



**City of Lemon Grove
City Council Regular Meeting Agenda
Tuesday, June 16, 2020, 6:00 p.m.**

Virtual Meeting via Zoom platform <https://www.zoom.us/home?zcid=2478>

Meeting Access # 619-825-3800
<https://us04web.zoom.us/j/6198253800>

City Council

Racquel Vasquez, Mayor
Jennifer Mendoza, Mayor Pro Tem
Jerry Jones, Councilmember
David Arambula, Councilmember
Yadira Altamirano, Councilmember

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

Public Participation

In accordance with Executive Orders N-25-20, N-29-20 and N-35-20 paragraph 3, executed by the Governor of California on March 17, 2020, and as a response to mitigating the spread of Coronavirus known as COVID-19, the Regular Meeting of the City Council scheduled for Tuesday, June 2, 2020, at 6:00 p.m. will be a virtual meeting – audio only.

Below are the ways to participate. For any questions contact the City Clerk's Office at (619) 825-3800.

Members of the public are able to participate in the following ways:

1. Listen to audio live via zoom
2. Written Public Comment: Which will be accepted by email with the subject line PUBLIC COMMENT ITEM #___. Email to the City Clerk schapel@lemongrove.ca.gov prior to the meeting. The deadline for the public comment to be submitted is **Monday, June 15, 2020 at 5:00 p.m.** Any comment received after the deadline will not be read at the meeting, but will be maintained in the record.

Join the Meeting

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from the [Zoom Download Center](#). Otherwise, you will be prompted to download and install Zoom when you click a join link.

Prerequisites

- Each meeting has a Meeting Access ID and Password that will be required to join a Zoom meeting. #619-825-3800. If you have eNotification set-up it will be included on your email notification. If you have not yet set-up notifications for City meetings and events please go to the City website and [sign up](#).
- Meeting will be Audio only for all participants.

1. Open the Zoom desktop client
2. Join a meeting using one of these methods:
 - * Click Join a Meeting if you want to join in without signing in.
 - * Sign in to Zoom then click join.
3. Enter the Meeting ID number and your display name
4. If you're not signed in, enter a display name.

All audio will be muted upon entering.

The meeting audio will be available on the City website within 24 hours of the meeting.

Public Comment:

In accordance with Executive Orders N-25-20, N-29-20 and N-35-20 paragraph 3, executed by the Governor of California on March 17, 2020. Written Public Comment: Which will be accepted by email with the subject line PUBLIC COMMENT ITEM ____ . Email to the City Clerk schapel@lemongrove.ca.gov prior to the meeting. The deadline for the public comment to be submitted is **Monday, June 15, 2020 at 5:00 p.m.** Any comment received after the deadline will not be read but will be maintained in the record.

Process:

1. Email City Clerk your written comment. In the Subject Line of the email indicate whether comment is for Public Comment (item not on the agenda) or Agenda Item #.

Participants addressing the City Council by email are encouraged to provide the following information:

- a) Full Name;
- b) Contact Number;
- c) Address;
- d) Public Comment or Agenda Item No;
- e) Subject;
- f) Written Comments

2. Include Comment – Comment is limited up to three (3) minutes. Comment will be read by the City Clerk and timed and if comment extends longer than three (3) minutes it will be timed out.

If comment is received but there is no indication as to whether it is to be read under Public Comment or a specific agenda item, the comment will be retained in the record but not read at the meeting.

Currently public comment is only being accepted by email to be read by the City Clerk. City Clerk email address: schapel@lemongrove.ca.gov

City of Lemon Grove City Council Regular Meeting Agenda

Tuesday, June 16, 2020, 6:00 p.m.
Virtual Meeting via Zoom platform

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

Call to Order

Pledge of Allegiance:

Changes to the Agenda:

Public Comment:

(Note: In accordance with State Law, the general public may bring forward an item not scheduled on the agenda; however, the City Council may not take any action at this meeting. If appropriate, the item will be referred to staff or placed on a future agenda.)

Public comment will be read into the record by the City Clerk. Per Lemon Grove Municipal Code Section 2.14.150, each comment is allowed up to three (3) minutes.

City Council Oral Comments and Reports on Meetings Attended at the Expense of the City.
(GC 53232.3 (d)) (53232.3.(d) states that members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.)

City Manager Report:

1. Consent Calendar:

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

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: Molly Brennan, Administrative Services Director

Recommendation: Ratify Demands

1.C Approval of Meeting Minutes

June 2 – Virtual Emergency Special City Council Meeting

June 2 - Virtual Regular City Council Meeting

Reference: Shelley Chapel, City Clerk

Recommendation: Approve Minutes

1.D 2021 Minimum Wage Increase

Reference: Roberto Hidalgo, Human Resources Manager

Recommendation: Adopt a Resolution entitled, “A Resolution of the City Council of the City of Lemon Grove, California, Approval of Minimum Wage Increase to Ensure Compliance with the California Minimum Wage Increase as Governed by State Law.”

1.E Fiscal Year 2020-21 City Calendar

Reference: Roberto Hidalgo, Human Resources Manager

Recommendation: Adopt a Resolution entitled, “A Resolution of the City Council of the City of Lemon Grove, California, establishing the Fiscal Year 2020-21 City Calendar.”

1.F Levy and Collection of Assessments within the Lemon Grove Wildflower Landscape Maintenance Assessment District 97-1 for Fiscal Year 2020-2021.

Reference: Molly Brennan, Administrative Services Director

Recommendation: Adopt a Resolution entitled, “A Resolution of the City Council of the City of Lemon Grove, California, Approving the Levy and Collection of Assessments within the Lemon Grove Wildflower Landscape Maintenance Assessment District 97-1 for Fiscal Year 2020-2021.”

1.G Approve the Engineer’s Report Detailing Sewer Service Charges for Fiscal Year 2020-21 (Sanitation District Item)

Reference: Molly Brennan, Administrative Services Director

Recommendation: Adopt a Resolution entitled, “A Resolution of the Board of Directors of the Sanitation District Approving the Engineer’s Report Regarding the Sewer Service Charges for Fiscal Year 2020-2021.”

1.H Approve the Engineer’s Report Detailing Zone L Assessments for Fiscal Year 2020-21 (Roadway Lighting District Item)

Reference: Molly Brennan, Administrative Services Director

Recommendation: Adopt a Resolution of the Lemon Grove Roadway Lighting District Approving the Engineer’s Report Regarding the Zone L Charges for Fiscal Year 2020-2021.”

1.I California Housing and Community Development Local Early Action Planning Grant Application

Reference: Noah Alvey, Community Development Manager

Recommendation: Adopt a Resolution entitled, "A Resolution of the City Council of the City of Lemon Grove, California, Authorizing Application For, and Receipt Of, Local Government Planning Support Grant Program Funds."

Reports to Council:

2. Fiscal Year 2020-2021 Consolidated Operating and Capital Budget

Reference: Molly Brennan, Administrative Services Director

Recommendation:

- 1) Adopt a Resolution entitled, "A Resolution of the City Council of the City of Lemon Grove, California, Approving the City of Lemon Grove Budget for Fiscal Year 2020-2021 and Authorizing Expenditures Thereto";
- 2) Adopt a Resolution entitled, "A Resolution of the City Council of the City of Lemon Grove, California, Approving a Salary Plan and Classification Summary";
- 3) Adopt a Resolution entitled, "A Resolution of the City Council of the City of Lemon Grove, California, Establishing the Appropriations Limit for Fiscal Year 2020-2021";
- 4) Adopt a Resolution entitled, "A Resolution of the Lemon Grove Roadway Lighting District Board, Approving the Lemon Grove Roadway Lighting District Budget for Fiscal Year 2020-2021 and Authorizing Expenditures Thereto"; and
- 5) Adopt a Resolution entitled, "A Resolution of the Lemon Grove Sanitation District Board, Approving the Lemon Grove Sanitation District Budget for Fiscal Year 2019-2020 and Authorizing Expenditures Thereto."

3. Proposed Marijuana Business Gross Receipts Tax

Reference: Lydia Romero, City Manager and Kristen Steinke, District Attorney

Recommendation: Discuss and provide feedback and direction to staff on options for a marijuana business gross receipts tax for the City of Lemon Grove. Based on feedback received, staff will return with the recommended action.

4. Vehicle Miles Traveled Methodology

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

Recommendation: Adopt a Resolution entitled, "Resolution of the City Council of the City of Lemon Grove, California, Approving Vehicle Miles Traveled Thresholds of Significance for Purposes of Analyzing Transportation Impacts under the California Environmental Quality Act."

Closed Session:

1. LIABILITY CLAIM (GOVERNMENT CODE SECTION §54956.95)
Claimant: Doris Wight
Agency Claimed Against: City of Lemon Grove

2. LIABILITY CLAIM (GOVERNMENT CODE SECTION §54956.95)
Claimant: Maileen Aguilar
Agency Claimed Against: City of Lemon Grove

Adjournment

AFFIDAVIT OF NOTIFICATION AND POSTING
STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS
CITY OF LEMON GROVE)

I, Shelley Chapel, MMC, City Clerk of the City of Lemon Grove, hereby declare under penalty of perjury that a copy of the above Agenda of the Regular Meeting of the City Council of the City of Lemon Grove, California, was delivered and/or notice by email not less than 72 hours, before the hour of 6:00 p.m. on June 16, 2020, to the members of the governing agency, and caused the agenda to be posted on the City's website at www.lemongrove.ca.gov and at Lemon Grove City Hall, 3232 Main Street Lemon Grove, CA 91945.

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

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



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.A

Meeting Date: June 16, 2020
Submitted to: Honorable Mayor and Members of the City Council
Department: City Manager's Office
Staff Contact: Kristen Steinke, City Attorney
Item Title: **Waive the Full Text Reading of all Ordinances**

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

Environmental Review:

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

Fiscal Impact: None.

Public Notification: None.



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.B

Meeting Date: June 16, 2020
Submitted to: Honorable Mayor and Members of the City Council
Department: City Manager's Office
Staff Contact: Molly Brennan, Administrative Services Director
<mailto:MBrennan@lemongrove.ca.gov>
Item Title: City of Lemon Grove Payment Demands

Recommended Action: Ratify Demands.

Environmental Review:

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

Fiscal Impact: None.

Public Notification: None.

City of Lemon Grove Demands Summary

Approved as Submitted:

Molly Brennan, Administrative Services Director
 For Council Meeting: 06/16/20

ACH/AP Checks 05/21/20-06/05/20

211,981.67

Payroll - 06/02/20

132,849.86

Total Demands

344,831.53

CHECK NO	INVOICE NO	VENDOR NAME	CHECK DATE	Description	INVOICE AMOUNT	CHECK AMOUNT
ACH	Mar20	San Diego County Sheriff's Department	05/21/2020	Law Enforcement Services - Mar'20	515,328.07	515,328.07
ACH	May19 20	Employment Development Department	05/21/2020	State Taxes 5/19/20	7,177.77	7,177.77
ACH	May6-May19 20	Calpers Supplemental Income 457 Plan	05/22/2020	457 Plan 5/6/20-5/19/20	8,823.13	8,823.13
ACH	1000283711	City of San Diego	05/26/2020	Metro Sewer System FY20 - QTR 4 - 4/1/20-6/30/20	697,294.00	697,294.00
ACH	May19 20	US Treasury	05/26/2020	Federal Taxes 5/19/20	24,320.38	24,320.38
ACH	May20	Wage Works	05/31/2020	FSA Reimbursement - May'20	2,564.97	2,564.97
ACH	May20	Power Pay Biz/Evo	06/01/2020	Online Credit Card Processing - May'20	110.75	110.75
ACH	Jun20	Pers Health	06/02/2020	Pers Health Insurance - Jun'20	46,679.43	46,679.43
ACH	May20	Authorize.Net	06/02/2020	Merchant Fees - May'20	29.80	29.80
ACH	Apr22-May19 20	California Public Empl Retirement System	06/03/2020	Pers Retirement 4/22/20-5/19/20	62,615.13	62,615.13
ACH	Jun2 20	Employment Development Department	06/04/2020	State Taxes 6/2/20	8,829.41	8,829.41
ACH	May20-Jun2 20	Calpers Supplemental Income 457 Plan	06/05/2020	457 Plan 5/20/20-6/2/20	8,823.13	8,823.13
ACH	855396	Aflac	06/05/2020	AFLAC Insurance 06/04/20	1,684.42	1,684.42
12954	16745	AAir Purification Systems	05/27/2020	Repair/Grabber Fitting/E10 - Fire Station	148.87	148.87
12955	6813 6814	Aguirre & Associates	05/27/2020	Tracy St Street Dedication - Apr'20 Topographic Surveys @ Mt Vernon & Acacia St - Apr'20	625.00 7,554.00	8,179.00
12956	35175-IN	Aztec Landscaping Inc.	05/27/2020	Landscape Mgmt Svc - Apr'20	9,183.41	9,183.41
12957	1000284300	City of San Diego	05/27/2020	Municipal Sewer Transportation- FY20 Q1-2-3 7/1/19-3/31/20	22,803.00	22,803.00
12958	20CTOFLGN10	County of San Diego- RCS	05/27/2020	800 MHZ Network - Apr'20	2,878.50	2,878.50
12959	5566 5567 5596 5597 5598 5599	D- Max Engineering Inc.	05/27/2020	LG 7061 Casa Ln Water Quality & Plan Review 3/18/20-4/23/20 LG Broadway Self Storage SWQMP Review 3/19/20-4/23/20 1993 Dain Dr Stormwater Inspection 4/1/20-4/30/20 6800 Mallard Ct Stormwater Inspection 4/1/20-4/30/20 Golden Doors Stormwater Inspection 4/1/20-4/30/20 1963 Berry St Stormwater Inspection 4/1/20-4/30/20	1,340.00 1,474.00 285.03 229.53 27.03 489.08	3,844.67
12960	0420.01.4033	Dexter Wilson Engineering, Inc.	05/27/2020	FY20/21 Sewer Svc Charge Analysis for LG Sani District- Apr'20	3,892.50	3,892.50
12961	dsb20192192	Dig Safe Board	05/27/2020	State Fee/Regulatory Monthly Costs/Dig Alert 2019	57.13	57.13
12962	Gomez	Gomez,Priscilla	05/27/2020	Refund/Gomez, Priscilla/Duplicate Fee - Dog License	15.00	15.00
12963	9181476088	HD Supply Facilities Maintenance, Ltd.	05/27/2020	Disposable Face Masks - COVID-19	206.07	206.07
12964	00075895	Hudson Safe-T- Lite Rentals	05/27/2020	Plastic Barricades/Signs - Keep Right	920.13	920.13
12965	12567 12568 12569	Infrastructure Engineering Corporation	05/27/2020	Prof Svc: 1993 Dain Dr - Development Inspection 3/28/20-4/24/20 Prof Svc: 1913 Berry St - Development Inspection 3/28/20-4/24/20 Prof Svc: Mallard Ct - CM Services 3/28/20-4/24/20	2,072.00 3,996.00 148.00	6,216.00
12966	07-2575	Lemon Grove School District	05/27/2020	Fuel Services-PW: Feb'20 Fuel Services-PW: Mar'20	2,138.71 2,824.62	4,963.33
12967	INV30654	Logicopy	05/27/2020	Ricoh C3502 Copier Contract Charge- PW Yard - 5/7/20-6/6/20	51.58	51.58
12968	1733	Miller Spatial Services, LLC	05/27/2020	GIS Analyst/Consulting Support Services- thru 4/30/20	2,330.00	2,330.00
12969	165940	MJC Construction	05/27/2020	CUPCCA #2020-13 Stormdrain Pipe Repairs- Roy St	24,400.00	24,400.00
12970	151740	Pacific Sweeping	05/27/2020	Street Sweeping/Parking Lot - Apr'20	6,428.55	6,428.55
12971	31976530	RCP Block & Brick, Inc.	05/27/2020	Bulk Class II Road Base - PW Supply	154.05	154.05
12972	1106	SD Sports Medicine and Family Health Ctr	05/27/2020	Medical Fitness Evaluation - 2/26/20	2,700.00	2,700.00
12973	4/20/2020 4/20/2020	SDG&E	05/27/2020	3225 Olive- 4/20/20-5/19/20 3500 1/2 Main- 4/20/20-5/19/20	88.04 149.62	269.11

	4/20/2020			3601 1/2 LGA-4/20/20-5/19/20		31.45	
12974	15050	Smart Cover Systems Inc.	05/27/2020	Relocation-SmartCover Unit/8000 Brdwy to 8240 Brdwy		2,427.84	2,427.84
12975	80369 80370	Southwest Signal Service	05/27/2020	Traffic Signal Service Calls - Apr'20 Bi-Monthly Traffic Signal Maint/PM Inspections - Apr'20		2,363.26 910.00	3,273.26
12976	1457870	Stanley Steemer	05/27/2020	Carpet & Tile Cleaned/Disinfected - Fire Stn 5/11/20 COVID-19		836.70	836.70
12977	01005987	Statewide Traffic Safety & Signs Inc.	05/27/2020	Overhauled TC-400 Radar Feedback Sign/ Wifi - Traffic Count		1,321.89	1,321.89
12978	100874006-0001 101097461-0001 101110191-0001	Sunbelt Rentals Inc.	05/27/2020	Propane Propane Brush Cutter Rental - Weed Abatement 5/5/20		13.27 17.54 175.89	206.70
12979	420200387	Underground Service Alert of Southern Ca.	05/27/2020	36 New Ticket Charges - Apr'20		69.40	69.40
12980	72554291 72570737 72573813 72575344 72575345 72577875 72581168 72581169	Vulcan Materials Company	05/27/2020	Asphalt Asphalt Asphalt Asphalt/SS1H 4.5 Gallon Bucket Asphalt Asphalt/SS1H 4.5 Gallon Bucket Asphalt Asphalt		257.09 104.30 331.33 200.31 599.74 348.25 126.61 129.84	2,097.47
12981	158038	West Coast Arborists, Inc.	05/27/2020	Tree Maintenance - 2/1/20-2/15/20		840.00	840.00
12982	Whitaker	Whitaker, Ajeenah	05/27/2020	Refund/Whitaker, Ajeenah/Rntl - Sunflower Gazebo 6/6/20COVID-19		100.00	100.00
12983	L1072895UF	American Messaging	06/03/2020	Pager Replacement Program 6/1/20-6/30/20		49.85	49.85
12984	14789595	AT&T	06/03/2020	Fire Backup Phone Line- 4/22/20-5/21/20		40.13	40.13
12985	Bradley	Bradley, Kiana	06/03/2020	Refund/Bradley, Kiana/Deposit - Comm Ctr- 6/27/20 COVID-19		200.00	200.00
12986	6/2/20	California State Disbursement Unit	06/03/2020	Wage Withholding Pay Period Ending 6/2/20		161.53	161.53
12987	4032930396	Canon Solutions America, Inc.	06/03/2020	Canon Maintenance-Copier Usage 2/27/20-5/26/20		513.09	513.09
12988	21946	City of La Mesa	06/03/2020	Overtime Reimbursement - Kleist 5/3/20		1,478.17	1,478.17
12989	1000283607	City of San Diego	06/03/2020	Chollas Creek TMDL - Cost Share FY19/20		27,028.42	27,028.42
12990	2020REG_COP-10	County of San Diego- Dept of Public Works	06/03/2020	FY19-20 Stormwater Copermittee Regional Program Shared Costs		3,470.00	3,470.00
12991	5464 5552 5563 6023	D- Max Engineering Inc.	06/03/2020	D-Max Stormwater Prof Svcs 1/1/20-1/31/20 D-Max Stormwater Prof Svcs 3/1/20-3/31/20 7946 Broadway Stormwater Inspection 4/20/20-4/22/20 D-Max Stormwater Prof Svcs 4/1/20-4/30/20		2,843.17 4,218.94 566.00 3,503.10	11,131.21
12992	54241	Daley & Heft LLP	06/03/2020	Legal Svcs: GHC0025482- Svcs thru 4/9/20		1,790.40	1,790.40
12993	0526202305	Domestic Linen- California Inc.	06/03/2020	Shop Towels & Safety Mats 5/26/20		94.20	94.20
12994	Jun-20	Fidelity Security Life Insurance Company	06/03/2020	Vision Insurance -Jun20		274.23	274.23
12995	INV101680 INV1017782 INV1017907	George Hills Company	06/03/2020	PINS Annual Software License Fee TPA Claims- Adjusting/Other Services - Apr 20 Credit Memo- TPA Claims- Adjusting/Other Services - Apr 20		1,350.00 3,889.40 -1,214.40	4,025.00
12996	00000001547287	Globalstar USA, Inc.	06/03/2020	Satellite Service 5/16/20-6/15/20		171.64	171.64
12997	Jun2 20	ICMA	06/03/2020	ICMA Deferred Compensation Pay Period Ending 6/2/20		780.77	780.77
12998	1615	Janazz, LLC SD	06/03/2020	8 Workstations Si/Refurbished Towers		2,937.60	2,937.60
12999	1497706	Liebert Cassidy Whitmore	06/03/2020	Prof Svcs: LE050-00001 thru 4/30/20		1,564.00	1,564.00
13000	McLean	McLean, Robin	06/03/2020	Refund/McLean, Robin/Deposit - LBH- 6/20/20 COVID-19		200.00	200.00
13001	201920-205	North County Dispatch, J.P.A.	06/03/2020	Emergency PPE - 3 Ply Disposable Face Masks - Fire COVID-19		1,680.90	1,680.90
13002	67965353	Occupational Health Centers of CA	06/03/2020	DMV Medical Recert Exam - 5/15/20		103.00	103.00
13003	425228	Peterson & Associates Court Reporting, Inc.	06/03/2020	Legal Svcs: GHC0019886 thru 10/6/19		6,539.30	6,539.30
13004	INV00014515	RapidScale Inc.	06/03/2020	Virtual Hosting/Back Up Svc/Cloud Storage/Svr 5/31/20-6/29/20		4,175.78	4,175.78
13005	74366	Rick Engineering Company	06/03/2020	Prof Svc: City Engineer 2/29/20-3/27/20		32,306.79	32,306.79
13006	Stokes	Stokes, Alexis	06/03/2020	Refund/Stokes, Alexis/Jumper Permit - LGP- 5/2/20 COVID-19		40.00	40.00
13007	Sumler	Sumler, Louise	06/03/2020	Refund/Sumler, Louise/Rental - LBH- 7/11/20 COVID-19		100.00	100.00
13008	00096175 00096242	The East County Californian	06/03/2020	Notice of Public Hearing - TransNet 5/22/20 Notice of Public Hearing - Climate Action Plan 5/22/20		129.50 182.00	311.50
						211,981.67	211,981.67



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.C

Meeting Date: June 16, 2020

Submitted to: Honorable Mayor and Members of the City Council

Department: City Manager's Office

Staff Contact: Shelley Chapel, City Clerk

Schapel@lemongrove.ca.gov

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

Recommended Action: Approval of City Council Meeting Minutes.

Environmental Review:

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

Fiscal Impact: None.

Public Notification: None.

**MINUTES OF VIRTUAL EMERGENCY SPECIAL MEETING
OF THE LEMON GROVE CITY COUNCIL
VIRTUAL MEETING VIA ZOOM**

TUESDAY, JUNE 2, 2020

*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.*

Emergency Special Meeting of the City Council of the City of Lemon Grove, California, took place virtually only pursuant to California Governor Executive Orders N-25-20, N-29-20 and N-35-20, and in the interest of public health and safety, we temporarily took actions to prevent and mitigate the spread and effects of the COVID-19 pandemic by holding City Council and other public meetings via virtual video media only.

Call To Order:

Mayor Vasquez called the Virtual Emergency Special Meeting to order at 5:01 p.m.

Present: Mayor Racquel Vasquez, Mayor Pro Tem Jennifer Mendoza, Councilmember Yadira Altamirano, Councilmember David Arambula, and Councilmember Jerry Jones.

Absent: None.

Staff Members Present:

Lydia Romero, City Manager, Kristen Steinke, City Attorney, Mike James, Assistant City Manager/Public Works Director, Mike Rand, San Diego Sheriff's Lieutenant, and Shelley Chapel, City Clerk.

Pledge of Allegiance was led by Councilmember Jones.

Public Comment: Due to the emergency nature of this meeting no public comment was received.

Reports to Council:

1. Ratify Emergency Declaration Resolution entitled, "PROCLAMATION OF THE EXISTENCE OF A LOCAL EMERGENCY IN THE CITY OF LEMON GROVE"

Mayor introduced City Manager Romero who presented the report.

California Emergency Services Act, including, but not limited to, Government Code Section 8630, and Chapter 2.12 of the Lemon Grove Municipal Code empower the City Manager acting in her capacity as Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when the City of Lemon Grove is affected or likely to be affected by a public calamity and the City Council is not in session.

This Resolution ratifies such action.

Action: It was moved by Councilmember Arambula, and seconded by Councilmember Jones to adopt Resolution No. 2020-3729, entitled, "Proclamation of the Existence of a Local Emergency in the City of Lemon Grove," as amended. Amended language was added to the Resolution by approval of a majority of the Council: "Any curfew that is instituted shall be from dusk 8:00 p.m. to dawn 6:00 a.m. unless circumstances require an adjustment based on the best intelligence available at the time."

The motion passed by the following roll call vote:

Ayes: Vasquez, Mendoza, Altamirano, Arambula

Noes: Jones

Adjournment:

There being no further business to come before the Council, the meeting was adjourned at 5:42 p.m. to the Regular City Council Meeting to be held on the same day at 6:00 p.m., Tuesday, June 2, 2020, as a Virtual Regular City Council Meeting.

Shelley Chapel, MMC
City Clerk

**MINUTES OF REGULAR MEETING
OF THE LEMON GROVE CITY COUNCIL
VIRTUAL MEETING VIA ZOOM**

TUESDAY, JUNE 2, 2020

*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.*

Regular Meeting of the City Council of the City of Lemon Grove, California, took place virtually only pursuant to California Governor Executive Orders N-25-20, N-29-20 and N-35-20, and in the interest of public health and safety, we temporarily took actions to prevent and mitigate the spread and effects of the COVID-19 pandemic by holding City Council and other public meetings via virtual audio media only.

Call To Order:

Mayor Vasquez called the Virtual Regular City Council Meeting to order at 6:05 p.m.

Present:

Mayor Racquel Vasquez, Mayor Pro Tem Jennifer Mendoza, Councilmember Yadira Altamirano, Councilmember David Arambula, and Councilmember Jerry Jones.

Absent: None.

Staff Members Present:

Lydia Romero, City Manager, Kristen Steinke, City Attorney, Mike James, Assistant City Manager/Public Works Director, Molly Brennan, Administrative Services Director, Noah Alvey, Community Development Manager, Mike Rand, San Diego Sheriff's Lieutenant, Steve Swaney, Fire Chief, and Shelley Chapel, City Clerk.

Pledge of Allegiance was led by Councilmember Altamirano.

Changes to the Agenda: City Manager Romero asked the Mayor and City Council as a staff request that Agenda Item No. 5 - Draft Fiscal Year 2020-2021 General Fund Budget, and Item No. 6 - Second Reading by Title Only and Adoption of Ordinance No. 31 (Sanitation District), follow Item No. 2 - Master Fee Schedule for Fiscal Year 2020-2021 as they are all budget related. Mayor Vasquez granted the request.

Public Comment was read into the Record by City Clerk, Chapel:

Gerry Weiss, and Teresa Rosiak-Proffit

City Council Oral Comments and Reports on Meetings Attended at the Expense of the City

Councilmember Jones attended the following meetings and events:

- Finance Meeting for Metro Wastewater JPA

Mayor Pro Tem Mendoza attended the following meetings and events:

- Co-Chair League of California Cities Transportation, Communication and Public Works Committee Meeting
- Mentioned Food Distribution Event to be held every Saturday until COVID-19 Pandemic has passed.

Mayor Vasquez made statement for compassion and understanding following recent protests in La Mesa and nationwide as a reaction to the death of George Floyd in Michigan.

- East County Mayors Meeting
- COVID-19 Update for San Diego County Elected Officials
- SANDAG Board of Directors Business Meeting
- Feeding Lemon Grove Event – 200 cars were served

City Manager’s Report:

City Manager Romero provided an update on the Emergency Special City Council Meeting preceding the meeting where City Council adopted a Resolution Proclaiming the Existence of a Local Emergency and citing Civil Unrest and Disturbance currently affecting the region.

COVID-19 County of San Diego is slowly working to allow the community to open up for business with precaution and protection guidelines provided by the State and San Diego County. The City is putting together a “How to Guide” for local businesses to assist in navigating the responsibilities.

Announced the City has received the awarded Department of Justice CARES ACT Grant for \$35,000. The monies will assist with pandemic Homeless outreach in partnership with HOMESTART and the San Diego Sheriff’s Department and Sheriff’s PERT team.

City of Lemon Grove did not place a curfew order for this evening as it had the past two, due to civil unrest and protests. For future Notices, a reminder to please check the City website, and social media sites Facebook and Instagram.

Consent Calendar:

- 1.A Waive Full Text Reading of All Ordinances on the Agenda.
- 1.B Ratification of Payment of Demands
- 1.C Approved City Council Meeting Minutes for Virtual Regular Meeting of May 19, 2020.
- 1.D Rejection of Claim - Powell
- 1.E Approved Joining the “Support Local Recovery Coalition”
- 1.F Adopted Resolution No. 2020-3730 Renewal of the Community Garden Lease Agreement

Action: Motion by Councilmember Arambula, seconded by Mayor Pro Tem Mendoza, to approve Consent Calendar Items 1.A-1.F.

The motion passed by the following vote:

Ayes: Vasquez, Mendoza, Altamirano, Arambula, Jones

Noes: None.

Public Hearing:

2. Master Fee Schedule for Fiscal Year 2020-2021 (Item continued from May 19, 2020, Regular City Council Meeting)

Mayor Vasquez introduced Molly Brennan, Administrative Services Director who gave the report and PowerPoint Presentation.

The Public Hearing was opened at 6:37 p.m.

No Public Comment was received.

Action: The public hearing was closed at 6:42 p.m. on a motion by Councilmember Arambula, and second by Councilmember Altamirano.

The motion passed by the following roll call vote:

Ayes: Vasquez, Mendoza, Altamirano, Arambula, Jones

Noes: None

Action: It was moved by Councilmember Arambula, and seconded by Mayor Pro Tem Mendoza to adopt Resolution No. 2020-3731, entitled, "A Resolution of the City Council of the City of Lemon Grove, California, Master Fee Schedule for Fiscal Year 2020-2021."

The motion passed by the following roll call vote:

Ayes: Vasquez, Mendoza, Altamirano, Arambula, Jones

Noes: None

Item taken out of order

Report to Council:

5. Draft Fiscal Year 2020-2021 General Fund Budget

Mayor Vasquez introduced Molly Brennan, Administrative Services Director who gave the report and PowerPoint Presentation.

No Public Comment was received.

This item was a Review and Discuss only. Staff will return with a Final FY2020-21 Consolidated Operating and Capital Budget at the June 16th City Council Meeting for adoption.

Item taken out of order

6. Second Reading by Title Only and Adoption of Ordinance No. 31 (Sanitation District)

Mayor Vasquez introduced Kristen Steinke, City Attorney who read the title of the Ordinance into record.

No Public Comment was received.

Action: It was moved by Councilmember Altamirano, and seconded by Councilmember Arambula to adopt Ordinance No. 31, Amending Ordinance No. 28 of the Lemon Grove Sanitation District, of the City of Lemon Grove, California, Describing Methods for Calculating Sewer Use Charges and Repealing Ordinance No. 30.

The motion passed by the following roll call vote:

Ayes: Vasquez, Altamirano, Arambula, Jones

Noes: Mendoza

Public Hearings:

3. 2020 TransNet Program of Projects (POP)

Mayor Vasquez introduced Molly Brennan, Administrative Services Director who gave the report and PowerPoint Presentation.

The Public Hearing was opened at 7:07 p.m.

No Public Comment was received.

Action: The public hearing was closed at 7:17 p.m. on a motion by Mayor Pro Tem Mendoza, and second by Councilmember Jones.

The motion passed by the following roll call vote:

Ayes: Vasquez, Mendoza, Altamirano, Arambula, Jones

Noes: None

Action: It was moved by Mayor Pro Tem Mendoza, and seconded by Councilmember Jones to adopt Resolution No. 2020-3732, entitled, “A Resolution of the City Council of the City of Lemon Grove, California, Adopting the *Transnet* Local Street Improvement Program of Projects for Fiscal Year 2021 through 2025.”

The motion passed by the following roll call vote:

Ayes: Vasquez, Mendoza, Altamirano, Arambula, Jones

Noes: None

4. Climate Action Plan Update

Mayor Vasquez introduced Noah Alvey, Community Development Manager who gave the report and PowerPoint Presentation.

Public Comment Received was Read into the Record by Shelley Chapel, City Clerk and Mike James, Assistant City Manager: Michael Gaffney, David Robertson, Susan Orlofsky, Evlyn Andrade, Chelsi Sparti, Galena Robertson, JP Bruner, John Michno, and Jeanne Peterson.

The Public Hearing was opened at 7:19 p.m.

Action: The public hearing was closed at 7:38 p.m. on a motion by Councilmember Arambula, and second by Mayor Pro Tem Mendoza.

The motion passed by the following roll call vote:

Ayes: Vasquez, Mendoza, Altamirano, Arambula, Jones

Noes: None

Action: It was moved by Councilmember Arambula, and seconded by Councilmember Altamirano to adopt Resolution No. 2020-3733, entitled, “Resolution of the City Council of the City of Lemon Grove, California, Approving a Climate Action Plan Update.”

The motion passed by the following roll call vote:

Ayes: Vasquez, Mendoza, Altamirano, Arambula, Jones

Noes: None

Reports to Council:

7. Planning Commissioner Reappointment – Miranda Evans

Mayor Vasquez introduced City Manager Romero who gave the report.

Public Comment Received was Read into the Record by Shelley Chapel, City Clerk: Teresa Rosiak-Proffit, John Kazalonis, Kathleen McLean, and Dulce Camacho.

Action: It was moved by Mayor Pro Tem Mendoza, and seconded by Councilmember Arambula to adopt Resolution No. 2020-3734, entitled, “A Resolution of the City Council of the City of Lemon Grove, California, Reappointing Planning Commissioner Miranda Evans to a Four (4) Year Term.”

The motion passed by the following roll call vote:

Ayes: Vasquez, Mendoza, Arambula

Noes: Altamirano, Jones

8. Discussion of CARES Act Money

Mayor Vasquez introduced Lydia Romero, City Manager who gave the report.

Public Comment Received was Read into the Record by Shelley Chapel, City Clerk: Maya Rosas

Review and Discuss only.

Mayor Vasquez introduced City Attorney Steinke who convened the meeting into Closed Session at 8:46 p.m. Closed Session was conducted via Closed Session Room separate from the “virtual meeting.” The Audio Recording for the Meeting was paused at that time.

Closed Session:

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Government Code Section 54956.9b

Number of potential cases: 1

The meeting was reconvened into Open Session at 9:06 p.m., the City Attorney Steinke reported there was no action taken in Closed Session.

Adjournment:

There being no further business to come before the Council, the meeting was adjourned at 9:06 p.m. to a meeting to be held Tuesday, June 16, 2020, as a Virtual Meeting, for a Regular City Council Meeting.

Shelley Chapel, MMC
City Clerk



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.D

Meeting Date: June 16, 2020

Submitted to: Honorable Mayor and Members of the City Council

Department: City Manager's Office

Staff Contact: Roberto Hidalgo, Human Resources Manager

rhidalgo@lemongrove.ca.gov

Item Title: 2021 Minimum Wage Increase

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

Summary: Effective January 1, 2021, minimum wage will increase from \$13.00 to \$14.00 hourly. The proposed salary recommendations (Attachment B) are based on requirements by State law.

Discussion: The City of Lemon Grove has a past practice of State compliance. As an employer with 26 or more employees, the minimum wage will increase to \$14.00 per hour. In the future, the City will continue to adhere to the State's schedule, which increases the minimum wage to \$15 per hour by 2022.

Environmental Review:

Not subject to review

Negative Declaration

Categorical Exemption, Section []

Mitigated Negative Declaration

Fiscal Impact:

The total projected annual cost to the City will be approximately \$7,040.80, based on an average of 13 hourly extra help employees impacted by the minimum wage increase and a 20-hour work week. These costs are already budgeted for FY 2020-21.

Public Notification:

None.

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

Attachments:

Attachment A – Resolution

Attachment B – Part-Time Salary Table

RESOLUTION NO. 2020-

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

WHEREAS, the FY 2020/21 General Fund budget funds positions that require adherence to the new minimum wage increase; and

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

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

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

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

PASSED AND ADOPTED on _____, 2020, the City Council of the City of Lemon Grove, California, adopted Resolution No. _____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Mayor

Attest:

Shelley Chapel, MMC, City Clerk

Approved as to Form:

Kristen Steinke, City Attorney

PART-TIME SALARY TABLE**2021**

Maintenance Service Worker							
	A	B	C	D	E	F	G
Hourly	14.00	14.70	15.44	16.21	17.02	17.45	17.89
Office Aide							
	A	B	C	D	E	F	G
Hourly	14.00	14.70	15.44	16.21	17.02	17.45	17.89
Recreation Leader I							
	A	B	C	D	E	F	G
Hourly	14.00	14.70	15.44	16.21	17.02	17.45	17.89
Recreation Leader II							
	A	B	C	D	E	F	G
Hourly	14.95	15.70	16.49	17.31	18.18	18.63	19.10



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.E

Meeting Date: June 16, 2020

Submitted to: Honorable Mayor and Members of the City Council

Department: City Manager's Office

Staff Contact: Roberto Hidalgo, Human Resources Manager

rhidalgo@lemongrove.ca.gov

Item Title: Fiscal Year 2020-21 City Calendar

Recommended Action: Adopt a Resolution entitled, "A Resolution of the City Council of the City of Lemon Grove, California, establishing the Fiscal Year 2020-21 City Calendar."

Summary: The City of Lemon Grove's Personnel Policies Manual establishes the Holiday Schedule for employees and the method of compensating them for holidays that fall on weekends or scheduled days off.

Discussion: According to Section 6.15 C of the Personnel Policies Manual, if one of the holidays listed falls on a Saturday, or on a work day normally scheduled off, then floating holiday hours shall be credited as appropriate.

For several years, it has been the City's practice to take the floating holidays credited that fall on a Friday or Saturday and apply them to the week after Christmas for a City-wide closure. Staff presents the proposed Fiscal Year 2020-21 City Calendar (Attachment B) for City Council approval.

The following holiday(s) conflict with scheduled days off during Fiscal Year 2020-21:

- 4th of July (falls on a Saturday)
- Day after Thanksgiving (falls on a Friday)
- Christmas Day (falls on a Friday)
- New Year's Day (falls on a Friday)

The proposed calendar assigns the holiday(s) that conflict with scheduled days off as follows:

- In accordance with the Personnel Rules and Regulations, employees are credited 1/2 day of holiday pay for paid time off on December 24, 2020 (Christmas Eve); employees will apply the remainder 1/2 day using 4th of July holiday hours to offset the difference of paid time off.

- In accordance with the Personnel Rules and Regulations, employees are credited 1/2 day of holiday pay for paid time off on December 31, 2020 (New Year’s Eve); employees will apply the remainder 1/2 day using 4th of July holiday hours to offset the difference of paid time off.
- November 27, 2020 (Day after Thanksgiving) apply to Monday, December 28, 2020.
- December 25, 2020 (Christmas Day) apply to Tuesday, December 29, 2020.
- January 1, 2021 (New Year’s Day) apply to Wednesday, December 30, 2020.

This proposed calendar would result in City Hall being closed from Thursday, December 24, 2020 through Friday, January 1, 2021. As a special note, employees will have 9.5 floating holiday hours credited on July 1st that they can use as time off at their discretion. These hours are a “use it or lose it” benefit and must be used prior to June 30, 2021. If approved, the Fiscal Year 2020-21 City Calendar will be made available at all employees.

Environmental Review:

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

Fiscal Impact:

None.

Public Notification:

None.

Staff Recommendation: Adopt a Resolution entitled, “A Resolution of the City Council of the City of Lemon Grove, California, establishing the Fiscal Year 2020-21 City Calendar.”

Attachments:

Attachment A – Resolution

Attachment B – FY 2020-21 City Calendar

RESOLUTION NO. 2020-
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA, ESTABLISHING THE
FISCAL YEAR 2020-2021 CITY CALENDAR

WHEREAS, the FY 2020-2021 City Calendar is hereby established; and

WHEREAS, City staff will adhere and comply with the proposed City-wide closure;
and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of
Lemon Grove, California, hereby approves the FY 2020-2021

PASSED AND ADOPTED on _____, 2020, the City Council of the City of Lemon
Grove, California, adopted Resolution No. 2020-_____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Mayor

Attest:

Shelley Chapel, MMC, City Clerk

Approved as to Form:

Kristen Steinke, City Attorney

FY 2020-21 City Calendar

July-20						
S	M	T	W	T	F	S
			1	2	C	4
5	6	7	8	9	C	11
12	13	14	15	16	C	18
19	20	21	22	23	C	25
26	27	28	29	30	C	

August-20						
S	M	T	W	T	F	S
						1
2	3	4	5	6	C	8
9	10	11	12	13	C	15
16	17	18	19	20	C	22
23	24	25	26	27	C	29
30	31					

September-20						
S	M	T	W	T	F	S
		1	2	3	C	5
6	H	8	9	10	C	12
13	14	15	16	17	C	19
20	21	22	23	24	C	26
27	28	29	30			

October-20						
S	M	T	W	T	F	S
				1	C	3
4	5	6	7	8	C	10
11	12	13	14	15	C	17
18	19	20	21	22	C	24
25	26	27	28	29	C	31

November-20						
S	M	T	W	T	F	S
1	2	3	4	5	C	7
8	9	10	H	12	C	14
15	16	17	18	19	C	21
22	23	24	25	H	C	28
29	30					

December-20						
S	M	T	W	T	F	S
		1	2	3	C	5
6	7	8	9	10	C	12
13	14	15	16	17	C	19
20	21	22	23	1/2H	C	26
27	28	29	30	1/2H		

January-21						
S	M	T	W	T	F	S
					C	2
3	4	5	6	7	C	9
10	11	12	13	14	C	16
17	H	19	20	21	C	23
24	25	26	27	28	C	30
31						

February-21						
S	M	T	W	T	F	S
	1	2	3	4	C	6
7	8	9	10	11	C	13
14	H	16	17	18	C	20
21	22	23	24	25	C	27
28						

March-21						
S	M	T	W	T	F	S
	1	2	3	4	C	6
7	8	9	10	11	C	13
14	15	16	17	18	C	20
21	22	23	24	25	C	27
28	29	30	31			

April-21						
S	M	T	W	T	F	S
				1	C	3
4	5	6	7	8	C	10
11	12	13	14	15	C	17
18	19	20	21	22	C	24
25	26	27	28	29	C	

May-21						
S	M	T	W	T	F	S
						1
2	3	4	5	6	C	8
9	10	11	12	13	C	15
16	17	18	19	20	C	22
23	24	25	26	27	C	29
30	H					

June-21						
S	M	T	W	T	F	S
		1	2	3	C	5
6	7	8	9	10	C	12
13	14	15	16	17	C	19
20	21	22	23	24	C	26
27	28	29	30			



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.F.

Meeting Date: June 16, 2020

Submitted to: Honorable Mayor and Members of the City Council

Department: Finance Department

Staff Contact: Molly Brennan, Administrative Services Director
mbrennan@lemongrove.ca.gov

Item Title: **Levy and Collection of Assessments within the Lemon Grove
Wildflower Landscape Maintenance Assessment District 97-1
for Fiscal Year 2020-2021**

Recommended Action:

Adopt a resolution (**Attachment B**) approving the levy and collection of assessments within the Lemon Grove Wildflower Landscape Maintenance Assessment District 97-1 for Fiscal Year 2020-2021.

Summary:

The Lemon Grove Wildflower Landscape Maintenance Assessment District 97-1 was created in September 1997, pursuant to the provisions of the Landscaping and Lighting Act of 1972. The District includes 46 properties.

The engineer's report was presented and approved by the City Council on September 2, 1997. In order to pay for maintenance of the landscaped areas, the assessment may be adjusted annually by the greater of 3 percent or the percentage increase of the Consumer Price Index (CPI), within a maximum cap of \$335 per parcel.

Staff recommends a 3 percent (3%) increase in the assessment for Fiscal Year 2020-2021 (FY 2020-21). The discussion below details the reasons supporting the increase and the proposed budget for the Wildflower Landscape Maintenance Assessment District.

Discussion:

On September 2, 1997, the City Council created the Lemon Grove Wildflower Landscape Maintenance Assessment District 97-1 (District), pursuant to the provisions of the Landscaping and Lighting Act of 1972. At that meeting, an engineer's report detailed the need for an assessment in order to pay for the maintenance of the landscaped areas. The

District includes 46 properties located along both sides of Gold Lake Road, Blue Lake Court, Long Lake Court, and Green Lake Court.

Each year, the City Council may increase the annual assessment by the greater of 3% or the percentage increase of the Consumer Price Index (CPI), with a maximum cap of \$335 per parcel. As reported by the United States Department of Labor, Bureau of Labor and Statistics, the CPI for All Urban Consumers in the San Diego area increased by 2.4% during 2019.

During FY19-20 the District had to pay for the removal of a tree and repair of damage the tree roots had caused a resident in the District at \$9,052. This unanticipated expenditure emptied the District’s small reserves and an interfund loan from the General Fund was required to fund the rest. The District’s annual revenue will need to exceed its annual operating expenditures in order to generate the money necessary to repay the loan, and eventually build a reserve balance once again. A reserve balance goal of \$11,550 was established in FY2014-15, but it will be a few years before the District will be in the positive.

Staff continues to rely on the services of two contractors to maintain the District’s landscaping and trees. The two contractors are West Coast Arborists and Aztec Landscaping Services, Incorporated.

Looking forward, the proposed FY 2020-21 budget projects an increase in Helix Water costs. In order to meet this cost increase and generate the revenue needed to repay the interfund loan, staff recommends a 3% increase in the assessment from \$225.15 to \$231.90 during FY2020-21, which equals the greater of 3% or 2.4%, the annual increase in CPI. For reference, a 2.4% increase in the assessment would bring the charge per parcel to \$230.55, a difference of \$1.35/parcel from staff’s recommendation.

The following District budget was prepared to reflect staff’s recommendation.

FY 2020-21 Budget Descriptions	Balance
<i>Beginning Fund Balance</i>	-\$5,939
<i>Revenue</i>	
Interest	\$20
Annual Assessment Revenue	\$10,670
Total Resources	\$4,751
<i>Expenditure</i>	
Salaries – Regular	(\$2,200)
Benefits	(\$1,231)
Contract Services (Landscaping)	(\$3,600)

SDG&E	(\$140)
Helix Water	(\$2,200)
Total Expenditures	(\$9,471)
<i>Transfers</i>	
Transfer to City for Admin & Operations	(\$100)
Ending Fund Balance	-\$4,720

At the end of FY 2020-21, staff anticipates \$1,219 of the interfund loan will be paid, leaving an outstanding balance of \$4,720. Staff will continue to monitor the fiscal stability of the District each year, paying close attention to the expenditures made and the need to adjust the annual assessment in order to safeguard the District’s fiscal health to afford operational costs and reserve goals.

Environmental Review:

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

Fiscal Impact:

The FY 2020-2021 budget anticipates a beginning fund balance of -\$5,939, revenues of \$10,690, and expenditures/transfers totaling \$9,471

Public Notification: None

Staff Recommendation:

Staff recommends a three percent (3%) increase in the assessment from \$218.58 to \$225.15 during FY2019-20, which equals the greater of three percent (3%) or two point two percent (2.2%) which is the annual increase in CPI.

Attachment:

Attachment A – Resolution

RESOLUTION NO. 2020-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA, APPROVING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE LEMON GROVE WILDFLOWER LANDSCAPE MAINTENANCE ASSESSMENT DISTRICT 97-1 FOR FISCAL YEAR 2020-2021

WHEREAS, on September 2, 1997, the City Council adopted Resolution No. 1805, declaring the results of a property owner protest proceeding held in the Lemon Grove Wildflower Landscaping Maintenance Assessment District 97-1 (District); and

WHEREAS, the engineer's report for the District, approved by Resolution No. 1804, on file with the City Clerk, gives a full and detailed description of the proposed amendments upon assessable lots and parcels of land within the District; and

WHEREAS, the City Council desires to increase the assessment against parcels of land with the District for the fiscal year commencing on July 1, 2020 and ending June 30, 2021, to pay the expenses of operating, maintaining and servicing landscaping and appurtenant facilities located within public places in the District; and

WHEREAS, the City Council has determined that a 3% increase in the annual assessment will be needed for Fiscal Year 2020-2021.

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

1. Sets the assessment rate for Fiscal Year 2020-2021 in the Lemon Grove Wildflower Landscape Maintenance Assessment District 97-1 at \$231.90 per parcel; and
2. Directs the City Clerk or Administrative Services Director to file the levy with the County of San Diego Auditor and Controller on or before August 10, 2020.

PASSED AND ADOPTED on June 16, 2020, the City Council of the City of Lemon Grove, California, adopted Resolution No. _____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Mayor

Attest:

Shelley Chapel, MMC, City Clerk

Approved as to Form:

Kristen Steinke, City Attorney



LEMON GROVE SANITATION DISTRICT

DISTRICT BOARD STAFF REPORT

Item No. 1.G.

Meeting Date: June 16, 2020

Submitted to: Honorable Chair and Members of the District Board

Department: Public Works Department

Staff Contact: Molly Brennan, Administrative Services Director
mbrennan@lemongrove.ca.gov

Item Title: **Approve the Engineer's Report Detailing Sewer Service
Charges for Fiscal Year 2020-21**

Recommended Action: Adopt a resolution approving the engineer's report detailing Sewer Service Charges for Fiscal Year 2020-21.

Summary: On June 2, 2020 the Sanitation District Board adopted Ordinance No. 31, which established the annual sewer service charges for Fiscal Year 2020-21 (FY 2020-21). The service charge established for FY 2020-21 is \$636.90 per Equivalent Dwelling Unit (EDU.)

Discussion: On June 8, 2020, Harris prepared an engineer's report and provided a detailed list of each parcel within the Sanitation District with the applicable service charge (tax roll). Staff confirmed, through an internal quality assurance check, that the report and tax roll are accurate. Copies of the engineer's report and tax roll are available to view at the District Engineer's office at City Hall or a digital copy can be obtained by emailing the staff contact for this agenda item. A letter certifying that all assessments are in compliance with Article XIII C and D of the Constitution of the State of California and that the 6,827 parcels equaling \$6,887,166.08 are subject to the Fixed Special Assessment, must be filed with the San Diego County Auditor and Controller by August 10, 2020 in order to be included in the FY 2020-21 property tax statements.

Staff recommends that the Board of Directors adopt a resolution (**Attachment A**) approving the engineer's report and direct the District Clerk to file the required certification document with the San Diego County Auditor and Controller on or before August 10, 2020.

Environmental Review:

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

Fiscal Impact: The itemized roll list 6,827 parcels, 10,813.58 EDUs, and a total assessment of \$6,887,166.08

Public Notification: None.

Staff Recommendation: Adopt a resolution approving the engineer’s report detailing Sewer Service Charges for Fiscal Year 2020-21.

Attachments:

- Attachment A – Resolution
- Attachment B – Engineer’s Report

RESOLUTION NO. 2020 -

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANITATION DISTRICT APPROVING THE ENGINEER'S REPORT REGARDING THE SEWER SERVICE CHARGES FOR FISCAL YEAR 2020-2021

WHEREAS, pursuant to Section 5473 of the Health and Safety code, the Board has determined that the sewer service charges for Fiscal Year 2020-21 shall be collected on the tax roll in the same manner, and by the same persons, and at the same time as, together with and not separately from the general taxes and has caused to be prepared and filed with the District Clerk a written engineer's report containing a description of each parcel of property receiving service from the Sanitation District and the amount of charges for each parcel for the Fiscal Year 2020-21 computed in conformity with the charges prescribed by the applicable Resolution of the District; and

WHEREAS, on June 2, 2020 the Sanitation District Board adopted Ordinance No. 30, which established the annual sewer service charges for Fiscal Year 2020-21; and

WHEREAS, the service charge established for Fiscal Year 2020-21 is \$636.90 per Equivalent Dwelling Unit; and:

WHEREAS, such report was prepared by Harris & Associates and filed with the District Engineer.

NOW, THEREFORE, BE IT RESOLVED that the Lemon Grove Sanitation District Board of Directors of the City of Lemon Grove, California hereby:

1. Approves, affirms and adopts the engineer's report, which contains every fee and charge set forth; and
2. Directs the Clerk of the Board to file an approved, affirmed, and adopted copy of the engineer's report and a statement endorsing the engineer's report with the County of San Diego Auditor and Controller on or before August 10, 2020.

PASSED AND ADOPTED on June 16, 2020, the Board of Directors of the Lemon Grove Sanitation District, adopted Resolution No. _____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Chair

Attest:

Shelley Chapel, MMC, District Clerk

Approved as to Form:

Kristen Steinke, District Attorney



CITY OF LEMON GROVE

ENGINEER'S REPORT

FISCAL YEAR 2020-2021

LEMON GROVE SANITATION DISTRICT

JUNE 2020

PREPARED BY



Harris & Associates

600 B Street, Suite 2000

San Diego, CA 92101

www.weareharris.com



ENGINEER'S REPORT FOR
FISCAL YEAR 2020–2021
LEMON GROVE SANITATION DISTRICT
City of Lemon Grove
State of California

APPROVED BY THE BOARD OF DIRECTORS FOR THE LEMON GROVE SANITATION DISTRICT OF THE CITY OF LEMON GROVE,
STATE OF CALIFORNIA ON THE _____ DAY OF _____, 2020.

SHELLEY CHAPEL, MMC
CLERK of the BOARD
LEMON GROVE SANITATION DISTRICT
CITY of LEMON GROVE, STATE of CALIFORNIA

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STATEMENT OF ENGINEER

Statement of Engineer

AGENCY: LEMON GROVE SANITATION DISTRICT
OF THE CITY OF LEMON GROVE

PROJECT: LEMON GROVE SANITATION DISTRICT

TO: THE BOARD OF DIRECTORS FOR THE
LEMON GROVE SANITATION DISTRICT
CITY OF LEMON GROVE
STATE OF CALIFORNIA

ENGINEER'S REPORT FOR FISCAL YEAR 2020–2021

The preparation of this Annual Engineer's Report ("Report") is in conformance with the obligation of the Board of Directors for the Lemon Grove Sanitation District of the City of Lemon Grove to provide sewer services upon each premise within the District that discharges sewage into sewer lines of the District for Fiscal Year 2020–2021 for the Lemon Grove Sanitation District. Services will be provided through June 30, 2021.

Pursuant to Ordinance No. 31, of the City of Lemon Grove, and in accordance with the City of Lemon Grove's Resolution being adopted by the Board of Directors of the Lemon Grove Sanitation District on the 2nd day of June, 2020, this Report has been ordered for:

LEMON GROVE SANITATION DISTRICT

(Hereinafter referred to as the "District"),

I, K. Dennis Klingelhofer, authorized representative of the District, the duly appointed Engineer submit the following Report which consists of the following four (4) parts and Appendices:

PART I

Description of Improvements: This part provides a general description of improvements proposed to be maintained in the District. Plans and specifications for the improvements are on file with the District Engineer.

PART II

Estimate of Cost: This part contains the cost estimate for the operation and maintenance of the sanitary sewer facilities including incidental costs and expenses for Fiscal Year 2020–2021.

PART III

District Diagram: This part incorporates a Diagram of the District showing the external boundaries of the District. The lines and dimensions of each lot or parcel within the District are those lines and dimensions shown on the maps of the San Diego County Assessor for the year in which this Report was prepared and are incorporated by reference herein and made part of this Report. The District Diagram is filed under separate cover with the Clerk of the Board.

PART IV

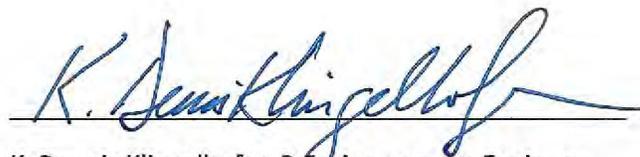
Method of Apportionment of the Sanitary Sewer Charges : This part describes the method of apportionment of sanitary sewer charges, based upon parcel classification of land within the District in proportion to the estimated special benefits to be received. The costs and expenses of the District have been allocated upon the parcels of land within the boundaries of District pursuant to the methodology established by Ordinance No. 31 approved on the 2nd day of June, 2020. For particulars as to the identification of parcels, reference is made to the District Diagram.

Appendices

- Appendix A – Sanitary Sewer Charge by Parcel
- Appendix B – Boundary of Lemon Grove Sanitation District
- Appendix C – Resolution

In conclusion, it is my opinion that the costs and expenses of the District have been allocated to the lots and parcels within the boundaries of the District in proportion to the estimated benefits to be received by each lot or parcel from the services provided.

DATED this 8th day of June, 2020

 Harris & Associates

K. Dennis Klingelhofer, P.E., Assessment Engineer
R.C.E. No. 50255
Engineer of Work
County of San Diego
State of California

PART I – PLANS AND SPECIFICATIONS

Part I – Plans and Specifications

Pursuant to the City of Lemon Grove Resolution being adopted on the 2nd day of June, 2020 by the Board of Directors for the Lemon Grove Sanitation District the authorized services and improvements for the District include:

Sewer services for each premise within the District that discharges sewage into the sewer lines of the District.

Plans and specifications for the improvements are on file with the District Engineer.

PART II – ESTIMATE OF COSTS

Part II – Estimate of Costs

Fiscal Year 2020–2021	
	Estimated Annual Maintenance Cost
I. Facilities to Maintain	
Sewer Main Rehab	\$ 3,334,893.00
Operations	\$ 4,063,096.00
Equipment	<u>\$ 30,000.00</u>
Total Estimated Maintenance	\$ 7,427,989.00
II. Incidental Expenses	
City Administration	\$ 868,060.00
Assessment Engineer	<u>\$ 15,770.00</u>
Total Incidental Expenses	\$ 883,830.00
Recapitulation	
I. Facilities to Maintain	\$ 7,427,989.00
II. Incidental Expenses	<u>\$ 883,830.00</u>
Total Estimate of Costs for FY 2020–2021	\$ 8,311,819.00

PART III – DISTRICT DIAGRAMS

Part III – District Diagrams

The boundaries of Lemon Grove Sanitation District are shown on the map in Appendix B. The lines and dimensions of each lot or parcel within the District are those lines and dimensions as shown on the maps of the San Diego County Assessor for the year in which this Report was prepared and are incorporated by reference herein and made part of this Report. The District Diagram is filed under separate cover with the Clerk of the Board.

PART IV – METHOD OF APPORTIONMENT

Part IV – Method of Apportionment

There is hereby levied and assessed upon each premise within the District that discharges sewage into the sewer lines of the District and upon each person owning, letting or occupying such premises an annual sewer service charge.

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

The discharge characteristics of an average single family user is 1.0 EDU and shall be composed of wastewater flow of 240 gallons per day for 365 days per year and constituent levels of sewage strength of 200 milligrams per (mg/l) biochemical oxygen demand (BOD) and 200 milligrams per liter (mg/l) suspended solids (SS).

The discharge characteristics of commercial/industrial users is a minimum sewer capacity of 1.2 EDU for each business unit with flow quantity and strength measured by BOD and SS as set forth in the current edition of the California State Water Resources Control Board (State) publication "Policy for Implementing The State Revolving Fund For Construction Of Wastewater Treatment Facilities" or comparable industry standards acceptable to the State and approved by the District's Engineer. Minimum sewage strength capacity per commercial/industrial EDU is 200 mg/1BOD and mg/1SS.

Allocation of Annual Sewer Charges

Annual Sewer Service charges shall be determined as follows:

Residential Units

Type	EDU Capacity	Estimated Flow (Gallons per Day)	Annual Cost
Single Family	1.0	240	\$636.90
Condominium	1.0	240	\$636.90
Multi-Family	1.0	240*	\$636.90
Mobile Home	1.0	240*	\$636.90

* Note: Rates may be adjusted to reflect flow based upon potable water records as determined by the District's Engineer in proportion to the estimated volume of wastewater discharge to the sewer.



Commercial/Industrial Business Units

The minimum charge per commercial unit shall be 1.2 EDUs equaling \$764.28 per annum. Higher charges will be assessed for commercial/industrial EDUs with sewage strength higher than combined 400 mg/1 BOD and mg/1SS. Flow based sewer capacity to business units shall be assigned as follows:

Type	EDU Capacity
Food Service Establishments	3 minimum
Hotel and Motels	
<i>Living unit without kitchen</i>	.38
<i>Living unit with kitchen</i>	.60
Commercial, Professional, Industrial Buildings	
<i>Any office, store, or industrial condominium or establishment.</i> <i>1st 1,000 sq ft</i>	1.20
Each additional 1,000 sq ft or portion thereof	.70
Self-Service Laundry per washer	1.00
Church, theaters, and auditoriums/per each 150 person seating capacity	1.50
Schools**	
Elementary Schools for 50 pupils or fewer	1.00
Junior High Schools for 40 pupils or fewer	1.00
High Schools for 24 pupils or fewer	1.00

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

Land Use	Assigned Factor
Vacant Land	0.0
Irrigated Farmland, Rural Land and Agricultural Preserves	0.01
Cemetery, Mausoleum and Mortuary	0.01
Golf Courses	0.01
Marina, Docks	0.5
Average Multi-Family Residence	0.6
Mobile Home Parks	0.7
Public Building School, Library	1.0
Churches and Meeting Halls	1.0
General Recreation Parks and Camps	1.0
Factory—Light Manufacturing, Small Automotive Garages	1.0
Factory—Heavy Manufacturing, Extra Active, Mining	2.0
Warehousing and Bulk Storage	2.0
Hospitals, Convalescent Hospitals and Rest Homes	6.0
Regional Shopping Centers	10.0
Auto Sales and Service Agency, Radio and T.V. Stations, Bank	10.0
All Commercial Office and Store Building	12.0
Medical Offices	17.0
Dental and Animal Hospitals	17.0
Community Shopping Centers, Hotel, Motel, Parking Lot/Garage	21.0
Used Car Lot, Theater, Bowling Alley, Restaurant, Car Wash and Large Chain Grocery or Drug Stores	21.0
Neighborhood Shopping Center, Service Station	34.0

APPENDIX A – ANNUAL SEWER CHARGE BY PARCEL

Appendix A – Annual Sewer Charge by Parcel

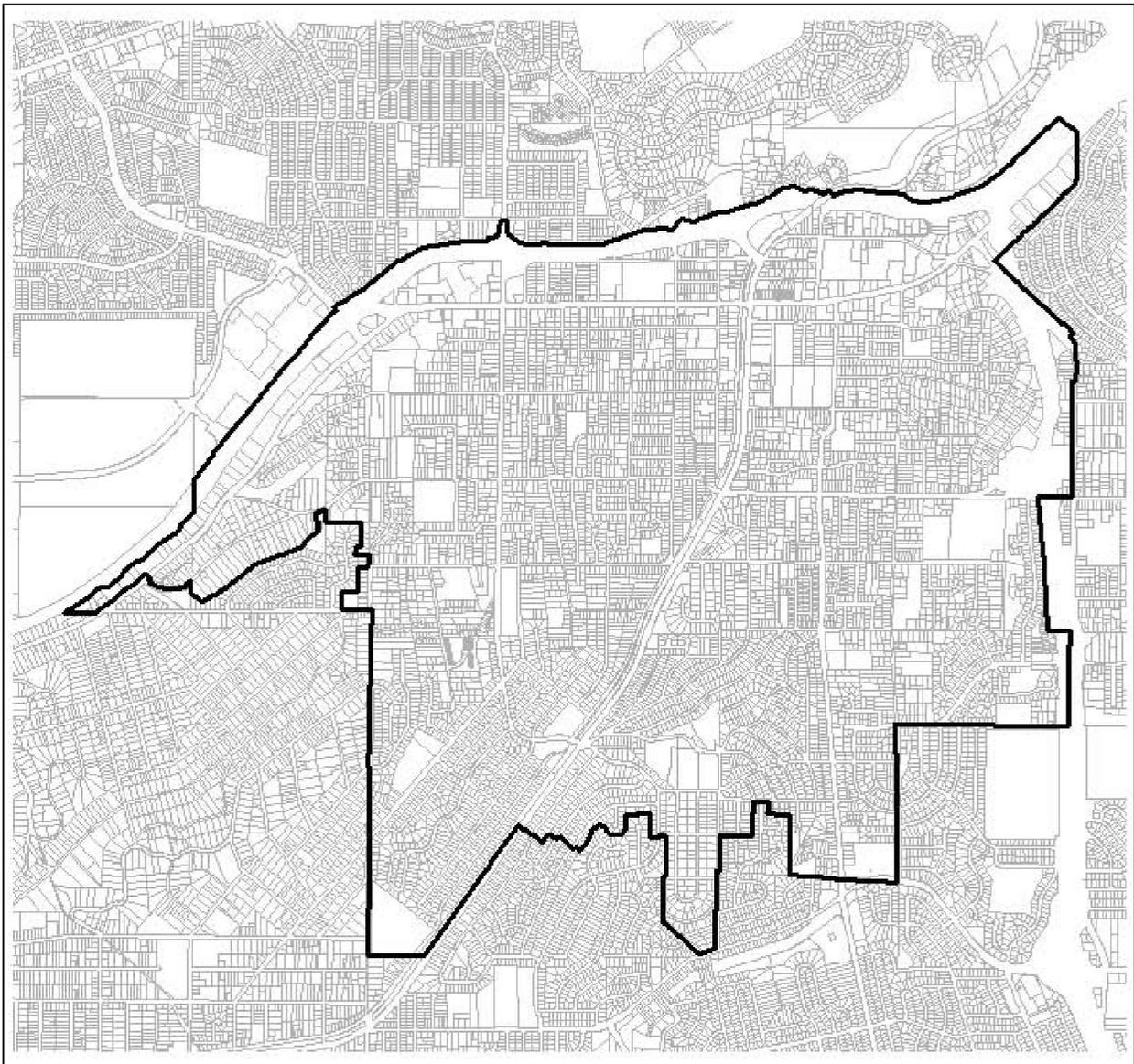
(Filed under separate cover)

A list of the Assessor's Parcel Numbers from the preliminary County Roll¹ and the proposed Fiscal Year 2020–2021 Annual Sewer Charge for all parcels within the boundaries of Lemon Grove Sanitation District based upon the schedule of fees described in Part IV.

¹ Preliminary County Roll obtained from San Diego County Assessor's Property Tax System, May 2020, and may change up until the Final Roll has been determined by the County.

APPENDIX B – BOUNDARY MAP OF DISTRICT

Appendix B – Boundary Map of District



APPENDIX C – RESOLUTION

Appendix C – Resolution

RESOLUTION NO. 2020-_____

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANITATION DISTRICT APPROVING THE ENGINEER'S REPORT REGARDING THE SEWER SERVICE CHARGES FOR FISCAL YEAR 2020-2021

WHEREAS, pursuant to Section 5473 of the Health and Safety code, the Board has determined that the sewer service charges for Fiscal Year 2020-2021 shall be collected on the tax roll in the same manner, and by the same persons, and at the same time as, together with and not separately from the general taxes and has caused to be prepared and filed with the District Clerk a written engineer's report containing a description of each parcel of property receiving service from the Sanitation District and the amount of charges for each parcel for the Fiscal Year 2020-2021 computed in conformity with the charges prescribed by the applicable Resolution of the District; and

WHEREAS, on June 2, 2020, the Sanitation District Board adopted Ordinance No. 31, which established the annual sewer service charges for Fiscal Year (FY 2020-2021); and

WHEREAS, The service charge established for FY 2020-2021 is \$636.90 per Equivalent Dwelling Unit (EDU); and:

WHEREAS, such report was prepared by Harris & Associates and filed with the District Engineer. |

NOW, THEREFORE, BE IT RESOLVED that the Lemon Grove Sanitation District Board of Directors of the City of Lemon Grove, California hereby:

1. Approves, affirms and adopts the engineer's report, which contains every fee and charge set forth; and
2. Directs the Clerk of the Board to file an approved, affirmed, and adopted copy of the engineer's report and a statement endorsing the engineer's report with the County of San Diego Auditor and Controller on or before August 10, 2020. |

/////

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LEMON GROVE ROADWAY LIGHTING DISTRICT

DISTRICT BOARD STAFF REPORT

Item No. 1.H.

Meeting Date: June 16, 2020

Submitted to: Honorable Chair and Members of the District Board

Department: Public Works Department

Staff Contact: Molly Brennan, Administrative Services Director
mbrennan@lemongrove.ca.gov

Item Title: **Approve the Engineer's Report Detailing Zone L Assessments
for Fiscal Year 2020-21**

Recommended Action: Adopt a resolution approving the engineer's report detailing Zone L Assessments for Fiscal Year 2020-21.

Summary: Zone L is composed of various mid-block areas throughout the City. The voters in each area identified as Zone L held an election in June 1997 to impose a \$12.00 annual assessment for single family homes and an annual assessment of \$12.00 per each \$100,000 valuation for non-residential zoned parcels in the area. The purpose of the assessment is to pay for operations, maintenance, and energy costs of mid-block street lights in each zone. Since the current assessment was created in 1997, no assessment increases have been imposed.

Discussion: On June 8, 2020, the engineer's report was completed by Harris & Associates (Harris). Harris provided the Lighting District with a detailed list of each zone within the Lighting District and the applicable service charge (tax roll). The engineer's report consists of the assessment roll for the District after a \$12.00 per benefit unit assessment has been applied to each parcel in Zone L.

The Fiscal Year 2020-21 (FY20-21) engineer's report incorporates the findings of the Lighting District audit that was completed during FY19-20. The audit reviewed the parcels within the District and their benefit unit designations. The Benefit Charge is calculated by using the land use factor (determined by the County) multiplied by the

number of dwelling units for residential or acres for all others. The result is the number of benefit units of the parcel. The assessment remains the same, at \$12 per benefit unit as set by the last election on this matter (June 1997). By implementing the correct tax rolls for FY20-21, the District will raise the revenue needed to support the ongoing operation and maintenance of the street lights.

Copies of the engineer's report and full tax roll are available for review at the District Engineer's office at City Hall or a digital copy can be shared by emailing the staff contact for this agenda item. The report must be certified and the tax roll filed with the County of San Diego by August 10, 2020 to be included in the FY 2020-21 property tax statements.

Staff recommends that the Board of Directors adopt a resolution (**Attachment A**) approving the engineer's report and directs the District Clerk to file the required certification document with the San Diego County Auditor and Controller on or before August 10, 2020.

Environmental Review:

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

Fiscal Impact: The itemized roll lists 7,285 parcels, 10,886.03 benefit units, and a total assessment of \$130,632.37

Public Notification: None.

Staff Recommendation: Adopt a resolution approving the engineer's report detailing Zone L Assessments for Fiscal Year 2020-21.

Attachments:

- Attachment A – Resolution
- Attachment B – Engineer's Report

**RESOLUTION NO. 2020 -
RESOLUTION OF THE LEMON GROVE ROADWAY LIGHTING DISTRICT
APPROVING THE ENGINEER'S REPORT REGARDING THE ZONE L
CHARGES FOR FISCAL YEAR 2020-21**

WHEREAS, on June 17, 1997 the Board of Directors of the Lemon Grove Roadway Lighting District adopted Resolution No. 102 reciting the facts of an election held in the District on June 3, 1997, declaring the results of said election and levying the annual assessment; and

WHEREAS, the engineer's report for the Lemon Grove Roadway Lighting District on file with the Clerk of the Board gives a full and detailed description of the improvements, the boundaries of the Assessment District and the two zones therein, and the proposed assessments upon assessable lots and parcels of land within the District.

NOW, THEREFORE, BE IT RESOLVED that the Lemon Grove Roadway Lighting District Board of Directors of the City of Lemon Grove, California hereby:

1. Approves, affirms and adopts the engineer's report, which contains every fee and charge set forth; and
2. Directs the Clerk of the Board to file an approved, affirmed, and adopted copy of the engineer's report and a statement endorsing the engineer's report with the County of San Diego Auditor and Controller on or before August 10, 2020.

PASSED AND ADOPTED on June 16, 2020, the Board of Directors of the Lemon Grove Roadway Lighting District, adopted Resolution No. _____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Chair

Attest:

Shelley Chapel, MMC, District Clerk

Approved as to Form:

Kristen Steinke, District Attorney



CITY OF LEMON GROVE

ENGINEER'S REPORT

FISCAL YEAR 2020-2021

LEMON GROVE ROADWAY LIGHTING DISTRICT

June 2020

PREPARED BY



Harris & Associates

600 B Street, Suite 2000
San Diego, CA 92101
www.weareharris.com

ENGINEER'S REPORT FOR
FISCAL YEAR 2020–2021
LEMON GROVE ROADWAY LIGHTING DISTRICT
City of Lemon Grove
State of California

APPROVED BY THE BOARD OF DIRECTORS FOR THE LEMON GROVE ROADWAY LIGHTING DISTRICT OF THE CITY OF LEMON GROVE, STATE OF CALIFORNIA ON THE _____ DAY OF _____, 2020.

SHELLEY CHAPEL, MMC
CLERK of the BOARD
LEMON GROVE ROADWAY LIGHTING DISTRICT
CITY of LEMON GROVE, STATE of CALIFORNIA

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STATEMENT OF ASSESSMENT ENGINEER

Statement of Assessment Engineer

AGENCY: LEMON GROVE ROADWAY LIGHTING DISTRICT
OF THE CITY OF LEMON GROVE

PROJECT: LEMON GROVE ROADWAY LIGHTING DISTRICT

TO: THE BOARD OF DIRECTORS FOR THE
LEMON GROVE ROADWAY LIGHTING DISTRICT
CITY OF LEMON GROVE
STATE OF CALIFORNIA

ENGINEER'S REPORT FOR FISCAL YEAR 2020–2021

The preparation of this Annual Engineer's Report ("Report") is in conformance with the obligation of the Board of Directors for the Lemon Grove Roadway Lighting District of the City of Lemon Grove to provide lighting services upon each lot or parcel of land in the district and to levy assessments for lighting services in proportion to the estimated benefit to be received by each such lot or parcel of land for Fiscal Year 2020–2021. Services will be provided through June 30, 2021.

Pursuant to the Landscaping and Lighting Act of 1972 (Part 2 Division 15 of the Streets and Highways Code of the State of California, commencing with Section 22500) ("Act"), Article XIID, Section 4(a) of the State of California Constitution, and in accordance with the City of Lemon Grove's Resolution being adopted by the Board of Directors of the Lemon Grove Roadway Lighting District on the 2nd day of June, 2020, this Report has been ordered for:

LEMON GROVE ROADWAY LIGHTING DISTRICT

(Hereinafter referred to as the "District"),

I, K. Dennis Klingelhofer, authorized representative of the District, the duly appointed Assessment Engineer submit the following Report which consists of the following four (4) parts and Appendices:

PART I

Description of Improvements: This part provides a general description of improvements proposed to be maintained in the District. Plans and specifications for the improvements are on file with the District Engineer.

PART II

Estimate of Cost: This part contains the cost estimate of the proposed maintenance and servicing of the improvements including incidental costs and expenses for Fiscal Year 2020–2021.

PART III

District Diagram: This part incorporates a Diagram of the District showing the external boundaries of the District. The lines and dimensions of each lot or parcel within the District are those lines and dimensions shown on the maps of the San Diego County Assessor for the year in which this Report was prepared and are incorporated by reference herein and made part of this Report. The District Diagram is filed under separate cover with the Clerk of the Board.

PART IV

Method of Apportionment of the Assessments: This part describes the method of apportionment of assessments, based upon parcel classification of land within the District in proportion to the estimated special benefits to be received. The costs and expenses of the District have been assessed upon the parcels of land within the boundaries of District pursuant to the initial methodology established by Resolution No. 242 approved on the 13th day of August, 1979. For particulars as to the identification of parcels, reference is made to the District Diagram.

Appendices

- Appendix A – Assessment Roll
- Appendix B – Boundary of Lemon Grove Roadway Lighting District
- Appendix C – Resolution

In conclusion, it is my opinion that the costs and expenses of the District have been assessed to the lots and parcels within the boundaries of the District in proportion to the estimated benefits to be received by each lot or parcel from the services provided.

DATED this 8th day of June, 2020



Harris & Associates



K. Dennis Klingelhofer, P.E., Assessment Engineer
R.C.E. No. 50255
Engineer of Work
County of San Diego
State of California

PART I – PLANS AND SPECIFICATIONS

Part I – Plans and Specifications

Pursuant to the City of Lemon Grove Resolution being adopted on the 2nd day of June, 2020, by the Board of Directors for the Lemon Grove Roadway Lighting District the authorized services and improvements for the District include:

Lighting services for each lot or parcel of land within the District benefiting from the use of the streets and their appurtenances such as street lights.

Plans and specifications for the improvements are on file with the District Engineer.

PART II – ESTIMATE OF COSTS

Part II – Estimate of Costs

Fiscal Year 2020–2021	
	Estimated Annual Maintenance Costs
I. Facilities to Maintain	
Repair and Maintenance Rehab	\$ 12,500.00
Energy	<u>\$ 130,000.00</u>
Total Estimated Maintenance	\$ 142,500.00
II. Incidental Expenses	
City Administration	\$ 55,786.00
Assessment Engineer	<u>\$ 6,171.00</u>
Total Incidental Expenses	\$ 61,957.00
Recapitulation	
I. Facilities to Maintain	\$ 142,500.00
II. Incidental Expenses	<u>\$ 61,957.00</u>
Total Estimate of Costs FY 2020–2021	\$ 204,457.00
Income	
Estimated Local Benefit Lighting Fees	\$ 130,632.00
1% allocation of Ad Valorem Taxes	\$ 73,750.00
Interest	<u>\$ 75.00</u>
Total Estimated Income FY 2020–2021	\$ 204,457.00



PART III – DISTRICT DIAGRAMS

Part III – District Diagrams

The boundaries of Lemon Grove Roadway Lighting District are shown on the map in Appendix B. The lines and dimensions of each lot or parcel within the District are those lines and dimensions as shown on the maps of the San Diego County Assessor for the year in which this Report was prepared and are incorporated by reference herein and made part of this Report. The District Diagram is filed under separate cover with the Clerk of the Board.

PART IV – METHOD OF APPORTIONMENT

Part IV – Method of Apportionment

The amount of the estimated assessment on each lot or parcel of land in the District is in proportion to the estimated benefit to be received by each such lot or parcel of land from the use of the streets and their appurtenances such as street lights. The use or benefit of a public street is best determined by the use of that land adjacent to the public street. Each lot or parcel of land in the District was determined to have a specific land use by the County of San Diego's Department of Transportation. Each type of land use was assigned a Land Use Factor determined by trip generation rated by land use as they relate to a single-family residential land use. The trip generation rates by land use were prepared by the Transportation Planning Division of the City of San Diego Planning Department and are a compilation of trip generation studies done in San Diego and other western U.S. locations.

The Land Use Factor is multiplied by the number of dwelling units, if the land use is single-family or multi-family residential, or by the number of acres for any other land use. The product of this multiplication is the number of benefit units for each lot or parcel of land to be assessed. The number of benefit units for each of the lots or parcel of land is then multiplied by the annual assessment rate per benefit unit to establish the fee for a particular lot or parcel of land. Resolution No. 102 was adopted on June 17, 1997 establishing a \$12.00 assessment per benefit unit.

Allocation of Special Benefit Assessments

The actual derivation of the Land Use Factors are as follows:

1. Each parcel of land in the District was determined by the Department of Transportation to have a specific land use.
2. Each type of land use was assigned a Land Use Factor determined by trip generation rates by land use as they relate to a single-family residential land use. The trip generation rates by land use were prepared by the City of San Diego Transportation Planning Division, Planning Department and are a compilation of trip generation studies done in San Diego and other western U.S. locations.
3. If a land use was not included in the study, the Department of Transportation made a determination as to its probable trip generation, compared it to single-family residential, and assigned a Land Use Factor on that basis.
4. Single-family residential land use was assigned a Land Use Factor of 1.0 regardless of parcel size. The theory is that all single-family residences generate approximately the same number of trips, and therefore, receive the same benefit from the use of the streets, and their appurtenances such as street lights.
5. Definition of the Land Use Factors other than single-family residential are as follows:

Land Use	Assigned Factor
Vacant Land	0.0
Irrigated Farmland, Rural Land and Agricultural Preserves	0.01
Cemetery, Mausoleum and Mortuary	0.01
Golf Courses	0.01
Marina, Docks	0.5
Average Multi-Family Residence	0.6
Mobile Home Parks	0.7
Public Building School, Library	1.0
Churches and Meeting Halls	1.0
General Recreation Parks and Camps	1.0
Factory—Light Manufacturing, Small Automotive Garages	1.0
Factory—Heavy Manufacturing, Extra Active, Mining	2.0
Warehousing and Bulk Storage	2.0
Hospitals, Convalescent Hospitals and Rest Homes	6.0
Regional Shopping Centers	10.0
Auto Sales and Service Agency, Radio and T.V. Stations, Bank	10.0
All Commercial Office and Store Building	12.0
Medical Offices	17.0
Dental and Animal Hospitals	17.0
Community Shopping Centers, Hotel, Motel, Parking Lot/Garage	21.0
Used Car Lot, Theater, Bowling Alley, Restaurant, Car Wash and Large Chain Grocery or Drug Stores	21.0
Neighborhood Shopping Center, Service Station	34.0

APPENDIX A – ASSESSMENT ROLL

Appendix A – Assessment Roll

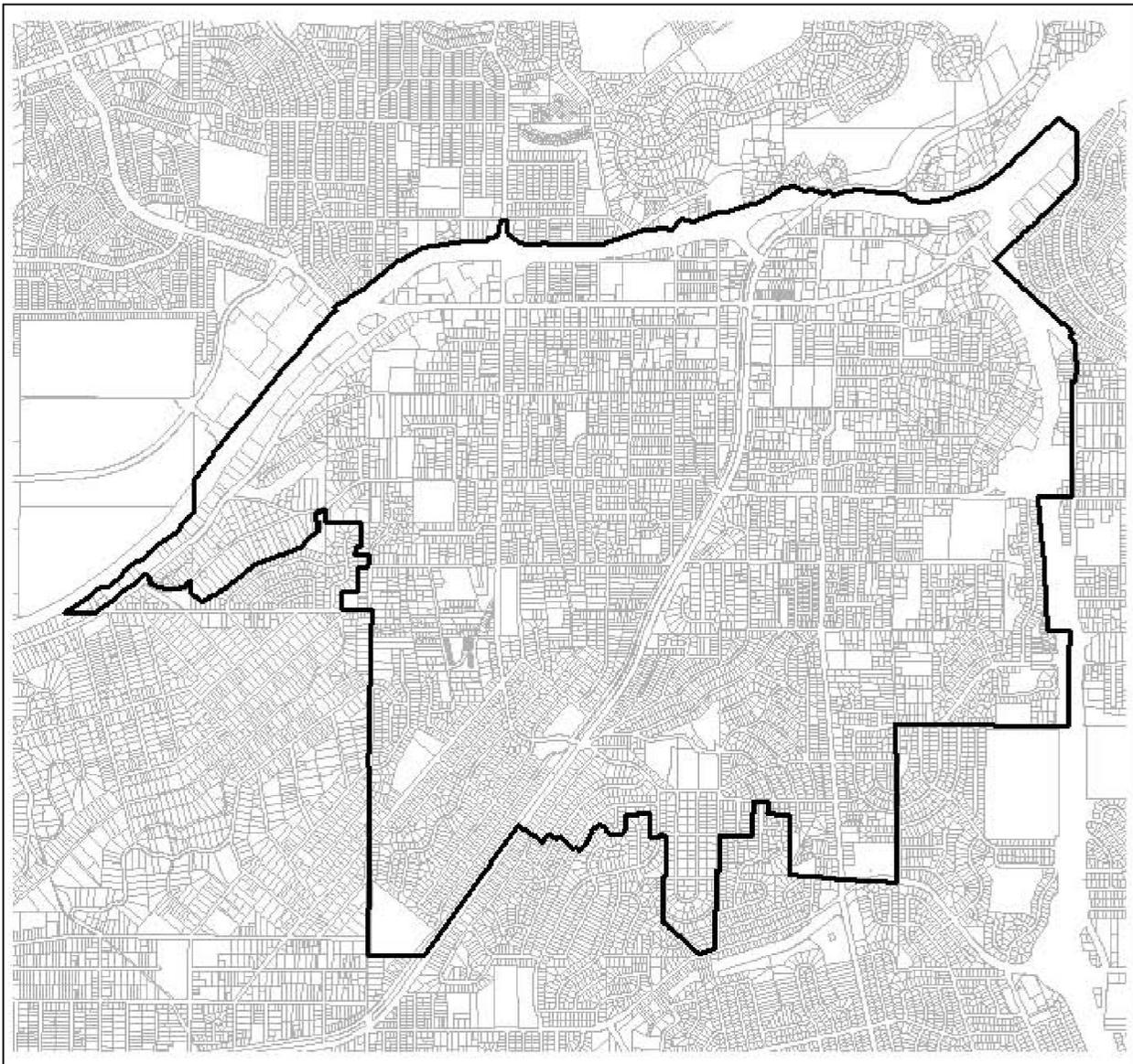
(Filed under separate cover)

A list of the Assessor's Parcel Numbers from the preliminary County Roll¹ and the proposed Fiscal Year 2020–2021 assessments for all parcels within the boundaries of Lemon Grove Roadway Lighting District that meet the special benefit methodology described in Part IV.

¹ Preliminary County Roll obtained from San Diego County Assessor's Property Tax System, May 2020, and may change up until the Final Roll has been determined by the County.

APPENDIX B – BOUNDARY MAP OF DISTRICT

Appendix B – Boundary Map of District



APPENDIX C – RESOLUTION

Appendix C – Resolution

RESOLUTION NO. 2020-_____

RESOLUTION OF THE LEMON GROVE ROADWAY LIGHTING DISTRICT APPROVING THE ENGINEER'S REPORT REGARDING THE ZONE L CHARGES FOR FISCAL YEAR 2020–2021

WHEREAS, on June 17, 1997 the Board of Directors of the Lemon Grove Roadway Lighting District adopted Resolution No. 102 reciting the facts of an election held in the District on June 3, 1997, declaring the results of said election and levying the annual assessment; and

WHEREAS, the engineer's report for the Lemon Grove Roadway Lighting District on file with the Clerk of the Board gives a full and detailed description of the improvements, the boundaries of the Assessment District and the two zones therein, and the proposed assessments upon assessable lots and parcels of land within the District.

NOW, THEREFORE, BE IT RESOLVED that the Lemon Grove Roadway Lighting District Board of Directors of the City of Lemon Grove, California hereby:

1. Approves, affirms and adopts the engineer's report, which contains every fee and charge set forth; and
2. Directs the Clerk of the Board to file an approved, affirmed, and adopted copy of the engineer's report and a statement endorsing the engineer's report with the County of San Diego Auditor and Controller on or before August 10, 2020.



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.I

Meeting Date: June 16, 2020

Submitted to: Honorable Mayor and Members of the City Council

Department: Community Development

Staff Contact: Noah Alvey, Community Development Manager

nalvey@lemongrove.ca.gov

Item Title: California Housing and Community Development Local Early Action Planning Grant Application

Recommended Action: Adopt a resolution authorizing the submittal of an application for, and receipt of, local government planning support grant program funds.

Summary: In the 2019-20 Budget Act, Governor Gavin Newsom allocated \$250 million for all regions, cities, and counties to accelerate housing production. With this allocation, California Housing and Community Development (HCD) established the Local Early Action Planning Grant Program (LEAP) with \$119 million for cities and counties in one-time grant funding to update their planning documents, implement process improvements that will facilitate the acceleration of housing production, and assist with required General Plan Housing Element updates. The City is eligible to receive a maximum award of \$150,000, which staff requests to utilize to assist with the General Plan Housing Element update process through public outreach, environmental analysis, and additional technical studies to facilitate housing production. The deadline to submit a grant application is July 1, 2020.

Discussion: HCD issued a Notice of Funding Availability (NOFA) for approximately \$119,040,000 as part of LEAP Program on January 27, 2020. LEAP is made available as a portion of the Local Government Planning Support Grants Program pursuant to Chapter 3.1 of Health and Safety Code (Sections 50515 to 50515.05) (Chapter 159, Statutes of 2019). LEAP provides funding to jurisdictions for the preparation and adoption of planning documents, process improvements that accelerate housing production, and facilitate compliance in implementing the sixth cycle of the regional housing need assessment (RHNA) through General Plan Housing Element updates.

Based on the initial RHNA allocation from the San Diego Association of Governments, staff anticipates that a more robust public outreach process will be necessary to plan for increased housing capacity. Additionally, staff recommends using funds from the grant to accelerate the California Environmental Quality Act (CEQA) process by conducting an environmental review in conjunction with the Housing Element update, rather than completing the

environmental review through a potential future rezoning program. Staff also anticipates using the funds for additional plans and technical studies to implement General Plan Special Treatment Areas (STAs). Potential examples include a planning document for STA II (Massachusetts Trolley Station) to establish development standards and/or an economic study for STA IV (Western Central Avenue Residential) to determine the infrastructure costs associated with future redevelopment of the area.

In order to be eligible for grant funding, the City must submit a complete application, including a resolution adopted by the City Council. Applications will be accepted through July 1, 2020.

Environmental Review:

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

Fiscal Impact:

Potential grant approval for \$150,000 to complete the General Plan Housing Element update.

Public Notification:

None.

Staff Recommendation: Adopt a resolution authorizing the submittal of an application for, and receipt of, local government planning support grant program funds.

Attachment:

Attachment A – Resolution

RESOLUTION NO. 2020-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA, AUTHORIZING APPLICATION FOR, AND RECEIPT OF, LOCAL GOVERNMENT PLANNING SUPPORT GRANT PROGRAM FUNDS

WHEREAS, pursuant to Health and Safety Code 50515 et. Seq, the Department of Housing and Community Development (Department) is authorized to issue a Notice of Funding Availability (NOFA) as part of the Local Government Planning Support Grants Program (hereinafter referred to by the Department as the Local Early Action Planning Grants program or LEAP); and

WHEREAS, the City Council of the City of Lemon Grove desires to submit a LEAP grant application package (“Application”), on the forms provided by the Department, for approval of grant funding for projects that assist in the preparation and adoption of planning documents and process improvements that accelerate housing production and facilitate compliance to implement the sixth cycle of the regional housing need assessment; and

WHEREAS, the Department has issued a NOFA and Application on January 27, 2020 in the amount of \$119,040,000 for assistance to all California Jurisdictions;

NOW, THEREFORE, the City Council of the City of Lemon Grove (“Applicant”) resolves as follows:

SECTION 1. The City Manager is hereby authorized and directed to apply for and submit to the Department the Application package;

SECTION 2. In connection with the LEAP grant, if the Application is approved by the Department, the City Manager of the City of Lemon Grove is authorized to submit the Application, enter into, execute, and deliver on behalf of the Applicant, a State of California Agreement (Standard Agreement) for the amount of \$150,000.00 and any and all other documents required or deemed necessary or appropriate to evidence and secure the LEAP grant, the Applicant’s obligations related thereto, and all amendments thereto; and

SECTION 3. The Applicant shall be subject to the terms and conditions as specified in the NOFA, and the Standard Agreement provided by the Department after approval. The Application and any and all accompanying documents are incorporated in full as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the Application will be enforceable through the fully executed Standard Agreement. Pursuant to the NOFA and in conjunction with the terms of the Standard Agreement, the Applicant hereby agrees to use the funds for eligible uses and allowable expenditures in the manner presented and specifically identified in the approved Application.

ADOPTED ON June 16, 2020 by the City Council of the City of Lemon Grove by the following vote count:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Mayor

Attest:

Shelley Chapel, MMC, City Clerk

Approved as to Form:

Kristen Steinke, City Attorney



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 2.

Meeting Date: June 16, 2020

Submitted to: Honorable Mayor and Members of the City Council

Department: Finance Department

Staff Contact: Molly Brennan, Administrative Services Director
mbrennan@lemongrove.ca.gov

Item Title: **Fiscal Year 2020-2021 Consolidated Operating and Capital Budget**

Recommended Action:

- 1) Adopt a resolution (**Attachment D**) approving the Fiscal Year 2020-21 City of Lemon Grove Budget;
- 2) Adopt a resolution (**Attachment E**) approving the Salary Plan & Classification Summary;
- 3) Adopt a resolution (**Attachment F**) approving the Fiscal Year 2020-21 Appropriations Limit;
- 4) Adopt a resolution (**Attachment G**) approving the Fiscal Year 2020-21 Lemon Grove Roadway Lighting District Budget;
- 5) Adopt a resolution (**Attachment H**) approving the Fiscal Year 2020-21 Lemon Grove Sanitation District Budget.

Summary:

Staff presents the final Fiscal Year 2020-2021 (FY2020-21) Consolidated Budget (**Attachment C**) for the City of Lemon Grove, the Lemon Grove Roadway Lighting District, and the Lemon Grove Sanitation District.

Discussion:

On June 2, 2020 staff presented a draft of the FY2020-21 General Fund budget and at the City Council meeting prior, on May 19, 2020, staff presented a draft of the FY2020-21 other fund budgets. Once the FY2020-21 Consolidated Budget is adopted, a formal digital version of the budget book will be published for reference.

General Fund

Based on the feedback received, there are no changes between the draft General Fund budget presented on June 2nd and the final General Fund budget before you tonight. The highlights of the FY2020-21 General Fund budget are detailed in the staff report from June 2nd and the staff report from the Special Budget Workshop on May 12th (**Attachment A**). To deal with the economic uncertainties that lie ahead, at the end of each quarter the City will review and revise the FY2020-21 General Fund budget. Quarterly, staff will update City Council on the status of the City's General Fund finances and provide revised projections for the rest of the fiscal year. The first quarterly review will take place at the September 15th City Council meeting. If the economic recovery from COVID-19 is relatively short and new sources of revenue are secured for the future, the City can consider increasing service back to FY2019-20 levels. However, if COVID-19 triggers a recession and/or no new revenue is secured, the City will continue to implement the severe cuts for FY2020-21 and face tough budget choices for fiscal year 2021-2022.

Other Funds

Outside of the General Fund, the City operates 26 other funds, which accounts for approximately half of the City's financial activity. The highlights of the FY2020-21 other fund budgets are detailed in the staff report from May 19th (**Attachment B**). There are a few changes to note between the draft other fund budgets proposed on May 19th and the final version presented tonight. The changes were made to incorporate updated revenue projections and new information the City has received since the May meeting. The changes are detailed below by fund.

Gas Tax Fund (02)

The City received revised estimates of our FY2019-20 and FY2020-21 Gas Tax revenue. Originally, a revenue drop of 10% was projected due to COVID-19, but the impact has been reduced, increasing the amount of revenue the City will receive over this fiscal year and next by about \$100,000. The improved revenue projections provide additional resources to invest in City streets. Between the first draft and the final Gas Tax budget, the expenditures for street preventative maintenance increased by \$20,000 and the expenditures for street rehab, the annual road repaving program, increased by \$73,000.

Grant Fund (08)

Since the last meeting, the City received an award notice from the State Department of Housing and Community Development for the SB2 Planning Grants Program in the amount of \$160,000. The final budget adds a revenue and expenditure line item to reflect the new grant award.

TransNet (14)

The final budget matches the revenue projections and expenditure plan approved within the TransNet Program of Projects (POP) at the June 2nd City Council meeting. The main

difference between the draft budget and the final is the reprogramming of approximately \$45,000 to LG20 to increase the project budget available for the annual road repaving program.

Sanitation District (15)

After the draft Sanitation budget was prepared, the City of San Diego notified Metro Wastewater JPA member agencies of a municipal transportation rate adjustment to reflect the average inflation rate for 2019 at 2.4% effective July 1, 2020. The final budget includes the rate increase in the amount the District pays Metro for annual capacity and treatment. In dollars terms, it is a \$67,000 increase.

Wildflower Assessment District (22)

Small revenue and projection updates based on year to date history. Matches the details in agenda item 1.F.

The remainder of this staff report provides a summary of each of the five resolutions presented for consideration.

Budget Resolutions

Staff presents a resolution (**Attachment D**) approving the budget for 21 funds operated by the City, as well as resolutions approving the budget of the Roadway Lighting District (**Attachment G**) and the Sanitation District (**Attachment H**). The FY2020-21 consolidated budget (**Attachment C**) includes anticipated revenues and projected expenditures for all of these funds. The budget document follows a pattern similar to previous budget documents.

Salary Plan & Classification Summary

Staff presents a resolution (**Attachment E**) approving a Salary Plan & Classification Summary for FY2020-21. The Salary Plan & Classification Summary reflects the proposed positions and pay schedules for FY2020-21. The Salary Plan has two changes from the prior year. In accordance with the labor agreement with the Fire Association, fire employees will receive a 1% increase in their salary as of July 1, 2020. Also, the hourly part-time positions have been updated to reflect agenda item 1.D. to comply with state minimum law increases as of January 2, 2021 from \$13/hour to \$14/hour.

Appropriations Limit

As part of considering the budget, State Constitution Article XIII-B (Propositions 4 and 111) requires the City Council to establish an Appropriations Limit. The limit is adjusted each year by multiplying the previous year's limit by a factor based on either the change in the California Per Capita Personal Income (CPCPI) or the Non-Residential Construction Valuation by the population change of the City. Staff presents a resolution (**Attachment F**) for City Council approval that establishes the FY2020-21

Appropriations Limit at \$54,220,681. The proposed FY2020-21 Budget is well within that limit.

Roadway Lighting District Budget

The Lemon Grove Roadway Lighting District manages two funds for two separate activities. Fund 11, the General Benefit Fund, provides funding for street light benefits throughout the community. Fund 12, the Local Benefit Assessment Fund, provides for enhanced lighting benefits at the mid-block. Staff recommends that the Lemon Grove Roadway Lighting District Board adopt the resolution (**Attachment G**), approving the District's Budget for FY2020-21.

Sanitation District Budget

The Lemon Grove Sanitation District manages four funds—an Operations Fund (15), two Capital Funds (16 & 19), and one Reserve Fund (17). In FY2020-21, the District anticipates generating \$7 million in total revenue, expending \$5 million in operating costs, and spending \$3.3 million on capital improvement projects. Staff recommends that the Lemon Grove Sanitation District Board adopt the resolution (**Attachment H**), approving the District's Budget for FY2020-21.

Environmental Review:

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

Fiscal Impact: The consolidated budget reflects an expenditure plan of \$34.6 million in Fiscal Year 2020-21.

Public Notification: None

Staff Recommendation:

- 1) Adopt a Resolution (**Attachment D**) approving the Fiscal Year 2020-21 City of Lemon Grove Budget;
- 2) Adopt a Resolution (**Attachment E**) approving the Salary Plan & Classification Summary;
- 3) Adopt a Resolution (**Attachment F**) approving the Fiscal Year 2020-21 Appropriations Limit;
- 4) Adopt a Resolution (**Attachment G**) approving the Fiscal Year 2020-21 Lemon Grove Roadway Lighting District Budget;
- 5) Adopt a Resolution (**Attachment H**) approving the Fiscal Year 2020-21 Lemon Grove Sanitation District Budget.

Attachments:

Attachment A – June 2, 2020 FY20-21 Draft General Fund Budget Staff Report

Attachment B – May 19, 2020 FY20-21 Draft Other Fund Budget Staff Report

Attachment C – Fiscal Year 2020-21 Consolidated Operating and Capital Budget

Attachment D – Resolution: Lemon Grove City Budget

Attachment E – Resolution: Salary Plan & Classification Summary

Attachment F – Resolution: Appropriations Limit

Attachment G – Resolution: Roadway Lighting District

Attachment H – Resolution: Sanitation District



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 5

Meeting Date: June 2, 2020

Submitted to: Honorable Mayor and Members of the City Council

Department: Finance

Staff Contact: Molly Brennan, Administrative Services Director
mbrennan@lemongrove.ca.gov

Item Title: Draft Fiscal Year 2020-21 General Fund Budget

Recommended Action:

Review and discuss. Staff will return with a final FY2020-21 Consolidated Operating & Capital Budget at the June 16th City Council meeting for adoption.

Summary:

Attached is a draft of the City of Lemon Grove 2020-21 General Fund Budget (Attachment A). The purpose of tonight's review is to solicit comments and discussion regarding the upcoming financial plan for July 1, 2020 through June 30, 2021. Any changes supported by a majority of the City Council will be incorporated in the formal document presented at the June 16, 2020 City Council meeting for adoption.

Discussion:

The impact of COVID-19 on the City's finances was discussed in detail at the Special Budget Workshops on April 28th and May 12th. For reference, the staff report from May 12th is included here as Attachment B. The revenue loss from COVID-19 combined with our structural deficit, created a \$1.8M deficit for a FY20-21 General Fund budget that provided status quo levels of service. Tough cuts were unavoidable. Based on the feedback provided during the budget workshops, staff incorporated all proposed cuts that were supported by a majority of City Council in the draft budget brought forward for review tonight.

Revenue

The following revenue changes were incorporated into the draft budget provided tonight:

- Implementation of the fee changes detailed in agenda item 2 of tonight's meeting, the FY20-21 Master Fee Schedule

Expenditures

The following cuts were incorporated into the draft budget provided tonight:

City-Wide

- Hiring freeze
 - Senior Management Analyst (Public Works)
 - Park Ranger
 - 2 Maintenance Service Workers
 - Street Tech I
- No paid interns
- No training, travel, or memberships unless legally mandated
- Reduce office supplies to reflect canceling shredding service contract
- Freeze healthcare flexible benefit payouts to non-fire employees
- As of May 5, 2020, the City became members in California Joint Powers Insurance Authority for primary general liability coverage and \$150,000 self-insured retention for excess workers' compensation.
 - Increased premium for general liability reflected in each department, but more than offset by reduction in City Attorney costs and no longer needing to transfer funds to the self-insured liability reserve fund (29) each year, which is reflected in the revenue part of the budget under transfers

Administration

- 10% reduction in City Council's salary
- No City Council auto stipend and move to mileage reimbursement for essential travel
- No League of California Cities membership
- 10% reduction in City Manager's salary
- Reduced City Manager, City Clerk, and Finance professional services
- No employee recognition event
- No printed budget books
- No IT equipment replacement

Public Safety

- Cut Property and Evidence Specialist
- Cut one Patrol Deputy Sheriff

Fire

- No EOC satellite phones
- Reduce community risk reduction event supplies, fire departmental expenditures, and station supplies
- Switching provider for OSHA required medical exams
- Reduce personnel protective gear, self-contained breathing apparatus, and tools and supplies
- Cut Trauma Intervention Program
- Reduce uniform for inspector, vehicle supplies, and subscriptions & books
- Cut weed abatement (goats)

Community Development

- Cut Planning Commission stipend
- Reduced subscription and books and professional services
- Delay mandated storm grates

Public Works

- Response time for calls for service extended from 3 to 7 working days to manage workload with fewer staff and avoid OT
- Cut April Senior curbside trash pickup event
- Cut Cintas supply agreement
- No longer treating graffiti on private property
- Cut PlanetBids and LCP Tracker, software programs
- No cost recovery repairs until cash for damages is received
- No advertising and marketing
- Reduce protective clothing and professional services
- Cut duty phone
- Special events held only if sponsored
- Reduce street sweeping frequency
- Reduce landscaping maintenance frequency by reducing contract with Aztec Landscaping by 40%
- Negotiated with Rick Engineering to forgo their 3% contract annual increase

The following cut was discussed at the Budget Workshops, but based on City Council feedback, was not included in the draft budget provided tonight:

- Park restrooms will stay open on evenings and weekends and overtime will be incurred at approximately \$8,000

Follow-up Items

Animal Control

Staff is still discussing with two different organizations about contracting out for this service. For the purposes of this budget, staff utilized the amount given by its current contractor, which is \$10,000 less than this fiscal year. Staff will report back to City Council on options for animal control that is the most cost effective solution for FY20-21.

Traffic Advisory Committee (TAC)

The proposed draft General Fund Budget does not include the costs for TAC. Before the end of September, staff will return to City Council with options to provide the services of TAC at full cost recovery and the decision at that point in time will be incorporated into the first round of quarterly budget revisions.

Cannabis Gross Receipts Tax Ballot Measure

Staff has included the cost to add a ballot measure to the November election at approximately \$20,000 in the draft budget. There will be an agenda item on the June 16th City Council meeting to review the details of a potential ballot measure to tax the gross receipts of cannabis businesses. If a measure is placed on the November ballot and passes, the new revenue will be incorporated into the following year's General Fund Budget (FY21-22).

New Bottom Line

After updating year end projections for FY19-20, the deficit went down by about \$77,000 from \$769,000 to \$692,000 due to immediate implementation of some cost saving measures such as the hiring freeze and extreme fiscal restraint for operating expenditures. The \$692,000 deficit for the current fiscal year will be funded by General Fund Reserves.

All of the revenue generating and expenditure reductions listed above brought the \$1,852,000 FY20-21 deficit down to \$1,054,000, a reduction of \$798,000. City Council expressed support for using the one-time lien payment money of \$706,000 to help fund the FY20-21 deficit, bringing the total deficit that will hit the General Fund Reserve down to approximately \$348,000. Staff estimates the General Fund Reserve will have a balance of about \$5.7M at the beginning of the new fiscal year after paying for the FY19-20 deficit. Therefore, at the end of FY20-21 the General Fund Reserve will be just under \$5.4M, maintaining a balance above 25% of General Fund operating expenditures.

The harsh cuts in the FY20-21 budget are being implemented temporarily for one year. To deal with the economic uncertainties that lie ahead, at the end of each quarter the City will review and revise the FY20-21 General Fund Budget. Quarterly, staff will update City Council on the status of the City's General Fund finances and provide revised projections for the rest of the fiscal year. If the economic recovery from COVID-19 is relatively short and new sources of revenue are secured for the future, the City can consider increasing service back to FY19-20 levels. However, if COVID-19 triggers a recession and/or no new revenue is secured, the City will continue to implement the severe cuts for FY20-21 and face tough budget choices for fiscal year 2021-2022.

City Council's annual priority setting workshop will take place at the end of June or beginning of July depending on availability. Any results from the workshop that have a financial impact will be incorporated into the discussion at the next quarterly FY20-21 budget revision.

Please advise staff of any changes to the budget for inclusion in the formal consolidated budget that will be presented for adoption at the following City Council meeting.

Environmental Review:

Not subject to review

Negative Declaration

Categorical Exemption, Section

Mitigated Negative Declaration

Fiscal Impact: None

Public Notification: None

Staff Recommendation: Review and discuss. Staff will return with a final FY2020-21 Consolidated Operating & Capital Budget at the June 16th City Council meeting for adoption.

Attachments:

Attachment A – Lemon Grove Fiscal Year 2020-2021 Draft General Fund Budget

Attachment B – May 12th 2020 Budget Workshop Staff Report



CITY OF LEMON GROVE

CITY COUNCIL WORKSHOP STAFF REPORT

Item No. 1

Meeting Date: May 12, 2020

Submitted to: Honorable Mayor and Members of the City Council

Department: Finance Department

Staff Contact: Molly Brennan, Administrative Services Director
mbrennan@lemongrove.ca.gov

Item Title: FY 2020-2021 General Fund Budget Workshop

Recommended Action: Discuss and provide direction to staff on expenditure reductions to incorporate into the final draft of the Fiscal Year 20-21 General Fund Budget.

Summary: As a follow up from the April 28th General Fund Budget Workshop, the second workshop is intended to share budget feedback received from the public, provide further details about the impacts of cuts of service levels, and receive direction from City Council on what will be reflected in the Fiscal Year 2020-2021 (FY20-21) General Fund Draft Budget presented for adoption in June.

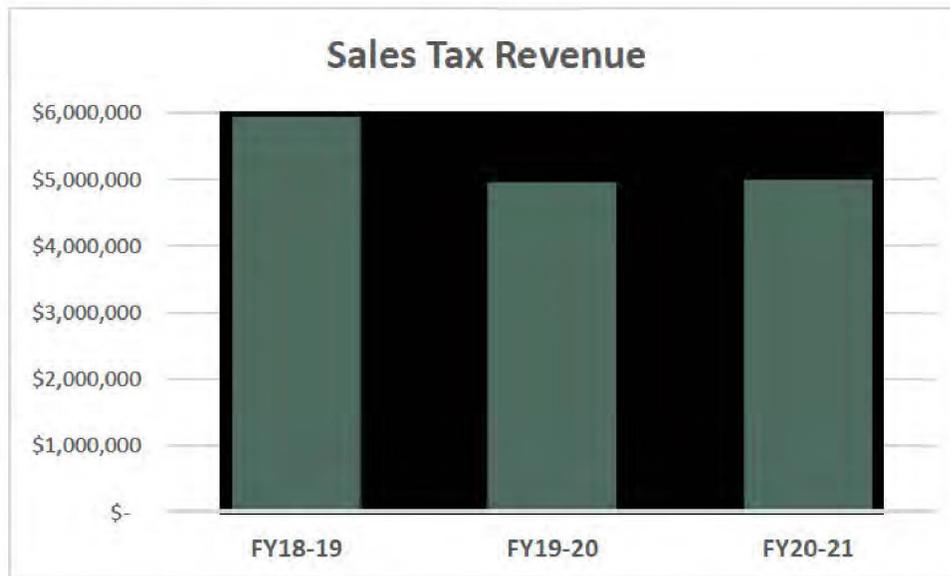
Discussion:

The April 28th General Fund Budget Workshop did not include a written staff report, so staff would like to reiterate the City's financial outlook in writing to identify the starting point of the deficit FY20-21 Budget and the variables we have to work with. In addition, the slides from the April 28th City Council Special Budget Workshop are included as Attachment A to this report for reference.

Lemon Grove's General Fund is the City's primary day-to-day operating fund. Public safety, government administration, community services, street maintenance, environmental programs, and park maintenance are all funded through the General Fund. The City has other programs that are funded with restricted revenue sources. Those other funds, as well as the Lemon Grove Sanitation Budget, are not being discussed tonight, as the impact of COVID-19 on their revenue is limited. These other funds and programs will be discussed at the May 19th City Council Meeting.

COVID-19 Impact on General Fund Revenue

The General Fund receives approximately 40% of its funds through Sales Tax revenue. Due to the stay-at-home orders, many businesses have been closed or are operating in limited capacities, creating a large decline in Sales Tax revenue for FY19-20. With a slow re-opening process for businesses and continued social distancing requirements and procedures, FY20-21 Sales Tax revenue is anticipated to remain at much lower levels than in the past years. Sales Tax revenue is estimated to drop about 17% between FY18-19, and FY19-20 and then remain at this five year low level for FY20-21. In dollar terms, FY19-20 and FY20-21 will each have \$1M less in Sales Tax revenue to use for paying operating expenditures, illustrated in the chart below.



In addition to Sales Tax, other revenue sources have been impacted by COVID-19. All short-term leases of City owned facilities were cancelled in mid-March and will remain closed until group gatherings are allowed. Some of the City's long-term leases, such as the Senior Center, are also on hold for the same reason. Building permit activity is slowing down and anticipated to remain slow in the coming year. The interest rate we earn on the City's cash investment in the State's Local Agency Investment Fund (LAIF) is down and expected to remain below 1% for the foreseeable future. Passport processing is closed for the foreseeable future, and there will be a large decline in the revenue for Transient Occupancy Tax from short-term rentals and the City's one hotel.

FY 20/21 General Fund Budget

The City has been facing a structural deficit, where revenue growth is out-paced by expenditure growth, for the last several years. It is important to note that the structural deficit was not caused by a spending problem nor budgetary mismanagement. Lemon Grove provides our resident's with municipal services at a much lower cost per capita than our neighboring cities and nearby cities of a similar size. The expenditures growth has

been due to contractual obligations for law enforcement with the San Diego County Sheriff's Department, the labor contract with the Lemon Grove Fire Association, pension obligations to CalPERS due to the lowering of the investment rate of return, and for general consumer price index (CPI) increases in most vendor contracts. Prior to COVID-19, revenue was growing steadily, however the pace of the revenue growth was slower than the pace of the expenditure growth.

Now the City is facing those same expenditures with even less revenue due to COVID-19. Maintaining status quo services for FY20-21 will result in a \$1.8M deficit. While the City needs to pursue revenue generating ideas, there are no quick fixes that will generate large amounts of revenue for FY20-21 to fill the \$1.8M gap. Therefore, the City must reckon with significant cuts in FY20-21 or risk running all reserves dry within two years. Service levels will be impacted, but if the City runs out of reserves, any future deficit would result in even harsher cuts and no time to implement solutions that take time to ramp up, such as revenue ballot measures.

The table below shows the FY20-21 General Fund expenditures by department prior to any cuts.

Department	FY20/21 Budget	% of Total
Administration	\$1,285,570	8%
Public Safety	\$6,897,569	45%
Fire	\$4,931,061	32%
Community Development	\$655,063	4%
Public Works	\$1,672,904	11%
Total Expenditures	\$15,442,167	100%

To illustrate the severity of the FY20/21 \$1.8M deficit, the City could cut the entire public works department and still would have a deficit. Or cut all administration plus community development and still would have a deficit. Neither of those are practical options, but tough cuts are unavoidable. Public Safety and Fire make up 77% of General Fund expenditures. Unfortunately, when faced with such a large shortfall, every department will face harsh cuts in order to be part of the solution.

General Fund Reserve

The City has built up a reserve, or savings account, over the years when revenues exceeded expenditures, generating a surplus. A portion of that money will be used to back-fill the FY19-20 revenue loss due to COVID-19. At the beginning of FY20-21, staff projects the reserve will have the following balance:

	As of 7/1/2020
Estimated Reserves	\$4,685,826
I 15 Trust for CalPERS	\$826,122
TOTAL	\$5,511,948
Reserves as % of GF Exp	35%

An adopted reserve policy guides how reserves under 25% of General Fund expenditures can be used. If the entire FY20-21 deficit is paid with reserves, the balance will dip below the 25% threshold. While using reserves to make up the deficit is certainly an attractive option in order to avoid painful cuts, if no spending is cut or new revenue generated the reserve fund will run out of money in FY22-23. That being said, using some reserves will certainly be part of the short-term solution to the City's budget situation. Staff will look for direction from City Council on how much of the reserve you are comfortable spending for FY20-21.

General Fund Expenditures

Beginning at slide 36 of the April 28th Budget Workshop presentation (Attachment A), staff listed potential expenditure reduction options. A summarized list of the cuts can be found on slide 80-87. To supplement the information provided on April 28th, staff would like to provide more details on how the proposed cuts would impact the level of service the City provides our residents and get feedback from City Council on which cuts to implement for FY20-21.

Administration

The City has already implemented a hiring freeze for vacant positions. Currently all vacancies are in the public works department. To accomplish public works duties with fewer staff, response time to calls for service will be extended from 3 to 7 working days. Keeping the current vacancies open for all of FY20-21 will save the General Fund \$104,527. Further impacts of continuing the hiring freeze will depend on which positions become vacant during the year. Staff can notify City Council on how future vacancies will impact services when they occur.

Since the April 28th Budget Workshop, staff has been continuing to search for other ways to reduce expenditures. Staff has an additional idea that was not previously mentioned that would reduce personnel expenditures. When employees do not use their entire healthcare flexible benefit stipend on premiums or choose to opt out of City provided healthcare, they receive the remaining portion of their flexible benefit stipend paid to them. If all flexible benefit payouts to non-fire staff are halted for FY20-21, approximately \$22,200 will be saved in the General Fund.

The impact of cutting all training, travel and memberships unless legally mandated will be partially offset by no-cost trainings provided through CJPIA, our new insurance provider. Cutting memberships to professional development organizations will reduce staff access to resources and best practice materials. Overall all reductions to training, travel, and memberships will save \$21,200.

Canceling the City's shredding contract and purchasing our own shredder will save \$1,450, but will increase staff time spent shredding, meaning less staff time for their current job duties.

Cutting City Council's salary by 100% would save the General Fund \$43,770. A 10% cut would save \$4,377, a 25% cut would save \$10,943, and a 50% cut would save \$21,885.

Cutting the City's League of California Cities membership, a savings of \$11,800, will eliminate access to information and we will lose a voice in advocating for City interests in Sacramento.

The majority of the City's current fleet of computers are over 10 years old and there are no back-up computers. Currently, if workstations break, the employee has to wait about a week for a refurbished replacement computer to arrive. Without any funding for IT equipment replacement (\$5,000), if equipment breaks, staff who use computers part of the day will need to share a workstation and coordinate with other staff who are also in the office/at their desk only part of the day. Productivity will go down.

The City Manager generously suggested a 10% reduction to her salary for FY20-21, a savings of \$10,850 to the General Fund.

Public Safety

Cut the Property and Evidence Specialist Position, \$77,865

The Lemon Grove Station has four front office staff members, including the Property and Evidence Specialist (PES). Each specific position is incredibly busy, including the PES. The PES is primarily responsible for processing evidence and safekeeping items as they are turned in by deputy sheriffs. The PES is also responsible for the release of all safekeeping items when being claimed by individuals. The PES position requires a lot of time and attention as procedures are highly detailed and sensitive due to court mandated chain of custody procedures related to evidence. These responsibilities are often time sensitive in order to ensure evidence is prepared properly and timely for the courts.

The PES is also the primary relief person to assist for lunch and break relief for the three other front office staff members. If the PES position is eliminated, a different front office staff member will be required to fulfill those duties, which are conducted in the back office, away from the public front office. This will result in additional delays to customers

entering the front office. It will also result in a delay to individuals who are attempting to pick up safekeeping items.

Cut the Community Services Officer Position (CSO), \$82,040

The CSO position is responsible for towing all vehicles in the City. Tows consist of cars involved in collision, allowing the traffic deputies to return to service more quickly, and abandon vehicles or those parked beyond the three-day limit. With the elimination of this position, traffic deputies will be out of service longer during a collision incident and the abandon vehicle tow program would be greatly curtailed or cease to exist.

Each tow has two separate fees. One is a \$70 administrative fee that goes to the City that off-sets our overall Sheriff's contract. The second is called the "Serial Traffic Offender Program." This fee is \$65 per tow, and it is put into a special fund which is used for the Lemon Grove traffic unit. This is how the traffic funds items like cameras, a DUI trailer, rain jackets, and other items. This revenue to the city and our station would decrease substantially without a CSO position.

The CSO position also takes property related crime reports and collision reports. Without the CSO position, the community would experience decreased response times to file a property crime report or for collision reports. Additionally, because deputies would need to take those reports now, the level of deputy initiated activity would greatly decrease, as well as the availability to be out in the community.

Cut one Traffic Deputy Sheriff Position, \$262,318

The Lemon Grove Sheriff's Station regularly receives phone calls from citizens, city staff, and especially the schools asking for proactive traffic enforcement. With the elimination of a traffic deputy proactive traffic enforcement at the schools would be severely cut back. Patrol deputies do not have the specialized training in order to write speeding citations, so enforcement would be severely limited and citations would decrease.

When a deputy is on a call they cannot break from, the traffic deputy assumes patrol responsibilities. Cutting this position would result in increased response times for citizens as there would simply not be another deputy working who would be able to answer the radio calls. There would be a significant decrease in the amount of citations written and a significant decrease in the amount of proactive traffic enforcement.

Cut one Patrol Deputy Sheriff Position, \$274,318

This would take the City's patrol force from 13 deputies to 12. The loss of a single deputy would increase response times to non-life threatening calls for service, it would also impact deputy initiated activity and overall presence in the community.

Fire

Levels of service for the Fire Department are expected to remain at current levels. 83% of the Fire Department Budget is for salaries and benefits, which are contractual obligations set forth in the Memorandum of Understanding between the City and the Local Fire Association. Without reopening and renegotiating the labor contract, the proposed cuts are limited to non-personnel costs and there will be minimal operational impacts.

The elimination of the EOC satellite phones at \$2,000 will mean the Lemon Grove EOC would still be operational but with limitations. We would have to rely on the Community Emergency Response Team (CERT) communications group to provide communications.

Terminating the current contract with San Diego Sports Medicine and moving to an occupational medicine provider for required medical exams will reduce the comprehensive physicals the employees are currently receiving and save \$4,500. Currently employees get stress EKGs, blood work, and maximum exertion levels tested in addition to the OSHA required hearing, pulmonary function and TB tests.

Reducing budgets for personnel protective gear, self-contained breathing apparatus, and tools and supplies will not impact operations, but will defer replacement of equipment. It will not be a safety issue, but equipment will need to be replaced eventually. This will accomplish short-term savings of \$6,500.

The City contracts with the Trauma Intervention Program (TIP) at \$3,825/year to provide grief counseling and assistance to residents after a family member passes away or is seriously injured. If the contract is cancelled, residents would have to look for other means to get those services.

Community Development

Levels of service for the Community Development Department are expected to remain at current levels. Permit counter hours are currently Monday through Thursday from 7:30 a.m. to 11 a.m.

Based on current building permit volumes and contractual obligations with Esgil for permitting and inspections, no changes in levels of service are recommended. Planning Division staff will continue to participate in permit counter hours of operation and process planning entitlements with deposits and cost recovery. Planning entitlements are expected to decrease, but SB2 grant funding for Lemon Grove Municipal Code updates to expedite housing production and construction should offset some Planning Division staff costs that are not recoverable. Planning Division staff will also be processing an update of the General Plan Housing Element, which is an unfunded State mandate.

Stormwater Division services are partly funded through permitting and inspection fees, while the unfunded state mandated requirements are supported by general fund revenue. Over the past two fiscal years, staff have budgeted \$30,000 for the installation of trash capture devices based on requirements from the municipal separate storm sewer system (MS4) permit issued by the Regional Water Quality Control Board. The installation of these devices is expected to once again be delayed to the summer of 2022. Staff have proposed reduced funding for a pilot project to install several devices to see how they perform, prior to implementing them at a larger scale in 2022.

Public Works

April Senior Curbside Bulk Item Pickup: This event's participation is decreasing each year. If this were eliminated, staff will request EDCO to provide an additional drop off voucher to replace this event.

Main Street Bulk Item Drop Off:

At the April 28th Special Budget Workshop, staff suggested cutting this annual event. If we continue with the drop off public works staff will work overtime one Saturday from 6:00 a.m. to 3:00 p.m. (8.5 hours) per year at an estimated cost of \$5,291. Based on the average of 170 visitors with at least 50% making two trips staff estimates we average a total number of 255 visitors. The cost per visit equal about \$20.75, therefore staff is recommending that if City Council does not want to cut the event, we implement a \$20 charge per car to recover the cost of providing the service. Recently there has been an increase in the number of illegal dumps (even before COVID-19). Staff does not anticipate a significant uptick in the number of illegal dumps if this event is totally cancelled. If we want to continue having the event and do not want to charge participants, another option is to move the event to a weekday, however staff expects the number of participants to significantly decrease.

Cintas Supply Agreement, \$20,000: Eliminating this contract will not impact public service levels. It will increase the workload of all public works field staff to assume the tasks to order and stock supplies. It will also require City Hall staff to clean, replenish supplies and replace dispensers on their own.

Graffiti Treatment on Private Property: Staff estimates 15 graffiti work orders each week are performed. Of that an estimated 75% are on private property. Those calls for service will now go through the code enforcement process of notification and cleaning by the private property owner. The cost of the paint will be saved, along with staff time that will be used to offset the vacancies.

PlanetBids & LCP Tracker, \$5,500: Reducing these software costs will reduce the efficiency to advertise projects online (which will change to manually) and tracking certified payroll manually versus automatically uploading into the software system to

track minimum hourly rates are being charged. The speed in which the services are performed will be delayed by an estimated 1-2 weeks.

Street Sweeping: Reducing the street sweeping contract by \$14,000 will reduce the amount of sweeping by 25%.

Park Restrooms: Prior to COVID-19 public health orders, public works staff was paid overtime to open and close the park restrooms on evenings and weekends. Staff proposes that restrooms at Lemon Grove Park and Berry Street Park are open Monday-Friday from dawn until 3:30 p.m. Public Works staff will close the restrooms at the end of their duty day, saving overtime costs of approximately \$8,000. During the current COVID restrictions staff does not believe that the impacts to the residents and guests will be significant because all gazebo, jumper and facility rentals have been cancelled. However, when the City is able to begin the rental process the restrooms may have to be opened to serve the facility guests, creating an equity issue between those who are paying for rentals and general park goers.

With that level of service in mind when rentals begin again, staff is requesting a cost estimate from its landscaping contractor to provide a cost estimate to:

- 1) Open and close the restrooms every Saturday, Sunday and City Holiday.
- 2) Clean the restrooms at noon and end of the day.
- 3) Clean up around each rented gazebo and/or jumper every morning.

General Fund Revenue

Business License Tax Measure

At the April 28th Budget Workshop, City Council expressed interest in pursuing a business license tax ballot measure for the November election to propose a gross receipts tax on marijuana businesses. If the measure is on the ballot in November and passes, the City will not receive any new revenue until the following fiscal year, FY21-22. This is due to the timing of the election and the city's current business license cycle. While generating new on-going sources of revenue for the City is an important part of the long-term solution to our structural deficit, this tax measure will not reduce the \$1.8M deficit and the difficult decisions the City faces for FY20-21.

Staff consulted with Cannabis Tax experts at HdL and they were able to provide rough estimates for how much this tax would generate if passed by the voters. The amount is highly dependent on the number of operational cannabis businesses in the City. Currently zero are open for business. By FY21-22, staff estimates two will be operational. Across California, Cities have adopted gross receipts taxes that typically range from 4-6%. The

table below shows the estimated revenue generated with two operational cannabis businesses across the 4-6% tax rate range.

Tax Rate	Revenue with 2 businesses
4%	\$ 280,000
5%	\$ 350,000
6%	\$ 420,000

The City Manager and City Attorney will be preparing an item for the Council to consider at an upcoming Council Meeting.

Master Fee Schedule

Some of the current fees for service the City charges private development applicants are not fully covering the cost of providing the service. That means General Fund tax revenues are subsidizing some planning and building review costs. The City is allowed to charge 100% of the cost for service on to the applicant and many neighboring Cities have higher community development fees than Lemon Grove's because they are already aiming for a higher amount of cost recovery for individualized services.

If we review and update the Master Fee Schedule with the goal of 100% cost recovery, staff estimates we would recover \$10,000-\$20,000 in additional revenue. This is not going to be large revenue generator for the City, but every penny counts.

To assist City Council in translating this conceptual idea into reality, Community Development staff has prepared additional details and examples of permit fees to illustrate the specific amount some permits are being subsidized by general tax revenue.

The Zoning Ordinance requires a permit for temporary signs such as banners and pennants made of paper, cloth, plastic or other temporary materials, as well as inflatable objects and balloons. This requirement has not been enforced by staff for several years. Staff recommends that the City Council direct staff to amend the Sign Ordinance to establish sign holidays, which would allow temporary signs without a permit during typical time periods when special temporary advertising occurs such as Valentine's Day, Mother's Day, Independence Day, Labor Day, and the Winter Holiday (Thanksgiving through January 3rd). In conjunction with this direction, Code Enforcement would then begin enforcing temporary sign restrictions and require temporary sign permits for events that occur outside of established sign holidays. The current temporary sign permit fee is \$20. In order to process the permit, enter data into the permit system, confirm that the signs do not present a hazard, and issue the permit; the overall cost recovery is estimate is \$77.70. It is estimated that approximately six temporary sign permits would be issued in a typical year after the Sign Ordinance is amended, resulting in \$466.20 is revenue.

Temporary Sign Permit				
Task	Staff	Time	Hourly Rate	Cost
Process Application/Routing	Assistant Planner	0.5 hours	\$72.00	\$36.00
Safety Check	Building Permit Technician	0.3 hours	\$72.00	\$21.60
Site Inspection	Code Enforcement Officer	0.3 hours	\$67.00	\$20.10
TOTAL				\$77.70

The Master Fee Schedule does not currently include a permit renewal fee. Periodically, it is discovered that a previously issued permit, which was partially constructed but became expired needs to be renewed. In order to renew the permit, staff must review previously issued constructions plans and compare them with current building code standards to determine if the plans must be modified or if the project can be completed. A new permit renewal fee is recommended to be added to the master fee schedule to capture costs associated with this work. It is estimated that approximately four permit renewals would be issued in a typical year, resulting in \$635.00 in revenue.

Permit Renewal Fee				
Task	Staff	Time	Hourly Rate	Cost
Process Application/Routing	Building Permit Technician	0.75 hours	\$73.00	\$54.75
Building Code Review	Plans Examiner	0.75 hours	\$90.00	\$67.50
Zoning Review	Associate Planner	0.3 hours	\$73.00	\$20.90
Fire Code Review	Fire Inspector	0.3 hours	\$52.00	\$15.60
TOTAL				\$158.75

Building permit costs are currently based on the total construction cost or valuation. In some instances the permit review costs are not fully recovered because multiple divisions or departments must review the permit even though it has a low permit valuation. An example of this situation is a small patio cover or gazebo that needs to be reviewed by the Planning Division, Building Division, and Heartland Fire & Rescue, but the permit cost is only \$50 based on the valuation. A new minimum permit fee is recommended to be added to the master fee schedule to capture costs associated with small projects. It is estimated that approximately eight permits per year would meet the minimum permit cost threshold and generate \$1,090.00 in revenue.

Minimum Building Permit Fee				
Task	Staff	Time	Hourly Rate	Cost
Process Application/Routing	Building Permit Technician	0.75 hours	\$73.00	\$54.75
Building Code Review	Plans Examiner	0.5 hours	\$90.00	\$45.00
Zoning Review	Associate Planner	0.3 hours	\$73.00	\$20.90
Fire Code Review	Fire Inspector	0.3 hours	\$52.00	\$15.60
TOTAL				\$136.25

One Time Money

The City just received \$706,000 as a one-time lien payment from outstanding code enforcement matter. Best financial practice is to spend one-time money on one-time expenditures, such as capital investments in roads or equipment. However, it is funding that could be used to reduce the FY20-21 operating deficit. Staff will look for direction from City Council on whether they would like to use this one-time money on operating or capital expenditures.

Public Feedback

Comment received prior to the posting of the report are attached.

Environmental Review:

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

Fiscal Impact: Will depend on which expenditure reductions and revenue options City Council directs staff to implement.

Public Notification: None

Staff Recommendation: Discuss and provide direction to staff on expenditure reductions to incorporate into the final draft of the Fiscal Year 20-21 General Fund Budget.

Attachments:

Attachment A – April 28th 2020 General Fund Budget Workshop Presentation

Attachment B – Public Comment Received on Budget



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 7

Meeting Date: May 19, 2020

Submitted to: Honorable Mayor and Members of the City Council

Department: Finance

Staff Contact: Molly Brennan, Administrative Services Director

mbrennan@lemongrove.ca.gov

Item Title: Draft Fiscal Year 2020-21 Other Fund Budgets

Recommended Action:

Review and discuss. Staff will return with a final FY2020-21 Consolidated Operating & Capital Budget at the June 16th City Council meeting for adoption.

Summary:

Attached is a draft of the City of Lemon Grove 2020-21 Other Fund Budgets, or non-General Fund Budgets (Attachment A). The purpose of tonight's review is to solicit comments and discussion regarding the upcoming financial plan for July 1, 2020 through June 30, 2021. Any changes supported by a majority of the City Council will be incorporated in the formal document presented at the June 16th, 2020 City Council meeting for adoption.

Discussion:

Outside of the General Fund, the City operates 22 other funds, details of which can be found in Attachment A. A description of each fund can be found on page 19-22 of the FY19-20 budget book. Due to the large quantity of budgets and line items, this staff report is focusing in on activities and accounts that have significantly changed between FY2019-20 and the proposed FY2020-21 draft budget.

CalPERS

As discussed at the General Fund Budget Workshops, the City's obligations to CalPERS are increasing in FY20-21. Since most staff positions are funded from a variety of funds, the increase is reflected in all of the budgets with personnel costs in the account titled 'retirement'. Both the CalPERS employer rates the City pays as a percentage of active employee wages and the required CalPERS unfunded accrued liability (UAL) payment are increasing. The City's employees are in one of five different tiers of CalPERS plans. In

FY2019-20 the UAL total for all five plans was \$526,327. In FY2020-21 it will be \$593,050, an increase of \$66,723 or 13%. In addition, the table below shows the percent of payroll for active employees the City paid in FY2019-20 versus what the City will have to pay in FY2020-21.

**CalPERS Employer Rates for Active
Employees as a Percent of Payroll**

Plan	FY19/20	FY20/21
Misc. Classic	11.432%	12.361%
Misc. 2nd Tier	8.081%	8.794%
Misc. PEPRA	6.985%	7.732%
Safety Classic	20.073%	21.746%
Safety PEPRA	13.034%	13.044%

Gas Tax (Fund 2)

Revenues for this fund come from the State of California Gasoline Tax. Fund proceeds may be used to research, plan, construct, improve, maintain, and operate local streets. Due to sharp drops in the amount of gas being sold across the state due to stay-at-home public health orders, revenue for FY20-21 is estimated to go down 10%, however it may go down further as we get more information from the state in the next few months. Lower revenue means smaller road repaving programs. The FY20-21 budget reduced the funding for street preventative maintenance by \$40,000 and the street rehab (annual road repaving project) by \$86,122 as compared to FY19-20.

Parkland Dedication Ordinance (Fund 5)

Proceeds in the fund may be used by the City for the purchase of park land, the development of new parks or the major rehabilitation of existing parks. Staff is proposing two capital park project for FY20-21 at an estimated \$30,000 each, repairing the Barry St walking path and repairing playground equipment.

Grants (Fund 8)

The City has one of the 13 projects awarded funding under the California Natural Resources Agency’s Green Infrastructure grant program funded by Prop 68 of 2018. The grant fund reflects the \$1,470,755 award for Connect Main St Phase 3.

Lighting District (Fund 11 & 12)

At the end of 2019, City Council awarded a contract to Harris & Associates to complete an audit of the Lemon Grove Roadway Lighting District in order to review the formation of the district, verify that each parcel is being charged correctly, designate each street light as general or local benefit, and identify which zone each light should be in. The Lighting District is administered within two funds, Fund 11 General Benefit, and Fund 12 Local

Benefit. The Lighting District is funded from two revenue streams; the general benefit lights are funded through a share of the City's 1% Ad Valorem property tax, while the local benefit lights are funded by assessing a Benefit Charge (\$12/per benefit unit). The Benefit Charge is calculated by using the land use factor (determined by the County) multiplied by the number of dwelling units for residential or acres for all others. The result is the number of benefit units of the parcel.

The audit had two main findings that impact the Lighting District's operation and budget. First, after reviewing the parcels within the District and their most recent benefit unit designations, the District has been under-assessing the Benefit Charge by approximately \$43,797/year. The benefit unit designations haven't been consistently updated over the years, with the last thorough review done in 1997. Some of the under assessment is due to using outdated land use factors and some of it is due to missing parcels altogether. Staff recommends implementing the correct tax rolls for FY20-21, which will result in raising the revenue the District needs to support the ongoing operation and maintenance of the street lights.

Second, the audit found that during the formation of the District, it was broken into Zone A and Zone B, with a portion of the General Benefit lights and associated revenue to be shared between the zones. This differs from how the District has been administered with the local and general benefit lights and related revenue sources being kept separate between fund 11 and 12. Therefore, the draft Lighting District budget has a transfer from Fund 11 to Fund 12 to reflect the portion of General Benefit lights in each zone.

TransNet (Fund 14)

Administered through SANDAG, this fund is the City's share of a regional half-cent sales tax for local transportation projects. The local streets and roads funding can be used for right-of-way improvements (streets and sidewalks), storm drain, and traffic related projects. Since TransNet is funded through a sales-tax, the impacts of COVID-19 on business operations will significantly reduce the FY20-21 TransNet revenue. Currently, SANDAG is estimating a 10% drop in revenue, but that may be revised downward. Like the Gas Tax Fund, less revenue means a smaller road repaving program. The FY20-21 budget reduces funding for the City's annual road repaving project by \$121,000 (LG20).

On a happier note, the FY20-21 TransNet budget reflects \$2.5M in grant funding through SANDAG's Smart Growth Incentive Program for Phase 1 and 2 of the Connect Main St project.

Sanitation District (Fund 15, 16, 17, & 19)

Built in revenue increase of 2.875% as recommended for the sewer service charge in the previous agenda item.

Includes an annual transfer from the operating fund to the capital fund to pay for capital improvement projects. Since the Sanitation District is an enterprise fund, the fund balance reflects the balance of assets and liabilities, not only available cash. At the end of FY2019-20 the Sanitation Capital Fund will have about \$3.2M available cash for future capital projects, less than planned capital expenses of \$3.3M. The Sanitation Capital fund draft budget includes all capital projects listed in the Sewer Master Plan for the associated fiscal year and will require an annual transfer from the Sanitation operating fund to pay for capital projects for the length of the Master Plan.

Proposes a transfer from Sanitation operating fund (15) to Pure Water Reserve (17) of \$1,200,000. This would bring the Pure Water Reserve balance to the estimated amount the District will need to pay for all of Phase 1 and was recommended in the FY20-21 Sewer Service Charge Review analysis completed by Dexter Wilson Engineering.

Self-Insured Liability Reserve (Fund 29)

City Council authorized participation in the California Joint Powers Insurance Authority's (CJPIA) primary general liability program beginning July 1, 2020. That means any costs for claims with a date of loss from then on will be paid for by CJPIA. Any open claims from prior to July 1, 2020 fall under our current excess policy and the self-insured retention of \$100,000 applies to those claims. As claims from before July 1, 2020 are resolved and closed, this fund will wind down operations and any remaining fund balance will be transferred to the General Fund and Sanitation District based on the ratios the entities funded the reserve. Staff estimates that will happen the following year, in FY21-22.

Safety Capital Reserve (Fund 32)

In FY19-20 staff applied for and were awarded a grant for replacing the gate at the fire station and the front door of City Hall. The repair and maintenance account represents the City's match for this grant. During FY19-20 the City's ADA Transition Plan was finalized. Although the plan includes many projects at a total cost in the millions, staff is recommending to use the remaining balance of this fund, around \$42,000, to accomplish a few of the most pressing repairs.

Main Street Promenade Community Facilities District (Fund 33)

Staff is working on an internal audit of the tax levies for the parcels in the Community Facilities District and may have updated assessment revenue projections to share at when the final draft of the budget is presented. A new expenditure account has been added to fund lighting repairs at Promenade Park at an estimated cost of \$15,000.

Successor Agency (Fund 60)

The planned FY20-21 expenditures for this fund were already reviewed by City Council in December 2019 on the Recognized Obligation Payment Schedule (ROPS). Since then the

County Oversight Board and the State Department of Finance have reviewed the FY20-21 ROPS. The state approved a payment of \$340,307 to the City for the origination loan, which will be deposited into Fund 6, the General Fund Reserve, when it is received.

Please advise staff of any changes to the draft budget for inclusion in the formal consolidated budget that will be presented for adoption at the June 16th City Council meeting.

Environmental Review:

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

Fiscal Impact: None

Public Notification: None

Attachments:

Attachment A – Lemon Grove Fiscal Year 2020-2021 Draft Other Fund Budgets

Staff Recommendation: Review and discuss. Staff will return with a final FY2020-21 Consolidated Operating & Capital Budget at the June 16th City Council meeting for adoption.

CITY OF LEMON GROVE



Fiscal Year 2020-2021

Consolidated Operating & Capital Budget

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CITY OF LEMON GROVE

Office of the City Manager

June 2020

Honorable Mayor and Members of the City Council:

On behalf of City staff, I present the Fiscal Year 2020-21 Budget for the City of Lemon Grove for your review and approval. The proposed FY 2020-21 budget totals \$34,594,547 of expenditures, with \$14,728,280 of that amount designated from the General Fund. The annual budget serves as a financial road map for the upcoming year, reflecting the City Council's priorities and goals.

The FY 2020-21 budget was drafted during a global pandemic in the face of tremendous economic uncertainty. Business closures due to public health orders to reduce the spread of COVID-19 significantly impacted the General Fund's main revenue source, sales tax revenue. To deal with the financial implications of COVID-19, the FY 2020-21 budget process began earlier and included additional public workshops compared to years past. At two Special Budget Workshops staff and City Council detailed the impact to Lemon Grove's revenue and the City's options for moving forward.

Providing status quo services with reduced revenue would have generated a \$1.4M deficit in FY 2020-21. The proposed General Fund budget tackles the deficit through a combination of revenue generation, austere cuts, one-time money, and reserves. Although harsh cuts have been made, the budget will provide enough funding to deliver basic City services to our residents.

It was past practice to make changes to the annual budget once a year at the mid-year update. Due to the economic uncertainty of the year ahead, the FY 2020-21 General Fund budget will be reviewed each quarter. Quarterly, staff will update City Council on the status of the City's General Fund finances and provide revised projections for the rest of the fiscal year. If the economic recovery from COVID-19 is relatively short and new sources of revenue are secured for the future, the City can consider increasing service back to FY 2019-20 levels. However, if COVID-19 triggers a recession and/or no new revenue is secured, the City will continue to implement the severe cuts for FY 2020-21 and face tough budget choices for fiscal year 2021-2022.



CITY OF LEMON GROVE

Office of the City Manager

FINANCIAL OVERVIEW

General Fund

The General Fund is the City's main operating fund, where 43% of the City's financial activity takes place. The General Fund receives approximately 40% of its funds through sales tax revenue. Due to the stay-at-home public health orders, many businesses have been closed or are operating in limited capacities, creating a large decline in sales tax revenue for FY 2019-20. With a slow re-opening process for businesses and continued social distancing requirements and procedures, FY 2020-21 sales tax revenue is anticipated to remain at much lower levels than in past years. Sales tax revenue is estimated to drop about 17% between FY 2018-19, and FY 2019-20 and then remain at this five year low level for FY 2020-21. In dollar terms, FY 2019-20 and FY 2020-21 will each have \$1M less in sales tax revenue to use for paying operating expenditures.

The City has been facing a structural deficit, where revenue growth is out-paced by expenditure growth, for the last several years. It is important to note that the structural deficit was not caused by a spending problem nor budgetary mismanagement. Lemon Grove provides our resident's with municipal services at a much lower cost per capita than our neighboring cities and nearby cities of a similar size. The expenditure growth has been due to contractual obligations for law enforcement with the San Diego County Sheriff's Department, the labor contract with the Lemon Grove Fire Association, pension obligations to CalPERS due to the lowering of the investment rate of return, and for general consumer price index (CPI) increases in most vendor contracts. Prior to COVID-19, revenue was growing steadily, however the pace of the revenue growth was slower than the pace of the expenditure growth.

Now the City is facing those same expenditures with even less revenue due to COVID-19. Maintaining status quo services for FY 2020-21 would result in a \$1.8M deficit. While the City is pursuing additional revenue sources, there are no quick fixes that will generate large amounts of revenue for FY 2020-21 to fill the \$1.8M gap. Therefore, the City had to make tough expenditure cuts in FY 2020-21 or risk running all reserves dry within two years.

The most notable expenditure reductions are a hiring freeze, no training or memberships, no interns, reduced healthcare benefits for non-fire employees, a 10% reduction in City Council's salary, elimination of the property and evidence specialist, elimination of one patrol deputy sheriff, reduced street sweeping frequency, reduced landscaping maintenance frequency, and limiting special events to those that are sponsored.

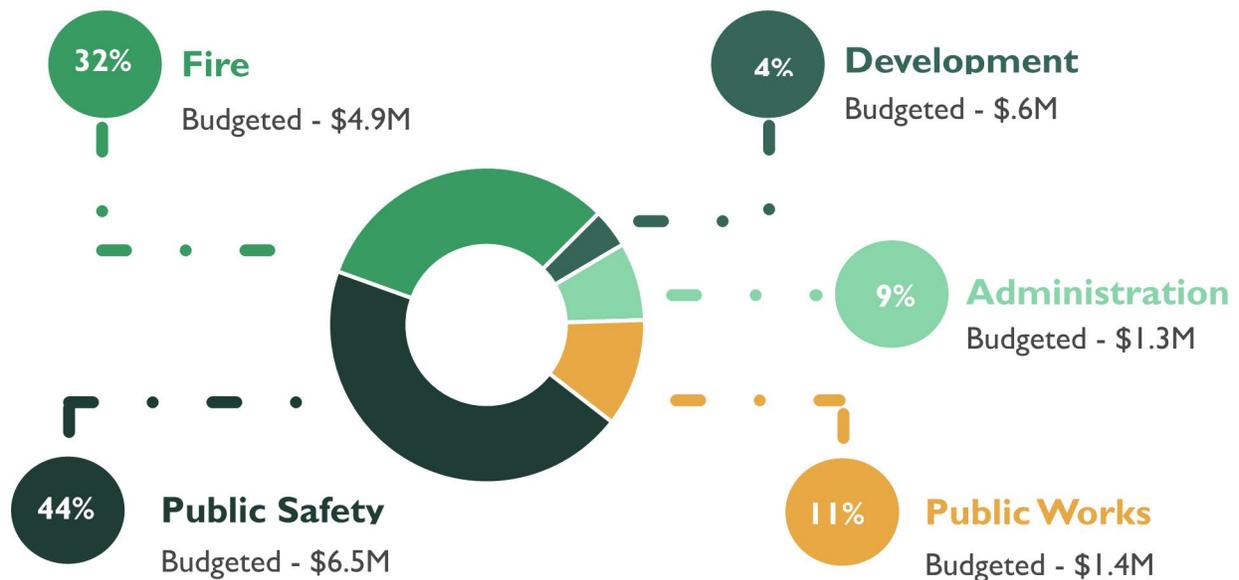


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My sincere appreciation goes out to the City staff in City Hall and Public Works that took the City's financial stress to heart and will be bearing the biggest burden of the cuts. City Hall and Public Works employees' last cost of living wage adjustment was in 2016 and now their benefits are decreasing at the same time as responsibilities are being expanded to fill-in for vacant positions. In solidarity as their leader I will be taking a 10% reduction in my salary during FY 2020-21. I commend City Council for taking the same 10% cut in their wages for the year.

All of the revenue generating and expenditure reductions for FY 2020-21 reduced the deficit by around \$800,000, down to an anticipated deficit of \$1,054,000. To help fund the deficit, \$706,000 of one-time lien payment money will be used for operating costs rather than capital costs, bringing the total deficit that will hit the General Fund Reserve, or savings account, down to approximately \$348,000. The General Fund Reserve will have a balance of about \$5.7M at the beginning of the new fiscal year after paying for the FY 2019-20 deficit. Therefore, at the end of FY 2020-21 the General Fund Reserve will be just under \$5.4M, maintaining a balance above 25% of General Fund operating expenditures, preserving a safety net for the future.



The proposed General Fund expenditure budgets by department are shown in chart above. Law Enforcement, Animal Control, and Fire, the public safety services the City provides, represents 77% of total General Fund expenditures. Administration includes City Council, City Manager,



CITY OF LEMON GROVE

Office of the City Manager

City Attorney, Human Resources, City Clerk, and Finance. In sum, the General Fund budget reflects \$14.7 million in expenditures.

Special Revenue Funds

Special revenue funds are detailed in the fund listing section of the budget. They include gas tax, park land dedication, supplemental law enforcement, grants, transportation development act, lighting district, TransNet, sidewalk reserve, integrated waste reduction, wildflower assessment district, serious traffic offender program, storm water program, regional transportation congestion improvement program, public education governmental access, capital equipment, and main street promenade community facilities district. These are all restricted in what programs and activities they can fund and are not available for General Fund use. They do, however, contribute to the General Fund through charges for services supplied by General Fund departments and divisions based on the formal cost allocation plan.

The largest project paid for from the special revenue funds is the annual road rehabilitation project, or street repaving program, which is funded through Gas Tax and TransNet. Both rely on sales tax revenue and therefore are impacted by the financial implications of COVID-19. Even so, due to SB1, the City will still receive a significant amount of funding for street improvements. Between the funding from the Gas Tax and from TransNet, the City's FY 2020-21 road rehabilitation project will be around \$800,000.

Separate Entity Budgets

Sanitation District

Although included in the consolidated budget, the four sanitation related funds represent a separate entity, the Lemon Grove Sanitation District. The City of Lemon Grove Councilmembers also serve as the governing board of the Sanitation District. The Sanitation District runs as an enterprise fund, so called because it operates in its own bubble in which the revenue for the service provided should equal the cost of providing the service. In this case, the enterprise is the conveyance and treatment of wastewater within the City of Lemon Grove.

For the FY 2020-21 Sanitation Budget, operations remain similar to prior years, with a 2.4% increase in the cost of wastewater treatment and approximately \$3.3 million in capital projects to replace portions of the 67 miles of sewer lines the District maintains. On June 2, 2020 the Sanitation District Board adopted a FY 2020-21 sanitation rate increase of 2.875% to fund the expenditure increases mentioned above.



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Office of the City Manager

Successor Agency

On February 1, 2012, the City of Lemon Grove assumed the role of the Successor Agency to the former Redevelopment Agency, taking responsibility for winding down the Redevelopment Agency's operations and liquidating its assets. All financial activity related to the Successor Agency is reflected in the Fund 60/64 budget. The City is responsible for paying annual debt service on the Former Redevelopment Agency's bonds. In FY 2020-21, the debt service payments will total approximately \$1.97 million. The State of California's Department of Finance through the County of San Diego, distributes bi-annual reimbursement to the City to cover the Successor Agency debt service.

Conclusion

The City Council continues to face some very difficult decisions. Often the hard part of governing comes when constituents express concerns for any cuts in service levels that directly impact them – very often wanting even more while the City does not have the resources to accommodate existing services, let alone added services. It is a fact of life that constituents will often be single issue oriented when viewing a budget that must address a wide variety of municipal needs.

We continue to endeavor through this global pandemic and toward financial and economic sustainability and stability. Staff is committed to pursuing additional cost saving and revenue generating projects throughout the year. Budgeting is a process of estimation and projection. As the fiscal year progresses, the budget will be revised through the quarterly updates to more accurately anticipate the General Fund deficit.

In closing, I would like to express my appreciation to the City Council for providing the leadership and direction in preparation of this austere budget. Special recognition and my sincerest appreciation goes out to Molly Brennan, Administrative Services Director and her dynamic finance team for doing an incredible job of keeping all things finance and budget in order.

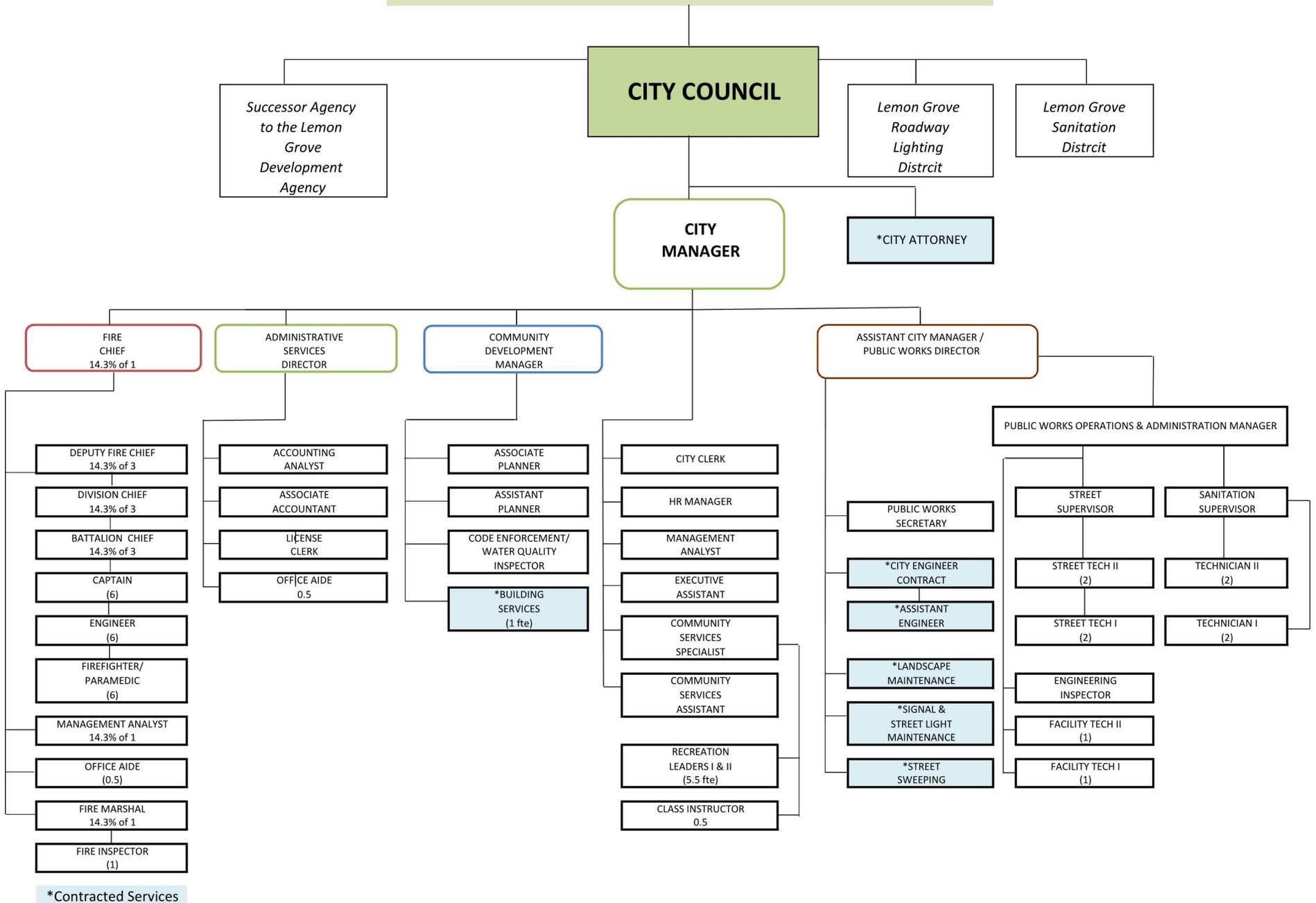
Respectfully submitted,

Lydia Romero

City Manager

City of Lemon Grove Organizational Chart
Fiscal Year 2020-21

LEMON GROVE ELECTORATE



TOTAL FUND SUMMARY

FUND	2020-2021 Beginning Fund Balance	2020-2021 Revenue	2020-2021 Expenditure	2020-2021 Ending Fund Balance
01 General	5,729,683	13,674,503	14,728,280	5,381,906
02 Gas Tax	178,495	1,186,890	1,357,720	7,665
03 Street Construction Capital	-	-	-	-
05 Park Land Dedication Ordinance	91,350	5,200	60,000	36,550
07 Supplemental Law Enforcement Services	66,384	130,000	160,000	36,384
08 Grants	20,870	1,711,033	1,665,548	66,355
09 Community Development Block Grant	-	245,484	245,484	-
10 Transportation Development Act	(39,165)	39,365	121,371	(121,171)
11 General Benefit Lighting District	262,406	227,000	215,727	273,679
12 Local Benefit Lighting District	0	204,456	204,457	(0)
14 Transnet	44,817	3,188,000	3,232,995	(178)
15 Sanitation District Operating	10,373,473	7,036,647	7,676,926	9,733,194
16 Sanitation District Capital	11,062,701	1,545,000	3,334,893	9,272,808
17 Sanitation District Pure Water	4,940,810	1,250,000	-	6,190,810
18 Sidewalk Capital Reserve	-	-	-	-
19 Sanitation District Capacity	38,528	1,300	-	39,828
21 Integrated Waste Reduction	166,536	24,000	37,774	152,762
22 Wildflower Assessment District	(5,939)	10,690	9,471	(4,720)
23 Serious Traffic Offender Program	36,136	4,790	7,792	33,134
25 Self- Insured Workers Compensation Reserve	225,002	8,000	100,060	132,942
26 Storm Water Program	-	155,129	155,129	-
27 Transportation Congestion Improvement Program	4,897	5,040	-	9,937
29 Self-Insured Liability Reserve	(247,907)	413,500	102,000	63,593
30 Public Education & Govt Access	324,610	61,500	45,500	340,610
32 Capital Equipment	43,342	-	43,342	-
33 Main St Promenade Community Facilities District	16,788	17,450	23,500	10,738
60/64 Successor Agency	(11,332,951)	2,105,398	1,066,578	(10,294,131)
TOTAL	\$ 22,000,866	\$ 33,250,375	\$ 34,594,547	\$ 21,362,694

GENERAL FUND RESOURCES

FY 2020-21 BUDGET



General Fund

Revenue Detail

SOURCE	2018/19 ACTUAL	FY 2019/20 BUDGET	FY 2019/20 PROJECTION	FY 2020/21 BUDGET	% CHANGE
BEGINNING FUND BALANCE - July 1	\$ 5,475,999	\$ 6,280,923	\$ 6,280,923	\$ 5,727,410	
Sales Tax	5,944,081	5,547,721	4,955,202	4,993,703	-10.0%
Property Tax Secured	2,491,574	2,733,670	2,600,000	2,686,858	-1.7%
Property Tax Supplemental Roll	71,775	62,000	62,000	62,000	0.0%
Prop. Tax Homeowner's Relief	15,971	15,960	15,960	15,960	0.0%
Prop. Tax Real Property Transfer Tax	99,378	90,000	90,000	90,000	0.0%
Property Tax Post Redevelopment	182,070	94,800	101,109	160,000	68.8%
Property Tax in Lieu of VLF	2,608,597	2,742,418	2,747,209	2,845,932	3.8%
Franchise Fees	1,021,549	1,070,100	1,042,000	1,060,000	-0.9%
Transient Occupancy Tax	53,761	52,000	42,000	45,000	-13.5%
Other Taxes	6,544,675	6,860,948	6,700,278	6,965,751	1.5%
Business License	83,699	85,000	85,000	85,000	0.0%
Animal License	11,945	10,000	10,000	10,000	0.0%
Regulatory License	5,805	12,978	12,000	10,000	-22.9%
Permits & Licenses	101,449	107,978	107,000	105,000	-2.8%
Emergency Transport Fees	224,238	224,238	224,238	224,238	0.0%
Fire Cost Recovery	361,129	174,000	210,000	175,000	0.6%
Other Fire Fees	2,071	1,500	300	1,000	-33.3%
Fire Fees - Business Licenses	23,224	24,000	23,500	24,000	0.0%
Fire Fees - Development Services	27,356	27,000	27,500	27,000	0.0%
Fire Department Fees	638,018	450,738	485,538	451,238	0.1%
Building Permits	388,482	290,000	376,000	250,000	-13.8%
Planning Permits	47,109	58,000	56,500	60,000	3.4%
Engineer Permits	35,130	30,000	27,000	30,000	0.0%
State Collected Fee - ADA	5,253	2,500	5,000	5,000	100.0%
Development Fees	475,974	380,500	464,500	345,000	-9.3%
Day Camp	93,270	100,000	74,055	100,000	0.0%
Special Events	27,640	30,000	33,230	15,000	-50.0%
Recreation Classes	5,943	6,300	4,918	6,000	-4.8%
Softball	363	10,906	-	-	-100.0%
Parks & Recreation Fees	127,216	147,206	112,203	121,000	-17.8%
Motor Vehicle License Fee	12,881	12,000	21,534	15,000	25.0%
Sales Tax 1/2% (Public Safety)	47,465	47,058	47,000	47,000	-0.1%
Traffic Safety Fines	38,797	38,500	36,145	36,000	-6.5%
Booking Fee - County	7,550	6,500	6,131	6,250	-3.8%
Parking Fines	23,594	18,000	15,000	15,000	-16.7%
Other Fines & Forfeitures	2,504	3,500	6,500	3,500	0.0%
Tow Fees	24,573	21,000	20,275	20,000	-4.8%
Fines & Forfeitures	144,483	134,558	131,052	127,750	-5.1%

SOURCE	2018/19 ACTUAL	FY 2019/20 BUDGET	FY 2019/20 PROJECTION	FY 2020/21 BUDGET	% CHANGE
Investment Income	125,289	80,000	77,000	50,000	-37.5%
Reserve Investment Income	25,293	10,000	9,325	15,000	50.0%
Investment Income	150,582	90,000	86,325	65,000	-27.8%
Rental - Long Term	166,764	160,000	171,960	185,000	15.6%
Rental - Short Term	72,839	68,000	42,230	60,000	-11.8%
Passport Processing Fee	435	8,875	5,180	10,000	12.7%
Cost Recovery	10,810	196,904	204,000	10,000	-94.9%
State Mandated Cost	24,908	22,000	22,000	22,000	0.0%
Public Works Fees	-	-	-	10,200	-
Credit Card Surcharge	5,346	5,000	5,200	6,000	20.0%
Other Revenue	65,704	247,000	257,500	10,000	-96.0%
Administrative Citations	152,384	76,800	51,687	6,500	-91.5%
Other Income	499,190	784,579	759,757	319,700	-59.3%
Total General Fund	14,638,549	14,516,228	13,823,389	13,509,142	-6.9%
Gas Tax Fund	40,000	30,000	30,000	30,000	0.0%
Supplemental Law Enforcement Service Fun	180,000	130,000	130,000	160,000	23.1%
TDA Administration	10,000	10,000	10,000	10,000	0.0%
General Lighting District - Admin	9,400	9,400	9,400	9,400	0.0%
Local Lighting District - Admin	4,900	4,900	4,900	4,900	0.0%
Integrated Waste Administration	1,200	1,200	1,200	1,200	0.0%
Sanitation District Administration	305,073	-	-	-	0.0%
Wildflower District Administration	100	100	100	100	0.0%
Successor Agency Loan Repayment	100,000	-	-	-	0.0%
Successor Agency - Administration	60,813	84,006	78,506	43,890	-47.8%
Transfer Workers Compensation Fund	18,623	20,000	5,404	-	-100.0%
Transfer to Self-Insured Liability Fund	(100,000)	(50,000)	(50,000)	-	-100.0%
Transfer to Storm Water Fund	(88,716)	(132,304)	(63,727)	(94,129)	-28.9%
Transfers	541,393	107,302	155,783	165,361	54.1%
Total Revenues & Transfers	15,179,942	14,623,530	13,979,172	13,674,503	-6.5%
Total Resources	\$ 20,655,941	\$ 20,904,453	\$ 20,260,095	\$ 19,401,912	-7.2%
Total Expenditures	\$ 13,983,957	14,940,033	\$ 14,670,842	14,728,280	-1.4%
Net Change in Fund Balance	804,924	(316,503)	(691,670)	(1,053,777)	

GENERAL FUND EXPENDITURES

FY 2020-21 BUDGET



General Fund
Expenditures by Department

Department	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
City Council	76,520	120,186	111,150	98,699	-18%
City Manager	331,119	396,177	375,392	376,438	-5%
City Attorney	181,539	195,000	184,347	175,000	-10%
City Clerk	75,339	110,459	103,654	107,534	-3%
Finance	285,441	388,663	369,508	397,880	2%
Law Enforcement	6,288,624	6,588,270	6,551,878	6,535,394	-1%
Fire	4,882,196	4,771,361	4,743,712	4,915,822	3%
Community Development	594,556	626,876	679,856	637,085	2%
Public Works	1,990,776	1,651,041	1,507,819	1,388,428	-16%
Non-Departmental	68,429	92,000	43,526	96,000	4%
Total Expenditures	\$ 14,774,539	\$ 14,940,033	\$ 14,670,842	\$ 14,728,280	-1%

General Fund
Expenditures by Type

Expenditure Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget
Salaries & Benefits	5,454,345	5,788,563	5,752,361	5,902,490
Operating Supplies & Services	1,243,455	1,470,361	1,265,297	1,337,065
Contracted Services	7,395,161	7,594,418	7,557,420	7,402,035
Capital Expenditures	681,578	86,690	95,764	86,690
Total Expenditures	\$ 14,774,539	\$ 14,940,033	\$ 14,670,842	\$ 14,728,280

GENERAL FUND EXPENDITURES

Detail by Department



General Fund
 Department: City Council

Summary of Expenditures by Type

Expenditure Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries & Benefits	42,912	71,779	65,200	67,894	-5%
Operating Expenditures	33,608	48,407	45,950	30,805	-36%
Contracted Services	-	-	-	-	-
Capital Expenditures	-	-	-	-	-
Total Expenditures	\$ 76,520	\$ 120,186	\$ 111,150	\$ 98,699	-11%

Account Detail for the Department of the City Council

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries	23,138	37,122	36,504	33,410	-10%
Health Benefits	13,145	24,120	19,569	24,120	0%
Health Benefits-Retirees	2,448	2,448	2,448	2,448	0%
Medicare	337	640	550	576	-10%
Life Insurance	45	65	162	373	474%
Long Term Disability Insurance	-	543	-	-	-
Retirement	3,799	6,841	5,968	6,967	2%
SALARIES & BENEFITS	42,912	71,779	65,200	67,894	-5%
Community Promotions	674	1,500	590	500	-67%
Computer Maintenance	964	2,176	2,281	2,300	6%
Insurance-Liability	1,121	3,755	3,378	6,295	68%
Insurance-Property	614	420	371	480	14%
Membership and Dues	22,357	28,221	27,266	16,500	-42%
Mileage	4,063	7,035	6,713	-	-100%
Office Supplies	760	700	500	630	-10%
Travel and Meetings	625	2,000	2,351	1,500	-25%
Utilities-Gas and Electric	2,430	2,600	2,500	2,600	0%
OPERATING EXPENDITURES	33,608	48,407	45,950	30,805	-36%
TOTAL CITY COUNCIL EXPENDITURES	\$ 76,520	\$ 120,186	\$ 111,150	\$ 98,699	-18%

General Fund

Department: City Manager

Summary of Expenditures by Type

Expenditure Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries & Benefits	205,793	248,208	230,258	239,381	-4%
Operating Expenditures	25,113	27,938	28,050	28,900	3%
Contracted Services	4,643	7,500	-	1,000	-87%
Capital Expenditures	-	-	-	-	-
Total Expenditures	\$ 235,549	\$ 283,646	\$ 258,308	\$ 269,281	-5%

Account Detail for the Department of the City Manager

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries	159,283	195,370	183,641	188,916	-3%
Overtime	4,416	2,500	500	1,000	-60%
Health Benefits	14,344	17,730	15,247	14,703	-17%
Health Benefits-Retirees	8,446	8,446	8,446	8,446	0%
Deferred Compensation	3,240	3,240	3,720	3,720	15%
Workers Compensation Insurance	746	1,441	1,436	1,300	-10%
Medicare	2,400	2,903	2,641	2,966	2%
Life Insurance	489	784	527	700	-11%
Long Term Disability	699	320	303	330	3%
Retirement	11,730	15,475	13,798	17,301	12%
SALARIES & BENEFITS	205,793	248,208	230,258	239,381	-4%
Computer Maintenance	6,233	6,612	6,500	6,980	6%
Copier Service	1,761	1,070	1,043	1,070	0%
Insurance-Liability	2,599	3,755	3,378	6,295	68%
Insurance-Property	2,150	2,096	1,857	2,385	14%
Membership and Dues	750	835	835	750	-10%
Mileage	3,038	3,720	3,680	3,720	0%
Office Supplies	2,893	3,000	3,000	2,700	-10%
Training	24	750	505	-	-100%
Travel and Meetings	1,002	1,100	2,679	-	-100%
Utilities-Gas and Electric	2,430	2,600	2,500	2,600	0%
Utilities-Telephone	1,870	2,000	1,703	2,000	0%
Utilities-Water	363	400	370	400	0%
OPERATING EXPENDITURES	25,113	27,938	28,050	28,900	3%
Professional Services	4,643	7,500	-	1,000	-87%
CONTRACTED SERVICES	4,643	7,500	-	1,000	-87%
TOTAL CITY MANAGER EXPENDITURES	\$ 235,549	\$ 283,646	\$ 258,308	\$ 269,281	-5%

General Fund

Department: Human Resources

Summary of Expenditures by Type

Expenditure Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries & Benefits	70,852	74,610	77,651	81,497	9%
Operating Expenditures	10,051	22,921	20,187	15,660	-32%
Contracted Services	14,667	15,000	19,245	10,000	-33%
Capital Expenditures	-	-	-	-	-
Total Expenditures	\$ 95,570	\$ 112,531	\$ 117,084	\$ 107,157	-5%

Account Detail for the Department of Human Resources

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries	57,022	60,301	62,691	66,190	10%
Health Benefits	7,536	6,300	6,300	6,300	0%
Employee Assistance Program	1,047	1,280	1,303	1,340	5%
Workers Compensation Insurance	201	1,441	1,434	1,300	-10%
Medicare	772	875	850	960	10%
Life Insurance	12	14	35	78	457%
Long Term Disability	335	114	118	117	3%
Retirement	3,927	4,285	4,921	5,212	22%
SALARIES & BENEFITS	70,852	74,610	77,651	81,497	9%
Unemployment	-	5,000	5,194	5,500	10%
Computer Maintenance	751	2,176	2,160	2,300	6%
Employee Recognition	924	1,000	921	-	-100%
Insurance-Liability	439	1,251	1,126	2,100	68%
Insurance-Property	258	419	371	480	15%
Medical Examinations	1,435	1,500	2,000	1,500	0%
Memberships and Dues	1,523	1,600	1,674	1,130	-29%
Mileage	-	300	-	-	-100%
Office Supplies	345	500	400	450	-10%
Personnel Recruitment/Selectio	2,380	4,500	1,632	1,000	-78%
Training	1,342	3,000	2,746	-	-100%
Travel & Meetings	-	1,000	1,271	500	-50%
Utilities- Telephone	654	675	692	700	4%
OPERATING EXPENDITURES	10,051	22,921	20,187	15,660	-32%
Professional Services	14,667	15,000	19,245	10,000	-33%
CONTRACTED SERVICES	14,667	15,000	19,245	10,000	-33%
TOTAL HR EXPENDITURES	\$ 95,570	\$ 112,531	\$ 117,084	\$ 107,157	-5%

General Fund
 Department: City Clerk

Summary of Expenditures by Type

Expenditure Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries & Benefits	61,944	90,570	90,949	93,164	3%
Operating Expenditures	13,395	19,889	12,705	14,370	-28%
Contracted Services	-	-	-	-	-
Capital Expenditures	-	-	-	-	-
Total Expenditures	\$ 75,339	\$ 110,459	\$ 103,654	\$ 107,534	-3%

Account Detail for the Department of the City Clerk

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries	51,051	74,100	74,394	76,020	3%
Health Benefits	5,645	7,560	7,766	7,560	0%
Workers Compensation Insurance	201	1,441	1,438	1,300	-10%
Medicare	844	1,075	1,016	1,102	3%
Life Insurance	12	16	41	94	488%
Long Term Disability	324	136	124	140	3%
Retirement	3,867	6,242	6,170	6,948	11%
SALARIES & BENEFITS	61,944	90,570	90,949	93,164	3%
Computer Maintenance	3,581	2,176	2,583	2,480	14%
Copier Rental	130	150	165	150	0%
Insurance-Liability	439	1,251	1,126	1,300	4%
Insurance-Property	258	419	371	480	15%
Membership and Dues	410	280	275	280	0%
Mileage	231	250	393	300	20%
Office Supplies	347	700	650	630	-10%
Printing	1,232	500	697	500	0%
Publishing	3,920	4,250	3,000	4,000	-6%
Training	870	1,337	982	300	-78%
Travel & Meetings	1,067	800	438	-	-100%
Utilities- Telephone	739	776	970	950	22%
Passport Office Supplies	120	2,000	386	500	-75%
Passport Postage	51	5,000	669	2,500	-50%
OPERATING EXPENDITURES	13,395	19,889	12,705	14,370	-28%
Professional Services	-	1,000	-	-	-
CONTRACTED SERVICES	-	1,000	-	-	-
TOTAL CITY CLERK EXPENDITURES	\$ 75,339	\$ 111,459	\$ 103,654	\$ 107,534	-4%

General Fund
 Department: City Attorney

Summary of Expenditures by Type

Expenditure Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries & Benefits	-	-	-	-	-
Operating Expenditures	-	-	-	-	-
Contracted Services	181,539	195,000	184,347	175,000	-10%
Capital Expenditures	-	-	-	-	-
Total Expenditures	\$ 181,539	\$ 195,000	\$ 184,347	\$ 175,000	-10%

Account Detail for the Department of the City Attorney

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Code Enforcement Litigation Services	15,264	15,000	9,000	15,000	0%
Litigation Services-City Attorney	166,275	180,000	175,347	160,000	-11%
CONTRACTED SERVICES	181,539	195,000	184,347	175,000	-10%
TOTAL CITY ATTORNEY EXPENDITURES	\$ 181,539	\$ 195,000	\$ 184,347	\$ 175,000	-10%

General Fund
 Department: Finance

Summary of Expenditures by Type

Expenditure Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries & Benefits	189,304	282,499	274,710	296,205	5%
Operating Expenditures	42,962	46,164	42,798	46,675	1%
Contracted Services	53,175	60,000	52,000	55,000	-8%
Capital Expenditures	-	-	-	-	-
Total Expenditures	\$ 285,441	\$ 388,663	\$ 369,508	\$ 397,880	2%

Account Detail for the Department of Finance

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries	135,512	199,344	196,791	213,370	7%
Health Benefits	14,874	24,111	19,675	14,000	-42%
Health Benefits-Retirees	7,711	7,711	7,711	7,711	0%
Workers Compensation Insurance	2,214	4,322	4,314	3,720	-14%
Medicare	2,945	3,635	3,966	3,900	7%
Life Insurance	475	52	129	298	473%
Long Term Disability	592	434	396	448	3%
Retirement	24,981	42,890	41,728	52,758	23%
SALARIES & BENEFITS	189,304	282,499	274,710	296,205	5%
Computer Maintenance	9,987	11,129	11,146	11,750	6%
Copier Service	2,429	1,325	1,209	1,325	0%
Credit Card and Bank Fees	15,156	15,500	15,276	15,500	0%
Insurance-Liability	2,503	3,755	3,378	6,295	68%
Insurance-Property	473	2,095	1,857	2,385	14%
Membership and Dues	110	110	110	110	0%
Mileage	176	400	400	400	0%
Office Supplies	3,932	3,500	3,200	3,150	-10%
Printing	431	300	-	-	-100%
Publishing	53	-	-	-	0%
Training	1,500	1,500	575	-	-100%
Travel and Meetings	849	1,000	46	-	-100%
Utilities-Gas and Electric	2,430	2,600	2,508	2,600	0%
Utilities-Telephone	2,674	2,650	2,853	2,900	9%
Utilities-Water	259	300	240	260	-13%
OPERATING EXPENDITURES	42,962	46,164	42,798	46,675	1%
Professional Services	53,175	60,000	52,000	55,000	-8%
CONTRACTED SERVICES	53,175	60,000	52,000	55,000	-8%
TOTAL FINANCE EXPENDITURES	\$ 285,441	\$ 388,663	\$ 369,508	\$ 397,880	2%

General Fund
 Department: Public Safety

Summary of Expenditures by Type

Expenditure Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries & Benefits	-	-	-	-	-
Operating Expenditures	100,250	101,864	98,604	100,614	-1%
Contracted Services	6,188,374	6,486,406	6,453,274	6,434,780	-1%
Capital Expenditures	-	-	-	-	-
Total Expenditures	\$ 6,288,624	\$ 6,588,270	\$ 6,551,878	\$ 6,535,394	-1%

Account Detail for the Department of Public Safety

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
800 MHZ Radio System	24,282	24,282	24,282	24,282	0%
ARJIS	16,332	16,332	16,332	16,332	0%
CAL ID	7,202	7,250	6,288	6,500	-10%
RCS Lease	48,955	49,000	48,955	49,000	0%
Utilities-Water	2,022	2,000	1,872	2,000	0%
Fuel-Animal Control Vehicle	1,335	2,500	675	2,000	-20%
Repairs & Maint-Animal Cntl	122	500	200	500	0%
OPERATING EXPENDITURES	100,250	101,864	98,604	100,614	-1%
Contractual Services-Sheriff	5,895,923	6,202,727	6,169,882	6,160,680	-1%
Contractual Srvcs-Animal Cntrl	289,956	281,591	281,592	272,000	-3%
Contract Services-After Hours	2,495	2,088	1,800	2,100	1%
CONTRACTED SERVICES	6,188,374	6,486,406	6,453,274	6,434,780	-1%
TOTAL PUBLIC SAFETY EXPENDITURES	\$ 6,288,624	\$ 6,588,270	\$ 6,551,878	\$ 6,535,394	-1%

General Fund

Department: Fire

Summary of Expenditures by Type

Expenditure Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries & Benefits	4,182,735	3,977,634	4,058,419	4,132,661	4%
Operating Expenditures	334,055	420,625	315,516	409,716	-3%
Contracted Services	278,718	286,412	283,088	286,755	0%
Capital Expenditures	86,688	86,690	86,688	86,690	0%
Total Expenditures	\$ 4,882,196	\$ 4,771,361	\$ 4,743,712	\$ 4,915,822	3%

Account Detail for the Fire Department

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries	1,986,977	1,798,105	1,744,766	1,795,311	0%
Scheduled Overtime	137,953	145,115	137,026	147,450	2%
Unscheduled Overtime	606,451	420,000	552,320	420,000	0%
Reimbursable Overtime	277,110	150,000	156,505	150,000	0%
Overtime	481	500	2,128	500	0%
Extra Help	12,742	15,455	15,524	17,935	16%
Quarterly JPA Reconciliation	111,313	270,000	339,754	350,000	30%
Health Benefits	204,572	268,615	203,881	324,000	21%
Health Benefits-Retirees	74,743	77,560	77,560	77,560	0%
Uniform Allowance	20,000	19,000	18,480	19,000	0%
Holiday Pay	47,323	75,190	43,285	76,000	1%
Paramedic Recertification	48,097	50,769	50,768	51,277	1%
Bilingual Pay	-	2,368	1,300	1,950	-18%
Education Award	8,907	11,907	11,336	9,000	-24%
Workers Compensation Insurance	88,038	80,000	149,229	75,000	-6%
Medicare	42,701	39,686	36,947	42,000	6%
Life Insurance	435	4,019	973	2,227	-45%
Long Term Disability	2,334	3,245	3,309	3,441	6%
Retirement	512,558	546,100	513,328	570,010	4%
SALARIES & BENEFITS	4,182,735	3,977,634	4,058,419	4,132,661	4%
ALS Supplies Pass Thru	20,480	26,000	13,435	26,000	0%
Communications Equipment	9,908	9,540	8,242	9,540	0%
Fire Prevention Software	3,531	3,550	3,531	3,531	-1%
City Emergency Preparedness	3,007	3,500	3,000	1,500	-57%
Community Risk Reduction	1,319	2,000	750	1,000	-50%
Computer Maintenance	23,155	31,358	31,427	33,040	5%
Copier Service	1,281	250	282	300	20%
Departmental Expense	4,162	9,000	5,764	8,000	-11%
Fire Station Supplies	4,991	4,750	3,974	4,000	-16%
Fuel	27,601	28,000	25,960	25,000	-11%
Insurance-Liability	27,233	40,055	36,034	67,140	68%
Insurance-Property	13,157	12,572	11,140	14,310	14%
JPA Reconciliation Expenditures	2,164	4,000	895	1,000	-75%

Account Description	2018-2019	2019-2020	2019-2020	2020-2021	% Change
	Actual	Budget	Projected	Budget	
AFG Match	2,255	-	-	-	-
Medical Examinations	1,745	9,500	5,400	5,000	-47%
Membership and Dues	35	100	55	55	-45%
Office Supplies	1,286	2,300	450	500	-78%
Patient Care Reporting Pass Thru	4,355	4,500	4,441	4,500	0%
Personal Exposure Reporting	-	325	190	200	-38%
Personal Protective Clothing	16,936	17,500	15,000	15,000	-14%
Regional Cooperative Care Program	-	35,000	-	35,000	0%
Repair and Maintenance-Equipment	2,824	4,000	1,500	4,000	0%
Repair and Maintenance-Vehicles	56,173	65,000	58,319	60,000	-8%
Self-Contained Breathing Apparatus	29,381	7,500	7,618	7,000	-7%
Subscriptions and Books	223	1,500	750	600	-60%
Trauma Intervention Program (TIP)	3,825	3,825	3,825	-	-100%
Tools and Supplies	7,359	10,000	7,286	7,500	-25%
Training - Tution Reimbursement	23,659	20,000	5,000	19,000	-5%
Training - HFTA		18,000	20,910	21,000	17%
Training-AMR Pass Thru	1,760	3,000	1,680	3,000	0%
Travel and Meetings	2,303	3,000	-	-	-100%
Uniforms	1,632	1,000	920	500	-50%
Utilities-Gas and Electric	18,462	21,700	18,871	21,700	0%
Utilities-Telephone	6,118	6,200	5,953	6,200	0%
Utilities-Water	2,587	2,800	3,229	2,800	0%
Vehicle Supplies	2,492	2,300	2,685	1,800	-22%
Weed Abatement	6,656	7,000	7,000	-	-100%
OPERATING EXPENDITURES	334,055	420,625	315,516	409,716	-3%
Dispatch Services	258,545	264,524	261,200	263,000	-1%
Hazmat Emergency Response	20,173	21,888	21,888	23,755	9%
CONTRACTED SERVICES	278,718	286,412	283,088	286,755	0%
Fire Truck Loan	86,688	86,690	86,688	86,690	0%
CAPITAL EXPENDITURES	86,688	86,690	86,688	86,690	0%
TOTAL FIRE EXPENDITURES	\$ 4,882,196	\$ 4,771,361	\$ 4,743,712	\$ 4,915,822	3%

General Fund

Department: Community Development

Summary of Expenditures by Type

Expenditure Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries & Benefits	198,613	380,796	352,151	387,670	2%
Operating Expenditures	43,349	53,580	47,705	58,915	10%
Contracted Services	352,594	192,500	280,000	190,500	-1%
Capital Expenditures	-	-	-	-	-
Total Expenditures	\$ 594,556	\$ 626,876	\$ 679,856	\$ 637,085	2%

Account Detail for the Department of Community Development

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries	130,663	256,940	244,188	269,529	5%
Planning Commission Wages	1,200	2,250	1,000	-	-100%
Overtime	6,591	6,000	1,000	2,500	-58%
Extra Help	1,021	7,000	10,100	-	-100%
Health Benefits	14,996	27,000	22,669	21,435	-21%
Health Benefits-Retirees	6,059	5,294	6,059	6,060	14%
Workers Compensation Insurance	2,006	4,322	4,300	3,720	-14%
Medicare	2,155	4,408	4,161	3,944	-11%
Life Insurance	38	60	147	334	457%
Long Term Disability	548	487	500	501	3%
Retirement	33,336	67,035	58,029	79,647	19%
SALARIES & BENEFITS	198,613	380,796	352,151	387,670	2%
Computer Maintenance	17,218	16,632	16,697	17,300	4%
Copier Service	4,418	2,866	2,625	2,700	-6%
Fuel	231	250	250	250	0%
Insurance-Liability	5,143	12,517	11,261	20,980	68%
Insurance-Property	2,580	2,095	1,857	2,385	14%
Membership and Dues	-	750	674	750	0%
Mileage	388	500	200	200	-60%
Noticing	2,436	3,500	3,500	3,500	0%
Office Supplies	3,581	4,220	3,400	3,800	-10%
Printing	-	100	-	100	0%
Repair & Maintenance-Vehicles	55	200	100	200	0%
Subscriptions and Books	731	500	-	-	-100%
Training	-	1,500	500	-	-100%
Travel and Meetings	-	1,400	-	-	-100%
Utilities-Gas and Electric	2,430	2,600	2,508	2,600	0%
Utilities-Telephone	3,723	3,500	3,733	3,750	7%
Utilities-Water	415	450	400	400	-11%
OPERATING EXPENDITURES	43,349	53,580	47,705	58,915	10%

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Plan Checks/Consultations	293,495	187,500	280,000	187,500	0%
Professional Services	59,099	5,000	-	3,000	-40%
CONTRACTED SERVICES	352,594	192,500	280,000	190,500	-1%
TOTAL DEVELOPMENT EXPENDITURES	\$ 594,556	\$ 626,876	\$ 679,856	\$ 637,085	2%

General Fund

Department: Public Works, Engineering Division

Summary of Expenditures by Type

Expenditure Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries & Benefits	57,550	78,762	74,023	35,410	-55%
Operating Expenditures	59,992	60,086	61,752	62,220	4%
Contracted Services	77,778	80,000	79,596	75,000	-6%
Capital Expenditures	-	-	-	-	-
Total Expenditures	\$ 195,320	\$ 218,848	\$ 215,370	\$ 172,630	-21%

Account Detail for the Department of Public Works, Engineering Division

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries	35,334	43,265	35,900	18,412	-57%
Overtime	685	500	777	-	-100%
Extra Help	1,159	5,000	8,000	-	-100%
Health Benefits	4,532	5,130	4,795	2,520	-51%
Health Benefits- Retirees	1,224	1,224	1,224	1,224	0%
Workers Compensation Insurance	1,891	2,881	2,842	2,480	-14%
Medicare	584	941	1,216	300	-68%
Life Insurance	47	11	18	31	182%
Long Term Disability	129	95	80	50	-47%
Retirement	11,965	19,715	19,171	10,393	-47%
SALARIES & BENEFITS	57,550	78,762	74,023	35,410	-52%
Computer Maintenance	14,075	10,952	11,350	6,645	-39%
Copier Service	2,962	2,225	2,052	2,225	0%
Development Support	2,316	4,000	2,648	3,000	-25%
Fuel	1,590	2,000	3,757	3,000	50%
Insurance- Liability	4,268	6,259	5,630	10,490	68%
Insurance- Property	2,150	2,095	1,857	2,385	14%
Mileage	245	400	340	350	-13%
Office Supplies	2,454	2,200	2,362	2,200	0%
Utilities- Traffic Signal	26,465	26,775	28,116	28,200	5%
Utilies- Telephone	2,949	2,630	3,159	3,200	22%
Utilities- Water	518	550	480	525	-5%
OPERATING EXPENDITURES	59,992	60,086	61,752	62,220	1%
Professional Services	77,778	80,000	79,596	75,000	-6%
CONTRACTED SERVICES	77,778	80,000	79,596	75,000	-6%
TOTAL ENGINEERING EXPENDITURES	\$ 195,320	\$ 218,848	\$ 215,370	\$ 172,630	-21%

General Fund

Department: Public Works, Administration Division

Summary of Expenditures by Type

Expenditure Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries & Benefits	45,703	135,998	124,963	144,012	6%
Operating Expenditures	76,474	66,449	55,590	32,590	-51%
Contracted Services	-	-	-	-	-
Capital Expenditures	-	-	-	-	-
Total Expenditures	\$ 122,177	\$ 202,447	\$ 180,553	\$ 176,602	-13%

Account Detail for the Department of Public Works, Administration Division

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries	29,132	84,520	75,880	88,436	5%
Overtime	113	50	200	50	0%
Health Benefits	2,982	7,560	6,327	2,575	-66%
Workers Compensation Insurance	4,133	2,881	2,895	2,480	-14%
Medicare	453	1,245	1,246	1,301	4%
Life Insurance	7	16	41	94	488%
Long Term Disability	170	136	292	140	3%
Retirement	8,713	39,590	38,082	48,936	24%
SALARIES & BENEFITS	45,703	135,998	124,963	144,012	6%
Advertising	160	-	-	-	0%
Computer Maintenance	11,012	9,338	10,459	7,145	-23%
Copier Service	4,655	4,100	3,635	4,100	0%
Damages - Cost Recovery	28,509	20,000	14,000	-	-100%
Insurance-Liability	1,683	2,503	2,252	4,200	68%
Insurance-Property	2,150	838	743	955	14%
Marketing Supplies	1,185	5,000	2,000	-	-100%
Membership and Dues	1,916	2,000	1,926	-	-100%
Mileage	281	1,290	1,207	1,290	0%
Office Supplies	2,775	1,400	2,500	2,000	43%
Software (minor)	5,175	-	-	-	0%
Protective Clothing	7,209	8,000	8,000	5,000	-38%
Repair & Maintenance-Equipment	900	900	825	900	0%
Training	4,768	6,000	3,340	3,000	-50%
Travel and Meetings	263	950	720	-	-100%
Utilities-Gas and Electric	2,430	2,600	2,508	2,500	-4%
Utilities-Telephone	1,092	1,200	1,200	1,200	0%
Utilities-Water	311	330	275	300	-9%
OPERATING EXPENDITURES	76,474	66,449	55,590	32,590	-51%
TOTAL PW ADMIN EXPENDITURES	\$ 122,177	\$ 202,447	\$ 180,553	\$ 176,602	-13%

General Fund

Department: Public Works, Streets Division

Summary of Expenditures by Type

Expenditure Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries & Benefits	102,685	148,635	133,958	140,917	-5%
Operating Expenditures	113,571	173,000	167,807	129,565	-25%
Contracted Services	85,389	109,400	53,480	68,800	-37%
Capital Expenditures	594,890	-	6,300	-	0%
Total Expenditures	\$ 896,535	\$ 431,035	\$ 361,546	\$ 339,282	-21%

Account Detail for the Department of Public Works, Streets Division

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries	65,823	95,967	83,607	89,012	-7%
Overtime	5,155	5,000	7,775	5,000	0%
Health Benefits	12,898	17,550	14,006	14,400	-18%
Workers Compensation Insurance	4,785	7,203	7,176	6,200	-14%
Medicare	1,266	1,400	2,162	1,364	-3%
Life Insurance	32	40	96	217	443%
Long Term Disability	380	320	288	326	2%
Retirement	12,346	21,155	18,849	24,398	15%
SALARIES & BENEFITS	102,685	148,635	133,958	140,917	-5%
Computer Maintenance	3,134	2,176	2,850	2,300	6%
Equipment Rental	4,633	5,000	2,817	5,000	0%
Fuel	13,088	12,500	17,117	13,500	8%
Graffiti Cleanup Supplies	1,397	1,800	700	400	-78%
Herbicides/Pesticides	654	900	900	900	0%
Insurance-Liability	4,268	6,259	5,630	10,490	68%
Insurance-Property	2,150	2,095	1,857	2,385	14%
Office Supplies	48	100	50	90	-10%
Pavement Markings	1,522	-	-	-	-
Permit Expenses	469	470	484	500	6%
Repair and Maintenance-Equipment	7,350	16,000	16,000	14,000	-13%
Repair and Maintenance-Sidewalk	5,207	5,000	5,000	5,000	0%
ADA Ramp Replacement	7,000	-	-	-	0%
Repair and Maintenance-Storm Drain	14,095	57,300	50,000	10,000	-83%
Repair and Maintenance-Vehicles	13,556	21,000	23,651	21,000	0%
Tools and Supplies	10,730	13,500	10,500	13,000	-4%
Utilities-Gas and Electric	1,298	1,400	1,467	1,500	7%
Utilities-Telephone	2,227	2,500	2,047	2,500	0%
Utilities-Water	20,745	25,000	26,737	27,000	8%
OPERATING EXPENDITURES	113,571	173,000	167,807	129,565	-25%

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Contractual Services	2,057	3,000	1,023	-	-100%
Professional Services	69,433	92,400	37,770	68,000	-26%
Street Sweeping	13,899	14,000	14,687	800	-94%
CONTRACTED SERVICES	85,389	109,400	53,480	68,800	-37%
LG Realignment	539,890	-	6,300	-	-100%
St Improvements	55,000	-	-	-	0%
CAPITAL EXPENDITURES	594,890	-	6,300	-	0%
TOTAL STREETS EXPENDITURES	\$ 896,535	\$ 431,035	\$ 361,546	\$ 339,282	-21%

General Fund

Department: Public Works, Community Services Division

Summary of Expenditures by Type

Expenditure Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries & Benefits	173,828	181,209	152,474	171,672	-5%
Operating Expenditures	120,848	145,143	132,085	133,155	-8%
Contracted Services	-	-	-	-	-
Capital Expenditures	-	-	-	-	-
Total Expenditures	\$ 294,676	\$ 326,352	\$ 284,558	\$ 304,827	-7%

Account Detail for the Department of Public Works, Community Services Division

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries	70,429	76,235	57,751	62,236	-18%
Overtime	4,104	4,000	5,686	4,000	0%
Extra Help	62,962	65,000	55,000	70,000	8%
Health Benefits	9,765	13,500	12,192	12,900	-4%
Health Benefits-Retirees	4,335	4,335	4,335	4,335	0%
Workers Compensation Insurance	4,092	7,203	7,195	6,200	-14%
Medicare	6,442	6,138	5,579	6,257	2%
Life Insurance	24	30	74	167	457%
Long Term Disability	300	243	111	251	3%
Retirement	11,375	4,525	4,551	5,326	18%
SALARIES & BENEFITS	173,828	181,209	152,474	171,672	-5%
Computer Maintenance	2,468	3,389	3,942	3,580	6%
Copier Service	199	200	194	200	0%
Daycamp	21,202	25,000	20,611	25,000	0%
Equipment Rental	1,585	-	-	-	0%
Insurance-Liability	1,684	6,259	5,630	10,490	68%
Insurance-Property	473	2,095	1,857	2,385	14%
Membership and Dues	(14)	-	-	-	0%
Mileage	-	100	60	100	0%
Office Supplies	464	1,400	970	1,200	-14%
Rental Expense	3,720	5,800	5,800	5,800	0%
Special Events	25,135	30,000	26,638	15,000	-50%
Utilities-Gas and Electric	40,229	43,400	39,527	42,000	-3%
Utilities-Telephone	3,867	4,000	3,500	3,900	-3%
Utilities-Water	19,836	23,500	23,356	23,500	0%
OPERATING EXPENDITURES	120,848	145,143	132,085	133,155	-8%
TOTAL COMMUNITY SERVICES EXP.	\$ 294,676	\$ 326,352	\$ 284,558	\$ 304,827	-7%

General Fund

Department: Public Works, Grounds Division

Summary of Expenditures by Type

Expenditure Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries & Benefits	2,295	2,300	2,300	2,300	0%
Operating Expenditures	95,748	99,960	99,713	92,600	-7%
Contracted Services	157,994	160,200	152,389	105,200	-34%
Capital Expenditures	-	-	-	-	-
Total Expenditures	\$ 256,037	\$ 262,460	\$ 254,402	\$ 200,100	-24%

Account Detail for the Department of Public Works, Grounds Division

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Health Benefits-Retirees	2,295	2,300	2,300	2,300	0%
SALARIES & BENEFITS	2,295	2,300	2,300	2,300	0%
Lighting Maintenance	5,012	11,000	10,109	3,000	-73%
Maintenance-Supplies	12,215	10,000	12,500	10,000	0%
Utilities-Gas and Electric	6,033	6,560	6,941	7,000	7%
Utilities-Telephone	3,255	2,400	2,563	2,600	8%
Utilities-Water	69,233	70,000	67,600	70,000	0%
OPERATING EXPENDITURES	95,748	99,960	99,713	92,600	-7%
Contractual Services	132,761	133,200	125,389	78,200	-41%
Tree Maintenance	25,233	27,000	27,000	27,000	0%
CONTRACTED SERVICES	157,994	160,200	152,389	105,200	-34%
TOTAL GROUNDS EXPENDITURES	\$ 256,037	\$ 262,460	\$ 254,402	\$ 200,100	-24%

General Fund

Department: Public Works, Facilities Division

Summary of Expenditures by Type

Expenditure Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries & Benefits	120,131	108,563	115,305	109,707	1%
Operating Expenditures	105,610	99,336	93,308	85,280	-14%
Contracted Services	290	2,000	-	-	-100%
Capital Expenditures	-	-	2,776	-	#DIV/0!
Total Expenditures	\$ 226,031	\$ 209,899	\$ 211,389	\$ 194,987	-7%

Account Detail for the Department of Public Works, Facilities Division

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries	68,574	65,939	69,013	69,281	5%
Overtime	9,892	10,000	13,000	10,000	0%
Health Benefits	13,499	14,400	13,676	12,200	-15%
Health Benefits-Retirees	4,998	5,000	4,998	5,000	0%
Workers Compensation Insurance	5,529	7,203	7,787	6,200	-14%
Medicare	1,192	960	1,515	1,005	5%
Life Insurance	36	31	90	178	474%
Long Term Disability	298	260	283	270	4%
Retirement	16,113	4,770	4,943	5,573	17%
SALARIES & BENEFITS	120,131	108,563	115,305	109,707	1%
Computer Maintenance	1,197	1,088	1,115	1,150	6%
Equipment Rental	(839)	400	-	400	0%
Fuel	3,752	3,600	4,100	4,000	11%
Insurance-Liability	2,407	6,259	5,630	10,490	68%
Insurance-Property	860	2,514	2,228	2,865	14%
Maintenance-Services	24,302	20,000	17,315	20,000	0%
Maintenance-Supplies	43,182	38,000	35,000	18,000	-53%
Repair and Maintenance	23,718	20,000	20,000	20,000	0%
Repair and Maintenance-ADA	-	500	-	500	0%
Repair and Maintenance-Equipment	1,662	1,900	1,600	1,900	0%
Tools and Supplies	2,254	2,000	2,800	2,500	25%
Utilities-Gas and Electric	1,298	1,400	1,467	1,500	7%
Utilities-Telephone	1,533	1,600	1,982	1,900	19%
Utilities-Water	284	75	71	75	0%
OPERATING EXPENDITURES	105,610	99,336	93,308	85,280	-14%
Contractual Services	290	2,000	-	-	-100%
CONTRACTED SERVICES	290	2,000	-	-	-100%
Park Improvements	3,045	-	2,776	-	-100%
CAPITAL EXPENDITURES	3,045	-	2,776	-	0%
TOTAL FACILITIES EXPENDITURES	\$ 229,076	\$ 209,899	\$ 211,389	\$ 194,987	-7%

General Fund
 Department: Public Works

Summary of Expenditures by Type

Expenditure Description	2018-2019	2019-2020	2019-2020	2020-2021	% Change
	Actual	Budget	Projected	Budget	
Salaries & Benefits	502,192	655,467	603,022	604,018	-8%
Operating Expenditures	572,243	643,974	610,255	535,410	-17%
Contracted Services	321,451	351,600	285,466	249,000	-29%
Capital Expenditures	594,890	-	9,076	-	0%
Total Expenditures	\$ 1,990,776	\$ 1,651,041	\$ 1,507,819	\$ 1,388,428	-15.9%

General Fund

Department: Non-Departmental

Summary of Expenditures by Type

Expenditure Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries & Benefits	-	7,000	-	-	-100%
Operating Expenditures	68,429	85,000	43,526	96,000	13%
Contracted Services	-	-	-	-	0%
Capital Expenditures	-	-	-	-	0%
Total Expenditures	\$ 68,429	\$ 92,000	\$ 43,526	\$ 96,000	4%

Account Detail for Non-Departmental

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Vacation Payoff	-	7,000	-	-	-100%
SALARIES & BENEFITS	-	7,000	-	-	-100%
General Election	8,542	29,000	32,306	95,000	228%
General Plan Update- Carryover	-	50,000	6,220	-	-100%
Misc. Expenditures	59,887	1,000	-	1,000	0%
Equip Replacement - IT	-	5,000	5,000	-	-100%
OPERATING EXPENDITURES	68,429	85,000	43,526	96,000	13%
TOTAL NON-DEPARTMENTAL EXPENDITURES	\$ 68,429	\$ 92,000	\$ 43,526	\$ 96,000	4%

OTHER FUNDS

FY 2020-21 BUDGET



Gas Tax Fund: Highway User Tax
Fund 02

Beginning Fund Balance \$ 53,898 \$ 232,161 \$ 232,161 \$ 178,495

Revenue

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Interest	6,501	2,000	5,000	2,000	0%
Highway Users Tax Section 2103	89,646	231,116	193,530	201,271	-13%
Highway Users Tax Section 2105	147,228	149,029	140,074	145,677	-2%
Highway Users Tax Section 2106	103,159	102,619	94,417	98,194	-4%
Highway Users Tax Section 2107	185,155	194,643	176,681	183,748	-6%
Highway Users Tax Section 2107.5	6,000	6,000	6,000	6,000	0%
State Loan Repayment	30,261	30,261	30,588	-	-100%
RMRA	492,087	441,014	425,000	450,000	2%
Interfund Transfer	100,000	100,000	100,000	100,000	0%
Total Revenue	\$ 1,160,037	\$ 1,256,682	\$ 1,171,290	\$ 1,186,890	-6%

TOTAL RESOURCES \$ 1,213,935 \$ 1,488,843 \$ 1,403,451 \$ 1,365,385

Expenses

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries	299,152	312,710	228,470	327,570	5%
Overtime	8,616	12,000	15,687	12,000	0%
Health Benefits	43,436	50,130	32,971	50,130	0%
Health Benefits-Retirees	10,710	10,710	10,711	10,710	0%
Deferred Compensation	600	600	235	600	0%
Workers Compensation Insurance	11,872	6,000	5,725	6,000	0%
Medicare	4,742	4,600	4,394	4,939	7%
Life Insurance	344	110	63	100	-9%
Long Term Disability	1,461	910	572	800	-12%
Retirement	89,596	84,040	74,751	97,121	16%
SALARIES & BENEFITS	470,529	481,810	373,579	509,970	6%
Mileage	3,374	3,500	1,157	1,200	-66%
Street Preventative Maintenance	-	120,000	120,000	100,000	-17%
Computer Maintenance	53	4,352	4,457	4,500	3%
Insurance - Property	-	1,700	1,485	1,700	0%
Utilities - Telephone	319	350	229	350	0%
Interfund Transfer	40,000	30,000	30,000	30,000	0%
OPERATING EXPENSES	43,746	159,902	157,328	137,750	-14%
Professional Services	79,342	79,000	90,000	80,000	1%
CONTRACTED SERVICES	79,342	79,000	90,000	80,000	1%
Storm Drain Master Plan	248,065	50,000	51,050	-	-100%
Storm Drain Rehab	-	-	-	90,000	-
Street Rehab	140,092	553,000	553,000	540,000	-2%
CAPITAL EXPENSES	388,157	603,000	604,050	630,000	4%
TOTAL EXPENSES	\$ 981,774	\$ 1,323,712	\$ 1,224,956	\$ 1,357,720	3%
Ending Fund Balance	\$ 232,161	\$ 165,131	\$ 178,495	\$ 7,665	

Street Construction Capital Fund
Fund 03

Beginning Fund Balance \$ 132,302 \$ - \$ - \$ -

Revenue

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Interest	911	-	-	-	-
Total Revenue	\$ 911	\$ -	\$ -	\$ -	-

TOTAL RESOURCES \$ 133,213 \$ - \$ - \$ -

Expenses

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Lemon Grove Realignment	133,213	-	-	-	-
CAPITAL EXPENSES	133,213	-	-	-	-

TOTAL EXPENSES \$ 133,213 \$ - \$ - \$ -

Ending Fund Balance \$ - \$ - \$ - \$ -

Park Land Dedication Ordinance
Fund 05

Beginning Fund Balance \$ 65,716 \$ 84,450 \$ 84,450 \$ 91,350

Revenue

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Interest	2,219	700	1,500	700	0%
Development Fees	16,515	15,000	5,400	4,500	-70%
Total Revenue	\$ 18,734	\$ 15,700	\$ 6,900	\$ 5,200	-67%

TOTAL RESOURCES \$ 84,450 \$ 100,150 \$ 91,350 \$ 96,550

Expenses

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Park Improvements	-	20,000	-	-	-100%
Barry St Park Walking Path Repair	-	-	-	30,000	-
Playground Repairs	-	-	-	30,000	-
CAPITAL EXPENSES	-	20,000	-	60,000	200%

TOTAL EXPENSES \$ - \$ 20,000 \$ - \$ 60,000 200%

Ending Fund Balance \$ 84,450 \$ 80,150 \$ 91,350 \$ 36,550

Grants
Fund 08

Beginning Fund Balance \$ 71,359 \$ 57,590 \$ 57,590 \$ 20,870

Revenue

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Interest	2,189	750	1,500	750	0%
Misc Revenue	(3,723)	10,591	10,270	10,701	-
Beverage Container Recycling	13,907	33,000	-	6,962	-79%
CARES JAG	-	-	-	35,545	-
Grant Rev - SHSGP 16	19,884	-	-	-	-
Grant Rev - SHSGP 17	-	19,293	19,284	-	-
Grant Rev - SHSGP 18	-	-	-	19,136	-
ADA Transit Plan	-	-	22,125	-	-
Grant Revenue-TRL	-	46,071	4,777	3,891	-92%
2020 Census Grant Rev	-	-	645	205	-
SB2 Planning Grants Program	-	-	-	160,000	-
Grant Revenue-UASI 17	5,290	-	-	-	-
Grant Revenue-UASI 18	-	3,088	3,088	-	-
Grant Revenue-UASI 19	-	-	-	3,088	-
CNRA Connect Main St	-	-	-	1,470,755	-
Total Revenue	\$ 37,547	\$ 112,793	\$ 61,689	\$ 1,711,033	1417%

TOTAL RESOURCES \$ 108,906 \$ 170,383 \$ 119,279 \$ 1,731,903

Expenses

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Dept of Justice JAG	3,120	7,073	7,150	10,701	-
Beverage Container Recycling	6,850	6,945	3,740	6,962	0%
CARES JAG	-	-	-	35,545	-
Census Grant	-	-	645	205	-
SB2 Planning Grants Program	-	-	-	160,000	-
SHSGP Expenditures	694	-	-	-	-
SHSGP Expenditures 17	19,284	-	-	-	-
SHSGP Expenditures 18	-	19,136	19,136	-	-
SHSGP Expenditures 19	-	-	-	19,101	-
UASI Expenditures	2,874	-	-	-	-
UASI Expenditures 16	2,038	-	-	-	-
UASI Expenditures 17	4,240	-	-	-	-
UASI Expenditures 18	-	3,088	3,088	-	-
UASI Expenditures 19	-	-	-	3,088	-
Champs Program	2,716	4,527	2,000	5,300	17%
ADA Transit Plan	9,500	33,000	12,625	-	-100%
Tobacco Retailers License Program	-	46,071	25	3,891	-92%
CNRA Connect Main St	-	-	50,000	1,420,755	-
GRANT EXPENSES	51,316	119,840	98,409	1,665,548	1290%

TOTAL EXPENSES \$ 51,316 \$ 119,840 \$ 98,409 \$ 1,665,548 1290%

Ending Fund Balance \$ 57,590 \$ 50,543 \$ 20,870 \$ 66,355

TransNet: Street Construction
Fund 14

Beginning Fund Balance \$ (1,490,516) \$ (56,182) \$ (56,182) \$ 44,817

Revenue

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Miscellaneous Revenue	80,500	-	-	2,500,000	-
Revenue-Transnet	1,997,308	782,100	895,420	688,000	-12%
Total Revenue	\$ 2,077,808	\$ 782,100	\$ 895,420	\$ 3,188,000	308%

TOTAL RESOURCES \$ 587,292 \$ 725,918 \$ 839,238 \$ 3,232,817

Expenses

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries	28,269	34,061	31,548	35,966	6%
Overtime	1,351	3,760	1,707	2,000	-47%
Health Benefits	4,459	4,000	3,459	3,996	0%
Deferred Compensation	-	-	143	150	-
Workers Compensation Insurance	928	1,600	1,472	1,500	-6%
Medicare	381	500	531	525	5%
Life Insurance	10	10	10	10	0%
Long Term Disability	180	72	64	72	0%
Retirement	10,824	12,335	11,664	14,819	20%
SALARIES & BENEFITS	46,402	56,338	50,598	59,038	5%

Mileage	-	210	178	210	0%
Utilities - Telephone	47	50	67	70	40%
OPERATING EXPENSES	47	260	244	280	8%

Professional Services	31,737	30,000	40,364	38,000	27%
CONTRACTED SERVICES	31,737	30,000	40,364	38,000	27%

CIP-LG 13 (CR) LG Realignment	27,475	-	-	-	-
CIP-LG 17 (PM) Street Imprvmt	47,016	31,169	31,169	43,362	39%
CIP-LG 18 (CR)Traff Signl Upgr	-	40,301	-	-	-100%
CIP-LG 16 (CR) Storm Drain	12,229	82,402	82,402	86,723	5%
CIP-LG 15 (PM) Street Drainage	14,464	23,227	23,227	43,362	87%
CIP-LG 20 (CR) Street/Sidewalk	360,525	461,894	461,894	375,507	-19%
CIP-LG 14 (PM) Traffic Impv	103,579	104,522	104,522	86,723	-17%
CIP-SGIP Connect Main St	-	-	-	2,500,000	-
CAPITAL EXPENSES	565,288	743,515	703,214	3,135,677	346%

TOTAL EXPENSES \$ 643,474 \$ 830,113 \$ 794,420 \$ 3,232,995 289%

Ending Fund Balance \$ (56,182) \$ (104,195) \$ 44,817 \$ (178)

Lemon Grove Sanitation District: Operating Fund 15

Beginning Fund Balance \$ 8,139,557 \$ 9,056,502 \$ 9,056,502 \$ 10,373,473

Revenue

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Other Revenues	101,139	90,000	-	-	-100%
Interest	322,656	100,000	220,000	100,000	0%
Sewer Service Fee	6,682,606	6,698,000	6,614,000	6,891,247	3%
Sewer Service-LGSD La Mesa SD	42,373	42,375	52,172	45,400	7%
Interfund Transfers	22,536	1,481,014	2,827	-	-100%
Total Revenue	\$ 7,171,310	\$ 8,411,389	\$ 6,888,999	\$ 7,036,647	-16%

TOTAL RESOURCES \$ 15,310,867 \$ 17,467,891 \$ 15,945,501 \$ 17,410,120

Expenses

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries	781,117	724,631	639,945	780,000	8%
Overtime	21,376	32,000	17,302	22,000	-31%
Health Benefits	122,245	110,000	99,082	110,700	1%
Health Benefits-Retirees	17,248	18,000	19,000	19,000	6%
Deferred Comp	1,740	2,000	1,680	2,000	0%
Employee Assistance Program	317	400	200	400	0%
Workers Compensation Insurance	87,189	36,016	38,740	45,000	25%
Medicare	12,141	11,500	11,298	14,000	22%
Life Insurance	1,087	245	226	250	2%
Long Term Disability	3,939	2,025	1,965	2,050	1%
Retirement	187,748	227,615	214,581	215,000	-6%
GASB 75 - OPEB Expense	11,600	50,000	20,000	20,000	-60%
GASB 68 - Pension Expense	116,892	400,000	150,000	150,000	-63%
SALARIES & BENEFITS	1,364,639	1,614,432	1,214,020	1,380,400	-14%

Claims Paid	-	40,000	-	20,000	-50%
Computer Maintenance	51,227	44,000	43,000	45,000	2%
Copier Service	-	-	1,500	2,000	0%
Equipment Rental	-	5,000	250	1,000	-80%
Fuel	10,372	12,000	12,276	12,500	4%
Industrial Enforcement	-	10,000	-	5,000	-50%
Insurance-Liability	30,439	31,293	28,152	35,000	12%
Insurance-Property	17,500	10,477	9,283	12,710	21%
Medical Examinations	230	600	-	600	0%
Membership and Dues	1,254	1,900	1,120	1,900	0%
Mileage	6,351	5,680	5,235	6,500	14%
Office Supplies	131	1,900	1,000	1,000	-47%
Protective Clothing	4,127	4,000	5,102	5,000	25%
Repairs & Maintenance	119	15,000	-	15,000	0%
Repair & Maint. -Equipment	16,916	14,000	19,665	20,000	43%
Repair & Maint-Vehicles	11,218	10,000	2,386	10,000	0%
Tools and Supplies	10,794	59,000	63,437	20,000	-66%

Account Description	2018-2019	2019-2020	2019-2020	2020-2021	% Change
	Actual	Budget	Projected	Budget	
Traffic Safety Equipment	-	500	-	500	0%
Training	790	4,000	2,443	4,000	0%
Travel and Meetings	-	1,900	-	1,500	-21%
Utilities-Gas and Electric	1,624	1,700	1,511	1,700	0%
Utilities-Telephone	4,258	4,500	3,340	4,000	-11%
Utilities-Water	2,822	2,000	125	500	-75%
Transfer to Self-Insured Liability Fund	355,073	50,000	50,000	50,000	0%
OPERATING EXPENSES	525,245	329,450	249,825	275,410	-16%
Contractual Services	34,546	200,000	55,000	55,000	-73%
Emergency Callout and Repair	-	5,000	12,058	10,000	100%
Litigation Services	1,876	20,000	200	10,000	-50%
Metro Annual Capacity & Treatment	2,921,884	2,714,213	2,238,277	2,856,116	5%
Sewage Transportation	50,432	46,000	40,716	46,000	0%
Professional Services	238,282	210,000	144,082	210,000	0%
Professional Svcs-City Atty	-	30,000	-	10,000	-67%
Restoration Services	-	10,000	-	5,000	-50%
Street Sweeping	17,461	19,000	17,850	19,000	0%
CONTRACTED SERVICES	3,264,481	3,254,213	2,508,183	3,221,116	-1%
Metro Pure Water Phase I		1,481,014	-	-	-100%
Transfer to Gas Tax Fund	100,000	100,000	100,000	100,000	0%
Transfer to Sanitation Capital Fund	-	1,500,000	1,500,000	1,500,000	0%
Transfer to Pure Water Fund	1,000,000	-	-	1,200,000	0%
CAPITAL EXPENSES	1,100,000	3,081,014	1,600,000	2,800,000	-9%
TOTAL EXPENSES	\$ 6,254,365	\$ 8,279,109	\$ 5,572,028	\$ 7,676,926	-7%
OPERATING RESERVE FUND BALANCE	\$ 2,300,000	\$ 2,300,000	\$ 2,300,000	\$ 2,300,000	
Ending Fund Balance	\$ 6,756,502	\$ 6,888,782	\$ 8,073,473	\$ 7,433,194	

Lemon Grove Sanitation District: Capital Fund 16

Beginning Fund Balance \$ 10,514,750 \$ 10,363,583 \$ 10,363,583 \$ 11,062,701

Revenue

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Interest	95,545	45,000	60,000	45,000	0%
Interfund Transfers-Revenue	-	1,500,000	1,500,000	1,500,000	0%
Total Revenue	\$ 95,545	\$ 1,545,000	\$ 1,560,000	\$ 1,545,000	0%

TOTAL RESOURCES \$ 10,610,295 \$ 11,908,583 \$ 11,923,583 \$ 12,607,701

Expenses

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Compensated Absences	3,573	-	-	-	-
Depreciation Expense	229,166	-	230,000	235,000	-
CIP-Lemon Grove Realignment	-	-	-	-	-
FY 16-17 Sewer Main Rehab (Construct)	-	-	-	-	-
FY 17-18 Sewer Main Rehab (Design)	-	-	443	-	-
FY 17-18 Sewer Main Rehab (Construct)	-	270,000	278,534	-	-100%
FY 18-19 Sewer Main Rehab (Design)	-	170,495	351,905	19,400	-89%
FY 18-19 Sewer Main Rehab (Construct)	-	700,000	-	1,444,493	106%
FY19-20 Sewer Main Rehab (Design)	-	300,000	-	150,000	-50%
Sewer Main Rehab (Construct)	-	1,180,000	-	1,480,000	25%
Sewer Maintenance (Contract)	13,973	6,000	-	6,000	0%
CAPITAL EXPENSES	246,712	2,626,495	860,882	3,334,893	27%
TOTAL EXPENSES	\$ 246,712	\$ 2,626,495	\$ 860,882	\$ 3,334,893	287%

METRO RESERVE FUND BALANCE \$ 3,100,000 \$ 3,100,000 \$ 3,100,000 \$ 3,100,000

Ending Fund Balance \$ 7,263,583 \$ 6,182,088 \$ 7,962,701 \$ 6,172,808

Sidewalk Capital Reserve
Fund 18

Beginning Fund Balance \$ 23,509 \$ 24,170 \$ 24,170 \$ -

Revenue

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Interest	661	250	500	-	-
Total Revenue	\$ 661	\$ 250	\$ 500	\$ -	-
TOTAL RESOURCES	\$ 24,170	\$ 24,420	\$ 24,670	\$ -	
Contracted Services	-	-	24,670	-	-
CONTRACTED SERVICES	-	-	24,670	-	-
TOTAL EXPENSES	\$ -	\$ -	\$ 24,670	\$ -	-
Ending Fund Balance	\$ 24,170	\$ 24,420	\$ -	\$ -	

Lemon Grove Sanitation District: Capacity

Fund 19

Beginning Fund Balance \$ 16,017 \$ 36,778 \$ 36,778 \$ 38,528

Revenue

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Interest	506	150	750	300	100%
Sewer Capacity Fee	20,255	15,000	1,000	1,000	-93%
Total Revenue	\$ 20,761	\$ 15,150	\$ 1,750	\$ 1,300	-91%

TOTAL RESOURCES \$ 36,778 \$ 51,928 \$ 38,528 \$ 39,828

Ending Fund Balance \$ 36,778 \$ 51,928 \$ 38,528 \$ 39,828

Wildflower Assessment District
Fund 22

Beginning Fund Balance \$ 1,740 \$ 3,366 \$ 1,740 \$ (5,939)

Revenue

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Interest	61	20	27	20	0%
Annual Assessment Revenue	10,050	10,750	10,452	10,670	-1%
Total Revenue	10,111	10,770	10,479	10,690	-1%

TOTAL RESOURCES \$ 11,851 \$ 14,136 \$ 12,219 \$ 4,751

Expenses

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries	2,123	2,445	2,018	2,200	-10%
Health Benefits	81	200	80	100	-50%
Medicare	86	35	85	125	257%
Life Insurance	-	1	1	1	0%
Long Term Disability	5	5	2	5	0%
Retirement	1,218	1,115	941	1,000	-10%
SALARIES & BENEFITS	3,513	3,801	3,128	3,431	-10%
Repairs and Maintenance	-	9,052	9,052	-	-100%
Utilities-Gas and Electric	129	130	135	140	8%
Utilities-Water	1,804	1,550	2,155	2,200	42%
Interfund Transfers-Expenditure	100	100	100	100	0%
OPERATING EXPENSES	2,033	10,832	11,442	2,440	-77%
Contractual Services	3,588	3,600	3,588	3,600	0%
CONTRACTED SERVICES	3,588	3,600	3,588	3,600	0%
TOTAL EXPENSES	9,134	18,233	18,158	9,471	-48%
Ending Fund Balance	\$ 2,717	\$ (4,097)	\$ (5,939)	\$ (4,720)	

Storm Water Program

Fund 26

Beginning Fund Balance \$ 265 \$ (265) \$ (265) \$ 0

Revenue

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Storm Water Fees/Commercial	47,375	46,500	48,000	48,000	3%
Storm Water Fees/Discretionary	14,177	13,000	13,000	13,000	0%
Interfund Transfer Revenue	88,716	132,304	63,726	94,129	-29%
Total Revenue	\$ 150,268	\$ 191,804	\$ 124,726	\$ 155,129	-19%

TOTAL RESOURCES \$ 150,533 \$ 191,539 \$ 124,461 \$ 155,129

Expenses

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Salaries	861	11,217	9,798	11,810	5%
Overtime	-	-	2	-	-
Health Benefits	305	900	326	900	0%
Deferred Compensation	-	-	72	72	-
Medicare	13	165	157	173	5%
Life Insurance	-	2	2	5	150%
Long Term Disability	1	16	38	40	150%
Retirement	59	3,914	3,328	4,759	22%
SALARIES & BENEFITS	1,239	16,214	13,722	17,759	10%
General Expenditure	14,230	15,000	14,230	15,000	0%
Mileage	-	90	91	90	0%
Training	-	500	-	250	-50%
Utilities-Telephone	2	-	26	30	-
Repair & Maintenance - Storm Grates	-	-	-	5,000	-
OPERATING EXPENSES	14,232	15,590	14,347	20,370	31%
Professional Services	67,543	70,000	53,349	60,000	-14%
CONTRACTED SERVICES	67,543	70,000	53,349	60,000	-14%
MOU Cost Share Agreement	67,784	60,000	43,043	42,000	-30%
Mandated Storm Grates	-	30,000	-	15,000	-50%
CAPITAL EXPENSES	67,784	90,000	43,043	57,000	-37%
TOTAL EXPENSES	\$ 150,798	\$ 191,804	\$ 124,461	\$ 155,129	-19%

Ending Fund Balance \$ (265) \$ (265) \$ 0 \$ 0

Regional Transportation Congestion Improvement Program
Fund 27

Beginning Fund Balance \$ 574,200 \$ 19 \$ 19 \$ 4,897

Revenue

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Interest	2,012	40	70	40	0%
RTCIP Fees	52,888	10,000	4,808	5,000	-50%
Total Revenue	\$ 54,900	\$ 10,040	\$ 4,878	\$ 5,040	-50%

TOTAL RESOURCES \$ 629,100 \$ 10,059 \$ 4,897 \$ 9,937

Expenses

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
LG Realignment Project	629,081	-	-	-	-
CAPITAL EXPENSES	629,081	-	-	-	-
TOTAL EXPENSES	\$ 629,081	\$ -	\$ -	\$ -	-

Ending Fund Balance \$ 19 \$ 10,059 \$ 4,897 \$ 9,937

Self-Insured Liability Reserve
Fund 29

Beginning Fund Balance \$ 59,484 \$ 30,081 \$ 30,081 \$ (247,907)

Revenue

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Interest	8,157	3,200	3,200	1,000	-69%
Excess Insurance Reimbursement	-	-	50,002	312,500	-
Interfund Transfer	150,000	100,000	100,000	100,000	0%
Total Revenue	158,157	103,200	153,202	413,500	301%

TOTAL RESOURCES \$ 217,641 \$ 133,281 \$ 183,283 \$ 165,593

Expenses

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Claims Paid	6,432	10,000	80,000	20,000	100%
Safety Loss Prevention	1,883	3,000	20	2,000	-33%
OPERATING EXPENSES	8,315	13,000	80,020	22,000	69%
Professional Services	179,245	100,000	351,170	80,000	-20%
CONTRACTED SERVICES	179,245	100,000	351,170	80,000	-20%

TOTAL EXPENSES \$ 187,560 \$ 113,000 \$ 431,190 \$ 102,000 -10%

Ending Fund Balance \$ 30,081 \$ 20,281 \$ (247,907) \$ 63,593

Safety Capital Reserve
Fund 32

Beginning Fund Balance \$ 57,324 \$ 48,662 \$ 48,662 \$ 43,342

Revenue

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
TOTAL RESOURCES	\$ 57,324	\$ 48,662	\$ 48,662	\$ 43,342	

Expenses

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Repair & Maintenance-Facilities	8,662	-	5,320	2,100	0%
OPERATING EXPENSES	8,662	-	5,320	2,100	0%
ADA Transit Plan	-	-	-	41,242	0%
CAPITAL EXPENSES	-	-	-	41,242	0%
TOTAL EXPENSES	\$ 8,662	\$ -	\$ 5,320	\$ 43,342	0%
Ending Fund Balance	\$ 48,662	\$ 48,662	\$ 43,342	\$ -	

Successor Agency
Funds 60 & 64

Beginning Fund Balance \$ (13,040,034) \$ (12,547,546) \$ (12,547,546) \$ (11,332,951)

Revenue

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Other Revenue	1,342	-	-	-	0%
Interest	44,646	-	74	-	0%
ROPS Reimbursement	2,064,014	2,265,251	2,265,251	2,105,398	-7%
Net Gain/Loss MV	41,817	-	-	-	0%
Interest	1,786	-	-	-	0%
Total Revenue	\$ 2,153,605	\$ 2,265,251	\$ 2,265,325	\$ 2,105,398	-7%

TOTAL RESOURCES \$ (10,886,429) \$ (10,282,295) \$ (10,282,221) \$ (9,227,553)

Expenses

Account Description	2018-2019 Actual	2019-2020 Budget	2019-2020 Projected	2020-2021 Budget	% Change
Administrative Reimbursement	60,813	86,700	83,756	41,000	-53%
Interest Expense-2007 Bond	534,499	529,084	305,393	-	-100%
Interest Expense-2010 Bond	258,247	248,430	142,670	-	-100%
Interest Expense-2014 Bond	207,089	204,961	204,961	290,791	42%
Interest Expense-2019 Bond	-	-	297,706	720,787	-
OPERATING EXPENSES	1,060,648	1,069,175	1,034,486	1,052,578	-2%
Professional Services	12,994	13,300	16,244	14,000	5%
CONTRACTED SERVICES	12,994	13,300	16,244	14,000	5%
CIP-Lemon Grove Realignment	454,142	-	-	-	0%
CAPITAL EXPENSES	454,142	-	-	-	-
TOTAL EXPENSES	\$ 1,527,784	\$ 1,082,475	\$ 1,050,730	\$ 1,066,578	-1%

In addition, the following principal payments have or will be made against existing liability accounts

2007 Tax Allocation Bond - principal	225,000	230,000	11,960,000	-
2010 Tax Allocation Bond - principal	395,000	410,000	5,105,000	-
2014 Tax Allocation Bond - principal	120,000	125,000	125,000	130,000
2019 Tax Allocation Bond - principal	-	-	-	825,000
TOTAL BOND PRINCIPAL PAYMENTS	\$ 740,000	\$ 765,000	\$ 17,190,000	\$ 955,000
Loan Payable - cash loan from GF	\$ 82,225	\$ 417,775	\$ 417,775	\$ 340,307
Ending Fund Balance	\$ (12,547,546)	\$ (11,364,770)	\$ (11,332,951)	\$ (10,294,131)

APPENDIX

FY 2020-21 BUDGET



Salary Plan

FY 2020-21

ACCOUNT CLERK

	<u>RANGE</u>	A	B	C	D	E	F	G
	17.2							
ANNUAL		29,437.20	30,909.06	32,460.48	34,091.46	35,782.11	36,677.16	37,592.10
MONTHLY		2,453.10	2,575.76	2,705.04	2,840.96	2,981.84	3,056.43	3,132.68
BI-WEEKLY		1,132.20	1,188.81	1,248.48	1,311.21	1,376.24	1,410.66	1,445.85
HOURLY		14.80	15.54	16.32	17.14	17.99	18.44	18.90

ACCOUNTING ANALYST

		A	B	C	D	E	F	G
	32.7							
ANNUAL		62,733.06	65,875.68	69,157.53	72,618.39	76,258.26	78,167.70	80,116.92
MONTHLY		5,227.76	5,489.64	5,763.13	6,051.53	6,354.86	6,513.98	6,676.41
BI-WEEKLY		2,412.81	2,533.68	2,659.91	2,793.02	2,933.01	3,006.45	3,081.42
HOURLY		31.54	33.12	34.77	36.51	38.34	39.30	40.28

ADMINISTRATIVE ASSISTANT

		A	B	C	D	E	F	G
	24.2							
ANNUAL		41,430.87	43,499.43	45,687.33	47,954.79	50,361.48	51,614.68	52,907.40
MONTHLY		3,452.57	3,624.95	3,807.28	3,996.23	4,196.79	4,301.22	4,408.95
BI-WEEKLY		1,593.50	1,673.06	1,757.21	1,844.42	1,936.98	1,985.18	2,034.90
HOURLY		20.83	21.87	22.97	24.11	25.32	25.95	26.60

ADMINISTRATIVE ANALYST

		A	B	C	D	E	F	G
	29.7							
ANNUAL		54,180.36	56,905.29	59,749.56	62,733.06	65,875.68	67,526.68	69,217.20
MONTHLY		4,515.03	4,742.11	4,979.13	5,227.76	5,489.64	5,627.22	5,768.10
BI-WEEKLY		2,083.86	2,188.67	2,298.06	2,412.81	2,533.68	2,597.18	2,662.20
HOURLY		27.24	28.61	30.04	31.54	33.12	33.95	34.80

ADMINISTRATIVE SERVICES DIRECTOR

		A	B	C	D	E	F	G

ANNUAL		97,858.80	102,751.74	107,883.36	113,273.55	118,942.20	121,925.70	124,969.00
MONTHLY		8,154.90	8,562.65	8,990.28	9,439.46	9,911.85	10,160.48	10,414.08
BI-WEEKLY		3,763.80	3,951.99	4,149.36	4,356.68	4,574.70	4,689.45	4,806.50
HOURLY		49.20	51.66	54.24	56.95	59.80	61.30	62.83

ASSISTANT CITY MANAGER/PUBLIC WORKS DIRECTOR

		A	B	C	D	E	F	G
	52.2							
ANNUAL		127,276.11	133,621.02	140,304.06	147,325.23	154,684.53	158,543.32	162,501.30
MONTHLY		10,606.34	11,135.09	11,692.01	12,277.10	12,890.38	13,211.94	13,541.78
BI-WEEKLY		4,895.24	5,139.27	5,396.31	5,666.36	5,949.41	6,097.82	6,250.05
HOURLY		63.99	67.18	70.54	74.07	77.77	79.71	81.70

ASSISTANT ENGINEER

		A	B	C	D	E	F	G
	32.7							
ANNUAL		62,733.06	65,875.68	69,157.53	72,618.39	76,258.26	78,167.70	80,116.92
MONTHLY		5,227.76	5,489.64	5,763.13	6,051.53	6,354.86	6,513.98	6,676.41
BI-WEEKLY		2,412.81	2,533.68	2,659.91	2,793.02	2,933.01	3,006.45	3,081.42
HOURLY		31.54	33.12	34.77	36.51	38.34	39.30	40.28

ASSISTANT PLANNER

		A	B	C	D	E	F	G
	32.7							
ANNUAL		62,733.06	65,875.68	69,157.53	72,618.39	76,258.26	78,167.70	80,116.92
MONTHLY		5,227.76	5,489.64	5,763.13	6,051.53	6,354.86	6,513.98	6,676.41
BI-WEEKLY		2,412.81	2,533.68	2,659.91	2,793.02	2,933.01	3,006.45	3,081.42
HOURLY		31.54	33.12	34.77	36.51	38.34	39.30	40.28

ASSOCIATE ACCOUNTANT

		A	B	C	D	E	F	G
	29.7							
ANNUAL		54,180.36	56,905.29	59,749.56	62,733.06	65,875.68	67,526.68	69,217.20
MONTHLY		4,515.03	4,742.11	4,979.13	5,227.76	5,489.64	5,627.22	5,768.10
BI-WEEKLY		2,083.86	2,188.67	2,298.06	2,412.81	2,533.68	2,597.18	2,662.20
HOURLY		27.24	28.61	30.04	31.54	33.12	33.95	34.80

ASSOCIATE CIVIL ENGINEER

		A	B	C	D	E	F	G
	36.5							
ANNUAL		74,030.58	77,750.01	81,628.56	85,706.01	90,002.25	92,249.82	94,557.06
MONTHLY		6,169.22	6,479.17	6,802.38	7,142.17	7,500.19	7,687.49	7,879.76
BI-WEEKLY		2,847.33	2,990.39	3,139.56	3,296.39	3,461.63	3,548.07	3,636.81
HOURLY		37.22	39.09	41.04	43.09	45.25	46.38	47.54

ASSOCIATE PLANNER

	33.4	A	B	C	D	E	F	G
ANNUAL		64,920.96	68,163.03	71,564.22	75,144.42	78,903.63	80,872.74	82,901.52
MONTHLY		5,410.08	5,680.25	5,963.69	6,262.04	6,575.30	6,739.40	6,908.46
BI-WEEKLY		2,496.96	2,621.66	2,752.47	2,890.17	3,034.76	3,110.49	3,188.52
HOURLY		32.64	34.27	35.98	37.78	39.67	40.66	41.68

BATTALION CHIEF

						76 5 SHIFT		
	36.2	A	B	C	D	Y		
ANNUAL		90,562.16	96,597.80	103,074.40	110,102.20	116,615.07		
MONTHLY		7,546.85	8,049.82	8,589.53	9,175.18	9,717.92		
BI-WEEKLY (106 hrs)		3,483.16	3,715.30	3,964.40	4,234.70	4,485.20		
HOURLY (2,756 hrs/yr)		32.86	35.05	37.40	39.95	58.63		
MONTHLY (56 hrs/wk. RATE) (53 regular + 3 sch'd OT)		8,187.62	8,733.30	9,318.83	9,954.21			

CITY CLERK

	33.6	A	B	C	D	E	F	G
ANNUAL		70,868.07	74,408.49	78,127.92	82,026.36	86,143.59	88,291.84	90,499.50
MONTHLY		5,905.67	6,200.71	6,510.66	6,835.53	7,178.63	7,357.65	7,541.63
BI-WEEKLY		2,725.70	2,861.87	3,004.92	3,154.86	3,313.22	3,395.84	3,480.75
HOURLY		35.63	37.41	39.28	41.24	43.31	44.39	45.50

CITY MANAGER

CONTRACT						175,000.00		
						14,583.33		
						6,730.77		
						87.98		

CODE ENFORCEMENT OFFICER

	26.2	A	B	C	D	E	F	G
		22.97	24.11	25.32	26.59	27.92	28.62	29.34

CODE ENFORCEMENT OFFICER/WATER QUALITY INSPECTOR

	29.7	A	B	C	D	E	F	G
ANNUAL		54,180.36	56,905.29	59,749.56	62,733.06	65,875.68	67,526.68	69,217.20
MONTHLY		4,515.03	4,742.11	4,979.13	5,227.76	5,489.64	5,627.22	5,768.10
BI-WEEKLY		2,083.86	2,188.67	2,298.06	2,412.81	2,533.68	2,597.18	2,662.20
HOURLY		27.24	28.61	30.04	31.54	33.12	33.95	34.80

COMMUNITY DEVELOPMENT MANAGER

	---	A	B	C	D	E	F	G
ANNUAL		96,117.98	100,923.88	105,970.07	111,268.57	116,832.00	119,757.82	121,958.72
MONTHLY		8,009.83	8,410.32	8,830.84	9,272.38	9,736.00	9,979.82	10,163.23
BI-WEEKLY		3,696.85	3,881.69	4,075.77	4,279.56	4,493.54	4,606.07	4,690.72
HOURLY		48.32	50.74	53.28	55.94	58.74	60.21	61.72

COMMUNITY SERVICES ASSISTANT

	19.1	A	B	C	D	E	F	G
ANNUAL		32,301.36	33,912.45	35,622.99	37,393.10	39,262.86	40,237.60	41,251.86
MONTHLY		2,691.78	2,826.04	2,968.58	3,116.10	3,271.91	3,353.13	3,437.66
BI-WEEKLY		1,242.36	1,304.33	1,370.12	1,438.20	1,510.11	1,547.60	1,586.61
HOURLY		16.24	17.05	17.91	18.80	19.74	20.23	20.74

COMMUNITY SERVICES SPECIALIST

	---	A	B	C	D	E	F	G
ANNUAL		32,875.19	34,518.95	36,244.90	38,057.14	39,960.00	40,953.64	41,967.90
MONTHLY		2,739.60	2,876.58	3,020.41	3,171.43	3,330.00	3,412.80	3,497.33
BI-WEEKLY		1,264.43	1,327.65	1,394.03	1,463.74	1,536.92	1,575.14	1,614.15
HOURLY		16.53	17.35	18.22	19.13	20.09	20.59	21.10

COMMUNITY SERVICES SUPERINTENDENT

	36.1	A	B	C	D	E	F	G
ANNUAL		74,030.58	77,750.01	81,628.56	85,706.01	90,002.25	92,249.82	94,557.06
MONTHLY		6,169.22	6,479.17	6,802.38	7,142.17	7,500.19	7,687.49	7,879.76
BI-WEEKLY		2,847.33	2,990.39	3,139.56	3,296.39	3,461.63	3,548.07	3,636.81
HOURLY		37.22	39.09	41.04	43.09	45.25	46.38	47.54

COUNCIL MEMBER

MONTHLY

\$802.99

DEVELOPMENT SERVICES DIRECTOR

	42.2	A	B	C	D	E	F	G
ANNUAL		99,708.57	104,700.96	109,932.03	115,441.56	121,209.66	124,232.94	127,335.78
MONTHLY		8,309.05	8,725.08	9,161.00	9,620.13	10,100.81	10,352.75	10,611.32
BI-WEEKLY		3,834.95	4,026.96	4,228.16	4,440.06	4,661.91	4,778.19	4,897.53
		50.13	52.64	55.27	58.04	60.94	62.46	64.02

DEVELOPMENT SERVICES TECHNICIAN II

	29.7	A	B	C	D	E	F	G
ANNUAL		54,180.36	56,905.29	59,749.56	62,733.06	65,875.68	67,526.68	69,217.20
MONTHLY		4,515.03	4,742.11	4,979.13	5,227.76	5,489.64	5,627.22	5,768.10
BI-WEEKLY		2,083.86	2,188.67	2,298.06	2,412.81	2,533.68	2,597.18	2,662.20
HOURLY		27.24	28.61	30.04	31.54	33.12	33.95	34.80

ENGINEERING INSPECTOR

	29.7	A	B	C	D	E	F	G
ANNUAL		54,180.36	56,905.29	59,749.56	62,733.06	65,875.68	67,526.68	69,217.20
MONTHLY		4,515.03	4,742.11	4,979.13	5,227.76	5,489.64	5,627.22	5,768.10
BI-WEEKLY		2,083.86	2,188.67	2,298.06	2,412.81	2,533.68	2,597.18	2,662.20
HOURLY		27.24	28.61	30.04	31.54	33.12	33.95	34.80

ENGINEERING TECH III

	29.7	A	B	C	D	E	F	G
ANNUAL		54,180.36	56,905.29	59,749.56	62,733.06	65,875.68	67,526.68	69,217.20
MONTHLY		4,515.03	4,742.11	4,979.13	5,227.76	5,489.64	5,627.22	5,768.10
BI-WEEKLY		2,083.86	2,188.67	2,298.06	2,412.81	2,533.86	2,597.18	2,662.20
HOURLY		27.24	28.61	30.04	31.54	33.12	33.95	34.80

EXECUTIVE ASSISTANT

	22.6	A	B	C	D	E	F	G
ANNUAL		41,430.87	43,499.43	45,687.33	47,954.79	50,361.48	51,614.68	52,907.40
MONTHLY		3,452.57	3,624.95	3,807.28	3,996.23	4,196.79	4,301.22	4,408.95
BI-WEEKLY		1,593.50	1,673.06	1,757.21	1,844.42	1,936.98	1,985.18	2,034.90
HOURLY		20.83	21.87	22.97	24.11	25.32	25.95	26.60

FACILITY TECH I

	15.4	A	B	C	D	E	F	G
ANNUAL		30,610.71	32,142.24	33,753.33	35,443.98	37,194.30	38,129.26	39,083.98
MONTHLY		2,550.89	2,678.52	2,812.78	2,953.67	3,099.53	3,177.44	3,257.00
BI-WEEKLY		1,177.34	1,236.24	1,298.21	1,363.23	1,430.55	1,466.51	1,503.23
HOURLY		15.39	16.16	16.97	17.82	18.70	19.17	19.65

FACILITY TECH II

	19.4	A	B	C	D	E	F	G
ANNUAL		37,214.19	39,063.96	41,033.07	43,081.74	45,229.86	46,363.72	47,517.34
MONTHLY		3,101.18	3,255.33	3,419.42	3,590.15	3,769.16	3,863.64	3,959.78
BI-WEEKLY		1,431.32	1,502.46	1,578.20	1,656.99	1,739.61	1,783.22	1,827.59
HOURLY		18.71	19.64	20.63	21.66	22.74	23.31	23.89

FINANCE MANAGER

	36.1	A	B	C	D	E	F	G
ANNUAL		74,030.58	77,750.01	81,628.56	85,706.01	90,002.25	92,249.82	94,557.06
MONTHLY		6,169.22	6,479.17	6,802.38	7,142.17	7,500.19	7,687.49	7,879.76
BI-WEEKLY		2,847.33	2,990.39	3,139.56	3,296.39	3,461.63	3,548.07	3,636.81
HOURLY		37.22	39.09	41.04	43.09	45.25	46.38	47.54

FIRE CAPTAIN

	38.45	A	B	C	D
ANNUAL		85,821.84	91,554.32	97,700.20	104,314.60
MONTHLY		7,151.82	7,629.53	8,141.68	8,692.88
BI-WEEKLY (106 hrs)		3,300.84	3,521.32	3,757.70	4,012.10
HOURLY (2,756 hrs/yr)		31.14	33.22	35.45	37.85

MONTHLY (56 hrs/wk. RATE)
(53 regular + 3 sch'd OT)

7,759.05 8,277.32 8,832.96 9,430.96

FIRE DIVISION CHIEF

	43.75	A	B	C	D	E
--	-------	---	---	---	---	---

ANNUAL	107,585.01	112,955.31	118,623.96	124,531.29	130,776.75
MONTHLY	8,965.42	9,412.94	9,885.33	10,337.61	10,898.06
BI-WEEKLY	4,137.89	4,344.44	4,562.46	4,789.67	5,029.88
HOURLY	54.09	56.79	59.64	62.61	65.75

FIRE ENGINEER

	34.25	A	B	C	D
ANNUAL		69,919.72	74,604.92	79,620.84	84,995.04
MONTHLY		5,826.64	6,217.08	6,635.07	7,082.92
BI-WEEKLY (106 hrs)		2,689.22	2,869.42	3,062.34	3,269.04
HOURLY (2,756 hrs/yr)		25.37	27.07	28.89	30.84
MONTHLY (56 hrs/wk. RATE) (53 regular + 3 sch'd OT)		6,321.36	6,744.95	7,198.43	7,684.30

FIRE INSPECTOR

	25.9	A	B	C	D	E	F	G
ANNUAL		45,906.12	48,193.47	50,620.05	53,146.08	55,851.12	57,243.42	58,675.50
MONTHLY		3,825.51	4,016.12	4,218.34	4,428.84	4,654.26	4,770.29	4,889.63
BI-WEEKLY		1,765.62	1,853.60	1,946.93	2,044.08	2,148.12	2,201.67	2,256.75
HOURLY		23.08	24.23	25.45	26.72	28.08	28.78	29.50

FIRE PREVENTION/PUBLIC EDUCATION SPECIALIST

	24.5	A	B	C	D	E	F	G
HOURLY		23.08	24.23	25.45	26.72	28.08	28.78	29.5

FIREFIGHTER/PARAMEDIC

	30.1	A	B	C	D	E
ANNUAL		67,218.84	69,506.32	71,766.24	76,589.24	81,770.52
MONTHLY		5,601.57	5,792.19	5,980.52	6,382.44	6,814.21
BI-WEEKLY (106 hrs)		2,585.34	2,673.32	2,760.24	2,945.74	3,145.02
HOURLY (2,756 hrs/yr)		24.39	25.22	26.04	27.79	29.67
MONTHLY (56 hrs/wk. RATE) (53 regular + 3 sch'd OT)		6,077.18	6,283.98	6,488.30	6,924.35	7,392.78

HUMAN RESOURCES MANAGER

	36.1	A	B	C	D	E	F	G
ANNUAL		74,030.58	77,750.01	81,628.56	85,706.01	90,002.25	92,249.82	94,557.06
MONTHLY		6,169.22	6,479.17	6,802.38	7,142.17	7,500.19	7,687.49	7,879.76
BI-WEEKLY		2,847.33	2,990.39	3,139.56	3,296.39	3,461.63	3,548.07	3,636.81
HOURLY		37.22	39.09	41.04	43.09	45.25	46.38	47.54

LICENSE CLERK

	21.0	A	B	C	D	E	F	G
ANNUAL		35,443.98	37,214.19	39,063.96	41,033.07	43,081.74	44,155.80	45,269.64
MONTHLY		2,953.67	3,101.18	3,255.33	3,419.42	3,590.15	3,679.65	3,772.47
BI-WEEKLY		1,363.23	1,431.32	1,502.46	1,578.20	1,656.99	1,698.30	1,741.14
HOURLY		17.82	18.71	19.64	20.63	21.66	22.20	22.76

MAINTENANCE SERVICE WORKER

	21.0	A	B	C	D	E	F	G
HOURLY		13.00	13.65	14.33	15.05	15.80	16.20	16.61

MAINTENANCE SERVICE WORKER

<i>Effective 01/1/21</i>	21.0	A	B	C	D	E	F	G
HOURLY		14.00	14.70	15.44	16.21	17.02	17.45	17.89

MANAGEMENT ANALYST

	33.2	A	B	C	D	E	F	G
ANNUAL		64,284.48	67,486.77	70,868.07	74,408.49	78,127.92	80,077.14	82,086.16
MONTHLY		5,357.04	5,623.90	5,905.67	6,200.71	6,510.66	6,673.10	6,840.51
BI-WEEKLY		2,472.48	2,595.65	2,725.70	2,861.87	3,004.92	3,079.89	3,157.16
HOURLY		32.32	33.93	35.63	37.41	39.28	40.26	41.27

MAYOR

MONTHLY								\$1,405.21
---------	--	--	--	--	--	--	--	------------

OFFICE AID

	10.8	A	B	C	D	E	F	G
HOURLY		13.00	13.65	14.33	15.05	15.80	16.20	16.61

OFFICE AID*Effective 01/1/21*

10.8	A	B	C	D	E	F	G
HOURLY	14.00	14.70	15.44	16.21	17.02	17.45	17.89

PARK RANGER

19.6	A	B	C	D	E	F	G
HOURLY	16.65	17.48	18.35	19.27	20.23	20.74	21.26

PRINCIPAL PLANNER

36.1	A	B	C	D	E	F	G
ANNUAL	74,030.58	77,750.01	81,628.01	85,706.01	90,002.25	92,249.82	94,557.06
MONTHLY	6,169.22	6,479.17	6,802.38	7,142.17	7,500.19	7,687.49	7,879.76
BI-WEEKLY	2,847.33	2,990.39	3,139.56	3,296.39	3,461.63	3,548.07	3,636.81
HOURLY	37.22	39.09	41.04	43.09	45.25	46.38	47.54

PUBLIC WORKS SECRETARY

21.0	A	B	C	D	E	F	G
ANNUAL	35,443.98	37,214.19	39,063.96	41,033.07	43,081.74	44,155.80	45,269.64
MONTHLY	2,953.67	3,101.18	3,255.33	3,419.42	3,590.15	3,679.65	3,772.47
BI-WEEKLY	1,363.23	1,431.32	1,502.46	1,578.20	1,656.99	1,698.30	1,741.14
HOURLY	17.82	18.71	19.64	20.63	21.66	22.20	22.76

PUBLIC WORKS OPERATIONS & ADMINISTRATION MANAGER

---	A	B	C	D	E	F	G
ANNUAL	96,117.98	100,923.88	105,970.07	111,268.57	116,832.00	119,757.82	121,958.72
MONTHLY	8,009.83	8,410.32	8,830.84	9,272.38	9,736.00	9,979.82	10,163.23
BI-WEEKLY	3,696.85	3,881.69	4,075.77	4,279.56	4,493.54	4,606.07	4,690.72
HOURLY	48.32	50.74	53.28	55.94	58.74	60.21	61.72

PUBLIC WORKS SUPERINTENDENT

36.1	A	B	C	D	E	F	G
ANNUAL	74,030.58	77,750.01	81,628.56	85,706.01	90,002.25	92,249.82	94,557.06
MONTHLY	6,169.22	6,479.17	6,802.38	7,142.17	7,500.19	7,687.49	7,879.76
BI-WEEKLY	2,847.33	2,990.39	3,139.56	3,296.39	3,461.63	3,548.07	3,636.81
HOURLY	37.22	39.09	41.04	43.09	45.25	46.38	47.54

RECREATION LEADER I

10	A	B	C	D	E	F	G
HOURLY	13.00	13.65	14.33	15.05	15.80	16.20	16.61

RECREATION LEADER I*Effective 01/1/21*

10	A	B	C	D	E	F	G
HOURLY	14.00	14.70	15.44	16.21	17.02	17.45	17.89

RECREATION LEADER II

10	A	B	C	D	E	F	G
HOURLY	13.56	14.24	14.95	15.70	16.49	16.90	17.32

RECREATION LEADER II*Effective 01/1/21*

10	A	B	C	D	E	F	G
HOURLY	14.95	15.70	16.49	17.31	18.18	18.63	19.10

SANITATION SUPERVISOR

27.5	A	B	C	D	E	F	G
ANNUAL	48,670.83	51,117.30	53,663.22	56,348.37	59,172.75	60,644.74	62,156.38
MONTHLY	4,055.90	4,259.78	4,471.94	4,695.70	4,931.06	5,053.73	5,179.70
BI-WEEKLY	1,871.96	1,966.05	2,063.97	2,167.25	2,275.88	2,332.49	2,390.63
HOURLY	24.47	25.70	26.98	28.33	29.75	30.49	31.25

SENIOR MANAGEMENT ANALYST

---	A	B	C	D	E	F	G
ANNUAL	69,097.86	72,558.72	76,178.70	79,997.58	83,995.60	86,103.94	88,252.06
MONTHLY	5,758.16	6,046.56	6,348.23	6,666.47	6,999.63	7,175.33	7,354.34
BI-WEEKLY	2,657.61	2,790.72	2,929.95	3,076.83	3,230.60	3,311.69	3,394.31
HOURLY	34.74	36.48	38.30	40.22	42.23	43.29	44.37

SENIOR PLANNER

34.4	A	B	C	D	E	F	G
ANNUAL	68,163.03	71,564.22	75,144.42	78,903.63	82,841.85	84,910.54	87,038.64

MONTHLY		5,680.25	5,963.69	6,262.04	6,575.30	6,903.49	7,075.88	7,253.22
BI-WEEKLY		2,621.66	2,752.47	2,890.17	3,034.76	3,186.23	3,265.79	3,347.64
HOURLY		34.27	35.98	37.78	39.67	41.65	42.69	43.76

STREET SUPERVISOR

	27.5	A	B	C	D	E	F	G
ANNUAL		48,670.83	51,117.30	53,663.22	56,348.37	59,172.75	60,644.74	62,156.38
MONTHLY		4,055.90	4,259.78	4,471.94	4,695.70	4,931.06	5,053.73	5,179.70
BI-WEEKLY		1,871.96	1,966.05	2,063.97	2,167.25	2,275.88	2,332.49	2,390.63
HOURLY		24.47	25.70	26.98	28.33	29.75	30.49	31.25

STREET TECHNICIAN I

	18	A	B	C	D	E	F	G
ANNUAL		30,610.71	32,142.24	33,753.33	35,443.98	37,194.30	38,129.26	39,083.98
MONTHLY		2,550.89	2,678.52	2,812.78	2,953.67	3,099.53	3,177.44	3,257.00
BI-WEEKLY		1,177.34	1,236.24	1,298.21	1,363.23	1,430.55	1,466.51	1,503.23
HOURLY		15.39	16.16	16.97	17.82	18.70	19.17	19.65

STREET TECHNICIAN II

	22	A	B	C	D	E	F	G
ANNUAL		37,214.19	39,063.96	41,033.07	43,081.74	45,229.86	46,363.72	47,517.34
MONTHLY		3,101.18	3,255.33	3,419.42	3,590.15	3,769.16	3,863.64	3,959.78
BI-WEEKLY		1,431.32	1,502.46	1,578.20	1,656.99	1,739.61	1,783.22	1,827.59
HOURLY		18.71	19.64	20.63	21.66	22.74	23.31	23.89

TECHNICIAN I

	18	A	B	C	D	E	F	G
ANNUAL		30,610.71	32,142.24	33,753.33	35,443.98	37,194.30	38,129.26	39,083.98
MONTHLY		2,550.89	2,678.52	2,812.78	2,953.67	3,099.53	3,177.44	3,257.00
BI-WEEKLY		1,177.34	1,236.24	1,298.21	1,363.23	1,430.55	1,466.51	1,503.23
HOURLY		15.39	16.16	16.97	17.82	18.70	19.17	19.65

TECHNICIAN II

	22	A	B	C	D	E	F	G
ANNUAL		37,214.19	39,063.96	41,033.07	43,081.74	45,229.86	46,363.72	47,517.34
MONTHLY		3,101.18	3,255.33	3,419.42	3,590.15	3,769.16	3,863.64	3,959.78
BI-WEEKLY		1,431.32	1,502.46	1,578.20	1,656.99	1,739.61	1,783.22	1,827.59
HOURLY		18.71	19.64	20.63	21.66	22.74	23.31	23.89

CLASSIFICATION SUMMARY

FY 2020-21

CLASS TITLE/GROUP/STATUS	RANGE NO.	SALARY RANGE	# OF AUTHORIZED EMPLOYEES**
CLASSIFIED			
CLERICAL / ADMIN SUPPORT GROUP			
		MONTHLY	
Account Clerk	17.2	2,453 - 3,133	0
Administrative Assistant	24.2	3,453 - 4,409	0
Community Services Specialist	---	2,740 - 3,497	1
Community Services Assistant	19.1	2,692 - 3,438	1
Executive Assistant	24.2	3,453 - 4,409	1
License Clerk	21	2,954 - 3,772	1
Public Works Secretary	21	2,954 - 3,772	1
			<hr/> 5
OPERATIONS / MAINTENANCE GROUP			
Facility Tech I	18	2,551 - 3,257	1
Facility Tech II	22	3,101 - 3,960	1
Public Works Operations & Administration Manager	---	8,010 - 10,163	1
Sanitation Supervisor	27.5	4,056 - 5,180	1
Street Supervisor	27.5	4,056 - 5,180	1
Street Technician I	18	2,551 - 3,257	2
Street Technician II	22	3,101 - 3,960	2
Technician I	18	2,551 - 3,257	2
Technician II	22	3,101 - 3,960	2
			<hr/> 13
PUBLIC SAFETY GROUP			
Fire Captain	38.5	7,152 - 8,693	6
Fire Engineer	34.3	5,827 - 7,083	6
Firefighter/Paramedic	33.5	5,602 - 6,814	6
			<hr/> 18
PROFESSIONAL / TECHNICAL GROUP			
Accounting Analyst	32.7	5,228 - 6,676	1
Administrative Analyst	29.7	4,515 - 5,768	0
Assistant Engineer	32.7	5,228 - 6,676	0
Assistant Planner	32.7	5,228 - 6,676	1
Associate Accountant	29.7	4,515 - 5,768	1
Associate Civil Engineer	36.5	6,169 - 7,880	0
Associate Planner	33.4	5,410 - 6,908	1
City Clerk	35.2	5,906 - 7,542	1
Code Enforcement Officer/Water Quality Inspector	29.7	4,515 - 5,768	1
Community Development Manager	---	8,010 - 10,163	1
Development Services Technician II	29.7	4,515 - 5,768	0
Engineering Inspector	29.7	4,515 - 5,768	1
Engineering Tech III	29.7	4,515 - 5,768	0
Finance Manager	36.1	6,169 - 7,880	0
Fire Inspector	26.3	3,826 - 4,890	1
Human Resources Manager	36.1	6,169 - 7,880	1
Management Analyst	33.2	5,357 - 6,841	1
Principal Planner	36.1	6,169 - 7,880	0
Sr. Management Analyst	---	5,758 - 7,354	0
Senior Planner	34.4	5,680 - 7,253	0
			<hr/> 0

CLASS TITLE/GROUP/STATUS	RANGE NO.	SALARY RANGE	# OF AUTHORIZED EMPLOYEES**
UNCLASSIFIED			
MANAGEMENT GROUP			
Administrative Services Director	---	8,155 - 10,414	1
Assistant City Manager/Public Works Director	52.2	10,606 - 13,542	1
Battalion Chief	40.6	7,547 - 9,718	1
City Manager (contract)	---	14,583 - 14,583	1
Fire Division Chief	43.8	8,965 - 10,898	0
			4
PART-TIME/TEMPORARY/SEASONAL/OTHER		HOURLY	
Class Instructor * (other)	---	13 - 25	0.5
Code Enforcement Officer	26.2	22.97 - 29.34	0
Engineer (other)	---	15.02 - 18.26	0
Fire Prevention/Public Education Specialist *	26.3	21.55 - 26.2	0
Intern*	---	15 - 15	0
Office Aid*	10.8	13 - 16.61	1
Maintenance Service Worker*	12.4	13 - 16.61	0
Park Ranger	19.6	16.65 - 21.26	0
Recreation Leader I *	10	13 - 16.61	2.25
Recreation Leader II *	12.4	14.95 - 19.1	2.25
*Full Time Equivalent (fte)			6
TOTAL EMPLOYEES:			57

RESOLUTION NO. 2020-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA, APPROVING THE CITY OF LEMON GROVE BUDGET FOR FISCAL YEAR 2020-2021 AND AUTHORIZING EXPENDITURES THERETO

WHEREAS, the City of Lemon Grove administers 21 individual funds to fulfill the mission and objectives of the City, including funds related to the Successor Agency to the Lemon Grove Community Development Agency; and

WHEREAS, each year the City Council of the City of Lemon Grove adopts an operating budget for anticipated revenues and expenditures for the upcoming year; and

WHEREAS, the City Council desires to make provision for a level of service commensurate with the needs of the City; and

WHEREAS, the City of Lemon Grove budget for Fiscal Year 2020-2021 was prepared by City staff and reviewed by the City Manager; and

WHEREAS, the City of Lemon Grove budget for Fiscal Year 2020-21 was reviewed by the City Council at two Special Budget Workshops held on April 28, 2020 and May 12, 2020 and at the regular meetings held on May 19, 2020, June 2, 2020, and June 16, 2020; and

WHEREAS, the City Council finds it in the public interest to approve the Fiscal Year 2020-2021 City Budget.

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

1. Approves the City of Lemon Grove Budget for Fiscal Year 2020-2021 (Exhibit 1); and
2. Authorizes expenditures thereto.

PASSED AND ADOPTED on June 16, 2020, the City Council of the City of Lemon Grove, California, adopted Resolution No. _____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Mayor

Attest:

Shelley Chapel, MMC, City Clerk

Approved as to Form:

Kristen Steinke, City Attorney

RESOLUTION NO. 2020-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA, APPROVING A SALARY PLAN AND CLASSIFICATION
SUMMARY**

WHEREAS, on June 16, 2020, the City Council adopted a resolution approving the City Budget for Fiscal Year 2020-2021; and

WHEREAS, the Salary Plan and Classification Summary identifies the positions included in the budget, as well as salary ranges for each position and the number of employees per position; and

WHEREAS, the City Council finds it in the public interest to approve the attached Salary Plan and Classification summary.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lemon Grove, California, hereby approves the Fiscal Year 2020-2021 Salary Plan and Classification Summary (Exhibit 1).

PASSED AND ADOPTED on June 16, 2020, the City Council of the City of Lemon Grove, California, adopted Resolution No. _____, passed by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Racquel Vasquez, Mayor

Attest: Shelley Chapel, MMC, City Clerk

Approved as to Form: Kristen Steinke, City Attorney

RESOLUTION NO. 2020-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA, ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2020-2021

WHEREAS, Constitutional Article XIII-B (Propositions 4 and 111) places an appropriations limitation on State and Local Government; and

WHEREAS, this appropriations limitation is based on proceeds of taxes adjusted annually from the base year 1986-1987 by either the population growth factor for the City of Lemon Grove or for the County of San Diego, and by either the change in the California Per Capita Personal Income or the change in Non-Residential Construction for the City of Lemon Grove; and

WHEREAS, the City has received inflation and population data from the State Department of Finance to calculate the Fiscal Year 2020-2021 Appropriations Limit; and

WHEREAS, the City Council of the City of Lemon Grove wishes to select those options providing the greatest rate of change as shown below:

Per Capita Personal Income Change (inflation factor)	Population Change (population factor)	Total Factor
1.0373	1.0038	1.0412

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lemon Grove, California, hereby establishes the Fiscal Year 2020-2021 Appropriations Limit at \$54,220,681.

PASSED AND ADOPTED on June 16, 2020, the City Council of the City of Lemon Grove, California, adopted Resolution No. _____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Mayor

Attest:

Shelley Chapel, MMC, City Clerk

Approved as to Form:

Kristen Steinke, City Attorney

RESOLUTION NO. 2020-

A RESOLUTION OF THE LEMON GROVE ROADWAY LIGHTING DISTRICT BOARD APPROVING THE LEMON GROVE ROADWAY LIGHTING DISTRICT BUDGET FOR FISCAL YEAR 2020-2021 AND AUTHORIZING EXPENDITURES THERETO

WHEREAS, the Roadway Lighting District operates with two separate funds: the General Benefit Fund (Fund 11) and the Local Benefit Assessment (Fund 12); and

WHEREAS, each year the Lemon Grove Roadway Lighting District Board of Directors (District Board) adopts an Operating Budget for revenues and expenditures for the upcoming year; and

WHEREAS, the District Board desires to make provision for a level of service commensurate with the needs of the District; and

WHEREAS, the District Board has reviewed the proposed Fiscal Year 2020-2021 Budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of the Lemon Grove Roadway Lighting District hereby:

1. Approves the Lemon Grove Roadway Lighting District Budget for Fiscal Year 2020-2021 (Exhibit 1); and
2. Authorizes expenditures thereto.

PASSED AND ADOPTED on June 16, 2020, the District Board of the Lemon Grove Roadway Lighting District, adopted Resolution No. _____, passed by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Racquel Vasquez, Chair

Attest: Shelley Chapel, MMC, Board Clerk

Approved as to Form: Kristen Steinke, District Attorney

RESOLUTION NO. 2020-

A RESOLUTION OF THE LEMON GROVE SANITATION DISTRICT BOARD APPROVING THE LEMON GROVE SANITATION DISTRICT BUDGET FOR FISCAL YEAR 2019-2020 AND AUTHORIZING EXPENDITURES THERETO

WHEREAS, the Sanitation District operates with four separate funds: the Operation Fund (Fund 15), the Capital Funds (16 & 19), and the Reserve Fund (Fund 17); and

WHEREAS, each year the Lemon Grove Sanitation District Board of Directors (District Board) adopts an Operating Budget for revenues and expenditures for the upcoming year; and

WHEREAS, the District Board desires to make provision for a level of service commensurate with the needs of the District; and

WHEREAS, the District Board has reviewed the proposed Fiscal Year 2020-2021 Budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of the Lemon Grove Sanitation District hereby:

1. Approves the Lemon Grove Sanitation District Budget for Fiscal Year 2020-2021 (Exhibit 1); and
2. Authorizes expenditures thereto.

PASSED AND ADOPTED on June 16, 2020, the District Board of the Lemon Grove Sanitation District, adopted Resolution No. _____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Chair

Attest: Shelley Chapel, MMC, Secretary to the Board

Approved as to Form: Kristen Steinke, District Attorney



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 3

Meeting Date: June 16, 2020

Submitted to: Honorable Mayor and Members of the City Council

Department: City Manager's Office and City Attorney's Office

Staff Contact: Kristen Steinke, City Attorney & Lydia Romero, City Manager

KSS@LFAP.com; LRomero@lemongrove.ca.gov

Item Title: **Proposed Marijuana Business Gross Receipts Tax**

Recommended Action: Discuss and provide feedback and direction to staff on options for a marijuana business gross receipts tax for the City of Lemon Grove. Based on feedback received, staff will return with the recommended action.

Summary: Included in this Report are options for placing a marijuana business gross receipts tax on the November 2020 ballot. This Report was prepared in response to requests from the City Council for options regarding such a tax during its consideration and adoption of the Fiscal Year 2020-2021 budget.

Discussion:

At the May 12, 2020 Special Budget Meeting the request was made of staff to bring back options for a marijuana gross receipts tax to be placed on the November 2020 ballot for consideration by the public. Discussed below are several issues for consideration.

Under Proposition 62, the City Council must approve any tax increase ordinance by a four-fifths vote to be able to place it on the ballot. The ballot measure will pass with the approval of a simple majority (50% plus 1) of votes in the City voting in an election on the issue. Proposition 218 (The Right to Vote on Taxes Act) applies voter authority to all cities. If approved by the voters, the measure will become effective ten days after certification of the election results (approximately early December 2020).

The deadline for the City Clerk to submit an item to the Registrar of Voters in order for it to be included on the November 2020 ballot is August 7, 2020. Resolutions must be adopted by the City Council calling and consolidating the election prior to the August 7, 2020 deadline.

Background

The Adult Use of Marijuana Act was adopted by the voters of California in November 2016 and had the effect of decriminalizing non-medical cannabis and established a regulatory system for non-medical cannabis business in California. In June 2017 the Medicinal and Adult-Use and Safety Act established a comprehensive set of laws regulating both individual and commercial medicinal cannabis activity throughout California.

Measure V passed in the City of Lemon Grove in November 2016 and had the effect of codifying the sale of medical marijuana in the City. The Measure did not include a component for taxing medical marijuana sales in the City. The Measure is incorporated in the Lemon Grove Municipal Code at Chapter 17.32.

Budget discussions have shown the need for increased revenues in the City. The addition of a marijuana business gross receipts tax will assist in bringing about long-term equity in the fair distribution of tax burdens. The marijuana industry is highly regulated, which requires more City resources than general businesses. The presence of marijuana businesses in the City justifies taxation that reflects this burden on the City's General Fund services such as law enforcement, safety, planning and development services and other resources.

The measure would be an annual tax that the City would collect from medical marijuana retailers that operate in the City under approved requirements and restrictions. The commercial medical marijuana retail tax is not a sales or use tax imposed directly on cannabis users or consumers. It is a tax on the businesses that would sell medical marijuana or cannabis products in the City.

A rough estimate presented in 2018 reflecting a projection of additional revenue to be generated if a tax of 5% of gross receipts for marijuana product sales was placed on the ballot and passed by voters revealed an additional \$50,000 a year for each marijuana business operating in the City. It is anticipated that there will be three marijuana businesses operating in the City within the next five years.

Examples of Similar Taxes in Other Cities

- Chula Vista: The Chula Vista City Council approved a 7-percent tax on retail marijuana sales and a \$15-per-square-foot tax on cannabis growing facilities in 2018 which was approved by the voters in November 2018.
- La Mesa: The La Mesa City Council approved a 2.5 percent tax on retail marijuana sales not to exceed 6 percent of gross receipts, which was approved by the voters

in November 2018. La Mesa has established two tax rates for marijuana sold by a retailer -- zero percent for medicinal retail sales to a customer with a valid California Department of Public Health's Medical Marijuana Identification Card and a 4 percent tax rate for all other medicinal retail sales.

Environmental Review:

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

Fiscal Impact: Approximately \$20,000 in new election costs for printing the tax measure, ballot arguments, rebuttals and impartial analysis for the ballot and ballot materials, along with administrative costs.

Public Notification: None needed.

Staff Recommendation: Discuss and provide feedback and direction to staff on options for a marijuana business gross receipts tax for the City of Lemon Grove. Based on feedback received, staff will return with the recommended action.



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 4

Meeting Date: June 16, 2020

Submitted to: Honorable Mayor and Members of the City Council

Department: Public Works

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

mjames@lemongrove.ca.gov

Item Title: **Vehicle Miles Traveled Methodology**

Recommended Action: Adopt a resolution approving vehicle miles traveled thresholds of significance for purposes of analyzing transportation impacts under the California Environmental Quality Act.

Summary: Senate Bill 743 (SB 743) requires local agencies to use vehicle miles traveled (VMT) as an impact criterion when evaluating a project's transportation impacts under the California Environmental Quality Act (CEQA) for public and private projects. SB 743 provides a uniform set of guidelines for agencies to use the same data, approaches, and analytical tools when evaluating the transportation impacts of a project and identifying mitigation measures to reduce those impacts.

Background: SB 743 changes how transportation impacts are measured under the CEQA from using vehicle level of service (LOS) to using VMT. Until now transportation impacts have been analyzed by quantifying traffic congestion as measured by the LOS. LOS measures road congestion at intersections or stretches of road based on the flow of traffic from LOS A "free flow," or traffic to LOS F, "force flow" or delayed traffic. This method of analysis focuses on the number automobile trips generated by a project and whether it contributes to road congestion. The more trips a project creates, the higher the project's impact on the nearby roads.

After July 1st, all local jurisdictions will be required to analyze impacts by quantifying how much and how far people drive using a measure called VMT. VMT uses the total number of miles generated by a project to determine if the traffic generated by a project will exceed an acceptable level. Each local jurisdiction chooses what level of VMT will qualify as a transportation impact following specific State guidelines.

The intent of SB 743 is to balance the needs of traffic congestion management with stated goals related to:

- Reduce greenhouse gas emissions from cars,

- Encourage new home construction in areas where there are existing homes and roads, and
- Support the development of multimodal transportation networks.

Discussion: In February 2020, while attending the San Diego Regional Traffic Engineers' Council (SANTEC), staff learned about the Institute of Transportation Engineers, San Diego Section, Regional Transportation Impact Study Guidelines (Attachment A – Exhibit 1) (Impact Study) that addressed the VMT Analysis. The guidelines were created as a regional tool for San Diego cities to provide methodologies for transportation engineers and planners to conduct CEQA transportation analysis for land development and transportation projects in compliance with SB 743.

The guidelines lay out a process to consider VMT rather than automobile delays and level of service as the performance measure to determine the transportation impacts of land development projects under CEQA. While there is no requirement to use any particular metric, the use of VMT has been recommended by the Governor's Office of Planning and Research (OPR). The intent of SB 743 is to bring CEQA transportation analysis into closer alignment with other statewide policies regarding greenhouse gases, complete streets, and smart growth. Using VMT may also discourage suburban sprawl, reduce greenhouse gas emissions, and encourage the development of smart growth, complete streets, and multimodal transportation networks.

The remaining portion of this staff report will detail the guidelines of the CEQA transportation analysis process and the local transportation analysis.

Part I - CEQA Transportation Analysis

SB 743's legislative intent is to balance the needs of congestion management with statewide goals related to infill development, promotion of public health through active transportation, and reduction of greenhouse gas emissions. With the approval of SB 743 the CEQA analysis was formally amended to require the use of VMT for analysis of transportation impacts of land development project.

Individual Land Development Projects and Specific Plans: The recommended methodology for conducting a VMT Analysis is based on guidance prepared by the OPR. OPR outlined a project's estimated VMT/capita or VMT/employee to average values on a regional, citywide, or community basis. The target is to achieve a project VMT/capita or VMT/employee that is 85 percent or less of the approximate average based on suggestions in the Study. This percentage may be amended by each jurisdiction as supported with evidence.

The remaining portion of this section focuses on the individual components that describe different methodologies for VMT analysis that fall within the discretion of the lead agency.

Minimum Project Size: There are two alternatives recommended in the Impact Study.

- 1) Alternative 1 – Minimum Project Size Based on Previous Impact Studies: Under this alternative project will be subjected to different levels of VMT analysis, depending on the size of the project and whether the project is consistent with the General Plan. The following levels are recommended:

Projects Inconsistent with General Plan or Community Plan

<u>ADT</u>	<u>Level of Analysis</u>
0 – 500	VMT Analysis Not Needed/VMT Impacts Presumed Less Than Significant
500 and Greater	VMT Analysis Recommended

Projects Consistent with General Plan or Community Plan

<u>ADT</u>	<u>Level of Analysis</u>
0 – 1,000	VMT Analysis Not Needed/VMT Impacts Presumed Less Than Significant
1,000 and Greater	VMT Analysis Recommended

The advantage of this alternative is that it is based on the engineering and planning judgment of professionals who are experts in determining the effect of projects on the local transportation system. It has been used for almost 20 years in the San Diego region and is generally accepted by transportation engineers and planners. *This is staff's recommendation.*

- 2) Alternative 2 – Minimum Project Size Based on Statewide Guidance: Under this alternative the statewide guidance is provided by OPR. If this alternative is selected the Impact Study recommends that the use of regional or local trip generation rates also be considered in addition to the typical trip generation rate used by OPR.

Project Located Near Transit Stations: Lead agencies generally should presume that residential, retail and office projects (included mixed use of these) proposed within 1/2 mile of an existing major transit stop (existing rail transit, station or the intersection of two or more major bus routes with a frequency of service internal of 15 minutes or less) or an existing stop along a high quality transit corridor will have a less-than-significant impact on VMT. This presumption would not apply if the project will still generate significant levels of VMT.

Methodology for VMT Analysis: VMT thresholds will be developed by comparing the average VMT/capita (for residential projects) or VMT/employee (for employment projects). This analysis can compare the VMT/capita or VMT/employee to both the San Diego regional average and the average for the City. If the project average is less than 85 percent of the city or regional average the VMT impacts of the project can be presumed to be less than significant. The VMT methodology differs from statewide guidance recommended by OPR by:

- OPR recommends that VMT/capita comparison for residential project are made with both regional and citywide. The Impact Study recommends that a city may choose to do comparisons at the community level rather than a citywide level. This recommendation will apply to all cities within San

Diego County and provides the flexibility and discretion for selecting the threshold that is approximate for their agency, based on its values and substantial evidence provided by the project.

- OPR recommends the VMT/employee comparison for employment projects are conducted at a regional basis only, versus the VMT/capita comparison that are made both as a regional and citywide basis. The Impact Study recommends that VMT/employee comparisons be made at both the regional and at the citywide level. Namely because Lemon Grove is a job exporter and most employment trips are made across the region (or even outside the region).

When considering retail development these methodologies are neither residential nor employment based. The Impact Study recommends that local serving retail have less than significant VMT impacts and regional serving retail projects be presumed to have significant VMT impacts. Generally, retail projects larger than 50,000 square feet will likely be considered regional serving rather than local serving.

For those projects that are not immediately obvious if it is a residential or employment project, the preferred methodology is to analyze the trip making characteristics of the individual project and then use either one. For example, a hotel may be considered to have trip making characteristics closer to an employment project.

The recommended methodology for calculating VMT depends on the size of the project as determined by the project's trip generation calculated in terms of ADT. The project's trip generation should be calculated using standard practice and projects with a trip generation of less than 2,400 ADT, the recommended VMT analysis methodology is the SANDAG VMT calculation tool which averages the VMT/capita and VMT/employee at the census tract level. For project over 2,400 ADT a regional transportation model with and without the project will help to determine the project's net increase in VMT and then use that value to determine the VMT/capita or VMT/employee to be compared to the City and/or regional values.

Redevelopment Projects: Generally following OPR's recommendations, a redevelopment project that reduces the absolute VMT (e.g. the total VMT with the project is less than the total VMT without the project) will be presumed to have less than significant VMT impacts. If a project increases absolute VMT it is recommended that the VMT analysis methodology be applied to the proposed land use, as if the project was proposed on a vacant parcel.

Mixed-Use Projects: VMT analysis of mixed-use projects are based on guidance provided by OPR with additional clarifying points based on the San Diego region:

- Calculate trip generation separately for each component of the mixed-use project.

- Determine the reduction in external vehicle trips due to the components of the mixed-used development.
- If any component of the mixed use development has a significant VMT impact, the entire project should be considered to have a significant VMT impact.

Phased Projects: For project built in phases, each phases will be evaluated separately. As the project progresses each of the previous project phases will be taken in to consideration.

Land Development Projects with a Roadway Component: Land development and roadway projects are likely to have a different significance threshold for VMT analysis. A redevelopment project that reduces absolute VMT would be presumed to have less than significant VMT impacts. And if a project increases the absolute VMT, it is recommended that the absolute VMT is applied to the proposed land use.

Mitigation: If a project's VMT exceeds the thresholds identified for individual land development projects and specific plans, it may have a significant transportation impact. Feasible mitigation measures must be identified that could avoid or substantially reduce the impact. The local agency is generally given the discretion to determine what mitigation actions are "feasible" but it must rely on substantial evidence in making those determinations.

Community Plans and General Plans: A VMT analysis for a general plan is to compare the existing VMT/capita for the general plan area with the expected horizon year VMT/capita. The recommended target is to achieve a lower VMT/capita in the horizon year with the proposed plan than occurs for existing conditions. The calculation of VMT for a planning area requires different considerations than the calculation of VMT for an individual project or specific plan. The use of computerized travel forecasting models (such as the SANDAG regional model) will likely be needed. Multiple mitigation measures may be considered and may change in the future based on the agency's ability to innovate and find new ways to reduce vehicular travel.

Transportation Projects:

Statewide Guidance: The revised CEQA guidelines allow lead agencies the discretion to choose a performance measure and significance thresholds for the determination of the significant impacts of transportation projects, including the continued use of level of service as performance measure.

Recommendations for the San Diego Region: Transit, bicycle, and pedestrian projects can generally be presumed to have less than significant VMT impacts since they tend to reduce VMT. For roadway projects, VMT is the recommended performance measure because if focuses on the encouragement of smart growth development, reducing vehicle trips, and constructing multimodal transportation networks.

Part II – Local Transportation Analysis

Local transportation analysis (LTA) includes evaluation of any multimodal transportation improvements (e.g. transit, bicycle, and pedestrian) that measures a project’s significant VMT impacts. The LTA is performed outside of the CEQA project review process. The LTA’s purpose is to ensure that all projects provide a fair share of roadway infrastructure improvements in order to accommodate their multimodal transportation demands. The Impact Study provides numerous guidelines to supplement the City’s objectives when considering the traffic impacts each project may have.

A roadway analysis should be prepared for all projects which generate traffic greater than 1,000 total ADT or 100 peak hour trips. If a proposed project is not in conformance with the land use and/or mobility element of the General Plan, use threshold rates of 500 ADT or 50 peak hour trips.

When performing a roadway analysis it is recommended to at least include the following elements:

- Existing Conditions: Existing traffic levels and peak-hour levels of service in the study area.
- Existing Plus Project Conditions: Analyze the effect of the proposed project in addition to existing conditions.
- Near-term (approved and pending): Analyze the cumulative conditions resulting from the development of “other” approved and “reasonably Foreseeable” pending project that are expected to influence the study area.
- Near-term + Proposed Project: The effects of the proposed project at its expected opening day in addition to near-term baseline conditions. For phase projects, a separate analysis could be conducted for each phase.
- Horizon Year: Typically 20 years in the future, forecast the traffic through the output of a SANDAG model or other computer models approved by the City. This is not always warranted, it will depend on the project and City’s discretion.
- Horizon Year + Proposed Project: Add the additional project traffic effect to the horizon year condition.

The roadway analysis should be able to determine the effect that a project will have for each of the scenarios: Peak-hour capacity for freeways (if needed), ADT’s for roadway segments, intersections, and freeway ramps. It should also indicate when a project’s effect on the roadway system is considered to justify need for roadway improvements or other improvement measures that may include transit facilities, bike facilities, or walkability.

The LTA also provides further guidance to City’s by detailing recommendations regarding transit, bicycle and pedestrian considerations:

- 1) Transit: Include all existing transit lines and transit stops within a ½ mile walking distance of the project as well as any planned transit lines or upgrades within a ½ mile walking distance of the project.

- 2) **Bicycle:** Include all roadways adjacent to the project (in both directions), extending in each direction to the nearest intersection with a classified roadway or with a Class I path.
- 3) **Pedestrian:** Include all pedestrian facilities directly connect to project access points or adjacent to the project development extending in each direction to the nearest intersection with a classified roadway or connection with a Class I path. When considering transit stops at least two block from the project site should be reviewed and only on the side of the street of the project or along the walking route to the transit stop.

In general, the region wide goal for evaluating transit, bicycle and pedestrian facilities is to identify opportunities to increase connectivity, frequency of service and level of comfort.

Conclusion: SB 743 is intended to bring CEQA transportation analyses into closer alignment with other statewide policies regarding greenhouse gases, complete streets and smart growth. Using VMT as a performance measure instead of LOS is intended to discourage suburban sprawl, reduce greenhouse gas emissions, and encourage the development of smart growth, complete streets and multimodal transportation. By adopting a resolution, the City Council will use the Impact Study prepared by members of the Institute of Transportation Engineering, San Diego Section as its methodology to measure VMT, a tool to analyze a project’s VMT impact, and guideline to ensure that all projects provide a fair share of roadway infrastructure improvements in order to accommodate their multimodal transportation demands.

Environmental Review:

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

Fiscal Impact: None.

Public Notification: None.

Staff Recommendation: That the City Council adopts a resolution approving vehicle miles traveled thresholds of significance for purposes of analyzing transportation impacts under the California Environmental Quality Act.

Attachment:
Attachment A – Resolution

RESOLUTION NO. 2020 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA, APPROVING VEHICLE MILES TRAVELED THRESHOLDS OF SIGNIFICANCE FOR PURPOSES OF ANALYZING TRANSPORTATION IMPACTS UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

WHEREAS, the California Environmental Quality Act Guidelines (“CEQA Guidelines”) encourage public agencies to develop and publish generally applicable “thresholds of significance” to be used in determining the significance of a project’s environmental effects; and

WHEREAS, CEQA Guidelines section 15064.7(a) defines a threshold of significance as “an identifiable quantitative, qualitative or performance level of a particular environmental effect, noncompliance with which means the effect will normally be determined to be significant by the agency and compliance with which means the effect normally will be determined to be less than significant”; and

WHEREAS, CEQA Guidelines section 15064.7(b) requires that thresholds of significance must be adopted by ordinance, resolution, rule, or regulations, developed through a public review process, and be supported by substantial evidence; and

WHEREAS, pursuant to CEQA Guidelines section 15064.7(c), when adopting thresholds of significance, a public agency may consider thresholds of significance adopted or recommended by other public agencies provided that the decision of the agency is supported by substantial evidence; and

WHEREAS, Senate Bill 743, enacted in 2013 and codified in Public Resources Code section 21099, required changes to the CEQA Guidelines regarding the criteria for determining the significance of transportation impacts of projects; and

WHEREAS, in 2018, the Governor’s Office of Planning and Research (“OPR”) proposed, and the California Natural Resources Agency certified and adopted, new CEQA Guidelines section 15064.3 that identifies vehicle miles traveled (“VMT”) – meaning the amount and distance of automobile travel attributable to a project – as the most appropriate metric to evaluate a project’s transportation impacts; and

WHEREAS, as a result, automobile delay, as measured by “level of service” and other similar metrics, generally no longer constitutes a significant environmental effect under CEQA; and

WHEREAS, CEQA Guidelines section 15064.3 goes into effect on July 1, 2020, though public agencies may elect to be governed by this section immediately; and

WHEREAS, the City of Lemon Grove following a public meeting process consisting of a staff presentation wishes to adopt the VMT thresholds of significance for determining the significance of transportation impacts that are recommended in an analysis conducted by members of the Institute of Transportation Engineers, San Diego Section.

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

1. Adopts the technical paper Guidelines for Transportation Impact Studies in the San Diego Region (dated May 2019) prepared by members of the Institute of Transportation Engineers, San Diego Section (Exhibit 1) as a methodology to measure VMT and analyze each project’s VMT impact to the City;
2. Establishes a VMT analysis shall be conducted for projects that are inconsistent with the General Plan and have more than 500 average daily trips or are consistent with the General Plan and have more than 1,000 average daily trips; and
3. Directs the City Manager or designee to manage the implementation process.

PASSED AND ADOPTED on _____, 2020, the City Council of the City of Lemon Grove, California, adopted Resolution No. _____, passed by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Racquel Vasquez, Mayor

Attest: Shelley Chapel, MMC, City Clerk

Approved as to Form: Kristen Steinke, City Attorney



**GUIDELINES FOR TRANSPORTATION IMPACT STUDIES
IN THE SAN DIEGO REGION**

May 2019

ACKNOWLEDGEMENTS

This technical paper was prepared by members of the Institute of Transportation Engineers, San Diego Section, Transportation Capacity and Mobility Task Force, SB 743 Subcommittee.

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GUIDELINES FOR TRANSPORTATION IMPACT STUDIES (TIS) IN THE SAN DIEGO REGION

1.0 BACKGROUND

The original Guidelines for Traffic Impact Studies in the San Diego Region (ITE/SANTEC, 2000) have been in use for over 19 years. They were developed by a group of volunteers from the San Diego Section of the Institute of Transportation Engineers (ITE) and the San Diego Traffic Engineers Council (SANTEC). The guidelines were later incorporated into the region's Congestion Management Program (CMP) prepared by the San Diego Association of Governments (SANDAG, 2008). Although inclusion in the Congestion Management Program (CMP) increased the visibility of the guidelines for a period of time, SANDAG has since opted out of the CMP process.

The intent in preparing the year 2000 guidelines was to promote consistency in the methodology for traffic impact studies used by different agencies in the San Diego region. While these guidelines were not intended to be used as a standard or a requirement, they provided a methodology for traffic impact studies that was similar to the methodology used by most agencies within the region. Some agencies in the region have "adopted" the guidelines by specifying that traffic impact studies follow the procedures recommended by the guidelines. Other agencies, including San Diego County and the City of San Diego, prepared their own guidelines, which included some elements in common with the regional guidelines.

The impetus to develop a revised set of regional transportation impact study guidelines is primarily related to the passage of Senate Bill 743 (SB 743) in the fall of 2013. This legislation led to a change in the way that transportation impacts are measured under the California Environmental Quality Act (CEQA). Starting on July 1, 2020, automobile delay and level of service (LOS) may no longer be used as the performance measure to determine the transportation impacts of land development projects under CEQA. Instead, an alternative metric that supports the goals of the SB 743 legislation will be required. Although there is no requirement to use any particular metric, the use of vehicle miles traveled (VMT) has been recommended by the Governor's Office of Planning and Research (OPR). This requirement does not modify the discretion lead agencies have to develop their own methodologies or guidelines, or to analyze impacts to other components of the transportation system, such as walking, bicycling, transit, and safety. SB 743 also applies to transportation projects, although agencies were given flexibility in the determination of the performance measure for these types of projects.

The intent of SB 743 is to bring CEQA transportation analyses into closer alignment with other statewide policies regarding greenhouse gases, complete streets, and smart growth. Using VMT as a performance measure instead of LOS is intended to discourage suburban sprawl, reduce greenhouse gas emissions, and encourage the development of smart growth, complete streets, and multimodal transportation networks.

2.0 PURPOSE OF GUIDELINES

The guidelines described in this report were prepared to provide methodologies for transportation engineers and planners to conduct CEQA transportation analyses for land development and transportation projects in compliance with SB 743. Lead agencies may opt-in to using VMT at any time but will be required to use it for analysis of transportation impacts of land development projects starting July 1, 2020. In addition, methodologies are provided to evaluate automobile delay and LOS outside of the CEQA process. Although no longer incorporated in CEQA (starting July 1, 2020), automobile delay and LOS continue to be of interest to transportation engineers and planners who plan, design, operate, and maintain the roadway system. In addition, delay experienced due to traffic congestion is a concern to drivers and passengers of vehicles using the roadway system.

Given the need to prepare VMT-based CEQA transportation impact analyses to satisfy the requirements of SB 743 as well as the need to evaluate the performance of the roadway system based on delay and LOS, these guidelines are divided into separate parts. Part I is focused on CEQA transportation impact analyses, while Part II is focused on the more traditional LOS-based transportation analyses, called local transportation analysis for the purpose of these guidelines. Local transportation analysis includes evaluation of any multimodal transportation improvements (transit, bicycle, pedestrian) that are recommended to support a land development project but may or may not be required as mitigation measures for a project's significant VMT impacts. Background information for each is provided below with more detail included in the sections that follow.

CEQA TRANSPORTATION IMPACT ANALYSIS

The SB 743 legislation specified that the Governor's Office of Planning and Research (OPR) prepare guidelines for the implementation of SB 743. During the period from the passage of SB 743 in 2013 to the fall of 2018, OPR prepared various sets of guidelines and sought public comments from stakeholders. At the time of preparation of these transportation impact study guidelines, guidance regarding the changes to CEQA initiated by SB 743 were contained in the following documents:

- CEQA Guidelines Revisions: Revisions to the CEQA Guidelines were adopted into CEQA in December 2018 through a formal process conducted by the Natural Resources Agency. Additional changes can only be made through a future CEQA update process.
- Technical Advisory on Evaluating Transportation Impacts in CEQA (Technical Advisory): The technical advisory provides recommendations for the preparation of transportation impact analyses under SB 743. It is not formally included in CEQA and can be revised by OPR at any time without going through a formal process. Updated versions of the technical advisory are expected to be issued by OPR as new information becomes available and as California agencies gain experience in applying SB 743 to actual projects. As of the time of preparation of these transportation impact study guidelines, the current version of the technical advisory was dated December 2018.

In addition to the differences described above, the CEQA Guidelines revisions and the technical advisory also differ in the extent to which they must be followed by local agencies. The CEQA Guidelines revisions are rules that must be followed in order to prepare an adequate CEQA document. In contrast, the technical

advisory provides statewide guidance based on evidence collected by OPR that can be refined or modified by local agencies with appropriate justification and substantial evidence. (Refer to CEQA Guidelines Section 15384 for a definition of substantial evidence). As an example, the CEQA Guidelines revisions specify that a land development project's effect on automobile delay does not cause a significant environmental impact. The use of VMT is suggested as a performance metric, but there is no indication of what level of VMT increase would cause a significant environmental impact. The technical advisory suggests various thresholds for the significance of VMT impacts but does not require the use of a particular threshold. Therefore, lead agencies would be prohibited from using automobile delay to determine significant transportation impacts and would be required to use VMT instead. Lead agencies have discretion to select their preferred significance thresholds and could choose to use the thresholds suggested in the technical advisory or develop alternative thresholds. Either decision should be supported by substantial evidence that considers the legislative intent objectives of SB 743 and the specific direction the statute provides regarding setting thresholds (per the excerpts below):

SB 743 Statute - Legislative Intent – Senate Bill No. 743, Section (b)(2)

More appropriately balance the needs of congestion management with statewide goals related to infill development, promotion of public health through active transportation, and reduction of greenhouse gas emissions.

SB 743 Statute – Section 21099(b)(1)

Those criteria shall promote the reduction of greenhouse gas emissions, the development of multimodal transportation networks, and a diversity of land uses.

Regardless of the changes described above, SB 743 is clear in its intent that CEQA documents continue to address noise, air quality, and safety (per the excerpt below):

SB 743 Statute – Section 21099(b)(3)

This subdivision does not relieve a public agency of the requirement to analyze a project's potentially significant transportation impacts related to air quality, noise, safety, or any other impact associated with transportation. The methodology established by these guidelines shall not create a presumption that a project will not result in significant impacts related to air quality, noise, safety, or any other impact associated with transportation.

Although State CEQA Guidelines section 15064.3 states that generally vehicle miles traveled is the most appropriate measure of transportation impacts, other relevant considerations may include the project's impact on transit and non-motorized travel. A complete environmental review will generally consider how projects effect VMT in addition to effects on walking, bicycling, transit, and safety.

The CEQA transportation impact analysis described in these transportation impact study guidelines is based on the technical advisory prepared by OPR, but refinements and clarifications have been added to reflect local conditions. For any subsequent revisions of the SB 743 technical advisory prepared by OPR, it would need to be determined whether the new information would suggest a change in the methodologies for conducting CEQA transportation impact studies in the San Diego region.

LOCAL TRANSPORTATION ANALYSIS

As stated above, localized traffic congestion remains a concern to transportation engineers and planners as well as the traveling public. It is recommended that consideration be given to preparation of a local

transportation analysis for all land development and transportation projects which evaluate a project's access and circulation within and nearby the project site. The local transportation analysis would provide analysis of roadway conditions where there is the potential that substantial worsening of traffic congestion would result due to implementation of the project. In addition, it would analyze the need for multimodal improvements in cases where there is the potential for the project to cause a substantial worsening of conditions for multimodal travel. Since any increases in traffic congestion or vehicular delay would not constitute a significant environmental impact, the local transportation analysis could be included in the project's CEQA document for information only or it could be provided in a separate document. The purposes of the local transportation analysis may include, but are not limited to the following:

- Recommendations for any roadway improvements that should be built/implemented by the project (or should be built/implemented by the project in coordination with other nearby land development projects) based on the project's expected effect on vehicular delay and LOS.
- Recommendations for any multimodal transportation improvements (transit, bicycle, pedestrian) that should be built/implemented by the project (or should be built/implemented by the project in coordination with other nearby land development projects). Recommended multimodal transportation improvements may be required as mitigation measures for transportation impacts related to VMT increases or they may be recommended for other reasons.
- Transportation analysis needed to determine the appropriate level of fees for multimodal transportation improvements if the local jurisdiction has a fee program in place.
- Documentation of the project's expected effect on vehicular delay and level of service in the nearby transportation system.

The roadway analysis methodologies recommended for conducting local transportation analysis, as detailed in Part II of these guidelines, are based on the previous regional traffic impact study guidelines, with changes to reflect evolution in the practice that has occurred. Users of these guidelines should note that transportation analysis advances occur each year as documented through key conferences, including the Transportation Research Board (TRB) Annual Meeting. Further, new data vendors, and new mobility options continue to evolve. As such, the recommended methodologies in this document may require ongoing updates and refinements. The recommended methodologies for multimodal transportation analysis generally reflect new procedures that were not included in the previous guidelines.

The intent of these guidelines is that agencies in the San Diego region be encouraged to implement Part I – CEQA guidelines to promote consistency in methodology and the pursuit of VMT reductions to meet regional and state goals. It is recognized that agencies may wish to make specific exceptions to these guidelines to account for local conditions. Agencies may also desire to have additional analyses conducted outside of the CEQA analyses to help inform staff and decision makers in reviewing a project. To that end, Part II – Local Transportation Analyses reflects an update to the previous regional Traffic Impact Study Guidelines.

3.0 PROJECT COORDINATION AND STAFF CONSULTATION

TIS preparers are encouraged to discuss the project with the lead agency's staff at an early stage in the planning process. An understanding of the level of detail and the assumptions required for the analysis should be reached. While a pre-submittal conference is highly encouraged, it may not be a requirement. For straightforward studies prepared by consultants familiar with these TIS procedures, a telephone call or email, followed by a verification of key assumptions, may suffice. Transportation impact studies should be prepared by a qualified transportation professional. Lead agencies should consider requiring that all transportation impact studies be prepared by or reviewed under the supervision of a licensed traffic engineer.

PART I – CEQA TRANSPORTATION ANALYSIS

4.0 INDIVIDUAL LAND DEVELOPMENT PROJECTS AND SPECIFIC PLANS

The recommended methodology for conducting a VMT analysis is based on guidance prepared by the California Governor's Office of Planning and Research (OPR) as provided in the published Technical Advisory on Evaluating Transportation Impacts in CEQA. At the time of writing of these guidelines, the current version of OPR's technical advisory was dated December 2018. The guidance recommended by OPR has been modified to be better suited to local conditions in the San Diego region. These modifications are noted in the details described later in this chapter.

The basic process is to compare a project's estimated VMT/capita or VMT/employee to average values on a regional, citywide, or community basis. The target is to achieve a project VMT/capita or VMT/employee that is 85% or less of the appropriate average based on suggestions in these guidelines. Note that lead agencies have discretion for choosing a VMT metric and threshold. The selection should represent how VMT reduction is balanced against other objectives of the lead agency and be supported by substantial evidence.

The methodology for determining VMT/capita or VMT/employee is related to the project's expected daily trip generation. The process for determining appropriate methodology to be used for conducting a VMT analysis for individual land development projects and specific plans is summarized in Figure 4-1.

The remainder of this section of the guidelines is divided into individual components that describe different aspects of the methodology. Other methodologies for VMT analysis could be considered at the discretion of the lead agency. However, it is recommended that any VMT methodologies within a particular analysis use consistent methodologies and that VMT analysis consider the differences between trip-based VMT analysis methodologies and tour-based VMT methodologies, as described in OPR's technical advisory.

MINIMUM PROJECT SIZE

It is recommended that lead agencies determine a minimum project size, below which VMT impacts are presumed to be less than significant. Two alternative approaches for determining minimum project size are described below.

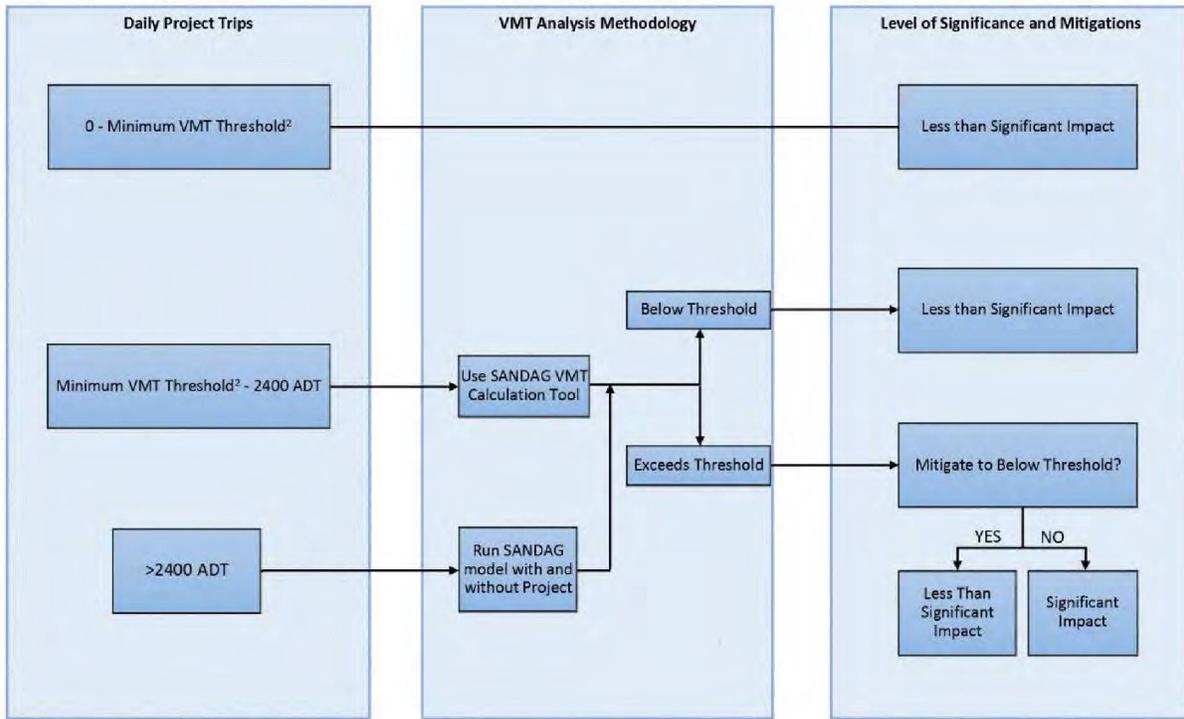
Alternative 1 – Minimum Project Size Based on Previous TIS Guidelines

Under this alternative, projects would be subjected to different levels of VMT analysis, depending on the size of the project and whether the project is consistent with the local jurisdiction's General Plan or Community Plan. Projects that are consistent with the General Plan or Community Plan are also considered to be consistent with the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).

The determination of minimum project size for VMT analysis described below differs from the statewide guidance provided by OPR. It is based on regional standards for transportation analyses that were documented in the Guidelines for Traffic Impact Studies in the San Diego Region (ITE/SANTEC, 2000) and have been in use for over 19 years.

The following level of VMT analysis is recommended based on project size (expressed in terms of Average Daily Trips generated by the project; also known as ADT) and zoning:

Figure 4-1
 VMT Analysis for Individual Land Development Projects¹



Footnotes:

1. VMT impacts presumed to be less than significant for certain local-serving retail projects, affordable housing projects, and projects within transit priority areas. See text.
2. Minimum VMT threshold to be determined by lead agency.

Projects Inconsistent with General Plan or Community Plan

<u>ADT</u>	<u>Level of Analysis</u>
0 – 500	VMT Analysis Not Needed/VMT Impacts Presumed Less Than Significant
500 and Greater	VMT Analysis Recommended

Projects Consistent with General Plan or Community Plan

<u>ADT</u>	<u>Level of Analysis</u>
0 – 1,000	VMT Analysis Not Needed/VMT Impacts Presumed Less Than Significant
1,000 and Greater	VMT Analysis Recommended

The advantage of this alternative for determining minimum project size is that it is based on the engineering judgment of professionals who are experts in determining the effect of projects on the transportation system. It has been used successfully for over 19 years in the San Diego region and has received wide acceptance from the transportation profession, decision makers, and the public. Transportation engineers and planners who support this alternative for determining minimum project size consider it to be equally valid for the current LOS-based transportation analyses as well as the new VMT-based analyses taking effect on July 1, 2020.

Alternative 2 – Minimum Project Size Based on Statewide Guidance

Under this alternative, the minimum project size for VMT analysis would be based on statewide guidance provided by OPR. In OPR's technical advisory, the minimum project size is based a categorical exemption in CEQA that allows expansion of existing structures under certain circumstances. On page 12 of the December 2018 technical advisory, footnote 19, the following language describes the situation: "CEQA provides a categorical exemption for existing facilities, including additions to existing structures of up to 10,000 square feet, so long as the project is in an area where public infrastructure is available to allow for maximum planned development and the project is not in an environmentally sensitive area. [CEQA Guidelines, § 15301, subd. (e)(2).]"

OPR uses a general office building as the appropriate project type for the determination of minimum project size based on the exemption described above. Typical ITE trip generation rates are then applied to a 10,000 square-foot general office building which yields a minimum project size based on 110 daily trips.

If this alternative is used in the San Diego region, it is recommended that the use of regional or local trip generation rates be considered in addition to the typical trip generation rate used by OPR. For example, using the SANDAG trip generation manual (Brief Guide of Vehicular Traffic Generation Rates for the San Diego Region, April 2002), a standard commercial office would generate 20 daily trips per 1,000 square feet. Therefore, a 10,000 square-foot office would be expected to generate 200 daily trips and projects that generate less than 200 daily trips would not require a VMT analysis and would be presumed to have less than significant VMT impacts.

One advantage of this alternative is that it is based on statewide guidance with a reference to CEQA provisions. A second advantage is that it was developed in consideration of VMT as the performance measure for the determination of the transportation impacts of land development projects.

PROJECTS LOCATED NEAR TRANSIT STATIONS

OPR's technical advisory contains the following guidance regarding projects located near transit stations:

- Proposed CEQA Guideline Section 15064.3, subdivision (b)(1), states that lead agencies generally should presume that certain projects (including residential, retail, and office projects, as well as projects that are a mix of these uses) proposed within ½ mile of an existing major transit stop or an existing stop along a high quality transit corridor will have a less-than-significant impact on VMT. This presumption would not apply, however, if project-specific or location-specific information indicates that the project will still generate significant levels of VMT.

An existing major transit stop is defined as “a site containing an existing rail transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods.”

For the purposes of these guidelines, the distance between the project site and the transit station is typically based on direct walking distance without missing sidewalks or physical barriers.

Typically, a major transit stop would be considered to be applicable for this purpose if the transit stop were assumed to be in place in SANDAG's RTIP scenario (see Methodology for VMT analysis for further discussion of this scenario).

METHODOLOGY FOR VMT ANALYSIS

As mentioned above, it is recommended that VMT thresholds for SB 743 analysis will be developed by comparisons to average VMT/capita (for residential projects) or VMT/employee (for employment projects). The analysis can be conducted by comparing either the project VMT/capita or VMT/employee to both the San Diego regional average and the average for the city or community in which the project is located. It is recommended that if the project average is lower than either 85% of the regional average or 85% of the average for the city or community in which the project is located, the VMT impacts of the project can be presumed to be less than significant. Since this is the basis for the presumption of “less than significance,” it will be up to each city in the San Diego region and the County to adopt this recommended presumption and either define its jurisdiction as a single community for the purposes of determining VMT thresholds or subdivide its jurisdiction into smaller communities for the purpose of SB 743 analysis.

It should be noted that OPR's technical advisory includes special considerations for affordable housing and these considerations are also recommended for use in the San Diego area. Projects that include 100% affordable housing in infill locations can be presumed to have a less than significant VMT impact. Infill locations will typically have better than average access to transit and/or greater opportunities for walking and bicycling trips. The exact definition of infill locations will need to be determined based on local conditions.

The VMT methodology recommended above differs from the statewide guidance recommended by OPR in the following ways:

- OPR recommends that VMT/capita comparisons for residential projects be made both on a regional and citywide basis. These guidelines recommend that a city may choose to do

comparisons at a community level rather than at the citywide level. This recommendation applies to all cities within San Diego County and provides the lead agencies flexibility and discretion for selecting the threshold that is appropriate for their agency, based on their values and substantial evidence. Many communities within cities in the San Diego Region have a size and population that is comparable to a typical city on a statewide basis. The unincorporated area of San Diego County also has a governing structure in place for its communities, and the choice to do VMT/capita comparisons at a community level is also recommended to be extended to the unincorporated area of the County. The Cities of Encinitas and Chula Vista are also examples of cities that have distinct communities which have been treated differently for various historical planning considerations.

- OPR recommends that VMT/employee comparisons for employment projects be conducted at a regional basis only, as compared to VMT/capita comparisons that are made both at a regional and citywide basis. These guidelines recommend that VMT/employee comparisons be made at both the regional and at the citywide level (or community level as described above). The San Diego Region is the third largest region in California (after the Los Angeles Area and the San Francisco Bay Area). While some employment trips are made across the region (or even outside the region), there is a large incentive to live and work within a relatively short distance, even within the same city or community, to avoid the relatively long commute distances that can be experienced by traveling across the region during peak commute hours.
- OPR recommends that the VMT/capita comparisons for projects in unincorporated county areas be based on the region's VMT/capita or the average VMT/capita of all cities within the county. These guidelines recommend that VMT/capita and VMT/employee comparisons for projects in the unincorporated area of San Diego County be made to the overall average VMT/capita and VMT/employee for the unincorporated area of the county (or for individual communities if the County decides to use individual communities rather than the entire unincorporated area for VMT comparisons). San Diego County is one of the largest counties in California in terms of geography and also one of the most diverse in terms of topography and climate. While the VMT/capita comparison recommended by OPR may make sense for some counties in California, the comparisons between unincorporated areas and averages of the cities make less sense in San Diego County, where there are great differences in terms of distance and other factors between rural and urban areas of the county.

It is recommended that once the SB 743 analysis communities have been defined by local jurisdictions, SANDAG should then calculate the average VMT/capita (for residential projects) and the average VMT/employee (for employment projects) for each city or community. This calculation can be based on the Regional Transportation Improvement Plan (RTIP) scenario for future land use and transportation network, which includes expected growth through the end of the RTIP scenario and transportation network improvements that are considered to be funded through the RTIP. It is recommended that the RTIP scenario used for VMT analysis purposes will be held constant once it is created and will only be changed with each update of the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), typically every four years. It is recommended that the SANDAG online VMT analysis tool (described below) also be held constant and be updated on the same schedule as the RTP is updated and a new regional model is produced by SANDAG. If an online VMT analysis tool is not available for the RTIP scenario, it is recommended that analysts use the online VMT analysis tool published by SANDAG that most closely approximates the RTIP scenario.

Retail development falls into a category which is neither considered to be residential nor employment-based. For retail projects, these guidelines are based on the methodology recommended by OPR for retail projects. It is recommended that local-serving retail projects be presumed to have less than significant VMT impacts and regional-serving retail projects be presumed to have significant VMT impacts if they increase VMT above the level that would occur for conditions without the project. OPR's technical advisory recommends that lead agencies determine which retail projects are local-serving, but it does include a general guideline that retail projects larger than 50,000 square feet might be considered regional-serving rather than local-serving.

For some land development projects, it may not be immediately obvious whether the project is a residential project or an employment project. For these projects, the preferred methodology is to analyze the trip-making characteristics of the project and then use either the residential or employment methodology. For example, a hotel may be considered to have trip-making characteristics closer to an employment project, and therefore the employment methodology could be used for this land use category.

The recommended methodology for calculation of VMT depends on the size of the project as determined by the project's trip generation calculated in terms of ADT. The project's trip generation should be calculated using standard practice. For projects with a trip generation of less than 2,400 ADT, the recommended VMT analysis methodology is the SANDAG VMT calculation tool. SANDAG has prepared an online tool that calculates average VMT/capita and VMT/employee at the census tract level. Analysts would use this tool to determine the project's VMT/employee or VMT/capita to be compared to community, city, and/or regional averages.

Definitions of VMT/capita and VMT/employee that are used in SANDAG's VMT calculation tool are as follows:

- **VMT/Capita:** Includes all vehicle-based person trips grouped and summed to the home location of individuals who are drivers or passengers on each trip. It includes home-based and non-home-based trips. The VMT for each home is then summed for all homes in a particular census tract and divided by the population of that census tract to arrive at Resident VMT/Capita.
- **VMT/Employee:** Includes all vehicle-based person trips grouped and summed to the work location of individuals on the trip. This includes all trips, not just work-related trips. The VMT for each work location is then summed for all work locations in a particular census tract and divided by the number of employees of that census tract to arrive at Employee VMT/Employee.

The recommended methodology for projects over 2,400 ADT is to run the regional transportation model with and without the project to determine the project's net increase in VMT and then use that value to determine VMT/employee or VMT/capita to be compared to community, city, and/or regional averages.

REDEVELOPMENT PROJECTS

Recommendations for VMT analysis of redevelopment projects are based on guidance provided by OPR with the clarifications provided below.

Redevelopment projects represent a special case since the recommended VMT thresholds for SB 743 implementation represent an efficiency metric. Under SB 743, the primary goal is for all new land

development projects to achieve efficiency from a VMT point of view. The efficiency or lack of efficiency of the existing land use is typically not relevant per OPR.

The following methodology is recommended:

- A redevelopment project that reduces absolute VMT (i.e. the total VMT with the project is less than the total VMT without the project) would be presumed to have less than significant VMT impacts.
- If a project increases absolute VMT, it is recommended that the VMT analysis methodology described above be applied to the proposed land use, as if the project was proposed on a vacant parcel (i.e. the existing land use didn't exist).

OPR's technical advisory includes specific recommendations that relate to redevelopment projects that replace affordable residential units with a smaller number of market-rate residential units. Those recommendations are also considered applicable for the purposes of these guidelines.

MIXED-USE PROJECTS

Recommendations for VMT analysis of mixed-use projects are based on guidance provided by OPR with additional clarifications recommended for use in the San Diego region.

The following steps are recommended:

- Calculate trip generation separately for each component of the mixed-use project using standard practice.
- Determine the reduction in external vehicle trips due to internal capture based on guidance provided in the ITE Trip Generation manual, MXD methodologies or other techniques.
- Apply the reduction in trips to the individual land uses so that the total trip generation of the individual land uses is equal to the total project trip generation, including internal capture.
- Using the reduced trip generation, determine the VMT/capita or VMT/employee for applicable land uses. SANDAG's online VMT calculation tool may be used to determine an average trip length for the land uses within a mixed-use development based on the reported VMT/capita or VMT/employee in the census tract where the project is located. The number of residents or employees will need to be estimated for each applicable land use. When using SANDAG's VMT calculation tool to estimate average trip length, analysts should be aware that the data produced by the SANDAG VMT calculation tool is based all resident VMT/capita, so it includes the VMT associated with all trips made by the resident for the day, for example trip from home to daycare to office; office to meeting to office; office to store to home. The ITE trip generation rate for residential is only home-based trips, i.e. trips that start or end at the residence. The effect of the distinction between ITE's data and the data produced by the SANDAG VMT calculation tool will vary by location, type of project, and other factors.
- Compare the VMT/capita or VMT/employee values calculated using the reduced trip generation to applicable VMT thresholds to determine whether the individual components of the mixed-use development would be expected to have a significant VMT impact. If any component of the mixed-

use development would be expected to have a significant VMT impact, the project as a whole would be considered to have a significant VMT impact.

- Local-serving retail within a mixed-use development can be presumed to have a less than significant VMT impact.

PROJECTS IN RURAL AREAS

Land development projects in rural areas may be given special consideration due to their unique trip-making characteristics. OPR's technical advisory contains the following guidance regarding projects in rural areas:

- "In rural areas of non-MPO counties (i.e., areas not near established or incorporated cities or towns), fewer options may be available for reducing VMT, and significance thresholds may be best determined on a case-by-case basis. Note, however, that clustered small towns and small town main streets may have substantial VMT benefits compared to isolated rural development, similar to the transit oriented development described above."

If interpreted literally, this guidance would not apply to the San Diego region since it is an MPO County. However, rural areas are considered to have similar trip-making characteristics regardless of whether they are located in an MPO County or not. Therefore, different thresholds than described above could be considered for the rural areas of San Diego County. In order to apply this concept, local agencies would designate a portion of their jurisdiction as rural and then establish a separate threshold for the determination of significant VMT impacts.

PHASED PROJECTS

For projects proposed to be built in phases, it is recommended that each phase of the project be evaluated separately. This evaluation would include a determination of whether significant VMT impacts would occur and whether mitigation is recommended. The evaluation of VMT for each phase would include consideration of the previous project phases. For example, a project with three phases would include the following analyses:

- VMT Analysis of Phase 1: Assumes development of Phase 1 only.
- VMT Analysis of Phase 2: Assumes development of Phases 1 and 2.
- VMT Analysis of Complete Project: Assumes development of Phases 1, 2, and 3.

LAND DEVELOPMENT PROJECTS WITH A ROADWAY COMPONENT

Some individual land development projects and specific plans include the implementation of roadways as a component of the project. This requires additional consideration since land development and roadway projects are likely have different significance thresholds for VMT analysis. See Chapter 6 for recommendations for VMT analysis of roadways and other transportation projects. Land development projects may also include transit, bicycle, and pedestrian facilities as components of the project, but these

types of projects would generally not be considered to increase VMT and would normally not need to be considered in the VMT analysis of a land development project.

For land development projects and specific plans with a roadway component, the following recommendations are provided:

- If it can be demonstrated that the roadway component of the project built on its own would have a less than significant impact, the roadway component of the project can be ignored and the VMT analysis can proceed based on analysis of the VMT aspects of the land development component of the project.
- If it can be demonstrated that the project as a whole would cause a net decrease in VMT, the VMT impact of the project may be considered less than significant.
- For projects with both land use and roadway components that are outside the circumstances described above, it is recommended that the VMT analysis be based on consideration of the net increase or decrease in VMT with the project implemented as compared to conditions without the project. For projects that would be expected to cause a net increase in VMT, the project would be expected to provide mitigation measures to reduce VMT to the level of the no project condition in order to have a less than significant impact. For projects in which the roadway component would require analysis of induced travel demand (see Chapter 6), the VMT generated by the induced travel should also be considered in the analysis.

MITIGATION

If a project's VMT exceeds the thresholds identified above for individual land development projects and specific plans, it may have a significant transportation impact. According to the OPR's technical advisory, when a significant impact is determined, feasible mitigation measures must be identified that could avoid or substantially reduce the impact. Lead agencies are generally given the discretion to determine what mitigation actions are "feasible," but they must rely on substantial evidence in making these determinations. In addition, CEQA requires the identification of feasible alternatives that could avoid or substantially reduce a project's significant environmental impacts.

Not all mitigation measures are physical improvements to the transportation network. A sample mitigation measure might include telework options for employees to reduce vehicular travel. Examples of other mitigation measures based on OPR's technical advisory include but are not limited to the following:

- Improve or increase access to transit.
- Increase access to common goods and services, such as groceries, schools, and daycare.
- Incorporate affordable housing into the project.
- Incorporate a neighborhood electric vehicle network.
- Orient the project toward transit, bicycle, and pedestrian facilities.
- Improve pedestrian or bicycle networks, or transit service.
- Provide traffic calming as a way to incentivize bicycling and/or walking.
- Provide bicycle parking.
- Limit or eliminate parking supply.
- Unbundle parking costs.
- Provide parking cash-out programs.

- Implement or provide access to a commute reduction program.
- Provide car-sharing, bike sharing, and ride-sharing programs.
- Provide partially or fully subsidized transit passes.
- Shift single occupancy vehicle trips to carpooling or vanpooling by providing ride-matching services or shuttle services.
- Provide telework options.
- Provide incentives or subsidies that increase the use of modes other than a single-occupancy vehicle.
- Provide on-site amenities at places of work, such as priority parking for carpools and vanpools, secure bike parking, showers and locker rooms, and bicycle repair services.
- Provide employee transportation coordinators at employment sites.
- Provide a guaranteed ride home service to users of non-auto modes.
- Contribute to a mobility fee program that funds multimodal transportation improvements, such as those described above.

Additional mitigation measures may become acceptable as agencies continue to innovate and find new ways to reduce vehicular travel.

Changes to the project design or location could potentially reduce VMT. Project alternatives based on OPR's technical advisory that may reduce vehicle miles of travel include but are not limited to the following:

- Locate the project in an area of the region that already exhibits low VMT.
- Locate the project near transit.
- Increase project density.
- Increase the mix of uses within the project or within the project's surroundings.
- Increase connectivity and/or intersection density on the project site.

OPR's technical advisory notes that because VMT is largely a regional impact, regional VMT-reduction programs may be an appropriate form of mitigation. In-lieu fees and development impact fees have been found to be valid mitigation where there is both a commitment to pay fees and evidence that mitigation will actually occur.

Fee programs are particularly useful to address cumulative impacts. The physical improvements that constitute the mitigation program as a whole must undergo CEQA evaluation, and the imposition of development impact fees or in-lieu fees shall be in accordance with applicable regulations, such as the Mitigation Fee Act. Other mitigation must be evaluated on a project-specific basis. That CEQA evaluation could be part of a larger program, such as a regional transportation plan analyzed in a Program EIR.

Quantifying the reduction in VMT associated with potential mitigation measures for land development projects and specific plans is a relatively new endeavor for transportation engineers and planners. Therefore, these guidelines do not recommend a methodology that has been in practice or has generally been accepted for local use.

One current resource that has been identified to quantify the reduction in vehicle miles traveled associated with a particular mitigation measure is the latest edition of California Air Pollution Control Officers Association's *Quantifying Greenhouse Gas Mitigation Measures, A Resource for Local Government to Assess Emission Reductions from Green Gas Mitigation Measures* (CAPCOA, August 2010), also known

as the CAPCOA Report. This report provides a methodology to quantify the reductions in vehicle miles traveled for many of the mitigation measures listed above. At the time of preparation of these guidelines, new research was underway that would provide an update to the CAPCOA Report.

The following elements should be considered when utilizing the CAPCOA Report:

- The CAPCOA VMT reduction strategies include built environment changes and transportation demand management (TDM) actions. The built environment changes are scalable from the project site to larger geographic areas and are often captured in regional travel forecasting models such as the SANDAG model. Prior to any application of a built environment change to a project as mitigation, the project analyst should verify that the project VMT forecasting tool or model is appropriately accurate and sensitive to built-environment effects and that no double counting will occur in the application of the mitigation measure. The TDM actions are sensitive to the project site and ultimate building tenants. As such, VMT reductions associated with TDM actions cannot be guaranteed through CEQA mitigation without ongoing monitoring and adjustment.
- There are rules for calculating the VMT reduction when applying multiple mitigation measures. The CAPCOA Report rules should be considered.
- Only "new" mitigation measures should be included in the analysis to prevent double counting. For example, if the project is located near transit, the VMT reduction cannot be applied if the project utilized a model that factored in the project's proximity to transit. In addition, telecommuting is included in SANDAG's base model.
- Mitigation measures should be applied to the appropriate user group (employees, guest/patrons, etc.). If a certain measure applies to multiple user groups, the weighted average should be considered as the effect of the mitigation measure will vary based on the user group.

A second resource that is available is the VMT calculation tool that was provided as part of SANDAG's Mobility Management Toolbox project.

Additional VMT calculation tools are currently available or under development by several local agencies in California. Although these tools are being developed for specific jurisdictions, they could be adopted or modified for use in individual jurisdictions in San Diego County. At the time of development of these guidelines, the following calculation tools were publicly available.

- City of San Jose: A VMT calculation tool and other information can be found at the following website: <http://www.sanjoseca.gov/vmt>.

5.0 COMMUNITY PLANS AND GENERAL PLANS

The recommended methodology for conducting a VMT analysis for community plans and general plans is to compare the existing VMT/capita for the community plan or general plan area with the expected horizon year VMT/capita. The recommended target is to achieve a lower VMT/capita in the horizon year with the proposed plan than occurs for existing conditions.

The calculation of VMT for a planning area requires different considerations than the calculation of VMT for an individual project or a specific plan. Generally, the use of a computerized travel forecasting model (such as the SANDAG regional model) would be needed. For details on the calculation of VMT for a planning area, analysts are referred to ITE's paper on VMT calculations (Vehicle Miles Travelled Calculations Using the SANDAG Regional Model, 2013).

If VMT analysis for a community plan or general plan requires consideration of mitigation measures to mitigate significant VMT impacts, potential mitigation measures would be similar to those used for land development projects with some modifications. The following measures could be considered:

- Modify the land use plan to increase development in areas with low VMT/capita characteristics and/or decrease development in areas with high VMT/capita characteristics.
- Provide enhanced bicycle and/or pedestrian facilities.
- Add roadways to the street network if those roadways would provide shorter travel paths for existing and/or future trips.
- Improve or increase access to transit.
- Increase access to common goods and services, such as groceries, schools, and daycare.
- Incorporate a neighborhood electric vehicle network.
- Provide traffic calming to incentivize bicycling and walking.
- Limit or eliminate parking supply.
- Unbundle parking costs.
- Provide parking or roadway pricing or cash-out programs.
- Implement or provide access to a commute reduction program.
- Provide car-sharing, bike sharing, and ride-sharing programs.
- Shift single occupancy vehicle trips to carpooling or vanpooling by providing ride-matching services or shuttle services.
- Provide telework options beyond those already assumed in current plans.
- Provide incentives or subsidies that increase the use of modes other than a single-occupancy vehicle.
- Provide employee transportation coordinators at employment sites.
- Provide a guaranteed ride home service to users of non-auto modes.

Additional mitigation measures may become acceptable as agencies continue to innovate and find new ways to reduce vehicular travel.

6.0 TRANSPORTATION PROJECTS

STATEWIDE GUIDANCE

Statewide guidance for the analysis of transportation projects after the implementation of SB 743 is based on the revisions to CEQA guidelines adopted in December 2018 and OPR's technical advisory dated December 2018. This guidance may be summarized as follows:

- The revised CEQA guidelines allow lead agencies the discretion to choose a performance measure and significance thresholds for the determination of the significant impacts of transportation projects, including the continued use of level of service as a performance measure.
- OPR's technical advisory recommends the use of VMT as the appropriate performance measure for transportation projects, but it does not include a recommendation for significance thresholds. It also states that transit, bicycle, and pedestrian projects can generally be presumed to have less than significant VMT impacts.
- If VMT is selected as the performance measure for roadway projects, OPR's technical advisory recommends the inclusion of induced travel demand in the VMT calculations for roadway projects. Induced travel demand is the travel demand that would be generated by new land development projects that are built as a result of reduced travel times provided by a new roadway project.

RECOMMENDATIONS FOR THE SAN DIEGO REGION

The approach to analysis of transportation projects recommended for use in the San Diego Region is summarized as follows:

- Transit, bicycle, and pedestrian projects can generally be presumed to have less than significant VMT impacts since they will tend to reduce VMT, as suggested by OPR's technical advisory.
- For roadway projects, VMT is the recommended performance measure. This performance measure is considered to be best suited to meeting the intent of SB 743, since focusing on VMT tends to encourage smart growth development, a reduction in vehicle trips, and the construction of multimodal transportation networks.
- VMT analysis for roadway projects can best be considered at regional, citywide, and community levels prior to the consideration of individual projects. Most roadway projects are included in the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), city circulation elements of the general plan, and/or in the circulation elements of community plans. A typical process would be for a roadway to be added to a citywide or community plan first, then incorporated into the RTP/SCS prior to the initiation of a CEQA analysis for the project. Inclusion in the citywide or community plan is considered to be a point at which the project has been accepted into the future planning process. Therefore, inclusion of a project in the citywide or community plan is recommended as the threshold of significance for VMT analysis. It is recommended that projects included in the citywide or community plan may be presumed to have less than significant VMT impacts.

- Individual roadway projects that are not included in the citywide or community plan could be presumed to have less than significant VMT impacts if they have no net increase in VMT compared to the no project condition or if they provide mitigation measures that would reduce VMT to levels at or below the no project condition.

Additional details are provided below.

VMT is the recommended performance measure for the analysis of transportation projects. The recommended methodology for conducting a VMT analysis for transportation projects is to compare the project with the community plan or general plan in which the project is located to determine whether the project would increase VMT as compared to the VMT that would be expected to occur with the community plan or general plan. This is summarized in Figure 6-1. The analysis would vary depending on the mode of travel associated with the project and based on whether the project is currently included in the community plan or general plan.

- Transit, bicycle, and pedestrian projects that would encourage the use of these modes of travel would be expected to reduce VMT, would not require a detailed VMT analysis, and would be presumed to have a less than significant impact on transportation. For these project types, the presumption of less than significant impact would apply even if the project was not in the community plan or general plan.
- Roadway projects (or multimodal projects that include roadways) that are included in the community or general plan would be presumed to have less than significant VMT impacts. In the case of some projects, a similar project may have been included in the community plan or general plan, but revisions or refinements have been incorporated. If the revisions or refinements are expected to cause increases in VMT, analysis should be conducted to compare the proposed project to the project description in the community plan or general plan. Projects that cause VMT increases, in comparison to similar projects proposed in the community plan or general plan, would need to reduce VMT levels below the level of VMT expected in the community plan or general plan in order to avoid a significant VMT impact.
- Roadway projects (or multimodal projects that include roadways) that are not included in the community or general plan would need a detailed analysis of VMT to determine whether the project would be expected to increase or decrease VMT as compared to VMT levels in the community plan or general plan. For small projects, the VMT analysis could be conducted using sketch planning techniques. For large projects, the analysis would generally require the use of a computerized travel forecasting model (such as the SANDAG regional model). For very large projects (i.e. projects that would reduce travel time by five minutes or more for any individual trips), consideration should be given to conducting an analysis of induced demand as described in OPR's technical advisory. The five-minute threshold for analysis of induced demand is based on a research paper published by the Transportation Research Board (Effects of Increased Highway Capacity: Results of Household Travel Behavior Survey, Richard G. Dowling and Steven B. Colman, Transportation Research Record 1493, Transportation Research Board, 1995). This research concluded that projects that decrease travel time by more than five minutes for a large number of trips would probably warrant an upward adjustment of travel demand.

The statewide guidance for VMT analysis of transportation projects is less specific than the guidance provided for land development projects. In the case of transportation projects, new CEQA guidance allows

lead agencies the discretion to choose the performance measure for transportation analysis, including the use of level of service and delay as a performance measure. OPR's technical advisory provides guidance indicating that VMT is the preferred measure of effectiveness for transportation projects but it has no authority to require the use of VMT as a performance measure. Although OPR's technical advisory encourages the use of VMT as a performance measure, it does not recommend a particular threshold of significance for VMT.

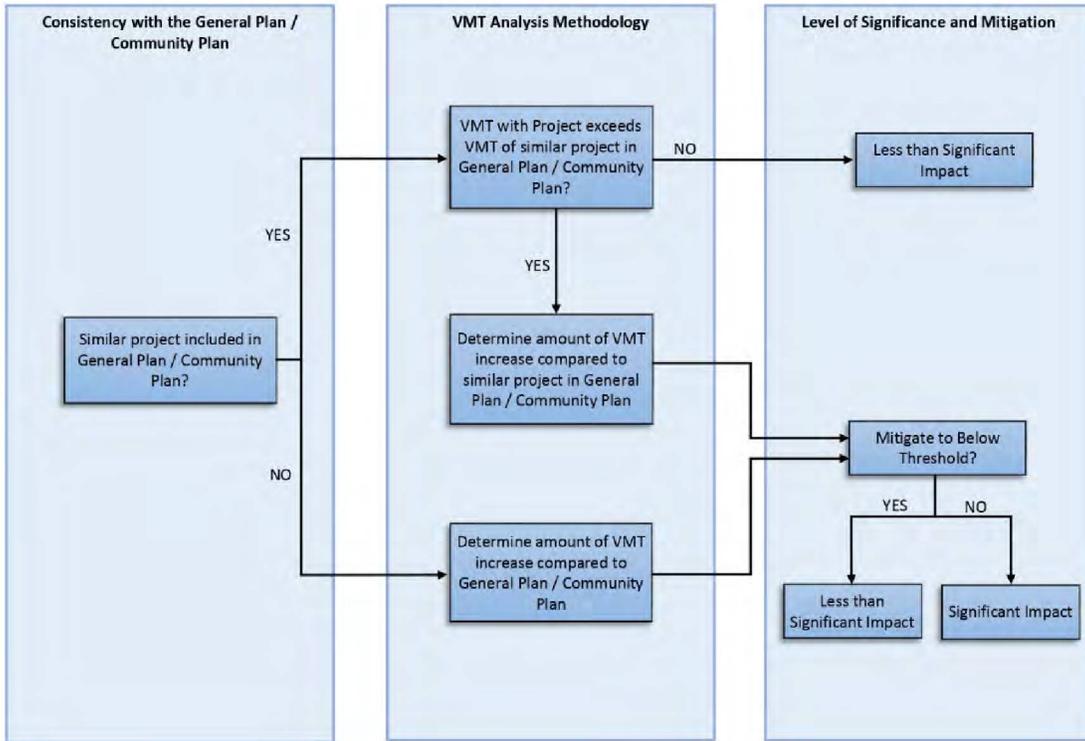
Given the available statewide guidance, these guidelines recommend the use of VMT as the performance measure for transportation projects. The recommended significance threshold is the level of VMT expected based on the community plan or general plan in which the project is located. This methodology is recommended for the following reasons:

- Although the new CEQA guidance allows for the use of any appropriate performance measure for the analysis of transportation projects, the intent of the SB 743 legislation was taken into consideration in the selection of a performance measure. SB 743 is intended to promote multimodal transportation networks, encourage infill development, and promote reduction of greenhouse gases. VMT is considered to be the performance measure that best reflects this intent.
- OPR's technical advisory encourages the use of VMT as a performance measure. Although this recommendation is not binding, the intent of these guidelines is to follow OPR's guidance, except in cases where there are regional characteristics or other factors that suggest a revision or clarification.
- The use of community plan or general plan consistency as a VMT threshold is based on the process by which transportation projects are incorporated into a community plan or general plan. In order for a transportation project to be incorporated into a community or general plan, a considerable amount of analysis is typically conducted. Community plans and general plans typically include the preparation of an Environmental Impact Report that considers a variety of environmental impacts, including transportation impacts. Since community plans and general plans are considered to represent sound urban planning decisions, consistency with these plans is considered to be a reasonable benchmark for the determination of a VMT significance threshold.

While the guidance described above is considered to be appropriate for larger transportation projects, smaller projects would be presumed to have less than significant VMT impacts based on their size or other considerations. Following is a list of projects considered to be in this category. This list is based on information in OPR's technical advisory, with revisions and clarifications based on local conditions:

1. Rehabilitation, maintenance, replacement and repair projects designed to improve the condition of existing transportation assets (e.g., highways, roadways, bridges, culverts, tunnels, transit systems, and assets that serve bicycle and pedestrian facilities) and that do not add motor vehicle capacity
2. Roadside safety devices or hardware installation such as median barriers and guardrails

Figure 6-1
 VMT Analysis Flow Chart for Transportation Projects



3. Roadway shoulder enhancements to provide "breakdown space," dedicated space for use only by transit vehicles, to provide bicycle access, or otherwise to improve safety, but which will not be used as automobile vehicle travel lanes
4. Addition of an auxiliary lane of less than two miles in length
5. Installation, removal, or reconfiguration of traffic lanes at intersections that are intended to provide operational or safety improvements
6. Addition of roadway capacity on local or collector streets provided the project also includes appropriate improvements for pedestrians, cyclists, and, if applicable, transit
7. Conversion of existing general purpose lanes (including ramps) to managed lanes or transit lanes, or changing lane management in a manner that would not substantially increase vehicle travel
8. Addition of a new lane that is intended to be restricted to use only by transit vehicles
9. Reduction in number of through lanes
10. Grade separation to separate vehicles from rail, transit, pedestrians or bicycles, or to replace a lane in order to separate preferential vehicles (e.g., HOV, HOT, or trucks) from general vehicles
11. Installation, removal, or reconfiguration of traffic control devices, including Transit Signal Priority (TSP) features
12. Installation of traffic metering systems, detection systems, cameras, changeable message signs, and other electronics designed to optimize vehicle, bicycle, or pedestrian flow
13. Timing of signals to optimize vehicle, bicycle, or pedestrian flow
14. Installation of roundabouts or traffic circles
15. Installation or reconfiguration of traffic calming devices
16. Adoption of or increase in tolls
17. Addition of tolled lanes, where tolls are sufficient to mitigate any potential VMT increase
18. Initiation of new transit service
19. Conversion of streets from one-way to two-way operation with no net increase in number of traffic lanes
20. Removal or relocation of off-street or on-street parking spaces
21. Adoption or modification of on-street parking or loading restrictions (including meters, time limits, accessible spaces, and preferential/reserved parking permit programs)

22. Addition of traffic wayfinding signage
23. Addition of new or enhanced bike or pedestrian facilities on existing streets/highways or within existing public rights-of-way
24. Addition of Class I bike paths, trails, multi-use paths, or other off-road facilities that serve non-motorized travel
25. Installation of publicly available alternative fuel/charging infrastructure
26. Addition of passing lanes, truck climbing lanes, or truck brake-check lanes in rural areas that do not increase overall vehicle capacity along the corridor
27. Roadway striping modifications that don't change the number of through lanes

Regardless of the project type and analysis method, projects that would be expected to have a significant VMT increase would be expected to consider mitigation measures. Potential mitigation measures would include the following:

- Deploy management strategies (e.g., pricing, vehicle occupancy requirements) on roadways or roadway lanes.
- Improve pedestrian or bicycle networks, or transit service.

Additional mitigation measures may become acceptable as agencies continue to innovate and find new ways to reduce vehicular travel.

PART II – LOCAL TRANSPORTATION ANALYSIS

7.0 ROADWAY

It is recommended that consideration be given to preparation of a local transportation analysis (LTA) for all land development and transportation projects. This section describes the recommended methodology for analysis of local roadway conditions.

The purpose of the roadway analysis portion of an LTA is to forecast, describe, and analyze how a development will affect existing and future circulation infrastructure for users of the roadway system, including vehicles, bicycles, pedestrians, and transit. The LTA assists transportation engineers and planners in both the development community and public agencies when making land use, mobility infrastructure, and other development decisions. An LTA quantifies the expected changes in transportation conditions and translates these changes into transportation system effects in the vicinity of a project.

The roadway transportation analysis included in an LTA is separate from the transportation impact analysis conducted as part of the environmental (CEQA) project review process, as described in Part I. The purpose of the roadway transportation analysis is to ensure that all projects provide a fair share of roadway infrastructure improvements in order to accommodate their multimodal transportation demands.

The following guidelines were prepared to assist local agencies throughout the San Diego Region in promoting consistency and uniformity in local transportation studies. These guidelines do not establish a legal standard for these functions but are intended to supplement any individual manuals or level of service objectives for the various jurisdictions. These guidelines attempt to consolidate regional efforts to identify when an LTA is needed, what professional procedures should be followed, and what constitutes a significant traffic effect that should be dealt with.

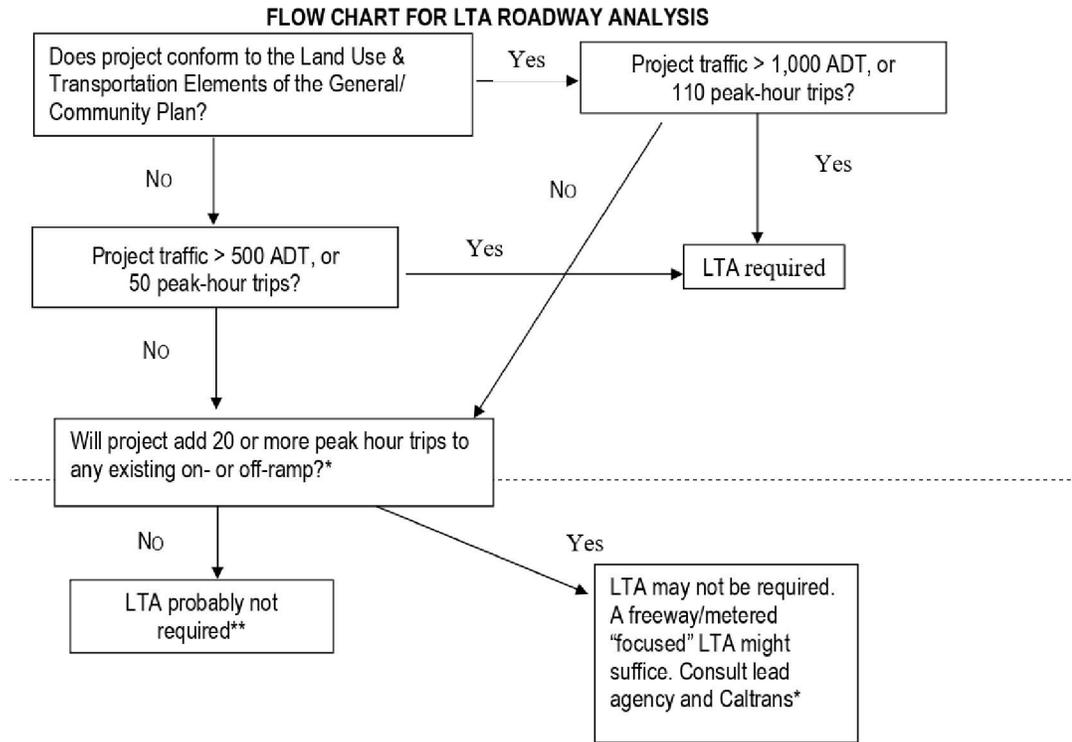
The instructions outlined in these guidelines are subject to update as future conditions and experience become available. Special situations may call for variation from these guidelines. It is recommended that consultants who prepare an LTA submit a scoping letter (methodology memo) for review by the lead agency to verify the application of these guidelines and to identify any analysis needed to address special circumstances. The scoping letter in this context is used for transportation analysis only and is not related to a formal scoping process that occurs with preparation of a CEQA study. Caltrans and lead agencies should agree on the specific methods used in local transportation analysis studies involving any State Route facilities, including metered and unmetered freeway ramps.

NEED FOR A STUDY

Figure 7-1 shows the flow chart for determination of when a roadway analysis should be conducted. A roadway analysis should be prepared for all projects which generate traffic greater than 1,000 total average daily driveway trips (ADT) or 100 peak-hour trips. If a proposed project is not in conformance with the land use and/or transportation element of the general or community plan, use threshold rates of 500 ADT or 50 peak-hour trips.

Early consultation with any affected jurisdictions is strongly encouraged since a “focused” or “abbreviated” roadway analysis may still be required – even if the above threshold rates are not met. An understanding of the level of detail and the assumptions required for the analysis should be reached. A pre-submittal in-person conference may not be required. However, the applicant should prepare a scoping letter for the agency’s review and approval prior to preparation of the analysis.

Figure 7-1



* Check with Caltrans for current ramp metering rates. (See Attachment B – Ramp Metering Analysis)

** However, for health and safety reasons, and/or local and residential street issues, an “abbreviated” or “focused” LTA may still be requested by a local agency. (For example, this may include traffic backed up beyond an off-ramp’s storage capacity or may include diverted traffic through an existing neighborhood.)

STUDY PARAMETERS

It is recommended that the geographic area examined in the LTA include the following for roadways:

- All local roadway segments between signalized intersections (including all State surface routes), intersections, and mainline freeway locations where the proposed project will add 50 or more peak-hour trips in either direction to the existing roadway traffic.
- All freeway entrance and exit ramps where the proposed project will add a substantial number of peak-hour trips to cause any traffic queues to exceed ramp storage capacities (see Figure 1). (NOTE: Care must be taken to include other ramps and intersections that may receive project traffic diverted as a result of already existing or project causing congestion at freeway entrances and exits.)

The data used in the LTA should generally not be more than two years old and should not reflect a temporary interruption (special events, construction detour, etc.) in the normal traffic patterns unless that is the nature of the project itself. If recent traffic data is not available, current counts should be made by the project applicant's consultant. For areas near beaches or bays, counts should be taken during summer or adjusted to reflect summer conditions.

In general, the region-wide goal for roadway level of service (LOS) on all freeways, roadway segments, and intersections is "D." For central urbanized areas, the goal may be to achieve a level of service of "E." Individual jurisdictions have slightly different LOS objectives.

SCENARIOS TO BE STUDIED

The following scenarios are recommended to be addressed in the roadway analysis (unless there is concurrence with the lead agency that one or more of these scenarios may be omitted). Some exceptions are noted at the end of this list:

Existing Conditions: Document existing traffic levels and peak-hour levels of service in the study area. Identify locations where roadways do not meet target levels of service for existing conditions.

Existing Plus Project Conditions: Analyze the effect of the proposed project in addition to existing conditions. This scenario identifies the effect of a project on the transportation network with no other changes in conditions.

Near-term (approved and pending): Analyze the cumulative conditions resulting from the development of "other" approved and "reasonably foreseeable" pending projects (application on file) that are expected to influence the study area. This is the baseline against which project effects are assessed. The lead agency may be able to provide copies of the traffic studies for the "other" projects if they are already approved. If data is not available for near-term cumulative projects, an ambient growth factor should be used. If applicable, transportation network improvements should also be included in this scenario. This would include programmed and fully funded network improvements that are scheduled to open prior to the project's expected opening day.

Near-term + Proposed Project: Analyze the effects of the proposed project at its expected opening day in addition to near-term baseline conditions. For phased projects, a separate analysis could be conducted for each phase.

Horizon Year: Identify traffic forecasts, typically 20 years in the future, through the output of a SANDAG model forecast or other computer model approved by the local agency.

Horizon Year + Proposed Project: Analyze the additional project traffic effect to the horizon year condition. When justified, and particularly in the case of very large developments or new general/community plans, a transportation model should be run with, and without, the additional development to show the net effect on all parts of the area's transportation system.

Analysis of near-term scenarios may not be necessary if this scenario is incorporated in the agency's Traffic Impact Fee (TIF) program. If an agency has established a fee program to cover near-term improvements on all key roadways, the payment of traffic impact fees could be considered to be sufficient to offset a project's effect on these roadways.

Horizon year studies may not be needed, depending on the discretion of the lead agency. Reasons for including these scenarios may vary, but they would generally be added because the proposed project is substantially different than was expected in the Community Plan/General Plan, or if the area near the project is expected to experience land use or network changes that have not been adequately accounted for in previous planning studies.

In order to use LOS criteria to determine the need for roadway improvements (see Table 7-1), proposed model or manual forecast adjustments must be made to address scenarios both with and without the project. Model data should be carefully verified to ensure accurate project and "other" cumulative project representation. In these cases, regional or subregional models conducted by SANDAG need to be reviewed for appropriateness.

PROJECT TRAFFIC GENERATION

Use of SANDAG [*Traffic Generators Manual* and (*Not So*) *Brief Guide...*] or City of San Diego (*Trip Generation Manual*) rates should first be considered. Trip generation rates from ITE's latest *Trip Generation Manual* or *ITE Journal* articles could also be considered. Smart growth projects should consider use of the SANDAG Smart Growth Trip Generation and Parking Study guidelines. If local and sufficient national data do not exist, conduct trip generation studies at multiple sites with characteristics similar to those of the proposed project.

Reasonable reductions to trip rates may also be considered: (a) with proper analysis of pass-by and diverted traffic on adjacent roadways, (b) for developments near transit stations, and (c) for mixed-use developments. (Note: Caltrans and local agencies may use different trip reduction rates. Early consultation with the reviewing agencies is strongly recommended.)

Project trips can be assigned and distributed either manually or by a computer model based upon review and approval of the local agency Traffic Engineer. The magnitude of the proposed project will usually determine which method is employed.

If the manual method is used, the trip distribution percentages could be derived from existing local traffic patterns or optionally (with local agency approval) by professional judgement. If the computer model is used, the trip distribution percentages could be derived from a computer generated “select zone assignment.” The centroid connectors should accurately represent project access to the street network. Preferably the project would be represented by its own traffic zone. Some adjustments to the output volumes may be needed (especially at intersections) to smooth out volumes, quantify peak volumes, adjust for pass-by and diverted trips, and correct illogical output.

ANALYSIS OF PROJECT EFFECT ON THE ROADWAY SYSTEM

It is recommended that the roadway analysis determine the effect that a project will have for each of the previously outlined study scenarios. Peak-hour capacity analyses for freeways, roadway segments (ADTs may be used here to estimate V/C ratios), intersections, and freeway ramps can be conducted for existing, near-term, and long-term conditions. The methodologies used in determining the traffic effects are not only critical to the validity of the analysis, they are pertinent to the credibility and confidence the decision-makers have in the resulting findings, conclusions, and recommendations. Methodologies for roadway capacity analyses vary by agency and change over time so it is recommended that consultation be conducted with the lead agency and/or Caltrans to determine an appropriate methodology for a particular study.

NEED FOR ROADWAY IMPROVEMENTS

Table 7-1 indicates when a project’s effect on the roadway system is considered to justify need for roadway improvements. That is, if a project’s traffic effect causes the values in this table to be exceeded, roadway improvements should be considered. Table 7-2 provides guidance on the levels of ADT that can be accommodated on various types of roadways, based on level of service.

It is the responsibility of Caltrans, on Caltrans initiated projects, to analyze the effect of ramp metering, for initial as well as future operational effect, on local streets that intersect and feed entrance ramps to the freeway. Developers and/or local agencies, however, should consider improvements to existing ramp meter facilities, future ramp meter installations, or local streets, when those effects are attributable to new development and/or local agency roadway improvement projects. When conducting analyses related to ramp meters, it is recommended that analysts consider calibrating the analysis in the transportation impact study to observed conditions in the field.

Not all improvement measures can feasibly consist of roadway widening (new lanes or new capacity). A sample improvement might include financing toward a defined ITS (Intelligent Transportation System) project, enhanced traffic signal communications project, or active transportation projects. This type of improvement would allow a project applicant (especially with a relatively small project) to provide improvements to the roadway system by paying into a local or regional fee program, providing the fee can be established in the near future.

Other improvement measures may include Transportation Demand Management recommendations – transit facilities, bike facilities, walkability, telecommuting, traffic rideshare programs, flex-time, carpool incentives, parking cash-out, complete or partial subsidization of transit passes, etc. Additional improvement measures may be identified as future technologies and policies evolve.

Table 7-1

DETERMINATION OF THE NEED FOR ROADWAY IMPROVEMENTS

LEVEL OF SERVICE WITH PROJECT*	ALLOWABLE CHANGE DUE TO PROJECT EFFECT**					
	FREEWAYS		ROADWAY SEGMENTS		INTERSECTIONS	RAMP*** METERING
	V/C	SPEED (MPH)	V/C	SPEED (MPH)	DELAY (SEC.)	DELAY(MIN.)
E, & F (OR RAMP METER DELAYS ABOVE 15 MIN.)	0.01	1	0.02	1	2	2

NOTES:

- * All level of service measurements are based upon Highway Capacity Manual (HCM) procedures for peak-hour conditions. However, V/C ratios for Roadway Segments may be estimated on an ADT/24-hour traffic volume basis (using Table 7-2 or a similar LOS chart for each jurisdiction). The target LOS for freeways, roadways, and intersections is generally "D." For metered freeway ramps, LOS does not apply; however, ramp meter delays above 15 minutes are considered excessive.
 - ** If a proposed project's traffic causes the values shown in the table to be exceeded, the effects of the project are determined to justify improvements. These changes may be measured from appropriate computer programs or expanded manual spreadsheets. The project applicant shall then identify feasible improvements within the LTA report that will maintain the traffic facility at the target LOS or restore to pre-project conditions. If the LOS with the proposed project becomes worse than the target (see above * note), or if the project adds a significant amount of peak-hour trips to cause any traffic queues to exceed on- or off-ramp storage capacities, roadway improvements should be considered.
 - *** See Attachment B for ramp metering analysis.
- KEY: V/C = Volume to Capacity ratio
 Speed = Speed measured in miles per hour
 Delay = Average stopped delay per vehicle measured in seconds for intersections, or minutes for ramp meters
 LOS = Level of Service

Table 7-2

**ROADWAY CLASSIFICATIONS, LEVELS OF SERVICE (LOS)
AND AVERAGE DAILY TRAFFIC (ADT)**

STREET CLASSIFICATION	LANES	LEVEL OF SERVICE W/ADT				
		A	B	C	D	E
Expressway	6 lanes	30,000	42,000	60,000	70,000	80,000
Prime Arterial	6 lanes	25,000	35,000	50,000	56,000	60,000
Major Arterial	6 lanes	20,000	28,000	40,000	45,000	50,000
Major Arterial	4 lanes	15,000	21,000	30,000	36,000	40,000
Major Arterial (One-Way)	3 lanes	12,500	16,500	22,500	25,000	27,500
Major Arterial (One-Way)	2 lanes	10,000	13,000	17,500	20,000	22,500
Secondary Arterial/ Collector	4 lanes	10,000	14,000	20,000	25,000	30,000
Collector (no center lane)	4 lanes	5,000	7,000	10,000	13,000	15,000
Collector (continuous left-turn lane)	2 lanes	5,000	7,000	10,000	13,000	15,000
Collector (no fronting property)	2 lanes	4,000	5,500	7,500	9,000	10,000
Collector (commercial- industrial fronting)	2 lanes	2,500	3,500	5,000	6,500	8,000
Collector (multi-family)	2 lanes	2,500	3,500	5,000	6,500	8,000
Collector (One-Way)	3 lanes	11,000	14,000	19,000	22,500	26,000
Collector (One-Way)	2 lanes	7,500	9,500	12,500	15,000	17,500
Collector (One-Way)	1 lane	2,500	3,500	5,000	6,500	7,500
Sub-Collector (single-family)	2 lanes	---	---	2,200	---	---

NOTES:

1. The volumes and the average daily level of service listed above are only intended as a general planning guideline.
2. Levels of service are not applied to residential streets since their primary purpose is to serve abutting lots, not carry through traffic. Levels of service normally apply to roads carrying through traffic between major trip generators and attractors.

8.0 TRANSIT

It is recommended that the geographic area examined in the LTA include the following for transit:

- All existing transit lines and transit stops within a ½ mile walking distance of the project
- Any planned transit lines or upgrades within a ½ mile walking distance of the project

In general, the region-wide goal for evaluating pedestrian, bicycle, and transit facilities is to identify opportunities to increase connectivity, frequency of service, and level of comfort. Individual jurisdictions may have different qualitative or quantitative ways of performing these evaluations.

9.0 BICYCLE

It is recommended that the geographic area examined in the LTA include the following for bicycle travel:

- All roadways adjacent to the project, extending in each direction to the nearest intersection with a classified roadway or with a Class I path
- Both directions of travel should be evaluated

In general, the region-wide goal for evaluating pedestrian, bicycle, and transit facilities is to identify opportunities to increase connectivity and level of comfort. Individual jurisdictions may have different qualitative or quantitative ways of performing these evaluations.

10.0 PEDESTRIAN

It is recommended that the geographic area examined in the LTA include the following for pedestrians:

- All pedestrian facilities directly connected to project access points or adjacent to the project development, extending in each direction to the nearest intersection with a classified roadway or connection with a Class I path
- Facilities connecting to transit stops within two blocks of the project
- Only facilities on the side of the project or along the walking route to transit stop
- Additional geographic areas may be included in certain cases to address special cases such as schools or retail centers

In general, the region-wide goal for evaluating pedestrian, bicycle, and transit facilities is to identify opportunities to increase connectivity and level of comfort. Individual jurisdictions may have different qualitative or quantitative ways of performing these evaluations.



APPENDICES
GUIDELINES FOR TRANSPORTATION IMPACT
STUDIES
IN THE SAN DIEGO REGION

APPENDIX A

LOCAL TRANSPORTATION ANALYSIS
SCREEN CHECK

Completed by Staff: _____
Date Received _____
Reviewer _____
Date Screen Check _____

To be completed by consultant (including page #):

Name of Study _____
Consultant _____
Date Submitted _____

Indicate Page # in report:		Satisfactory		NOT REQUIRED
		YES	NO	
pg. ___	1. Table of contents, list of figures and list of tables.	<input type="checkbox"/>	<input type="checkbox"/>	
pg. ___	2. Executive summary.	<input type="checkbox"/>	<input type="checkbox"/>	
pg. ___	3. Map of the proposed project location.	<input type="checkbox"/>	<input type="checkbox"/>	
	4. General project description and background information:			
pg. ___	a. Proposed project description (acres, dwelling units....)	<input type="checkbox"/>	<input type="checkbox"/>	
pg. ___	b. Total trip generation of proposed project.	<input type="checkbox"/>	<input type="checkbox"/>	
pg. ___	c. Community plan assumption for the proposed site.	<input type="checkbox"/>	<input type="checkbox"/>	
pg. ___	5. Parking, transit and on-site circulation discussions are included.	<input type="checkbox"/>	<input type="checkbox"/>	
pg. ___	6. Map of the Study Area and specific intersections studied in the traffic report.	<input type="checkbox"/>	<input type="checkbox"/>	
pg. ___	7. Existing Transportation Conditions:			
	a. Figure identifying roadway conditions including raised medians, median openings, separate left and right turn lanes, roadway and intersection dimensions, bike lanes, parking, number of travel lanes, posted speed, intersection controls, turn restrictions and intersection lane configurations.	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Figure indicating the daily (ADT) and peak-hour volumes.	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Figure or table showing level of service (LOS) for intersections during peak hours and roadway sections within the study area (include analysis sheets in an appendix).	<input type="checkbox"/>	<input type="checkbox"/>	
	8. Project Trip Generation:			
pg. ___	Table showing the calculated project generated daily (ADT) and peak hour volumes.	<input type="checkbox"/>	<input type="checkbox"/>	
pg. ___	9. Project Trip Distribution using the current travel demand model (provide a computer plot) or manual assignment if previously approved. (Identify which method was used.)	<input type="checkbox"/>	<input type="checkbox"/>	
	10. Project Traffic Assignment:			
pg. ___	a. Figure indicating the daily (ADT) and peak-hour volumes.	<input type="checkbox"/>	<input type="checkbox"/>	
pg. ___	b. Figure showing pass-by-trip adjustments, and, if cumulative trip rates are used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	11. Existing Near-term Cumulative Conditions:			
pg. ___	a. Figure indicating the daily (ADT) and peak-hour volumes.	<input type="checkbox"/>	<input type="checkbox"/>	
pg. ___	b. Figure or table showing the projected LOS for intersections during peak hours and roadway sections within the study area (analysis sheets included in the appendix).	<input type="checkbox"/>	<input type="checkbox"/>	
pg. ___	c. Traffic signal warrant analysis (Caltrans Traffic Manual) for	<input type="checkbox"/>	<input type="checkbox"/>	

Indicate Page # in report: appropriate locations.		Satisfactory		NOT REQUIRED
		YES	NO	
	12. Existing Near-term Cumulative Conditions + Proposed Project (each phase when applicable)			
pg. ___	a. Figure or table showing the projected LOS for intersections during peak hours and roadway sections with the project (analysis sheets included in the appendix).	<input type="checkbox"/>	<input type="checkbox"/>	
pg. ___	b. Figure showing other projects that were included in the study, and the assignment of their site traffic.	<input type="checkbox"/>	<input type="checkbox"/>	
pg. ___	c. Traffic signal warrant analysis for appropriate locations.	<input type="checkbox"/>	<input type="checkbox"/>	
	13. Horizon Year Transportation Conditions (if project conforms to the General/ Community Plan):			
pg. ___	a. Horizon Year ADT and street classification that reflect the Community Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pg. ___	b. Figure or table showing the horizon LOS for intersections during peak hours and roadway sections <u>with</u> and <u>without</u> the project (analysis sheets included in the appendix).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pg. ___	c. Traffic signal warrant analysis at appropriate locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	14. Horizon Year Transportation Conditions + Proposed Project (if project does not conform to the General/Community Plan):			
pg. ___	a. Horizon Year ADT and street classification as shown in the Community Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pg. ___	b. Horizon Year ADT and street classification for two scenarios: with the proposed project and with the land use assumed in the Community Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pg. ___	c. Figure or table showing the horizon LOS for intersections during peak hours and roadway sections for two scenarios: <u>with</u> and <u>without</u> the proposed project and with the land use assumed in the Community Plan (analysis sheets included in the appendix).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pg. ___	d. Traffic signal warrant analysis at appropriate locations with the land use assumed in the General/Community Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pg. ___	15. A summary table showing the comparison of Existing, Existing + Near-term Cumulative, Existing + Near-term Cumulative + Proposed Project, Horizon Year, and Horizon Year + Proposed Project (if different from General/Community Plan), LOS on roadway sections and intersections during peak hours.	<input type="checkbox"/>	<input type="checkbox"/>	
pg. ___	16. A summary table showing the project's "significant traffic effects."	<input type="checkbox"/>	<input type="checkbox"/>	
	17. Transportation Improvements:			
pg. ___	a. Table identifying the improvements required that are the responsibility of the developer and others. A phasing plan is required if improvements are proposed in phases.	<input type="checkbox"/>	<input type="checkbox"/>	
pg. ___	b. Figure showing all proposed improvements that include: intersection lane configurations, lane widths, raised medians, median openings, roadway and intersection dimensions, right-of-way, offset, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
pg. ___	18. The Highway Capacity Manual Operation Method or other approved method is used at appropriate locations within the study area.	<input type="checkbox"/>	<input type="checkbox"/>	
pg. ___	20. Appropriate freeway analysis is included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Indicate Page # in report:		Satisfactory	
		YES	NO
pg. ___ 21. Appropriate freeway ramp metering analysis is included.		<input type="checkbox"/>	<input type="checkbox"/>
Pg. ___ 22. The traffic study is signed by a California Registered Traffic Engineer.		<input type="checkbox"/>	<input type="checkbox"/>
			NOT REQUIRED

THE STUDY SCREEN CHECK FOR THE SUBJECT PROJECT IS:

_____ Approved
 _____ Not approved because the following items are missing:

APPENDIX B

ATTACHMENT B

RAMP METERING ANALYSIS

Ramp metering analysis should be performed for each horizon year scenario in which ramp metering is expected. The following table shows relevant information that should be included in the ramp meter analysis, "Summary of Freeway Ramp Metering Effects."

LOCATION	DEMAND (veh/hr) ¹	METER RATE (veh/hr) ²	EXCESS DEMAND (veh/hr) ³	DELAY (min) ⁴	QUEUE (feet) ⁵

NOTES:

- ¹ DEMAND is the peak hour demand expected to use the on-ramp.
- ² METER RATE is the peak hour capacity expected to be processed through the ramp meter. This value should be obtained from Caltrans.
- ³ EXCESS DEMAND = (DEMAND) – (METER RATE) or zero, whichever is greater.
- ⁴ DELAY = $\frac{\text{EXCESS DEMAND}}{\text{METER RATE}} \times 60 \text{ MINUTES/HOUR}$
- ⁵ QUEUE = (EXCESS DEMAND) X 29 feet/vehicle

NOTE: Delay will be less at the beginning of metering. However, since peaks will almost always be more than one hour, delay will be greater after the first hour of metering. (See discussion on next page.)

SUMMARY OF FREEWAY RAMP METERING EFFECTS
(Lengthen as necessary to include all affected meter locations)

LOCATION(S)	PEAK HOUR	PEAK HOUR DEMAND D	FLOW (METER RATE) F	EXCESS DEMAND E	DELAY (MINUTES)	QUEUE Q (feet)
	AM PM					
	AM PM					
	AM PM					

DISCUSSION OF RAMP METER ANALYSIS

- A. CAUTION: The ramp metering analysis shown in Attachment B may lead to grossly understated results for delay and queue length, since important aspects of queue growth are ignored. Also, the draft guidelines method derives average values instead of maximum values for delay and queue length. Utilizing average values instead of maximum values can lead to obscuring important effects, particularly in regard to queue length.

Predicting ramp meter delays and queues requires a storage-discharge type of analysis, where a pattern of arriving traffic at the meter is estimated by the analyst, and the discharge, or meter rate, is a somewhat fixed value set by Caltrans for each individual metered ramp.

Since a ramp meter queue continues to grow longer during all times that the arrival rate exceeds the discharge rate, the maximum queue length (and hence, the maximum delay) usually occurs after the end of the peak (or highest) one hour. This leads to the need for an analysis for the entire time period during which the arrival rate exceeds the meter rate, not just the peak hour. For a similar reason, the analysis needs to consider that a substantial queue may have already formed by the beginning of the "peak hour." Traffic arriving during the peak hour is then stacked onto an existing queue, not just starting from zero as the draft analysis suggests.

Experience shows that the theoretical queue length derived by this analysis often does not materialize. Motorists, after a brief time of adjustment, seek alternate travel paths or alternate times of arrival at the meter. The effect is to approximately minimize total trip time by seeking out the best combinations of route and departure time at the beginning of the trip. This causes at least two important changes in the pattern of arriving traffic at ramp meters. First, the peak period is spread out, with some traffic arriving earlier and some traffic arriving later than predicted. Second, a significant proportion of the predicted arriving traffic will use another ramp, use another freeway, or stay on surface streets.

It is acceptable to make reasonable estimates of these temporal and spatial (time and occupying space) diversions as long as all assumptions are stated and that the unmodified, or theoretical values are shown for comparison.

- B. Additional areas for study include being able to define acceptable levels of service (LOS) and "significant" thresholds (e.g., a maximum ramp meter delay of 15 minutes) for metered freeway entrance ramps.

Currently there are no acceptable software programs for measuring project effects on metered freeway ramps nor does the Highway Capacity Manual (HCM) adequately address this issue. Hopefully in the near future a regionwide study will be initiated to determine what metering rate (at each metered ramp) would be required in order to guarantee that traffic will flow (even at LOS "E") on the entire freeway system during peak-hour conditions. From this, the ramp delays and resultant queue lengths might then be calculated. Overall, this is a very complex issue that needs considerable research and refinement in cooperation with Caltrans.

APPENDIX C

LEVEL OF SERVICE (LOS) DEFINITIONS (generally used by Caltrans)

The concept of Level of Service (LOS) is defined as a qualitative measure describing operational conditions within a traffic stream, and their perception by motorists and/or passengers. A Level of Service^s definition generally describes these conditions in terms of such factors as speed, travel time, freedom to maneuver, comfort and convenience, and safety. Levels of Service definitions can generally be categorized as follows:

LOS	D/C*	Congestion/Delay	Traffic Description
(Used for freeways, expressways and conventional highways ^A)			
"A"	<0.41	None	Free flow.
"B"	0.42-0.62	None	Free to stable flow, light to moderate volumes.
"C"	0.63-0.79	None to minimal	Stable flow, moderate volumes, freedom to maneuver noticeably restricted.
"D"	0.80-0.92	Minimal to substantial	Approaches unstable flow, heavy volumes, very limited freedom to maneuver.
"E"	0.93-1.00	Significant	Extremely unstable flow, maneuverability and psychological comfort extremely poor.
(Used for conventional highways)			
"F"	>1.00	Considerable	Forced or breakdown. Delay measured in average flow, travel speed (MPH). Signalized segments experience delays >60.0 seconds/vehicle.
(Used for freeways and expressways)			
"F0"	1.01-1.25	Considerable 0-1 hour delay	Forced flow, heavy congestion, long queues form behind breakdown points, stop and go.
"F1"	1.26-1.35	Severe 1-2 hour delay	Very heavy congestion, very long queues.
"F2"	1.36-1.45	Very severe 2-3 hour delay	Extremely heavy congestion, longer queues, more numerous breakdown points, longer stop periods.
"F3"	>1.46	Extremely severe 3+ hours of delay	Gridlock.

^s Level of Service can generally be calculated using the latest [Highway Capacity Manual](#). However, contact Caltrans for more specific information on determining existing "free-flow" freeway speeds.

* Demand/Capacity ratio used for forecasts (V/C ratio used for operational analysis, where V = volume)

^A Arterial LOS is based upon average "free-flow" travel speeds, and should refer to definitions in the HCM.