



City of Lemon Grove
City Council Regular Meeting Agenda
Tuesday, March 5, 2019

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

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

Call to Order

Pledge of Allegiance:

Changes to the Agenda:

Presentation:

- A. Fire Department Annual Update – Fire Chief Swaney
- B. San Diego County Sheriff's Office Annual Update – Lieutenant Amos

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.)

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.)

1. Consent Calendar:

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

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

Reference: Kristen Steinke, City Attorney

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

B. City of Lemon Grove Payment Demands

Reference: Molly Brennan, Finance Director

Recommendation: Ratify Demands

C. Approval of Meeting Minutes

Regular Meeting

February 19, 2019

Reference: Shelley Chapel, City Clerk

Recommendation: Approve Minutes

D. Regional Transportation Congestion Improvement Plan Fee Amendment

Reference: Molly Brennan, Finance Manager

Recommendation: Adopt a Resolution entitled, "A Resolution of the City Council of the City of Lemon Grove, California, Amending the Regional Transportation Congestion Improvement Plan Fee."

Reports to Council:

2. Inflatable Jumper Program

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

Recommendation: City Council provide feedback to staff regarding an inflatable jumper program in the City.

Closed Session:

1. CONFERENCE WITH REAL PROPERTY NEGOTIATIONS

Government Code Section 54956.8

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

Agency Negotiation: City of Lemon Grove

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

Under Negotiation: Instruction to Negotiate

2. Conference with Legal Counsel – Existing Litigation

Government Code Section 54956.9

Name of Case: City of Lemon Grove v. The Grove Collective, et al.
(CASE NO. 37-2016-00015271-CU-BC-CTL)

Adjournment

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

AFFIDAVIT OF NOTIFICATION AND POSTING

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

I, Shelley Chapel, MMC, City Clerk of the City of Lemon Grove, hereby declare under penalty of perjury that a copy of the above Agenda of the Regular Meeting of the City Council of the City of Lemon Grove, California, was delivered and/or notice by email not less than 72 hours before the hour of 5:30 p.m. on February 28, 2019, to the members of the governing agency, and caused the agenda to be posted on the City's website at www.lemongrove.ca.gov and at Lemon Grove City Hall, 3232 Main Street Lemon Grove, CA 91945.

/s/: Shelley Chapel

Shelley Chapel, MMC, City Clerk



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.A

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

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

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

Recommended Action: Ratify Demands.

Environmental Review:

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

Fiscal Impact: None.

Public Notification: None.

City of Lemon Grove Demands Summary

Approved as Submitted:

Molly Brennan, Finance Manager

For Council Meeting: 03/05/19

ACH/AP Checks 02/07/19-02/20/19 111,524.80

Payroll - 02/12/19 117,539.13

Total Demands 229,063.93

CHECK NO	INVOICE NO	VENDOR NAME	CHECK DATE	Description	INVOICE AMOUNT	CHECK AMOUNT
ACH	3568860625/0219 4154920380/0219	SDG&E	02/07/2019	Electric Usage:St Light 12/31/18-1/31/19 Electric Usage:St Light 12/31/18-1/31/19	1,828.56 1,250.97	3,079.53
ACH	Jan2-Jan29 19	California Public Empl Retirement System	02/08/2019	Pers Retirement 1/2/19-1/29/19	61,890.01	61,890.01
ACH	343030	Aflac	02/08/2019	AFLAC Insurance 02/13/19	812.82	812.82
ACH	Refill 2/7/19	Pitney Bowes Global Financial Services LLC	02/08/2019	Postage Usage 2/7/19	250.00	250.00
ACH	Jan19	Wells Fargo Bank	02/11/2019	Bank Service Charge - Jan'19	473.86	473.86
ACH	Jan19 Jan19	Wells Fargo Bank	02/12/2019	Credit Card Processing-Mo.Svc Charge - Jan'19 Credit Card Transaction Fees- Jan'19	9.95 727.83	737.78
ACH	Jan19	Home Depot Credit Services	02/13/2019	Home Depot Purchases - Jan'19	1,764.81	1,764.81
ACH	Feb12 19	Employment Development Department	02/14/2019	State Taxes 2/12/19	6,155.09	6,155.09
ACH	Jan30-Feb12 19	Calpers Supplemental Income 457 Plan	02/14/2019	457 Plan 1/30/19-2/12/19	5,723.53	5,723.53
ACH	Feb12 19	US Treasury	02/19/2019	Federal Taxes 2/12/19	21,381.95	21,381.95
10875	06150-2007-RI-2	APCD	02/13/2019	Emission Fee Renewal - Engine	380.00	380.00
10876	PettyCash- 2/6 PettyCash- 2/6	Brenda Wardrip	02/13/2019	Petty Cash- Mileage/Training- Carrasco 10/4/18 Petty Cash- MMASC Conference- Boyce 10/17/18-10/19/18 Petty Cash- Refreshments/Swearing in/Jones & Mendoza, J 12/18/18 Petty Cash- Giftcards/End of Year Employee Lunch 12/20/18 Petty Cash- City Attorney Retirement- Lough Petty Cash- Postage Petty Cash- Daycamp Supplies Petty Cash- Cleanup Supplies/Volunteers- Liberty Charter Petty Cash- PW/Facilities/Supplies Petty Cash- Bonfire Supplies 12/7/18	18.53 17.82 8.22 15.00 35.66 11.45 13.99 28.12 4.25 222.06	375.10
10877	Reimb: 1/29/19	Brennan, Molly	02/13/2019	Reimb: Mileage/CSMFO Conf/Palm Springs- Brennan 1/9/19-1/11/19	143.84	143.84
10878	2/12/19-161 2/12/19-762	California State Disbursement Unit	02/13/2019	Wage Withholding Pay Period Ending 2/12/19 Wage Withholding Pay Period Ending 2/12/19	161.53 82.61	244.14
10879	2/1/2019 2/28/2019	Cox Communications	02/13/2019	Main Phone/Fire- 2/1/19-2/28/19 Peg Circuit Svc- 1/30/19-2/28/19	470.60 2,896.29	3,366.89
10880	4631 4769	D- Max Engineering Inc.	02/13/2019	LG Northside Commons Doc Review 9/5/18-11/5/2018 7276 Mt Vernon Pre-App Review 1/4/19	468.75 187.50	656.25
10881	020418560	DAR Contractors	02/13/2019	Animal Disposal- Jan'19	174.00	174.00
10882	18dsbfee282	Dig Safe Board	02/13/2019	State Fee/Regulatory Monthly Costs/Dig Alert 2018	42.80	42.80
10883	0205192305	Domestic Linen- California Inc.	02/13/2019	Shop Towels & Safety Mats 2/5/19	82.10	82.10
10884	1/22-24/19 1/28-31/19	Esgil Corporation	02/13/2019	75% Building Fees- 1/22/19-1/24/19 75% Building Fees- 1/28/19-1/31/19	3,173.81 3,821.48	6,995.29
10885	656779	Gormsen Appliance Company	02/13/2019	Service/Refrigerator - Fire Station	64.01	64.01
10886	Feb12 19	ICMA	02/13/2019	ICMA Deferred Compensation Pay Period Ending 2/12/19	580.77	580.77
10887	1527	Janazz, LLC SD	02/13/2019	IT Services- City Hall- Jan'19	2,500.00	2,500.00
10888	189327	League of California Cities	02/13/2019	League Membership Dues for 2019	10,370.00	10,370.00
10889	1460289 1463810 1467017	Liebert Cassidy Whitmore	02/13/2019	Prof Svcs: LE 050-00004 thru 5/31/18 Prof Svcs: LE 050-00004 thru 7/31/18 Prof Svcs: LE 050-00004 thru 9/30/18	1,170.00 2,376.50 895.50	4,442.00
10890	63684128	Occupational Health Centers of CA, A Medical C	02/13/2019	Medical Exam 1/24/19	118.00	268.00

	63684128			Medical Exam - 1/29/19	47.00	
	63684128			Annual DMV Medical Exam - 1/29/19	103.00	
10891	Hernandez	Pio Hernandez Construction	02/13/2019	Refund/Pio Hernandez Construction/B17-0318/Div Deposit 12/4/17	500.00	500.00
10892	Feb 2019	Preferred Benefit Insurance Administrators	02/13/2019	Dental Insurance- PPO -Feb19	2,872.20	2,872.20
10893	Jan19	SDG&E	02/13/2019	Gas & Electric 12/19/18-1/21/19	21,543.99	21,543.99
10894	Stanley	Stanley, Chivas	02/13/2019	Refund/Stanley, Chivas/CD1-700-0032/B17-397/Div Deposit 4/11	500.00	500.00
10895	8053137529	Staples Advantage	02/13/2019	Office Supplies/Copy Paper - City Hall	394.50	394.50
10896	Tran	Tran, Nhu	02/13/2019	Refund/Tran, Nhu/CD1-800-0037/B18-0314/Div Deposit 8/30/18	500.00	500.00
10897	120190382	Underground Service Alert of Southern Ca.	02/13/2019	36 New Ticket Charges - Jan'19	69.40	69.40
10898	STMT 1/22/2019	US Bank Corporate Payment Systems	02/13/2019	Diesel Exhaust Fluid	86.20	2,714.88
	STMT 1/22/2019			Office Supply/Water Filter	48.00	
	STMT 1/22/2019			City Atty Retirement- Lough	538.69	
	STMT 1/22/2019			PARMA Membership- 1/2/19-6/30/19 James	150.00	
	STMT 1/22/2019			Insurance Admin/Risk Transfer/Registration - 2/21/19 James	199.00	
	STMT 1/22/2019			Lodging/CSMFO Conference/Palm Springs- 1/9/19-1/11/19 Brennan	523.30	
	STMT 1/22/2019			City Clerks Assoc.of CA/Membership Renewal- Chapel	130.00	
	STMT 1/22/2019			CCAC/Conference Registration- Chapel	395.00	
	STMT 1/22/2019			Registration/CA Pest Control License/Hunt	60.00	
	STMT 1/22/2019			Fuel	174.48	
	STMT 1/22/2019			E10 Batteries/AA Batteries	355.95	
	STMT 1/22/2019			Postage - Fire Station	28.55	
	STMT 1/22/2019			Light Bulb - Fire Station	5.32	
	STMT 1/22/2019			Helmet Name Stickers - Fire Station	20.39	
10899	11707	AdminSure	02/20/2019	Workers' Compensation Claims Administration - Feb'19	440.42	880.84
	11778			Workers' Compensation Claims Administration - Mar'19	440.42	
10900	Alpha Plus Home	Alpha Plus Home Health Services	02/20/2019	Refund/Alpha Plus Home Health Svcs/Business Lic Fees Overpymt	60.00	60.00
10901	Alvarado	Alvarado, Liliana	02/20/2019	Refund/Alvarado, Liliana/Deposit- CommCtr - 2/9/19	300.00	300.00
10902	38007	Colantuono, Highsmith & Whatley, PC	02/20/2019	Legal Svcs - thru Jan'19	12.75	12.75
10903	81945573	Corelogic Solutions, LLC.	02/20/2019	RealQuest Graphics Package - Jan'19	300.00	300.00
10904	Damberger	Damberger, Margaret	02/20/2019	Refund/Damberger, Margaret/Deposit- LBH - 2/9/19	200.00	200.00
10905	208448-1	DFS Flooring. LP	02/20/2019	Carpet & Installation - AMR Rooms/Fire Station	1,160.00	1,160.00
10906	Dirks NightClub	Dirk's Night Club	02/20/2019	Refund/Dirk's Night Club/Business Lic Fees Overpymt	36.00	36.00
10907	Encinas	Encinas, Aja	02/20/2019	Refund/Encinas, Aja/Daycamp/Wk 2	80.00	80.00
10908	26539	Excell Security, Inc.	02/20/2019	Senior Center Security Guard - 2/9/19	79.84	79.84
10909	19-03 #1	Matrix Consulting Group	02/20/2019	Prof Svcs: Cost Allocation Plan- Jan'19	5,614.00	5,614.00
10910	GHC0023739	Oliver, Jesus	02/20/2019	Claim Settlement - GHC0023739	2,867.00	2,867.00
10911	417008	Peterson Reporting Video & Litigation Svcs	02/20/2019	Legal Svcs: 10/26/18	568.59	1,517.54
	417292			Legal Svcs: 10/30/18	477.35	
	417293			Legal Svcs: 10/30/18	471.60	
10912	14933	Regional Training Center/GTA	02/20/2019	Employment Relations Consortium Fees- FY19	705.00	705.00
10913	9823468267	Verizon Wireless	02/20/2019	Modems- Cardiac Monitors - 1/4/19-2/3/19	14.06	631.83
	9822609575			Fire Prev Phone Line/Engine Tablets/EOC Router- 12/21/18-1/20/19	617.77	
					111,524.80	111,524.80



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.C

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

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

Recommended Action: Approval of City Council Meeting Minutes for Regular Meeting held February 19, 2019

Environmental Review:

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

Fiscal Impact: None.

Public Notification: None.

**MINUTES OF A MEETING OF
THE LEMON GROVE CITY COUNCIL
TUESDAY, FEBRUARY 19, 2019**

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

Call To Order:

Mayor Vasquez called the Regular Meeting to order at 6:00 p.m.

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

Absent: None.

Staff Members Present:

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

Pledge of Allegiance:

Pledge of Allegiance to the Flag was led by Councilmember M. Mendoza.

Changes to the Agenda:

Lieutenant Amos introduced the new Traffic Officer.

Presentations:

Arun Prem, Executive Director provided an Update on FACT's Coordination and Mobility Services available to the public. (FACT) Facilitating Access to Coordinated Transportation.

Lieutenant Amos introduce new Traffic Sargent Aaron Monahan.

Public Comments:

Appeared to comment were: Jim Ellis and Brenda Hammond.

1. Consent Calendar:

- A. Waive Full Text Reading of All Ordinances on the Agenda.
- B. Ratification of Payment of Demands
- C. City Council Meeting Minutes
- D. Approval of Resolution No. 2019-297, Awarding the FY 2017-18 Sewer Capital Improvement Project.
- E. Authorize the Transfer of \$89,440 from the General Fund FY17-18 Surplus to the 115 Trust for Investment Towards Future CalPERS Obligations.
- F. Approval of Resolution No. 2019-3637, Establishing an On-Call List of Environmental Services Consultants to Assist the City with Environmental Reviews Required Pursuant to the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA); and, Place Dudek, Placeworks, and Summit Environmental Group on the On-Call List for Three Years; and Authorize the City Manager to Execute Agreements with Dudek, Placeworks, and Summit Environmental Group to Provide On-Call

Environmental Services to the City on an As-Needed Basis and Issue Task Orders for the Needed Services.

Action: Motion by Mayor Pro Tem/Vice Chair Arambula, seconded by Councilmember/Director Jones to approve Consent Calendar Items A-F, including correction to minutes as mentioned by Mayor Vasquez.

The motion passed by the following vote:

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

Noes: None

Reports to Council:

2. Discussion Item Regarding Options to Regulate Short Term Rentals in Lemon Grove
Mayor Vasquez and City Manager Romero introduced Patricia Bluman, Consultant, CityPlace Planning, Inc. who gave the report and PowerPoint Presentation.

Appeared to comment were: Richard Hammett, and Brenda Hammond.

City Council received the Staff Report providing feedback and provided direction to present the item to the Planning Commission for a policy. Council prefers Option 2: Permit hosted STRs (home-shares), but prohibit unhosted STRs. The item will be heard at the next Planning Commission Meeting scheduled for March 25, 2019.

3. Accept the Sewer System Management Program Update (Sanitation District Item)
Mayor Vasquez introduced Mike James, Assistant City Manager / Public Works Director who presented Ms. Frascchetti with Dexter Wilson Engineering Company who gave the report and PowerPoint presentation.

Action: The motion by Director Jones, and second by Vice Chair Arambula to Adopt Resolution No. 2019-298 entitled, "Resolution of the Lemon Grove, Sanitation District, California, Accepting the Sewer System Management Plan Update."

The motion passed by the following vote:

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

Noes: None

4. Accept the Lemon Grove Avenue Realignment Project as Substantially Complete
Mayor Vasquez introduced Mike James, Assistant City Manager / Public Works Director who presented Edgar Camerino, Contract City Engineer with Rick Engineering Company and Scott Adamson, Project Manager with IEC who gave the report and PowerPoint presentation.

Action: The motion by Councilmember Jones and second by Mayor Pro Tem Arambula to Adopt Resolution No. 2019-3638 entitled, "Resolution of the City Council of the City of Lemon Grove, California, Accepting the Lemon Grove Avenue Realignment Project as Substantially Complete."

The motion passed by the following vote:

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

Noes: None

5. Award a Professional Services Agreement for Engineering Services to Rick Engineering Company.

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

Action: The motion by Councilmember Jones and second by Councilmember M. Mendoza to Adopt Resolution No. 2019-3639 entitled, “Resolution of the City Council of the City of Lemon Grove, California, Awarding a Professional Services Agreement for Engineering Services to Rick Engineering Company.”

The motion passed by the following vote:

Ayes: Vasquez, Arambula, Jones, M. Mendoza

Noes: J. Mendoza

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

Councilmember J. Mendoza attended the following meetings and events:

- Lemon Grove Clergy Meeting
- SANDAG Transportation Meeting

Mayor Vasquez attended the following meetings and events:

- Presented Proclamation Declaring National Catholic Schools Week for St. John’s of the Cross Catholic School
- 14th Annual Young Men’s Leadership Conference at Mount Miguel High School
- Lemon Grove Community Garden Meeting at Lemon Grove Library
- One Year Anniversary Celebration at Engage Community Church
- Black History Month “History Alive” Lecture hosted by Lemon Grove Historical Society
- Grand Opening of the 13 Point Brewing Company
- Kenya Delegate Leaders met to discuss environmental issues and economic issues
- Lemon Grove Library Martin Luther King Jr. Choir Celebration for Black History Month
- SANDAG Meeting
- League of CA Cities County Division Meeting - Executive Committee Luncheon
- City Selection Committee Meeting

Mayor Vasquez mentioned the Adopt-a-Park Program and that the 13 Point Brewery would like to adopt a block (to maintain Kemp past 13 Point Brewery). Asked staff make contact.

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

Assistant City Manager / Public Works Director attended the Public Agency Risk Association Conference.

City Manager Lydia Romero announced that she attended the City Manager’s Conference.

Closed Session:

1. Conference with Labor Negotiators (G.C. § 54957.6)
Agency Designated Representatives: Lydia Romero, City Manager, Mike James, Assistant City Manager, and Roberto Hidalgo, Human Resources Manager
Employee Organization: Lemon Grove Firefighters Association, Local 2728 of the International Association of Firefighters

2. Conference with Legal Counsel – Existing Litigation (G.C. § 54956.9)
Christopher Williams vs. David Arambula, City of Lemon Grove, et. al.
San Diego Superior Court - Case number 37-2018-00023369-CU-PO-CTL

City Attorney Kristen Steinke announced the City Council will be adjourning to closed session at 9:45 p.m. for the purposes above.

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

Adjournment:

There being no further business to come before the Council, the meeting was adjourned at 10:00 p.m. to a meeting to be held Tuesday, February 5, 2019, in the Lemon Grove Community Center located at 3146 School Lane, for a Regular Meeting.

Shelley Chapel, MMC
City Clerk



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.D

Meeting Date: March 5, 2019

Submitted to: Honorable Mayor and Members of the City Council

Department: Finance

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

**Item Title: Regional Transportation Congestion Improvement Plan Fee
Amendment**

Recommended Action:

Adopt a resolution (Attachment A) amending the Regional Transportation Congestion Improvement Plan Fee.

Summary:

The TransNet Extension Ordinance Regional Transportation Congestion Improvement Plan (RTCIP) fee is a transportation mitigation fee collected by local jurisdictions to fund improvements to the regional arterial system. Each year, SANDAG Board of Directors (Board) may adjust the minimum fee charged.

On February 22, 2019 the Board approved a 2 percent increase to the RTCIP fee from \$2,483.48 to \$2,533.15 per new dwelling unit, effective July 1, 2019. The following discussion details the purpose of the RTCIP fee, the rationale for the 2 percent fee increase, and how future development will be affected.

Discussion:

The TransNet Extension Ordinance requires SANDAG to adjust the RTCIP fee amount each year and states that in no event shall the adjustment be less than 2 percent per year or more than the percentage set forth in the Engineering Construction Cost Index (CCI). The purpose of the adjustment is to ensure that the RTCIP retains its purchasing power to help ensure future development contributes its proportional share of the funding needed to pay for the impact of new growth on the Regional Arterial System and related regional transportation facility improvements. Further details about the RTCIP and SANDAG Board's decision to increase the fee by 2 percent for FY19-20 can be found in

the SANDAG staff report that was presented to the SANDAG Board at their February 22, 2019 meeting (Attachment B).

On March 18, 2008, the City Council adopted Ordinance No. 372, establishing the requirements and procedures to impose the Regional Transportation Congestion Improvement Plan (RTCIP) fee. The intent of the RTCIP fee is to augment funding for transportation improvements to the Regional Arterial System (RAS). The following roadways in the City that are a part of the RAS include:

- Broadway - Spring Street to College Avenue
- College Avenue - North City limits to Federal Boulevard
- Federal Boulevard - Highway 94 to College Avenue
- Lemon Grove Avenue - Highway 94 to Lisbon
- Massachusetts Avenue - North City limits to Lemon Grove Avenue
- Sweetwater Road - Broadway to South City limits

On April 15, 2008, City Council adopted Resolution No. 2782 establishing the RTCIP fee at \$2,000 per new residential housing unit. Since that time and including this year, the RTCIP fee has been increased eleven times by the San Diego Association of Governments Board of Directors, each time by approximately 2 percent, from \$2,000 to \$2,533.15. The RTCIP fee is collected prior to issuance of building permits for new residential housing units. Failure by the City to collect the RTCIP fee may result in forfeiture of TransNet funds for the following fiscal year.

Since the fee was implemented in 2008, the City has collected a total of \$613,985. The annual totals are summarized in the table below:

<u>Fiscal Year</u>	<u>Annual Total Revenue</u>
FY 2018-19 (to date)	\$52,888
FY 2017-18	\$50,484
FY 2016-17	\$51,854
FY 2015-16	\$272,580
FY 2014-15	\$130,777
FY 2013-14	\$22,134
FY 2012-13	\$6,495
FY 2011-12	\$6,369
FY 2010-11	\$8,324
FY 2009-10	\$4,080
FY 2008-09	\$8,000
FY 2007-08	\$0

It is anticipated that the \$49.67 increase in the fee will not have a significant impact on the forecasted amount to be received in FY 2019-20.

It is important to note that in FY 2015-16 the interpretation of the RTCIP requirement of the *TransNet* Ordinance states that each city may program all RTCIP fees rather than expend before seven years has passed from the point that the city collected the fee. Through prior City Council action, all \$613,985 of collected RTCIP fees plus interest earned was programmed to be expended on the Lemon Grove Avenue Realignment Project. During this fiscal year, FY2018-19, all programmed RTCIP fees and interest earned, a total of \$629,080.82, has been spent on the Lemon Grove Avenue Realignment Project.

Environmental Review:

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

Fiscal Impact:

The increase of the fee by \$49.67 per new dwelling unit will have a negligible fiscal impact.

Public Notification: None

Staff Recommendation:

Adopt a resolution (Attachment A) amending the Regional Transportation Congestion Improvement Plan fee.

Attachments:

- Attachment A – Resolution
- Attachment B – SANDAG Board Staff Report

RESOLUTION NO. 2019-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA, AMENDING THE REGIONAL TRANSPORTATION
CONGESTION IMPROVEMENT PLAN FEE**

WHEREAS, on March 18, 2008, City Council adopted Ordinance No. 372, establishing the requirements and procedures to impose the Regional Transportation Congestion Improvement Plan (RTCIP) fee; and

WHEREAS, the intent of the RTCIP fee is to provide and retain purchasing power for funding transportation improvements to the Regional Arterial System (RAS); and

WHEREAS, the City has six streets that are a part of the RAS (these include Broadway, College Avenue, Federal Boulevard, Lemon Grove Avenue, Massachusetts Avenue, and Sweetwater Road); and

WHEREAS, on April 15, 2008, City Council adopted Resolution No. 2782 establishing the RTCIP fee at \$2,000 per residence for new construction; and

WHEREAS, the fee may adjust on July 1 of each year as approved by the San Diego Association of Governments (SANDAG); and

WHEREAS, on February 23, 2018, the SANDAG Board of Directors approved the minimum 2 percent increase to the RTCIP fee, from \$2,483.48 to \$2,533.15, effective July 1, 2019; and

WHEREAS, it is anticipated that the increase in the fee will not have a significant impact on the forecasted amount to be received in FY 2019-20; and

WHEREAS, amending the RTCIP fee will allow the City to recover costs that would otherwise be absorbed by the General Fund or TransNet Fund.

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

1. Increases the RTCIP fee for each newly constructed residential unit to two thousand five hundred thirty three and fifteen cents (\$2,533.15); and
2. Implements the amended RTCIP fee beginning July 1, 2019.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Mayor

Attest:

Shelley Chapel, MMC, City Clerk

Approved as to Form:

Kristen Steinke, City Attorney



Board of Directors

February 22, 2019

TransNet Regional Transportation Congestion Improvement Program Proposed Fee Adjustment

Overview

The [TransNet Extension Ordinance](#) requires the 18 cities in the San Diego region and the County of San Diego to collect a Regional Transportation Congestion Improvement Program (RTCIP) fee from the private sector for each new housing unit constructed in their jurisdiction.

The purpose of this fee (sandag.org/rtcip) is to help ensure that future development contributes its proportional share of the funding needed to pay for the impact of new growth on the Regional Arterial System and related regional transportation facility improvements, as defined in the most recent Regional Transportation Plan adopted by SANDAG.

Key Considerations

SANDAG is required to adjust the minimum RTCIP fee amount on July 1 of each year based on an analysis of construction cost indices, but never less than 2 percent. The purpose of this annual adjustment is to ensure that the RTCIP retains its purchasing power to improve the regional arterial system.

Based on an analysis of construction cost trends and relevant indices, staff recommends a 2 percent fee adjustment to the RTCIP, raising the minimum RTCIP fee from \$2,483.48 to \$2,533.15 beginning July 1, 2019 (Attachment 1).

The Independent Taxpayer Oversight Committee (ITOC) reviewed the proposed RTCIP fee adjustment at its February 13, 2019, meeting and had no comments.

Next Steps

In accordance with *TransNet* Extension Ordinance provisions, each jurisdiction's RTCIP Funding Program¹ must be submitted for review by the ITOC by April 1 of each year to remain eligible for *TransNet* local street and road funding. The annual submittal of RTCIP funding programs by local jurisdictions is scheduled for review at the April 10, 2019, ITOC meeting.

Hasan Ikhata, Executive Director

Key Staff Contacts: Jim Miller, (619) 699-7325, jim.miller@sandag.org
Ariana zur Nieden, (619) 699-6961, ariana.zurniedenr@sandag.org

Attachment: 1. Discussion Memo

Action: Approve

The Board of Directors is asked to approve a 2 percent adjustment to the Regional Transportation Congestion Improvement Program, raising the minimum fee from \$2,483.48 to \$2,533.15, beginning July 1, 2019.

Fiscal Impact:

Pending approval by the Board of Directors, the minimum Regional Transportation Congestion Improvement Program fee would increase from \$2,483.48 to \$2,533.15 beginning July 1, 2019.

Schedule/Scope Impact:

The Regional Transportation Congestion Improvement Program fee is collected for each new housing unit constructed and may be used for projects on the Regional Arterial System, such as new or widened arterials, traffic signal coordination, freeway interchange and related improvements, railroad grade separations, and improvements required for express bus and rail transit.

¹ Section 9 of the *TransNet* Extension Ordinance requires that local jurisdictions establish a program or mechanism for funding the Regional Arterial System. For purposes of the RTCIP, the Regional Arterial System is defined in the most recent Regional Transportation Plan adopted by SANDAG.

Discussion Memo

Background

The *TransNet* Extension Ordinance requires the 18 cities and the County of San Diego to collect a fee from the private sector for each new housing unit¹ constructed in that jurisdiction for contribution to the Regional Transportation Congestion Improvement Program (RTCIP). RTCIP revenue is required to be used to construct improvements on the Regional Arterial System, such as new or widened arterials, traffic signal coordination and other traffic improvements, freeway interchange and related freeway improvements, railroad grade separations, and improvements required for express bus and rail transit.

The Ordinance further requires SANDAG to adjust the RTCIP fee amount each year, and states that in no event shall the adjustment be less than 2 percent per year or more than the percentage increase set forth in the Engineering Construction Cost Index (CCI) published by the Engineering News Record (ENR), or a similar CCI. The purpose of this annual adjustment is to ensure that the RTCIP retains its purchasing power to improve the Regional Arterial System and to help ensure future development contributes its proportional share of the funding needed to pay for the impact of new growth on the Regional Arterial System and related regional transportation facility improvements, as defined in the most recent Regional Transportation Plan adopted by SANDAG.

The RTCIP funding programs fall under the responsibility of the 19 local jurisdictions, which must maintain their RTCIP funding programs and comply with specific administrative requirements in order to remain eligible for *TransNet* local street and road funding.

The RTCIP has been implemented in the San Diego region since July 1, 2008. Annual RTCIP fee adjustments, funding program reports, and related audits can be found at sandag.org/rtcip. Relevant excerpts can be referenced at [TransNet Extension Ordinance](#) and [SANDAG Board Policy No. 031](#).

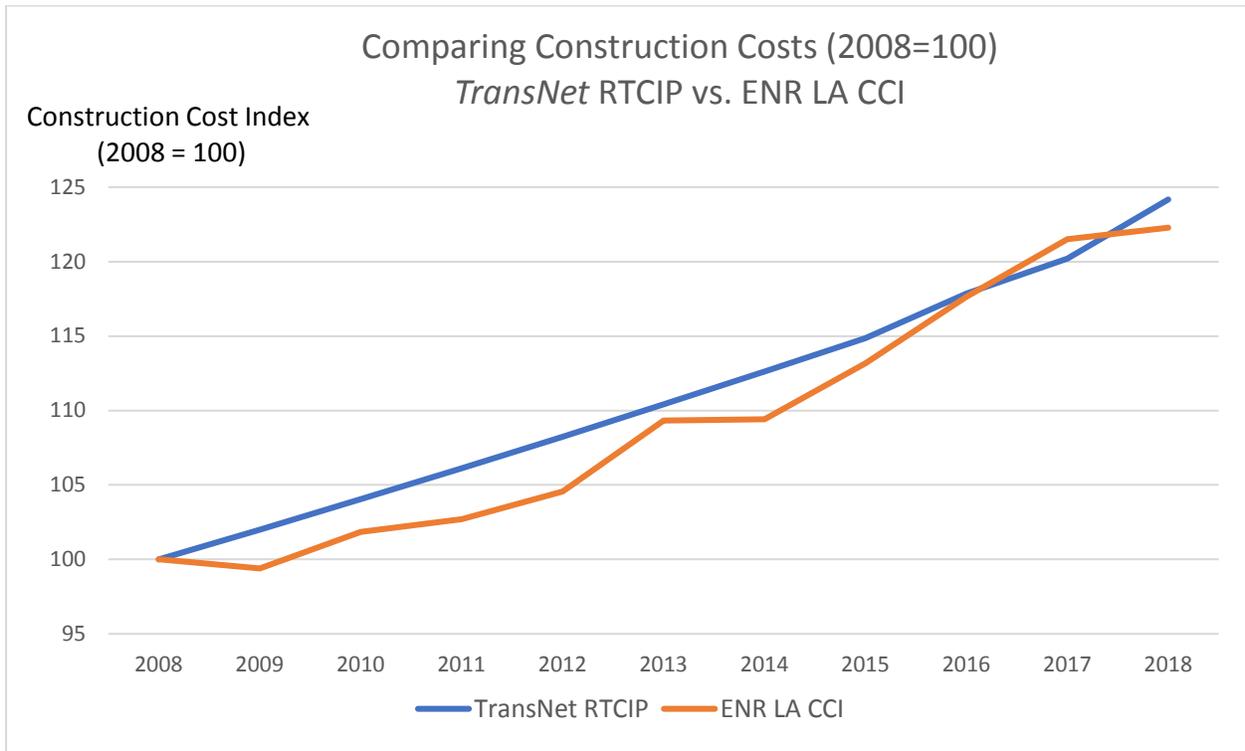
Analysis of Construction Cost Indices

SANDAG staff evaluated changes recorded in the ENR Los Angeles CCI, which is based on monthly price changes in four areas: lumber, cement, structural steel, and labor. Los Angeles reflects construction cost trends similar to those in San Diego. During the period that covers December 2017 to December 2018 (latest available data), the ENR Los Angeles CCI increased by 0.64 percent. The other CCIs grew faster, with the ENR National CCI growing 3.3 percent and the Caltrans CCI increasing 1.1 percent.

While there is general consensus that construction costs will continue to increase in 2019, there always is uncertainty in forecasting costs in the construction industry due to factors such as changes in domestic and international growth and uncertainties in global politics. In addition, all indices show some volatility, and for that reason, it is important to analyze the longer-term picture from 2008, when the RTCIP was first instituted when considering the required annual adjustment.

The cumulative growth of the RTCIP has been 24.2 percent, with the ENR Los Angeles CCI seeing a 22.3 percent growth over the same period. The ENR National CCI (33.1%) and Caltrans CCI (54.3%) both exceeded this rate over the same period. This comparison over time shows that by maintaining the annual adjustment at the minimum 2 percent increase required, the RTCIP had last year begun to fall behind the overall goal of keeping pace with inflation. While the ENR Los Angeles CCI is the slowest growing of the CCIs considered, the chart below shows it also has increased at basically the same rate as the RTCIP.

¹ Units constructed for extremely low-, very low-, low-, and moderate-income households may be exempted.



To ensure that the RTCIP fee maintains its purchasing power to complete necessary road improvements, staff recommends the minimum required 2 percent increase that would mirror the small increase in the ENR CCI for Los Angeles. Increasing the fee by a lesser percentage would not keep pace with construction inflation, meaning the RTCIP would have less ability to mitigate transportation impacts of new development, which would be inconsistent with the Ordinance.



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 2

Meeting Date: March 5, 2019

Submitted to: Honorable Mayor and Members of the City Council

Department: City Manager's Office

Staff Contact: Mike James, Assistant City Manager

mjames@lemongrove.ca.gov

Item Title: **Inflatable Jumper Program**

Recommended Action: That the City Council provide feedback to staff regarding an inflatable jumper program in the City.

Summary: In 2018, the City Council expressed an interest in learning more about what an inflatable jumper program would look like and how it would operate in the City. Staff researched existing programs from local cities in San Diego County that included the Cities of La Mesa, Poway, San Diego and Santee and returned with additional information about how other programs operate and what a program may look like in the City.

Staff included multiple inflatable jumper program recommendations for consideration should the City Council wish to move forward with the creation of a new policy that governs an inflatable jumper program. Lastly, a timeline and details regarding next steps concludes this report with staff's request for feedback from the City Council.

Discussion: On any given weekend park patrons can visit a Lemon Grove park and witness multiple inflatable jumpers scattered throughout each park. In some instances, there have been reports, from the public and Public Works staff, of over 10 inflatable jumpers at any one time in a park. These observations prompted the City Council to consider creating a new policy that would outline an inflatable jumper program for every park in the City.

As with any new program, staff felt it was important to highlight some of the benefits and drawbacks of creating an inflatable jumper program. Those identified are listed below:

Benefits:

- + Creates an application process and rules for patrons to follow should they want to use an inflatable jumper.
- + Limits the total number of jumpers at each park, which will reserve more open space for all park patrons to use.
- + Creates of pre-qualified list of vendors that patrons may use.
- + Quantifies the number of inflatable jumpers that are being use in the parks.
- + Assists with transferring liability from the City to the renter/owner of the jumper.
- + Encourages inflatable jumper businesses to apply for a City business license and show proof of adequate insurance coverage.
- + Creates a full cost recovery permit fee.

Drawbacks:

- A policy may not be needed because usage fluctuates.
- May limit the total number of jumpers allowed in the park which could result in complaints.
- Increased staff time and administrative costs to oversee the program implementation and enforcement.

While not all inclusive, the list above shows the benefits of the program are in greater number than the drawbacks. And not just from a quantitative perspective but a qualitative perspective, there is clear value in creating and implementing a new program. That prompted staff to continue forward with the next step of this analysis, which included identifying key program areas that will need to be refined in order to create an inflatable jumper program.

Limit the Number and Location of Jumpers at Each Park: Of the six parks in the City, Berry Street Park, Civic Center Park, Firefighters Skate Park, Kunkel Park, Lemon Grove Park, and Veteran's Park, staff observed that only three parks, Berry Street Park, Lemon

Grove Park and Kunkel Park, have the amenities (e.g. restrooms, playgrounds, BBQ sites, and park benches) that would support inflatable jumpers. Additionally, each park has enough open turf and spacing to safely accommodate jumpers. Based on these observations it is reasonable to only allow jumpers at the three mentioned parks and to not allow jumpers at the other three parks.

With the three parks identified, the next consideration should focus limiting the physical location that jumpers may be placed. Often times, patrons will place a jumper in a location that is close to a gazebo or barbeque location because that is the central focus for patrons. However, there are other instances when the jumper is randomly placed in the park and that often results in private vehicles driving on the turf breaking irrigation heads and damaging the turf itself, stakes that secure the jumpers to the ground have pierced irrigation lines causing leaks, and a large number of jumpers take away open park space which other patrons cannot use. For these reasons, staff is supportive of analyzing where in the three parks, jumpers should be located and that will simultaneously total the maximum number of jumpers allowed in each park.

Recommendation: Limit inflatable jumpers to only being allowed in Berry Street Park, Kunkel Park and Lemon Grove Park while analyzing specific sites in each park for jumpers to reside.

Consider Creating a Pre-Qualified Vendor List: A vast majority of other cities that regulate inflatable jumpers have a list of pre-qualified vendors that a resident may choose from. However, the list is not all inclusive. If a resident wishes to use a vendor that is not on the list, they may if the vendor can acquire a business license and provide the insurance requirements prior to the event. The intent of the list is to not support a limited number of business but to assist Lemon Grove residents with options of companies that have the experience and meet the minimum requirements to perform work in the City of Lemon Grove. The sample that was found during the research process that staff prefers is this is incorporated into the City's process is from City of Santee and it is shown in **Attachment A**.

Recommendation: Create a list of pre-qualified inflatable jumper vendors.

Create a Permitting Process: From the list of cities that were researched, staff recommends mirroring a program permitting and application process that is similar to the City of Poway. The permit materials are shown in **Attachment B**. Staff is recommending this process because the application is very easy to read, simple to fill out, and includes all applicable insurance requirements.

Recommendation: Create a permit application for the inflatable jumper program.

Cost Recovery Fee: Staff recommends implementing a fee that adequately recovers all costs to implement the program. The general tasks that staff envisions will be needed to be performed are listed below along with the job title, number of hours and fully burdened hourly rate, with a total permit amount that staff is recommending.

Task	Job Title	Number of Hours	Hourly Rate	Total
Receive and Process Permit Application	Community Services Specialist	0.5	\$27.20	\$13.60
Post Permits On-Site	Facilities Tech II	1.0	\$27.85	\$27.85
Total				\$41.45
Recommended Permit Total				\$41.00

From the four cities surveyed, the recommend fee of \$41.00 falls just above the average of the all four sample cities.

City	Permit Fee	Processing Fee	Total Fee
La Mesa – Included with pavilion access and park use permit	\$50.00	\$0.00	\$50.00
Poway	\$35.00	\$3.00	\$38.00
San Diego	\$22.00	\$0.00	\$22.00
Santee	\$32.00	\$6.00	\$38.00
Average Permit Fee			\$37.00

Interestingly noted during this research process were the Cities of La Mesa and Santee have resident and non-resident rates, the City of Poway was the only city noted that only offered permits for Poway residents only, and the City of San Diego only had one fee. In regards to Lemon Grove, when considering resident/non-resident fees on the master fee schedule, staff recommends moving forward with one fee for all interested parties because that mirrors the other fees in the fee schedule.

Recommendation: Establish a single fee of \$41.00 for an inflatable jumper permit.

Enforcement Options: The primary method to enforce the permitting process will be through the Park Ranger position. Currently, the Park Ranger patrols from 2:00-6:00 p.m. Thursday through Sunday and the additional oversight can be integrated into the Park Ranger’s current workload. However, any additional inspections and/or enforcement outside of those times and dates will not be actively enforced unless another City employees observes a permit violation. Lastly, the Sheriff’s Department will serve as a back-up to the Park Ranger and City staff should the park patron be unwilling to comply with the new inflatable jumper policy.

Recommendation: Direct the part time Park Ranger/City staff to serve as the primary enforcement option with the secondary option coming from the Sheriff's Department as needed.

Next Steps to Consider: Provide general feedback to City staff regarding an inflatable jumper program in the City as presented above. Specific feedback regarding the following topics will help shape the policy moving forward.

- Should the City limit the number of jumpers at each park?
- Should the City limit the location of each jumper?
- Is there value in creating a pre-qualified vendor list?
- Is the permit process as outline adequate?
- Is the permit fee appropriate to recover the costs?
- Is the enforcement activities enough to oversee the project in the field?

Pending the feedback from the City Council, staff envisions that this item will come back to the City Council with a detailed policy and program guidelines. Further, any amendments to the City's municipal code will also be analyzed and if changes are necessary they will be included in the follow up report.

Looking forward, staff can accomplish the administrative analysis and return with a policy and program to be effective by July 1, 2019.

Environmental Review:

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

Fiscal Impact: None.

Public Notification: None.

Staff Recommendation: That the City Council provide feedback to staff regarding an inflatable jumper program in the City.

Attachments:

- A: City of Santee – Approved Air Jump Vendor List**
- B: City of Poway – Neighborhood Park Air Bounce Permit**



APPROVED AIR JUMP/ ENTERTAINMENT VENDOR LIST

Company Name	Contact
A Bounce Above Party Rentals www.abounceaboveparty.com	(619) 807-6216
Air Bounce San Diego www.airbouncesandiego.com	(619) 797-7218
Airplay Jumpers www.airplayjumpers.com	(619) 403-1266
Brian Jumper Service www.brianssandiegojumpers.com	(619) 208-0855
Equinox Laser Tag www.equinoxlasertag.com <i>Can only be permitted at Town Center Community Park East or Woodglen Vista</i>	(619) 592-8635
FunBounce.com www.funbounce.com	(619) 334-6395
House of Bounce www.houseofbounce.com	(619) 390-1316
Julie's Party People www.myjuliespartypeople.com	(619) 440-4387
Jump 4 Adan www.jump4adan.com	(619) 823-3896 (619) 876-0374
King's Fun Time www.kingsfuntime.com	(619) 277-4153
Kona Ice of San Diego www.Kona-Ice.com	(619) 277-4349
My Little Carnival www.mylittlecarnival.com	(619) 571-7654
San Diego Bubble Soccer www.sandiegobubblesoccer.com <i>Can only be permitted at Town Center Community Park East or Woodglen Vista</i>	(619) 459-6700
San Diego Jump Company www.sdjump.com	(619) 469-5439
San Diego Kids Party Rental www.sandiegokidspartyrentals.com	(858) 272-2700

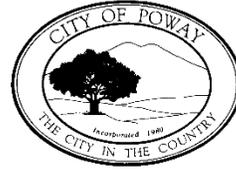
Park Regulations:

- Inflatables are limited to 20'x20' in designated areas only.
- No water attractions (dunk tanks, water slides) allowed.
- No hooped animals.

EFFECTIVE APRIL 18, 2011, GENERATORS REQUIRED AT ALL PARKS.

*These vendors are approved to do business in the City of Santee as they have a City business license and liability insurance. This is not an endorsement by the City of Santee for any of the above vendors. If you have a vendor who is not on this list or you have a question, call (619) 258-4100 x 222. Allow a minimum of two weeks for processing application for a new vendor.

CITY OF POWAY
COMMUNITY SERVICES DEPARTMENT
13325 Civic Center Drive, P.O. Box 789, Poway, CA 92074-0789 Phone: 858-668-4595



NEIGHBORHOOD PARK AIR BOUNCE PERMIT
(FOR POWAY RESIDENTS ONLY)

Date of Permit Request: _____ Permit No.: _____
Applicant Name: _____ Email: _____
Address: _____ City: _____ State: _____ Zip: _____
Home Phone: _____ Cell Phone: _____
Nature of Use: _____ Anticipated Attendance: _____
Air Bounce Company: _____

(Air Bounce permit will **not** be issued without the Air Bounce Company name and approved insurance)

THIS PERMIT DOES NOT RESERVE A SPECIFIC AREA

PARK REQUESTED:		
<input type="checkbox"/> Garden Road Park	<input type="checkbox"/> Hilleary Park	<input type="checkbox"/> Silverset Park
<input type="checkbox"/> Starridge Park	<input type="checkbox"/> Valle Verde Park	
DAY, DATE, AND HOURS REQUESTED		
SINGLE DATE: ____ / ____ / ____		TIME: From: _____ AM / PM To: _____ AM / PM
CIRCLE DAY: SU M T W TH F S		

1. The applicant is responsible for setting up the function and for cleaning the park area after the event ends. The park and all equipment used (i.e., picnic tables, grills, play equipment) must be left in the same condition as it was found. The applicant's rented equipment must be removed from the park prior to the departure time.
2. **No water features allowed.**
3. The Air Bounce Permit allows the applicant to set up and operate an Air Bounce only at the park listed on the application.
4. The City of Poway is not liable for accidents, injuries, or loss of individual property in connection with any of its facilities.
5. At least 14 days prior to event, the Air Bounce Company must provide insurance documentation as outlined in Air Bounce Company Insurance Requirements.
6. The Air Bounce Company is required to have a City of Poway business certificate.
7. In the event the Sheriff's Department is called out for any related disturbance, the permit will be terminated and the applicant's group will end the function.
8. **Air Bounce Permit fee is \$35 plus a \$3 processing fee. An \$18 cancellation fee is charged for all Air Bounce Permit cancellations.**

Applicant, for himself or herself, and the above-named group and all members thereof, hereby waive any and all rights to make a claim for any loss or damage against the City of Poway, and its officials, employees, and agents, arising out of the use of City property pursuant to this permit; and further agrees to indemnify, defend, and save free and harmless the City, and its officials, employees, and agents for all costs and claims for damages to real or personal property, or personal injury to any third party, including reasonable attorney fees, resulting from the use of said property pursuant to this permit. Applicant will be responsible for all liability arising out of applicant's use of the facility.

I have read and understand the above rules and waiver. Initial Here: _____

Falsifying information on the Air Bounce Permit Application is grounds for denial and may result in criminal prosecution and/or loss of entire rental fee. I have read and understand the consequences of falsifying information on this application. I certify under penalty of perjury, that the information I have given on the Air Bounce Permit Application is true and correct to the best of my knowledge and belief. I, applicant, or representative for the applicant, understand and agree to obey all park use rules, regulations, and policies.

APPLICANT'S SIGNATURE: _____ DATE: _____

M:\Blank Forms & Templates\FACILITY RESERVATION FORMS\Air Bounce\Neighborhood Park Application 1-1-18.doc



Facility Use Insurance Requirements & Compliance Checklists

Thank you for your interest in renting a Poway facility! Event insurance is required of any entity or individual using a City of Poway facility. You may purchase event insurance through the City of Poway, or you may provide insurance through your own service provider. Reviewing your insurance coverage should be one of the first steps you take once you have decided to hold your event at a City of Poway facility. Speak with your broker to make sure there is coverage for all activities planned and insurance documents can be provided that meet the City's requirements.

These checklists and sample forms help ensure a smooth rental process by identifying the most common reasons insurance certificates are not accepted.

The City of Poway requires:

- Commercial General Liability Insurance coverage, minimum of \$1,000,000 each occurrence, and \$2,000,000 general aggregate; **AND**
- An Additional Insured Endorsement naming the City of Poway and its elected and appointed boards, officers, and employees as additional insured with respect to operations on City of Poway property.

Events with higher risk levels require additional insurance coverage. A list of activities that are commonly excluded from liability insurance is also attached.

Estimated quote of City provided insurance: (provided by City staff)	
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The following two insurance documents must be submitted at least **14 days prior to your event**. If we do not receive the insurance documentation, the cost of insurance from the City of Poway's provider will be charged to the applicant, or your event will be canceled. We encourage you to provide these requirements and samples to your insurer.

1. Certificate(s) of Insurance
 - a. Review the attached checklist and sample on pages 2 and 3, and compare those with each policy required for the event. The Certificate of Insurance is a statement of the coverage you have in place, but it does not extend coverage or any other rights to the City of Poway or any other party.
2. Additional Insured Endorsement
 - a. Please review the checklist on page 4 we have provided. The Additional Insured Endorsement is a document that adds language to your policy to make the City an additional insured on your policy. **This language is a requirement for your event permit.**

Please send the insurance, *with your permit number*, via mail, FAX or email to:

City of Poway
Community Services
P.O. Box 789
Poway, CA 92074
FAX: (858) 668-1216
Email: activenet@poway.net

Please call (858) 668-4580 if you have any questions regarding the City of Poway's insurance requirements.



Certificate of Liability Checklist

Each number listed below corresponds to the sample Certificate of Liability Insurance on page 3 of this document as a reference. Certificates of Liability will vary slightly from broker to broker.

- (1) Insured: The 'Insured' matches the Applicant's name as it appears on the facility rental application. The Applicant is the party responsible for the event. Insurance from an entity other than the event holder is *not* a substitute for coverage for the event. Examples include party planners, caterers, or other vendors who provide event services but may not be responsible for the entire event. You will be informed if insurance from a vendor who is not the Applicant is also required and needs to be provided in addition to the event insurance.
- (2) General Liability: "Occurrence" box is checked.
Additional policies or confirmation of coverage in this policy are required for activities that are commonly excluded from the typical Commercial General Liability policy. An example is Liquor Liability insurance, which generally is provided by a separate policy.
- (2a) Limits: Minimum per occurrence limit (higher limit may be required depending on event risks) \$1,000,000 each occurrence and \$2,000,000 general aggregate.
- (3) Policy Effective and Expiration Dates
Policy must be current and date(s) of the event fall within the "policy effective" and "policy expiration" dates.
- (4) Excess/Umbrella: Supplements the limits of other policies to meet required limits, if required.
- (5) Other: liquor liability or other coverage required for the permit is shown here.
May be accompanied by another policy if appropriate.
- (6) Description of Operations: The name of the event, and date(s) to be held, are shown here.
There is no language here attempting to limit liability. Coverage is shown for event activities that are commonly excluded from a typical Commercial General Liability policy or are typically outside the scope of coverage for a policy for one specific activity, such as a sport.
- (7) Certificate Holder: City of Poway
Community Services Department
P.O. Box 789
Poway, CA 92074

ACORD 101 CERTIFICATE OF LIABILITY INSURANCE Clear Save DATE OF POLICY(IES)

INSURED	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
1	4-1-19	
	4-1-19	

COVERAGES
 IF POLICIES OF LIABILITY SET FORTH ARE BEING ISSUED TO THE INSURED, PLEASE WAIT FOR THE POLICY(IES) INDICATED. NOTWITHSTANDING ANY REFERENCE TO TERMS, CONDITIONS OR ANY COVERAGE OF ANY OTHER DOCUMENT WHICH IS SUBJECT TO WHICH THIS CERTIFICATE MAY BE SUBJECT TO, THE COVERAGE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. ACCORDATE LIMITS, EXEMPTIONS, AND EXCLUSIONS TO POLICIES.

TYPE AND CLASS OF RISK	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	UNITS
GENERAL LIABILITY COMMERCIAL AUTO WATER POLLUTION	2	3	3	3	AUTOMOBILE LIABILITY 1 COMMERCIAL AUTO LIABILITY 1 WATER POLLUTION LIABILITY 2 2a
					AUTOMOBILE LIABILITY 1 COMMERCIAL AUTO LIABILITY 1 WATER POLLUTION LIABILITY 2 2a
AUTOMOBILE LIABILITY PASSENGER TAXI TRUCK TRUCKER TRUCKING					PASSENGER LIABILITY 1 TAXI LIABILITY 2 TRUCK LIABILITY 1 TRUCKING LIABILITY 2
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					PASSENGER LIABILITY 1 TAXI LIABILITY 2 TRUCK LIABILITY 1 TRUCKING LIABILITY 2
					PASSENGER LIABILITY 1 TAXI LIABILITY 2 TRUCK LIABILITY 1 TRUCKING LIABILITY 2
GARAGE LIABILITY EXCESS AND OCCASIONAL LIABILITY	4				GARAGE LIABILITY 1 EXCESS AND OCCASIONAL LIABILITY 2 4
					GARAGE LIABILITY 1 EXCESS AND OCCASIONAL LIABILITY 2 4
WORKERS COMPENSATION AND EMPLOYERS LIABILITY ALL EMPLOYERS EMPLOYED FOR THE POLICY PERIOD ALL EMPLOYERS EMPLOYED FOR THE POLICY PERIOD ALL EMPLOYERS EMPLOYED FOR THE POLICY PERIOD	5				WORKERS COMPENSATION AND EMPLOYERS LIABILITY 1 WORKERS COMPENSATION AND EMPLOYERS LIABILITY 2 5
					WORKERS COMPENSATION AND EMPLOYERS LIABILITY 1 WORKERS COMPENSATION AND EMPLOYERS LIABILITY 2 5

ISSUED TO THE POLICY HOLDER(S) AND NOT TO BE ASSIGNED OR TRANSFERRED TO ANY OTHER PARTY.
 6

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO DO SO DOES NOT WAIVE OR DIMINISH OR LIMIT IN ANY MANNER THE INSURER'S OBLIGATION OR LIABILITY TO THE POLICY REPRESENTATIVE. AUTHORIZED REPRESENTATIVE
7	



Additional Insured Endorsement Checklist

A separate Additional Insured Endorsement page must be attached to the Certificate of Liability Insurance. Each number listed below corresponds to the sample Additional Insured Endorsement on page 5 as a reference. Additional Insured Endorsements will vary slightly from broker to broker.

The endorsement page requirements include:

1. The General Liability policy number on the Additional Insured Endorsement matches the policy number on the Certificate of Liability insurance certificate.
2. "The City of Poway, its officers, employees, volunteers and agents" are listed as additional insured. This quoted language must be included as written.
3. No restrictive wording is acceptable on the endorsement, other than to restrict the coverage to liability arising out of the operations of the named insured.

Common Exclusions to General Liability Policies

Some events and activities that may be excluded from many General Liability insurance policies are listed below, in alphabetical order. This is not a comprehensive list. Event holders should check their policy to ensure coverage for all activities proposed at their event, and evidence of this coverage must be provided.

- Aircraft/aviation, all-terrain boarding, animals or animal acts, athletic activities/participants, athletic equipment - sale, manufacture or distribution.
- Ballooning, hot air balloons, or balloon rides, base jumping, bicycle or unicycle activities, boating, power boats, power boat racing, bouldering, boxing, bungee jumping.
- Canoeing, carnival rides, cheerleading pyramids, chemicals - use or demonstration, circus acts, circuses, climbing wall, concert or dance with mosh pits, concert longer than six hours, construction.
- Demolition work, diving, platform diving or spring board diving.
- Equestrian - related sports, explosives.
- Fire (use or demonstration with), fireworks, football (except passing camps w/ no contact drills)
- Gliders, guns (use or demonstration with), gymnastics.
- Hang gliding, hockey, horseback riding or use of horses, hot air balloons.
- Ice hockey, inflatables, inflatable activities.
- Jousting.
- Karate or contact martial arts, kayaking.
- Lacrosse, luge.
- Liquor Liability.
- Mechanical amusement rides or services, medical or chiropractic care, motorized sporting equipment, mountain biking, mountain climbing, mountain boarding.
- Parachuting, polo, professional sporting activities, games, racing or contests of a professional nature and with cash prize, pyrotechnics.
- Rafting, rap/heavy metal/rock concerts, raves, rock climbing, rodeo or roping events (including practice), roller blade or roller skate activities, roller hockey, ropes courses, rugby.
- Saddle animal exposure, scaffolding or platform (such as a stage) more than 4 feet high, scuba diving, skate board activities, skin diving, snowboarding, snow skiing, squash.
- Tanning devices, tobogganing, tournaments, tractor or truck pulls, trampoline.
- Water polo, water skiing, watercraft activities or use, waterslides, wrestling.

Policy Number: **1**

Insurance Company

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION OR WHEN REQUIRED IN WRITTEN AGREEMENT WITH YOU

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Sample

SECTION II – WHO IS AN INSURED is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

SCHEDULE

Name of Additional Insured Person(s) or Organization(s):

2

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

3 { In addition to the above scheduled Additional Insured Person(s) or Organizations, if any, **SECTION II – WHO IS AN INSURED** is further amended to include as an additional insured any person(s) or organization(s) for whom you have agreed in writing in a contract or agreement (which is signed and dated prior to the date of the occurrence) that such person or organization be added as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf.

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

Sample

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN UNCHANGED.

PGL 475 (06/07)