUDITOR for undisputed invoiced amounts within thirty (30) days of receiving an invoice.

**Section 6. LENGTH OF AGREEMENT.**

This agreement is effective as of the date noted above. The agreement will terminate when all work is complete for fiscal years ending June 30, 2022, 2023, 2024, 2025, and 2026, with the option of extensions to fiscal years ending June 30, 2027 and 2028 (after acceptable cost proposals for each year), unless terminated earlier under Section 10 of this agreement.

**Section 7. CHANGES.**

CITY may change the requested services within the general scope of this agreement. Changes may consist of additions, deletions, or other revisions; and the contract sum and the contract time will be adjusted accordingly. All changes must be authorized in writing and executed by AUDITOR and CITY.

**Section 8. OWNERSHIP OF MATERIALS.**

All documents, data, reports, work papers, and other materials including any electronic files prepared by AUDITOR under this agreement are the property of CITY.

**Section 9. STANDARD PROVISIONS.**

AUDITOR will not discriminate against, harass, or allow the harassment of an employee or applicant for employment because of race, color, religion, sex, or national origin. AUDITOR also will not discriminate against, harass, or allow the harassment of any qualified individual with a disability. AUDITOR will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, age, marital status, or national origin and will make reasonable accommodation to qualified individuals with disabilities. Affirmative action includes, but is not limited to, the following: employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. AUDITOR will post in conspicuous places accessible to employees and applicants for employment all notices provided by CITY that describe the provisions of this non-discrimination clause.

**Section 10. TERMINATION.**

Either party may terminate this agreement at any time, by giving the other party at least fifteen (15) days written notice and specifying the effective date of the termination.

AUDITOR must provide the originals of all finished and unfinished documents, data, studies, reports, or other materials prepared under this agreement to CITY by the effective date of termination. AUDITOR is entitled to equitable compensation for any work completed, up to the effective date of notice of termination. Compensation may not exceed the total costs authorized in Section 5.

**Section 11. INTEREST OF CONTRACTOR.**

AUDITOR (including principals, associates and professional employees) covenants and represents that it does not now have any investment or interest in real property and shall not acquire any interest, direct or indirect, in the area covered by this agreement or any other source of income, interest in real property or investment which would be affected in any manner or degree by the performance of AUDITOR's services hereunder. AUDITOR further covenants and represents that in the performance of its duties hereunder no person having any such interest shall perform any services under this agreement.

AUDITOR is not a designated employee within the meaning of the Political Reform Act because AUDITOR:

- a. will conduct research and arrive at conclusions with respect to his/her rendition of information, advice, recommendation or counsel independent of the control and direction of the CITY or of any CITY official, other than normal agreement monitoring; and
- b. possesses no authority with respect to any CITY decision beyond rendition of information, advice, recommendation or counsel. (FPPC Reg. 18700(a)(2).)

**Section 12. ASSIGNABILITY.**

This agreement may not be assigned by either party without the prior written approval of the other.

**Section 13. INDEPENDENT CONTRACTOR.**

AUDITOR and any subcontractors employed by AUDITOR are independent contractors and not employees of CITY. Under any provision in this agreement that may appear to give CITY the right to direct AUDITOR or subcontractors regarding the details of the work or to exercise a measure of control over the work, AUDITOR will follow CITY's direction only regarding the end results of the work.

**Section 14. NO AGENCY.**

AUDITOR is not an agent of CITY's and may not make any contracts or commitments for or on behalf of CITY without CITY's prior written consent.

**Section 15. AUDIT OF RECORDS.**

At any time during normal business hours and as often as necessary, AUDITOR must make available to CITY all records pertinent to this agreement and must permit CITY to audit, examine, and reproduce those records. AUDITOR will retain financial and program service records for at least five (5) years after termination of or final payment under this agreement.

**Section 16. INSURANCE/WORKER'S COMPENSATION.**

AUDITOR will maintain worker's compensation insurance for all work performed under this agreement. The insurance must meet levels required by the State of California and comply with requirements for CITY employees. Additionally, AUDITOR will maintain other insurances as outlined in Attachment B, Section V.

**Section 17. DISPUTE RESOLUTION.**

Claims or disputes that arise out of this agreement and cannot be settled through negotiation may be submitted to mediation, upon written agreement by both parties. CITY and AUDITOR agree to cooperate in good faith to promptly select a mediator, to schedule a mediation session, and to attempt to settle the claim or dispute.

**Section 18. NOTICES.**

All communication to a particular party is deemed made when received by that party at the following name and address:

Joseph Ware	Ahmed Badawi, CPA
Finance Manager	Partner
City of Lemon Grove	Badawi & Associates
3232 Main Street	2855 Telegraph Avenue, Suite 312
Lemon Grove, CA 91945	Berkley, CA 94705

Written communication is conclusively deemed to have been received by the addressee five (5) days after it is deposited in the United States Mail, postage prepaid and properly addressed.

**Section 19. TIME IS OF THE ESSENCE.**

Time is of the essence for every provision of this agreement that states a time for performance and for every deadline imposed by the Project Coordinator.

**Section 20. HOLD HARMLESS.**

To the fullest extent permitted by law, AUDITOR shall defend (with legal counsel reasonably acceptable to the CITY), indemnify and hold harmless CITY and its officers, agents, departments, officials, representatives and employees (collectively "Indemnitees), from and against any and all claims, loss, cost, damage, injury (including, without limitation, injury to or death of an employee of AUDITOR or its Subcontractors), expense and liability of every kind, nature and description (including, without limitation, incidental and consequential damages, court costs, attorneys' fees, litigation expenses and fees of expert contractors or expert witnesses incurred in connection therewith and costs of investigation) that arise out of, pertain to, or relate to, directly or indirectly, in whole or in part, the negligence, recklessness, or willful misconduct of AUDITOR, any Subcontractor, anyone directly or indirectly employed by them, or anyone that they control (collectively "Liabilities"). Such obligations to defend, hold harmless and indemnify any Indemnitee shall not apply to the extent that such Liabilities are caused by the sole negligence, active negligence, or willful misconduct of such Indemnitee.

To the extent there is an obligation to indemnify under this Section 20, AUDITOR shall be responsible for incidental and consequential damages resulting directly or indirectly, in whole or in part, from AUDITOR's negligence, recklessness, or willful misconduct.

**Section 21. SEVERABILITY.**

If a portion of this agreement is determined to be invalid or unenforceable, the rest of the agreement is not affected and remains valid and enforceable.

**Section 22. BINDING.**

This agreement is binding upon and inures to the benefit of each party's heirs and successors.

**Section 23. GOVERNING LAW.**

This agreement is governed by and will be construed in accordance with the laws of the State of California. Any action brought to enforce or interpret any portion of this agreement must be brought in San Diego County, California.

**Section 24. ENTIRE AGREEMENT.**

This document sets forth the entire understanding of the parties regarding the rendering of professional services. All other agreements and understandings are superseded by this document and do not affect this document in any way.

CITY OF LEMON GROVE

Badawi & Associates

---

Lydia Romero, City Manager

---

Ahmed Badawi, Partner

---

Date

---

Date

# City of Lemon Grove

## TECHNICAL PROPOSAL

### **For Professional Auditing Services for the City of Lemon Grove**

For fiscal years ending June 30, 2022 through 2026,  
with the option of extending the contract for each of  
the two (2) subsequent fiscal years.

***March 9, 2022***

**Contact Person:**

Ahmed Badawi, CPA  
Badawi & Associates  
Certified Public Accountants  
2855 Telegraph Avenue, Suite 312  
Berkeley, CA 94705  
Phone: (510) 768-8244  
Fax: (510) 768-8249  
E-mail: [abadawi@b-acpa.com](mailto:abadawi@b-acpa.com)



# City of Lemon Grove

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March 9, 2022

Mr. Rodney Greek  
Interim Administrative Services Director  
City of Lemon Grove  
3232 Main Street  
Lemon Grove, CA 91945

Dear Mr. Greek:

Badawi & Associates (B&A), Certified Public Accountants (the "Firm") is pleased to have the opportunity to respond to your request for a proposal to provide external audit services and to submit its qualifications to perform an independent audit of the financial statements of the City of Lemon Grove (the "City") for the fiscal years ending June 30, 2022 through 2026, with the option of extending the contract for each of the two (2) subsequent fiscal years. The objective of our audits is to issue opinions regarding the fairness of presentation of the financial position of the City in accordance with generally accepted accounting principles. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the Government Accountability Office's (GAO) Government Auditing Standards, the provisions of the federal Single Audit Act of 1984, as amended in 1996, and the Uniform Guidance, Audits of States, Local Governments and Non-Profit Organizations, Uniform Administrative Requirements, as well as any other applicable federal, state, local or programmatic audit requirements.

We will also perform the following as part of our engagement:

- Single Audit (if required)
- GANN Limit Agreed-upon Procedures
- Lemon Grove Sanitation Audit
- Lemon Grove Roadway Lighting District Audit
- City's State Controller's Reports
- Sanitation District's State Controller's Reports
- Lighting District's State Controller's Reports
- Annual Street Report

We will also apply limited audit procedures to Management's Discussion and Analysis (MD&A) and required supplementary information. In addition, we will prepare the management letter containing comments and recommendations regarding our review and evaluation of the systems of internal control and accounting procedures.

This proposal will highlight the background of the partners and staff assigned to the engagement, summarize our experience in the governmental area, and describe our approach to auditing the City.

This proposal demonstrates our ability to render the quality examination and to perform the necessary accounting and auditing services requested by the City on a timely basis.

As a partner of the Firm, I will be the primary contact for negotiation of the contract. Additionally, I have been authorized to legally bind the Firm. You may contact me at the following address and phone number:

Mr. Ahmed Badawi, CPA  
Badawi & Associates  
Certified Public Accountants  
2855 Telegraph Avenue, Suite 312  
Berkeley, CA 94705  
Telephone: (510)768-8244  
E-mail: [abadawi@b-acpa.com](mailto:abadawi@b-acpa.com)

Mr. Rodney Greek  
Interim Administrative Services Director  
City of Lemon Grove  
Page 2

We are committed to performing the required work, completing the audit, and issuing the necessary auditors' reports.

We believe we are the best qualified to perform the audit because our audit staff includes individuals well versed in municipal auditing and reporting requirements. We have performed auditing and consulting engagements for numerous cities throughout California. We will be responsive to the needs of the City, we understand the City's operational environment, and pledge to you our complete commitment to providing a quality product that meets the City's requirements.

The approach to the audit has been designed to meet the audit requirements of the various authorities with the least disruption to the City's office operations. The foundation of the audit approach is based on communication coupled with a strong knowledge of City operations and detailed planning at the initial stages of the audit. Open communication lines with all parties of the Engagement Team and City Management and staff throughout the engagement eliminate "surprises". Initial planning and proper assignment of duties to experienced personnel provide for an effective and efficient audit process. Consequently, inefficiencies and disruptions are kept to a minimum. In addition, we perform almost half of the audit tasks during the interim phase to minimize any unforeseen delays during the year-end phase and to ensure a smooth and timely audit process.

The Firm maintains liability insurance coverage for professional liability, Workers' Compensation, Comprehensive General Liability and Auto as part of our comprehensive insurance policy.

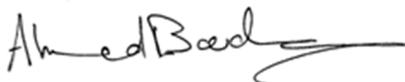
The Firm is an Equal Opportunity employer and complies with all Federal and State hiring requirements. The Firm also supports Affirmative Action philosophies and works hard to provide disadvantaged groups with opportunities for self enhancement.

This proposal is a firm and irrevocable offer for 180 days.

We are confident that you will find our organization offers the required expertise, technical knowledge, and business understanding to perform an audit of the City. Our past experience provides us with a thorough understanding of the needs and requirements of the City, as well as the technical knowledge to perform such services in accordance with the accounting and auditing guidelines as published by the various authoritative entities.

We welcome your inquiries and look forward to further discussions with you.

Sincerely,



Ahmed Badawi  
Partner  
Badawi & Associates  
Certified Public Accountants

## **Firm Independence**

### **Qualifications and Experience**

The Firm is independent of the City of Lemon Grove as defined by the GAO's Standards for Audit of Governmental Organizations, Programs, Activities and Functions, and the AICPA and California State Society of Certified Public Accountants as promulgated in various auditing and professional standards.

#### **Insurance**

The Firm maintains professional liability insurance and other coverage as part of our comprehensive insurance policy. Upon selection as the City's independent auditor, the Firm and our insurance provider will provide a certificate of insurance to the City which shows the minimum requirements identified by City have been met.

#### **License to Practice in California**

The Firm and all key professional staff assigned to the City's audit are properly licensed to practice as Certified Public Accountants in the State of California and comply with GAO *Government Auditing Standards*.

The Firm is registered with the California State Board of Accountancy. Its State number is COR6823.

The Firm has met all required State and local laws, rules, and regulations.

#### **Firm Qualifications**

Badawi & Associates was founded by Mr. Ahmed Badawi. Mr. Badawi has over 20 years of experience working with state and local government with a special focus on cities. Prior to founding B&A, Mr. Badawi was a partner with several local and national firms, where he headed their government practice in Northern California. Mr. Badawi founded Badawi & Associates to serve the fast-paced needs of California's local governments. The goal is to build a proactive, client-focused culture from the ground up and to eliminate the entrenched bureaucratic culture and intrinsic limitations of the big audit firms.

Located in Berkeley, CA, the Firm serves a variety of cities and towns throughout California as well as conducting financial related services for numerous special districts and authorities. Names and phone numbers of several of our current and past clients and other references are provided for your inquiries. We encourage you to contact these individuals to obtain information on the quality of the audit and the ability of the audit staff.

Our Berkeley office will be the Engagement Office assigned to the City.

In addition to specific City financial statements, the Firm members have also audited numerous redevelopment agencies, public financing authorities, hospitals, housing authorities, transportation authorities, special districts, water districts, OCJP grants, self-insurance pools, joint power authorities and has also performed numerous compliance audits in accordance with the Single Audit Act, childcare regulations, TOT regulations, AQMD regulations, franchise requirements.

The Engagement Partner assigned to the City will be Mr. Ahmed Badawi. Mr. Badawi has over 20 years of government audit experience. He is a member of various governmental committees, has actively participated in the development of accounting and audit guidelines for the governmental sector, and is an instructor for the California Society of Municipal Finance Officers.

The professional staffs assigned to the Engagement are qualified and experienced. Each individual of the Engagement Team has several years of experience and has conducted or participated in numerous municipal audits of various sizes. Their understanding of governmental operations and the various authoritative guidelines will provide the where-with-all to perform the audit in an efficient and effective manner with minimal disruption to the City's finance department.

### Technical Approach

The approach to the audit has been designed to meet the audit requirements of the various authorities with the least disruption to the City's operations. The foundation of the audit approach is based on communication coupled with a strong knowledge of City operations and detailed planning at the initial stages of the audit. Open communication lines with all parties of the Engagement Team and City Management and staff throughout the engagement eliminate "surprises". Initial planning and proper assignment of duties to experienced personnel provide for an effective and efficient audit process. Consequently, inefficiencies, disruptions, and lack of understanding are kept to a minimum.

The audit approach will consist of four phases:

1) **Initial Planning Meeting:**

The Engagement Partner and Manager will meet with City Management to discuss the audit approach, identify specific needs of City Management, and familiarize themselves with City policies and practices.

2) **Interim:**

The Engagement Team members including the Engagement Team Partner will perform the internal control reviews, test transactions, evaluate compliance with Single Audit Act requirements, identify potential audit issues that need to be addressed, perform limited confirmation procedures, and develop a clear understanding between the Engagement Team and City Management of the year-end audit responsibilities and assignments. **In addition, we strive to complete many of the year-end audit tasks during the interim phase to ensure a smoother audit process. We will work with the City on providing a list of those tasks that we will target to complete during interim and work with the City on how to complete them to minimize the amount of effort and time needed at year-end which in turn will assist the City in meeting its goal of issuing the Annual Comprehensive Financial Report.**

3) **Year-end:**

The Engagement Team members including the Engagement Team Partner will conduct validation procedures on general ledger account balances, complete confirmation procedures, perform analytical procedures on revenue and expenditures, perform search for unrecorded liabilities, complete compliance work on Federal Assistance, and wrap up audit field work.

4) **Reporting:**

Auditor's reports for all City reporting entities and compliance requirements will be finalized along with Single Audit Reports and Management Letter comments. The Partner and Manager will be available to make presentations to the City Council and/or designated bodies.

### Firm Experience

The Firm is located in Berkeley and provides a full range of accounting services to governmental agencies throughout California, including audit, tax and accounting. The Firm's professional staff members provide the financial background and specific experience to meet the City's operational needs. Additionally, this situation provides the City with an auditing firm that has depth in capabilities to address any financial issue the City may need assistance with, and the quality audit approach that you expect.

Our Berkeley office will be the Engagement Office assigned to the City.

Firm policy requires that the Engagement Partner, during the first year of the engagement, be actively involved in the daily fieldwork. This means to the City that Mr. Badawi will actually be on-site during the audit coordinating the audit process, supervising the audit staff, gaining a hands-on understanding of City processes, and benefiting the City with his broad municipal experience. We have found that this effort benefits the City and the Firm through developing a thorough knowledge of the City's practices and issues and establishing a close working relationship with the City's Management. Additionally, continuity of audit personnel is assured because of the hands on involvement of the Partner.

We are committed to providing appropriate and related experience, personal involvement, and a broad business perspective to produce a quality end product within the time frames required.

The Firm provides financial and compliance auditing services to governmental agencies throughout California. We are a governmental agency auditing firm and our professional staff members have been performing these services for many years. As a result, we have performed financial and compliance audits on most, if not all, types of governmental agencies and operations including:

- Cities
- Redevelopment Agencies
- Financing Authorities
- Housing Authorities
- Special Districts
- Water Districts
- Waste Management Authorities and Operations
- Pension Plans
- Child Care Operations
- Joint Power Authorities
- Investment Activities
- Landfills
- Enterprise Funds
- Airports
- Transportation Operations
- Federal and State Grants

### Additional Activities

We offer a full range of accounting and finance services to the governmental sector. These services include:

- Financial audits
- Compliance audits
- Tax advice
- Development of financial and accounting policies and procedures
- Investment review and compliance evaluation
- Operational reviews
- Technical guidance on existing and upcoming accounting issues
- Training seminars
- Pension/profit-sharing plans
- Performance audits
- Business consulting

Consequently, Firm personnel are well qualified to perform the services expected by the City.

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**Client Training Seminar**

The Firm hosts an annual update on recent technical accounting and finance issues affecting the governmental area. This all day session reviews new and anticipated pronouncements from GASB, discusses future issues under consideration by GASB, reviews accounting treatment of various transactions where issues may arise, and provides a general overview of state and federal compliance issues. All of our clients are invited to attend, free of charge. The one day session qualifies for CPE under the rules of the State Board of Accountancy and is held in the Bay Area.

**GASB 68 Firm Developed Tools and Assistance**

The Firm has developed tools to assist our clients with preparation of GASB 68 journal entries for the CalPERS' Cost Sharing Plans (for which individualized actuarial valuations are no longer prepared) and the CalPERS' Agent Multiple Employer Plans. In addition to providing our clients with these tools and instructions on how to use them, we are available to answer any questions on how to prepare and complete the GASB 68 journal entries.

**Flowcharting Documentation**

As part of our risk assessment procedures, we prepare flowcharts for documenting our understanding of the City's significant accounting and financial processes. Flowcharts are updated annually for any changes in the City's processes and copies can be provided upon request for the City's internal use. Flowcharted processes may include:

- Financial Reporting, Closing, and Manual Journal Entries
- Cash Receipts, Billing, and Accounts Receivable/Revenues
- Cash Disbursements, Purchasing, and Accounts Payable/Expenditures
- Payroll and Human Resources

**Quality Control Review**

According to Government Auditing Standards, firms who perform audits under the Yellow Book are required to have a peer review once every three years. We received a report with a rating of pass with no deficiencies which we attached for your review.



### Report on the Firm's System of Quality Control

#### **Badawi & Associates**

Oakland, California;  
and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Badawi & Associates (the firm) in effect for the year ended February 28, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

#### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

#### **CPAs ■ Advisors**

 4120 Concours, Suite 100, Ontario, CA 91764  
 909.948.9990 / 800.644.0696 / FAX 909.948.9633  
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 [www.gylcpa.com](http://www.gylcpa.com)



Peer Review Report  
Page 2 of 2

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Badawi & Associates in effect for the year ended February 28, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Badawi & Associates has received a peer review rating of *pass*.

GYL LLP

Ontario, California  
May 31, 2019



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The Firm has policies and procedures to ensure it hires only qualified people, that it properly supervises them and provides professional training, that it advances them to responsibilities they are capable of handling, and that it provides them with necessary technical resources. All members of the Firm are very familiar with the stringent quality control standards established by the AICPA.

**The Firm is a member of the AICPA Government Audit Quality Center.**

**The Firm is a member of the AICPA Private Companies Practice Section.**

**Federal or State Desk Reviews**

The Firm has had no negative federal or state reviews in the past three (3) years.

**Disciplinary Action**

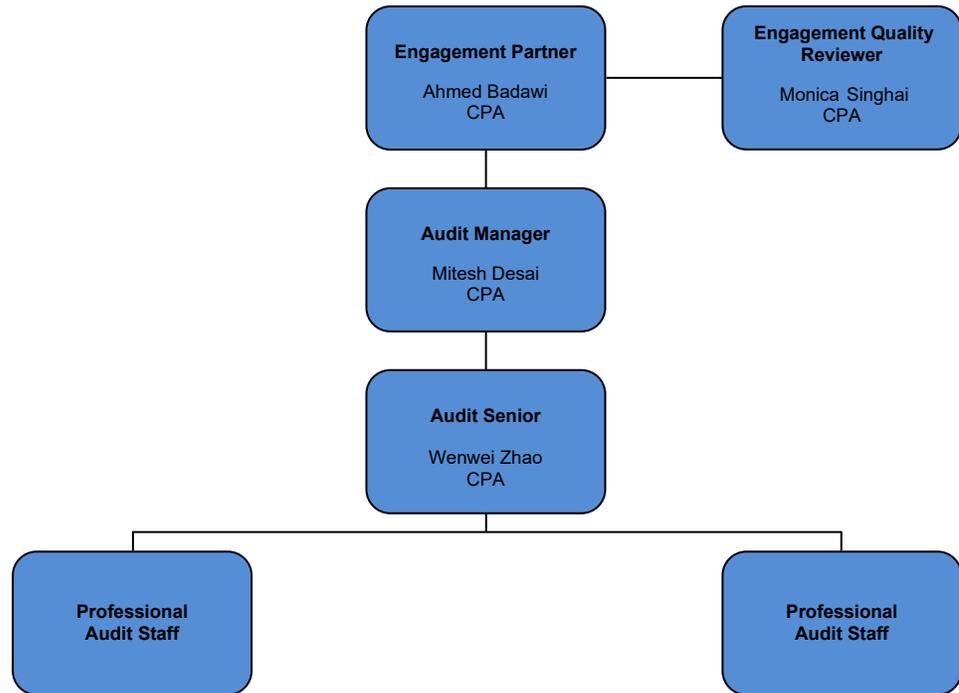
There has not been any state or federal disciplinary actions taken or pending against the Firm nor any findings to report.

**Litigations**

The Firm has not experienced any lawsuits or legal actions that have been resolved or are currently pending in the prior five years.

**Partner,  
Supervisory,  
and Staff  
Qualifications  
and Experiences**

The Engagement Team will normally consist of six individuals who provide a broad business perspective and significant experience in governmental auditing. This team will provide access to a wide range of technical capabilities which will provide the City with not only the technical support necessary to perform the audit, but also the broad business background to interpret findings and observations to offer effective solutions to issues, and the personal involvement of the Engagement and Compliance Partners of the Firm.



The Engagement Team will be led by Ahmed Badawi, CPA. Mr. Badawi’s background includes over twenty years of municipal auditing experience with a special focus on cities. He is the instructor of the CSMFO “Introduction to Governmental Accounting” training classes. Mr. Badawi is a member of the Government Accounting and Auditing Committee of the California Society of Certified Public Accountants. He has participated in the audits of numerous City, county and special district governments, as well as non-profit entities. His diversified background offers the technical qualities required of the governmental and non-profit areas and the necessary wherewithal to properly evaluate the entire accounting process, develop opportunities to improve the accounting process, and to offer practical business recommendations

The second member of the Engagement Team will be Mitesh Desai, CPA. Mr. Desai’s background includes thirteen years of experience in municipal auditing. Mr. Desai has participated in the audits of numerous governmental agencies, assisted in their efforts to publish their Annual Comprehensive Financial Reports in compliance with GASB 34, and a volunteer member of the GFOA Special Review Committee. Mr. Desai has also achieved the Advanced Single Audit Certificate offered by the AICPA. He will serve as the Audit Manager.

The third member of the Engagement Team will be Wenwei Zhao, CPA. Ms. Zhao’s background includes five years of accounting and auditing experience. She has participated in the audits of numerous governmental entities and assisted in their efforts to publish their financial statements in compliance with various regulations, and is a volunteer member of the GFOA Special Review Committee. Ms. Zhao will be the Audit Senior of this engagement.

The fourth member of the Engagement Team will be Monica Singhai, CPA. Mrs. Singhai's background includes over seventeen years of experience in municipal auditing. She has participated in the audits of numerous governmental agencies and assisted in their efforts to publish their financial statements in compliance with various regulations. Mrs. Singhai will be the Engagement Quality Reviewer of this engagement.

Each member of the Engagement Team participates in continuing education programs offered by the AICPA and California State Society of Certified Public Accountants, and each has met the continuing education requirements for municipalities. In addition, the firm offers at least 60 hours of in-house CPE annually focused mainly on municipal audits.

**Professional Development:**

The Firm maintains a comprehensive training program targeted at appropriate professional staff levels. It utilizes in-house developed educational programs, AICPA and California CPA Foundation educational programs, and on-the-job training.

The Firm's annual training schedule which officially begins in April for all professional staff and administrative staff includes comprehensive in-house training sessions on such topics as:

- Review of principles of accounting and financial reporting for state and local governments
- Review of governmental fund types and account groups
- Review of newly issued generally accepted auditing standards and GAO auditing standards
- Review of Internal Control evaluation approaches including COSO principles
- Updates on recent governmental accounting and reporting guidelines
- Review of Single Audit requirements and approaches
- Review of financial audit approaches
- Overview of audit and internal control work paper techniques
- Review of GASB reporting requirements
- Review of current issues facing the governmental community

During the year, professional staff members are sent to various educational sessions sponsored by the AICPA and California State Society of CPAs, as considered appropriate for the level and need of the individual. These classes include, among others:

- Governmental Financial Reporting Standards and Practices
- Yellow Book: Government Auditing Standards
- Financial Accounting Standards: Comprehensive Review
- Single Audit
- Governmental Auditing & Accounting Update
- Governmental Accounting Principles
- Comprehensive Review of Generally Accepted Auditing Standards

The result of the Firm's training program is the production of a highly educated and competent municipal audit group capable of performing an efficient and effective audit for the City.

The Engagement Team members will continue their professional development efforts.

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**Staff Retention and Continuity:**

The Firm's policy on providing service to our clients includes a commitment to maintaining continuity of audit personnel. We cannot guarantee that our staff will remain with the Firm. However, to encourage our staff to remain with us, we pay competitive wage rates; offer promotional opportunities; provide state-of-the-art equipment and excellent working conditions; and offer various benefits, such as retirement plans, medical plans, profit sharing programs, educational benefits, and other such benefits. We can also guarantee that the partner will be involved in future years. Continuity of audit staff is of prime concern to us and because of the hands-on involvement of the partner; we can assure you that future years' audits will be conducted in an efficient and effective manner with qualified and experienced professionals.

The Firm is an Equal Opportunity employer and complies with all Federal and State hiring requirements. The Firm also supports Affirmative Action philosophies and works hard to provide disadvantaged groups with opportunities for self enhancement.

Resumes of each member of the Engagement Team follow.

**Ahmed Badawi, Certified Public Accountant – Engagement Partner**

Length of Career

- Twenty years’ experience in municipal auditing and accounting with a special focus on cities
- Certified Public Accountant for the State of California

Professional Experience

- Partial listing of clients served:

	Services Provided					
	Financial Audit	Single Audit	RDA Audit	PFA Audit	Enterprise Fund	Other
Cities:						
Albany	X	X	X			X
Antioch	X	X		X	X	X
Atwater	X		X			X
Azusa	X	X			X	X
Berkeley	X	X	X		X	X
Buena Park	X	X	X		X	X
Burlingame	X				X	X
Cotati	X				X	X
Dublin	X	X				X
East Palo Alto	X	X			X	X
El Cerrito	X	X	X		X	X
Folsom	X	X			X	X
Foster City	X	X	X		X	X
Fremont	X	X	X			X
Guadalupe	X	X	X		X	X
Lafayette	X		X		X	X
Larkspur	X	X			X	X
Lindsay	X				X	X
Menlo Park	X	X	X		X	X
Newark	X	X	X			X
Oakdale	X	X	X		X	X
Ontario	X	X			X	X
Petaluma	X					X
Pinole	X		X		X	X
Pleasanton	X	X		X		X
Richmond	X	X	X	X	X	X
San Bruno	X	X	X		X	X
San Leandro	X	X	X			X
San Luis Obispo	X				X	X
San Mateo	X	X	X		X	X
Scotts Valley	X		X		X	X
Solvang	X					X
Susanville	X					X
Turlock	X	X	X	X	X	X
Union City	X	X	X		X	X
Vacaville	X	X	X	X		X
Walnut Creek	X	X	X		X	X
Counties:						
Santa Cruz County	X	X	X	X	X	X
Contra Costa County	X	X	X	X	X	X
Special Districts and Other:						
Alameda County Water District	X				X	X
East Bay Regional Park District	X	X				X

- Has performed numerous financial audits, Single Audits, Transportation Development Act audits, housing audits, electrical utility audits, RDA audits, PFA audits, and Trust Fund audits, and has prepared numerous Annual Comprehensive Financial Reports

Education

- BS Degree in Accounting from the University of Alexandria, Egypt

Professional Activities

- Instructor, CSMFO’s “Introduction to Governmental Accounting” training class
- Member, CALCPA Government Accounting and Auditing Committee
- Member, American Institute of Certified Public Accountants
- Member, California Society of Certified Public Accountants
- Member, Government Finance Officers Association
- Member, California Society of Municipal Finance Officers

Continuing Education

- Has met the current CPE educational requirements to perform audits on governmental agencies

**Mitesh Desai, Certified Public Accountant – Professional Audit Manager**

Length of Career

- Thirteen years’ experience in municipal auditing with a special focus on cities
- Certified Public Accountant for the State of California

Professional Experience

- Has performed numerous financial audits, Single Audits, RDA audits, PFA audits, Transportation Development Act audits, and housing audits

	Services Provided					
	Financial Audit	Single Audit	RDA Audit	PFA Audit	Enterprise Fund	Other
Cities:						
Albany	X					
Antioch	X				X	X
Azusa	X	X			X	X
Berkeley	X	X	X		X	X
Buena Park	X	X			X	X
Calimesa	X		X			X
Crescent City	X	X	X		X	X
Dublin	X	X				X
East Palo Alto	X	X			X	X
El Cerrito	X	X	X		X	X
Foster City	X	X	X		X	X
Fremont	X	X	X		X	X
Lemon Grove	X				X	
Lindsay	X				X	X
Menlo Park	X				X	X
Millbrae	X		X		X	X
Newark	X	X	X			X
Oakdale	X	X			X	X
Pittsburg	X	X	X		X	X
Placerville	X	X			X	X
Rio Vista	X		X		X	X
San Mateo	X	X	X		X	X
Sebastopol	X		X		X	X
Solvang	X					X
Susanville	X					
Turlock	X				X	X
Union City	X				X	X
Vacaville	X	X	X	X		X
Waterford	X		X		X	X
Yountville	X				X	X
Yuba City	X	X			X	X
Child Care Programs:						
Menlo Park Child Care	X					X
Stanislaus County Childcare	X					X
Non-profits:						
Housing Endowment and Regional Trust	X					
Special Districts and Other:						
Castro Valley Sanitary District	X					
Cosumnes Community Services District	X					
Marin Municipal Water District	X					
West County Wastewater District	X					X
Contra Costa Child Development Programs	X					X

Education

- BS Degree in Business Economics with an emphasis in Accounting from University of California, Santa Barbara

Professional Activities

- Member, American Institute of Certified Public Accountants
- Member, California Society of Certified Public Accountants
- Volunteer Member, GFOA Special Review Committee

Continuing Education

- Various municipal accounting courses offered by the California Society of CPAs and local universities including:
  - Governmental Financial Reporting Standards and Practices
  - Yellow Book: Government Auditing Standards
  - Municipal Accounting
  - Single Audit
- Has met the current CPE educational requirements to perform audits on governmental agencies

**Wenwei Zhao, Certified Public Accountant – Professional Audit Senior**

Length of Career

- Five years' experience in auditing
- Certified Public Accountant for the State of California

Professional Experience

- Has performed numerous financial audits, Single Audits, RDA audits, PFA audits, Transportation Development Act audits, and housing audits

	Services Provided					
	Financial Audit	Single Audit	RDA Audit	PFA Audit	Enterprise Fund	Other
Cities:						
Barstow	X					
Berkeley	X				X	X
Crescent City	X	X			X	X
East Palo Alto	X	X			X	
El Cerrito	X				X	
Folsom	X					X
Lafayette	X		X		X	X
Larkspur	X					
Menlo Park	X				X	X
Millbrae	X					
Newark	X	X	X			X
Oakdale	X				X	X
Pinole	X				X	
Redwood City	X					
Richmond	X	X	X		X	X
San Luis Obispo	X				X	X
San Mateo	X				X	
Susanville	X				X	
Town of Los Gatos	X					
Town of Yountville	X				X	
Union City	X	X			X	X
Waterford	X					
Yuba City	X	X			X	X
Towns:						
Los Gatos	X					
Child Care Programs:						
Contra Costa County Child Care	X					X
Special Districts:						
Alameda County Single Audit		X				
Cosumnes Services District	X					
Elk Grove Water District	X					
Hayward Area Recreation and Park District	X					
Marin Municipal Water District	X					
Resource Conservation District of Santa Cruz County	X					
San Mateo County Mosquito and Vector Control District	X					
Santa Cruz Regional 9-1-1	X					

Education

- Master of Accounting from University of Pittsburgh, PA

Professional Activities

- Volunteer Member, GFOA Special Review Committee

Continuing Education

- Various municipal accounting courses offered by the California Society of CPAs and local universities including:
  - Governmental Financial Reporting Standards and Practices
  - Yellow Book: Government Auditing Standards
  - Municipal Accounting
  - Single Audit
- Has met the current CPE educational requirements to perform audits on governmental agencies

**Monica Singhai, Certified Public Accountant – Engagement Quality Reviewer**

Length of Career

- Seventeen years’ of experience in auditing with special focus on municipalities.
- Certified Public Accountant for the State of California.

Professional Experience

- Has performed numerous financial audits, Single Audits, RDA audits and PFA audits

	Services Provided					
	Financial Audit	Single Audit	RDA Audit	PFA Audit	Enterprise Fund	Other
Cities:						
Berkeley	X	X			X	
East Palo Alto	X				X	
Menlo Park	X	X			X	
Redwood City	X	X			X	
Special District:						
Alameda County Fire District	X					
Alameda County Law Library	X					
Burbank Sanitary District	X				X	
Lions Gate Community Service District	X					
Los Medanos Community Health Care District	X					
Oakland-Alameda County Coliseum Authority	X					
School District:						
Bayshore Elementary School District	X					
Belmont-Redwood Shores School District	X	X		X		
Brisbane School District	X					
Jefferson Elementary School District	X	X				
La Honda-Pescadero Unified School District	X	X		X		
Pacifica School District	X	X				
Ravenswood City School District	X	X			X	
Redwood City School District	X	X				
San Mateo-Foster City School District	X	X			X	
Charter schools:						
Oakland Military Institute College Preparatory Academy	X	X				
Sacramento Valley Charter School	X					
West Sacramento College Prep Charter School	X					
First 5:						
First 5 Alameda County	X	X				
First 5 Inyo County	X					
First 5 Marin County	X					
First 5 Monterey County	X					
First 5 Santa Cruz County	X					
Others:						
Alameda County Housing Community Development Agency	X	X			X	
Alameda County Redevelopment Agency	X		X			
Alameda County Successor Agency	X					
City of Oakland - Measure C	X					
City of Oakland - Measure Y	X					
City of Oakland - Child Care and Development Program	X					
City of Oakland - Wildfire Prevention Assessment District	X					

Education

- Bachelor of Science in Accounting from Jabalpur University, India.

Professional Activities

- Member, California Society of Certified Public Accountants.
- Member, Institute of Chartered Accountants of India.

Continuing Education

- Various local governments and not for profit accounting courses offered by the California Society of CPAs and AICPA including:
  - Governmental Financial Reporting Standards and Practices
  - Yellow Book: Government Auditing Standards
  - Single Audit
- Has met the current CPE educational requirements to perform audits on governmental agencies.

**Similar Engagements with Other Governmental Entities**

The tables below and on the following page are a partial listing of our clients similar to the City, and illustrates the many different types of components involved in each audit engagement that present very difficult and complex auditing and accounting challenges (in order of audit hours).

\* Indicates cities with population over 50,000

\*\* Indicates cities with governmental revenues over \$100 million and population over 50,000

City	Client Since	Hours	Engagement Partner	Principal Contact	Annual Comprehensive Financial Report	GFOA Award	RDA/Successor Agency	Single Audit	TDA	Water Fund	Sewer Fund	Child Care Audit	Housing Authority	Enterprise Funds	Pension Trust Fund
** Richmond	2020	3,160	Ahmed Badawi	Ms. Delmy Cuellar Finance Manager (510)620-6790 Delmy_Cuellar@ci.richmond.ca.us	X		X	X	X	X			X	X	X
** Berkeley	2008	1,850	Mitesh Desai	Mr. Henry Oyekanmi Finance Director (510)981-7300 hoyekanmi@ci.berkeley.ca.us	X	X	X	X	X		X			X	X
** Ontario	2021	1,012	Ahmed Badawi	Ms. Michelle D. Honis Accounting Manager (909)395-2049 MHonis@ontarioca.gov	X	X		X		X	X			X	X
* Union City	2006	850	Mitesh Desai	Ms. Jackie Acosta Finance Director (510)675-5345 jackiea@unioncity.org	X	X	X	X	X						X
** Folsom	2019	807	Ahmed Badawi	Ms. Stacey Tamagni Finance Director (916)461-6712 stamagni@folsom.ca.us	X	X		X		X	X				X
* Petaluma	2019	691	Ahmed Badawi	Ms. Corey Garberolio Finance Director (707)778-4357 cgarbero@cityofpetaluma.org	X	X			X	X	X	X			
* San Luis Obispo	2019	638	Ahmed Badawi	Ms. Brigitte Elke Finance Director (805)781-7125 belke@slocity.org	X	X			X	X	X				
* Antioch	2005	586	Mitesh Desai	Ms. Dawn Merchant Finance Director (925)779-6135 dmerchant@ci.antioch.ca.us	X	X	X	X	X	X	X				X
Lafayette	2020	586	Ahmed Badawi	Ms. Tracy Robinson Administrative Services Director (925)299-3227 trobinson@lovelafayette.org	X	X	X								X
East Palo Alto	2014	560	Mitesh Desai	Mr. Tomohito Oku Finance Director (650)853-3122 toku@cityofepa.org	X	X	X	X		X					X
El Cerrito	2018	547	Ahmed Badawi	Ms. Lucy Xie Senior Accountant (510)215-4310 lxie@ci.el-cerrito.ca.us	X	X	X	X	X						X

	City	Client Since	Hours	Engagement Partner	Principal Contact	Annual Comprehensive Financial Report	GFOA Award	RDA/Successor Agency	Single Audit	TDA	Water Fund	Sewer Fund	Child Care Audit	Housing Authority	Enterprise Funds	Pension Trust Fund
**	Dublin	2018	546	Ahmed Badawi	Ms. Lisa Hisatomi Director of Finance & Admin. Services (925)833-6640 Lisa.Hisatomi@dublin.ca.gov	X	X		X	X						
	Azusa	2017	540	Ahmed Badawi	Ms. Talika Johnson Administrative Services Director (626)812-5202 tjohnson@AzusaCa.Gov	X	X	X	X		X	X			X	
	Millbrae	2015	524	Ahmed Badawi	Mr. Mike Sung Finance Director (650)259-2433 msung@ci.millbrae.ca.us	X	X	X			X	X			X	
*	Yuba City	2017	450	Ahmed Badawi	Mr. Spencer Morrison Finance Director (530)822-4615 smorrison@yubacity.net	X	X	X	X		X	X			X	
	Wasco	2021	428	Ahmed Badawi	Mr. Isarel Perez-Hernandez Finance Director (661)758-7230 isperez@cityofwasco.org				X	X	X	X				
	Pinole	2018	419	Ahmed Badawi	Ms. Markisha Guillory Finance Director (510)724-9823 MGuillory@ci.pinole.ca.us	X	X	X				X			X	
	Larkspur	2019	382	Ahmed Badawi	Ms. Cathy Orme Administrative Services Director (415) 927-5019 Finance@cityoflarkspur.org				X					X	X	
	Atwater	2021	380	Ahmed Badawi	Ms. Kellie Jacobs-Hunter Finance Director (209)357-6347 kjacobshunter@atwater.org			X			X	X		X		
	Los Gatos	2017	366	Ahmed Badawi	Mr. Stephen Conway Finance and Admin. Services Director (408)354-6828 sconway@losgatosca.gov	X	X									X
	Lindsay	2017	366	Ahmed Badawi	Ms. Juana Espinoza Finance Director (559)562-7102 ext. 8025 jespinoza@lindsay.ca.us						X	X			X	
	Waterford	2018	311	Ahmed Badawi	Mrs. Tina Envia Finance Manager (209)874-2328 Ext: 104 tenvia@cityofwaterford.org			X			X	X			X	
	Solvang	2019	308	Ahmed Badawi	Ms. Xenia Bradford City Manager (805)688-5575 xeniab@cityofsolvang.com	X	X				X	X				

City	Client Since	Hours	Engagement Partner	Principal Contact	Annual Comprehensive Financial Report	GFOA Award	RDA/Successor Agency	Single Audit	TDA	Water Fund	Sewer Fund	Child Care Audit	Housing Authority	Enterprise Funds	Pension Trust Fund
Oakdale	2016	306	Ahmed Badawi	Mr. Albert Avila Finance Director (209)845-3584 aavila@ci.oakdale.ca.us			X	X	X	X	X			X	
Guadalupe	2017	303	Ahmed Badawi	Ms. Lorena Zarate Finance Director (805)356-3895 ccooper@ci.guadalupe.ca.us			X	X		X	X			X	
Sebastopol	2017	275	Mitesh Desai	Mrs. Ana Kwong Finance Director (707)824-4879 akwong@cityofsebastopol.org	X	X	X			X	X			X	
Cotati	2020	265	Ahmed Badawi	Ms. Angela Courter Director of Administrative Services 707-665-4236 acourter@cotaticity.org	X	X				X	X			X	
Crescent City	2014	227	Mitesh Desai	Ms. Linda Leaver Finance Director (707)464-7483 x224 lleaver@crescentcity.org			X	X		X	X		X	X	
Scotts Valley	2019	202	Ahmed Badawi	Ms. Casey Estorga Administrative Services Director (831) 440-5615 cestorga@scottsvally.org	X	X	X							X	
Calimesa	2013	193	Mitesh Desai	Ms. Bonnie Johnson City Manager (909)795-9801 ext 231 bjohnson@cityofcalimesa.net			X								

The table below lists all special district engagements (in order of audit hours):

Special District	Client Since	Hours	Engagement Partner	Principal Contact	Annual Comprehensive Financial Report	GFOA Award	Single Audit	Enterprise Funds
County of Contra Costa Community Services Bureau Child Development Program	2013	450	Mitesh Desai	Ms. Nancy Benavides Fiscal Officer (925)681-4268 nbenavidas@ehsd.cccounty.us	No	N/A		
Florin Resource Conservation District/ Elk Grove Water District	2015	350	Mitesh Desai	Mr. Patrick Lee Finance Manager / Treasurer (916)685-3556 plee@egwd.org	Yes	Yes		X
Hayward Area Recreation and Park District	2017	350	Ahmed Badawi	Ms. Anne Maze Interim Finance Manager (925)451-5318 maza@haywardrec.org	No	N/A		
Amador County Transportation Commission	2019	260	Ahmed Badawi	Mr. John Gedney Executive Director (209)267-2282 john@actc-amador.org	No	N/A		
Solano County Water Agency	2020	243	Ahmed Badawi	Mr. Roland Sanford General Manager (707) 455-1103 rsanford@scwa2.com	No	N/A		
San Mateo Mosquito and Vector Control District	2018	228	Ahmed Badawi	Mr. Richard Arrow Finance Director (650)344-8592 rarrow@smcmvcd.org	Yes	Yes		
Monterey Bay Unified Air Pollution Control District	2016	200	Mitesh Desai	Ms. Rosa Rosales Administrative Services Manager (831)718-8019 rrosales@mbard.org	No	N/A		
Southern Marin Fire Protection District	2020	160	Ahmed Badawi	Ms. Alyssa Schiffmann Finance Manager (415)388-8182 aschiffmann@smdf.org	No	N/A		
Alameda County Waste Management Authority (StopWaste)	2018	154	Ahmed Badawi	Mrs. Jennifer Luong Finance Services Manager (510)891-6500 jluong@stopwaste.org	No	N/A		
Aptos La Selva Fire District	2016	150	Mitesh Desai	Ms. Nancy Dannhauser Finance Director (831)685-6690 nancyd@centralfpd.com	No	N/A		
Central County Fire Department	2012	150	Mitesh Desai	Ms. Jan Cooke Finance Director (650)375-7408 jcooke@hillsborough.net	Yes	Yes		
Zayante Fire Protection District	2017	150	Mitesh Desai	Mr. John Stipes Fire Chief (831) 335-5100 chief2401@cwncast.net	No	N/A		
Santa Cruz Regional 9 - 1 - 1	2016	150	Mitesh Desai	Mr. Dennis Kidd General Manager (831)471-1038 dennis.kidd@scr911.org	No	N/A		
Resource Conservation District of Santa Cruz County	2017	150	Mitesh Desai	Ms. Sharon Corkrean Director of Finance scorkrean@rcdsantacruz.org	No	N/A	X	
Port of San Luis Harbor District	2017	150	Ahmed Badawi	Ms. Kristen Stout Business Manager (805)595-5413 kristens@portsanluis.com	Yes	Yes		X
Central Fire Protection District of Santa Cruz County	2018	150	Mitesh Desai	Mrs. Nancy Dannhauser Finance Director (831)479-6842 nancyd@centralfpd.com	No	N/A		

## Understanding of Services to be Provided

The City desires an audit of the financial records for the City and an expression of an opinion in accordance with generally accepted accounting principles on the fairness of presentation of financial statements for the fiscal years ending June 30, 2022 through 2026, with the option of extending the contract for each of the two (2) subsequent fiscal years.

The Firm will:

- Express an opinion on the fair presentation of its basic financial statements which includes but is not limited to the financial statements of governmental activities, the business-type activities, each major fund and all aggregate remaining fund information in conformity with generally accepted accounting principles in the United States of America.
- Express an in-relation-to opinion on the fair presentation of its combining and individual non-major and fiduciary fund financial statements and schedules in conformity with generally accepted accounting principles. The Firm will provide an “in-relation-to” report on the supporting schedules contained in the Annual Comprehensive Financial Report based on the auditing procedures applied during the audit of the basic financial statements and schedules.
- Provide an “in-relation-to” report on the schedule of expenditures of federal awards based on the auditing procedures applied during the audit of the financial statements (if required).
- Perform the audit in accordance with generally accepted auditing standards accepted in the United States of America, applicable to the financial audit contained in the Government Auditing Standards issued by the Comptroller General of the United States and the provisions of the Uniform Guidance, Audits of States, Local Governments and Non-Profit Organizations.
- Perform limited procedures on supplementary information required by the Government Accounting Standards Board.
- Issue the following reports, following the completion of the audit of the fiscal year’s financial statements:
  - Independent Auditor’s Report on Financial Statements and Schedule of Expenditure of Federal Awards
  - Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards
  - Independent Auditor’s Report on Compliance with Requirements Applicable to Each Major Program and Internal Control over Compliance in Accordance with the Uniform Guidance (if required)
  - Schedule of Findings and Questioned Costs (if required)
  - Auditor’s Communication with Those Charged with Governance
  - Annual Comprehensive Financial Report following the requirements and guidelines of the GFOA award program
  - GANN Limit Agreed-upon Procedures
  - Lemon Grove Sanitation Report
  - Lemon Grove Roadway Lighting District Report
  - City’s State Controller’s Reports
  - Sanitation District’s State Controller’s Reports
  - Lighting District’s State Controller’s Reports
  - Annual Street Report
- Provide special assistance to the City as needed.
- Retain all working papers and reports at the audit firm’s expense for a minimum of 7 years. In addition, make working papers available to the City and/or any government agency as appropriate.

Should any conditions be discovered requiring corrective action, the Firm will provide a detailed description of the findings and recommended actions as to their resolution.

The Firm will submit a report to the City's Council and management detailing auditor's responsibility under generally accepted auditing standards, significant accounting policies, management judgments and accounting statements, significant audit adjustments, other information in documents containing audited financial statements, disagreements with management, management consultations with other accountants, major issues discussed with management prior to retention, difficulties encountered during the audit, and any significant deficiencies or material weaknesses found during the audit. Non-material instances of noncompliance will be reported in a separate management letter, if appropriate, along with any other observations or recommendations determined to be informative to City Management.

The Firm will be available to provide advice and counsel regarding significant matters during the year.

The Firm's Partner and Staff welcome the opportunity to make presentations to the City Council and will be ready to respond to questions from the Council and citizens of the City.

## **Specific Audit Objectives of Our Services**

### **Approach**

The basic objective of our audit of the City is to conduct an examination of the financial statements in accordance with generally accepted auditing standards and to express our opinion on the fairness of presentation of such financial statements in conformity with generally accepted accounting principles.

Additionally, we believe that another real value of our audit lies in meeting other objectives at no additional cost. The following are other objectives of our services that have important benefits to the City:

- To offer substantive observations and recommendations relating to accounting and operating control policies and procedures.
- To identify opportunities for operating efficiencies and isolate candidate activities for cost reduction opportunities.
- To perform a professional audit in an efficient and effective way to minimize disruption to the office operations.
- To offer ongoing advisory services to assist in the running of the operation and implementation of improved operating procedures.

The engagement will be conducted within the framework of the Firm's quality control program which includes the use of audit programs, careful planning, use of computerized audit software and internal control evaluation and documentation software, and objective review procedures. On-site staff will use Firm supplied portable computers and printers.

### **Audit Approach**

The specific audit approach has been designed to efficiently and effectively address the audit requirements of the City, to perform the audit of the City's financial records in a timely manner with minimal disruptions to office operations, and to meet the City's timeline.

The audit will be conducted in accordance with:

- 1) Generally accepted auditing standards established by the AICPA
- 2) The standards contained in Government Auditing Standards issued by the GAO
- 3) Provisions of the Single Audit Act and the Uniform Guidance
- 4) Requirements issued by the California State Controller's office
- 5) Other requirements as required

We will conduct the necessary audit steps to perform:

- Planning of the engagement
- Evaluation of the existing internal control environment to determine degree of risk of material misstatement
- Determination of degree of compliance with laws, regulations, grant provisions, and City approved policies
- Assessment of potential fraudulent issues
- Validation of account balances
- Verification of reasonableness of management estimates

### **Technical Approach**

We use an industry specific audit approach tailored to governmental entities. Our governmental audit approach addresses the special risks and circumstances of local governments. As a result, the audit is conducted efficiently and effectively with minimal disruption to your staff.

The core of our governmental technical audit approach can be summarized as follows:

#### **1. Planning, Understanding and Communication:**

Based on our previous audit experience, using the budget, organizational charts, manuals and other financial information systems and our knowledge of how governments work, we will obtain an insight to the specific concerns and sensitivities of the City. Our understanding is updated continuously through our year-round contact and communication efforts. We will agree on common audit objectives and expectations with management before audit work begins and, throughout the audit, will meet regularly with management to discuss audit issues and to gather feedback.

#### **2. In-Depth Review of Systems and Controls:**

We have developed diagnostic reviews which enable us to evaluate your systems and controls, and to provide management with constructive feedback. Combined with our knowledge of the City and understanding and experience with the City's accounting software, our control review will form the basis of our audit risk assessment. We will utilize the COSO approach in our evaluation of the City's internal processes to identify potential control deficiencies. In future years, we will update our understanding through similar procedures.

#### **3. Risk-Based Customized Testing Program:**

Our audit approach is tailored to governmental applications. We will use audit programs specifically designed to address the operational environment of governmental entities. Our approach will identify potential control risks and the opportunities for risk of material misstatements and fraud. We will evaluate the various risk assessments and identify the potential risks relating to the:

- Balance Sheets / Statement of Net Position
- Statement of Revenues and Expenditures / Statement of Activities
- Presentation
- Disclosure

Our audit procedures will then be developed to address these risk areas.

#### **4. Expanded Interim Fieldwork:**

Timeliness and audit efficiency is enhanced by performing extensive interim work. Partners, managers and senior staff work with City staff to identify and resolve potential audit issues early. Accordingly, the amount of audit work to perform at year end is minimized. Because our audit staff is familiar with the operations before year-end fieldwork begins, disruption of accounting staff is minimized.

**5. Smooth Transition:**

Our testing program focuses on audit risks identified by our understanding of the City's operations. We will work with the accounting staff to identify the most effective ways to address our objectives. Communication between the members of the audit engagement team and City staff will be fluid and continuous.

**6. Sample Size and Sampling Techniques:**

Our audit approach will include sampling activities. Population size and the level of assurance to be derived from a particular test will dictate the sample size. We use sampling in our audit approach to compliment skilled judgment and knowledge of the particular situation. Our sample size will range normally from 25 to 60 items.

**7. Automated Systems:**

We will evaluate controls over the IT functions to assess control risk. We intend to test controls for purposes of reliance. Our review procedures will evaluate controls over:

- Security Management
- Logical and Physical Access
- Configuration Management
- Segregation of Duties
- Contingency Planning

In addition, we will review controls over:

- Input, processing, output, master data
- Application interface
- Data management system interface

**8. Analytical Procedures:**

We use analytical procedures in several aspects of our audit. Extensive knowledge and industry background are required for effective analytics, and our staff possesses the appropriate experience and knowledge for the City to benefit from these procedures.

**9. Approach to be Taken in Determining Laws and Regulations Subject to Audit Test Work:**

We continuously refer to specific regulations, compliance supplements, state guidelines and contracts currently in force. We perform the procedures required related to laws and regulations, using inquiries, observations and sampling techniques. Some of the laws and regulations that we believe may be applicable to the City are the requirements of the California Public Utilities Commission, Single Audit Act and other applicable laws and regulations, including the California Government Code, provisions of applicable Grant guidelines, California Constitution GANN Limit requirements, requirements of local measures, Child Care Program compliance requirements, etc.

**10. Report Format:**

We will meet with City Management to review report formats. Any report format changes will be made in conjunction with approval from the City Management.

**11. Work Plans:**

The detailed work plans will be designed to efficiently and effectively address the audit requirements of the City in accordance with generally accepted auditing standards, to perform the audit of the City's financial records in a timely manner with minimal disruptions to office operations, and to meet the City's timeline.

**12. Adjusting Journal Entries:**

We will discuss and explain proposed audit adjusting entries with the City's designated Finance Department personnel prior to recording. Audit adjusting entries will be provided in a format showing the lowest level of posting detail needed for data entry on the City's general ledger system.

**13. Listing of Schedules and Tables (anticipated to be prepared by the City):**

Based on preliminary inquiries made with management and City staff and review of documents, we will tailor a list of schedules, tables, and other reconciliations required for the audit. We will take into account as much as possible reconciliations already prepared by the City for day to day operations and reporting, as well as any reports that are system generated to limit the need for additional City staff hours.

The following is a listing of some of the significant reconciliations and schedules that we would normally expect the City to provide to us in assisting us in conducting our fieldwork.

- Trial Balance
- Annual Comprehensive Financial Report Account Mapping and Fund Roll Up Schedules
- Budget to Actual Reports
- Bank Reconciliations
- Listing of manually prepared journal entries posted
- Summary of Investments held by the City
- Capital Asset Schedules
- Long Term Debt Schedules
- Debt amortization schedules & Calculations of deferred amounts
- Calculations of any debt covenants amounts or percentages
- Schedule of Leases
- Schedule of Expenditures of Federal Awards
- Analysis of Deferred Inflows of Resources an Deferred Outflows of Resources
- Reconciliation of Receivables to subsidiary ledgers
- Calculations for estimate of allowance for uncollectible accounts
- Loans Receivable Schedules
- Reconciliation of Significant Revenue Accounts
- Utility billing Registers and Fee schedules
- Compensated Absences Schedules and Copies of Related Policies
- Claims Payable Schedules
- Pension and OPEB Roll Forward & Supporting Schedules
- GASB 54 Fund Balance Roll Forward Schedule
- Interfund Transaction Schedules

## Use of Technology in the Audit

The Firm maintains a variety of specialized software packages during the audit that enable us to perform an efficient, thorough, and timely audit and keeping time demands on City staff to a minimum.

### Trial Balance Management and Financial Statement Preparation

ProSystem Fx Engagement allows us to import and manage multiple years of trial balance data including budgetary information, create multiple account groupings, generate reports, post journal entries proposed during the audit (including GASB 34 conversion entries), and link information directly to the financial statements. This gives us the ability to:

- Generate immediate trend and other comparative analysis of trial balance and budget data prior to the start of the audit. This allows us to identify potential issues and make inquiries early in the audit
- Link the financial statements and footnotes prior to the start of the audit allowing us to have majority of the financial statements (including budgetary comparison schedules and other supplementary information) prepared at the time the trial balance is uploaded
- Audit adjustments or City adjustments provided during the audit are automatically reflected in the financial statements

### Audit Request Management and Document Exchange

CCH Engagement Organizer (“Organizer”) is a virtual “Prepared by Client (PBC) List” that streamlines the process of requesting, receiving, and keeping track of documents. The Organizer is an integrated cloud-based request list that helps to facilitate the engagement through more seamless collaboration between the Firm and our clients. By utilizing the Organizer, the City can do all of the following in one secure virtual environment:

- Attach files of any type to document requests
- Easily track the status of document requests that are either pending, completed by the City, accepted by us, or rejected by us
- Access templates and documents from us that require completion
- Have multiple City staff get involved and assist in the audit process
- Participate in a dialog with us for questions and notes

Especially with having to perform a large part of the audit remotely in 2020, and anticipated for the upcoming year, we have found that the use of the Organizer has helped our clients be always informed as to the status of their audit, and not be surprised with new requests or follow up on outstanding requests previously provided.

### Computer Aided Audit Tools (CAATs)

The Firm’s data analytics software enables our Engagement Team to perform more than 150 Computer Aided Audit Tools (or “CAATs”). CCH Teammate Analytics gives us the ability to perform advanced data analysis and increase efficiency. By utilizing this software, we can:

- Immediately visualize and analyze 100% of account populations with graphs, charts and statistics to identify anomalies
- Make fewer sample selections that are targeted to problematic areas
- Quickly analyze transactional data for:
  - Duplicate records
  - Missing transactions
  - Transaction sequence
  - Unusual items
- Compare excel worksheets for changes or differences
- Generate immediate testing samples
- Perform regression analysis
- Filter and extract data from City reports

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### **Audit Planning, Risk Assessment, and Audit Programs**

Our firm utilizes CCH Knowledge Coach, which is an expert system that adapts and customizes our audit approach specifically based on the City's structure, operating environment, specific transactions, and identified risks or matters to be addressed in the audit. The software is frequently updated for new industry trends and audit requirements. Included in the software is a continuous diagnosis of audit forms that identifies missing information, procedures, or any conflicts that need to be addressed prior to issuance of the audit report. We have found that this audit tool greatly benefits our audit clients in the following ways:

- Removal of standardized audit steps and procedures that do not add value to the audit
- Targeted audit procedures focusing on risks and accounts specific to the City's operations
- Audit is always performed in accordance with audit standards especially the risk assessment standards
- Maximizing audit efficiency having less City staff time dedicated to gathering information or responding to inquiries by focusing on material issues
- Automatic self-diagnostics ensure no audit steps are missed, guaranteeing a quality audit

### **Research Tools**

We maintain multiple research software packages that are always kept up to date to ensure compliance with accounting and auditing standards, and are also a resources for us to provide guidance to our clients. In addition to accounting and audit literature, we have access to interactive disclosure checklists that include sample footnote disclosures and financial statements.

## Audit Schedule

2022 Period	Audit Tasks
May	<p>- <b>Planning and Administration</b></p> <ul style="list-style-type: none"> <li>▶ Review and obtain copies of key work papers of prior audit firm.</li> <li>▶ The entrance conference shall be held with City staff. The purpose of this meeting will be to discuss prior audits and the interim work to be performed. This meeting will also be used to establish overall liaison for the audits and to make arrangements for work space and other needs</li> <li>▶ Review and evaluate the City's accounting and financial reporting. Prepare an overall memo of recommendations, potential issues, and suggestions for improvements</li> <li>▶ Prepare overall memo to the City confirming audit procedures, timing, and assistance</li> <li>▶ Prepare detailed audit work plan and audit programs, audit budget and staffing schedule, and list of schedules to be prepared by the City staff</li> <li>▶ Send the Organizer to the City that will include all request items considered to be necessary for the audit</li> </ul>
May - June	<p>- <b>Internal Control Evaluation</b></p> <ul style="list-style-type: none"> <li>▶ Meeting with City Manager and Department Heads of other departments with large operating budgets or which have significant federal grant expenditures</li> <li>▶ Attending City Council meetings</li> <li>▶ Meeting with off-site locations</li> <li>▶ Meeting with key Finance Department personnel</li> <li>▶ Obtain and document understanding of key internal control systems through walk-throughs, interviews of staff, and review of supporting documentation <ul style="list-style-type: none"> <li>○ General ledger system</li> <li>○ Budgeting system</li> <li>○ Revenue, utility billing, accounts receivable, and cash collections</li> <li>○ Purchasing, expenditures, accounts payable, and cash disbursements</li> <li>○ Payroll</li> <li>○ Federal Financial Assistance</li> <li>○ Other systems</li> </ul> </li> <li>▶ Identify control risks</li> <li>▶ Evaluate IT control environment</li> <li>▶ Perform testing of the internal control system and evaluate the effectiveness of the City's systems. Select large dollar and random samples of transactions in key operating systems. Sample size to meet required level for determined degree of risk. Review supporting documentation of selected transactions, evaluate adequacy of support and approvals, and conclude on degree of adherence to accuracy and compliance with City policies</li> <li>▶ Conduct fraud assessment procedures</li> <li>▶ Assess degree of risk for material misstatement</li> <li>▶ Provide to the City's management a memo concerning management letter points and identify issues, if any</li> </ul>

2022 Period	Audit Tasks
May - June	<p data-bbox="625 310 824 338">- <b>Other Tasks</b></p> <ul style="list-style-type: none"> <li data-bbox="673 373 1507 401">▶ Review minutes of City Council meetings and other key committees</li> <li data-bbox="673 405 1507 459">▶ Perform preliminary substantive procedures, which would include tests of:               <ul style="list-style-type: none"> <li data-bbox="764 464 1198 491">○ Vendor and contractor payments</li> <li data-bbox="764 495 1003 522">○ Payroll expense</li> <li data-bbox="764 527 954 554">○ Utility billing</li> <li data-bbox="764 558 1127 585">○ Pension and OPEB testing</li> <li data-bbox="764 590 1114 617">○ Capital asset acquisitions</li> <li data-bbox="764 621 987 648">○ Journal entries</li> <li data-bbox="764 653 1344 680">○ Retrospective review of accounting estimates</li> </ul> </li> <li data-bbox="673 684 1507 739">▶ Financial statement database management and other setup, in addition to drafting of all necessary report templates</li> <li data-bbox="673 743 1349 770">▶ Preliminary Single Audit and other compliance testing</li> <li data-bbox="673 774 1507 829">▶ Coordinate with City staff and prepare of all appropriate confirmation requests including:               <ul style="list-style-type: none"> <li data-bbox="764 833 987 861">○ Bank accounts</li> <li data-bbox="764 865 1114 892">○ Investment pool accounts</li> <li data-bbox="764 896 1052 924">○ Accounts receivable</li> <li data-bbox="764 928 987 955">○ Federal grants</li> <li data-bbox="764 959 1263 987">○ Revenue from governmental agencies</li> <li data-bbox="764 991 1068 1018">○ Bond and other debts</li> <li data-bbox="764 1022 971 1050">○ Pension plan</li> <li data-bbox="764 1054 992 1081">○ Attorney letters</li> <li data-bbox="764 1085 1040 1113">○ Others, as required</li> </ul> </li> <li data-bbox="673 1117 1507 1171">▶ Update the Organizer with any additional requests that will be needed for the City's audit</li> <li data-bbox="673 1176 1507 1203">▶ Provide the City with audit plan and list of year-end audit schedules</li> <li data-bbox="673 1207 1295 1234">▶ Hold progress conference with City Management</li> <li data-bbox="673 1239 1230 1266">▶ Hold exit conference with City Management</li> </ul>
September - October	<p data-bbox="625 1287 873 1314">- <b>Final Field work</b></p> <ul style="list-style-type: none"> <li data-bbox="673 1350 1235 1377">▶ Entrance conference with City Management</li> <li data-bbox="673 1381 1214 1409">▶ Follow-up on all outstanding confirmations</li> <li data-bbox="673 1413 1507 1488">▶ Verify and validate account balances by reviewing supporting documentation including invoices, vouchers, council resolutions, minutes, and other documents, as required</li> <li data-bbox="673 1493 1507 1547">▶ Perform analytical review of revenue and expenditures. Determine reason for material differences between budget and actual</li> <li data-bbox="673 1551 1507 1640">▶ Perform a search for unrecorded liabilities by reviewing disbursements subsequent to June 30, testing terms of contractual obligations, and interviewing City staff</li> <li data-bbox="673 1644 1507 1728">▶ Perform review of subsequent events by discussions with City Management and update all minutes of City Council and key committees</li> </ul>

2022 Period	Audit Tasks
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- **Single Audit Compliance (if required)**
  - ▶ Entrance conference with City Management
  - ▶ Obtain Federal Financial Assistance Schedule
  - ▶ Determine grants to be considered as major programs including clusters
  - ▶ Perform audit tests of major grant programs and compliance with Federal Law and Regulations
  - ▶ Review grant documents, select sufficient number of transactions to test for compliance of Federal Requirements
  - ▶ Coordinate Single Audit efforts with the Financial Audit efforts
  - ▶ Communicate findings to City Management
  - ▶ Other Compliance
  
- October - November - **Audit Reports**
  - ▶ Complete drafts of City’s Annual Comprehensive Financial Report
  - ▶ Prepare draft of Single Audit Reports concerning internal control structure, compliance with laws and regulations, and administering of federal financial assistance programs
  - ▶ Prepare other reports as required
  - ▶ Provide revised final drafts of all required reports to the City for approval
  
- November - **Final City Audit Reports, Financial Statements, and other reports delivered.**
  
- December - **Audit Presentation to Council**
  
- January 2023 - **State Controller’s Reports delivered and submitted**
- **Single Audit Reports delivered by no later than January 16th.**

**Estimated Hours by Audit Phase**

Position	Planning	Interim Fieldwork	Year End Fieldwork	Reporting	Total
Partner	7	17	12	3	39
Audit Manager	6	27	29	4	66
Audit Senior	12	42	45	6	105
Professional Audit Staff	-	73	67	9	149
Administrative Assistant	4	7	-	7	18
<b>Total</b>	<b>29</b>	<b>166</b>	<b>153</b>	<b>29</b>	<b>377</b>

## Discussion of Identification of Anticipated Potential Audit Problems

### Relevant Accounting Issues

We do not anticipate that there will be any audit problems at the City. However, the following are some areas that we will carefully investigate and monitor during our audit procedures:

- Financial Reporting:
  - Review and evaluate that the City's Annual Financial Reports are in compliance with current reporting and disclosures requirements issued by the GASB and GFOA.
  - Review Annual Financial Reports for financial reporting conformance awards issued by CSMFO and GFOA.
  - Review and evaluate degree of compliance with the various GASBs in effect.
  - Review degree of compliance with infrastructure obligations and regulatory provisions.
- Internal Control Structure:
  - Review and evaluate the City's internal control functions and ascertain compliance with proper internal control philosophies.
  - Review computer system processes and controls and evaluate adequacy of the control environment.

Several new GASB pronouncements will become effective over the time period of this proposal. As such, specific attention will be provided to determine the proper implementation of these new pronouncements. A list of known new pronouncements with implementation dates that fall within this proposal period are as follows:

#### 2022

- Statement 87 – Leases
- Statement 89 – Construction-period Interest
- Statement 92 – Omnibus (multiple effective date)
- Statement 93 – LIBOR Removal and Lease Modifications
- Statement 97 – Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans

#### 2023

- Statement 91 – Conduit Debt
- Statement 94 – Public-private Partnerships
- Statement 96 – Subscription-Based Information Technology Arrangements

**Comprehensive Schedule of Professional Fees  
Cost Bid**

Service	2022 Hours	2022	2023	2024	2025	2026	2027 Optional Year	2028 Optional Year
City Financial and compliance audit, including management report and Annual Comprehensive Financial Report	202	\$ 18,645	\$ 18,770	\$ 19,185	\$ 19,295	\$ 19,255	\$ 19,255	\$ 19,255
GANN Limit Agreed-upon Procedures	7	665	735	775	825	880	880	880
Lemon Grove Sanitation District Audit	40	3,695	3,775	3,910	4,160	4,420	4,420	4,420
Lemon Grove Roadway Lighting District Audit	40	3,695	3,775	3,910	4,160	4,420	4,420	4,420
Annual Street Report	7	665	735	775	825	880	880	880
Single Audit (if required)	28	2,615	2,710	2,730	2,745	2,925	2,925	2,925
City's State Controller's Reports	21	1,950	2,155	2,285	2,435	2,585	2,585	2,585
Sanitation District's State Controller's Reports	16	1,510	1,665	1,760	1,870	1,980	1,980	1,980
Lighting District's State Controller's Reports	16	1,510	1,665	1,760	1,870	1,980	1,980	1,980
<b>Total</b>	<b>377</b>	<b>\$34,950</b>	<b>\$35,985</b>	<b>\$37,090</b>	<b>\$38,185</b>	<b>\$39,325</b>	<b>\$39,325</b>	<b>\$39,325</b>

Position	2022		2023		2024		2025		2026		2027		2028	
	Hours	Rates												
Partner	39	\$ 150	37	\$ 160	37	\$ 160	35	\$ 160	34	\$ 165	34	\$ 165	34	\$ 165
Audit Manager	66	120	61	130	59	135	57	145	55	145	55	145	55	145
Audit Senior	105	85	97	95	94	105	92	110	89	120	89	120	89	120
Professional Audit Staff	149	75	139	85	134	90	130	100	126	110	126	110	126	110
Administrative Assistant	18	60	17	65	17	75	16	75	16	75	16	75	16	75
<b>Total Hours</b>	<b>377</b>		<b>351</b>		<b>341</b>		<b>330</b>		<b>320</b>		<b>320</b>		<b>320</b>	
<b>Total Cost</b>		<b>\$ 34,950</b>		<b>\$ 35,985</b>		<b>\$ 37,090</b>		<b>\$ 38,185</b>		<b>\$ 39,325</b>		<b>\$ 39,325</b>		<b>\$ 39,325</b>

**Manner of Payment:**

Each Engagement Team member maintains detailed time sheets describing work performed, date of work, and amount of time spent on each task for the Engagement. The Firm will bill the City after completion of each phase of the audit and bill the City up to a maximum of 90%. The remaining 10% of the proposal amount will not be due until all final reports are delivered and accepted by the City. The City can anticipate three billings as follows:

<b>Work Performed</b>	<b>% of Proposal Amount</b>
For interim work	45%
For year-end work	45%
At presentation and acceptance of final reports	10%
<b>Total</b>	<b>100%</b>

**Rates for Additional Professional Services:**

Any services outside the scope of our engagement will be promptly identified before the services are rendered. Upon mutual agreement, the out-of-scope services will be separately billed at our standard hourly rates. While it can be difficult to simply state hourly rates, as often times the needs of the client and the specific tasks directly impact the billing rates for our services, we want to provide the following information regarding our published billing rates:

<b>Position</b>	<b>Hourly Rate</b>
Partner	\$ 200
EQR	200
Manager	150
Senior	125
Staff	100
Admin.	75

**Our Standard Hourly Rates are adjusted annually by 3% for Cost of Living and Inflation Adjustments**

**Conclusion** A client relationship with the City will be of great value to our Firm and we welcome the opportunity to develop a long-term relationship with the City. We are committed to:

- Rendering the highest standard of service
- Developing a long-term working relationship dedicated to meeting the needs of the City
- Assisting the City in operational issues
- Producing a quality end-product

We have the technical qualifications and experience to provide the level of service desired and expected by the City and stand ready to provide our knowledge and experience for the benefit of your organization.

We would like to express our appreciation to the City and to its Staff for allowing us the opportunity to submit a proposal to perform professional auditing services. We are available, at your convenience, to discuss any aspects of our proposal.

Thank you for allowing us to present our Firm to you.

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## Appendix A References

- 1) City of Berkeley
  - Scope of Work: Annual Comprehensive Financial Report, Gann Limit, SAS114, Measure B (Alameda County), Vehicle Registration Fee Audit (Alameda County), Due Diligence Reviews for the RDA Successor Agency
  - Engagement Partner: Ahmed Badawi (2008 – 2019), Mitesh Desai (2020- Present)
  - Address: 2180 Milvia Street, Berkeley, CA 94704
  - Principal Contact:  
Mr. Henry Oyekanmi  
Finance Director  
(510)981-7332  
[hoyekanmi@ci.berkeley.ca.us](mailto:hoyekanmi@ci.berkeley.ca.us)
- 2) City of Antioch
  - Scope of Work: Annual Comprehensive Financial Report, SAS 114, GANN Limit, Single Audit, Antioch Public Financing Authority, Antioch Area Public Facilities Financing Agency
  - Engagement Partner: Ahmed Badawi (2005 – 2019), Mitesh Desai (2020- Present)
  - Address: 200 H Street, Antioch, CA 94509
  - Principal Contact:  
Ms. Dawn Merchant  
Finance Director  
(925)779-6135  
[dmerchant@ci.antioch.ca.us](mailto:dmerchant@ci.antioch.ca.us)
- 3) City of Azusa
  - Scope of Work: Annual Comprehensive Financial Report, SAS 114, GANN Limit, Single Audit, Public Financing Authority, Community Facility Districts, Azusa RMC-JPA, Public Safety CFD
  - Engagement Partner: Ahmed Badawi (2017 – Present)
  - Address: 213 E. Foothill Blvd, Azusa, CA 91702
  - Principal Contact:  
Ms. Talika Johnson  
Administrative Services Director  
(626)812-5202  
[tjohnson@AzusaCa.Gov](mailto:tjohnson@AzusaCa.Gov)
- 4) City of Petaluma
  - Scope of Work: Annual Comprehensive Financial Report, Transportation Development Act Fund, SAS 114
  - Engagement Partner: Ahmed Badawi (2019 – Present)
  - Address: 11 English St, Petaluma, CA 94952
  - Principal Contact:  
Ms. Corey Garberolio  
Finance Director  
(707)778-4357  
[cgarbero@cityofpetaluma.org](mailto:cgarbero@cityofpetaluma.org)
- 5) City of Lafayette
  - Scope of Work: Annual Comprehensive Financial Report, Single Audit, Gann Limit, TDA, Lamorinda Fee and Finance Authority Report, Lamorinda School Bus Transportation Agency Report
  - Engagement Partner: Ahmed Badawi (2020 – Present)
  - Address: 3675 Mount Diablo Blvd., #210, Lafayette, CA 94549
  - Principal Contact:  
Ms. Tracy Robinson  
Administrative Services Director  
(925)299-3227  
[trobinson@lovelafayette.org](mailto:trobinson@lovelafayette.org)

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## Appendix B Exceptions to the Contract

With regard to the Sample Professional Services Agreement, we would like the following items to be edited:

RFP attachment, Sample Professional Services Agreement, 6. Disposition and Ownership of Documents, we would like to edit the paragraph as follows:

6. **DISPOSITION AND OWNERSHIP OF DOCUMENTS**. Unless such property is proprietary in nature, the Memoranda, Reports, Maps, Drawings, Plans, Specifications and other documents prepared by the CONSULTANT for this Project, whether paper or electronic, shall become the property of the CITY for use with respect to this Project, and shall be turned over to the CITY upon completion of the Project, or any phase thereof, as contemplated by this Agreement.