



City of Lemon Grove  
City Council Regular Meeting Agenda  
Tuesday, July 21, 2015, 6:00 p.m.  
Lemon Grove Community Center  
3146 School Lane, Lemon Grove, CA

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

Call to Order

Pledge of Allegiance

Changes to the Agenda

Public Comment

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

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. Items that are pulled will be considered at the end of the agenda.)

A. Approval of Meeting Minutes

July 7, 2015 – Regular Meeting

Members present: Sessom, Gastil, Jones, and Mendoza

Reference: Susan Garcia, City Clerk

Recommendation: Approve Minutes

B. City of Lemon Grove Payment Demands

Reference: Cathy Till, Finance Director

Recommendation: Ratify Demands

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

Reference: James P. Lough, City Attorney

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

D. Housing-Related Parks Program Grant Resolution Revision

*The City Council will consider a request by the State of California Housing and Community Development to revise language in a previously adopted resolution.*

Reference: Lauren Ryan Ojeda, Administrative Analyst

Recommendation: Adopt Resolution

E. City of Lemon Grove Amended Master Fee Schedule for Fiscal Year 2015-16

*The City Council will consider amending the language in the previously adopted Master Fee Schedule regarding credit card fees.*

Reference: Cathy Till, Finance Director

Recommendation: Adopt Resolution

2. Adoption of the City of Lemon Grove ADA Transition Plan

*The City Council will consider adoption of the American with Disabilities Transition Plan to make City programs and services accessible to persons with disabilities.*

Reference: Malik Tamimi, Management Analyst and Carol Dick, Development Services Director

Recommendation: Adopt Resolution

3. Designation of Voting Delegate for the League of California Cities Annual Conference Business Meeting

*The City Council will consider designating a voting delegate for the League of California Cities Annual Conference Business Meeting.*

Reference: Mary Teresa Sessom, Mayor

Recommendation: Discuss and Provide Direction

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.)*

Department Director Reports (Non-Action Items)

Closed Session

Conference with Legal Counsel - Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 54956.9:

One Case

Adjournment

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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 [sgarcia@lemongrove.ca.gov](mailto:sgarcia@lemongrove.ca.gov) prior to the meeting. A full agenda packet is available for public review at City Hall.

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

**July 7, 2015**

*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*

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**Call to Order**

Members present: Mary Sessom, George Gastil, Jerry Jones, Jennifer Mendoza.

Members absent: Racquel Vasquez.

City Staff present: Kathi Henry, Interim City Manager; Carol Dick, Development Services Director; Daryn Drum, Division Fire Chief; Susan Garcia, City Clerk; James P. Lough, City Attorney; Mike James, Public Works Director; and Cathleen Till, Finance Director.

Mayor Sessom introduced Kathi Henry, Interim City Manager, and noted that due to an illness Mayor Pro Tem Vasquez will not be in attendance.

**Public Comment**

John L. Wood commented on the recent clean-up at Chollas Creek and parking enforcement.

Brenda Hammond reported that the lighted crosswalk is working again.

Sharon Jones commented on the frequent parking of a semi truck and motorhomes along Olive Street and Pacific Avenue.

**1. Consent Calendar**

**A. Approval of City Council Minutes**

June 16, 2015 Regular Meeting

**B. Ratification of Payment Demands**

**C. Waive Full Text Reading of All Ordinances and Resolutions on the Agenda**

**D. Paid Sick Leave Policy AB 1522**

**E. Denial of Claim**

**F. Infill Infrastructure Grant Resolution Revision**

**Action: Motion by Councilmember Jones, seconded by Councilmember Gastil, to approve the Consent Calendar passed, by the following vote:**

**Ayes: Sessom, Gastil, Jones, Mendoza**

**Absent: Vasquez**

**Resolution No. 2015-3351:** Resolution of the City Council of the City of Lemon Grove, California, Adopting a Paid Sick Leave Policy Pursuant to AB 1522 for Part-Time and Hourly Employees Establishing the Accrual Method and the Minimum Paid Sick Leave Usage Increment

**Resolution No. 2015-3352:** Resolution of the City Council of the City of Lemon Grove, California Authorizing the Assumption of the Rights and Responsibilities under the Infill Infrastructure Grant (IIG) Program

## 2. Alliance San Diego Executive Action on Immigration

Mayor Sessom reported that the President of the United States has issued two executive actions to provide temporary relief to those who are living in this country in an undocumented status, the extension of Deferred Action of Childhood Arrivals (DACA) and the Deferred Action of Parents of Americans and Lawful Permanent Residents (DAPA). These actions would help individuals in San Diego County while Congress works to pass something more permanent.

### Public Speaker(s)

Speaking in support the DACA and DAPA resolution:

Itzel Guillen Maganda  
Rebecca Rauber  
Jessica Marin  
Laura Moreno  
Sister Justine Church  
Robert Vargas

The following requested that their names be included in support of the resolution:

Christina Hernandez  
Margarito George Alavado  
Erin Tsunomoto Grassi  
Edwin Mendoza  
Fernando Flores  
Sylise Hall  
America Martinez  
Alejandra Olverez  
Mara Verdicchio

Councilmember Jones explained that while he supports providing relief to those who are living in this country, he revised the resolution that was presented in the agenda and provided copies to the City Council.

**Action: Motion by Councilmember Jones, seconded by Councilmember Mendoza, to adopt the modified resolution as presented by Councilmember Jones passed, by the following vote:**

**Ayes: Sessom, Gastil, Jones, Mendoza**  
**Absent: Vasquez**

**Resolution No. 2015-3353:** Resolution of the City Council of the City of Lemon Grove, California Supporting the Executive Actions on Immigration Including the Extension of the Deferred Action of Childhood Arrivals (DACA) and the Deferred Action of Parents of Americans and Lawful Permanent Residents (DAPA)

## 3. City Council Salary

On June 2, 2015, the City Council introduced Ordinance No. 429, modifying the City Council monthly rate of compensation from \$705 to \$803.

### Public Speaker(s)

There were no requests from the public to speak.

**Action: Motion by Councilmember Gastil, seconded by Councilmember Jones, to waive further reading and adopt Ordinance No. 429 passed, by the following vote:**

**Ayes: Sessom, Gastil, Jones, Mendoza**  
**Absent: Vasquez**

**Ordinance No. 429:** Ordinance of the Lemon Grove City Council Amending Lemon Grove Municipal Code Section 2.16.010 Establishing City Council Salaries

**City Council Oral Comments and Reports on Meetings Attended at the Expense of the City. (GC 53232.3 (d))**

Councilmember Jones attended the East County Chamber of Commerce mixer and their legislative committee meeting, ribbon cutting at Express Ambulance, and a block party at Cypress Street and Madison Avenue.

Councilmember Mendoza attended the ribbon cutting at Express Ambulance, provided students of Lemon Grove schools with Assemblywoman Weber’s certificates of recognition for perfect attendance, attended Groundworks Chollas Regional Park and HEALZone Steering Committee meetings, a tour of SDG&E facility, and the Chaldean Chamber of Commerce.

Councilmember Gastil attended MTS, East County Economic Development Council, and FACT SD meetings.

Mayor Sessom reported on recent SANDAG and Airport Authority meetings and attended the induction Hall of Fame ceremony for Taekwondo Grand Master Larry Spears, she met with the Mayor of La Mesa regarding Groundwork Chollas Regional Park and added the City of La Mesa has bought property near Lemon Grove to possibly be used as a park. She reported on advancements at the Family Health Center in Lemon Grove

**City Manager and Department Director Reports**

There were no City Manager and Department Director Reports.

**Closed Session**

Pursuant to Government Code Section 54957: Public Employee Appointment  
Title: City Manager

Conference with Legal Counsel - Anticipated Litigation  
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 54956.9:  
Two Cases

Closed Session Report: No reportable action was taken.

**Adjournment**

There being no further business to come before the City Council, Housing Authority, Sanitation District Board, Lemon Grove Roadway Lighting District Board, and the Lemon Grove Successor Agency the meeting was adjourned at 7:32 p.m.

*Susan Garcia*  
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Susan Garcia, City Clerk

**City of Lemon Grove Demands Summary**

Approved as Submitted:  
 Cathleen Till, Finance Director  
 For Council Meeting: 07/21/15

ACH/AP Checks 06/29/15-07/08/15 621,534.41  
 Payroll - 07/07/15 132,872.41

**Total Demands 754,406.82**

CHECK NO	INVOICE NO	VENDOR NAME	CHECK DATE	Description	INVOICE AMOUNT	CHECK AMOUNT
ACH	41182555	WEX Wright Express Fleet Services	06/29/2015	Fuel - Fire Dept - May'15	1,069.52	1,069.52
ACH	Jun23 15	US Treasury	06/30/2015	Federal Taxes 6/23/15	29,690.16	29,690.16
ACH	May27-Jun23	Calpers Supplemental Income 457 Plan	07/01/2015	457 Plan 5/27/15-6/23/15	16,315.24	16,315.24
ACH	174694000	Oshkosh Capital	07/01/2015	Fire Engine Lease Contract Payment	86,688.44	86,688.44
ACH	Jul 15	Pers Health	07/02/2015	Pers Health Insurance - Jul'15	53,540.51	53,540.51
ACH	280959164	US Bank Equipment Finance	07/02/2015	Defibrillator Lease-Contract Payment 7/11/15	1,663.30	1,663.30
ACH	Jun15	Power Pay Biz	07/02/2015	Online Credit Card Processing - Jun'15	210.23	210.23
ACH	Jun15	Authorize.Net	07/02/2015	Merchant Fees In-Store & Online - Jun'15	58.00	58.00
ACH	May27-Jun23	CA Public Empl Retirement System	07/03/2015	Pers Retirement 5/27/15-6/23/15	92,372.06	92,372.06
ACH	Jun15	Dharma Merchant Services	07/03/2015	Merchant Fees - Jun'15	853.62	853.62
ACH	Jun15	Bluefin Payment Systems	07/03/2015	Merchant Statement Fee - Jun'15	9.95	9.95
ACH	3568860625 4154920380	SDG&E	07/07/2015	Electric Usage: St Light 5/31/15-6/30/15 Electric Usage: St Light 5/31/15-6/30/15	1,253.61 2,789.93	4,043.54
3983	15426-1	All Access Services	07/01/2015	Forklift Rental- Bus Shelter	488.32	488.32
3984	4395585	Bearcom	07/01/2015	Portable Radios Monthly Contract- 6/22/15-7/21/15	150.00	150.00
3985	81821654	Boundtree Medical LLC	07/01/2015	Medical Supplies	136.50	136.50
3986	Uni-5/27	Brown, Thomas	07/01/2015	Drum Uniform Allowance - 5/27/15	164.00	164.00
3987	7/16/15	Burke, Patrick	07/01/2015	Concerts in the Park- 7/16/15	750.00	750.00
3988	Jul 15	California Dental Network Inc.	07/01/2015	Dental Insurance - Jul'15	361.10	361.10
3989	1001062	Cannon Pacific Services Inc.	07/01/2015	Street Sweeping/Parking Lot- May'15	6,051.28	6,051.28
3990	15002469	Canon Financial Services Inc.	07/01/2015	Canon Copier Contract Charge- 6/12/15	642.60	642.60
3991	8/13/15	Cicero, Frank	07/01/2015	Concerts in the Park- 8/13/15	550.00	550.00
3992	ACSERC	City of Chula Vista	07/01/2015	After Hours Calls- Apr'15, May'15	2,251.93	2,251.93
3993	HHW- 17886	City of La Mesa	07/01/2015	HHW Service: 5/2/15	587.00	587.00
3994	81509942	Corelogic Information Solutions Inc.	07/01/2015	RealQuest Graphics Package- May15	300.00	300.00
3995	6/6/2015 6/20/2015 6/6/2015 6/7/2015	Cox Communications	07/01/2015	Calsense Modem Line: 2259 Washington 6/6/15-7/5/15 Phone/PW Yard/2873 Skyline- 6/19/15-7/18/15 Calsense Modem Line: 7071 Mt Vernon- 6/6/15-7/5/15 Phone/Fire /7853 Central- 6/7/15-7/6/15	19.59 209.25 19.59 30.88	279.31
3996	061615-01	Cutters Edge Fire Rescue Saws	07/01/2015	Switch	12.05	12.05
3997	0619152305	Domestic Linen- California Inc	07/01/2015	Shop Towels & Safety Mats 6/19/15	75.25	75.25

3998	Uni- 6/29/15	Drum, Daryn	07/01/2015	Uniform Allowance- Drum 6/29/15	308.07	308.07
3999	6/15-18/15 6/22-25/15	Esgil Corporation	07/01/2015	75% Building Fees- 6/15/15-6/18/15 75% Building Fees- 6/22/15-6/25/15	43,290.86 5,792.96	49,083.82
4000	5-062-81713	Federal Express	07/01/2015	Shipping - Sanitation Camera	324.83	324.83
4001	76503	Fire Etc.	07/01/2015	Helmet	522.72	522.72
4002	29103	Firefighters Print & Design	07/01/2015	Letterhead, Envelopes, Business Cards	494.89	494.89
4003	6533874	Globalstar USA, Inc.	07/01/2015	Satellite Service- 5/16/15-6/15/15	85.17	85.17
4004	IVC14727	Goodwill Industries of SD County	07/01/2015	Document Destruction Services 6/9/15	28.00	28.00
4005	Uni- 6/18/15	Hales, Suzanna	07/01/2015	Uniform Allowance- Hales 6/18/15	921.09	921.09
4006	Uni- 6/22/15	Hayward, Brian	07/01/2015	Uniform Allowance- Hayward 6/22/15	86.47	86.47
4007	7/2/15	Houck, Jeff	07/01/2015	Concerts in the Park- 7/2/15	600.00	600.00
4008	110005 109864 109865 109866	Knott's Pest Control, Inc.	07/01/2015	Roach Control - Various Locs 6/15/15 Monthly Bait Stations-Berry St- Jun15 Monthly Bait Stations- Civic Ctr- Jun15 Monthly Bait Stations- Sheriff- Jun15	350.00 70.00 60.00 45.00	525.00
4009	Uni-6/29/15	Lavigne, Joe	07/01/2015	Uniform Allowance- Lavigne 6/29/15	183.87	183.87
4010	8/6/15	Lee, Richard	07/01/2015	Concerts in the Park- 8/6/15	550.00	550.00
4011	07-1939 07-1938	Lemon Grove School District	07/01/2015	Fuel Services-PW - Mar15 Fuel Services- Fire Stn- Mar15	2,598.59 941.24	3,539.83
4012	6048127-00 6048847-00	LN Curtis & Sons	07/01/2015	Turn Outs Boots- Burkett	1,604.79 375.84	1,980.63
4013	15-014-01	MJC Construction	07/01/2015	Cover Stockpile with plastic and poly gravel bag anchors	7,250.00	7,250.00
4014	19297	Opper & Varco LLP	07/01/2015	Prof Svc: City Mark Project- 5/19, 5/22	586.50	586.50
4015	118695	Orange Commercial Credit- Best Tire	07/01/2015	Flat Repair - Trailer	15.00	15.00
4016	7/9/15	Pena, Carlos	07/01/2015	Concerts in the Park- 7/9/15	600.00	600.00
4017	415045617	Physio-Control Inc.	07/01/2015	Annual Maintenance Contract- 2/1/15-1/31/16	1,128.32	1,128.32
4018	7029747-JN15	Pitney Bowes Global Financial Services	07/01/2015	Postage Meter Rental 3/30/15-6/30/15	167.37	167.37
4019	Jun 15	PLIC- SBD Grand Island	07/01/2015	Dental Insurance - Jun'15	3,937.41	3,937.41
4020	28283/28306	Plumbers Depot Inc	07/01/2015	Video Camera Repair	337.01	337.01
4021	337563-00	RJ Safety Co Inc.	07/01/2015	Gloves/Umbrella	403.98	403.98
4022	7/30/15	Russchaert, Chip	07/01/2015	Concerts in the Park- 7/30/15	700.00	700.00
4023	Jan-Jun15	Russell, Corinne	07/01/2015	Cell Phone Reimbursement- Jan-Jun15	120.00	120.00
4024	7/23/15	Samuels, Scott	07/01/2015	Concerts in the Park- 7/23/15	450.00	450.00
4025	Valencia	San Altos Lemon Grove LLC	07/01/2015	Valencia Phase 1- Diversion Deposit Refund	5,000.00	5,000.00
4026	7/8/2015	SD Metropolitan Transit System	07/01/2015	DayCamp- Trolley & Ferry Ride- 7/8/15	550.00	550.00
4027	LGP-1516	SD Pooled Insurance Program Authority	07/01/2015	Property Insurance Premium- FY 15-16	19,079.00	19,079.00
4028	LG04302015	SD Sports Medicine and Family Health	07/01/2015	Physical Exam- Pepin/Lavigne	1,500.00	1,500.00
4029	0257016	SCS Engineers	07/01/2015	Soil Excavation, Transportation & Disposal- Main St Prop-May'15	2,093.50	2,093.50
4030	6/24/2015 6/24/2015	SDG&E	07/01/2015	3225 Olive- 5/21/15-6/22/15 3500 1/2 Main - 5/21/15-6/22/15	123.67 324.22	536.89

	6/24/2015			8119 Broadway- 5/21/15-6/22/15	89.00	
4031	Jun 15	Standard Insurance Company	07/01/2015	Long Term Disability Insurance - Jun'15	1,735.58	1,735.58
4032	Apr15 May15 Jun15	Sun Life Financial	07/01/2015	Life Insurance Premium - Apr'15 Life Insurance Premium - May'15 Life Insurance Premium - Jun'15	113.85 113.85 113.85	341.55
4033	45066	The East County Californian	07/01/2015	Ordinance 429 - 6/11/15	56.00	56.00
4034	2015-109	Trauma Intervention Programs of SD	07/01/2015	FY 2015-2016 TIP Program	3,825.00	3,825.00
4035	6/23/15	Vantage Point Transfer Agents-457	07/01/2015	ICMA Deferred Compensation Pay Period Ending 6/23/15	280.77	280.77
4036	6/12/2015 5/20/2015 6/20/2015 4/20/2015 5/20/2015	Verizon Wireless	07/01/2015	City Phone Charges- 5/13/15-6/12/15 MDC Engine Tablets- 3/21/15-5/20/15 MDC Engine Tablets- 5/21/15-6/20/15 Engine Cell Phones- 3/21/15-4/20/15 EMSTablets- 4/21/15-5/20/15	638.57 380.14 190.07 232.96 67.16	1,508.90
4037	70803383 70806782 70808232	Vulcan Materials	07/01/2015	Asphalt Asphalt Asphalt	126.36 88.56 167.94	382.86
4038	Uni- 6/29/15	Wrisley, Chris	07/01/2015	Uniform Allowance- Wrisley 6/29/15	775.00	775.00
4039	0388	A Aaron Lock & Key	07/08/2015	Spare Keys	19.42	19.42
4040	B9064	A-Pot Rentals	07/08/2015	Portable Restroom Rental- 6/9/15-7/8/15	132.20	132.20
4041	15559-1	All Access Services	07/08/2015	Forklift Rental- Bus Shelter	39,542.00	39,542.00
4042	FY2015	American Medical Response	07/08/2015	Emergency Medical Services - FY15	64.83	64.83
4043	55402	Anthem Blue Cross EAP	07/08/2015	Employee Assistance Program- Jul15	165.00	165.00
4044	500612516	ASCAP	07/08/2015	Music License Fee7/1/15-6/30/16	337.50	337.50
4045	Jun22 15	AT&T	07/08/2015	AT&T High Speed Internet Max Plus 6/22/15-7/22/15	65.00	65.00
4046	10917	Azteca Systems Inc.	07/08/2015	Cityworks Update and Support 9/25/15-9/24/16	15,000.00	15,000.00
4047	Apr-Jun15	CA Building Standards Commission	07/08/2015	BSA Fees: Apr-Jun'15	589.50	589.50
4048	7/7/15	California State Disbursement Unit	07/08/2015	Wage Withholding - Pay Period Ending 7/7/15	267.00	267.00
4049	15052308	Canon Financial Services Inc.	07/08/2015	Canon Copier Contract Charge - Jul'15 Basement	81.35	81.35
4050	AR136053 AR136064	City of Chula Vista	07/08/2015	Animal Control Services- May15 Animal Control Services- Jun15	15,872.65 16,240.15	32,112.80
4051	13200	City of El Cajon	07/08/2015	Overtime Reimbursement - Hays 5/19/15	784.26	784.26
4052	Qtr4	City of La Mesa	07/08/2015	JPA Reconciliation- QTR End 3/31/15	63,375.00	63,375.00
4053	2410 2411	Clark Telecom & Electric Inc.	07/08/2015	Street Light Repairs- May15 Street Light Maintenance- May15	830.94 137.33	968.27
4054	Cloud Sec	Cloud Security Systems	07/08/2015	Alarm System Monitoring Svc: 3225 Olive St - 6/17/15-12/31/15	129.24	129.24
4055	81533904	Core logic Information Solutions Inc.	07/08/2015	RealQuest Graphics Package - Jun'15	300.00	300.00
4056	LC15-70	County of SD- Auditor & Controller	07/08/2015	LAFCO Cost Apportionment - FY16	4,663.55	4,663.55
4057	201503934	County of SD - Assessor/Recorder	07/08/2015	Recording Services-- 6/4/15-6/17/15	14.00	14.00
4058	7/1/2015 6/30/2015 7/1/2015 6/30/2015	Cox Communications	07/08/2015	Phone/City Hall- Jul'15 Internet/Community Ctr- 6/30/15-7/29/15 Phone/Fire- 7/1/15-7/31/15 Peg Circuit Svc 6/30/15-7/29/15	565.92 75.00 387.30 2,855.47	3,883.69
4059	FY16	CWEA	07/08/2015	CWEA Annual Membership- Adams, Bell, Wilkins FY'16	468.00	468.00

4060	Apr-Jun15	Department of Conservation	07/08/2015	SMIP Fees- Apr-Jun'15	1,939.73	1,939.73
4061	Apr-Jun15	Division of the State Architect	07/08/2015	Disability Access and Education Fee Report- Apr 1- Jun30, 2015	42.00	42.00
4062	29057	Dokken Engineering	07/08/2015	Sewer Main Rehab Project- Mar1,2015 to Mar31,2015	2,104.87	2,104.87
4063	0703152305	Domestic Linen- California Inc	07/08/2015	Shop Towels & Safety Mats 7/3/15	75.25	75.25
4064	6/29/15-7/2/15	Esgil Corporation	07/08/2015	75% Building Fees- 6/29/15-7/2/15	2,669.59	2,669.59
4065	92999168	ESRI Inc.	07/08/2015	ArcGis for Desktop & Server Standard Primary Maintenance	5,428.00	5,428.00
4066	350960	Ew Truck & Equipment Co Inc.	07/08/2015	Vehicle Fluid	103.77	103.77
4067	23329 23341 23375	Excell Security, Inc.	07/08/2015	Senior Center Security Guard - 6/6/15 Senior Center Security Guard - 6/20/15 Senior Center Security Guard - 6/26/15	108.00 216.00 243.00	567.00
4068	74822	Fire Etc.	07/08/2015	Helmet-Uniform Allowance- Schroeder 5/8/15	624.67	624.67
4069	0513-8	Frazee Paint & Wallcovering Inc.	07/08/2015	Paint	55.57	55.57
4070	FutureMgmt	Future Management Group	07/08/2015	Refund/Diversion Dep/CD15-0001/CD15-0002	1,000.00	1,000.00
4071	AR006988	Grossmont Union High School District	07/08/2015	Concert Flyers & Posters	87.00	87.00
4072	Uni-6/28/15	Hales, Suzanna	07/08/2015	Uniform Allowance - Hales 6/28/15	23.91	23.91
4073	Jun24 15	Helix Water District	07/08/2015	Water Services- 4/27/15-6/24/15	12,742.20	12,742.20
4074	00031342	Hudson Safe-T- Lite Rentals	07/08/2015	Striping Supplies	661.85	661.85
4075	Apr-Jun15	Landeros, Sam	07/08/2015	Cell Phone Reimbursement/Adams- Apr-Jun15	60.00	60.00
4076	20150624-16	LCG, Inc.	07/08/2015	Crystal Reports On-lineTraining- Molina Jul6-7	697.50	697.50
4077	312233	M.N Mauzy Mechanical Inc	07/08/2015	Server Room AC Repair	600.00	600.00
4078	4166	North County EVS, Inc.	07/08/2015	Replace Fan Belt/Check Slack Adjusters - '97 Pierce	574.33	574.33
4079	118461	Orange Commercial Credit- Best Tire	07/08/2015	Flat Repair & Patch - CAT420E Loader	110.46	110.46
4080	Robertson	Robertson, Cheryl	07/08/2015	Refund/ Robertson, Cheryl/ Rabies Fee	20.00	20.00
4081	AR170107	San Diego Association of Governments	07/08/2015	Sandag Member Agency Assessments - FY'16	5,604.00	5,604.00
4082	14027	Shamrock Press & Graphics	07/08/2015	AP Checks	284.46	284.46
4083	5610010015 5620007651	Siemens Industry Inc.	07/08/2015	Traffic Signal Maintenance- May15 Traffic Response Call Outs - May15	1,222.00 1,062.74	2,284.74
4084	JBCSD15-429	The JBC Groups, LLC	07/08/2015	CALRecycle 2013 Annual Report	900.00	900.00
4085	Jun 15	Tristar Risk Management	07/08/2015	W/C Losses - Jun'15	3,480.94	3,480.94
4086	620150383	Underground Service Alert	07/08/2015	New Ticket Charges- Jun15	60.00	60.00
4087	4008630	US Bank- Corporate Trust Services	07/08/2015	Admin Fees-2007 Bonds: 6/1/15-5/31/15	2,420.00	2,420.00
4088	Jul7 15	Vantage Point Transfer Agents-457	07/08/2015	ICMA Deferred Compensation Pay Period Ending 7/7/15	50.00	50.00
4089	9747235915	Verizon Wireless	07/08/2015	Mobile Broadband Access- 5/13/15-6/12/15	76.02	76.02
4090	Wilson	Wilson, Kellie	07/08/2015	Refund/Wilson, Kellie/ Rabies Fee	20.00	20.00
4091	Zamora	Zamora, Rita	07/08/2015	Refund/ Zamora,Rita/ Day Camp Discount	95.00	95.00
4092	Jul-Dec15	Mullins, Karl	07/08/2015	Retiree Health Benefits - Jul'15 - Dec'15	1,200.00	1,200.00
					621,534.41	621,534.41

**LEMON GROVE CITY COUNCIL  
AGENDA ITEM SUMMARY**

**Item No.** 1.D  
**Mtg. Date** July 21, 2015  
**Dept.** City Manager

**Item Title:** Housing-Related Parks Program Grant Resolution Revision

**Staff Contact:** Laureen Ryan Ojeda, Administrative Analyst

**Recommendation:**

Adopt a resolution (**Attachment A**) amending the language of a previously adopted Resolution.

**Item Summary:**

On February 3, 2015, the City Council adopted Resolution No. 3304 granting submission of an application for the Housing-Related Parks (HRP) Program. This grant has been awarded and in order to fully execute the Standard Agreement, the State of California Housing and Community Development requested a revision to the language, the attached resolution includes replacing "Graham Mitchell" with "the City Manager or the interim City Manager" to item 3.

**Fiscal Impact:**

None.

**Environmental Review:**

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

**Public Information:**

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

**Attachments:**

A. Resolution

# Attachment A

## RESOLUTION NO.

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA AUTHORIZING THE ASSUMPTION OF THE RIGHTS AND RESPONSIBILITIES UNDER THE INFILL INFRASTRUCTURE GRANT (IIG) PROGRAM

---

**WHEREAS**, the State of California, Department of Housing and Community Development (Department) has issued a Notice of Funding Availability dated December 10, 2014 (NOFA), under its Housing-Related Parks (HRP) Program; and

**WHEREAS**, the City of Lemon Grove applying for HRP Program (Applicant) desires to apply for a HRP Program grant and submit the 2014 Designated Program Year Application Package released by the Department for the HRP Program; and

**WHEREAS**, the Department is authorized to approve funding allocations for the HRP Program, subject to terms and conditions of the NOFA, Program Guidelines, Application Package and Standard Agreement.

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

1. Authorizes and directs the Applicant to apply for and submit to the Department the HRP Program Application Package released December 2014 for the 2014 Designated Program Year in an amount not to exceed \$734,550. If the application is approved, the Applicant is hereby authorized and directed to enter into, execute, and deliver a State of California Standard Agreement (Standard Agreement) in an amount not to exceed \$734,550, and any and all other documents required or deemed necessary or appropriate to secure the HRP Program Grant from the Department, and all amendments thereto (collectively, the "HRP Grant Documents"); and
2. Agrees to be subject to the terms and conditions as specified in the Standard Agreement. Funds are to be used for allowable capital asset project expenditures to be identified in Exhibit A of the Standard Agreement. The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application are enforceable through the Standard Agreement. Applicant hereby agrees to use the funds for eligible capital asset(s) in the manner presented in the application as approved by the Department and in accordance with the NOFA and Program Guidelines and Application Package; and
3. Authorizes the City Manager or the interim City Manager to execute, in the name of Applicant, the HRP Program Application Package and the HRP Grant Documents as required by the Department for participation in the HRP Program.

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**LEMON GROVE CITY COUNCIL  
AGENDA ITEM SUMMARY**

**Item No.** 1.E  
**Mtg. Date** July 21, 2015  
**Dept.** Finance

**Item Title:** **City of Lemon Grove Amended Master Fee Schedule for Fiscal Year 2015-16**

**Staff Contact:** Cathy Till, Finance Director

**Recommendation:**

Adopt a resolution (**Attachment B**) approving the Amended Master Fee Schedule for Fiscal Year 2015-16.

**Item Summary:**

On June 2, 2015, the City Council updated the City's Master Fee Schedule as part of the budget process. The amended Master Fee Schedule for Fiscal Year 2015-16 removed language that limited the credit card fee to only those transactions above \$500. Additionally, the revised Master Fee Schedule removed the dollar amounts charged for staff positions, and changed the language to "the following positions are billed at full cost." This document incorporates those updates.

**Fiscal Impact:**

The adoption of the Amended Master Fee Schedule for Fiscal Year 2015-16 will continue the effort to reduce General Fund subsidies for services provided by the City.

**Environmental Review:**

- |  |   |
|--|---|
| <input type="checkbox"/> Not subject to review                                 | <input type="checkbox"/> Negative Declaration           |
| <input checked="" type="checkbox"/> Categorical Exemption, Section 15061(b)(3) | <input type="checkbox"/> Mitigated Negative Declaration |

**Public Information:**

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

**Attachments:**

- A. Resolution (with Fiscal Year 2015-16 affected Master Fee Schedule pages)

# Attachment B

## RESOLUTION NO.

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE UPDATING THE CITY OF LEMON GROVE MASTER FEE SCHEDULE FOR FISCAL YEAR 2015-16

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**WHEREAS**, the City of Lemon Grove Master Fee Schedule was first adopted by Resolution No. 2599 on January 3, 2006; and

**WHEREAS**, most fees listed in the Master Fee Schedule represent reimbursement for costs reasonably borne by the City in providing direct services to individuals or groups rather than to the general populace of Lemon Grove; and

**WHEREAS**, in order for the City to continue providing services, it is necessary for the City to recover the costs of providing such services; and

**WHEREAS**, in order to meet cost recovery objectives, the adopted Master Fee Schedule update process occurs during the adoption of the budget; and

**WHEREAS**, the proposed fee increases do not exceed the reasonable amount required to provide the service for which the fee or service charge is levied and will not exceed the cost of providing the services; and

**WHEREAS**, the Development Services Building Fees, Development Services Engineering Fees and the Development Services Planning Fees are valid and in compliance with California Constitution Article XIII C, subd. (e) (1), (2), (3) & (6); and

**WHEREAS**, the Fire Department Plan Check Fees, Inspection Fees and Cost Recovery Fees are valid and in compliance with California Constitution Article XIII C, subd. (e) (1), (2), (3) & (6); and

**WHEREAS**, the Annual Fire Code Permit Fees are valid and in compliance with California Constitution Article XIII C, subd. (e) (1), (2) & (3); and

**WHEREAS**, the General Fees are valid and in compliance with California Constitution Article XIII C, subd. (e) (1), (2), (3), (5), (6) & (7); and

**WHEREAS**, the Law Enforcement Fees are valid and in compliance with California Constitution Article XIII C, subd. (e) (2), (3) & (5); and

**WHEREAS**, the Facilities and Program Fees are valid and in compliance with California Constitution Article XIII C, subd. (e) (1), (2), (4) & (5); and

**WHEREAS**, the Sanitation Fees are valid and in compliance with California Constitution Article XIII C, subd. (e) (1), (2), (3), (5), (6) & (7); and

**WHEREAS**, Government Code Section 66016(a) requires that a public hearing be held prior to adoption of any new or increases to any existing fees; and

**WHEREAS**, it is in the best interest of the City and its residents to update the Master Fee Schedule for Fiscal Year 2015-16.

# Attachment B

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lemon Grove, California hereby approves the attached pages of the City of Lemon Grove Master Fee Schedule (**Exhibit 1**) for Fiscal Year 2015-16.

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**City of Lemon Grove Master Fee Schedule  
FY 2015-16**

Exhibit 1

**APPENDIX A - HOURLY RATES**

**The following positions are billed at full cost:**

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**Position Title**

Assistant City Engineer  
Assistant Planner  
Associate Civil Engineer  
Building Inspector (EsGil Corporation)\*  
Building Official (EsGil Corporation)\*  
City Attorney (Lounsbery, Ferguson, Altona & Peak)  
City Engineer  
Code Enforcement Officer/Water Quality Inspector  
Crime Prevention Specialist (County of San Diego)  
Fire Inspectors  
Fire Marshal  
Development Services Director  
Development Services Technician  
Electrical Engineer (EsGil Corporation)\*  
Energy Plans Examiner (EsGil Corporation)\*  
Engineering Inspector  
Engineering Tech III  
Management Analyst  
Mechanical Engineer (EsGil Corporation)\*  
Plans Examiner (EsGil Corporation)\*  
Public Works Director  
Principal Planner  
Structural Engineer (EsGil Corporation)\*  
Supervising Building Inspector (EsGil Corporation)\*

**City of Lemon Grove Master Fee Schedule  
FY 2015-16**

**GENERAL**

Description	Fee	Comments
<b>Administrative Citation</b>		
First Citation	\$100.00	
Second Citation	\$200.00	
Third Citation	\$500.00	
Fourth Citation	\$1,000.00	
Processing Fee-Code Enforcement Lien	\$480.00	One hour rate (cost recovery)
Late Payment Penalty	25% of fine plus 10% per month interest on delinquent fine	
<b>Copy Fees (paper)*</b>		
8 1/2 X 11	\$0.20	
8 1/2 X 11 Color	\$1.30	
8 1/2 X 14	\$0.35	
8 1/2 X 14 Color	\$1.80	
11 X 17 "B"	\$0.65	
11 X 17 "B" Color	\$2.30	
18 X 24 "C"	\$3.55	
24 X 36 "D"	\$4.55	
36 X 42 "E"	\$6.00	
Note: Government Code Section 81008 limits the cost for campaign finance documents to .10 cents per page and a retrieval fee not to exceed five dollars per request for copies of reports and statements which are five or more years old. A request for more than one report or statement or report and statement at the same time shall be considered a single request.		
<b>Copy Fees (other media)</b>		
Audio Tape	\$3.50	
Compact Disc (CD)	\$3.50	
<b>Credit Card Fees-VISA/Mastercard. Excludes Discover and prepaid cards)</b>		
Per Transaction. The fee will not be charge for facility deposits.	\$10.00 min charge	Maximum 3%, not to exceed all merchant's credit card processing charges
<b>Dog License</b>		
	<b>Altered</b>	<b>Unaltered</b>
1 Year License	\$15.00	\$40.00
2 Year License	N/A	N/A
3 Year License	\$35.00	\$75.00
Puppy License - 1 year	N/A	N/A
Transfer Fee	\$10.00	\$10.00
Penalty Fee	\$10.00	\$25.00
Tag Replacement Fee	\$5.00	\$5.00
<b>Animal Penalties-Running At Large-altered</b>		
	<b>Altered</b>	
1st offense	\$50.00	
2nd offense	\$100.00	
3rd offense	\$200.00	
<b>Animal Penalties-Running At Large-unaltered</b>		
1st offense	\$100.00	Reduced to \$50 if owner agrees to alter dog
2nd offense	\$200.00	Reduced to \$100 if owner agrees to alter dog
3rd offense	\$300.00	Reduced to \$200 if owner agrees to alter dog
<b>Boarding Fee-Impounded Animal</b>		
Altered-Per Night	\$15.00	
Unaltered-Per Night	\$25.00	Reduced to \$15/night if owner agrees to alter dog
<b>Notary Public Services</b>		
Per Signature	\$10.00	
<b>Storm Water Management Fee</b>		
Residential Unit	\$15.00	
In-City Business (HOPs are exempt)	\$26 -- \$120	per Table based on Bus.Lic.cost
Out-of-City Business	\$26 -- \$120	per Table based on Bus.Lic.cost
Apartment Complex (6+ units)	\$7.50	per unit
<b>Storm Water Violation</b>		
Failure to abate after 5 days of notice	\$100.00	
Failure to abate after 10 days of notice	\$200.00	
Failure to abate after 15 days of notice	\$500.00	per day
<b>Other</b>		
Returned Check Fee	\$25.00	
<b>Other</b>		
Citizens Initiative Filing Fee	\$200.00	
*NOTE - Larger projects may be outsourced at full cost recovery		

**City of Lemon Grove Master Fee Schedule  
FY 2015-16**

**GENERAL**

<b>Description</b>	<b>Fee</b>	<b>Comments</b>
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**LEMON GROVE CITY COUNCIL  
AGENDA ITEM SUMMARY**

**Item No.** 2  
**Mtg. Date** July 21, 2015  
**Dept.** Development Services

**Item Title:** **Adoption of the City of Lemon Grove ADA Transition Plan**

**Staff Contact:** Malik Tamimi, Management Analyst  
Carol Dick, Director of Development Services

**Recommendation:**

Adopt a resolution (**Attachment B**) approving the City of Lemon Grove ADA Transition Plan (**Attachment C**).

**Item Summary:**

Title II of the Americans with Disabilities Act (ADA) requires that state and local governments make programs and services accessible to persons with disabilities.

The attached ADA Transition Plan outlines the tracking process by which City staff collects information on facilities and infrastructure in compliance with ADA requirements. Staff utilizes the information to prioritize and correct any deficiencies.

**Fiscal Impact:**

None with the adoption of this plan.

**Environmental Review:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Not subject to review     | <input type="checkbox"/> Negative Declaration           |
| <input type="checkbox"/> Categorical Exemption, Section 15301 | <input type="checkbox"/> Mitigated Negative Declaration |

**Public Information:**

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

**Attachments:**

- A. Staff Report
- B. Resolution
- C. ADA Transition Plan
- D. Complaint Form

# Attachment A

## LEMON GROVE CITY COUNCIL STAFF REPORT

Item No.   2  

Mtg. Date   July 21, 2015  

Item Title: **Adoption of the City of Lemon Grove ADA Transition Plan**

Staff Contact: Malik Tamimi, Management Analyst  
Carol Dick, Director of Development Services

### Discussion:

The Americans with Disabilities Act (ADA) of 1990 is a civil rights statute that prohibits discrimination against people who have disabilities. Title II of the ADA specifically addresses the subject of making City services and facilities accessible to those with disabilities. With the advent of the ADA, designing and constructing facilities for public use that are not accessible by people with disabilities constitutes discrimination.

ADA applies to all facilities, including both facilities built before and after 1990. Facilities include buildings, parks, public sidewalks, plazas and crosswalks, etc. As a necessary step to a program access plan to provide accessibility under the ADA, state and local governments, public entities or agencies are required to perform self-evaluations of their current facilities. The agencies are then required to develop a Transition Plan to address any deficiencies.

It is apparent through City records, that the City of Lemon Grove previously required and completed ADA improvements of City facilities and rights-of-ways through the Capital Improvement Program (CIP) and new facility construction. These improvements are recognized and filed as ADA improvements, but are not systematically catalogued or tracked through a coordinated program.

The purpose of the Transition Plan is to provide a comprehensive and coordinated framework to ensure that the citizens of Lemon Grove have full access to City programs and facilities. The ability to accommodate disabled persons is also essential for good customer service, the quality of life residents seek to enjoy, and for effective government.

The Transition Plan is intended to achieve the following:

1. Identify physical obstacles that limit the accessibility of facilities to individuals with disabilities;
2. Describe the methods and costs to make the facilities accessible;
3. Provide a schedule and funds for making the access modifications; and
4. Identify the public officials responsible for implementation of the Transition Plan.

The Transition Plan is required to be updated periodically until all accessibility barriers are removed.

### Conclusion:

Staff recommends that the City Council adopt a resolution (**Attachment B**) approving the City of Lemon Grove ADA Transition Plan (**Attachment C**).

## Attachment B

RESOLUTION NO. 2015-  
RESOLUTION OF THE LEMON GROVE CITY COUNCIL APPROVING THE CITY OF LEMON  
GROVE ADA TRANSITION PLAN

---

**WHEREAS**, the Americans with Disabilities Act (ADA) of 1990 is a civil rights statute that prohibits discrimination against people who have disabilities; and

**WHEREAS**, Title II of the ADA specifically addresses the subject of making City services and facilities accessible to those with disabilities; and

**WHEREAS**, state and local governments, public entities or agencies are required to perform self-evaluations of their current facilities, relative to the accessibility requirements of the ADA and develop an ADA Transition Plan; and

**WHEREAS**, adoption of the ADA Transition plan is required to receive federal transportation funding; and

**WHEREAS**, it is in the City's best interests to adopt the ADA Transition Plan; and

**NOW, THEREFORE, BE IT RESOLVED** that the Lemon Grove City Council hereby approves the City of Lemon Grove ADA Transition Plan.

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# Attachment C

## City of Lemon Grove ADA Transition Plan July 2015

The following is the City of Lemon Grove's Americans with Disabilities Act (ADA) Transition Plan. The Engineering Division is responsible for the program, which is implemented through the City's Capital Improvement Program (CIP). The budget for the CIP is approved by the City Council every year as a part of the City's budget and priority projects established by this program will be included in the CIP proposal. Prior to approval by the City Council, the CIP is reviewed by the Development Services Department for consistency with the City's General Plan.

Compliance with ADA is a fluid process as the guidelines evolve continuously and particularly with respect to building construction. City staff and as-needed consultants review reference documentation and attend training seminars as appropriate to stay informed of any changes to the guidelines.

The approach to the City of Lemon Grove ADA Transition Plan will involve several City Departments, task assignments, and be implemented through the City's CIP. The following projects that currently support the efforts outlined in the City's ADA Transition Plan include:

- Annual City-Wide Concrete Replacement Program
  - Variety of curb, gutter and sidewalk replacement projects
- Recently Completed Infrastructure Projects
  - Main Street Promenade
  - Madera Street Safe Routes to School Project
  - San Miguel Safe Routes to School Project
  - 2013 Street Resurfacing Project
  - 2013 CDBG Project
- Upcoming Scheduled Infrastructure Projects
  - 2015 Street Rehabilitation Project
  - 2015 CDBG Project (rehabilitation of five street segments, ADA curb ramps)
  - Palm Street – Golden Avenue Safe Routes to School Project
  - Main Street Promenade Extension
- Other Improvements
  - Pedestrian Crossing Countdown signals
  - Tactile/audible pedestrian push buttons
  - Contrasting color truncated domes for ramps
  - High visibility crosswalks

# Attachment C

## Implementation

The Transition Plan will be executed in the following action steps:

1. Identify staff and/or consultants to review each facility for compliance. The ADA program is coordinated through the City's Engineering Division, with assistance from the City's Public Works Department and Development Services Department. The lead staff member is responsible for the continued maintenance and the implementation of the transition plan so that efforts to achieve accessibility can be effectively coordinated. The City may retain a consultant to assist with the transition plan when specialized expertise or additional staffing is necessary.
2. Continue the public involvement process by logging public complaints through phone calls, letters, or the City's website.
3. Identify all facilities used by each of the City's programs and services. With respect to pedestrian right of way facilities in particular, include an inventory and/or map of roads/streets, sidewalks, and intersections that need to be made accessible.
4. Map out the usage and specialized features of each City facility. This includes walkways and approaches to each facility from parking lots, bus stops and other transportation, doors and entrances, restrooms, vertical access (elevators and stairways), drinking fountains, and play and picnic areas in parks.
5. Choose a survey "tool" or list of standards. This must include evaluating for access by wheelchair users and other mobility impaired people who would require the use of curb ramps. These evaluations will consider visually, hearing and cognitively impaired people to ensure improvements other than curb ramps alone are also incorporated into the Plan.
6. Coordinate projects as appropriate and as listed in the Transition Plan into the City's CIP annually. The consideration of projects proposed for the CIP will be made by the Engineering Division after consultation with the Public Works Department and the Development Services Department. The review and approval of the CIP is accomplished during budget adoptions annually.
7. The CIP will identify costs, funding source and schedule. The Transition Plan database will be updated to identify project completion dates.

## Program Approach

The City of Lemon Grove (City) through this program has developed an inventory procedure. The procedure involves data gathering, evaluation and ranking. The process includes a holistic approach to those locations that improve accessibility in Lemon Grove. The procedures include prioritizing improvements for all types of accessibility deficiencies that will achieve the highest benefit at a cost that is not an undue burden to the City.

In order to meet the needs of all users, City staff must have a clear understanding of the wide range of abilities that occur within the population. Programs, services and facilities should serve all members of the community. This includes older people, pedestrians who have vision problems, parents with strollers, children, and people using wheelchairs or other assertive devices. The City of Lemon Grove up until recently was fond of its rural character and this was most evident because of the City's lack of paved sidewalks. The City expects that the majority of improvements identified by the program will be increasing the accessibility of its sidewalk

# Attachment C

system. Accessible sidewalks enable people with disabilities to reach their desired destinations in the community and to enjoy the benefits of City services, programs, and activities. Where sidewalks are provided, the City is required to ensure that continuous, unobstructed sidewalks are maintained in operable working condition.<sup>1</sup>

The following discussion highlights the most common accessibility challenges and the plan to identify and correct those deficiencies in the City of Lemon Grove.

## **Sidewalks and Pedestrian Paths (Public rights-of-way)**

Accessible sidewalks enable people with disabilities to reach their desired destinations in the community and to enjoy the benefits of City services, programs, and activities. Sidewalks and pedestrian paths improvements are perhaps one of the biggest investments made in the City that provides the City with connectivity. Where sidewalks are provided, the City is required by the ADA to ensure that continuous, unobstructed sidewalks are maintained in operable working condition.<sup>2</sup>

A sidewalk trip hazard is defined as a sidewalk, or portion thereof, that becomes defective or unsafe for public travel due to broken or missing pieces, unevenness, or upheaval which causes at least a  $\frac{3}{4}$  inch difference in height between two adjoining portions of the sidewalk, or one that has an abrupt change in elevation. The type of repair for trip hazards would include grinding, cutting, or removing and replacing of sidewalk.

Causes of changes in elevation level may include:

- Tree roots pushing upwards.
- Uneven transitions from street to gutter to ramp.
- Buckling due to improper sub-base preparation.

Change in vertical elevation may cause major problems for:

- Pedestrians with mobility impairments- difficulty lifting feet, or for those using crutches.
- Pedestrians with vision impairments-difficulty detecting elevation changes.
- Pedestrians using wheelchairs-difficult rolling over changes in elevation.

The City is recommending that curb extensions and curb ramps be encouraged throughout the City to provide the greatest effort towards improving accessibility in the City. As such, the locations that lack these improvements and are heavily travelled will be given a high priority.

### **Curb Extension and Purpose**

A curb extension is an angled narrowing of the roadway and a widening of the sidewalk (pavement). This is often accompanied by an area of enhanced restrictions (such as a "no stopping" or "no parking" zone) and the appropriate visual reinforcement. This is achieved using painted road markings (e.g. lines, colored areas, or chevrons), barriers, bollards, or the addition of pavement or street furniture (e.g. planters, lamp standards, or benches). Curb extensions are often used in combination with other traffic calming measures such as chicanes, speed bumps, or rumble strips, and are frequently sited to "guard" pedestrian crossings.

In these cases the "squeeze" effect of the narrowed roadway shortens the exposed distance pedestrians must walk. The City's goal is to create a safer pedestrian infrastructure and will consider replacing existing curb ramps with curb extensions.

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<sup>1</sup> Franz Loewenherz, Senior Transportation Planner, City of Bellevue, Washington

<sup>2</sup> Franz Loewenherz, Senior Transportation Planner, City of Bellevue, Washington

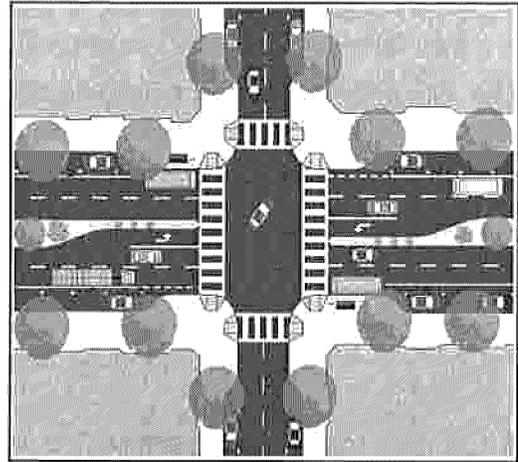
# Attachment C

Primary benefits of curb extensions to pedestrian in urban areas include:

- Reduced pedestrian crossing distance
- Reduced speed of turning vehicles
- A shorter accessible route for disabled people
- Increased motorist & pedestrian visibility

Criteria for implementation of curb extensions:

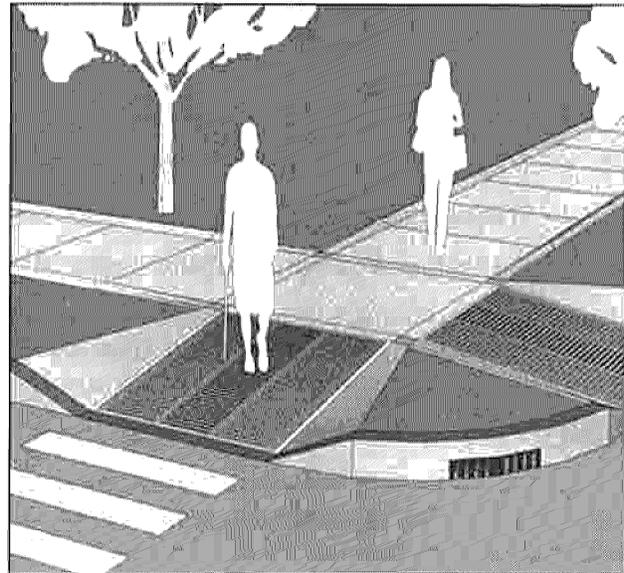
- High pedestrian volumes
- Minimal truck traffic
- Adequate sight distance
- Lower turning speeds
- No abrupt vertical deflections
- Proper drainage



## Curb Ramps and Purpose

A curb ramp is a short ramp cutting through a curb or built to it. It provides an accessible route that people with disabilities can use to safely transition from a roadway to a curbed side walk and vice versa. It is difficult or even impossible for a person using a wheelchair, stroller, walker, or other mobility device to cross the street if the sidewalk does not provide a curb ramp. If curb ramps are not provided, members of the community are forced to use their mobility device in a dangerous way or to stay home. All community members should be able to use the pedestrian infrastructure with no obstacles.

To allow people with disabilities to cross streets safely, the City's task is to provide curb ramps at pedestrian crossings and at public transportation stops where walkways intersect a curb. The curb ramps must meet specific standards for width, slope, cross slope, placement, and other features.



## Phase 1: Inventory Procedure

The City of Lemon Grove collects and prioritizes trip hazard information necessary for sidewalks and curb ramps that are in need of repair through visual inspections and logging resident concerns. The City maintains a trip hazard inventory of curb ramps which provides priority listing of the hazards by type, location, and treatment requirements.

## Phase 2: GIS and Database Analysis

The City of Lemon Grove ADA sidewalk and curb ramp inventory provides geographic data that gives positional accuracy and digital representation of how a potential hazard conforms to the actual location found in the field. Once the field data is collected, it's necessary to process the data so it can be stored in the City's work order database. Connectivity analysis is especially

# Attachment C

valuable in GIS (Geographic Information System). The system will be used for storage, retrieval, mapping and analysis of this geographical data.

## Phase 3: Ranking

ADA tells the City which features in the public right-of-way are non-standard but it does not tell us which of these non-standard features should be replaced first. After determining which facilities do not meet standards, the City develops a list of accessible improvements and establishes a priority based on amount of traffic, degree of difficulty, connectivity, benefit of improvement, cost of correction.

The data inventory in the City provides the information for a ranking analysis. The key principle is to assign a high ranking on a needs basis, not necessarily to the sidewalk and curb ramps in the worst condition but rather to those that would provide the most benefit to the people with disabilities while also accounting for effectiveness (including connectivity), efficiency, and costs.

## Buildings

The City also maintains an inventory of existing facilities such as City-owned buildings and parks. The facilities are evaluated to ensure accessibility under the ADA. These facilities require City staff to conduct routine self-evaluations. Below is a list of the City-owned facilities:

1. City Hall/Sheriff's Station
2. Community Center
3. City Hall Annex
4. Lemon Grove Fire Station
5. Senior Center
6. Public Works Yard
7. Recreation Center
8. Trolley Depot
9. Lemon Grove Little League Fields
10. Berry Street Park
11. Civic Center Park
12. Fire Fighter's Park/Skate Park
13. Lemon Grove Park
14. Kunkel Park
15. Main Street Promenade

When programs, services, or activities are located in facilities that existed prior to January 26, 1992, the effective date of title II of the ADA, small cities must make sure that they are also available to persons with disabilities, unless to do so would fundamentally alter a program, service, or activity or result in undue financial or administrative burdens. This requirement is called program accessibility. When a service, program, or activity is located in a building that is not accessible, a small City can achieve program accessibility in several ways. It can:

- relocate the program or activity to an accessible facility,
- provide the activity, service, or benefit in another manner that meets ADA requirements, or
- make modifications to the building or facility itself to provide accessibility.

To achieve program accessibility, an acceptable alternative to making every existing facility accessible, some programs can be relocated to accessible facilities avoiding expensive physical modifications of all City facilities.

# Attachment C

When a building or facility is renovated or altered or added to for any purpose, the alterations or additions must comply with the ADA Standards. In general, the alteration provisions are the same as the new construction requirements except that deviations are permitted when it is not technically feasible to comply. Additions are considered an alteration but the addition must follow the new construction requirements. When existing structural and other conditions make it impossible to meet all the alteration requirements of the ADA Standards, then they should be followed to the greatest extent possible.

## Phase 1: Inventory Procedure

The City of Lemon Grove collects information on accessibility of buildings through visual inspections and logging resident concerns. The aforementioned information is maintained in an inventory (Table 1-1). The inventory includes the facility, description, and treatment requirements.

## Phase 2: GIS and Database Analysis

The City of Lemon Grove ADA facilities accessibility information is maintained in a database. Once the field data is collected from field surveys, it's necessary to process the data so it can be stored in the City's work order database.

## Phase 3: Ranking

The City develops a prioritized list of facilities with accessible improvements. The City's data inventory provides the information for a ranking analysis. The key principle is to assign a high ranking on a needs basis, not necessarily to the facilities in the worst condition but rather to those that would provide the most benefit to the people with disabilities while also accounting for effectiveness, efficiency, and costs (Table 1-1).

## Programs and Services

Cities must maintain those features that are necessary to provide access to services, programs, and activities in operable working condition -- including elevators and lifts, curb ramps at intersections, accessible parking spaces, ramps to building or facility entrances, door hardware, and accessible toilet facilities. Isolated or temporary interruptions in service or access are permitted for maintenance or repairs.

## Phase 1: Inventory Procedure

The City of Lemon Grove collects information on public accessibility of City-run programs through visual inspections and logging resident concerns. The information collected is maintained in an inventory (Table 1-1). The inventory includes the program, description, and treatment requirements.

## Phase 2: GIS and Database Analysis

The City of Lemon Grove ADA City-run program accessibility information is maintained in a database. Once the field data is collected from field surveys, it's necessary to process the data so it can be stored in the City's work order database. GIS maybe used for storage, retrieval, mapping and analysis of geographic data.

## Phase 3: Ranking

The City develops a prioritized list of City-run programs and associated facilities with accessible improvements. The City's data inventory provides the information for a ranking analysis. The key principle is to assign a high ranking on a needs basis that would provide the most benefit to the people with disabilities while also accounting for effectiveness, efficiency, and costs (Table 1-1).

# Attachment C

## Communications

Cities must take appropriate steps to ensure that communications with members of the public, job applicants, and participants with disabilities are as effective as communications with others unless it is an undue financial or administrative burden to do so or it would result in a fundamental alteration in the nature of its program or activity.

Achieving effective communication often requires that cities provide auxiliary aids and services. Examples of auxiliary aids and services include qualified sign language interpreters, assistive listening devices, open and closed captioning, note takers, written materials, telephone handset devices, qualified readers, taped texts, audio recordings, Brailled materials, materials on computer disk, and large print materials.

### Phase 1: Inventory Procedure

All facilities will be analyzed to determine whether complete communication is achieved for all segments of the population. The electronic systems need to be evaluated to consider sight or hearing impaired segments of the population.

### Phase 2: GIS and Database Analysis

Not applicable.

### Phase 3: Ranking

The City develops a list of deficiencies and will implement those items that can be accomplished in-house through the computer systems. The City's inventory will also provide identification of communication tools needing expertise not found in-house. These services will be considered on a cost basis and will be ranked by a demand analysis (Table 1-1).

## Parking

In new construction and in alterations, accessible parking must be provided whenever public parking is provided. Cities may wish to add accessible parking when public parking is not provided to provide access to facilities where programs, services, or activities are located. Accessible parking spaces have a number of features that make it possible for people with disabilities to get into or out of a vehicle.

### Phase 1: Inventory Procedure

The City of Lemon Grove collects information on accessibility of parking through inspections and logging resident concerns. The aforementioned information is maintained in an inventory (Table 1-1). The inventory includes the public parking lot location and description as well as the treatment requirements.

### Phase 2: GIS and Database Analysis

The City of Lemon Grove ADA parking accessibility information is maintained in a database. Once data is collected from surveys or complaints logged, it's necessary to process the data so it can be stored in the City's work order database. GIS maybe used for storage, retrieval, mapping and analysis of geographic data.

### Phase 3: Ranking

The City develops a prioritized list of parking facilities with accessible improvements. The City's data inventory provides the information for a ranking analysis. The key principle is to assign a high ranking on a needs basis, not necessarily to the parking facilities in the worst condition but rather to those that would provide the most benefit to the people with disabilities while also accounting for effectiveness, efficiency, and costs (Table 1-1).

# Attachment C

## Accessible Route and Entry

When a walk, pathway, or pedestrian route is necessary to provide public access to a program, service, or activity, an accessible route must be provided. An accessible route is an unobstructed pedestrian path that connects accessible elements and spaces such as accessible parking spaces, accessible entrances, accessible meeting rooms, accessible toilet rooms, etc. It can be a walkway, hallway, part of a courtyard, or other pedestrian space. An accessible route must be at least 36 inches wide, have no abrupt vertical changes in level (such as a step), have a running slope no more than 1:12 in most cases, and meet other requirements for cross slope, surface conditions, vertical height, and passing spaces. The width of an accessible route can be as narrow as 32 inches wide, such as at a doorway or a narrow section of hallway, but only for a distance up to 24 inches long.

If entering a facility is necessary to participate in or benefit from a program, service, or activity, then that facility must have an accessible entrance and the accessible entrance must be on an accessible route. The accessible route must connect one or more (exterior) site entry points (such as parking, a public sidewalk, or a public transportation stop) with an accessible entrance. The accessible entrance must also connect to an interior accessible route leading to the space or spaces where the program is located.

### Phase 1: Inventory Procedure

The City of Lemon Grove collects information on accessibility of buildings and programs to address accessible entry and routes through visual inspections and logging resident concerns. The aforementioned information is maintained in an inventory (Table 1-1). The inventory includes the facility, description, and treatment requirements.

### Phase 2: GIS and Database Analysis

The City of Lemon Grove ADA facilities accessible entry and routes information is maintained in a database. Once the field data is collected from field surveys or complaints logged, it's necessary to process the data so it can be stored in the City's work order database. GIS maybe used for storage, retrieval, mapping and analysis of geographic data.

### Phase 3: Ranking

The City develops a prioritized list of facilities with accessible entry and route information. The City's data inventory provides the information for a ranking analysis. The key principle is to assign a high ranking on a needs basis, not necessarily to the facilities limited entry and route accessibility but rather to those that would provide the most benefit to the people with disabilities while also accounting for effectiveness, efficiency, and costs (Table 1-1).

## Grievance Procedure

Cities with fifty or more employees must have an ADA grievance procedure. A grievance procedure provides people who feel they have been discriminated against because of their disability, or others who feel they have been discriminated against because they have a friend or family member with a disability, with a formal process to make their complaint known to City officials. This procedure encourages prompt and equitable resolution of the problem at the local level without having to force individuals to file a Federal complaint or a lawsuit. To file a grievance, a complaint would be filed at City Hall (**Attachment D**), investigated by City staff or a consulting expert and an action would be proposed. The action may include, but not limited to: a no further action determination or a proposal to correct the issue with a timeline to achieve the correction. If the complainant is dissatisfied with the determination or proposed action, an appeal may be filed with the City Clerk pursuant to 17.28.020 processed for a City Council hearing.

# Attachment C

## Next Steps

The City Lemon Grove's ADA inventory allows for a comparative analysis of the City's deficiencies. Data contained in this document enables City staff to:

- Determine if a sidewalk or curb ramp meets the intended design specifications and guidelines as given in the ADA.
- Identify portions of sidewalks needing accessibility improvements.
- Maintain an updated inventory of all curb ramps and trip hazards that exist in the City.
- Quantify the extent of the work required to provide safer pedestrian infrastructures.
- Inform the Capital Improvements Program
- Track progress and achievements from an established baseline.
- Periodic updates as improvements are identified and ADA provisions are revised.



# Attachment D

**CITY OF LEMON GROVE  
CODE ENFORCEMENT COMPLAINT**

Property Address \_\_\_\_\_  
Date \_\_\_\_\_

**ALLEGED VIOLATOR INFORMATION**

Owner/Tenant Name \_\_\_\_\_ APN \_\_\_\_\_  
Owner Address (if different) \_\_\_\_\_  
\_\_\_\_\_

**NOTES** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMPLAINANT** \_\_\_\_\_  
**PHONE** \_\_\_\_\_ **ADDRESS** \_\_\_\_\_

**INSPECTION INFORMATION**

Inspection Date \_\_\_\_\_ Inspected By \_\_\_\_\_ General Observations \_\_\_\_\_

**VIOLATIONS**

- |  |   |
|--|---|
| <input type="checkbox"/> 8 08 _____ Weed Control and Waste Matter          | <input type="checkbox"/> 17 24.030 _____ Yards & Setbacks           |
| <input type="checkbox"/> 8 12 _____ Accumulation of Junk                   | <input type="checkbox"/> 17 24.050 _____ Landscaping & Screening    |
| <input type="checkbox"/> 8 28 _____ Abandoned Vehicle                      | <input type="checkbox"/> 17 24.060 _____ Accessory Buildings & Uses |
| <input type="checkbox"/> 8 44 _____ Hazardous Material                     | <input type="checkbox"/> 18 12 _____ Signs                          |
| <input type="checkbox"/> 8 48 _____ Stormwater Discharge                   | <input type="checkbox"/> UBC 102 _____ Dangerous Bldg & Structures  |
| <input type="checkbox"/> 9 24 _____ Noise Abatement                        | <input type="checkbox"/> UBC 103 _____ Occupancy Violations         |
| <input type="checkbox"/> 9 32 _____ Prohibition of Application of Graffiti | <input type="checkbox"/> UBC 106 1 _____ Building without a Permit  |
| <input type="checkbox"/> 10 28 170 _____ Comm Vehicle on Public Street     | <input type="checkbox"/> Accessibility (ADA)                        |
| <input type="checkbox"/> 17 16 _____ Illegal Use in Zone                   | <input type="checkbox"/> Other: _____                               |

Specific Description: \_\_\_\_\_  
\_\_\_\_\_

**RECOMMENDED ACTIONS**

- |  |  |
|--|--|
| <input type="checkbox"/> Reinspect _____     | <input type="checkbox"/> Forward to City Attorney's Office |
| <input type="checkbox"/> Notice of Violation | <input type="checkbox"/> Other: _____                      |

**NOTES** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LEMON GROVE CITY COUNCIL  
AGENDA ITEM SUMMARY**

**Item No.**   3    
**Mtg. Date**  July 21, 2015 

**Item Title:** **Designation of Voting Delegate for the League of California Cities Annual Conference Business Meeting**

**Staff Contact:** Mary Teresa Sessom, Mayor

**Recommendation:**

Consider designating a voting delegate for the League of California Cities Annual Conference Business Meeting

**Item Summary:**

The League of California Cities (League) is holding its annual conference from September 30 – October 2, 2015, in San Jose. During the conference, League members will participate in the annual business meeting at which League delegates consider various resolutions that establish League policy; the business meeting will occur on Friday, October 2. In order to vote, the League requires cities to designate one voting delegate.

Included with this staff report is a memorandum from the League regarding the selection of voting delegates. If the City Council is interested in voting during the business meeting, it will be necessary to provide the name of the City's designated voting delegate to the League no later than July 31, 2015.

**Fiscal Impact:**

In accordance with the Travel Policy Guidelines and not to exceed \$1,500. as budgeted.

**Environmental Review:**

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

**Public Information:**

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

**Attachments:**

- A. League of California Cities Memorandum



1400 K Street, Suite 400 • Sacramento, California 95814  
Phone: 916.658.8200 Fax: 916.658.8240  
[www.cacities.org](http://www.cacities.org)

**Council Action Advised by July 31, 2015**

May 29, 2015

**TO: Mayors, City Managers and City Clerks**

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES**  
**League of California Cities Annual Conference – September 30 – October 2, San Jose**

The League's 2015 Annual Conference is scheduled for September 30 – October 2 in San Jose. An important part of the Annual Conference is the Annual Business Meeting (*at the General Assembly*), scheduled for noon on Friday, October 2, at the San Jose Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

**Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, September 18, 2015. This will allow us time to establish voting delegate/alternate records prior to the conference.**

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates must be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: [www.cacities.org](http://www.cacities.org). In order to cast a vote, at least one voter must be present at the

-over-

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the San Jose Convention Center, will be open at the following times: Wednesday, September 30, 8:00 a.m. – 6:00 p.m.; Thursday, October 1, 7:00 a.m. – 4:00 p.m.; and Friday, October 2, 7:30–10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, September 18. If you have questions, please call Kayla Gibson at (916) 658-8247.

Attachments:

- 2015 Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

## Annual Conference Voting Procedures 2015 Annual Conference

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.