



City of Lemon Grove City Council Regular Meeting Agenda Tuesday, September 1, 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, September 1, 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, August 31, 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, August 31, 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, September 1, 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:

Presentation:

Lemon Grove Library City Council Update presented by Laura Mendez, Branch Manager

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.)

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, Administrative Services Director

Recommendation: Ratify Demands

C. Approval of Meeting Minutes

August 1, 2020 Regular Meeting

Reference: Shelley Chapel, City Clerk

Recommendation: Approve Minutes

D. Amendment to the San Diego Urban County Community Development Block Grant Program Cooperation Agreement for Fiscal Year 2021-2024

Reference: Christian Olivas, Management Analyst

Recommendation: Adopt a Resolution entitled, "Resolution of the City Council of the City of Lemon Grove, California, Authorizing an Amendment to the San Diego Urban County CDBG Program Cooperation Agreement from Fiscal Year 2021-22 to Fiscal Year 2023-2024."

E. Acceptance of FY 2019 State Homeland Security Grant Program (SHSGP) Funds

Reference: Steve Swaney, Fire Chief

Recommendation: Adopt Resolution entitled, "Resolution of the City Council of the City of Lemon Grove, California, Accepting Fiscal Year 2019 State Homeland Security Grant Program Funds."

Reports to Council:

2. Video Federation and Integration; SafeSanDiego – Lemon Grove

Reference: Mike Rand, Sheriff's Lieutenant

Recommendation: Receive Report and Provide Direction to Staff Regarding Safe San Diego Lemon Grove Pilot Project.

3. General Plan Housing Element Update

Reference: Noah Alvey, Community Development Manager

Recommendation: Receive and File.

4. City Manager Employment Contract and Performance Evaluation Timeline

Reference: Kristen Steinke, City Attorney

Recommendation: Receive and File.

Closed Session:

1. PUBLIC EMPLOYEE EMPLOYMENT

Government Code Section 54957

Performance Evaluation: City Manager

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 September 1, 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: September 1, 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: September 1, 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: 09/01/20

ACH/AP Checks 07/28/20-08/19/20

640,812.20

Payroll - 07/28/20

131,006.01

Payroll - 08/11/20

139,267.28

Total Demands

911,085.49

CHECK NO	INVOICE NO	VENDOR NAME	CHECK DATE	Description	INVOICE AMOUNT	CHECK AMOUNT
ACH	35/46/55/64/74	California Public Empl Retirement System	07/28/2020	Pers Annual Unfunded Accrued Liability FY'21	573,324.00	573,324.00
ACH	674940	Aflac	07/29/2020	AFLAC Insurance 7/30/20	1,684.42	1,684.42
ACH	Jun17-Jul14 20	California Public Empl Retirement System	07/30/2020	Pers Retirement 6/17/20-7/14/20	68,909.31	68,909.31
ACH	Jul15-Jul28 20	Calpers Supplemental Income 457 Plan	07/30/2020	457 Plan 7/15/20-7/28/20	9,006.55	9,006.55
ACH	Jul28 20	Employment Development Department	07/30/2020	State Taxes 7/28/20	8,137.78	8,137.78
ACH	Jul28 20	US Treasury	07/31/2020	Federal Taxes 7/28/20	27,851.94	27,851.94
ACH	Jul20	Wage Works	07/31/2020	FSA Reimbursement - Jul'20	4,306.28	4,306.28
ACH	Jul20	Power Pay Biz/Evo	08/03/2020	Online Credit Card Processing - Jul'20	108.83	108.83
ACH	Aug 2020	Pers Health	08/04/2020	Pers Health Insurance - Aug'20	46,659.23	46,659.23
ACH	Jul20	Authorize.Net	08/04/2020	Merchant Fees - Jul'20	28.65	28.65
ACH	10848666	LEAF	08/06/2020	Ricoh C3502 Copier System-PW Yard - Jul'20	176.56	176.56
ACH	Refill 8/6/20	Pitney Bowes Global Financial Services LLC	08/10/2020	Postage Usage 8/6/20	250.00	250.00
ACH	Jul20	Wells Fargo	08/11/2020	Bank Service Charge - Jul'20	419.97	419.97
ACH	4154920380/0820 3568860625/0820	SDG&E	08/11/2020	Electric Usage:St Light 6/30/20-7/31/20 Electric Usage:St Light 6/30/20-7/31/20	1,836.97 1,257.40	3,094.37
ACH	Jul20-CC Jul20-CC	Wells Fargo	08/12/2020	Credit Card Processing-Mo.Svc - Jul'20 Credit Card Transaction Fees- Jul'20	9.95 561.48	571.43
ACH	Jul20	Home Depot Credit Services	08/12/2020	Home Depot Purchases - Jul'20	778.60	778.60
ACH	Aug11 20	Employment Development Department	08/13/2020	State Taxes 8/11/20	9,462.71	9,462.71
ACH	Jul29-Aug11 20	Calpers Supplemental Income 457 Plan	08/13/2020	457 Plan 7/29/20-8/11/20	8,956.55	8,956.55
ACH	66911980	WEX Bank	08/13/2020	Fuel - Fire Dept - Jul'20	330.71	330.71
ACH	Refill 8/12/20	Pitney Bowes Global Financial Services LLC	08/14/2020	Postage Usage 8/12/20	250.00	250.00
ACH	Aug11 20	US Treasury	08/18/2020	Federal Taxes 8/11/20	31,936.89	31,936.89
13218	6/13/20-7/12/20	AT&T	07/29/2020	Phone Service 6/13/20-7/12/20	86.40	86.40
13219	07/28/20	California State Disbursement Unit	07/29/2020	Wage Withholding Pay Period Ending 7/28/20	161.53	161.53
13220	PettyCash 7/29	City of Lemon Grove	07/29/2020	Petty Cash- Mileage 11/19/19, 11/22/19 Alvey Petty Cash- 8X10 Proclamation Frames Petty Cash- Business License Paper Petty Cash- DMV License Renewal- Castro/Carrasco Petty Cash- Mileage 11/7/19-2/19/20 Boyce Petty Cash- Flowers/Going Away Employee Appreciation 3/3/20 Petty Cash- Mgmt Analyst Interview Panel Lunch Petty Cash- Fuel LG#04 Petty Cash- Mileage 7/11/19-6/16/20 Zafico Petty Cash- Fuel PW#31	24.59 10.52 13.79 164.00 40.89 17.23 51.60 40.03 24.28 32.23	419.16
13221	6133	D- Max Engineering Inc.	07/29/2020	LG Popeye's Water Quality & Plan Review 5/1/20-6/30/20	159.50	159.50
13222	DennisCook Roof	Dennis Cook Roofing Inc.	07/29/2020	Refund/Dennis Cook Roofing Inc/Building Fees/B20-0056	139.91	139.91
13223	Jul28 20	ICMA	07/29/2020	ICMA Deferred Compensation Pay Period Ending 7/28/20	780.77	780.77
13224	1629	Janazz, LLC SD	07/29/2020	3 Laptops & Docking Stations/1 Dell Optiplex Desktop PC/Smart TV	6,694.87	6,694.87
13225	1089201	Michael Baker International	07/29/2020	Prof Svc: As-Needed Engineering Svcs thru 6/30/20	7,955.63	7,955.63
13226	Jul 14 Jul 28	Southern CA Firefighters Benefit Trust	07/29/2020	LG Firefighters Benefit Trust 7/14/20 LG Firefighters Benefit Trust 7/28/20	830.70 830.70	1,661.40
13227	00097730	The East County Californian	07/29/2020	Notice of Election 7/17/20	150.00	150.00
13228	6851-20	The Filipino Press	07/29/2020	Election Notices in Tagalog 7/18/20	150.00	150.00

13229	Vivint SolarDev	Vivint Solar Developer LLC	07/29/2020	Refund/Vivint Solar Dev/B19-0543/Partial Deposit/Withdrew Permit	132.60	132.60
13230	L1072895UH	American Messaging	08/05/2020	Pager Replacement Program 8/1/20-8/31/20	50.11	50.11
13231	15074439	AT&T	08/05/2020	Fire Backup Phone Line- 6/22/20-7/21/20	41.90	41.90
13232	Aug'20	BCC	08/05/2020	LTD Insurance - Aug'20 Life Insurance - Aug'20	719.62 641.25	1,360.87
13233	Apr-Jun20	California Building Standards Commission	08/05/2020	BSA Fees: Apr-Jun'20	197.10	197.10
13234	0000014815	City of El Cajon	08/05/2020	Overtime Reimbursement - Nevin 7/20/20	1,548.67	1,548.67
13235	22131	City of La Mesa	08/05/2020	Overtime Reimbursement - Doig 6/29/20	1,478.17	1,478.17
13236	Jul20	Colonial Life	08/05/2020	Colonial Optional Insurance -Jul20	493.14	493.14
13237	5156 5157 5388 5495 5549 5581 6124	D- Max Engineering Inc.	08/05/2020	LG B & S Townhouse Water Quality & Plan Review 8/22/19-9/17/19 Broadway Self-Storage SWQMP Review 8/17/19-9/22/19 D-Max Stormwater Prof Svcs 12/1/19-12/31/19 8321-8327 Mt Vernon Plan Review 2/18/20-3/15/20 8373 Broadway SWQMP Review 1/9/20-4/8/20 LG Popeye's Water Quality Review 4/15/20-4/29/20 D-Max Stormwater Prof Svcs 6/1/20-6/30/20	179.93 914.94 3,908.75 134.00 703.50 845.50 6,334.62	13,021.24
13238	DennisCRoofing	Dennis Cook Roofing Inc.	08/05/2020	Refund/Dennis C Roofing/Diversion Deposit - CD2-0005/B20-0056	100.00	100.00
13239	Apr-Jun20	Department of Conservation	08/05/2020	Qtrly SMP Fees - Apr-Jun'20	691.72	691.72
13240	6/22/20-6/25/20 6/29/20-6/30/20 7/1/20-7/2/20	Esgil Corporation	08/05/2020	75% Building Fees- 6/22/20-6/25/20 75% Building Fees- 6/29/20-6/30/20 75% Building Fees- 7/1/20-7/2/20	4,505.26 2,812.28 2,168.91	9,486.45
13241	Aug-20	Fidelity Security Life Insurance Company	08/05/2020	Vision Insurance -Aug20	274.23	274.23
13242	INV1018248	George Hills Company	08/05/2020	Annual Admin Fee - 7/1/20-6/30/21	1,200.00	1,200.00
13243	SIN002173	HDL Software LLC	08/05/2020	Permit Tracking Annual Maint- 8/1/20-7/31/21	800.00	800.00
13244	1631	Janazz, LLC SD	08/05/2020	IT Services- City Hall- Jul'20	2,500.00	2,500.00
13245	1020508	Life-Assist, Inc.	08/05/2020	2 Large Trauma Bags	121.13	121.13
13246	INV408310	LN Curtis & Sons	08/05/2020	3 GXTREME Jackets/Pants- Schroeder/Loftis/Wrisley	8,207.32	8,207.32
13247	9110	Nguoi Viet Today News	08/05/2020	Notice of Election in Vietnamese 7/24/20	60.00	60.00
13248	INV00017224	RapidScale Inc.	08/05/2020	Virtual Hosting/Back Up Svc/Cloud Storage/Svr 7/31/20-8/30/20	4,175.78	4,175.78
13249	Reya & Company	Reya and Company, Inc.	08/05/2020	Refund/Reya & Company, Inc/Rebuild Letter Credit	140.00	140.00
13250	#Jun-20	San Diego County Sheriff's Department	08/05/2020	CESF CARES COVID-19 Homeless Response & Assist 6/23/20-6/24/20	1,233.12	1,233.12
13251	7/20/2020 7/20/2020 7/20/2020	SDG&E	08/05/2020	3225 Olive- 6/18/20-7/20/20 3500 1/2 Main- 6/18/20-7/20/20 3601 1/2 LGA-6/18/20-7/20/20	130.55 197.43 33.45	361.43
13252	8180210742	Shred-It USA	08/05/2020	Shredding Services 7/8/20	77.55	77.55
13253	TM INV-003057	Springbrook Holding Company, LLC	08/05/2020	Server Migration Project	1,352.00	1,352.00
13254	Antojitos	Antojitos el Tenampa	08/12/2020	Small Business Relief Grant Program/7977 Broadway #B	10,000.00	10,000.00
13255	5656220834	AutoZone, Inc.	08/12/2020	Optima Auto Battery - LGPW#9 Paving Roller	231.30	231.30
13256	10977	Balestreri, Potocki & Holmes	08/12/2020	Legal Svcs: File 1019-224 - Oct'19 thru Jun'20	16,747.69	16,747.69
13257	5054011	Bearcom	08/12/2020	Portable Radios Monthly Contract 7/22/20-8/21/20	150.00	150.00
13258	BigBoyz	Big Boyz Car Audio	08/12/2020	Small Business Relief Grant Program	2,145.10	2,145.10
13259	BodybyDisc	Body by Discipline	08/12/2020	Small Business Relief Grant Program/7865 Broadway	9,719.90	9,719.90
13260	30543	Boot World Inc.	08/12/2020	Work Boots - PW Crew	2,861.42	2,861.42
13261	BroadwayClassic	Broadway Classic Hair Design	08/12/2020	Small Business Relief Grant Program	4,050.00	4,050.00
13262	08/11/20	California State Disbursement Unit	08/12/2020	Wage Withholding Pay Period Ending 8/11/20	161.53	161.53
13263	CChrist Books	CChrist Books	08/12/2020	Small Business Relief Grant Program	9,500.00	9,500.00
13264	1000288984	City of San Diego	08/12/2020	Municipal Sewer Transportation- FY20 Q4 4/1/20-6/30/20	10,126.63	10,126.63
13265	LC20-69	County of San Diego- Auditor & Controller	08/12/2020	LAFCO Cost Apportionment - FY21	6,000.31	6,000.31
13266	080520200560	DAR Contractors	08/12/2020	Animal Disposal- Jul'20	162.00	162.00
13267	L1221197536	Employment Development Department	08/12/2020	Unemployment Ins- Apr-Jun'20	8,400.00	8,400.00
13268	GoodGuys	Good Guys Tavern	08/12/2020	Small Business Relief Grant Program/7340 Broadway	7,805.42	7,805.42
13269	Grovers	Grover's Tavern	08/12/2020	Small Business Relief Grant Program/3315 Buena Vista Ave	10,000.00	10,000.00

13270	73618201	Hawthorne Machinery Co	08/12/2020	Equip Rental - Compact Track Loader 7/20-7/23/20 Equip Rental - Skid Steer Brush Cutter 7/20-7/23/20	945.30 599.46	1,544.76
13271	1065	Helix Water District	08/12/2020	Unmetered Water 7/1/19-6/30/20 - St Sweeping/Sewer Line Cleaning	1,701.96	1,701.96
13272	Aug11 20	ICMA	08/12/2020	ICMA Deferred Compensation Pay Period Ending 8/11/20	780.77	780.77
13273	140772	Knott's Pest Control, Inc.	08/12/2020	On Call Pest Control - Berry St Park	125.00	125.00
13274	2151	Law Offices of James F. Holtz, APC	08/12/2020	Legal Svcs: GHC0026956	657.50	657.50
13275	LG Dental	Lemon Grove Dental Group Inc.	08/12/2020	Small Business Relief Grant Program	10,000.00	10,000.00
13276	165964	MJC Construction	08/12/2020	CUPCCA #2020-17/Emergency Repair 3200 MassSt	34,980.00	34,980.00
13277	Pure Image Hair	Pure Image Hair Designs	08/12/2020	Small Business Relief Grant Program/2611 Lemon Grove Ave.	9,822.01	9,822.01
13278	Sandoval	Sandoval, Leticia	08/12/2020	Refund/Sandoval, Leticia/Processing Fee Paid in Error	30.00	30.00
13279	0203638	South Bay Foundry Inc.	08/12/2020	Replacement Galvanized Steel Stormdrain Grate	851.23	851.23
13280	Southwest Pride	Southwest Pride Inc.	08/12/2020	Small Business Relief Grant Program	10,000.00	10,000.00
13281	FY20	State Controller	08/12/2020	FY20 Payment Listing/Audit Request	150.00	150.00
13282	103213701-0001 103261398-0001 103416757-0001 103448409-0001 103540046-0001	Sunbelt Rentals Inc.	08/12/2020	Propane Propane Propane Propane Propane	13.58 15.66 12.64 6.83 14.07	62.78
13283	11150	T-Man Traffic Supply	08/12/2020	Traffic Cones for PW Vehicles	895.77	895.77
13284	TB Motorworx	TB Motorworx	08/12/2020	Small Business Relief Grant Program	7,700.00	7,700.00
13285	00098005 00098006	The East County Californian	08/12/2020	Notice of Public Hearing - PDP-180-0001 7/24/20 Notice of Public Hearing - Taft Property Lien 7/24/20	182.00 171.50	353.50
13286	8561-9 8567-6	The Sherwin-Williams Co.	08/12/2020	Graffiti Paint Graffiti Paint	103.03 196.05	299.08
13287	5814621	US Bank- Corporate Trust Services	08/12/2020	Admin Fees- 2014 Refunding Tabs: 7/1/20-6/30/21	2,420.00	2,420.00
13288	72652569 72655848 72655849 72660055	Vulcan Materials Company	08/12/2020	Asphalt/SS1H 4.5 Gallon Bucket Asphalt/SS1H 4.5 Gallon Bucket Asphalt/SS1H 4.5 Gallon Bucket SS1H 4.5 Gallon Bucket	151.82 198.37 198.37 145.46	694.02
13289	161940-A	West Coast Arborists, Inc.	08/12/2020	TDA Tree Maintenance/Tree Pruning for Safety - 6/16/20-6/30/20	1,995.00	1,995.00
13290	5656224533 5656230638	AutoZone, Inc.	#####	Cleaner/Degreaser - Sanitation Replacement Mirror - Sanitation	16.02 29.89	45.91
13291	01.274.20.03185	Berlitz Languages Inc.	#####	Prof Svcs: Spanish Speaking Test/Fire/Lopez/Gamester	210.00	210.00
13292	BodybyDisc-2	Body by Discipline	#####	Small Business Relief Grant Program/7865 Broadway	280.10	280.10
13293	82034364-00	Bridgestone Hosepower LLC	#####	Hose Assembly - LGPW#32 GapVax	376.36	376.36
13294	Calif Auto	California Auto Registration Specialist	#####	Small Business Relief Grant Program	10,000.00	10,000.00
13295	Sep 2020	California Dental Network Inc.	#####	California Dental Insurance -Sep20	342.12	342.12
13296	Reimb 8/18/20	Chapel, Shelley	#####	Reimb: Mileage to/from Registrar of Voters/Election Docs	170.78	170.78
13297	Chuys	Chuy's Barbershop	#####	Small Business Relief Grant Program	4,500.00	4,500.00
13298	0000014847	City of El Cajon	#####	Overtime Reimbursement - Paddock 8/2/20	1,309.38	1,309.38
13299	22143 22147 22147 22147 22147 22147 22147 22147 22147 22147	City of La Mesa	#####	Fire Prevention Banner - Lemon Grove Share Overtime Reimbursement - Baum 7/7/20 Overtime Reimbursement - Baum 8/4/20 Overtime Reimbursement - Casey 7/19/20 Overtime Reimbursement - Deitz 7/26/20 Overtime Reimbursement - Deitz 8/4/20 Overtime Reimbursement - Doig 7/13/20 Overtime Reimbursement - Provence 7/31/20 Overtime Reimbursement - Sergeant 7/23/20	53.97 1,478.17 1,478.17 1,046.28 1,310.41 1,310.41 1,478.17 1,203.32 1,310.41	10,669.31
13300	21CTOFLGN01	County of San Diego- RCS	#####	800 MHZ Network - Jul'20	2,736.00	2,736.00
13301	DestinySix	Destiny Six Financial	#####	Small Business Relief Grant Program	7,425.00	7,425.00
13302	EmpireBeauty	Empire Beauty Supply Co Inc.	#####	Small Business Relief Grant Program	10,000.00	10,000.00
13303	63286	EW Truck & Equipment Company, Inc.	#####	LGPW#29 Peterbilt - Brake Repair/Oil Change/Fuel/Water Filter	1,066.22	1,066.22
13304	G & G Auto	G & G Auto Repair	#####	Small Business Relief Grant Program/3575 Buena Vista Ave	9,768.46	9,768.46
13305	INV1018307	George Hills Company	#####	TPA Claims- Adjusting/Other Services - Jul 20	704.00	704.00
13306	Giant Pizza	Giant Pizza King	#####	Small Business Relief Grant Program	10,000.00	10,000.00

13307	73618201	Hawthorne Machinery Co	##### Equip Rental - Compact Truck Loader/Skid Steer Brush Cutter	1,544.76	1,544.76
13308	SIN002571	HDL Coren & Cone	##### Contract Services Property Tax - Jul-Sept 2020	2,271.87	2,271.87
13309	SIN002749	Hinderliter De Llamas & Associates	##### Contract Services - Cannabis Mgmt Program - Jul'20	2,250.00	2,250.00
13310	00078526	Hudson Safe-T- Lite Rentals	##### PW/Rain Jacket/Rain Pants/Orange Vests	300.94	300.94
13311	IconicBlendz	Iconic Blendz Barbershop	##### Small Business Relief Grant Program/8127 1/2 Broadway	10,000.00	10,000.00
13312	140775 141061 141081 141082	Knott's Pest Control, Inc.	##### On Call Pest Control - Rec Center On Call Pest Control - Berry St Park Monthly Bait Stations- Civic Ctr - Aug20 Monthly Bait Stations- Sheriff - Aug20	150.00 150.00 60.00 45.00	405.00
13313	202007 202007	Lemon Grove Car Wash, Inc.	##### Car Wash - LGPW#14 '98 Ford Ranger 7/10/20 Car Wash - LGPW#31 '14 Ford Escape 7/14/20	22.99 69.93	92.92
13314	07-2565	Lemon Grove School District	##### Annual Rent- PW Yard 2873 Skyline Dr	100.00	100.00
13315	Lions Den	Lions Den Tattoo	##### Small Business Relief Grant Program	7,815.00	7,815.00
13316	807	Local Government Consultants, LLC	##### State Mandated Cost Svc-FY19-20 Claims Prep	1,500.00	1,500.00
13317	Jul20 Jul20 Jul20 Jul20 Jul20	Lounsbury Ferguson Altona & Peak LLP	##### General 03529-00001 Jul'20 Code Enforcemt 03529-00002 Jul'20 Cost-Share Agreemt 03529-00005 Jul'20 03529-00015 Jul'20 03529-00016 Jul'20 03529-00017 Jul'20 COVID-19	10,293.96 547.80 468.91 201.55 7,944.75 1,012.60	20,469.57
13318	Cynthia Love	Love, Cynthia	##### Small Business Relief Grant Program/3293 Olive St	5,377.06	5,377.06
13319	4886454	Mallory Safety and Supply, LLC	##### Hard Hats/Gloves/Lifeguard Hat/Safety Glasses/Earplugs	327.22	327.22
13320	Massage Envy	Massage Envy Lemon Grove	##### Small Business Relief Grant Program	10,000.00	10,000.00
13321	55595	McNamara Pump and Electric Inc.	##### Duplex Sewage Pump Station 6-Mo Maintenance Svc- 6794 Cntrl	275.00	275.00
13322	Palm Dental	Palm Dental Group	##### Small Business Relief Grant Program	10,000.00	10,000.00
13323	PE2-LG	PE2-Lemon Grove, LLC	##### Small Business Relief Grant Program/3474 Mass Ave/PonyExpress	10,000.00	10,000.00
13324	143864	Penske Ford	##### LGPW#16 '14 Ford F150- Battery	181.85	181.85
13325	Aug2020	Preferred Benefit Ins Administrators	##### Dental Insurance- PPO -Aug'20	3,634.40	3,634.40
13326	Pure Image Hair	Pure Image Hair Designs	##### Small Business Relief Grant Program/2611 Lemon Grove Ave.	177.99	177.99
13327	RC Screen	RC Screen Printing	##### Small Business Relief Grant Program	6,500.00	6,500.00
13328	32047368	RCP Block & Brick, Inc.	##### Bulk Class II Road Base - PW Supply	308.09	308.09
13329	AR173442	Sandag/ARJIS	##### ARJIS FY 2021 JPA Fees - 7/1/20-6/30/21	16,332.00	16,332.00
13330	SD Motorz	SD Motorz Services	##### Small Business Relief Grant Program	8,641.60	8,641.60
13331	Jul20	SDG&E	##### Gas & Electric 6/23/20-7/23/20	22,775.24	22,775.24
13332	Sells	Sells, Richard	##### Refund/Sells, Richard/Sewer Service Fee Overcharged	2,133.28	2,133.28
13333	Skyline Dental	Skyline Dental	##### Small Business Relief Grant Program	10,000.00	10,000.00
13334	CLG-21 CLG-22 CLG-23	Smith Air Conditioning	##### CUPCCA #2020-18 New 3.5 Ton Compressor/ Sheriff Stn Replace 1 Ton Compressor/Rec Ctr/5 Yr Warranty Part Service Call- AC Unit Repair/Server Room	2,585.00 1,950.00 455.00	4,990.00
13335	Smog or Tune	Smog or Tune	##### Small Business Relief Grant Program	6,349.69	6,349.69
13336	103635497-0001 103684894-0001 103730651-0001 103910589-0001	Sunbelt Rentals Inc.	##### Propane Propane Propane Propane	12.37 18.03 17.35 27.15	74.90
13337	141157 141449 141833	Superior Ready Mix Concrete LP	##### Asphalt - 2873 Skyline Dr/PW Yard 6500 Block Federal Blvd - ROW Repairs 1/2" Hot Mix Asphalt 6500 Block Federal Blvd - ROW Repairs 1/2" Hot Mix Asphalt	47.84 4,320.72 1,899.00	6,267.56
13338	33826 33926	Superior Smog and Tune Muffler & Brake	##### Replace Alternator/Serpentine Belt - LGPW#19 '99 Ford F350 Fac Oil Change - LGPW#20 '00 GMC 2500 Fac	550.00 130.32	680.32
13339	11231	T-Man Traffic Supply	##### Traffic Cones - PW	895.77	895.77
13340	TB Motorworx2	TB Motorworx	##### Small Business Relief Grant Program	2,300.00	2,300.00
13341	Thrive LG	Thrive Lemon Grove	##### CARES Grant/Food Distribution/San Diego Food Bank	1,000.00	1,000.00
13342	Toda Moda	Toda Moda	##### Small Business Relief Grant Program	10,000.00	10,000.00
13343	STMT 7/22/2020 STMT 7/22/2020 STMT 7/22/2020	US Bank Corporate Payment Systems	##### Station Supplies/Liquid IV/Lightbulbs/Cleaning Supplies Tents/Disinfectant/Masks/COVID-19 Maintenance/Diesel Exhaust Fluid/Absorbent	435.19 487.20 96.91	16,140.52

	STMT 7/22/2020		Office Supply/Water Filter/Filtration Parts		56.71	
	STMT 7/22/2020		Adobe Illustrator Annual Fee		239.88	
	STMT 7/22/2020		Election/E-nomination/E-resolution Documents		107.76	
	STMT 7/22/2020		Fuel/PW		1,297.71	
	STMT 7/22/2020		Sewer Pipe Cleaner/Saw Blade/Gas Can/Veh Lightbulb/PW		130.96	
	STMT 7/22/2020		CTS Language Link/Corporate Translation/Election		480.00	
	STMT 7/22/2020		El Latino Newspaper/Election Notice		510.00	
	STMT 7/22/2020		CalPELRA Membership/HR		370.00	
	STMT 7/22/2020		Headgear/PW		490.31	
	STMT 7/22/2020		CDBG-CV Grant/Food Distribution		8,691.15	
	STMT 7/22/2020		Daycamp Supplies		2,746.74	
13344	72678654	Vulcan Materials Company	##### Asphalt/SS1H 4.5 Gallon Bucket		175.09	175.09
13345	163004	West Coast Arborists, Inc.	##### TDA Tree Maintenance - 7/16/20-7/31/20		9,975.00	9,975.00
13346	Yum Yum Donuts	Yum Yum Donuts #518 J	##### Small Business Relief Grant Program		10,000.00	10,000.00
13347	Burros & Fries	Burros and Fries CV Inc.	##### Small Business Relief Grant Program		10,000.00	10,000.00
13348	ES 198479 LLC	Larry H Miller Real Estate	##### Re-issue/Refund/Miller, Larry H/Cash Bond Deposit/Unused Cash PI		57,430.55	57,430.55
13349	LG Antique	Lemon Grove Antique Mall	##### Small Business Relief Grant Program		3,188.10	3,188.10
13350	Nandos	Nandos TacoShop	##### Small Business Relief Grant Program		10,000.00	10,000.00
13351	Smoke N Up	Smoke N Up	##### Small Business Relief Grant Program/7984 Federal Blvd		10,000.00	10,000.00
13352	7/22/2020	Wells Fargo	##### AT&T - Backup City Hall Internet- 6/23/20-7/22/20		85.60	7,738.89
	8/22/2020		AT&T - Backup City Hall Internet- 7/23/20-8/22/20		85.60	
	1426640560		Cintas - Janitorial Supplies - 6/18/20		70.33	
	1426944701		Cintas - Janitorial Supplies - 7/01/20		266.86	
	4054749276		Cintas - Janitorial Supplies - Fire 7/1/20		320.60	
	4055492856		Cintas - Janitorial Supplies - 7/09/20		70.33	
	4056151872		Cintas - Janitorial Supplies - 7/16/20		193.11	
	4056776012		Cintas - Janitorial Supplies - 7/23/20		70.33	
	82031853		Corelogic - RealQuest Graphics Package - Jun'20		300.00	
	21650662		Canon Financial Svcs - Canon Plotter Contract Charge 7/20/20-8/1		144.00	
	7071MTV- 7/1		Cox - Calsense Modem Line: 7071 Mt Vernon/Berry St Pk 7/1-3		23.45	
	8235MTV-7/9		Cox - Calsense Modem Line: 8235 Mt Vernon/Berry St Pk 7/9-8/8		94.39	
	2259Wash-7/10		Cox - Calsense Modem Line: 2259 Washington 7/11/20-8/10/20		23.45	
	2873Skyline- 7/11		Cox - Phone/PW Yard/2873 Skyline- 7/19/20-8/18/20		216.30	
	City Hall- 7/1		Cox - Phone/City Hall 7/1/20-7/31/20		1,035.44	
	CommCtrInt- 6/30		Cox - Internet/Comm Ctr- 6/30/20-7/29/20		75.00	
	Fax-CH- 7/19/20		Cox - City Manager Fax Line- 7/18/20-8/17/20		7.69	
	Fire 7/1/20		Cox - MainPhone/Fire 7/1/20-7/31/20		444.81	
	Fire Alarm-6/27		Cox - City Hall Fire Alarm 6/27/20-7/26/20		44.90	
	PEG- 6/30/20		Cox - PEG Circuit Svc- 6/30/20-7/29/20		2,896.56	
	Rec-7/4		Cox - Phone/Rec Ctr/3131 School Ln- 7/4/20-8/3/20		98.33	
	9857937455		Verizon - Modems- Cardiac Monitors - 6/4/20-7/3/20		16.52	
	9858599460		Verizon - City Phone Charges- 6/13/20-7/12/20		131.34	
	9858600004		Verizon - Mobile Broadband Access- 6/13/20-7/12/20		76.02	
	9857038646		Verizon - Fire Prev Phone Line- 5/21/20-6/20/20		372.65	
	9859088792		Verizon - Fire Prev Phone Line- 6/21/20-7/20/20		376.48	
	9858599461		Verizon - PW Tablets- 6/13/20-7/12/20		198.80	
					640,812.20	640,812.20



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.C

Meeting Date: September 1, 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 REGULAR MEETING
OF THE LEMON GROVE CITY COUNCIL
VIRTUAL MEETING VIA ZOOM**

TUESDAY, AUGUST 4, 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 Regular Meeting to order at 6:02 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.

Public Comment was read into the Record by City Clerk, Chapel: Kathleen McLean and Jim Nottoli.

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

Councilmember Jones attended the following meetings and events:

- Zoom meeting with the Government Affairs with Chamber of Commerce

Councilmember Altamirano attended the following meetings and events:

- Sheriff's Office Ride-a-Long

Mayor Pro Tem Mendoza attended the following meetings and events:

- Food Distribution on Saturday mornings
- Mentioned three trash pickup in the City in the past week – Lemon Grove Lions, Improving Lemon Grove, Lemon Grove Neighborhood Watch and HEAL Zone volunteers

Mayor Vasquez attended the following meetings and events:

- CAL OES Briefing for Mayors and City Managers Meeting
- Weekly COVID Meeting to Update Mayors - Meeting Hosted by San Diego County
- SANDAG Board of Directors Meeting
- Food Distribution on Saturday mornings
- 68% of those who live in Lemon Grove have responded to Census 2020

City Manager's Report:

City Manager Romero provided an update on COVID restrictions. Small Business Relief Grant Program utilizing the Federal and County CARES Grant monies. To date the City has received 85 applications. The application deadline is August 6, 2020 at 5:00 pm.

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 July 21, 2020
- 1.D Note and File Planning Commission Regular Meeting Minutes for June 22, 2020
- 1.E Adopt Resolution No. 2020-3754, entitled, "A Resolution of the City Council of the City of Lemon Grove, California, Approving the Ninth Amendment to an Option Agreement with the San Diego Community Land Trust for the Parcel Identified as 8084 Lemon Grove Way (475-450-19-00)."
- 1.F Adopt Resolution No. 2020-3755, entitled, "A Resolution of the City Council of the City of Lemon Grove, California, Approving a One-Year Contract Extension with Clark Telecom and Electric, Inc. for Street Light Maintenance and Repair (Contract No. 2018-23)."
- 1.G Adopt Resolution No. 2020-3756, entitled, "A Resolution of the City Council of the City of Lemon Grove, California, Approving a One-Year Contract Extension with Southwest Signal Services for Traffic Signal and Communications System Maintenance, Emergency Repairs, and Related Construction Services Contract No. 2019-19."
- 1.H Adopt Resolution No. 2020-3757, entitled, "A Resolution of the City Council of the City of Lemon Grove, California, Accepting the Fiscal Year 2019-2020 Street Rehabilitation Project (Contract No. 2019-10) as Complete."

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

The motion passed by the following vote:

Ayes: Vasquez, Mendoza, Altamirano, Arambula, Jones

Noes: None.

Public Hearing:

- 2. Public Hearing to Consider Planned Development Permit No. PDP-180-0001 and Tentative Map TM0-000-0065; A Request to Authorize the Construction of 70 Townhome Units at 8373 Broadway in the Residential Medium High (RMH) Zone.

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

Public Comment was read into the Record by City Clerk, Chapel: Damian Taitano applicant representative.

Mayor Vasquez turned the meeting over to Mayor Pro Tem Mendoza at 6:39 p.m. as the Mayor had to leave the meeting.

Action: The public hearing was closed at 6:56 p.m. on a motion by Councilmember Jones, and second by Councilmember Arambula.

The motion passed by the following roll call vote:

Ayes: Mendoza, Altamirano, Arambula, Jones

Noes: Vasquez

Action: It was moved by Councilmember Altamirano, and seconded by Councilmember Arambula, to Adopt **Resolution No. 2020-3758** entitled, “A Resolution of the City Council of the City of Lemon Grove, California, Approving Tentative Map (Condominium) TM0-000-0065, Authorizing the Subdivision of a 2.88-Acre Parcel into 70 Townhome Units on an Existing Developed Site at 8373 Broadway, Lemon Grove, California,” and Adopt **Resolution No. 2020-3759**, entitled, “A Resolution of the City Council of the City of Lemon Grove, California, Approving Planned Development Permit No. PDP-180-0001; a Request to Authorize the Construction of 70 Townhome Units on an Existing Developed Site at 8373 Broadway, Lemon Grove, California.”

The motion passed by the following roll call vote:

Ayes: Mendoza, Altamirano, Arambula, Jones

Noes: Vasquez

Reports to Council:

3. Authorization for Placement of Property Lien on 1655 Taft Street.

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

No Public Comment Received.

Action: Motion by Councilmember Jones, seconded by Councilmember Altmirano, to approve **Resolution No. 2020-3760**, entitled, “A Resolution of the City Council of the City of Lemon Grove, California, Approving the Report for the Placement of a Property Lien and Assessing the Costs of Fines and Any Costs Associated with Fine Recovery and Efforts to Abate the Violation at 1655 Taft Street Pursuant to the City of Lemon Grove Municipal Code Chapter 1.24.”

The motion passed by the following vote:

Ayes: Vasquez, Mendoza, Altamirano, Arambula, Jones

Noes: None.

4. Alarm Permit Enforcement

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

No Public Comment Received.

Action: Receive and Review Alarm Permit Enforcement Plan.

5. Funding Request for a Drainage Project at 2441 McKnight Drive and Mt. Vernon Avenue

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

No Public Comment Received.

Mayor Pro Tem Mendoza returned the control of the meeting back to Mayor Vasquez at 7:27 p.m. as the Mayor returned to the meeting.

Action: Motion by Councilmember Jones, seconded by Mayor Pro Tem Mendoza, to approve Resolution No. 2020-3761, entitled, A Resolution of the City Council of the City of Lemon Grove, California, Approving a Funding Request for a Drainage Repair Project at 2441 McKnight Drive and Mt. Vernon Avenue, Lemon Grove, CA 91945.”

Council opted to approve the option for \$452,000.

The motion passed by the following vote:

Ayes: Vasquez, Mendoza, Altamirano, Arambula, Jones
Noes: None.

City Attorney Steinke convened the meeting into Closed Session at 7:46 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 8:03 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 8:03 p.m. to a meeting to be held Tuesday, August 18, 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: September 1, 2020

Submitted to: Honorable Mayor and Members of the City Council

Department: City Manager's Office

Staff Contact: Christian Olivas, Management Analyst

colivas@lemongrove.ca.gov

Item Title: **Amendment to the San Diego Urban County Community
Development Block Grant Program Cooperation Agreement
for Fiscal Years 2021-2024**

Recommended Action: Adopt a resolution approving an Amendment to the San Diego Urban County Community Development Block Grant Program Cooperation Agreement from Fiscal Year 2021-22 to 2023-24.

Summary: The purpose of this staff report is to assist the City Council with the decision to approve an Amendment to the San Diego Urban County Community Development Block Grant (CDBG) Program Cooperation Agreement from July 1, 2021 to June 30, 2024. The following sections of the staff report provides background information regarding the City's participation in the San Diego Urban County CDBG Program Cooperation Agreement, it explains the reason an amendment to the previous cooperation agreement is required, and provides staff's recommendation to approve the agreement to continue to participate in the CDBG Program.

Discussion: The County of San Diego currently serves as a grantee for the San Diego Urban County, a federally designated area, that includes the unincorporated area of San Diego County and all non-entitlement cities within the County that choose to participate in the CDBG Program. As a non-entitlement jurisdiction, the City of Lemon of Grove must partner with the County of San Diego to receive CDBG funds.

On May 19, 2020, the City Council adopted a resolution authorizing the renewal of the Cooperation Agreement to the San Diego Urban County Community CDBG Grant Program for three years from July 1, 2021 through June 30, 2024. On August 21, 2020, the County of San Diego contacted City staff and requested that an amendment to the cooperation agreement is approved. County staff explained that an Amendment to the CDBG Cooperation Agreement was requested by the HUD Field Office in Los Angeles.

HUD’s legal counsel recommended that the agreement address some important points that were not referenced in the agreement. These recommendations were included in the Amendment to the CDBG Cooperation Agreement.

Staff recommends that the City Council adopt a resolution authorizing an Amendment to the San Diego Urban County CDBG Cooperation Agreement to continue the City’s participation in the CDBG Program and other grant programs, such as the HOME Investment Partnership Program, for FY 2021-2022 through FY 2023-2024.

Furthermore, City staff requests that the City Manager or her designee is delegated the authority to execute the CDBG Cooperation Agreement. If the resolution is adopted, City staff will return the agreement to the County before the September 11, 2020 deadline that the County was given by HUD.

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 approving an Amendment to the San Diego Urban County Community Development Block Grant Program Cooperation Agreement from Fiscal Year (FY) 2021-22 to FY 2023-24.

Attachment:

Attachment A – Resolution

RESOLUTION NO. 2020 -

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA, AUTHORIZING AN AMENDMENT TO THE SAN DIEGO URBAN
COUNTY CDBG PROGRAM COOPERATION AGREEMENT FROM FISCAL
YEAR 2021-22 TO FISCAL YEAR 2023-2024**

WHEREAS, the County of San Diego, as an eligible Urban County, applies and receives CDBG funds to administer within the County’s unincorporated areas and local governments that participate in the San Diego Urban County CDBG Program; and

WHEREAS, the City of Lemon Grove does not qualify to receive CDBG funds directly. As a non-entitlement jurisdiction, the City of Lemon of Grove must partner with the County of San Diego in order to receive CDBG funds; and

WHEREAS, on May 19, 2020, the City Council adopted a resolution authorizing the renewal of the Cooperation Agreement to the San Diego Urban County Community CDBG Grant Program for an additional three years from July 1, 2021 through June 30, 2024; and

WHEREAS, the City of Lemon Grove must approve the Amendment to the San Diego Urban County CDBG Program Cooperation Agreement (Exhibit 1) to continue the City’s participation in the CDBG Program and other grant programs, such as the HOME Investment Partnership Program, for FY 2021-2022 through FY 2023-2024; and

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

1. Approves the Amendment to the San Diego Urban County CDBG Program Cooperation Agreement between the County of San Diego and City of Lemon Grove; and
2. Authorizes the City Manager or her designee to manage all program related documentation and serves as the authorized signatory.

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

FIRST AMMENDMENT TO COOPERATION AGREEMENT BETWEEN THE
COUNTY OF SAN DIEGO AND CITY OF LEMON GROVE
FOR A COMMUNITY DEVELOPMENT PROGRAM

THIS FIRST AMENDMENT to the Cooperation Agreement between the County of San Diego, a political subdivision of the State of California, hereinafter called "County," and City of Lemon Grove, a municipal corporation of the State of California, located in the County of San Diego, hereinafter called "City," collectively referred to as "Parties", is effective July 1, 2021. On April 5, 2011, the Board of Supervisors authorized the Director, Department of Housing and Community Development, to negotiate and execute, with County Counsel concurrence, all contracts, agreements and/or amendments, and to take all necessary actions for the submittal and/or regulatory processing of the above-referenced Agreements and Resolutions. This First Amendment is to incorporate language as required by the U.S. Department of Housing and Urban Development (HUD), Office of Community Planning and Development (CPD) Notice 20-03.

Accordingly, the Cooperation Agreement between the County of San Diego and the City of Lemon Grove is amended as follows:

1. Paragraph 22 of said Cooperation Agreement is amended to read as follows: The Parties agree to take all actions necessary to comply with the Urban County's certification required by section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, and that the grant will be conducted and administered in conformity with

Title VI of the Civil Rights Act of 1964, the Fair Housing Act and will affirmatively further fair housing.

2. Paragraph 23 of said Cooperative Agreement is amended to read as follows: The Parties agree to the obligation to comply with section 109 of Title I of the Housing and Community Development Act of 1974, which incorporates Section 504 of the Rehabilitation Act of 1973 of Title II of the Americans with Disabilities Act, the Age Discrimination Act of 1975, Section 3 of the Housing and Urban Development Act of 1968 and all other applicable laws.

3. Paragraph 24 of said Cooperative Agreement is amended to read as follows: The Parties agree that no Urban County funding will be expended for activities in or in support of any cooperating unit of general local government that does not affirmatively further fair housing within its own jurisdiction or that impedes the County's actions to comply with the County's fair housing certification.

4. Paragraph 25 of said Cooperative Agreement is amended to read as follows: The parties agree that a unit of general local government may not sell, trade, or otherwise transfer all or any portion of such funds to another such metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under title I of the Act.

5. Paragraph 26 is added to said Cooperative Agreement to read as follows: If Community Development Block Grant funds are not awarded to the County by the U.S. Department of Housing and Community Development, the County's obligation to distribute those funds to the Urban County members will be terminated.

6. Paragraph 27 is added to said Cooperative Agreement to read as follows: The Parties agree that if City fails to obligate funds within 12 months of the notice to proceed or to expend funds within 36 months of obligation for an eligible project or activity identified in the Annual Plan pursuant to Paragraphs 6 and 7, the County may recapture and reallocate such unexpended funds at its sole discretion. The recaptured funds shall be made available for reprogramming to other eligible activities as deemed appropriate by the County, as Grantee for the Urban County.

7. All references pertaining to fiscal years 2012-2014 and July 1, 2012 are amended to read fiscal years 2021-2023 and July 1, 2021.

8. Authority to Execute Amendment. The person signing on behalf of the City of Lemon Grove certifies to the County that he/she has the authority to execute this amendment, and that execution of the amendment on behalf of the City of Lemon Grove is in accord with all City processes for obtaining such signature. The person executing this amendment on behalf of the City of Lemon Grove recognizes that the County will rely on this certification in order to procure funds from the Department of Housing and Urban Development for use by the City.

IN WITNESS WHEREOF the parties hereto have caused this First Amendment to be executed as of the day and year last written below.

CITY:

COUNTY:

BY: _____

City Manager
City of Lemon Grove

BY: _____

DAVID ESTRELLA, Director
Housing and Community Development
Services

Date:

Date:

APPROVED AS TO FORM AND LEGALITY

BY: _____

APPROVED AS TO FORM AND LEGALITY

BY: DAVID M. STOTLAND, SENIOR DEPUTY

BY: _____

_____, City Attorney
CITY OF LEMON GROVE



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.E

Meeting Date: September 1, 2020

Submitted to: Honorable Mayor and Members of the City Council

Department: City Manager's Office

Staff Contact: Steve Swaney, Fire Chief

sswaney@heartlandfire.net

Item Title: Acceptance of FY 19 State Homeland Security Grant Program (SHSGP) Funds

Recommended Action:

Staff recommends that the City Council adopt a resolution accepting FY 2019 State Homeland Security Grant Program (SHSGP) funds and authorize the City Manager to execute appropriate agreements and/or grant documents required to receive and use said funds in accordance with SHSGP requirements.

Summary:

The City of Lemon Grove has been approved to receive \$19,101 from the State Homeland Security Grant Program from FY 19 funds. SHSGP funds play an important role in the implementation of Presidential Policy Directive-8 (PPD-8) by supporting the development and sustainment of core capabilities to fulfill the National Preparedness Goal (NPG). This amount was determined by the Unified Disaster Council's previously established and agreed upon allocation formula.

Discussion:

The SHSGP supports the implementation of State Homeland Security Strategies to address the identified planning, organizational, equipment, training and exercise needs to prevent, protect against, mitigate, respond to and recover from acts of terrorism and other catastrophic events. The funds will be used to purchase Self-Contained Breathing Apparatus and portable radios. Modifications to the equipment purchase may be made by the department.

Environmental Review:

Not subject to review

Negative Declaration

Categorical Exemption, Section []

Mitigated Negative Declaration

Fiscal Impact:

There is no direct fiscal impact to the City of Lemon Grove. No matching funds are required.

Public Notification:

None.

Staff Recommendation:

Staff recommends that the City Council adopt a resolution accepting FY 2019 State Homeland Security Grant Program (SHSGP) funds and authorize the City Manager to execute appropriate agreements and/or grant documents required to receive and use said funds in accordance with SHSGP requirements.

Attachments:

Attachment A – FY 2019 Resolution

Attachment B – FY 2019 SHSGP Award Letter

Attachment C – FY 2019 SHSGP Grant Assurances/Signature Authorization

RESOLUTION NO. 2020-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA, ACCEPTING FISCAL YEAR 2019 STATE HOMELAND SECURITY GRANT PROGRAM FUNDS

WHEREAS, the City of Lemon Grove is dedicated to providing high quality fire and EMS services to its citizens and maintaining the highest level of preparedness in order to respond to and mitigate acts of terrorism and other catastrophic events; and

WHEREAS, the State Homeland Security Grant Program distribution formula allocates \$19,101 to the City of Lemon Grove be used to respond to and/or recover from acts of terrorism and other catastrophic events; and

WHEREAS, the allocated funds will be used to purchase vital equipment used by fire department personnel to safely respond to acts of terrorism and other catastrophic events;

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

1. Accepts the Fiscal Year 2019 State Homeland Security Program funds.
2. Authorizes the City Manager to execute required grant documents and/or agreements necessary for the receipt and use of said funds.

PASSED AND ADOPTED on September 1, 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



County of San Diego Office of Emergency Services
5580 Overland Ave., Suite 100
San Diego, CA 92123 -1251
Phone: (858) 565-3490 Fax: (858) 565-3499
Email: oes@sdcountry.ca.gov



July 23, 2020

City of Lemon Grove
 8054 Allison Ave
 La Mesa, CA 91942

SUBJECT: NOTIFICATION OF FEDERAL FUNDING AWARD
 FY 2019 Homeland Security Grant Program (HSGP)
 Subaward #2019-0035, Cal OES ID #073-00000

The purpose of this letter is to notify you that the County of San Diego Office of Emergency Services has approved your FY2019 SHSP award in the amount of \$19,101 as listed below:

Subrecipient Name:	City of Lemon Grove
Subrecipient DUNS:	095899696
Federal Award ID (FAIN)	EMW-2019-SS-00035-S01
Federal Award Date:	09/01/19 to 08/31/22
Subaward Period of Performance:	03/01/20 to 05/31/21
Subrecipient Award Amount:	\$19,101
Federal Award Project Description:	Implementation of homeland security management grant to support state, local, tribal and territorial efforts to prevent terrorism and other catastrophic events
Federal Awarding Agency:	US Department of Homeland Security
CFDA Number:	97.067/Homeland Security Grant Program
Research & Development Award (Y/N):	No
Indirect Cost Rate:	N/A
Match Requirement:	N/A

This grant award is subject to all provisions of Uniform Guidance (2 CFR Part 200), which can be accessed at www.ecfr.gov. Non-federal entities that expend \$750,000 or more annually in Federal Awards must have a single audit performed each year. Please forward a copy of your most current single audit report to the contact below.

Subrecipients are required to comply with all applicable federal, state, and local Environmental Planning and Historic Preservation (EHP) requirements. Additionally, Aviation/Watercraft requests, Establish/Enhance Emergency Operations Center projects, projects requiring EHP review, and noncompetitive procurement requests require additional approvals. Subrecipients must obtain written approval for these activities prior to incurring any costs, in order to be reimbursed for any related costs under this Grant Subaward. Subrecipients are also required to obtain a performance bond prior to the purchase of any equipment item over \$250,000, including any aviation or watercraft financed with homeland security dollars. Performance bonds must be submitted to the contact below no later than the time of reimbursement.

Unified San Diego County Emergency Services Organization

CARLSBAD • CHULA VISTA • CORONADO • COUNTY OF SAN DIEGO • DEL MAR • EL CAJON • ENCINITAS • ESCONDIDO • IMPERIAL BEACH • LA MESA
 LEMON GROVE • NATIONAL CITY • OCEANSIDE • POWAY • SAN DIEGO • SAN MARCOS • SANTEE • SOLANA BEACH • VISTA

Please complete and return the attached OES Grant Management Assessment Questionnaire, 2019 Grant Assurances and Signature Authorization Form, current procurement policies and salvage guidelines. A hard copy of the Grant Assurances and Signature Authorization Forms must be mailed.

Your performance period ends May 31, 2021. Please submit your reimbursement requests in a timely manner, no later than June 30, 2021.

For further assistance, please contact Kevin Preston at (858) 715-2214 or Kevin.Preston@sdcounty.ca.gov

Sincerely,

Martin Kurian

Martin Kurian, Principal Administrative Analyst
County of San Diego
Office of Emergency Services

cc: Preston, Kevin

Attachments: OES Grant Management Assessment Questionnaire
2019 Grant Assurances
SHSP 2019 Allocations



State Grant Program Standard Assurances

As the duly authorized representative of the Applicant, I hereby certify that the Applicant has the legal authority to apply for State assistance and the institutional, managerial and financial capability to ensure proper planning, management, and completion of the project described in this application, within prescribed timelines.

I further acknowledge that the Applicant is responsible for reviewing and adhering to all requirements within the State programmatic and financial guidelines stipulated by Cal OES, and available in the Fiscal Year 2019 State Program Guidance, at www.caloes.ca.gov.

State award requirements are set forth below. The Applicant hereby agrees to comply with the following:

1. Proof of Authority

The Applicant will obtain proof of authority from the city council, governing board, or authorized body in support of this project. This written authorization must specify that the Applicant and the city council, governing board, or authorized body agree:

- a) Any liability arising out of the performance of this agreement shall be the responsibility of the Applicant and the city council, governing board, or authorized body;
- b) Grant funds shall not be used to supplant expenditures controlled by the city council, governing board, or authorized body; and
- c) Applicant is authorized by the city council, governing board, or authorized body to apply for State assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-State share of project cost, if any) to ensure proper planning, management and completion of the project described in this application.
- d) Official executing this agreement is authorized by the Applicant.

This Proof of Authority must be maintained on file and readily available upon request.

2. Period of Performance

The period of performance is specified in the Award. The Applicant is only authorized to perform allowable activities approved under the award, within the period of performance.



State Grant Program Standard Assurances

3. Lobbying and Political Activities

Cal OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities. Lobbying activities include, but are not limited to, paying, either directly by the undersigned or by another party on behalf of the undersigned, any person to influence or to attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification.

4. Compliance with local, state, and federal laws

The Applicant must comply with all applicable local, state, and federal statutes, regulations, program plans, and application requirements.

5. Non-Discrimination and Equal Employment Opportunity

The Applicant must comply with all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices. These include, but are not limited to, the following:

- a) Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12101-12213), which prohibits discrimination on the basis of disability and requires buildings and structures be accessible to those with disabilities and access and functional needs;
- b) Public Health Service Act of 1912 (42 U.S.C. § 290 dd-2), relating to confidentiality of patient records regarding substance abuse treatment;
- c) The Applicant will comply with California's Fair Employment and Housing Act (FEHA) (California Government Code §§ 12940, 12945, 12945.2). FEHA prohibits harassment and discrimination in employment because of ancestry, familial status, race, color, religious creed (including religious dress and grooming practices), sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, genetic information, medical condition, age, pregnancy, denial of medical and family care leave, or pregnancy disability leave, military and veteran status, and/or retaliation for protesting illegal discrimination related to one of these categories, or for reporting patient abuse in tax supported institutions; and



State Grant Program Standard Assurances

- d) The requirements of any other nondiscrimination statute(s) that may apply to this application.

6. Drug-Free Workplace

As required by the Drug-Free Workplace Act of 1990 (Government Code §§ 8350, et seq.), the Applicant certifies that it will maintain a drug-free workplace.

7. Environmental Standards

The Applicant will comply with state environmental standards, including,

- a) California Environmental Quality Act (CEQA) (California Public Resources Code §§ 21000 - 21177), to include coordination with the city or county planning agency;
- b) CEQA Guidelines (California Code of Regulations, Title 14, Division 6, Chapter 3, §§ 15000 - 15387);

The Applicant shall not be: 1) in violation of any order or resolution promulgated by the State Air Resources Board or an air pollution district; 2) subject to a cease and desist order pursuant to § 13301 of the California Water Code for violation of waste discharge requirements or discharge prohibitions; or 3) determined to be in violation of federal law relating to air or water pollution.

8. Access to Records

The Applicant will maintain such records, and give the State of California, through any authorized representative, access to and the right to examine those records, as the State of California deems necessary. Such records will include all paper or electronic records, books, papers, or documents related to the award, and such other records as will facilitate an effective audit. The Applicant will also establish a proper accounting system in accordance with generally accepted accounting standards.

9. Conflict of Interest

The Applicant will establish safeguards to prohibit the Applicant's employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

10. Financial Management

Applicants will comply with false claims requirements as stipulated in the California False Claims Act (Government Code §§ 12650 – 126561), which prohibits the submission of false or fraudulent claims for payment.



State Grant Program Standard Assurances

11. Human Trafficking

The Applicant will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104).

12. Labor Standards

The Applicant will comply with the following labor standards:

- a) The California Labor Code, which provides labor law requirements for the State of California; and
- b) The Federal Fair Labor Standards Act (29 U.S.C. § 201 et al.), as they apply to Federal, State, and local governments.

13. Worker's Compensation

The Applicant must comply with provisions which require every employer to be insured to protect workers who may be injured on the job at all times during the performance of the work of this Agreement, as per the workers compensation laws set forth in California Labor Code §§ 3700 et seq.



State Grant Program Standard Assurances

IMPORTANT

The purpose of the assurance is to obtain state financial assistance, including any and all state grants, loans, reimbursement, contracts, etc. The Applicant recognizes and agrees that state financial assistance will be extended based on the representations made in this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, etc. Failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.

All appropriate documentation, as outlined above, must be maintained on file by the Applicant and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the recipient may be ineligible for award of any future grants if Cal OES determines that any of the following has occurred: (1) the recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

All of the language contained within this document **must** be included in the award documents for all subawards at all tiers.

The undersigned represents that he/she is authorized to enter into this agreement for and on behalf of the Applicant.

Recipient: City of Lemon Grove

Signature of Authorized Agent: _____

Printed Name of Authorized Agent: Lydia Romero

Title: City Manager Date: _____



**County of San Diego
Office of Emergency Services
Signature Authorization Form
FY 2019 State Homeland Security Program Grant**

For Jurisdiction: City of Lemon Grove

Date Signed: _____

The below named personnel are authorized to request reimbursement for the State Homeland Security Program (SHSP). Authorized personnel should be your jurisdiction's management staff e.g. Director, Assistant Director, Chief, Battalion Chief, or Senior Manager.

NAME (TYPED/PRINT ED)	Title	SPECIMEN SIGNATURE	TELEPHONE NUMBER	E-MAIL ADDRESS
Steve Swaney	Fire Chief		(619) 441-1611	sswaney@heartlandfire.net
Bent Koch	Fire Division Chief		(619) 441-1608	bkoch@heartlandfire.net
Brian Manns	Fire Division Chief		(619) 441-1618	bmanns@heartlandfire.net
Jay Wojnowski	Fire Division Chief		(619) 441-1615	jwojnowski@heartlandfire.net

This form supersedes all others for above indicated jurisdiction. Requests for reimbursement received from staff **not** identified in this form will **not** be processed.

Printed Name and Signature

Phone No.

Mail form to: County Office of Emergency Services, 5580 Overland Avenue Suite 100, San Diego, CA 92123

For County Departments Mail Stop: 025

For questions on this form, please contact Kevin Preston at 858-715-2214 or Kevin.Preston@sdcounty.ca.gov



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 2

Meeting Date: September 1, 2020

Submitted to: Honorable Mayor and Members of the City Council

Department: Sheriff's Department

Staff Contact: Mike Rand, Sheriff's Lieutenant

Michael.Rand@SDSheriff.org

Item Title: **Video Federation and Integration; SafeSanDiego – Lemon Grove**

Recommended Action: That the City Council receives the report and provides direction to staff regarding Safe San Diego Lemon Grove Pilot Project.

Summary: The Sheriff's Department will begin a pilot program involving video federation and integration in the City of Lemon Grove. This program provides a video sharing platform where the public can digitally share their video camera system imagery with the Sheriff's Department on a variety of scales. The program is completely voluntary for the public.

In addition to the public being able to share video imagery, the Sheriff's Department will install five cameras in public locations throughout the city. This will provide sheriff's deputies with immediate video access to these areas should a call for service be generated. The location of these cameras will be published and not withheld from the public. The cameras are also intended to be highly visible, including a blinking strobe light on each.

The funding for this pilot program is being provided by the Sheriff's Department with no cost to the City of Lemon Grove.

This staff report details the background of the pilot program and discusses the scope of the program when it is fully implemented. The goal of the program is to reduce victimization within the City of Lemon Grove by making the review of video imagery faster and more efficient while partnering with the public. It will also assist responding deputies

with determining the most appropriate response to a crime in progress that may be occurring in an area covered by one of these cameras.

Background: The concept of the video federation and integration program was initiated last year after a careful review of technology in other urban areas. The goal is to work in partnership with the public when addressing crimes within the community with an emphasis on reducing victimization. During the review, a program was identified which allows the public to share their existing video camera systems with law enforcement, while working towards common goals such as public safety, economic growth and operational efficiency.

Federation is the sharing of aggregate data into a virtual database that can be easily viewed by the end-user. In this case, the end-user would be a deputy sheriff or sheriff's analyst that would be able to access the video data. The video data is not owned by the Sheriff's Department, instead, it is only in a format that can be viewed by the appropriate staff.

The Sheriff's Department has named the program SafeSanDiego-Lemon Grove. The name, SafeSanDiego-Lemon Grove, creates a local feel by incorporating the name Lemon Grove into the larger platform that is eventually intended to have a regional scope. As this program moves forward and has successes in Lemon Grove, the plan is to have other cities adopt the program to be branded as SafeSanDiego-Santee, SafeSanDiego-Poway, and so forth.

The video data made available to SafeSanDiego-Lemon Grove will come from businesses who voluntarily allow access to their existing video camera system. There is no obligation for anyone, or any business, to participate. Participating businesses can choose which specific cameras they will provide access to and in what capacity those cameras can be viewed. This allows the business to have autonomy over their system and maintain full control.

The advantage to participation in SafeSanDiego is the drive to make their business, as well as the overall community, safer. When a business chooses to participate, they will be provided with a SafeSanDiego-Lemon Grove sticker which they can prominently display in their entryway. This will identify the business as a participant in the program and put potential criminals on notice that the business owner is working directly with the Sheriff's Department. The Department also intends to display the name of participating businesses (with permission) on the SafeSanDiego-Lemon Grove website as a way of advertising their partnership towards community safety in Lemon Grove.

Discussion: While crime in Lemon Grove remains at 20-year lows, we have seen an increase in some crimes over the last 5 years, with a noticeable increase in theft related crimes. Much of this increase in theft has been from retail businesses along the Broadway corridor.

SANDAG¹ reported crime rates for 2019:

- Total property crimes per 1,000 residents: 20.29 (17% increase from 2018)
- Total crime rate per 1,000 residents: 26.43 (15% increase from 2018)
- Total violent crimes per 1,000 residents: 6.14 (7% increase from 2018)
- Total crimes per jurisdiction: 719 (15% increase from 2018)

Lemon Grove has had the same law enforcement staffing since 2010, due to the City's budgetary constraints and the 5.5% increase in Sheriff's contract costs for FY 20-21 a deputy sheriff position was eliminated.

In 2019, deputies handled 13,015 calls for service and made 6,785 deputy -initiated contacts; of those calls for service and contacts, deputies arrested 1,207 individuals. On average in 2019, deputies responded to 36 calls for service per day and made 22 self-initiated contacts per day. This workload makes this the busiest station in the County of San Diego. Taking a creative approach with policing the city. SafeSanDiego-Lemon Grove is using existing technology to enhance officer efficiency and safety.

The fastest growing local crime trend is also one of the easiest crimes to impact; thefts from businesses. Numerous studies have shown that deterrence is the best way to impact loss due to theft. One way of deterring theft is by utilizing highly visible camera systems that also provide high-quality images. When a theft is caught on video, and the suspect is identified through good quality video images, prosecution of the crime is more effective and more likely.

One of the many challenges law enforcement faces is being in the right place at the right time. Because of this, we rely heavily on the public to assist in the deterrence of crimes, and when crimes do occur, we rely on the public to assist with identifying suspects. The use of video technology is an important tool in combating crime in our region, and in Lemon Grove, SafeSanDiego-Lemon Grove will serve as a force multiplier for the deputies. Lemon Grove already has numerous businesses (as well as private residences) that have video camera systems in place, and routinely share that video with law

¹ SANDAG Bulletin; Forty Years of Crime in the San Diego Region: 1980 Through 2019

enforcement when asked. With SafeSanDiego-Lemon Grove, the sharing of video will simply be faster, more efficient, and will work towards making the overall community safer.

Implementation: While concept and implementation began almost a year ago, numerous challenges were identified, and most have been worked through. Because many of these law enforcement systems are digitally tied together, a complex network had to be created in order to meet stringent security guidelines established by the State of California for law enforcement technology. The Sheriff's Data Services Division had to write policies and implement these data security systems in order to meet those requirements. Additionally, a public website had to be created that would offer the public an opportunity to learn more about SafeSanDiego-Lemon Grove.

Additionally, the Sheriff's Department recognizes the importance of the public's fundamental right to privacy and specifically understands the public's concerns about the use of video technology. As such, in July of 2019, Sheriff's Commander Hank Turner provided copies of the then-interim policy to representatives of the Electronic Frontier Foundation as well as the American Civil Liberties Union. The intent of doing so was to inform them of our desire to institute this program and allow them an opportunity to provide feedback on the policy before final approval was made by the Sheriff.

In order to showcase the program and gauge the effectiveness of it, the Department decided to invest in pole mounted cameras that would be strategically placed throughout the city of Lemon Grove. These five camera housings were built from scratch by a Sheriff's Detective and consist of a total of nine individual cameras. Locations were identified for the placement of these cameras based on public right of way and the need for crime deterrence. The cameras will be placed in the following locations:

1. Intersection of Broadway and Massachusetts Avenue
 - a. This is not a "red-light camera", nor is it equipped to determine speed
2. Berry Street Park
3. Lemon Grove Park
4. Firefighters Skate Park
5. Lemon Grove Promenade Park

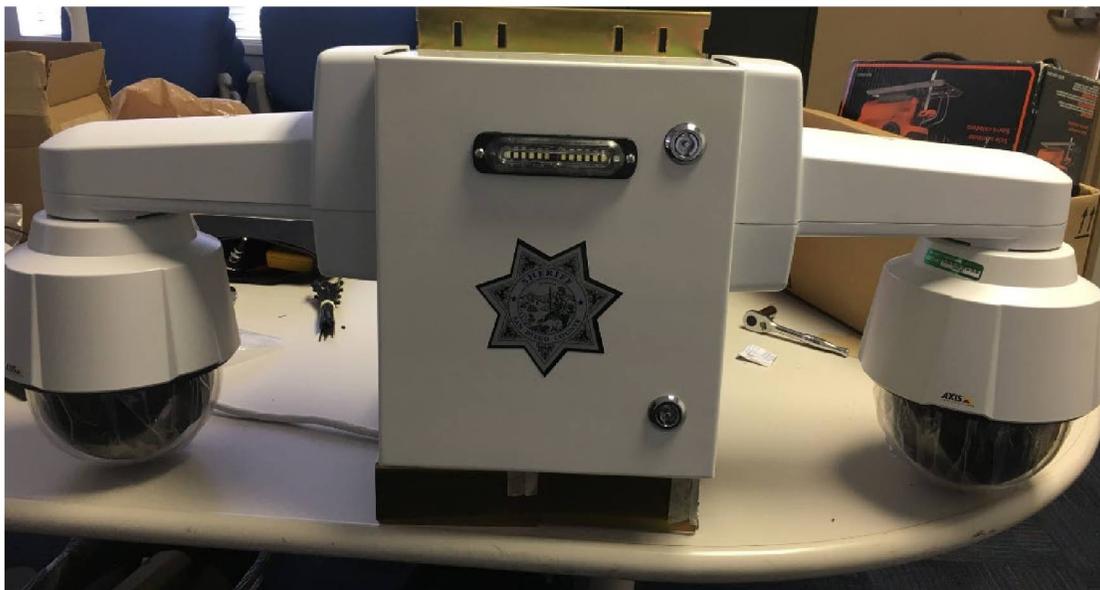
Four of the camera housings will be equipped with two cameras, while one camera housing will be equipped with one camera. The reason for installation of two cameras on one housing is to allow for a wider viewing angle, resulting in more coverage. Each camera housing is also equipped with an LED strobe light which can be activated in a variety of colors and flashing modes. The strobe light is mounted to the front of the housing unit that operates on a photocell that will turn on during hours of darkness. The color of the light is programmable and will be determined at a later date. The LED light is intended to

attract attention, so the cameras are more visible, which can also act as a deterrent, preventing crimes from occurring.

Example of single camera mounted on housing:



Example of two cameras mounted on housing:



The installation of the cameras will be completed by a Sheriff's Contractor who is skilled and possesses the necessary certifications to mount these to existing light poles. The only necessity for these cameras is power which can be obtained from the light poles that have already been identified for use.

Each camera is equipped with a Subscriber Identity Module (SIM) and modem which allow the camera system to communicate with, and push information to the cellular network. Once in the cellular network, the imagery can be accessed remotely, and in live time by a trained deputy sheriff or sheriff's analyst that utilizes an app installed on a department issued mobile device. The imagery is not recorded and there is no audio. Additionally, no one will be monitoring the cameras unless deputies are responding to a call for service in the area covered by one of these cameras.

In early August of 2020, stakeholders with the Sheriff's Department met and determined that enough progress had been made to move forward with the public facing side of this project. The public engagement for partnerships with SafeSanDiego-Lemon Grove has been done mostly by word of mouth up to this point, except for three formal events.

- SafeSanDiego-Lemon Grove was presented to the Lemon Grove City Council on October 1, 2019 at a regularly scheduled city council meeting.
- SafeSanDiego-Lemon Grove was discussed during the Lemon Grove Sheriff's, Coffee with the Community on October 3, 2019.
- SafeSanDiego-Lemon Grove was the main topic of conversation during a Community Forum on December 19, 2019 at the Lemon Grove Library.

After these three planned events, SafeSanDiego-Lemon Grove was discussed several times at community meetings and Neighborhood Watch Meetings. Moving forward, after the City Council meeting on September 1, 2020, the Sheriff's Department will begin a more robust public engagement campaign for SafeSanDiego-Lemon Grove. Currently, one local business owner, as well as the strip mall on the same property, have committed to involvement with SafeSanDiego-Lemon Grove.

In order to ensure proper and consistent use of SafeSanDiego-Lemon Grove, the Department created policy section 6.136, Video Federation and Integration. The policy was approved by the Sheriff in July of 2020 and incorporated into the Policy and Procedures Manual. The Policy and Procedures Manual is available to the public online. A copy of the policy is attached to this report. This policy will be updated as changes are made to the overall program during implementation.

Conclusion: Community policing is a fundamental concept for the Sheriff's Department's on-going mission of public safety. The SafeSanDiego-Lemon Grove program is a technologically advanced community policing concept that provides a collaborative effort between the public and law enforcement. The goal is working towards reducing crime within the city of Lemon Grove. With the proliferation of cameras in society, SafeSanDiego-Lemon Grove intends to leverage those already existing cameras

towards greater public safety efforts. Since this program is voluntary, the individual owner of the cameras can make the determination about participation.

The cost to public entities is minimal as there is no need for the public entity to purchase cameras or maintain a network of cameras.

Environmental Review:

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

Fiscal Impact: There is no direct fiscal impact to the city of Lemon Grove. This project will be funded through the Sheriff's Department with no expectation of reimbursement from the city.

Public Notification: None.

Staff Recommendation: That the City Council receives the report and provides direction to staff regarding Safe San Diego Lemon Grove Pilot Project.

Attachments: Sheriff's Policy and Procedure Section 6.136.

6.136 Video Federation & Integration

The Sheriff's Department recognizes the importance of the public's fundamental right to privacy, specifically as it relates to the use of video technology and its integration with law enforcement's duty to protect and provide safer communities. The use of any video federation and integration system is an important tool in combating crime and can serve as a force multiplier for law enforcement in densely populated areas, as well as vast rural communities. The use of a video integration system in any public area must balance the need to protect the safety of our communities, while ensuring that the public's right to privacy is safeguarded. All employees who utilize or access the video integration system shall complete training on use of the system and the need to safeguard the privacy rights of the public. Additionally, all employees are responsible for knowing and complying with this policy and refer to the procedure section for further information on the subject. (07-06-20)

6.136 Video Federation and Integration

The Sheriff's Department recognizes the importance of the public's fundamental right to privacy, specifically as it relates to the use of video technology and its integration with law enforcement's duty to protect and provide safer communities. The use of any video federation and integration system is an important tool in combating crime and can serve as a force multiplier for law enforcement in densely populated areas, as well as vast rural communities. The use of a video integration system in any public area must balance the need to protect the safety of our communities, while ensuring that the public's right to privacy is safeguarded. All employees who utilize or access the video integration system shall complete training on use of the system and the need to safeguard the privacy rights of the public. Additionally, all employees are responsible for knowing and complying with this policy and procedure.

BACKGROUND

The Sheriff's Department currently utilizes a number of video platforms including, but not limited to, body worn cameras by sworn staff, aerial cameras in helicopters, unmanned aerial vehicles, pole cameras, and Pan-Tilt-Zoom (PTZ) cameras at most county buildings, patrol stations, courthouses and detention facilities. Additionally, there may be a need for law enforcement to integrate and federate cameras at schools, government buildings, businesses, residences and places of worship.

- The goal of the Sheriff's Department's is to utilize a video integration system to combat serious crime when and wherever it occurs.
- Video integration allows the Sheriff's Department to more effectively address crime, specifically violent crime, by allowing quick access to video after a crime has occurred.
- Video feeds from appropriately placed cameras will allow law enforcement to detect and deter crime, aid in safeguarding against potential threats to the public, manage emergency response and enhance investigations.

USE OF VIDEO FEDERATION AND INTEGRATION SYSTEMS

The Sheriff or his/her designee shall determine who shall have access to the video integration and federation system. The Video Analysis Unit (VAU) will keep a list of the employees with access to the system and shall verify they have completed the appropriate training on the functionality of the system as well as the related privacy rights of the public. The purpose in implementation and use of video federation and integration software is the following:

- Crime deterrence.
- To provide video in the aftermath of law enforcement responding to a critical incident or call for service or when deputies are on scene.
- To provide investigators with an additional resource when solving crimes.
- To exclude innocent members of the public erroneously or falsely accused of a criminal act.
- To collect unbiased evidence for the prosecution of criminal acts.

Any general audio/video recording by stationary cameras shall be in the public right of way, unless specifically authorized by a search warrant or court order. All camera use shall be in compliance with all applicable City, State and Federal Laws.

The video federation and integration system shall only be accessed for official law enforcement purposes which include the investigation of a crime, allegation of a crime, system maintenance or for supervised training purposes by authorized users if both parties have completed the mandatory training. Use of the video federation and integration system for personal or voyeuristic purposes is a violation of this policy and strictly prohibited. Stored information shall only be accessed by authorized Departmental employees.

San Diego County Sheriff's Department - Procedure Section

Video monitoring will be conducted in a professional, ethical, and legal manner. Departmental employees will NOT monitor individuals based on characteristics such as race, gender, ethnicity, sexual orientation, disability, or any other protected class.

PROCEDURES

All stationary, temporary, permanent or semi-permanent PTZ video camera system installations must articulate a specific need for the placement location and must be documented as such. Each placement site must be evaluated for safety and stability. The involved labor and expenses require careful consideration of the costs versus the benefits for each site. The final placement in each location will only be completed with the approval of the Captain of the affected command area.

- Publicly Owned Sites
 - Any cameras installed throughout the region will be done so by Sheriff's Department (or other agency) Data Services Engineers (or other agency representatives). They will be installed in cooperation with a public entity (city, county, etc.) in conjunction with a Memorandum of Agreement (MOA). The public entity will provide a placement location and power for the camera.
 - The placement location will be determined by SDSO personnel (likely crime prevention staff, deputies, crime analysts, sworn staff, etc.) after consultation/notification to the public.
 - All stationary PTZ video cameras will only be placed in and view areas open to the general public, enhancing their crime deterrent effect.
 - All stationary PTZ video federation and integration cameras will be placed in locations that are selected based on the need for increased police presence and monitoring due to crime trends or likely suspect ingress/egress routes.
 - Mobile or portable video equipment may be used in criminal investigations.
 - Mobile or portable video equipment shall only be used during events where there is significant risk or threat to public or community safety, security, and property (i.e., large events such as; the San Diego Fair, Avocado Festival, Waterfront Park, outdoor concerts, etc.) and must be specified in a written operational plan signed by the authorizing chain of command.
- Privately Owned Cameras
 - Cameras owned by private citizens may be integrated into the video federation and integration system. Access to these privately-owned cameras will be completely voluntary by the public with no expectation by the Sheriff's Department for access. Additionally, access by any Sheriff's Department employee follows all of the guidelines designated in this policy.
 - Some of the private video platforms include Ring®, Arlo, etc. Access to these privately-owned camera systems will be routed through the respective company and accompanied with an MOA between the user and the Sheriff's Department.
- Commercially Owned Cameras
 - Commercially owned cameras may include video systems at various stores, churches, schools, shopping malls, or anywhere else where a compatible video federation and integration system is already in place. Access to these video federation and integration video systems will be voluntary and with the consent of the owner to provide federation and integration footage to the Department. An MOA will accompany any such agreements.

San Diego County Sheriff's Department - Procedure Section

EXTERNAL CAMERA/VIDEO FEEDS

The Sheriff's Department is authorized to enter into agreements with cooperating agencies and organizations in the private and public sector to access their external video feeds under the guidelines established by the Sheriff's Department.

Live external video feeds from cooperating agencies and organizations may be monitored and reviewed by assigned staff but not recorded by the Sheriff's Department in accordance with the guidelines set forth by the agency and the agreements in place with private entities.

The Sheriff's Department is not responsible for any maintenance or repair of any cameras, cables, monitors, recorders, etc., owned by a cooperating agency, individual, group or organization.

The Sheriff's Department is not responsible for the storage of video provided by other agencies or private entities.

OPERATIONS

Information obtained through the video monitoring system will be used exclusively for law enforcement, evidentiary or informational purposes.

Recorded information will be stored in a secure location with access granted only to authorized and trained employees as deemed necessary by the Sheriff or his/her designee.

The use of video PTZ cameras may be conducted for the following purposes:

- Crime deterrence.
- Investigation of suspected criminal activity.
- Protection and safety of the public, property and buildings.
- Terrorist threats or acts.
- Monitoring of pedestrian and vehicle traffic activity.
- Hazardous material response.
- Any other investigation as directed by the Sheriff or his/her designee.

To ensure the privacy and safety of citizens and law enforcement, camera control operators will NOT view areas within the sanctity of residences or areas not open to the public unless legally authorized by a search warrant or in an exigent circumstance involving immediate threat to life such as barricaded persons or hostage situations.

A biannual audit shall be completed by the VAU on camera operations and all data captured, stored, or otherwise produced by the use of the system to include, but not limited to;

- Camera functionality
- Camera performance and placement
- Camera attributes (PTZ)
- Operator functionality
- Quality control
- Exterior condition
- Monitor performance and video sustainability
- Protection of the right to privacy

TRAINING

Sheriff's Department employees involved in video monitoring will be appropriately trained and supervised in the responsible legal and ethical use of the video federation and integration system.

No employees, other than those approved and trained in the use or maintenance of the video federation and integration system will operate the system at any time.

Documentation regarding training specific to the video federation and integration system and equipment will be maintained by the system administrator.

RETENTION AND STORAGE OF RECORDED VIDEO

Video will be maintained in accordance with the Department policies and procedures after being digitally recorded.

- Any video footage which is part of an on-going investigation and approved by the Sheriff or his/her designee will be retained for a period of 30 days unless needed as evidence in a court or administrative proceeding.
- Digital video footage, which has been retained for the use in an investigation where the charges have been issued by the District Attorney's office, will be stored in the secure server until a digital copy has been placed into evidence and a copy has been provided to the District Attorney.

Video recordings or other media will be stored and transported in a manner that preserves security and is in accordance with procedures outlined in County Records Retention Policy. Current and archived recordings or media shall be kept locked and secured.

Recorded images that do not document specific incidents shall be kept confidential and destroyed on a regular basis. Such images will be retained for no more than thirty (30) days. No recorded image shall be altered in any manner unless done so for enhancement or redaction purposes and will be documented as such.

RELEASE AND VIEWING OF VIDEO IMAGE EVIDENCE

All evidence collected from the video federation and integration system is considered an investigative record for the Sheriff's Department and is for official use only.

Requests for recorded video images from the public or the media shall be processed in the same manner as requests for Sheriff's Department public records.

Requests for recorded images from other law enforcement agencies, (e.g., San Diego County District Attorney's Office), shall be released in accordance with a specific and legitimate law enforcement purpose.

ACCESSING VIDEO IMAGE EVIDENCE

Video image evidence may only be accessed by those with a specific need to access it in order to accomplish a task related to their current assignment.

San Diego County Sheriff's Department - Procedure Section

RETENTION OF VIDEO IMAGE EVIDENCE

All video images related to any criminal proceeding, claim filed, pending litigation, or an administrative investigation/personnel complaint, shall be preserved until that matter is resolved and/or in accordance with the law or whichever period of time is greater.

REVIEWING IMPOUNDED EVIDENCE

Employees may review video images as a resource to aid them in preparing written reports. With the exception of a public safety statement, employees involved in a critical incident shall be allowed to review video images of the incident prior to giving a statement.

Detectives are responsible for reviewing, tracking video image evidence associated with their assigned cases, and forwarding the video image evidence to the District Attorney or City Attorney when appropriate.

Should circumstances require the immediate retrieval of a video image (e.g., department shootings, and department involved accidents with serious injury), a supervisor shall ensure that the video image device is secured and maintain chain of custody.

Video image evidence may be viewed/shared when necessary to accomplish a task related to an employee's current assignment such as preparation at trial, hearings, depositions, or criminal investigations.

In situations where a deputy is unable to provide information due to injury, the video image may be viewed by any on scene deputy for the purpose of gaining critical investigative information.

In situations where there is a need to review video image evidence not covered by this procedure, a Sheriff's Lieutenant or higher must document and approve the request. Each situation will be evaluated on a case by case basis.

INTEGRATION WITH OTHER TECHNOLOGY

The Sheriff's Department may elect to incorporate the video federation and integration system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, and other video-based analytical systems may be considered based upon availability, nature of department strategy, and seriousness of the crime investigated.

The Sheriff's Department will continue to evaluate the availability and appropriateness of collaborating with other public and private sector entities that may share access to recorded video from their camera systems with the Sheriff's Department. When accessing third party or other government agency camera footage, the Department should evaluate whether the use of camera technology, such as PTZ systems and/or other analytical tools, requires additional safeguards that meets the Sheriff's Departments commitment to safeguarding privacy and implementing co-produced policing strategies with the public we serve.

In the event the Sheriff's Department representatives decide to enter into an agreement or Memorandum of Agreement (MOA) with a private entity or government agency allowing access to video from cameras operated by those parties under terms more restrictive than this procedure, department members will adhere to the more restrictive agreement. (07-06-20)



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 3

Meeting Date: September 1, 2020

Submitted to: Honorable Mayor and Members of the City Council

Department: Community Development Department

Staff Contact: Noah Alvey, Community Development Manager

Nalvey@lemongrove.ca.gov

Item Title: **General Plan Housing Element Update**

Recommended Action: Receive and file

Summary: The Housing Element is part of the City's General Plan and sets forth the policies and programs to address the housing needs of all households in the City of Lemon Grove (City). State law (Government Code Sections 65580-65589.8) requires that every city and county in California adopt a Housing Element, subject to State approval, as part of its General Plan. The planning period for the Housing Element is eight years, with the current Housing Element expiring at the end of 2020. City staff have begun the process of updating the Housing Element for the next planning period and this report summarizes the efforts to date, the update process, and the project schedule.

Discussion: As part of the Housing Element update, staff will be reviewing and incorporating recommended housing policies based on current and future need, past performance, market conditions, and available resources. An effective Housing Element will help to provide the necessary conditions for developing and preserving an adequate supply of housing, including housing affordable to seniors, families, and workers. The Housing Element includes seven major components:

1. **Housing Needs Assessment:** Provides demographic and housing need information for the City.
2. **Constraints Analysis:** Analyzes existing and potential constraints to the development of housing and how those will be addressed.
3. **Evaluation of Past Performance:** Assesses the City's progress in implementing the policies and programs set forth in the prior Housing Element.

4. **Housing Sites Inventory and Analysis:** Identifies sites available for development or redevelopment and that are appropriately zoned to support housing development in order to accommodate the City’s Regional Housing Needs Assessment (RHNA).
5. **Housing Resources:** Identifies financial and other resources available to support housing development, especially affordable housing.
6. **Policies and Programs:** Establishes new policies and programs designed to address the housing needs identified in the City.
7. **Community Outreach:** Discusses the community involvement efforts done as part of the Housing Element update process, including outreach to all economic groups; the input they provided and how that has been addressed in the Element.

The RHNA allocation will be an important part of the Housing Element update. The San Diego Association of Governments (SANDAG) Board of Directors (Board) approved a RHNA plan on July 10, 2020 (Attachment A), after rejecting an appeal by the City. The SANDAG Board decision on the RHNA plan is now expected to be the subject of litigation. Work on the inventory of sites is underway and will proceed even if litigation occurs in order to comply with State deadlines for completing the Housing Element update.

State law requires that the Housing Element update be completed by April of 2021. Due to COVID-19 related impacts and an inability to conduct in-person meetings, the SANDAG Board sent a letter to the State of California Housing and Community Development Department requesting additional time for cities to complete their Housing Element updates (Attachment B). If an extension is granted, staff will use the time extension to conduct additional public outreach. If the time extension is not granted, staff will complete the sites inventory and publish a public review draft of the Housing Element near the end of 2020 followed by ongoing public outreach and hearings in early 2021.

Environmental Review:

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

Fiscal Impact: No fiscal impact

Public Notification: None

Staff Recommendation: Receive and file

Attachments:

Attachment A – SANDAG RHNA Plan

Attachment B – SANDAG Letter to HCD (Time Extension)



FINAL

6th Cycle Regional Housing Needs Assessment Plan

SANDAG

July 10, 2020

Acknowledgments

Many individuals aided in the preparation of materials contained in the Regional Housing Needs Assessment (RHNA) Plan. In particular, the cooperation and involvement of the following San Diego Association of Governments (SANDAG) committees and working groups are acknowledged:

Regional Planning Technical Working Group and Housing Stakeholders

Community-Based Organizations Working Group

Regional Planning Committee

Regional Housing Needs Assessment Subcommittee

SANDAG Staff:

Hasan Ikhata, Executive Director

Ray Traynor, Chief Planning and Innovation Officer

Coleen Clementson, Director of Regional Planning

Ray Major, Chief Data Analytics Officer/Chief Economist

Julie Wiley, Director of Contracts and Grants

Seth Litchney, Project Manager/Senior Regional Planner

Daniel Flyte, Senior Programmer Analyst

Rachel Cortes, Senior Researcher and Modeler

Grace Chung, Senior GIS Analyst

Audrey Porcella, Grants Planning Associate

Samantha Foulke, Associate Legal Counsel

Tom King, Associate Researcher and Modeler

Aremy Barrera, Document Processing Specialist III

Karyn Thompson, Associate Graphic Designer

Ryan Chung, Associate Graphic Designer

Samuel Solis, Regional Planning Intern

Jose Luis Ayala, Former Regional Planning Intern

Contents

Executive Summary.....	3
Introduction.....	5
RHNA Process	5
HCD’s RHNA Determination.....	6
SANDAG RHNA Plan Requirements.....	7
Housing Element Update	9
SANDAG Oversight of the 6th Cycle RHNA Process	10
Stakeholder Outreach	10
Board of Directors	10
Regional Housing Needs Assessment Subcommittee.....	12
Regional Planning Technical Working Group	12
Regional Planning Committee	12
Public	13
Public Hearing and Comment Period.....	13
HCD Methodology Review	13
Appeals Period and Adoption of the Final RHNA Plan.....	14
Methodology and Allocation	15
RHNA Methodology.....	15
Transit.....	17
Jobs.....	20
Equity Adjustment.....	22
Final RHNA Allocation	26
Objectives and Factors.....	28
Objectives	28
Factors	31
What’s Next.....	38
Appendix A – Final RHNA Determination	39
Appendix B – HCD Findings on Draft RHNA Methodology	39
Appendix C – SANDAG Resolution No. 2020-13.....	39
Appendix D – SANDAG Resolution No. 2021-02	51

1

Executive Summary

The San Diego region is in the midst of a housing crisis. Housing prices and rents have steadily increased during the last decade, outpacing inflation¹; putting home ownership out of reach for many residents and affecting the quality of life in the region. High housing costs cause significant challenges for low-income residents, retired residents on a fixed income, and young San Diegans who wish to stay in the region. More and more residents are unable to afford housing, leading to residents paying a greater share of their income on housing or leaving the region. Additionally, the crisis has affected local businesses and the regional economy; attracting new businesses and employees has become more challenging and costly due to unaffordable housing in the region.



The San Diego Association of Governments (SANDAG) Board of Directors took action to address the housing crisis. Recognizing the need for more housing for people of all income levels, SANDAG accepted the California Department of Housing and Community Development's (HCD) determination of 171,685 housing units needed in the region between 2021 and 2029. SANDAG is addressing the housing crisis by planning for more housing and making more housing available throughout the region.

The location of housing has played an important role in the development of the San Diego region. From post-war sprawl to smart growth, housing location shapes the way residents travel, conduct business, and participate in daily activities. For decades, housing growth in San Diego was characterized by low-density units located farther away from business centers and existing development, reducing the amount of open space and natural habitat and increasing traffic on roads and highways.

Recently, the region's priorities for growth have changed. [San Diego Forward: The 2015 Regional Plan](#) (2015 Regional Plan)² sets a strategy for sustainability that focuses housing and job growth in urban areas where there is existing and planned transportation infrastructure, protects the environment and helps ensure the success of smart growth land use policies by preserving sensitive habitat and open space, and addresses the housing needs of all economic segments of the population.

State law requires SANDAG's housing unit allocation further multiple objectives. In addition to the existing requirements to promote infill development and improve the regional jobs/housing relationship, new legislation requires the allocation to reduce greenhouse gases (GHGs) and provide a more equitable distribution of housing units that furthers fair housing and overcomes patterns of discrimination.

¹ [SANDAG Info Bits – Housing in the San Diego Region: Building Permits, Costs, and Vacancies](#)

² [Government Code 65584.045](#) – The resolution approving the RHNA Plan for SANDAG's sixth revision shall use the Sustainable Communities Strategy in the regional transportation plan adopted by SANDAG on October 9, 2015, to demonstrate the consistency determinations.

The RHNA Plan meets the sustainability strategies of the 2015 Regional Plan and state housing objectives by allocating housing to jurisdictions based on the availability of transit and jobs. In the long term, housing located near transit and jobs should provide opportunities for residents to take more trips by bus or train and live closer to where they work, reducing vehicle miles traveled (VMT) and GHG emissions. The methodology to distribute the regional housing need seeks to allocate more housing units for low- and very-low-income residents in places that have not historically had housing units available for these residents. It also prioritizes low-income housing in high opportunity areas with better schools, more economic opportunity, and fewer environmental hazards.

The RHNA Plan was crafted to address these important topics while remaining understandable to engage the public in this critical regional issue. The methodology and allocation were developed through an extensive outreach process to ensure local jurisdictions, housing organizations, and the public were able to weigh in on the priorities in the methodology.

Upon the adoption of the RHNA Plan, cities and the County of San Diego are required to update their general plans, housing elements, and zoning codes to accommodate the housing unit allocation as shown in Table 1.1. While the RHNA process will conclude once the local plans are updated, the challenge of providing more housing will continue. Encouraging and constructing more infill housing development will require the efforts of multiple government and non-government agencies. SANDAG will continue to work with the State of California, housing organizations, and local governments to find ways to increase housing production throughout the region.

Table 1.1: 6th Cycle RHNA Allocation

Jurisdiction	Very Low	Low	Moderate	Above Moderate	Total Allocation
Carlsbad	1,311	784	749	1,029	3,873
Chula Vista	2,750	1,777	1,911	4,667	11,105
Coronado	312	169	159	272	912
Del Mar	37	64	31	31	163
El Cajon	481	414	518	1,867	3,280
Encinitas	469	369	308	408	1,554
Escondido	1,864	1,249	1,527	4,967	9,607
Imperial Beach	225	123	183	798	1,329
La Mesa	859	487	577	1,874	3,797
Lemon Grove	295	166	193	705	1,359
National City	645	506	711	3,575	5,437
Oceanside	1,268	718	883	2,574	5,443
Poway	468	268	241	342	1,319
San Diego	27,549	17,331	19,319	43,837	108,036
San Marcos	728	530	542	1,316	3,116
Santee	406	200	188	425	1,219
Solana Beach	316	159	160	240	875
Unincorporated County	1,834	992	1,165	2,709	6,700
Vista	515	321	369	1,356	2,561
Region (Totals)	42,332	26,627	29,734	72,992	171,685

2 Introduction

The preparation of the RHNA Plan for the San Diego region is a responsibility assigned to SANDAG and other California councils of governments by state housing element law.³ The RHNA process is undertaken prior to each housing element cycle. This RHNA Plan is for the sixth housing element cycle, which covers an eight-year planning period (April 15, 2021 – April 15, 2029).

The RHNA Plan includes:

- A description of the RHNA process
- A summary of the public outreach used to prepare the RHNA Plan
- An overview of the methodology developed to allocate the region’s housing needs in four income categories
- A description of how the RHNA Plan implements the [2015 Regional Plan](#) and furthers the objectives and factors contained in state law

RHNA Process

State law requires the State of California, every regional council of governments, and every city and county to participate in the RHNA process, which has four phases:

- 1. RHNA Determination** – HCD in consultation with SANDAG, calculates a demographic housing need for the region based on headship and vacancy rates, household size, and other factors in state law; then it is divided into four income categories.
- 2. RHNA Methodology** – SANDAG prepares a draft methodology, which will be used to allocate a share of the RHNA determination to each jurisdiction in four income categories. The draft methodology is sent to HCD for review and comment to determine whether it furthers the objectives in state law. Following HCD’s review SANDAG adopts the final methodology.



RHNA Intent

To ensure housing was planned for in each city and county in the state, the State Legislature declared the following in state law:

- The availability of housing is of vital statewide importance
- Decent housing and a suitable living environment for every Californian is a priority of the highest order
- This goal requires the cooperative participation of government and the private sector to expand housing opportunities
- Local and state governments have a responsibility to facilitate the improvement and development of housing to make adequate provision for the housing needs of all economic segments of the community

See Government Code Section 65580.

³ [California Government Code Section 65580 et seq.](#)

3. **RHNA Plan** – Using the adopted methodology, the RHNA Plan includes an allocation of housing units to each jurisdiction in four income categories.
4. **Housing Element Updates** – Each jurisdiction must update its housing element to accommodate the RHNA Plan housing allocation.

HCD’s RHNA Determination

In March 2018, HCD prepared a draft RHNA Determination for the San Diego region using the following data:

- Population forecast from the California Department of Finance (DOF)
- Projected number of new households formed
- Vacancy rate in existing housing stock
- Percentage of renter’s households that are overcrowded, defined as more than one person per room per dwelling unit
- Housing replacement needs

State law requires HCD to consult with SANDAG to develop the final RHNA Determination. The consultation process included a review of HCD’s calculations and data sources and presentations to the Regional Planning Technical Working Group (TWG), Regional Planning Committee (RPC), and the Board.

In June 2018, the Board directed staff to submit comments to HCD accepting the draft RHNA Determination. The consultation process concluded when HCD submitted the final RHNA Determination to SANDAG in July 2018.

The final RHNA Determination (Appendix A) requires SANDAG and its member agencies to plan for a total of 171,685 housing units through the 2021-2029 planning period to address the region’s housing needs. Table 2.1 shows the housing unit need by income category.

Table 2.1: Regional Housing Needs Assessment Determination

Income Category	Housing Units Needed	Percent
Very Low	42,332	24.7%
Low	26,627	15.5%
Moderate	29,734	17.3%
Above Moderate	72,992	42.5%
Total	171,685	100.0%



SANDAG RHNA Plan Requirements

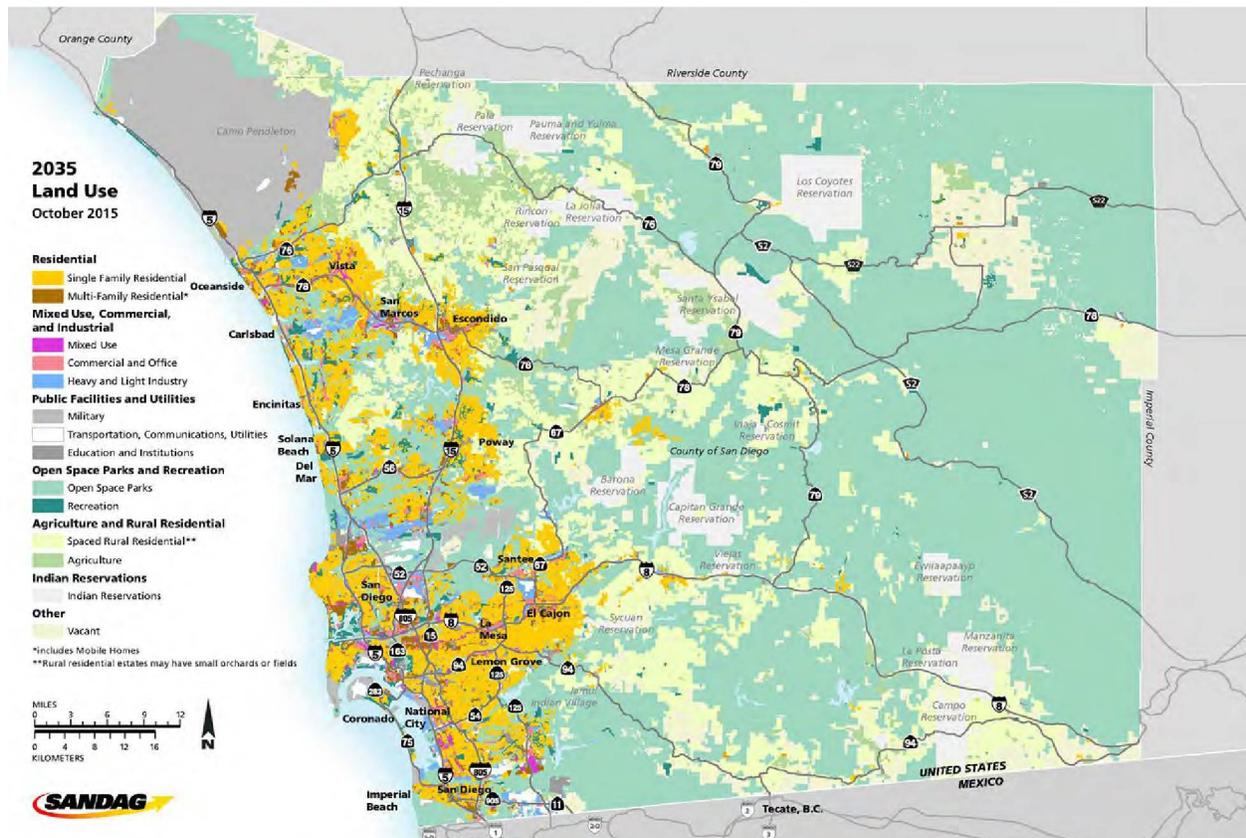
The RHNA Plan is required by state law to allocate housing units within the region in a manner consistent with the development pattern included in the Sustainable Communities Strategy (SCS). Included in the 2015 Regional Plan, the SCS aims to move the region toward greater sustainability by focusing on housing and job growth in urbanized areas where there is existing and planned transportation infrastructure, including transit; and addressing the housing needs of all economic segments of the population. The RHNA Plan implements and fulfills the goals of the SCS by using a methodology that allocates housing based on availability of transit and jobs, with a focus on equitably distributing low-income housing throughout the region. The majority (96%) of the housing units are allocated to incorporated cities. Therefore, housing will be planned for in the region's existing urbanized areas, consistent with the development pattern described in the SCS.

The SCS includes five sustainability strategies furthered by the RHNA Plan housing unit allocation. The first strategy focuses housing and job growth in urbanized areas where there is existing and planned transportation infrastructure, including transit. The RHNA Plan specifically allocates housing units in the region based on the location of commuter and light rail, *Rapid* buses, and major transit stops.

San Diego Forward: The 2015 Regional Plan Sustainability Strategies

- Focus housing and job growth in urbanized areas where there is existing and planned transportation infrastructure, including transit
- Protect the environment and help ensure the success of smart growth land use policies by preserving sensitive habitat, open space, cultural resources, and farmland
- Invest in a transportation network that gives people transportation choices and reduces GHG emissions
- Address the housing needs of all economic segments of the population
- Implement the Regional Plan through incentives and collaboration

Figure 2.1: 2035 Land Use



The second strategy calls for protecting the environment and ensuring the success of smart growth land use policies by preserving sensitive habitat, open space, cultural resources, and farmland. The RHNA Plan allocates a vast majority of the housing units in the existing urban areas; a discussion of how open space, habitat, and farmland are preserved by allocating housing units in the region's urban areas is discussed in this report.

The third strategy calls for investment in a transportation network that gives people transportation choices and reduces GHG emissions. Consistent with state law, the RHNA Plan prioritizes the reduction of VMT and GHG emissions by locating housing near jobs and transit. Housing growth near transit will provide choices for the region's residents on how they get to work, school, or other areas of interest.

The fourth strategy focuses on addressing the housing needs of all economic segments of the population. The RHNA Determination found that over 40% of the housing units needed in the region are for low- and very-low-income residents (Table 2.1). The RHNA Plan allocates low- and very-low income housing units for these residents in every jurisdiction. Further, the RHNA Plan allocates more low- and very-low income units in jurisdictions that have fewer existing low- and very-low income households. The equity adjustment seeks to increase jurisdictions' mix of housing affordability and furthers fair housing by providing units for all economic segments of the population in all areas throughout the region.

Lastly, the fifth strategy calls for implementation through incentives and collaboration. The RHNA Plan was developed through a collaborative process with local government staff, elected officials, the public, and housing stakeholders providing valuable input. SANDAG plans to implement the SCS through the development of a housing incentive program. Permitting and constructing 171,685 housing units in the region will take the collaboration of government at all levels.

State law⁴ requires the RHNA Plan to further five objectives related to housing supply, infill development, jobs/housing relationship, equity, and fair housing, and requires that 12 factors be considered in the development of the methodology to allocate housing units. The Methodology and Allocation section of this report describes how the RHNA Plan furthers these objectives and considers each of the factors in state law.

Regional Housing Needs Assessment Plan Objectives

Government Code 65584(d)

The regional housing needs allocation plan shall further all of the following objectives:

- (1) Increasing the housing supply and the mix of housing types, tenure, and affordability in all cities and counties within the region in an equitable manner, which shall result in each jurisdiction receiving an allocation of units for low- and very-low-income households.
- (2) Promoting infill development and socioeconomic equity, the protection of environmental and agricultural resources, the encouragement of efficient development patterns, and the achievement of the region's greenhouse gas reductions targets provided by the State Air Resources Board pursuant to Section 65080.
- (3) Promoting an improved intraregional relationship between jobs and housing, including an improved balance between the number of low-wage jobs and the number of housing units affordable to low-wage workers in each jurisdiction.
- (4) Allocating a lower proportion of housing need to an income category when a jurisdiction already has a disproportionately high share of households in that income category, as compared to the countywide distribution of households in that category from the most recent American Community Survey.
- (5) Affirmatively furthering fair housing.

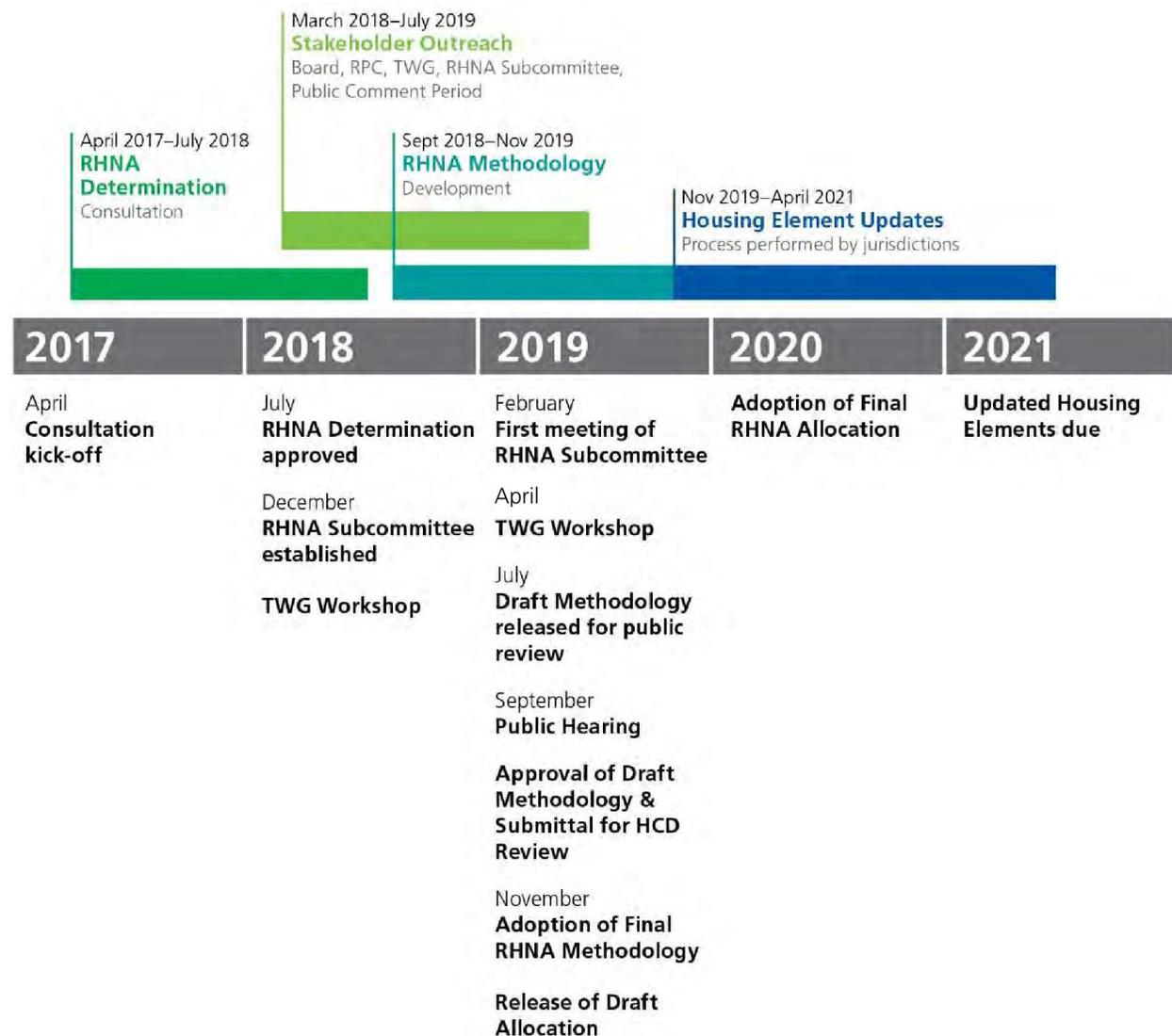
⁴ California Government Code Section 65584(d) and 65584.04(e)

Housing Element Update

Upon the adoption of the RHNA Plan and the allocation of housing units to each jurisdiction, state law requires local governments to update their housing elements to accommodate the housing unit allocation in the RHNA Plan. Housing elements are part of each jurisdiction’s [General Plan](#), which acts as a guide or blueprint for future development. Local governments adopt plans and regulatory systems in their housing elements to provide opportunities for private and non-profit developers to build housing to adequately address the needs of Californians.

Housing elements must be certified by HCD to ensure they are compliant with state law. Certification of housing elements for jurisdictions in the San Diego region must be accomplished by April 2021. For more information on housing elements, see HCD’s [Building Blocks: A Comprehensive Housing-Element Guide](#).

6th Cycle RHNA Process Timeline



3 SANDAG Oversight of the 6th Cycle RHNA Process

The methodology used to distribute the RHNA Determination housing units among the 19 jurisdictions in the San Diego region was developed through an iterative process, which included extensive stakeholder outreach. Feedback provided by stakeholders was used to establish an initial framework, select appropriate datasets, and refine the methodology.

This section provides an overview of stakeholder outreach, including decisions driving the inclusion of key components in the methodology, and technical information on specific datasets and calculations.

Stakeholder Outreach

Public participation involved facilitating discussion and soliciting input, data and recommendations from the Board, RHNA Subcommittee (a subcommittee of the Board), TWG, RPC (a policy advisory committee of the Board), and public stakeholders.

Board of Directors

Staff solicited input from the Board on an approach for the methodology beginning in September 2018. At its September 14, 2018, meeting, the Board was surveyed to determine each member jurisdiction's priorities for the upcoming RHNA cycle, including which RHNA objectives and factors would be most important when determining the distribution of housing units in the region. The member jurisdictions requested that their initial set of priorities be further discussed by the TWG. The Board also directed the formation of the RHNA Subcommittee to review and provide input and guidance on potential policy and technical options for developing the methodology for allocation of housing units to each jurisdiction in the RHNA Plan.

Staff provided the Board with periodic updates on progress made by the RHNA Subcommittee as well as feedback received from other stakeholders. The Board received an update on the preliminary methodology in May 2019 and approved the release of the draft methodology for public comment at its July 26, 2019, meeting. The Board also conducted a public hearing for the RHNA Methodology on September 6, 2019, and adopted the final methodology on November 22, 2019, following HCD's review.



Regional Housing Needs Assessment Subcommittee

The RHNA Subcommittee was formed by the Board in December 2018 and is tasked with developing a methodology and considering housing incentives following the adoption of the RHNA Plan. The RHNA Subcommittee is comprised of Board members from each SANDAG subregion to reflect the diversity of geography, jurisdiction size, and other attributes of member jurisdictions. To develop its recommendation to the Board, the RHNA Subcommittee explored options for how to build consensus around a methodology that complies with state law while best achieving the goals of the Board. The RHNA Subcommittee held six meetings between spring and summer 2019, prior to the Board's release of the draft methodology. Critical direction provided by the RHNA Subcommittee included the following:

- Create a narrative around housing that promotes regional unity in addressing the housing need
- Establish a framework that incorporates transit and jobs to further the objective of increasing transit use, reducing VMT and GHG emissions, and relieving traffic congestion
- Include an equity adjustment to ensure the allocation furthers fair housing and increased affordability in all cities and the County of San Diego
- Evaluate opportunities for military installations within the region to provide housing for military and their families

Regional Housing Needs Assessment Subcommittee Members

Catherine Blakespear, Chair

Mayor, City of Encinitas
(Representing North County Coastal)

Mary Salas

Mayor, City of Chula Vista
(Representing Regional Planning Committee)

Monica Montgomery

Councilmember, City of San Diego

Jim Desmond

Supervisor, County of San Diego

Kristine Alessio

Councilmember, City of La Mesa
(Representing East County)

Rebecca Jones

Mayor, City of San Marcos
(Representing North County Inland)

Richard Bailey

Mayor, City of Coronado
(Representing South County)



Regional Planning Technical Working Group

The TWG is a SANDAG working group, which consists of the planning or community development director from each jurisdiction and representatives from other single-purpose regional agencies, such as the transit operators. The TWG advises the RPC and Board on the development and implementation of the Regional Plan, which includes the RHNA Plan. The TWG discussed and provided input on the development of the methodology at 11 meetings between December 2018 and June 2019, including two workshops specifically focused on RHNA.

Information on local government conditions provided by TWG members included:

- Preserved open space, agricultural lands, and airports and associated safety zones
- Universities and community colleges
- Military installations
- Low-wage jobs
- Voter requirements

Feedback provided by TWG members for which there was general consensus that was incorporated into the methodology included:

- Prioritizing transit, with greater weight given to major transit investments—rail and *Rapid* (R&R) stations—over local bus service
- Improving the job-housing relationship
- Encouraging the development of a mix of housing types across the region
- Addressing historical patterns of inequity in housing development

Regional Planning Committee

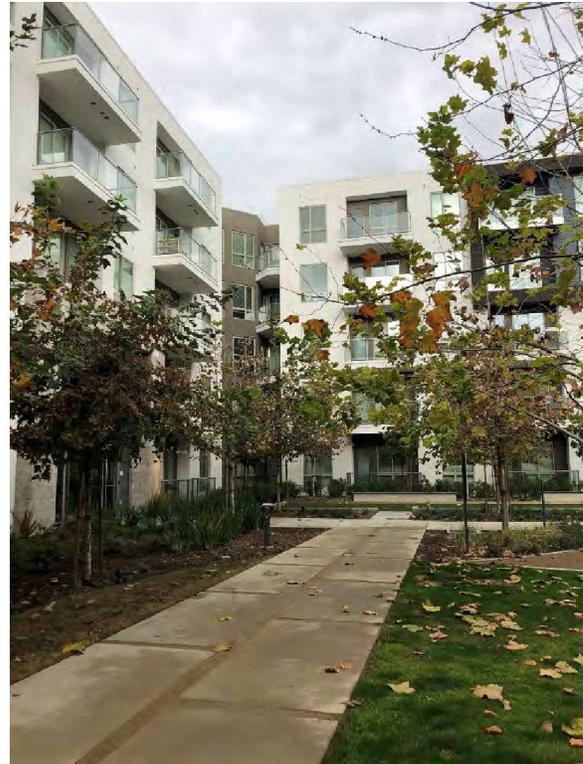
The RPC is one of the SANDAG Policy Advisory Committees, which provides oversight for the preparation and implementation of the Regional Plan. The RPC discussed the RHNA process at two of its meetings.

Information on local government conditions provided by RPC members included:

- Airport safety zones
- Housing development opportunities at major employment centers
- Sea level rise

Feedback received from the RPC which informed the development of the methodology included:

- Aligning priorities for the RHNA Methodology with priorities adopted by jurisdictions through other planning efforts such as climate action plans



Public

All meetings of the RHNA Subcommittee, TWG, RPC, and Board were open to the public. Representatives of many housing and land use stakeholder groups actively participated in RHNA discussions.

Notable stakeholder groups involved in discussions included the San Diego Housing Federation, Housing You Matters, Housing the Next 1 Million, San Diego Association of Realtors, and Circulate San Diego. The public also had the opportunity to provide input during the public comment period at the meetings described above.

Public Hearing and Comment Period

On July 26, 2019, the Board released a draft methodology for public review. SANDAG received over 2,000 written comments on the draft methodology from jurisdictions, organizations, and members of the public; all public comments, frequently asked questions, and responses to comments are posted online at sandag.org/rhna. In general, public comments requested the consideration or inclusion of the following in the methodology: population, geographic size, current density, available land, existing zoning, military housing, tribes, traffic congestion, parking, community character, transit service areas, market forces, jobs-housing ratio, public safety, and environmental concerns. The Board held a public hearing on September 6, 2019, where 31 members of the public provided verbal comments on the draft methodology. SANDAG also prepared a response to public comments, which was considered by the Board at the public hearing. After the public hearing, the Board concluded the public review period.

HCD Methodology Review

After consideration of the comments received, the Board authorized staff to submit the draft methodology to HCD for review. In a letter dated November 1, 2019, HCD notified SANDAG of its findings on the draft methodology (Appendix B).

HCD provided a brief summary of findings related to each RHNA objective in state law, finding that the methodology:

- Encouraged higher density planning in jurisdictions with more single-family homes, improving the mix of housing types
- Furthered infill and environmental principles, as the overall allocation is based on the location of jobs and transit access, noting that the methodology does not consider land capacity or vacant land as a determinant of RHNA, and instead focuses on where housing is needed to encourage transit ridership and reduced commutes
- Improved the relationship between low-wage jobs and low-income housing, provided an equitable share of housing units throughout the region, and affirmatively furthered fair housing



Appeals Period and Adoption of the Final RHNA Plan

On November 22, 2019, the Board adopted the final methodology and issued the draft allocation, which are incorporated in the following section of this report. Appendix C is the Board resolution adopting the final methodology. Pursuant to state law, jurisdictions and HCD were provided 45 days to submit appeals of the draft allocation. SANDAG received appeals from the cities of Coronado, Imperial Beach, Lemon Grove, and Solana Beach. At the conclusion of the appeal period, SANDAG distributed the four appeals to each jurisdiction and HCD, which began a second 45-day period for jurisdictions or HCD to provide comments on any or all appeals. SANDAG received five comment letters on the appeals: three from the City of Lemon Grove and one each from the cities of Coronado and Solana Beach. On June 26, 2020, the Board held a public hearing and voted to modify the City of Coronado's appeal, reject the appeals of the cities of Imperial Beach, Lemon Grove, and Solana Beach, and to issue the proposed final RHNA Plan. The final determinations, including written findings as to how each determination is consistent with state law, are located at sandag.org/rhna.



Based on the results of the appeals process, SANDAG adjusted the share of the regional housing needs allocated to the cities of Coronado, Imperial Beach, and San Diego. During a discussion with Naval Facilities Engineering Command Southwest in February 2020, it became clear that the jobs data for the Silver Strand Training Complex (SSTC) in the City of Coronado and the Naval Outlying Landing Field (NOLF) in the City of Imperial Beach was not aligned with the demographics report published by the Defense Manpower Data Center (DMDC) used to develop the SANDAG Employment Estimates. SSTC and NOLF have at most 99 active duty military jobs according to DMDC data. The total jobs data had erroneously treated both SSTC and NOLF as remote stations of Naval Base San Diego 32nd Street and redistributed a portion of the jobs at the 32nd Street installation located in the City of San Diego to SSTC and NOLF. To accurately reflect the DMDC report, the jobs previously assigned to these two installations are now properly attributed to the City of San Diego as part of the 32nd Street installation.

Additionally, Naval Air Station North Island (NASNI) jobs were reallocated based on the City of Coronado's appeal. Approximately 80.5% of the land area of NASNI is within the City of Coronado and 19.5% is within the City of San Diego. Therefore, the jobs at NASNI have been reassigned to each of the cities proportionate to the share of land area within each jurisdiction.

State law also provides a process for redistributing excess housing units resulting from any adjustments to the jurisdictions' allocations. However, there are no excess housing units to redistribute because the adjustments are based on a correction to the underlying data. Consistent with Government Code Section 65584.05(g), the RHNA Plan incorporates the results of the appeals process and fully allocates the regional share of the statewide housing need as determined by Government Code Section 65584.01.

On July 10, 2020, the Board approved Resolution 2021-02 (Appendix D), adopting the final RHNA Plan. Pursuant to Government Code Section 65584.05(g), the final RHNA Plan was submitted to HCD.

4 Methodology and Allocation

This section provides a detailed description of the methodology, including decisions driving the inclusion of key components in the methodology and technical information on specific datasets and calculations.

RHNA Methodology

The methodology was developed with input and recommendation from the Board, RHNA Subcommittee, TWG, RPC, and public stakeholders; several public meetings were held with each stakeholder group. Attendees at each meeting provided information regarding the types of data SANDAG should use, assumptions that should be made, as well as information regarding conditions in their individual jurisdictions that should be taken into consideration; jurisdictions and stakeholders also provided written comments during the process. Feedback provided by stakeholders was used to establish an initial framework, select appropriate datasets, and refine the methodology.

The consensus among participants was to develop an understandable methodology to engage the public in this critical regional conversation. Nuanced adjustments that may have modified the methodology in marginal ways in relation to the overall objectives and factors were discussed and considered. Factors and adjustments that would have created a complicated formula were not pursued since the methodology was developed with the intent to keep it transparent and understandable while also furthering the objectives and factors in state law.

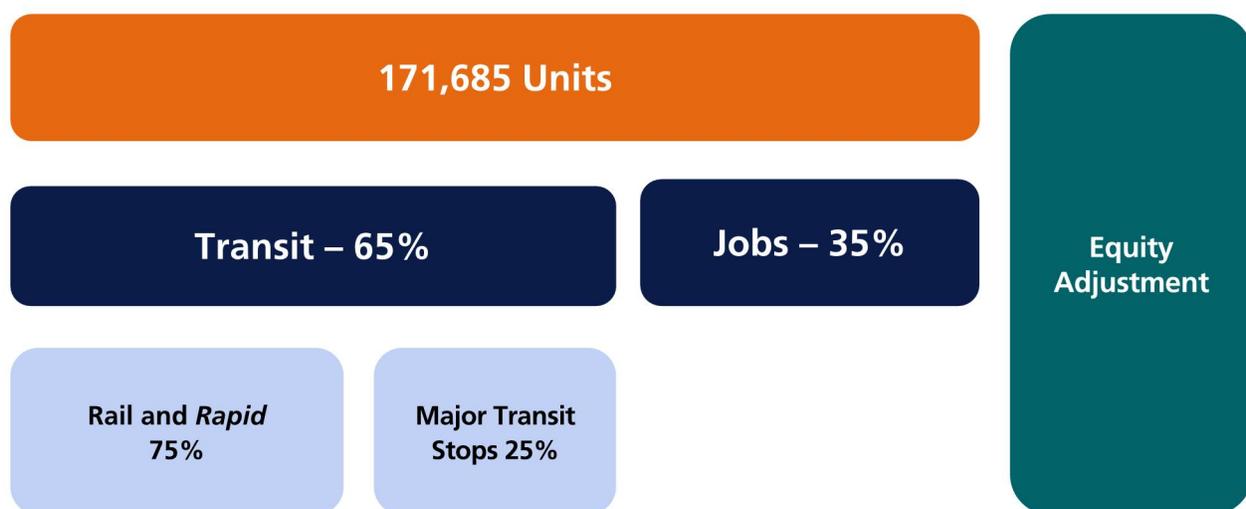
7



The final methodology adopted by the Board (Appendix C), depicted in Figure 4.1, includes the following components:

1. Of the total housing units, 65% will be allocated to jurisdictions with access to transit, including R&R stations and major transit stops. Significant investments in transit have been made throughout the region, and the methodology prioritizes housing growth in those areas with access to transit. Encouraging housing growth near transit can promote infill development (developing vacant or under-used land within existing urban areas that are already largely developed) and preserve open space, as most transit is located in urbanized areas. Improved access to transit can also lower the VMT in a car and reduce GHG emissions.
2. Within the housing units allocated for jurisdictions with access to transit, 75% of the units will be allocated to jurisdictions with R&R stations and 25% will be allocated to jurisdictions with major transit stops. To ensure future growth is located near transit, the methodology prioritizes 75% of the housing units in areas with R&R stations; which, are usually located along fixed routes that require significant capital investment to construct. Unlike bus stops or routes, R&R stations and routes are not amended or eliminated on a regular basis. The remaining 25% of the housing units will be allocated in jurisdictions with major transit stops, which as defined in state law⁵, have two intersecting bus routes that arrive at 15-minute intervals during peak commute hours.
3. Of the total housing units, 35% will be allocated to jurisdictions based on the total number of jobs within the jurisdiction. Jurisdictions should plan for housing to provide opportunities for more residents to live near their place of employment, promoting infill development and improving the intraregional relationship between jobs and housing.
4. The methodology further applies an equity adjustment. The RHNA Determination divided the number of housing units needed in the region into four income categories based on the region's current percentages of households in each category. The equity adjustment includes a calculation of the existing households in each jurisdiction in each income category. To promote equity and fair housing, as well as to meaningfully address patterns of segregation, the methodology will allocate more housing units within each income category to jurisdictions with a percentage of households in that same category that is lower than the regional percentage.

Figure 4.1: RHNA Methodology



⁵ Public Resources Code Section 21064.3(c)

Transit

Of the total housing units, 65% (111,595 housing units) are allocated based on each jurisdiction's share of regional transit services. Because most transit infrastructure is located in the urbanized areas of the San Diego region, heavily weighting the transit component will promote infill development, preserve open space, and reduce VMT and GHG emissions.

The transit component measures each jurisdiction's share of R&R stations and major transit stops, which are defined below.

- R&R Stations: Stations served by rail (North County Transit District [NCTD] COASTER; NCTD SPRINTER; and Metropolitan Transit System [MTS] Trolley, including planned Mid-Coast stations), and *Rapid* routes (NCTD BREEZE route 350; MTS *Rapid* routes 215, 225, and 235; and MTS *Rapid* Express routes 280 and 290)
- Major Transit Stops: The intersection of two or more major local bus routes with a frequency of service interval of 15 minutes or less during peak commute hours



Of the units allocated based on the transit component, 75% (83,696 housing units) are allocated based on each jurisdiction's share of R&R stations, while 25% (27,899 housing units) are allocated based on each jurisdiction's share of major transit stops. This reflects the significant investment the region has made to build and improve rail lines and *Rapid* routes as well as the permanency of rail lines relative to local bus service. Therefore, the methodology assumes these services can have a larger impact on commute behavior and achieving mode shift goals.

Data Source

The data source for the transit component is the SANDAG Activity-Based Model (ABM). For R&R stations, SANDAG ABM Forecast Year 2025 No Build was used in order to capture the Mid-Coast Trolley stations currently under construction and anticipated to be open for service to the public by 2021. For major transit stops, SANDAG ABM Forecast Year 2020 was used as the specific data source to align with the start of the sixth housing element cycle planning period.

For *Rapid* stations and major transit stops that have stops on either side of the road, which correspond to northbound/southbound or eastbound/westbound travel, stop pairs were counted as one station or stop. Stations that serve more than one rail and/or *Rapid* route were counted once in the R&R data. For example, the Oceanside Transit Center, which is served by two rail lines (NCTD COASTER and NCTD SPRINTER), accounts for only one of the seven R&R stations in Oceanside. Some R&R stations are also considered major transit stops because they are also served by two or more bus lines with 15-minute frequencies during peak commute. The Old Town Transit Center in the City of San Diego, for example, is both an R&R station (served by the NCTD COASTER and MTS Trolley) and a major transit stop (served by MTS Bus routes 10, 30, 35, and 44, which have 15-minute peak period frequencies).

The data underlying the proximity to transit component is included in Table 4.1 and shown on a map in Figure 4.2.

Table 4.1: Transit Data

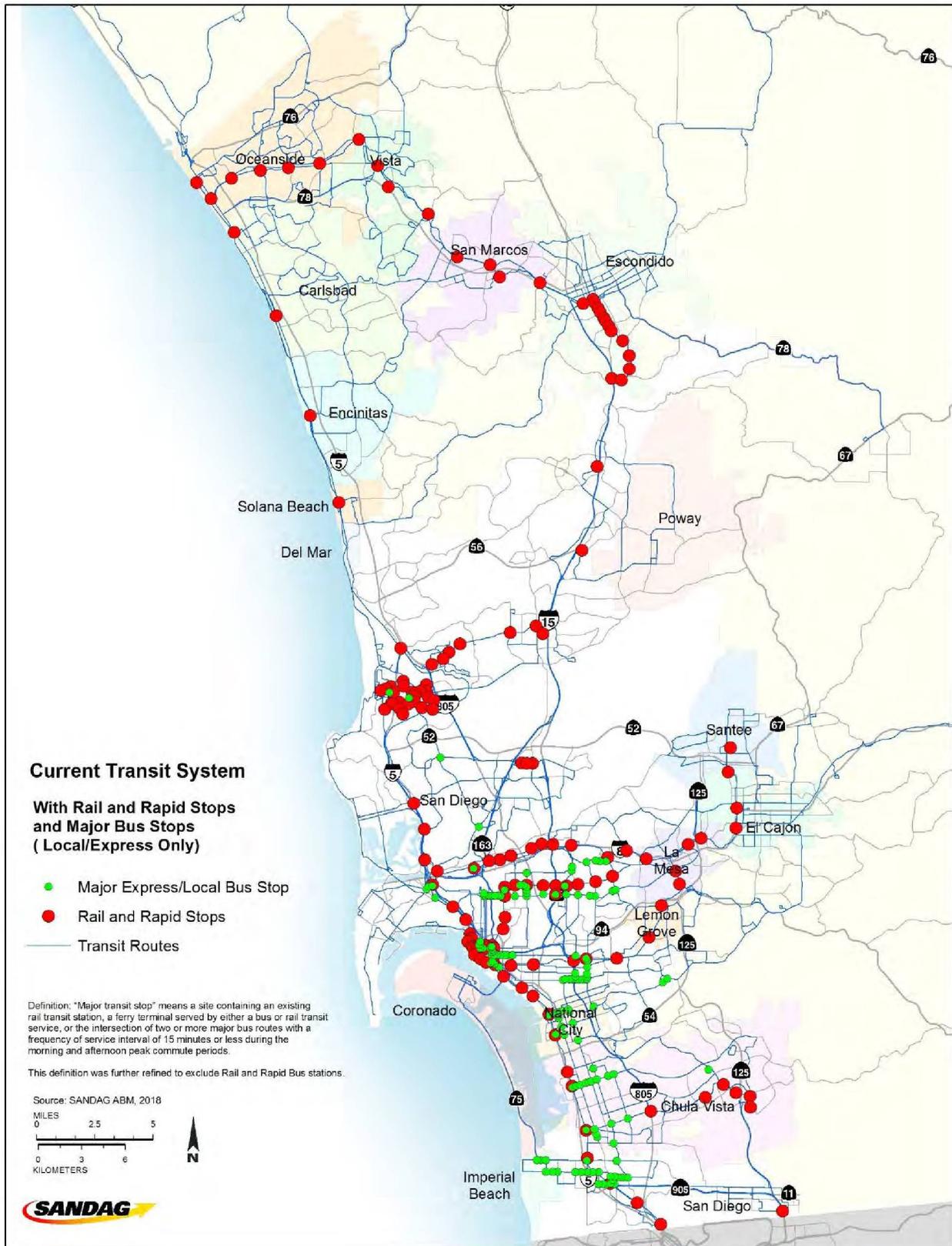
Jurisdiction	Rail & Rapid Stations		Major Transit Stops	
	Count	Regional Share (%)	Count	Regional Share (%)
Carlsbad	2	1.3%	0	0.0%
Chula Vista	9	5.8%	18	12.9%
Coronado	0	0.0%	0	0.0%
Del Mar	0	0.0%	0	0.0%
El Cajon	3	1.9%	0	0.0%
Encinitas	1	0.6%	0	0.0%
Escondido	14	9.1%	0	0.0%
Imperial Beach	0	0.0%	6	4.3%
La Mesa	5	3.2%	0	0.0%
Lemon Grove	2	1.3%	0	0.0%
National City	2	1.3%	15	10.7%
Oceanside	7	4.5%	0	0.0%
Poway	0	0.0%	0	0.0%
San Diego	100	64.9%	101	72.1%
San Marcos	3	1.9%	0	0.0%
Santee	1	0.6%	0	0.0%
Solana Beach	1	0.6%	0	0.0%
Unincorporated County	2	1.3%	0	0.0%
Vista	2	1.3%	0	0.0%
Region	154	100.0%	140	100.0%

Sources: *R&R Stations – SANDAG ABM, Forecast Year 2025 No Build*⁶;
*Major Transit Stops – SANDAG ABM, Forecast Year 2020*⁷

⁶ SANDAG ABM, Forecast Year 2025 No Build, Release v14.0.1, Reference Scenario #242, January 2019.

⁷ SANDAG ABM, Forecast Year 2020, Release v14.0.1, Reference Scenario #243, January 2019.

Figure 4.2: Transit Data



Jobs

Of the total housing units, 35% (60,090 units) are to be allocated based on each jurisdiction's share of jobs in the region.

Data Source

The data source for the jobs component is the SANDAG Employment Estimates, which are also being used to develop the latest Regional Growth Forecast. SANDAG Employment Estimates are derived from Quarterly Census of Employment and Wages (QCEW) data from the Economic Development Department (EDD) and the Longitudinal Employer-Household Dynamics Origin-Destination Employment Statistics (LODES) data from the Center for Economic Studies at the U.S. Census Bureau. The LODES data combines federal, state, and Census Bureau survey data on employers and employees; SANDAG uses the QCEW dataset for its detailed geographic information on businesses to geolocate "job spaces" throughout the region. Then LODES data (average of the last five years), which are available at the census block level, are used to fill the job spaces to determine total jobs within various geographies. SANDAG Employment Estimates are also supplemented by other data sources including the San Diego Military Advisory Council (SDMAC) and DMDC. Of note, SDMAC and DMDC assign jobs associated with a Navy ship to the installation that is the ship's homeport. Finally, the jobs data are validated against published job totals for the county from the EDD Labor Market Information's yearly data.

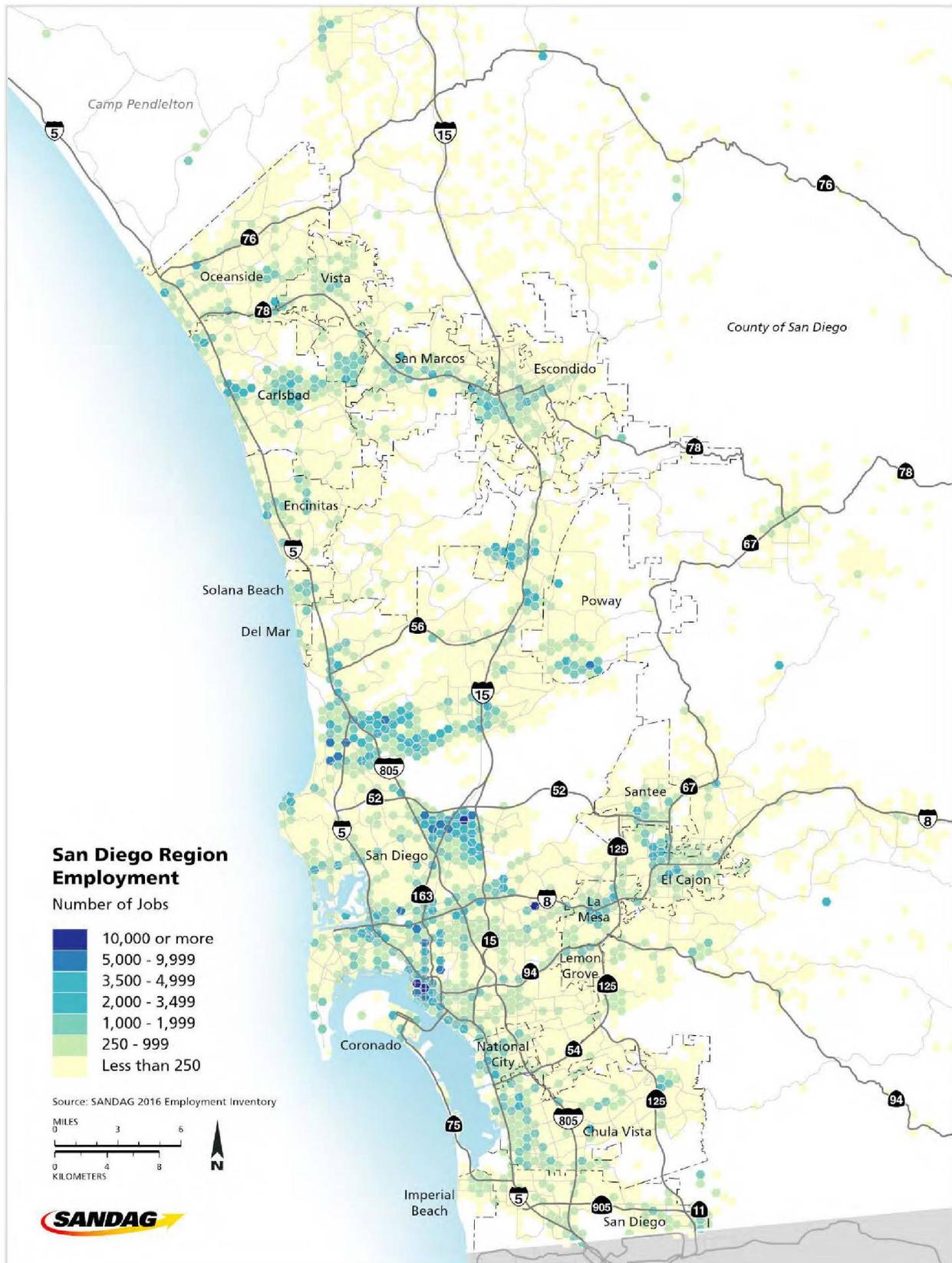
The jobs data consists of all job types and includes jobs that are classified as a primary source of income, which can be part-time or full-time, year-round or seasonal. The data underlying the jobs component is included in Table 4.2 and shown on a map in Figure 4.3.

Table 4.2: Jobs Data

Jurisdiction	Total Jobs	Regional Share (%)
Carlsbad	76,779	4.6%
Chula Vista	72,403	4.4%
Coronado	25,149	1.5%
Del Mar	4,484	0.3%
El Cajon	45,468	2.7%
Encinitas	27,871	1.7%
Escondido	55,059	3.3%
Imperial Beach	3,666	0.2%
La Mesa	29,773	1.8%
Lemon Grove	7,492	0.5%
National City	37,497	2.3%
Oceanside	45,178	2.7%
Poway	36,349	2.2%
San Diego	924,967	55.8%
San Marcos	40,964	2.5%
Santee	18,634	1.1%
Solana Beach	9,151	0.6%
Unincorporated County	154,686	9.3%
Vista	40,629	2.5%
Region	1,656,199	100.0%

Source: SANDAG Employment Estimates and/or SANDAG 2019 Regional Growth Forecast; U.S. Department of Defense

Figure 4.3: Jobs Data



Equity Adjustment

In addition to distributing the RHNA Determination among jurisdictions, SANDAG must distribute units for each jurisdiction among the four income categories defined by HCD. Each income category is defined as a range of household incomes that represents a percentage of the area median income (AMI). The AMI for a family of four in the San Diego region is \$66,529, as provided by HCD. Table 4.3 provides the definition for each income category and the income ranges for San Diego region households per category.

Table 4.3: Income Categories

Income Category	Definition	Income Range	Percent of Regional Households (RHNA Determination)
Very Low	Less than 50% of AMI	\$33,259 or less	24.7%
Low	50-80% of AMI	\$33,260 - \$53,219	15.5%
Moderate	80-120% of AMI	\$53,220 - \$79,829	17.3%
Above Moderate	Over 120% of AMI	\$79,830 or more	42.5%

Source: HCD Determination Letter; 2012-2016 American Community Survey 5-Year, DP03

Household income data was used to determine the number and share of households per income category in each jurisdiction, which is included in Table 4.4.

A jurisdiction's share of households in an income category is compared to the region's share of households in the same income category by determining the relative difference between the two percentages, which is found by taking the inverse ratio of a jurisdiction's share of households within an income category to the region's share.



Table 4.4: Households per Income Category

Jurisdiction	Total Households	Existing Households by Income Category							
		Very Low	%	Low	%	Moderate	%	Above Moderate	%
Carlsbad	42,926	6,981	16.3%	4,644	10.8%	5,940	13.8%	25,360	59.1%
Chula Vista	77,804	19,459	25.0%	11,987	15.4%	13,643	17.5%	32,715	42.0%
Coronado	8,986	1,506	16.8%	1,109	12.3%	1,442	16.1%	4,929	54.9%
Del Mar	2,258	430	19.0%	102	4.5%	248	11.0%	1,478	65.5%
El Cajon	32,937	12,434	37.8%	5,754	17.5%	5,615	17.0%	9,135	27.7%
Encinitas	23,695	4,287	18.1%	2,168	9.2%	3,182	13.4%	14,058	59.3%
Escondido	45,217	13,880	30.7%	8,239	18.2%	8,245	18.2%	14,853	32.8%
Imperial Beach	9,044	2,888	31.9%	2,105	23.3%	1,726	19.1%	2,325	25.7%
La Mesa	23,767	6,368	26.8%	4,468	18.8%	4,609	19.4%	8,322	35.0%
Lemon Grove	8,465	2,316	27.4%	1,643	19.4%	1,730	20.4%	2,776	32.8%
National City	15,870	6,436	40.6%	3,271	20.6%	2,848	17.9%	3,315	20.9%
Oceanside	61,480	16,148	26.3%	11,348	18.5%	11,297	18.4%	22,687	36.9%
Poway	15,797	2,418	15.3%	1,675	10.6%	2,281	14.4%	9,422	59.6%
San Diego	490,219	119,014	24.3%	75,283	15.4%	82,616	16.9%	213,305	43.5%
San Marcos	29,125	7,707	26.5%	4,212	14.5%	5,043	17.3%	12,163	41.8%
Santee	19,517	3,493	17.9%	2,812	14.4%	3,683	18.9%	9,528	48.8%
Solana Beach	5,750	883	15.4%	698	12.1%	854	14.9%	3,315	57.7%
Unincorporated County	159,642	35,996	22.5%	26,493	16.6%	27,598	17.3%	69,555	43.6%
Vista	30,629	9,016	29.4%	5,746	18.8%	6,112	20.0%	9,754	31.8%
Region	1,103,128	271,661	24.6%	173,760	15.8%	188,713	17.1%	468,995	42.5%

Source: 2012-2016 American Community Survey (ACS) 5-Year, B19001 "Household Income in The Past 12 Months (In 2016 Inflation-Adjusted Dollars)"

The relative difference is used as a scaling factor that adjusts the region’s percentage of households in an income category (e.g. 24.7% for very-low-income) and uses this adjusted percentage as the jurisdiction’s share of its housing allocation for that income category. Table 3.5 demonstrates how the equity adjustment works. In the table, a scaling factor greater than one causes an upward adjustment and a scaling factor less than one causes a downward adjustment.

The equity adjustment increases a jurisdiction’s share of its housing allocation in an income category if its share of households within the category is smaller than the region. Conversely, the adjustment decreases a jurisdiction’s share of its housing allocation in an income category if its share of households within the category is greater than the region. In this way, the equity adjustment seeks to increase jurisdictions’ mix of housing (housing for each income category) and combat historical patterns of segregation. Below are two examples of how the equity adjustment in the methodology is applied to the cities of Carlsbad and National City, chosen for comparison purposes.

Example A

In Carlsbad, 16.3% of households are very-low-income households, and in the region, 24.7% of households are very-low income; Carlsbad’s share of very-low-income households is less than the region. Using the equity adjustment in the methodology, Carlsbad receives a greater share (greater than 24.7%) of its housing unit allocation in the very-low-income category; 37.4% of Carlsbad’s total allocated housing units are in the very-low-income category.

Example B

Conversely, 40.6% of households in National City are very-low-income households; this is greater than the region’s 24.7% of very-low-income households. Therefore, based on the equity adjustment in the methodology, National City receives a smaller share (less than 24.7%) of its housing unit allocation in the very-low-income category; 15% of National City’s total allocated housing units are in the very-low-income category.

Data Source

SANDAG used data from the 2012-2016 ACS Five-Year, Table B19001 “Household Income in The Past 12 Months (In 2016 Inflation-Adjusted Dollars)” to determine the jurisdictions’ household breakdown among income categories. This dataset was also used by HCD to calculate the unit distribution across income category for the San Diego region’s RHNA Determination.



Table 4.5: Equity Adjustment Calculation

RHNA Determination	Very Low			24.7%	Low			15.5%	Moderate			17.3%	Above Moderate			42.5%
	Jurisdiction	%	Scaling Factor	% Housing Allocation	%	Scaling Factor	% Housing Allocation	%	Scaling Factor	% Housing Allocation	%	Scaling Factor	% Housing Allocation	%	Scaling Factor	% Housing Allocation
		Households	(↑ or ↓ adjustment)		Households	(↑ or ↓ adjustment)		Households	(↑ or ↓ adjustment)		Households	(↑ or ↓ adjustment)		Households	(↑ or ↓ adjustment)	
Carlsbad	16.3%	1.52	↑	37.4%	10.8%	1.43	↑	22.2%	13.8%	1.25	↑	21.7%	59.1%	0.72	↓	30.6%
Chula Vista	25.0%	0.99	↓	24.3%	15.4%	1.01	↑	15.6%	17.5%	0.99	↓	17.1%	42.0%	1.01	↑	43.0%
Coronado	16.8%	1.47	↑	36.3%	12.3%	1.26	↑	19.5%	16.1%	1.08	↑	18.7%	54.9%	0.78	↓	33.0%
Del Mar	19.0%	1.29	↑	31.9%	4.5%	3.44	↑	53.3%	11.0%	1.58	↑	27.3%	65.5%	0.65	↓	27.6%
El Cajon	37.8%	0.65	↓	16.1%	17.5%	0.89	↓	13.8%	17.0%	1.02	↑	17.6%	27.7%	1.53	↑	65.2%
Encinitas	18.1%	1.36	↑	33.6%	9.2%	1.69	↑	26.3%	13.4%	1.29	↑	22.3%	59.3%	0.72	↓	30.5%
Escondido	30.7%	0.80	↓	19.8%	18.2%	0.85	↓	13.2%	18.2%	0.95	↓	16.4%	32.8%	1.29	↑	55.0%
Imperial Beach	31.9%	0.77	↓	19.0%	23.3%	0.67	↓	10.3%	19.1%	0.91	↓	15.7%	25.7%	1.65	↑	70.3%
La Mesa	26.8%	0.92	↓	22.7%	18.8%	0.82	↓	12.8%	19.4%	0.89	↓	15.5%	35.0%	1.21	↑	51.6%
Lemon Grove	27.4%	0.90	↓	22.2%	19.4%	0.80	↓	12.4%	20.4%	0.85	↓	14.7%	32.8%	1.30	↑	55.1%
National City	40.6%	0.61	↓	15.0%	20.6%	0.75	↓	11.7%	17.9%	0.96	↓	16.7%	20.9%	2.04	↑	86.5%
Oceanside	26.3%	0.94	↓	23.1%	18.5%	0.84	↓	13.0%	18.4%	0.94	↓	16.3%	36.9%	1.15	↑	49.0%
Poway	15.3%	1.61	↑	39.7%	10.6%	1.46	↑	22.7%	14.4%	1.20	↑	20.8%	59.6%	0.71	↓	30.3%
San Diego	24.3%	1.02	↑	25.0%	15.4%	1.01	↑	15.7%	16.9%	1.03	↑	17.8%	43.5%	0.98	↓	41.5%
San Marcos	26.5%	0.93	↓	23.0%	14.5%	1.07	↑	16.6%	17.3%	1.00	↑	17.3%	41.8%	1.02	↑	43.3%
Santee	17.9%	1.38	↑	34.0%	14.4%	1.08	↑	16.7%	18.9%	0.92	↓	15.9%	48.8%	0.87	↓	37.0%
Solana Beach	15.4%	1.61	↑	39.6%	12.1%	1.28	↑	19.8%	14.9%	1.17	↑	20.2%	57.7%	0.74	↓	31.4%
Unincorporated County	22.5%	1.09	↑	27.0%	16.6%	0.93	↓	14.5%	17.3%	1.00	↑	17.4%	43.6%	0.98	↓	41.5%
Vista	29.4%	0.84	↓	20.7%	18.8%	0.83	↓	12.8%	20.0%	0.87	↓	15.0%	31.8%	1.34	↑	56.8%

Final RHNA Allocation

Based on the methodology as described above, the total allocation per jurisdiction is included in Table 4.6 and each jurisdiction's allocation per income category is included in Table 4.7.

Table 4.6: Total Allocation

Jurisdiction	Transit Weighting: 65%	Jobs Weighting: 35%	Total Allocation
Carlsbad	1,087	2,786	3,873
Chula Vista	8,478	2,627	11,105
Coronado	-	912	912
Del Mar	-	163	163
El Cajon	1,630	1,650	3,280
Encinitas	543	1,011	1,554
Escondido	7,609	1,998	9,607
Imperial Beach	1,196	133	1,329
La Mesa	2,717	1,080	3,797
Lemon Grove	1,087	272	1,359
National City	4,076	1,361	5,437
Oceanside	3,804	1,639	5,443
Poway	-	1,319	1,319
San Diego	74,478	33,558	108,036
San Marcos	1,630	1,486	3,116
Santee	543	676	1,219
Solana Beach	543	332	875
Unincorporated County	1,087	5,613	6,700
Vista	1,087	1,474	2,561
Region (Totals)	111,595	60,090	171,685



Table 4.7: Allocation per Income Category

Jurisdiction	Very Low	Low	Moderate	Above Moderate	Total Allocation
Carlsbad	1,311	784	749	1,029	3,873
Chula Vista	2,750	1,777	1,911	4,667	11,105
Coronado	312	169	159	272	912
Del Mar	37	64	31	31	163
El Cajon	481	414	518	1,867	3,280
Encinitas	469	369	308	408	1,554
Escondido	1,864	1,249	1,527	4,967	9,607
Imperial Beach	225	123	183	798	1,329
La Mesa	859	487	577	1,874	3,797
Lemon Grove	295	166	193	705	1,359
National City	645	506	711	3,575	5,437
Oceanside	1,268	718	883	2,574	5,443
Poway	468	268	241	342	1,319
San Diego	27,549	17,331	19,319	43,837	108,036
San Marcos	728	530	542	1,316	3,116
Santee	406	200	188	425	1,219
Solana Beach	316	159	160	240	875
Unincorporated County	1,834	992	1,165	2,709	6,700
Vista	515	321	369	1,356	2,561
Region (Totals)	42,332	26,627	29,734	72,992	171,685



5 Objectives and Factors

Objectives

The methodology and allocation described in the RHNA Plan further the five objectives listed in Government Code Section 65584.

1. *Increasing the housing supply and the mix of housing types, tenure, and affordability in all cities and counties within the region in an equitable manner, which shall result in each jurisdiction receiving an allocation of units for low- and very-low-income households.*

Per state law, the methodology allocates units in all four income categories to each of the region's 19 jurisdictions. The methodology does so equitably, ensuring each jurisdiction receives an allocation for low- and very-low-income units, and further, allocating a higher share of low- and very-low income units to jurisdictions that currently have a smaller share of low- and very-low-income households than the regional share. State law requires jurisdictions to zone at higher densities to accommodate its low- and very-low-income housing allocation. As jurisdictions plan for and build housing, the mix of housing types will increase.

2. *Promoting infill development and socioeconomic equity, the protection of environmental and agricultural resources, the encouragement of efficient development patterns, and the achievement of the region's GHG reductions targets provided by the California Air Resources Board (ARB) pursuant to Section 65080.*

The methodology prioritizes transit and jobs to encourage efficient development patterns and reduce GHG emissions. By allocating housing units based on these two factors, SANDAG sets a guiding principle for local jurisdictions to zone and build housing near transit and job centers, which are located in the urbanized areas of the region. Therefore, an allocation based on transit and jobs will lead to more infill development while protecting natural resources and open space; because infill development can occur on under-used land, the methodology supports provision of housing even in areas that are currently considered built-out.



SANDAG's GHG reduction target, as set by the ARB, is to reduce by 15% the region's per capita emissions of GHGs from cars and light trucks by 2020, compared with a 2005 baseline. By 2035, the target is to reduce GHG emissions by 19% per capita. The methodology encourages the development of housing near jobs and transit, which will provide the region's residents with opportunities to live where they work and/or readily access transit, which can facilitate shorter commutes, reduce VMT, and increase trip-taking by transit or alternative modes.

Additionally, placing residents near jobs and transit is consistent with the ARB's identified policy goals and guidance detailed in the [2017 Climate Change Scoping Plan](#), which proposes to strengthen major programs related to climate impacts and further integrate efforts to reduce both GHG emissions and air pollution. Among the ARB's Vibrant Communities and Landscapes / VMT Reduction Goals identified to reduce GHG emissions from the transportation sector are the following:

- Promote all feasible policies to reduce VMT, including:
 - Land use and community design that reduce VMT
 - Transit oriented development
 - Complete street design policies that prioritize transit, biking, and walking
 - Increasing low carbon mobility choices, including improved access to viable and affordable public transportation and active transportation opportunities
 - Increase the number, safety, connectivity, and attractiveness of biking and walking facilities to increase use
 - Promote shared-use mobility, such as bike sharing, car sharing and ride-sourcing services to bridge the "first mile, last mile" gap between commuters' transit stops and their destinations
 - Continue research and development on transportation system infrastructure, including:
 - Integrate frameworks for lifecycle analysis of GHG emissions with life-cycle costs for pavement and large infrastructure projects
 - Health benefits and costs savings from shifting from driving to walking, bicycling, and transit use
 - Quadruple the proportion of trips taken by foot by 2030 (from a baseline of the 2010–2012 California Household Travel Survey)
 - Strive for a nine-fold increase in the proportion of bike trips by 2030 (from a baseline of the 2010–2012 California Household Travel Survey)
 - Strive, in passenger rail hubs, for a transit mode share of between 10% and 50%, and for a walk and bike mode share of between 10% and 15% (Scoping Plan, p.76)
3. *Promoting an improved intraregional relationship between jobs and housing, including an improved balance between the number of low-wage jobs and the number of housing units affordable to low-wage workers in each jurisdiction.*

SANDAG conducted an analysis of the number of low-wage jobs and the number of housing units affordable to low-wage workers in each jurisdiction. The analysis shows that the number of low-wage jobs far exceeds the number of existing housing units affordable to low-wage workers in each jurisdiction.

The methodology allocates 35% of the 171,685-unit regional housing need based on each jurisdiction's share of existing regional total jobs to encourage development of housing near job centers so that jurisdictions can improve the jobs-housing relationship.

Furthermore, the methodology's Equity Adjustment (see Objective 4) improves the balance between the number of low-wage jobs and the number of housing units affordable to low-wage workers in each jurisdiction by allocating a higher share of low- and very-low-income housing units to jurisdictions that currently have a smaller share of low- and very-low-income households than the regional share.

4. *Allocating a lower proportion of housing need to an income category when a jurisdiction already has a disproportionately high share of households in that income category, as compared to the countywide distribution of households in that category from the most recent ACS.*



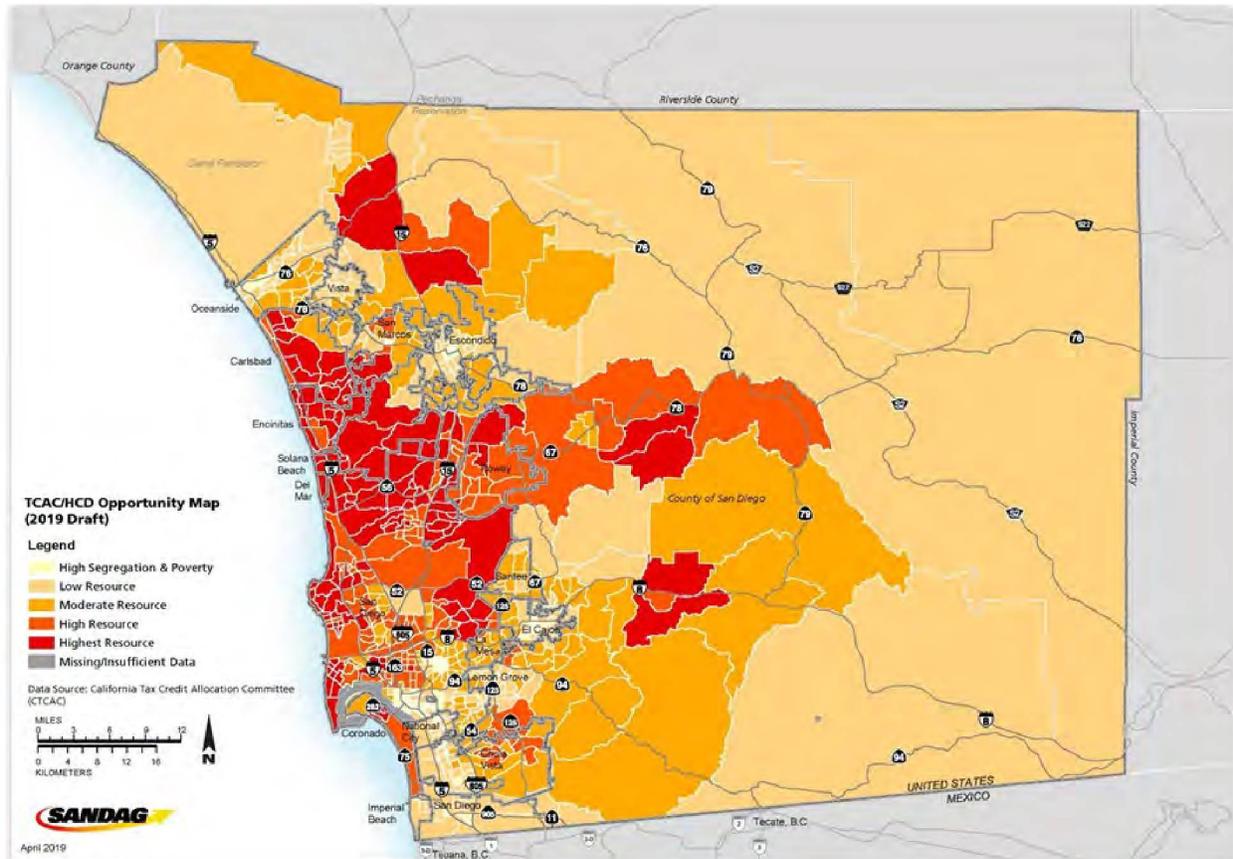
This objective guided the development of the Equity Adjustment used to ensure the methodology will result in allocation of housing units to each of the income categories. This adjustment results in a jurisdiction receiving a lower proportion of its total housing units within an income category when it has a higher share of households within that income category compared to the region. This method shifts units across income categories, rather than adding units to a jurisdiction's total housing unit allocation, allowing for a mix of housing types and affordability near transit and jobs.

5. *Affirmatively furthering fair housing. For purposes of this section, "affirmatively furthering fair housing" means taking meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws.*

During development of the methodology, SANDAG reviewed the California Tax Credit Allocation Committee (TCAC) 2019 Opportunity Map for the San Diego region included in Figure 5.1. The TCAC map demonstrates how public and private resources are spatially distributed within the region. The map is part of a larger study that shows how communities with better air quality, higher educational attainment, and better economic indicators are communities that have higher "opportunity", or pathways that offer low-income children and adults the best chance at economic advancement. The study finds that historically communities with higher opportunity – through plans, policies, and practices – may have systematically denied equal opportunity to low socioeconomic and minority populations.

Areas of "low resource" and "high segregation and poverty" on the TCAC maps are also many of the same areas with a high concentration of low-income households in the San Diego region. The Equity Adjustment within the methodology addresses the disparities in access to resource-rich areas by providing housing opportunities for people in all income levels to reside in any given community. This is meant to foster and maintain compliance with civil rights and fair housing laws. The Equity Adjustment in the methodology assists in overcoming patterns of discrimination and transforming racially and ethnically concentrated areas of poverty into areas of opportunity by allocating a higher proportion of low-income housing units to jurisdictions with a lower share of low-income households, which tend to be jurisdictions with a high concentration of resource-rich areas.

Figure 5.1 California Tax Credit Allocation Committee Opportunity Map



Factors

In addition to furthering the objectives outlined above, state law requires that consideration of several factors be included in the development of the methodology, to the extent sufficient data is available pertaining to each factor. See Government Code Section 65584.04(e). The RHNA factors and how consideration of each was included in the development of the methodology are described below.

1. *Each jurisdiction's existing and projected jobs and housing relationship. This shall include an estimate based on readily available data on the number of low-wage jobs within the jurisdiction and how many housing units within the jurisdiction are affordable to low-wage workers as well as an estimate based on readily available data, of projected job growth and projected household growth by income level within each member jurisdiction during the planning period.*

The methodology prioritizes jobs as a factor in allocating the regional housing need. The jobs factor seeks to encourage development of housing near job centers so that jurisdictions can achieve greater jobs-housing balance. The jobs factor uses current data on existing jobs instead of a projection. Given the housing shortage within the region, it is critical that housing is built where existing jobs are located to begin to address the current jobs-housing imbalance. Although data for projected job and household growth by income level for the next Regional Plan update is not yet available, SANDAG used the most recent readily available data for projected job growth and projected household growth by income level within each member jurisdiction to conduct its analysis.

SANDAG analyzed the number of low-wage jobs and the number of housing units affordable to low-wage workers in each jurisdiction. The analysis showed that the number of low-wage jobs far exceeds the number of existing housing units affordable to low-wage workers in each jurisdiction.

The methodology is expected to increase the supply of affordable housing by allocating each jurisdiction low- and very-low-income housing units. The methodology's Equity Adjustment (see Objective 4) should also improve the balance between the number of low-wage jobs and the number of housing units affordable to low-wage workers in each jurisdiction by allocating a higher share of low- and very-low-income housing units to jurisdictions that currently have a smaller share of low- and very-low-income households than the regional share.

2. *The opportunities and constraints to development of additional housing in each member jurisdiction, including all of the following:*

- a. *Lack of capacity for sewer or water service due to federal or state laws, regulations or regulatory actions, or supply and distribution decisions made by a sewer or water service provider other than the local jurisdiction that preclude the jurisdiction from providing necessary infrastructure for additional development during the planning period.*

SANDAG notes that general plans for some jurisdictions may account for constraints to housing development arising from lack of capacity for sewer or water service. For example, rural areas may rely more heavily on well water and septic systems, which constrains housing development due to lack of sufficient infrastructure. For the methodology; however, the transit factor allocates housing units based on each jurisdiction's share of regional R&R stations as well as major transit stops. R&R stations are located in the region's more developed areas where land uses generate enough ridership to support the investment to the transit infrastructure. Major transit stops are also located in the region's urbanized areas and surrounded by land uses that support higher service frequencies. By prioritizing transit connectivity, the methodology encourages infill development in urban areas that are likely to have existing capacity for sewer or water service.

- b. *The availability of land suitable for urban development or for conversion to residential use, the availability of underutilized land, and opportunities for infill development and increased residential densities. The council of governments may not limit its consideration of suitable housing sites or land suitable for urban development to existing zoning ordinances and land use restrictions of a locality but shall consider the potential for increased residential development under alternative zoning ordinances and land use restrictions. The determination of available land suitable for urban development may exclude lands where the Federal Emergency Management Agency or the Department of Water Resources has determined that the flood management infrastructure designed to protect that land is not adequate to avoid the risk of flooding.*

The methodology is not constrained by existing zoning ordinances and land use restrictions. Instead the methodology prioritizes transit and jobs, which aligns with several beneficial land use planning principles, such as promoting infill and increasing residential densities. The availability of land suitable for urban development or for conversion to residential use, the availability of underutilized land, and opportunities for infill development and increased residential densities are accounted for in the methodology's jobs and transit factors. When development of housing is promoted near transit and jobs, it allows the jurisdictions to focus on infill development that can occur on underutilized land that can be converted to uses that allow for increased residential density.

The transit factor allocates housing units based on each jurisdiction's share of regional R&R stations as well as major transit stops. R&R stations are located in the region's urbanized areas where land uses generate enough ridership to support the investment to the transit infrastructure. Major transit stops are also located in the region's urbanized areas and surrounded by land uses that support higher service frequencies. By prioritizing transit, the methodology encourages infill development in areas that are suitable for urban development. A transit-focused methodology also promotes increased densities as jurisdictions plan for housing in urban areas already served by high quality transit.



The methodology aligns with the region's priorities for growth. As shown in Figure 5.2, general plans in the San Diego region have focused growth and development in existing urban areas, preserved more land for habitat and open space, and looked to accommodate more housing near transit and key destinations.

- c. *Lands preserved or protected from urban development under existing federal or state programs, or both, designed to protect open space, farmland, environmental habitats, and natural resources on a long-term basis, including land zoned or designated for agricultural protection or preservation that is subject to a local ballot measure that was approved by the voters of that jurisdiction that prohibits or restricts conversion to non-agricultural uses.*

General plans for individual jurisdictions may account for constraints to housing development arising from lands preserved or protected from urban development under existing federal or state programs. However, as shown in Figures 5.3 and 5.4, preserved land, farmland, and habitats are primarily in the eastern portion of San Diego County. The methodology focuses housing units in areas with access to transit and jobs, which are located in existing urbanized areas. Therefore, the methodology will not encourage encroachment upon lands preserved or protected under types of federal, state or local programs described above.

- d. *County policies to preserve prime agricultural land, as defined pursuant to Section 56064, within an unincorporated area and land within an unincorporated area zoned or designated for agricultural protection or preservation that is subject to a local ballot measure that was approved by the voters of that jurisdiction that prohibits or restricts its conversion to non-agricultural uses.*

The County of San Diego General Plan accounts for some constraints to housing development arising from policies to preserve prime agricultural land and incorporates local ballot measure provisions prohibiting or restricting the conversion of agricultural to non-agricultural uses. The methodology allocates housing units based on access to jobs and transit, which are located in existing urbanized areas. Therefore, this constraint is not expected to impact the methodology's capacity to allow for development of additional housing.

Figure 5.2: Priorities for Growth Then and Now

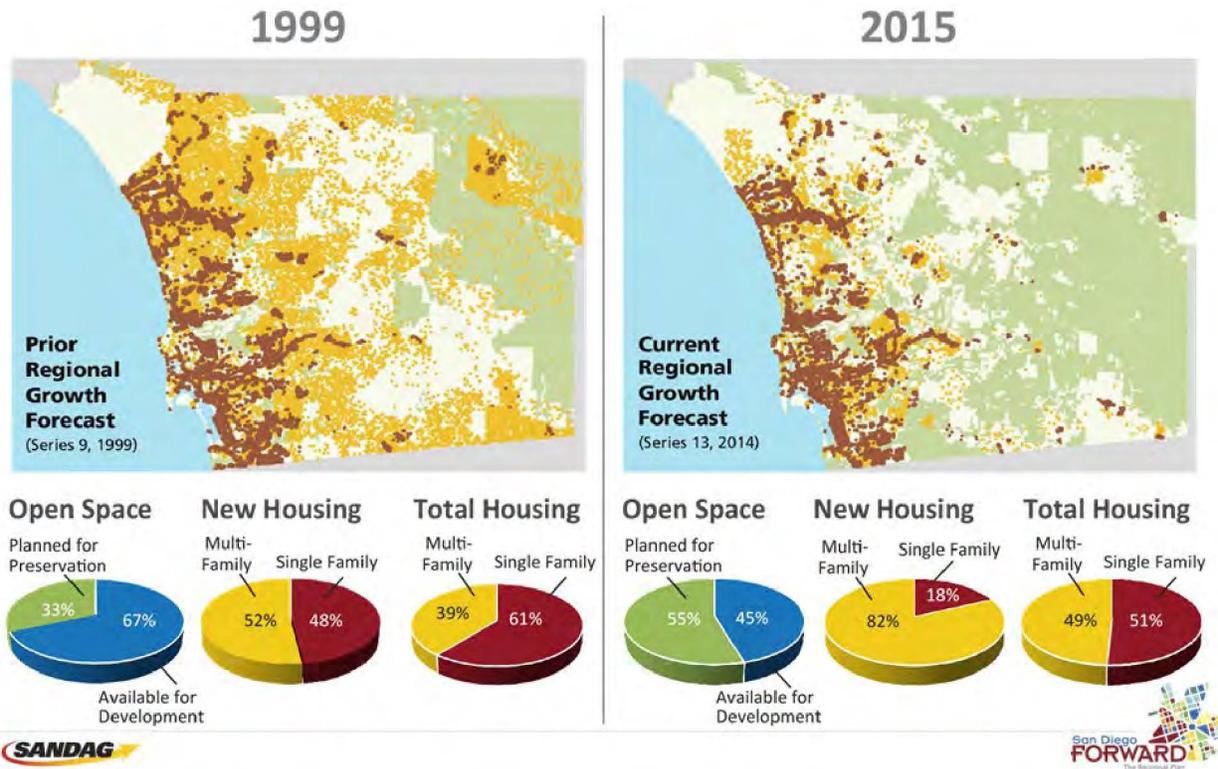


Figure 5.3 San Diego Regional Habitat Preserved Lands

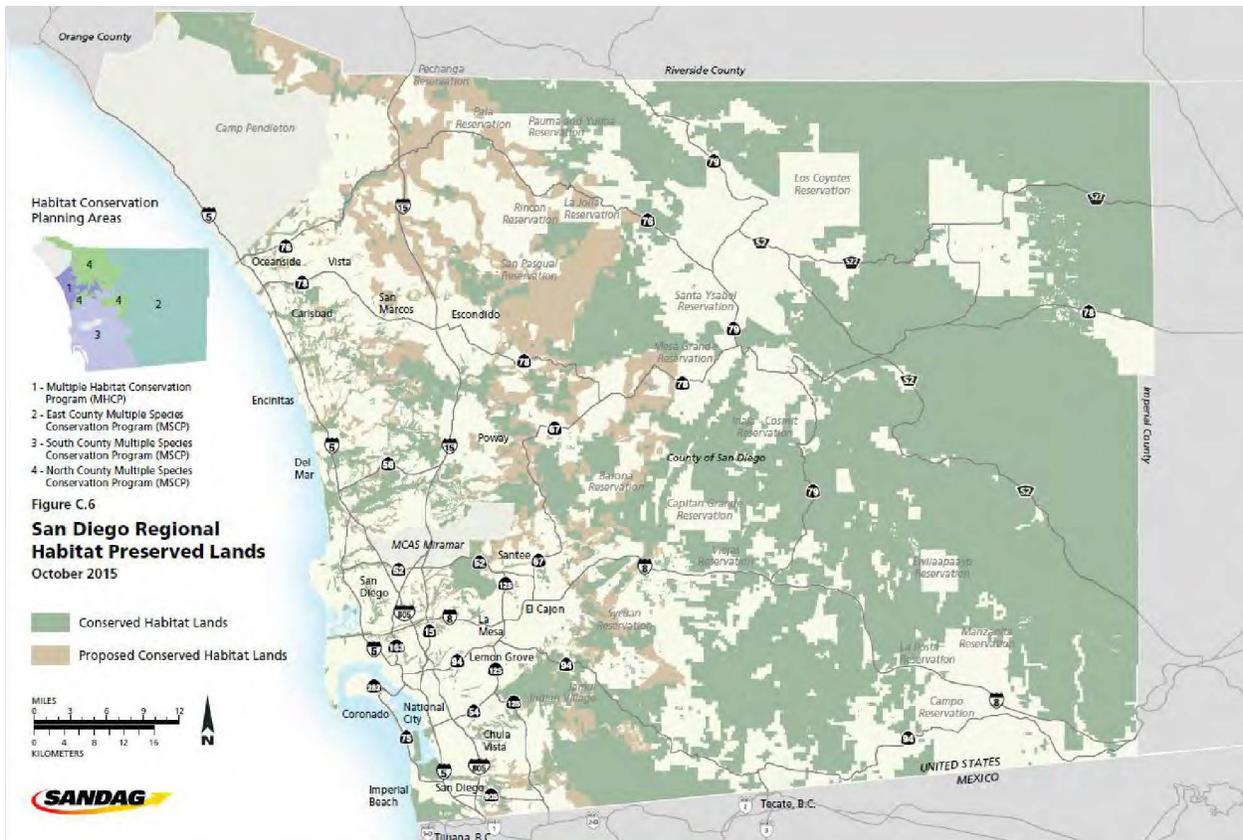
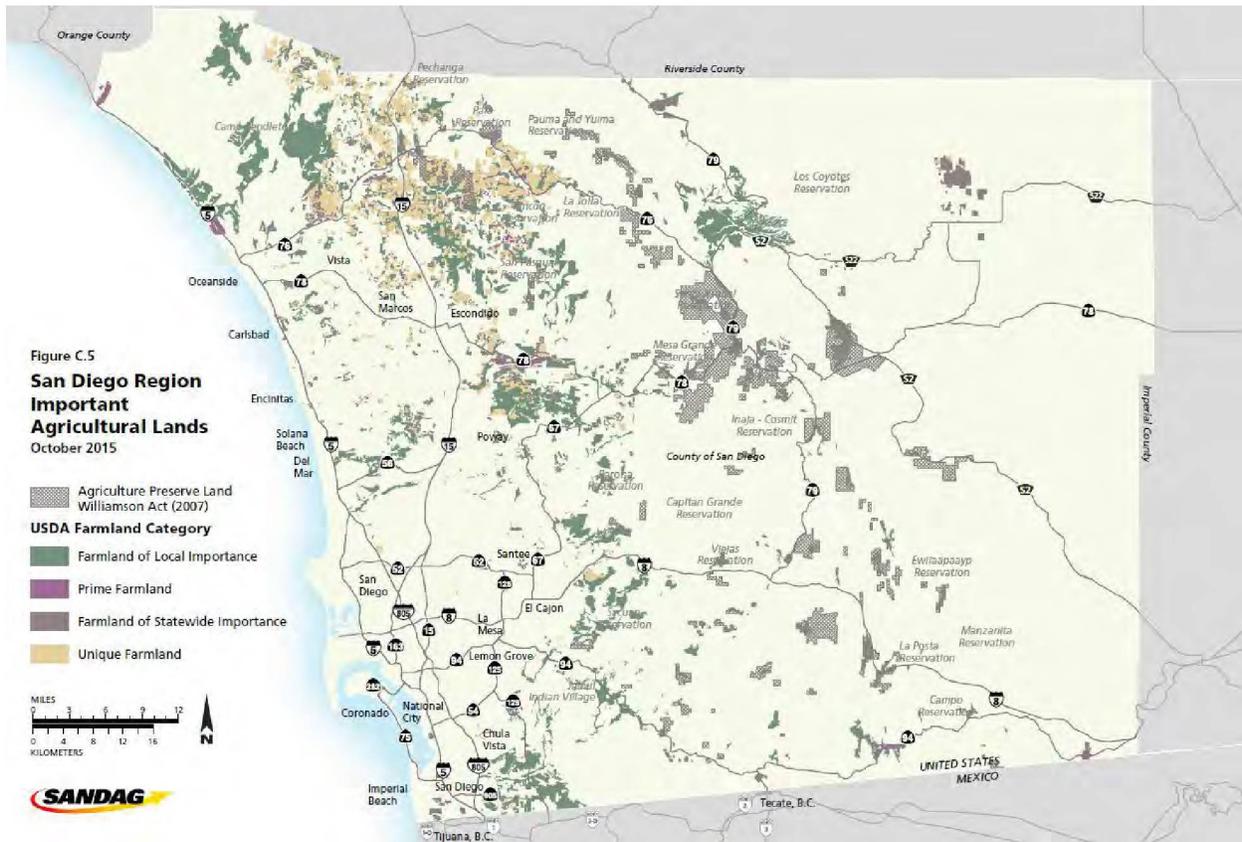


Figure 5.4 San Diego Region Important Agricultural Lands



3. *The distribution of household growth assumed for purposes of a comparable period of regional transportation plans and opportunities to maximize the use of public transportation and existing transportation infrastructure.*

As shown in Figure 5.2, plans for growth are focused on the urbanized areas of the region. The methodology prioritizes transit as a factor – specifically high-quality transit, which is located in the urbanized area. The emphasis on transit allows local jurisdictions that have invested in transit the opportunity to maximize the use of existing transportation infrastructure.

4. *Agreements between a county and cities in a county to direct growth toward incorporated areas of the county, and land within an unincorporated area zoned or designated for agricultural protection or preservation that is subject to a local ballot measure that was approved by the voters of the jurisdiction that prohibits or restricts conversion to non-agricultural uses.*

Regional planning undertaken by SANDAG and its member agencies during the past 15 to 20 years, has focused the region’s growth in the western third of the region, primarily in its incorporated cities and near transit service (Figure 5.2). SANDAG has funded “smart growth” grants to encourage growth in incorporated areas of the county with sufficient density to support transit-oriented development. Consistent with this, the methodology prioritizes transit and jobs. High-quality transit service and a high concentration of the region’s jobs are located in the urbanized, incorporated areas of the region. Thus, the methodology is consistent with agreements between SANDAG, the County of San Diego, and the cities to develop public transportation infrastructure and supporting land uses away from areas that are zoned or designated for agricultural protection or preservation. Interjurisdictional agreements may account for some development constraints; however, those agreements are not expected to be in conflict with the methodology due to the prioritization of transit and jobs.

5. *The loss of units contained in assisted housing developments, as defined in paragraph (9) of subdivision (a) of Section 65583, that changed to non-low income use through mortgage prepayment, subsidy contract expirations, or termination of use restrictions.*

The data for these units is not readily available and varies by jurisdiction. The loss of assisted housing developments for lower-income households is an issue that would be addressed by the jurisdictions when preparing their housing elements.

6. *The percentage of existing households at each of the income levels listed in subdivision (e) of Section 65584 that are paying more than 30% and more than 50% of their income in rent.*

This factor was not included in state law at the time HCD was making its determination on the regional housing need of the San Diego region, and sufficient data for this factor is not readily available. The San Diego region received its largest RHNA Determination this cycle, and it is expected that an influx of housing units in each income category will help alleviate the rent burden in the region.

7. *The rate of overcrowding.*

HCD used the 2012-2016 ACS to determine the rate of overcrowding in the San Diego region when making its RHNA Determination. HCD then compared the San Diego region's overcrowding rate (6.43% of all households) to the national rate (3.34% of all households). To address the needs of overcrowding in the region, HCD's RHNA Determination included an overcrowding adjustment of 3.09%, which added 38,700 housing units to the regional housing need to alleviate overcrowding in the region. Therefore, this factor has already been accounted for in the methodology.

8. *The housing needs of farmworkers.*

The methodology prioritizes jobs as a factor in allocating the regional housing need. Farmworker jobs are included in the data on existing jobs by jurisdiction. Therefore, their housing needs along with the housing needs of all the region's workers are considered.

The methodology increases the supply of affordable housing by allocating each jurisdiction low- and very-low-income housing units. The methodology's Equity Adjustment (see Objective 4) also improves the balance between the number of low-wage jobs, including farming jobs, and the number of housing units affordable to low-wage workers in each jurisdiction by allocating a higher share of low- and very-low-income housing units to jurisdictions that currently have a smaller share of low- and very-low-income households than the regional share. The allocation is expected to provide more low-income housing in every jurisdiction and accordingly would provide farmworkers the ability to live in more areas of the region and commute shorter distances to their seasonal jobs.

9. *The housing needs generated by the presence of a private university or a campus of the California State University or the University of California within any member jurisdiction.*

The major universities and community colleges in the San Diego region are located in urban areas served by the existing transportation network. The City of San Diego is home to San Diego State University; UC San Diego; University of San Diego; Point Loma Nazarene University; various smaller, private universities; and three community colleges: San Diego City College, San Diego Mesa College, and San Diego Miramar College. It also has the greatest share of the region's transportation system in part because of transportation investments near universities and colleges located within its jurisdiction.



Similarly, the cities of Chula Vista (Southwestern Community College), El Cajon (Cuyamaca College), Oceanside (Mira Costa College), and San Marcos (California State University San Marcos and Palomar College) have made transportation investments to improve access to transit near colleges and universities. By prioritizing transit, the methodology encourages housing development near existing transit and the key destinations that transit links, including the region's universities and colleges. The methodology will result in additional housing units being allocated based on transit to assist these jurisdictions address the housing needs of students, faculty, and staff beyond what these colleges or universities may provide.

- 10. The housing needs of individuals and families experiencing homelessness. If a council of governments has surveyed each of its member jurisdictions pursuant to subdivision (b) on or before January 1, 2020, this paragraph shall apply only to the development of methodologies for the seventh and subsequent revisions of the housing element.*

SANDAG conducted stakeholder outreach, including surveying member jurisdictions, beginning in September 2018. Therefore, this factor is not applicable for the development of the methodology for the sixth cycle revision of the housing element.

- 11. The loss of units during a state of emergency that was declared by the Governor pursuant to the California Emergency Services Act (Chapter 7 (commencing with Section 8550) of Division 1 of Title 2), during the planning period immediately preceding the relevant revision pursuant to Section 65588 that have yet to be rebuilt or replaced at the time of the analysis.*

Jurisdictions report demolished units to the DOF on an annual basis. Demolished units include those lost during a state of emergency. Between 2011 and 2018, states of emergency in the San Diego region declared by the Governor pursuant to the California Emergency Services Act, and in which homes were lost, include the following wildfires: the 2014 wildfires (Cocos Fire and Poinsettia Fire), 2017 Lilac Fire, and 2018 West Fire.

HCD analyzed the most recent ten-year average rate of demolition within the San Diego region based on jurisdictions' annual reports to the DOF. The ten-year average rate of demolition in the San Diego region is 0.32% of the total housing stock. The RHNA Determination included HCD's minimum replacement adjustment of 0.5%, which exceeds the region's demolition rate. This adjustment added 6,255 housing units to the RHNA Determination. SANDAG does not have readily available data broken down by jurisdiction to use for this factor and has therefore relied on HCD's data and adjustment to address this factor at a regional level.

- 12. The region's GHG emissions targets provided by the ARB pursuant to Section 65080.*

SANDAG's GHG reduction target, as set by the ARB, is to reduce by 15% the region's per capita emissions of GHG from cars and light trucks by 2020, compared with a 2005 baseline. By 2035, the target is to reduce GHG emissions by 19% per capita. The methodology encourages the development of housing near jobs and transit, which will provide the region's residents with opportunities to live where they work and/or readily access transit, which can facilitate shorter commutes, reduce GHG emissions, and increase trip-taking by transit or alternative modes.

- 13. Any other factors adopted by the council of governments, that further the objectives listed in subdivision (d) of Section 65584, provided that the council of governments specifies which of the objectives each additional factor is necessary to further. The council of governments may include additional factors unrelated to furthering the objectives listed in subdivision (d) of Section 65584 so long as the additional factors do not undermine the objectives listed in subdivision (d) of Section 65584 and are applied equally across all household income levels as described in subdivision (f) of Section 65584 and the council of governments makes a finding that the factor is necessary to address significant health and safety conditions.*

No other factors were included in the methodology.

6 What's Next

In order to achieve the benefits of housing near transit and jobs, implementation of the RHNA Plan will be key. To get started, each jurisdiction will update the housing element in its general plan to accommodate the RHNA Plan Allocation. Permitting and constructing more housing units during the housing element cycle will take efforts from all levels of government, housing developers, non-profit organizations, and the public. In coordination with the development of San Diego Forward: The 2021 Regional Plan, SANDAG will embark on developing a housing incentive program, which will support jurisdictions in the development and adoption of policies and process improvements to accelerate housing production. The program will also look for ways to leverage funding from the State of California to provide more housing in the region and meet the goals of the Regional Plan.



Appendix A – Final RHNA Determination

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov



July 5, 2018

Kim Kawada
Chief Deputy Executive Director
San Diego Association of Governments
401 B Street, Suite 800
San Diego, CA 92101-4231

Dear Kim Kawada:

RE: Final Regional Housing Need Determination

This letter provides the San Diego Association of Governments (SANDAG) its Final Regional Housing Need Determination. Pursuant to state housing element law (Government Code (Gov. Code) section 65584, et seq.), the Department of Housing and Community Development (Department) is required to provide the determination of SANDAG's existing and projected housing need.

In assessing SANDAG's regional housing need, the Department and SANDAG staff completed an extensive consultation process from October 2016 through June 2018 covering the Department's methodology, data sources, and timeline for both the Department's Regional Housing Need Determination and SANDAG's Regional Housing Need Allocation (RHNA). The Department also consulted with Walter Schwarm of the California Department of Finance (DOF) Demographic Research Unit.

Attachment 1 displays the minimum regional housing need determination of **171,685** total units among four income categories for SANDAG to distribute among its local governments. Attachment 2 explains the methodology applied pursuant to Gov. Code section 65584.01. In determining SANDAG's housing need, the Department considered all the information specified in state housing law (Gov. Code section 65584.01(c)).

As you know, SANDAG is responsible for adopting a methodology and RHNA Plan for the *projection* period beginning June 2020 and ending April 2029. Within 30 days from the adoption date, SANDAG must submit the RHNA Plan to the Department for approval. Local governments are in turn responsible for updating their housing element for the *planning* period beginning April 2021 and ending April 2029 to accommodate their share of new housing need for each income category.

Pursuant to Gov. Code section 65584(d), the methodology to prepare SANDAG's RHNA plan must be consistent with the following objectives:

- (1) Increasing the housing supply and mix of housing types, tenure, and affordability
- (2) Promoting infill development and socioeconomic equity, protecting environmental and agricultural resources, and encouraging efficient development patterns
- (3) Promoting an improved intraregional relationship between jobs and housing
- (4) Balancing disproportionate household income distributions

Pursuant to Gov. Code section 65584.04(d), to the extent data is available, SANDAG should include the factors listed in Gov. Code section 65584.04(d)(1-10) to develop its RHNA plan, and pursuant to Gov. Code section 65584.04(e), SANDAG must explain in writing how each of these factors was incorporated into the RHNA plan methodology.

The Department commends SANDAG for its leadership in fulfilling its important role in advancing the state's housing, transportation, and environmental goals. SANDAG is also recognized for its actions in proactively educating and engaging its board and subcommittees on the RHNA process and the regional housing need, as well as encouraging regional collaboration on best practices around housing and land use. The Department especially thanks Seth Litchney, Coleen Clementson, Carolina Ilic, Rachel Cortes, Dmitry Messen, Muggs Stoll, Daniel Flyte, and Kim Kawada for their significant efforts and assistance. The Department looks forward to its continued partnership with SANDAG and its member jurisdictions and assisting SANDAG in its planning efforts to accommodate the region's share of housing need.

If the Department can provide any additional assistance, or if you, or your staff, have any questions, please contact Megan Kirkeby, Assistant Deputy Director for Fair Housing, at (916) 263-7428 or megan.kirkeby@hcd.ca.gov.

Sincerely,



Zachary Olmstead
Deputy Director

Enclosures

ATTACHMENT 1

HCD REGIONAL HOUSING NEED DETERMINATION

San Diego County Governments: June 30, 2020 through April 15, 2029

<u>Income Category</u>	<u>Percent</u>	<u>Housing Unit Need</u>
Very-Low*	24.7%	42,332
Low	15.5%	26,627
Moderate	17.3%	29,734
Above-Moderate	42.5%	72,992
Total	100.0%	171,685
* Extremely-Low	13.6%	Included in Very-Low Category

Notes:

Income Distribution:

Income categories are prescribed by California Health and Safety Code (Section 50093, et. seq.). Percents are derived based on Census/ACS reported household income brackets and County median income.

ATTACHMENT 2

HCD REGIONAL HOUSING NEED DETERMINATION: SANDAG June 30, 2020 - April 15, 2029

Methodology

San Diego County: June 30, 2020 – April 15, 2029 (8.8 years) HCD Determined Population, Households, & Housing Unit Need					
1.					3,613,215
2.	Population: April 15, 2029 (DOF June 30, 2029 projection adjusted minus 2.5 months to April 15, 2029)				
3.	- Group Quarters Population (DOF June 30, 2029 projection adjusted minus 2.5 months to April 15, 2019)				-118,075
4.	Household (HH) Population				3,495,140
	Household Formation Groups	HCD Adjusted DOF Projected HH Population	DOF HH Formation Rates	HCD Adjusted DOF Projected Households	
		3,495,140			
	under 15 years	648,185	n/a	n/a	
	15 – 24 years	504,775	9.98%	50,356	
	25 – 34 years	402,920	37.25%	150,099	
	35 – 44 years	399,705	46.54%	186,020	
	45 – 54 years	428,715	50.72%	217,455	
	55 – 64 years	388,650	53.69%	208,648	
	65 – 74 years	380,010	57.98%	220,348	
	75 – 84 years	250,550	62.03%	155,414	
	85+	91,630	68.51%	62,775	
5.	Projected Households (Occupied Unit Stock)				1,251,115
6.	+ Vacancy Adjustment (2.52%)				31,500
7.	+ Overcrowding Adjustment (3.09%)				38,700
8.	+ Replacement Adjustment (0.50%)				6,255
9.	- Occupied Units (HHs) estimated January 1, 2020				-1,155,883
6th Cycle Regional Housing Need Assessment (RHNA)					171,685

Explanation and Data Sources

1. Projection period: Gov. Code 65588(f) specifies RHNA projection period start is December 31 or June 30, whichever date most closely precedes end of previous RHNA projection period end date. RHNA projection period end date is set to align with planning period end date. The planning period end date is eight years following the Housing Element due date, which is 18 months following the Regional Transportation Plan adoption rounded to the 15th or end of the month.
- 2-5. Population, Group Quarters, Household Population, & Projected Households: Pursuant to Government Code Section 65584.01, projections were extrapolated from Department of Finance (DOF) projections. Population reflects total persons. Group Quarter Population reflects persons in a dormitory, group home, institute, military, etc. that do not require residential housing. Household Population reflects persons requiring residential housing. Projected Households reflect the propensity of persons, by age groups, to form households at different rates based on Census trends.
6. Vacancy Adjustment: HCD applies a vacancy adjustment (standard 5% maximum to total housing stock) and adjusts the percentage based on the County's current "for rent and sale" vacancy percentage to provide healthy market vacancies to facilitate housing availability and resident mobility. Adjustment is difference between standard 5% vacancy rate and County's current vacancy rate based on the 2012-2016 American Community Survey (ACS) data.
7. Overcrowding Adjustment: In Counties where overcrowding is greater than the U.S. overcrowding rate of 3.34%, HCD applies an adjustment based on the amount the County's overcrowding rate exceeds the U.S. overcrowding rate. Data is from the 2012-2016 ACS.
8. Replacement Adjustment: HCD applies a replacement adjustment between 0.5% and 5% to total housing stock based on the current 10-year annual average percent of demolitions, applied to length of the projection period. Data is from County local government housing survey reports to DOF.
9. Occupied Units: This figure reflects DOF's estimate of occupied units at the start of the January closest to the projection period start date, per DOF E-5 report.

Appendix B – HCD Findings on Draft RHNA Methodology

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Ave
Sacramento, CA 95833-1829
916) 263-2911 FAX: (916) 263-7453
www.hcd.ca.gov



November 1, 2019

Hasan Ikharta, Executive Director
San Diego Association of Governments
401 B Street, Suite 800
San Diego, CA 92101-4231

Dear Director Ikharta:

RE: Review of Draft Regional Housing Need Allocation (RHNA) Methodology

Thank you for submitting the draft San Diego Association of Governments (SANDAG) Sixth Cycle Regional Housing Need Allocation (RHNA) Methodology. Pursuant to Government Code Section 65584.04(i), the California Department of Housing and Community Development (HCD) is required to review draft RHNA methodology to determine whether the methodology furthers the statutory objectives described Government Code Section 65584(d).

The draft SANDAG methodology uses jobs and transit to set the overall RHNA number for a city and uses an equity adjustment to adjust for income distribution among the sub-categories of RHNA by income. HCD has completed its review and finds that the draft SANDAG RHNA Methodology furthers the five statutory objectives of RHNA.¹

Below is a brief summary of findings related to each statutory objective described within Government Code Section 65584(d):

1. Increasing the housing supply and the mix of housing types, tenure, and affordability in all cities and counties within the region in an equitable manner, which shall result in each jurisdiction receiving an allocation of units for low- and very low-income households.

HCD's analysis shows that this methodology generally allocates more lower income RHNA in jurisdictions with more single-family homes, which will encourage higher density planning in these jurisdictions and a mix of housing types. Also, in support of the affordability objective, the draft methodology allocates more lower income RHNA in more costly areas of the region.

2. Promoting infill development and socioeconomic equity, the protection of environmental and agricultural resources, the encouragement of efficient development patterns, and the achievement of the region's greenhouse gas reductions targets provided by the State Air Resources Board pursuant to Section 65080.

The draft allocation furthers the infill and environmental principles of this objective, as the overall allocation is based on the location of jobs and transit access. Particularly relevant to supporting infill development and climate change goals is the fact that this methodology

¹ While HCD finds that this methodology furthers the objectives of RHNA, HCD's determination may change in regards to a different region or cycle, as housing conditions in those circumstances may differ.

(continued from previous page)

does not consider land capacity or vacant land as a determinant of RHNA, and instead focuses on where housing is needed to encourage transit ridership and reduced commutes.

3. Promoting an improved intraregional relationship between jobs and housing, including an improved balance between the number of low-wage jobs and the number of housing units affordable to low-wage workers in each jurisdiction.

Overall jobs, rather than low-wage jobs, are included as a factor in the methodology, but further analysis shows that using overall jobs combined with the equity adjustment in the methodology leads to a strong overlap between low-wage jobs and lower income RHNA as a percentage of the region's lower income RHNA.

4. Allocating a lower proportion of housing need to an income category when a jurisdiction already has a disproportionately high share of households in that income category, as compared to the countywide distribution of households in that category from the most recent American Community Survey.

This objective is furthered directly by the equity adjustment included in the draft methodology. The SANDAG equity adjustment provides an upward adjustment toward the regional average for jurisdictions that have a lower percentage of households in a given income category compared to the region. While the equity adjustment explicitly responds to objective four, it also assists in the methodology furthering each of the other objectives.

5. Affirmatively furthering fair housing, which means taking meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws.

To evaluate this objective HCD used the [2019 HCD/TCAC Opportunity Maps](#),² which evaluate access to opportunity, racial segregation, and concentrated poverty on 11 dimensions, which are all evidence-based indicators related to long term life outcomes. The six jurisdictions that would receive the highest percentage of lower income RHNA under this methodology are also the jurisdictions that have no segregated concentrated areas of poverty or lowest resource census tracts, and compared to other jurisdictions in the region have the highest percentage of area in high or highest resource census tracts (76-100% of the jurisdiction). Conversely, the jurisdictions with large amounts of area in low resource census tracts or census tracts that demonstrate high segregation and concentrations of poverty generally receive less lower income RHNA than the regional average.

² Created by the California Fair Housing Task Force and commissioned by HCD and the California Tax Credit Allocation Committee (TCAC) to assist public entities in affirmatively furthering fair housing. The version used in this analysis is the 2019 HCD/TCAC Opportunity Maps available at treasurer.ca.gov/ctcac/opportunity.asp.

HCD appreciates the active role of SANDAG staff in providing data and input throughout the draft methodology development and review period, as well as developing a methodology that is clear and transparent. HCD especially thanks Seth Litchney and Coleen Clementson for their significant efforts and assistance.

Public participation in the development and implementation of the RHNA process is essential to effective housing planning. HCD applauds SANDAG on its efforts to date and the region should continue to engage the community, including organizations that represent lower-income and special needs households, by making information regularly available while considering and incorporating comments where appropriate.

HCD looks forward to continuing our partnership with SANDAG to assist its member jurisdictions meet and exceed the planning and production of the region's housing need.

Just a few of the support opportunities available for the SANDAG region this cycle include:

- SB 2 Planning Grants and Technical Assistance (Available now, application deadline November 30, 2019, technical assistance available now through June 2021)
- Regional and Local Early Action Planning Grants (25% of Regional funds available now, all other funds available early 2020)
- SB 2 Permanent Local Housing Allocation (Available April – July 2020)

If HCD can provide any additional assistance, or if you, or your staff, have any questions, please contact Megan Kirkeby, Assistant Deputy Director for Fair Housing, megan.kirkeby@hcd.ca.gov.



Megan Kirkeby
Assistant Deputy Director for Fair Housing

Appendix C – SANDAG Resolution No. 2020-13



401 B Street, Suite 800
 San Diego, CA 92101
 Phone (619) 699-1900
 Fax (619) 699-1905
 sandag.org

Resolution No. 2020-13

A Resolution Adopting the Final Regional Housing Needs Assessment Methodology for the Sixth Housing Element Cycle (2021 – 2029) for the San Diego Region

WHEREAS, California state housing element law requires that the San Diego Association of Governments (SANDAG) adopt a methodology for distributing the existing and projected regional housing need to the local jurisdictions within the San Diego region; and

WHEREAS, the California Department of Housing and Community Development (HCD) is required to consult with SANDAG in determining the existing and projected housing need for the region prior to each housing element cycle; and

WHEREAS, HCD provided SANDAG with a regional housing need number of 171,685 units distributed to four income categories, very-low (24.7%), low (15.5%), moderate (17.3%), and above-moderate (42.5%) for the 6th Housing Element Cycle (2021-2029) (collectively, RHNA Determination); and

WHEREAS, SANDAG with the assistance of the Regional Housing Needs Assessment (RHNA) Subcommittee, which is a subcommittee of the SANDAG Board of Directors, and also with input from the Regional Planning Committee and Regional Planning Technical Working Group, developed a draft methodology based on comparable data available for all affected jurisdictions and accepted planning methodology and allocating the region's housing needs by jurisdiction and distributing the housing need by income category; and

WHEREAS, at its September 14, 2018, meeting, the SANDAG Board of Directors was surveyed to determine each member jurisdiction's priorities for the upcoming RHNA cycle, including which RHNA objectives and factors would be most important when determining the distribution of housing units in the region; and

WHEREAS, on July 26, 2019, the SANDAG Board of Directors released for public comment the Draft 6th Cycle RHNA Methodology, including its underlying data and assumptions, an explanation of how information about local government conditions was used to develop the draft methodology, how each of the factors required by state law were considered, and how the draft methodology furthers the objectives in state law; and

WHEREAS, on September 6, 2019, the SANDAG Board of Directors hosted a public hearing to receive additional oral and written comments on the draft methodology and closed the 42-day public comment period; and

WHEREAS, in considering the public comments received, the SANDAG Board of Directors also authorized at its September 6, 2019 meeting, the transmittal of the Draft 6th Cycle Regional Housing Needs Assessment Methodology to HCD for a 60-day review period; and

WHEREAS, on November 1, 2019, HCD determined that the draft methodology furthers the objectives set forth in state law;

NOW THEREFORE BE IT RESOLVED THAT the SANDAG Board of Directors adopts the following as the final regional housing needs assessment methodology for the sixth housing element cycle (2021 – 2029) for the San Diego region pursuant to state law:

1. Of the total housing units, 65% will be allocated to jurisdictions with access to transit, including rail stations, Rapid transit vehicle stations, and major transit stops. Significant investments in transit have been made throughout the region, and the methodology prioritizes housing growth in those areas with access to transit. Encouraging housing growth near transit can promote infill development (developing vacant or under-used land within existing urban areas that are already largely developed) and preserve open space, as most transit is located in urbanized areas. Improved access to transit also can lower the vehicle miles traveled in a car and reduce greenhouse gas emissions.
2. Within the housing units allocated for jurisdictions with access to transit, 75% of the units will be allocated to jurisdictions with rail stations and Rapid transit vehicle stations and 25% will be allocated to jurisdictions with major transit stops. To ensure future growth is located near transit, the methodology prioritizes 75% of the housing units in areas with rail and Rapid transit vehicle stations. Rail stations and Rapid transit vehicle stations are usually located along fixed routes that require significant capital investment to construct. Unlike bus stops or routes, rail and Rapid stations and routes are not amended or eliminated on a regular basis. The remaining 25% of the housing units will be allocated in jurisdictions with major transit stops. Major transit stops, as defined in state law, have two intersecting bus routes that arrive at 15-minute intervals during peak commute hours.
3. Of the total housing units, 35% will be allocated to jurisdictions based on the total number of jobs in their jurisdiction. Jurisdictions should plan for housing to provide opportunities for more residents to live near their place of employment, promoting infill development, and improving the intraregional relationship between jobs and housing.
4. The methodology further applies an equity adjustment. The RHNA Determination divided the number of housing units needed in the region into four income categories based on the region's current percentages of households in each income category. The equity adjustment includes a calculation of the existing households in each jurisdiction in each income category. To promote equity and fair housing, as well as to meaningfully address patterns of segregation, the methodology will allocate more housing units within each income category to jurisdictions with a percentage of households in that same category that is lower than the regional percentage.

PASSED AND ADOPTED this 22nd day of November 2019.



Chair

Attest:



Secretary

Member Agencies: Cities of Carlsbad, Chula Vista, Coronado, Del Mar, El Cajon, Encinitas, Escondido, Imperial Beach, La Mesa, Lemon Grove, National City, Oceanside, Poway, San Diego, San Marcos, Santee, Solana Beach, Vista, and County of San Diego.

Advisory Members: California Department of Transportation, Metropolitan Transit System, North County Transit District, Imperial County, U.S. Department of Defense, Port of San Diego, San Diego County Water Authority, Southern California Tribal Chairmen's Association, and Mexico.

Appendix D – SANDAG Resolution No. 2021-02



401 B Street, Suite 800
San Diego, CA 92101
Phone (619) 699-1900
Fax (619) 699-1905
sandag.org

Resolution No. 2021-02

Resolution Adopting the Final Regional Housing Needs Assessment Plan for the Sixth Housing Element Cycle (2021 – 2029) for the San Diego Region

WHEREAS, the California Legislature has declared that the availability of housing is of vital statewide importance, and the early attainment of decent housing and a suitable living environment for every Californian, including farmworkers, is a priority of the highest order;

WHEREAS, the California Legislature has declared that insufficient housing in job centers hinders the state's environmental quality and runs counter to the state's environmental goals because Californians seeking affordable housing are forced to drive longer distances to work;

WHEREAS, this results in an increased amount of greenhouse gases and other pollutants to be released, jeopardizing the achievement of the state's climate and clean air goals;

WHEREAS, the California Legislature intends that cities and counties should undertake all necessary actions to encourage, promote, and facilitate the development of housing to accommodate the entire regional housing need;

WHEREAS, the California Department of Housing and Community Development (HCD) determined that the San Diego region's existing and projected housing need for the sixth housing element cycle is 171,685 units distributed among four income categories based on the regional percentage of very low (24.7%), low (15.5%), moderate (17.3%), and above moderate (42.5%) income households;

WHEREAS, state housing element law requires that the San Diego Association of Governments (SANDAG) adopt a Regional Housing Needs Assessment (RHNA) Plan allocating the entire regional share of the statewide housing need prior to the due date for each housing element cycle;

WHEREAS, at its September 14, 2018, meeting, the Board of Directors was surveyed to determine each member jurisdiction's priorities for the upcoming RHNA cycle, including which RHNA objectives and factors would be most important when determining the distribution of housing units in the region;

WHEREAS, SANDAG with the assistance of the RHNA Subcommittee, which is a subcommittee of the Board, and also with input from the Regional Planning Committee and the Regional Planning Technical Working Group, developed a draft methodology based on comparable data available for all jurisdictions and accepted planning methodology that would allocate the region's housing need by jurisdiction and distribute the housing need by income category;

WHEREAS, following the public comment period for the draft RHNA methodology, which included a public hearing on September 6, 2019, HCD reviewed the draft RHNA methodology and found that it furthers the five objectives in Government Code Section 65584(d);

WHEREAS, the Board adopted the final RHNA methodology and issued the draft RHNA allocation for the sixth housing element cycle on November 22, 2019;

WHEREAS, on or about January 6, 2020, SANDAG received four appeals from local governments for a revision of each of their shares of the regional housing need for the sixth housing element cycle and on or about February 21, 2020, SANDAG received five comments on those appeals;

WHEREAS, on February 28, 2020, the Board ratified an action by the SANDAG Executive Committee extending the time period for conducting the public hearing on RHNA appeals and comments on appeals to March 27, 2020, consistent with Government Code Section 65584.05(i);

WHEREAS, on or about March 4, 2020, Governor Gavin Newsom declared a state of emergency to help the state prepare for the spread of COVID-19, and on March 19, 2020, the Governor issued Executive Order N-33-20, which ordered all residents to stay home (Stay at Home Order) to protect the public health of Californians and mitigate the impact of COVID-19;

WHEREAS, as a result of the Stay at Home Order, the SANDAG Executive Director, with concurrence of the Chair of the Board, postponed the hearing on the four appeals to April 10, 2020, and the postponement was ratified by the Board on March 28, 2020;

WHEREAS, on April 1, 2020, the SANDAG Executive Director, with concurrence of the Chair of the Board, again postponed the hearing until such time as an in-person hearing could be held consistent with physical distancing requirements, and the postponement was ratified by the Board on April 10, 2020;

WHEREAS, on May 22, 2020, in recognition of the uncertainty around scheduling an in-person hearing during the Covid-19 health emergency, the approaching deadline of April 2021 for completion of sixth cycle housing elements, and the availability of adequate video conferencing tools, the Board of Directors scheduled a public hearing for June 26, 2020, to consider the appeals and all comments received on the appeals;

WHEREAS, at the July 26, 2020, meeting, the Board made a final determination on each appeal, adopted written findings as to how its determinations are consistent with state housing element law, and issued a proposed final RHNA Allocation Plan, which reflects adjustments to allocations to local governments based on the results of the appeals process and maintains the total regional housing need as determined by HCD;

WHEREAS, Government Code Section 65584.04(m) requires that the final RHNA Allocation Plan allocate housing units within the region consistent with the sustainable communities strategy in the regional transportation plan, ensure that the total regional housing need by income category is maintained, allocate units for low- and very low-income households to each jurisdiction in the region, and further the objectives listed in Government Code Section 65584(d), which include:

- (1) Increasing the housing supply and the mix of housing types, tenure, and affordability in all cities and counties within the region in an equitable manner, which shall result in each jurisdiction receiving an allocation of units for low- and very low-income households.
- (2) Promoting infill development and socioeconomic equity, the protection of environmental and agricultural resources, the encouragement of efficient development patterns, and the achievement of the region's greenhouse gas reductions targets provided by the State Air Resources Board pursuant to Section 65080.
- (3) Promoting an improved intraregional relationship between jobs and housing, including an improved balance between the number of low-wage jobs and the number of housing units affordable to low-wage workers in each jurisdiction.
- (4) Allocating a lower proportion of housing need to an income category when a jurisdiction already has a disproportionately high share of households in that income category, as compared to the countywide distribution of households in that category from the most recent American Community Survey.
- (5) Affirmatively furthering fair housing;

WHEREAS, Government Code Section 65584.045 further states that the resolution approving the final RHNA Allocation Plan for the sixth housing element cycle use the sustainable communities strategy (SCS)

in the regional transportation plan adopted by SANDAG on October 9, 2015 (2015 SCS), to demonstrate consistency;

WHEREAS, the 2015 SCS found that jurisdictions in the region have changed their land use plans significantly, resulting in development patterns that concentrate future growth in urbanized areas, reduce sprawl, preserve more land for open space and natural habitats, and use the region's water and energy supplies more efficiently;

WHEREAS, the 2015 SCS identified as a strategy toward sustainability a focus on housing and job growth in urbanized areas where there is existing and planned transportation infrastructure, including transit;

WHEREAS, the 2015 SCS land use pattern accommodates 79% of all housing and 86% of all jobs within the portion of the region covered by the Urban Area Transit Strategy, where the greatest investments in public transit are focused, and contemplates more than 80% of new housing in the region will be attached multifamily with the greatest employment density and building intensity in existing employment centers; and

WHEREAS, on July 10, 2020, the Board held a public hearing to adopt the final RHNA Allocation Plan for the sixth housing element cycle consistent with Government Code Section 65584.05;

NOW THEREFORE BE IT RESOLVED that the SANDAG Board of Directors adopts the final RHNA Allocation Plan for the sixth housing element cycle (2021 – 2029) for the San Diego region pursuant to state law and finds that the final RHNA Allocation Plan:

1. Reflects adjustments to allocations to local governments based on the results of the appeals process and maintains the total regional housing need as determined by HCD;
2. Allocates housing units within the region consistent with the development pattern in the 2015 SCS;
3. Ensures that the total regional housing need by income category is maintained;
4. Allocates units for low- and very low-income households to each jurisdiction in the region; and
5. Furthers the objectives listed in Government Code Section 65584(d).

PASSED AND ADOPTED this 10th day of July 2020.

Attest:



Chair



Secretary

Member Agencies: Cities of Carlsbad, Chula Vista, Coronado, Del Mar, El Cajon, Encinitas, Escondido, Imperial Beach, La Mesa, Lemon Grove, National City, Oceanside, Poway, San Diego, San Marcos, Santee, Solana Beach, Vista, and County of San Diego.

Advisory Members: California Department of Transportation, Metropolitan Transit System, North County Transit District, Imperial County, U.S. Department of Defense, Port of San Diego, San Diego County Water Authority, Southern California Tribal Chairmen's Association, and Mexico.



San Diego Association of Governments
 401 B St., Ste. 800
 San Diego, CA 92101
 (619) 699-1905



Sacramento Area Council of Governments
 1415 L St., Ste. 300
 Sacramento, CA 95814
 (916) 321-9000



Southern California Association of Governments
 900 Wilshire Blvd., Ste. 1700
 Los Angeles, CA 90017
 (213) 236-1800

June 10, 2020

Hon. Anthony Rendon
 Speaker of the Assembly
 California State Assembly
 State Capitol, Room 219
 Sacramento, CA 95814

Hon. Toni Atkins
 President pro Tempore
 California State Senate
 State Capitol, Room 205
 Sacramento, CA 95814

Re: Request for Extension for Housing Element Submissions and LEAP

Dear Speaker Rendon and President pro Tempore Atkins:

On behalf of the San Diego Association of Governments (SANDAG), Sacramento Area Council of Governments (SACOG), and the Southern California Association of Governments (SCAG), we respectfully request additional time for our local jurisdictions to take the steps necessary to thoughtfully plan for their future housing needs. Specifically, in light of the staff capacity and community outreach hurdles currently facing local governments, we support additional time for local jurisdictions to apply for the state Local Early Action Planning (LEAP) grants and request an additional six-months for our regions’ cities and counties to complete their Housing Element updates for the 6th Housing Element cycle.

We strongly agree that the state’s housing crisis warrants our full attention and we remain committed partners with the state. We also recognize that the unique circumstances relating to Coronavirus Disease 2019 (COVID-19) should not be used as a general reason to delay important requirements and timelines. There are, however, limited and targeted circumstances where some adjustments will help ensure a better outcome, provided that they keep the state and local governments on target toward meeting their goals.

The cities and counties in our three regions must all submit their housing element updates next year. Due to our regions’ Regional Housing Needs Allocation (RHNA) schedules, our member jurisdictions are currently right in the middle of their housing element update processes, which

involve detailed planning development and community outreach. We have been working diligently to assist our member agencies and many are making progress. We are also working closely with our jurisdictions to ensure they are prepared for the opportunity for LEAP and Regional Early Action Planning (REAP) funding, which will further help them in their housing element update processes.

COVID-19 upended this momentum as our member agencies have had to unexpectedly shift to address the crisis. Local jurisdictions had to quickly divert resources and staff and completely rethink effective community outreach events. This has understandably caused a delay in the housing element update process. The current challenges facing cities and counties limit the ability of local agencies to deliver housing elements of the quality and caliber, and with the robust community input, needed to fully address the housing crisis. Housing elements are complex documents that serve as the cornerstone for local policies. To be done right, they require extensive community outreach and input. They provide a site-specific inventory of sites that are available to accommodate their entire RHNA allocation. They also include detailed plans and programs to eliminate local barriers to housing production, preserve and expand existing stocks of affordable housing, and plan for needed shelter housing and homeless programs. As they are developed, other general plan elements must be adjusted so older policies are not in conflict with new housing requirements. Local agencies then go through environmental review and further public outreach. The housing element update this cycle is particularly complex as our member agencies work to make meaningful changes to appropriately address and respond to the housing crisis. Jurisdictions are concerned they may not be able to engage their communities in this process in a meaningful way without additional time.

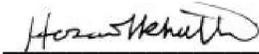
In light of these circumstances, SANDAG, SACOG, and SCAG respectfully request a six-month extension of the submittal deadline of the 6th Cycle Housing Element Update for the cities and counties in our regions. This reasonable extension provides our cities and counties the flexibility to thoughtfully develop a detailed housing element that achieves the numbers our respective RHNA methodologies assigned them and to find creative solutions to ensure meaningful community engagement. We have limited our request to communities in our regions, or on a similar timeline, in recognition that not all communities are in the same situation. Some regions still have many months before the housing element process starts.

We also support the Administration's proposed Trailer Bill language to extend the application deadline for LEAP grants. This program is critical to support the updating of local plans, the development of programs to accelerate housing production, and the environmental review process. However, the timeline for cities and counties to apply for these funds is fast approaching and less than 20% of local communities have applied to date. We believe these delays are for the same reasons cited above: local agencies are stretched thin.

These two modest changes support local jurisdictions in updating their housing elements to meet their housing need share as they also focus on responding to the pandemic and addressing its longer-term impacts. It is important to note that current development applications on current sites would not be affected and housing development will continue to proceed.

Thank you for your leadership during this unprecedented public health crisis. We appreciate the dialogue you have always afforded. If we can provide any additional information on our suggestions outlined above, please do not hesitate to contact Robyn Wapner, SANDAG Manager of Government Relations, at (619) 699-1994, Christina Lokke, SACOG Policy Manager, at (916) 340-6230, or Kevin Gilhooley, SCAG Legislation Manager, at (213) 236-1878.

Sincerely,



Hasan Ikhata
Executive Director
San Diego Association of Governments



James Corless
Executive Director
Sacramento Area Council of Governments



Kome Ajise
Executive Director
Southern California Association of Governments

cc: Gustavo Velasquez, Director, California Department of Housing and Community Development



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 4

Meeting Date: September 1, 2020

Submitted to: Honorable Mayor and Members of the City Council

Department: City Attorney's Office

Staff Contact: Kristen Steinke, City Attorney

KSS@LFAP.com

Item Title: **City Manager Employment Contract and Performance
Evaluation Timeline**

Recommended Action: Receive report and discuss as needed.

Summary: This informational report is provided to update the City Council on the status of the City Manager's employment contract with the City (Contract) and summarize the contents thereof, including the deadlines to complete the City Manager's annual performance evaluation and the term of the current contract with the City Manager.

Discussion:

On January 1, 2016, City Manager Lydia Romero began her employment as City Manager with the City of Lemon Grove under a three-year Contract that would have expired on January 1, 2019 if not extended. The Contract included a salary of \$175,000.00 plus benefits. The Contract was extended for an additional three-year term by vote of the City Council on September 4, 2018, which makes the current Contract effective for the City Manager's employment from January 1, 2019 through January 1, 2022. The Contract with the City Manager will expire on January 1, 2022 unless the term of Ms. Romero's employment is extended again.

Each year, the City Council reviews Ms. Romero's performance. The annual performance evaluation allows the City Council to review the City Manager's performance and determine if any salary or benefit adjustment should be made. The process also helps the City Council set the work program and goals of the City Manager in her overall management of the day-to-day affairs of the City.

Most recently, Ms. Romero received performance evaluations for her work with the City in 2018 and 2019. Last year's performance evaluation was conducted and Mayor Racquel Vasquez and Mayor Pro Tem David Arambula met with the City Manager to discuss the City Council's performance evaluation. The City Manager's employment contract is only brought back to the City Council in open session for consideration if there is a suggested change to the terms of the employment contract at issue. Ms. Romero, because of budgetary concerns, has never asked for and has never received a salary or benefit increase and the terms of the current contract remain the same.

Each year the evaluation of the City Manager's performance must be conducted on or before January 1 of the following year. This year, the City Manager's performance evaluation for 2020 must be completed on or before January 1, 2021.

Further, the City Manager's employment contract requires that negotiations for her continued employment with the City must be completed by March 15, 2021.

The City of Lemon Grove operates under the Council-Manager form of Government. The City Council sets the policy direction and the City Manager implements the Council policies. The City Manager's Contract is consistent with this form of Government as well as the City's Municipal Code.

Environmental Review:

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

Fiscal Impact: None.

Public Notification: None.

Staff Recommendation: Receive report and discuss as needed.