



City of Lemon Grove City Council Regular Meeting Agenda

Tuesday, May 17, 2022, 6:00 p.m.

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

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

City Council

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

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

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

Call to Order

Pledge of Allegiance

Changes to the Agenda

Public Comment

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

Consent Calendar

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

- 1.A Waive Full Text Reading of All Ordinances on the Agenda
Reference: Kristen Steinke, City Attorney
Recommendation: Waive the full text reading of all ordinances included in this agenda; Ordinances shall be introduced and adopted by title only.
- 1.B City of Lemon Grove Payment Demands
Reference: Joseph Ware, Finance Director
Recommendation: Ratify Demands
- 1.C CalTrans Sustainable Transportation Planning Grant
Reference: Lydia Romero, City Manager
Recommendation: Adopt a resolution authorizing the execution of Restricted Grant Agreement by the City Manager.

Public Hearing(s):

2. Zoning Ordinance Amendment ZA2-200-0001 Accessory Dwelling Unit Ordinance

Reference: Bill Chopyk, Interim Community Development Manager

Recommendation: 1) Conduct the public hearing; 2) Receive public comment; and 3) Introduce an Ordinance amending sections 12.10.050(B)(3), 12.10.060(B)(3), 17.08.030, 17.16.010(C), 17.16.020(C), 17.16.030(C), 7.16.040(C), 17.16.050(C), 17.16.070(C), and 17.24.060(D)(1) of the Lemon Grove Municipal Code regulating Accessory Dwelling Units in the City of Lemon Grove consistent with State Law.

3. Zoning Ordinance Amendment ZA2-200-0002 Density Bonus Ordinance

Reference: Bill Chopyk, Interim Community Development Manager

Recommendation: 1) Conduct the public hearing; 2) Receive public comment; and 3) Introduce an Ordinance Amending the Zoning Ordinance, Title 17, Section 17.24.100 of the Lemon Grove Municipal Code regulating Housing Density Bonuses in the City of Lemon Grove consistent with State Law.

4. 2023 Regional Transportation Improvement Program

Reference: Joseph Ware, Finance Manager

Recommendation: 1) Conduct a Public Hearing; 2) Receive Public Comment; and 3) Adopt a resolution approving the 2023 Regional Transportation Improvement Program for Fiscal Years 2023 through 2027.

Report(s) to Council:

5. Award a Professional Services Agreement with Chen Ryan Associates, Inc., for the Development of a Sidewalk Master Plan and Right-of-Way Inventory

Reference: Ed Walton, Contracted City Engineer

Recommendation: That the City Council adopt a resolution awarding a professional services agreement to Chen Ryan Associates Inc. (CR Associates) for civil engineering services to develop a sidewalk master plan and right-of-way inventory.

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

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

City Manager Report

Closed Session:

- a. Labor Negotiations

Government Code section 54957.6

Agency Designated Representative: Lydia Romero, City Manager

Employee Organization(s): Self-Represented and Executive Management Employees;

Lemon Grove Firefighters' Association Local 2728

Adjournment

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

I, Audrey Malone, City Clerk of the City of Lemon Grove, hereby declare under penalty of perjury that a copy of the above Agenda of the Regular Meeting of the City Council of the City of Lemon Grove, California, was delivered and/or notice by email not less than 72 hours, before the hour of 6:00 p.m. on May 12, 2022 to the members of the governing agency, and caused the agenda to be posted on the City's website at www.lemongrove.ca.gov and at Lemon Grove City Hall, 3232 Main Street Lemon Grove, CA 91945.

/s/: Audrey Malone
Audrey Malone, City Clerk

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

CITY COUNCIL FY 2021-2022 PRIORITIES

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



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.A
Meeting Date: May 17, 2022
Submitted to: Honorable Mayor and Members of the City Council
Department: City Manager's Office
Staff Contact: Kristen Steinke, City Attorney
Item Title: **Waive the Full Text Reading of all Ordinances**

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

Environmental Review:

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

Fiscal Impact: None.

Public Notification: None.



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.B
Meeting Date: May 17, 2022
Submitted to: Honorable Mayor and Members of the City Council
Department: City Manager's Office
Staff Contact: Joseph Ware, Finance Manager
jware@lemongrove.ca.gov
Item Title: **City of Lemon Grove Payment Demands**

Recommended Action: Ratify Demands.

Environmental Review:

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

Fiscal Impact: None.

Public Notification: None.

City of Lemon Grove Demands Summary

Approved as Submitted:

Joseph Ware, Finance Manager

For Council Meeting: 05/17/22

ACH/AP Checks 04/26/22-05/05/22

535,554.80

Payroll - 05/03/22

113,195.08

Total Demands

648,749.88

CHECK NO	INVOICE NO	VENDOR NAME	CHECK DATE	Description	INVOICE AMOUNT	CHECK AMOUNT
ACH	Apr19 22	US Treasury	04/26/2022	Federal Taxes 4/19/22	24,870.36	24,870.36
ACH	Apr22	Wage Works	04/30/2022	FSA Reimbursement - Apr'22	2,343.74	2,343.74
ACH	Refill 5/2/22	Pitney Bowes Global Financial Services LLC	05/02/2022	Postage Usage 5/2/22	250.00	250.00
ACH	May 2022	Pers Health	05/03/2022	Pers Health Insurance - May'22	51,801.34	51,801.34
ACH	Apr22	Sedgwick Claims Management Services, Inc.	05/03/2022	CLG Workers Comp Claims - Apr'22	2,632.48	2,632.48
ACH	13154864	LEAF	05/05/2022	Ricoh C3502 Copier System-PW Yard - Apr'22	138.27	138.27
ACH	Apr22	Home Depot	05/05/2022	Home Depot Purchases - Apr'22	2,432.22	2,432.22
ACH	Mar23-Apr19 22	California Public Empl Retirement System	05/05/2022	Pers Retirement 3/23/22-4/19/22	63,601.77	63,601.77
ACH	May3 22	Employment Development Department	05/05/2022	State Taxes 5/3/22	6,687.61	6,687.61
15642	7548	Aguirre & Associates	04/27/2022	Davidson Ave Dedication - Mar'22	272.50	272.50
15643	L1072895WD	American Messaging	04/27/2022	Pager Replacement Program 4/1/22-4/30/22	50.94	50.94
15644	4/12/2022	AT&T	04/27/2022	Phone Service 3/13/22-4/12/22	89.72	89.72
15645	0000016210 0000016285 0000016285	City of El Cajon	04/27/2022	HCFA Assessments - QTR 4 FY21/22 Overtime Reimbursement - Dozier 3/5/22 Overtime Reimbursement - Lopez 3/12/22	37,909.75 1,507.24 1,255.71	40,672.70
15646	3021 3022	Clark Telecom & Electric Inc.	04/27/2022	Street Light Repairs- Feb'22 Street Light Dig-Alert Markouts- Feb'22	390.22 919.94	1,310.16
15647	7134 7177 7178 7179 7182 7183	D- Max Engineering Inc	04/27/2022	7508 Church St SWQMP Review 9/22/21-2/28/22 1993 Dain Dr Inspections 3/1/22-3/31/22 Golden Doors Inspections 3/1/22-3/31/22 8373 Broadway Inspections 3/1/22-3/31/22 7946 Broadway Kelvin Inspections 3/1/22-3/31/22 8016 Broadway Inspections 3/1/22-3/31/22	1,691.00 218.93 500.63 353.93 685.44 246.51	3,696.44
15648	0405229905	Domestic Uniform Rental	04/27/2022	Shop Towels & Safety Mats 4/5/22	46.95	46.95
15649	1/31/22 12/13-16/21 12/20-23/21 2/28/2022 4/18-21/22 7/1/21	EsGil, LLC	04/27/2022	75% Building Fees- 1/31/22 75% Building Fees- 12/13/21-12/16/21 75% Building Fees- 12/20/21-12/23/21 75% Building Fees- 2/28/22 75% Building Fees- 4/18/22-4/21/22 75% Building Fees- 7/1/21	1,032.91 8,298.53 6,814.88 1,590.18 6,204.19 2,074.26	26,014.95
15650	166510 166680	Fire Etc	04/27/2022	Citrosqueeze/PPE Turnout Gear Cleaner Firefighter Helmets	171.32 953.59	1,124.91
15651	Reimb-4/25/22 Reimb-4/25/22	Hidalgo, Roberto	04/27/2022	Meals/HR Academy/Paso Robles/Hidalgo 4/18/22-4/21/22 Mileage/HR Academy/Paso Robles/Hidalgo 4/18/22-4/21/22	100.23 421.20	521.43
15652	HS-5607-0016	Home Start, Inc.	04/27/2022	LG Homeless Outreach - Mar'22	13,810.37	13,810.37
15653	14578 14579 14626	Infrastructure Engineering Corporation	04/27/2022	Prof Svc: 7946 Broadway/Kelvin 2/1/22-2/25/22 Prof Svc: 8373 Broadway/KB Homes 2/1/22-2/25/22 Prof Svc: FY21 Paving/CM/Inspectn 2/1/22-2/28/22	302.00 302.00 3,795.50	4,399.50
15654	Reimb- 4/25/22	Keys, William	04/27/2022	Reimb: Lodging/Transp/Bicycle Patrol Trng/Keys 3/30/22-4/1/22	415.03	415.03
15655	8281341278 8281342710	Motorola Solutions, Inc.	04/27/2022	Replacement- Radios Stolen- PW Yard. 8 - APX 4000 Series Radios Replacement- Radios Stolen- PW Yard. 8-APX 4000 Series-Chargers	24,206.40 1,058.64	25,265.04
15656	IN1699560	Municipal Emergency Services Inc	04/27/2022	Uniforms/Fire Inspector	598.77	598.77
15657	7847	North County EVS, Inc.	04/27/2022	E210 Service Call/Replace Turn Signal Switch	259.82	259.82
15658	Upgrade/LG Comm	Pacific Design & Integration, Inc.	04/27/2022	Upgrade & Replace Audio Components/Phase 1 - LG Comm Ctr	14,114.00	14,114.00
15659	Reimb- 4/21/22	Poulin, Matthew	04/27/2022	Reimb: Lodging/Transp/Bicycle Patrol Trng/Poulin 3/30/22-4/1/22	550.91	550.91

15660	2022-112	Quality Code Publishing LLC	04/27/2022	Supplement Service- LG Municipal Code	624.40	624.40
15661	19570A(1) 19570A(2) 87508 87681	Rick Engineering Company	04/27/2022	Prof Svc: FY21-22 Sewer Replacement & Maint Proj (2021-24) Feb22 Prof Svc: FY21-22 Sewer Replacement & Maint Proj (2021-24) Mar22 Prof Svc: LG Housing Element Update - Mar'22 Prof Svc: City Engineer 2/26/22-3/25/22	1,118.02 4,955.10 1,345.00 66,167.64	73,585.76
15662	TM INV-005139	SBRK Finance Holdings, Inc.	04/27/2022	Prof Svcs: Finance Software Proj Mgmt/FIN/PR thru 3/20/22	1,521.50	1,521.50
15663	21524	Smart Cover Systems Inc.	04/27/2022	Renewal-SmartFLOE: Extended Parts Warranty - 5/1/22-4/30/23	5,196.00	5,196.00
15664	81481 81482 81483 81538 81539 81540	Southwest Signal Service	04/27/2022	Markout Reports - Underground Service Alert - Feb'22 Bi-Monthly Traffic Signal Maintenance - Feb'22 Traffic Signal Service Calls - Feb'22 Markout Reports - Underground Service Alert - Mar'22 Bi-Monthly Traffic Signal Maintenance - Mar'22 Traffic Signal Service Calls - Mar'22	40.68 925.54 1,821.31 162.72 991.65 1,683.83	5,625.73
15665	121938888-0003	Sunbelt Rentals Inc.	04/27/2022	Equipment Rental - Post Shore - Senior Ctr	127.97	127.97
15666	320220389	Underground Service Alert/SC	04/27/2022	78 New Ticket Charges - Mar'22	138.70	138.70
15667	STMT 3/22/2022 STMT 3/22/2022 STMT 3/22/2022 STMT 3/22/2022 STMT 3/22/2022 STMT 3/22/2022 STMT 3/22/2022 STMT 3/22/2022 STMT 3/22/2022 STMT 3/22/2022 STMT 3/22/2022 STMT 3/22/2022 STMT 3/22/2022 STMT 3/22/2022 STMT 3/22/2022 STMT 3/22/2022 STMT 3/22/2022 STMT 3/22/2022 STMT 3/22/2022	US Bank Corporate Payment Systems	04/27/2022	Coffee Maker - EOC Fasteners/Lightbulbs/Oil Absorbent/Anemometer/Shovel - Fire Homeless Outreach Gift Cards Water Filter/Drinking Fountain with Bottle Filler Fuel Bottled Water for Engines CA & Federal Employment Poster Lodging/PARMA Conf/Hidalgo 2/27/22-3/2/22 Credit/Job Postings/Comm Dev Mgr Measuring Wheel/Inspector Repair/AC - LGPW#23 '02 GMC 2500 Replace Tire/Mirror - LGPW#16 '14 Ford F150 Zoom Subscription - Online Mtgs Nameplates-McEvoy/Chopyk/Mitchell/Ware/Richard/Easland Virtual Time App - City Mtgs CWEA Membership FY22- Hunt/Rubio/Rodriguez Repair Air Leak - LGPW#32 '14 GapVax Printing Calculator/Paper - Sanitation	75.16 290.92 84.00 82.69 153.30 20.16 56.80 578.01 -225.00 169.00 187.35 243.95 93.99 77.58 19.99 576.00 430.71 50.61	2,965.22
15668	80834711	Waxie Sanitary Supply	04/27/2022	Janitorial Supplies	957.18	957.18
15669	39793	A Aaron Lock & Key	05/04/2022	Keys	237.13	237.13
15670	23224	AAir Purification Systems	05/04/2022	Repair/Vehicle Exhaust Removal System/High Temp Hose - Fire Stn	432.09	432.09
15671	01-6285418	AppleOne Employment Services	05/04/2022	Temp Replacement/Exec Asst 4/17/22-4/23/22	887.64	887.64
15672	5656944689	AutoZone, Inc.	05/04/2022	12V Jump Starter - PW Fleet Supply	237.04	237.04
15673	L1271 L1328 L1329 L1330 L1331 L1332 L1333 L1334 L1335 L1351	Aztec Landscaping Inc	05/04/2022	Landscape Mgmt Svc - Mar'22 Landscape Mgmt Svc - Jan'22 Landscape Mgmt Svc - Feb'22 Landscape Mgmt Svc/Final Billing - Jul'21 Landscape Mgmt Svc/Final Billing - Aug'21 Landscape Mgmt Svc/Final Billing - Sep'21 Landscape Mgmt Svc/Final Billing - Oct'21 Landscape Mgmt Svc/Final Billing - Nov'21 Landscape Mgmt Svc/Final Billing - Dec'21 Materials/Labor- Irrigation Repairs - Various Locations	9,339.53 9,339.53 9,339.53 5,668.04 5,668.04 5,668.04 5,668.04 5,668.04 5,668.04 5,668.04 1,268.70	63,295.53
15674	6475	California Joint Powers Insurance Authority	05/04/2022	Training/HR Academy/Paso Robles/Hidalgo 4/19/22-4/21/22	375.00	375.00
15675	Apr22	Colonial Life	05/04/2022	Colonial Optional Insurance Apr-22	256.16	256.16
15676	22LEMGRNGRCS06	County of San Diego, NextGen RCS	05/04/2022	NextGen RCS Shared Backbone Infrastructure Cost - Pymt #6	48,954.89	48,954.89
15677	7208	D- Max Engineering Inc	05/04/2022	8373 Broadway SWQMP Review 3/30/22-4/11/22	987.00	987.00
15678	Apr-22 May-22	Fidelity Security Life Insurance Company	05/04/2022	Vision Insurance -Apr22 Vision Insurance -May22	266.64 266.64	533.28
15679	9233851394 9279714159	Grainger Inc	05/04/2022	Nitrile Gloves Water Closet Sensor/Override Switch/Restroom - Promenade	78.92 543.03	621.95
15680	SIN016448	HDL Coren & Cone	05/04/2022	Contract Services Property Tax - Apr - Jun 2022	2,310.49	2,310.49
15681	2261	Helix Water District	05/04/2022	Unmetered Water 7/1/21-3/3/22 - St Sweeping/Sewer Line Cleaning	1,350.90	1,350.90
15682	5/3/22	ICMA	05/04/2022	ICMA Deferred Compensation Pay Period Ending 5/3/22	780.77	780.77
15683	14658 14659 14660 14661 14669 14669	Infrastructure Engineering Corporation	05/04/2022	Prof Svc: 1993 Dain Dr 3/1/22-3/31/22 Prof Svc: Vista Azul 3/1/22-3/31/22 Prof Svc: 8373 Broadway 3/1/22-3/31/22 Prof Svc: 7946 Broadway/Kelvin 3/1/22-3/31/22 Prof Svc: FY21 Paving/CM/Inspectn 3/1/22-3/31/22 Prof Svc: FY21 Paving/CM/Inspectn 3/1/22-3/31/22	148.00 296.00 151.00 604.00 6,678.50 6,678.50	14,556.00

15684	Loan#2 Refund	Landeros, Sam	05/04/2022	Refund/Landeros, Samuel/Loan Paid in Full	5.07	5.07
15685	5336417	Mallory Safety and Supply, LLC	05/04/2022	Nitrile Gloves	212.56	212.56
15686	7528374	McNamara Pump and Electric Inc	05/04/2022	Duplex Sewage Pump Stn Svc- 6-Mo Maintenance Svc- 6794 Central	2,965.50	2,965.50
15687	1800016013	MTS	05/04/2022	Permit Review Fees - Broadway/Main St	874.19	874.19
15688	Nguyen	Nguyen, Chat	05/04/2022	Refund - Overpayment of Tax Settlement/1655 Taft	9,287.87	9,287.87
15689	22-036	PSC Investigations	05/04/2022	Prof Svcs: Pre-employment Background Ck	1,250.00	1,250.00
15690	Reimb: 4/28/22 Reimb: 4/28/22	Romero, Lydia	05/04/2022	Reimb: Refreshments & Supplies/Interview Panel/Exec Asst 4/21/22 Reimb: Refreshments/City Council/Streets Workshop 3/26/22	51.18 35.90	87.08
15691	17806	Shamrock Press & Graphics	05/04/2022	AP Checks	384.25	384.25
15692	5163 5284 5288	Spring Valley Lawn Mower Shop	05/04/2022	Carb Kit/Spark Plug/Saw Chain/Air Filter - PW/Streets Throttle Control Kit/Air Filter/Spark Plug - PW/Streets Saw Chains/Oil Mix - PW/Streets	158.18 193.51 108.02	459.71
15693	124687131-0001 124691189-0001 124734527-0001	Sunbelt Rentals Inc.	05/04/2022	Propane Equipment Rental - Walk Behind Brush Cutter -Weed Abatement 4/11 Equipment Rental - Walk Behind Brush Cutter -Weed Abatement 4/12	20.25 94.50 134.82	249.57
15694	13253 13357 13359	T-Man Traffic Supply	05/04/2022	Sign Supplies - Streets Concrete/Asphalt - Streets No Right Turn Sign/Sign Supplies - Streets	1,033.68 60.24 154.01	1,247.93
15695	00117386 00117654	The East County Californian	05/04/2022	Notice Inviting Bids - FY20-21 Street Rehab Proj 4/15/22 Notice of Public Hearing -Transnet Local Street Program 4/22/22	406.00 140.00	546.00
15696	04/28/22	Van Lant & Fankhanel, LLP	05/04/2022	FY2021 Annual Single Audit - Final Billing	2,500.00	2,500.00
15697	73188555 73237377 73250494 73252212 73254458 73257357	Vulcan Materials Company	05/04/2022	Asphalt/SS1H 4.5 Gallon Bucket Asphalt Asphalt Asphalt/SS1H 4.5 Gallon Bucket Asphalt Asphalt	210.76 142.88 123.60 215.09 104.72 157.76	954.81
					535,554.80	535,554.80



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.C
Meeting Date: May 17, 2022
Submitted to: Honorable Mayor and Members of the City Council
Department: City Manager's Office
Staff Contact: Lydia Romero, City Manager
lromero@lemongrove.ca.gov
Item Title: **CalTrans Sustainable Transportation Planning Grant**

Recommended Action: Adopt a resolution (**Attachment A**) authorizing the execution of Restricted Grant Agreement to the City Manager.

Summary: The California Department of Transportation (CalTrans) conditionally awarded a \$315,000 (\$276,000 grant funding + \$39,000 local match) Sustainable Transportation Planning Grant to the City of Lemon Grove for the preparation of a Sustainable Mobility Plan (SMP). The SMP will focus on approximately 20 miles of existing roads to provide students, residents and visitors with safer and more accessible non-motorized transportation options while improving connectivity, creating economic vibrancy, and reducing greenhouse gas (GHG) emissions. The completed grant application can be found in **Attachment B**.

Discussion: As part of the City Council priorities to create safer streets, this grant will create a sustainable mobility plan to create safer access with non- motorized options. A condition of the CalTrans Grant Award is a resolution from the local governing body authorizing the execution of Restricted Grant Agreement. The attached City Council Resolution (**Attachment A**) satisfies this condition, using the specific language required by Caltrans.

Environmental Review:

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

This action is not subject to environmental review under the California Environmental Quality Act (CEQA) because it does not constitute a project as defined by Section 15378 of the CEQA Guidelines.

Fiscal Impact: The \$276,000 Caltrans grant funding award requires a \$39,000 local match from the general fund.

Staff Recommendation: Adopt a resolution (**Attachment A**) authorizing the execution of Restricted Grant Agreement to the City Manager.

Attachment:

Attachment A – Draft Resolution

Attachment B – Sustainable Transportation Planning Grant Program Grant Application

RESOLUTION NO. 2022-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE
AGREEMENTS WITH THE CALIFORNIA DEPARTMENT OF
TRANSPORTATION FOR THE CITY OF LEMON GROVE SUSTAINABLE
MOBILITY PLAN**

WHEREAS, the City Council of the City of Lemon Grove, California is eligible to receive Federal and/or State funding for certain transportation planning related plans, through the California Department of Transportation; and

WHEREAS, a Restricted Grant Agreement is needed to be executed with the California Department of Transportation before such funds can be reimbursed through the Transportation Planning Grant Program; and

WHEREAS, the City of Lemon Grove wishes to delegate authorization to execute these agreements and any amendments thereto.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lemon Grove, California, hereby authorizes the City Manager, or designee, to execute all Restricted Grant Agreements and any amendments thereto with the California Department of Transportation.

PASSED AND ADOPTED on May 17, 2022, 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:

Audrey Malone, City Clerk

Approved as to Form:

Kristen Steinke, City Attorney

Application Checklist

The following documents are required and must be submitted via e-mail in one single PDF document. Keep the file name brief, as files become corrupt when file names are too long. Refer to the Grant Application Guide for additional information and/or samples. Failure to include any of the required documents will result in a reduced application score.

PDF documents should be submitted in their fillable PDF formats.

Required Documents	
(✓)	Ensure these items are completed prior to submitting to Caltrans
	Application Cover Sheet
	Signature Page (Electronic signatures accepted)
	Application Narrative
	Scope of Work
	Cost and Schedule
	Third Party In-Kind Valuation Plan (if applicable, required upon award)
	Map of Project Area
Supplemental Documentation (not required)	
	Graphics of Project Area (when applicable)
	Letter(s) of support
	Data



Sustainable Transportation Planning Grant Program

GRANT APPLICATION COVER SHEET

PART A. APPLICATION INFORMATION

FY 2022-23

Grant Category (select only one)

Sustainable Communities (MPOs with sub-applicant, RTPAs, Transit Agencies, Cities, Counties, Tribes, other Public Transportation Planning Entities)

Strategic Partnerships (MPOs and RTPAs only)

Sustainable Communities Competitive
(11.47% Local Match requirement)

Strategic Partnerships (FHWA SPR Part I)
(20% Local Match requirement)

Sustainable Communities Competitive Technical
(11.47% Local Match requirement)

Strategic Partnerships Transit (FTA 5304)
(11.47% Local Match requirement)

Application Submittal Type (more than one may be selected)

New

Prior Phases

Re-Submittal

New Application

Continuation of a prior project.
If so, list the project title below.

Re-submittal from a prior grant cycle.

How many times has an application
been submitted for this project?

PART B. PROJECT INFORMATION

Project Title and Location

Project Title

Project Location
(City)

Project Location
(County)

PART D: Funding Information

1. Is the applicant proposing to meet the minimum local match requirement or an over-match? Use the Match Calculator to determine the appropriate match. [Match Calculator](#)

Minimum Local Match Over-Match

2. What is the source of Local Match funds being used?

(MPOs – Federal Toll Credits, PL, FTA 5303, and Sustainable Communities Formula cannot be used to match Sustainable Communities Competitive)

Local Transportation Funds Local Sales Tax Special Bond Measures

Other, specify:

Grant Funds Requested	Local Match (Cash)	Local Match (In-Kind)	Total Local Match	% Local Match	Total Project Cost



Sustainable Transportation Planning Grant Program

GRANT APPLICATION COVER SHEET

PART C. CONTACT INFORMATION*

	Applicant	Sub-Applicant	Sub-Applicant
Organization (legal name)			
Dept./Division			
Street Address			
City			
Zip Code			
Phone Number			
Executive Director Name			
Title			
Executive Director E-mail			
Contact Person Name			
Contact Person Title			
Contact Phone Number			
Contact E-mail			

*Use additional pages if necessary.

PART D. COMPLIANT HOUSING ELEMENT

City/County Applying for Sustainable Communities Grants	Yes	No
Does the City/County have a compliant Housing Element?		
Has the City/County submitted Annual Progress Report to the California Department of Housing and Community Development for calendar years 2019 and 2020?		



Sustainable Transportation Planning Grant Program

GRANT APPLICATION COVER SHEET

PART E. LEGISLATIVE INFORMATION

Use the following link to determine the appropriate legislative members in the Project area.

Search by address: <http://findyourrep.legislature.ca.gov/>

State Senator(s)		Assembly Member(s)	
District	Name	District	Name

PART F. LETTERS OF SUPPORT

List all letters of support received for the proposed project.

Name/Agency	Name/Agency




Sustainable Transportation Planning Grant Program

GRANT APPLICATION SIGNATURE PAGE

If selected for funding, the information contained in this application will become the foundation of the contract with Caltrans.

To the best of my knowledge, all information contained in this application is true and correct. If awarded a grant with Caltrans, I agree that I will adhere to the program guidelines.

Applicant			
Authorized Official (Applicant)			
Print Full Name	Lydia Romero		
Title	City Manager		
Signature		Date	10/27/21
Sub-Applicant(s)*			
Authorized Official (Sub-Applicant)			
Print Full Name			
Title			
Signature		Date	
Authorized Official (Sub-Applicant)			
Print Full Name			
Title			
Signature		Date	
Authorized Official (Sub-Applicant)			
Print Full Name			
Title			
Signature		Date	

*Use additional pages if necessary.



Sustainable Transportation Planning Grant Program
SUSTAINABLE COMMUNITIES - GRANT APPLICATION
NARRATIVE

PART G. APPLICATION NARRATIVE

FY 2022-23

Project Information

Organization (legal name)	
Project Title	
Project Area Boundaries	

Application Narrative

1. Project Description (10 points)

Briefly summarize project in a clear and concise manner, including why the project is necessary, major deliverables, parties involved, and any connections to relevant local, regional, and/or State planning efforts. **Do not exceed the space provided.**



Sustainable Transportation Planning Grant Program
SUSTAINABLE COMMUNITIES - GRANT APPLICATION
NARRATIVE

2A. Project Justification (15 points)

- Describe the problems or deficiencies the project is attempting to address, as well as how the project will address the identified problems or deficiencies
- List the ramifications of not funding this project
- Clearly define the existing issues surrounding the project (e.g., transportation issues, inadequate transit services, impacts of heavy trucking on local streets, air pollution, etc.)
- Competitive applications support the need for the project with empirical data
- Describe how this project addresses issues raised
- Define the public benefit
- Explain how the public was involved with identifying issues
- Describe the impact of not funding the project
- **Do not exceed the space provided**



Sustainable Transportation Planning Grant Program
SUSTAINABLE COMMUNITIES - GRANT APPLICATION
NARRATIVE

2A. Project Justification (continued)



Sustainable Transportation Planning Grant Program
SUSTAINABLE COMMUNITIES - GRANT APPLICATION
NARRATIVE

2B. Disadvantaged Communities Justification (5 points) - Do not exceed the space provided

- Explain how the project area or portions of the project area are defined as a disadvantaged community, including Native American Tribal Governments and rural communities
- Explain how the proposed project addresses the needs of the disadvantaged community
- Describe how disadvantaged communities will benefit from the proposed planning project
- The tools in Grant Application Guide, Appendix A, are intended to help applicants define a disadvantaged community. Cite data sources, the tools used, and include a comparison to the statewide thresholds that are established in each tool

2C. Disadvantaged Communities Engagement (5 points) - Do not exceed the space provided

- Describe how the proposed effort would engage disadvantaged communities, including Native American Tribal Governments and rural communities. Include specific outreach methods for involving disadvantaged communities
- Describe how disadvantaged communities will continue to be engaged during the next phases after the proposed planning project is complete, including project implementation. See Grant Application Guide, Appendix A, for best practices in community engagement



Sustainable Transportation Planning Grant Program

SUSTAINABLE COMMUNITIES - GRANT APPLICATION

NARRATIVE

3. Grant Specific Objectives (Total 35 points)

Integrate the following Grant Program Considerations (Grant Application Guide, Chapter 1.2) in the responses for 3A-G below, as applicable:

- Caltrans Strategic Management Plan
- California Transportation Plan (CTP)
- Modal Plans that Support the CTP
- Title VI and Environmental Justice
- Climate Action Plan for Transportation Infrastructure

3A. Grant Specific Objectives (5 points) - Do not exceed the space provided

- Explain how the proposal encourages local and regional multimodal transportation, housing and land use planning that furthers the region's RTP SCS (where applicable)
- Demonstrate how the proposed effort would coordinate transportation, housing, and land use planning components of the project to inform one another (i.e., regular coordination meetings between responsible entities, joint community meetings, letters of commitment from all relevant implementing agencies, etc.)
- Explain how the proposed effort would contribute to shifts in land use towards more sustainable and equitable communities, such as more affordable housing near transit or more compact regional development patterns (Reference Grant Application Guide, Chapter 2.2, for example project types)



Sustainable Transportation Planning Grant Program
SUSTAINABLE COMMUNITIES - GRANT APPLICATION
NARRATIVE

3B. Grant Specific Objectives (5 points)- Do not exceed the space provided

- Explain how the proposal contributes to the State's GHG reduction targets and advances transportation related GHG emission reduction project types/strategies (i.e., mode shift, demand management, travel cost, operational efficiency, accessibility, and coordination with future employment and residential land use, etc.)

3C. Grant Specific Objectives (5 points) - Do not exceed the space provided

- Explain how the proposal supports other State goals, including but not limited to:
 - State Planning Priorities (Government Code Section 65041.1)
 - Climate Adaptation Goals (Safeguarding California)
 - Goals and Best Practices cited in the 2017 RTP Guidelines, Appendices K and L



Sustainable Transportation Planning Grant Program
SUSTAINABLE COMMUNITIES - GRANT APPLICATION
NARRATIVE

3D. Grant Specific Objectives (5 points) - Do not exceed the space provided

- Explain how the proposal encourages stakeholder involvement
 - List the stakeholders involved in the planning effort (e.g., first responders, community-based organizations, local housing and public health departments, transit agencies, and partners including State, federal, local agencies)
 - Explain how stakeholders will be involved throughout the project

3E. Grant Specific Objectives (5 points) - Do not exceed the space provided

- Explain how the proposal involves active community engagement
- Describe the specific public outreach methods/events that will be employed in the project
- Explain how public input will inform the project
- Describe how the effort will survey the public at the end of each outreach event to gauge effectiveness of these activities for the planning effort



Sustainable Transportation Planning Grant Program
SUSTAINABLE COMMUNITIES - GRANT APPLICATION
NARRATIVE

3F. Grant Specific Objectives (5 points) - Do not exceed the space provided

- Explain how the proposal assists in achieving the Caltrans Mission and Grant Program Objectives (Grant Application Guide, Chapter 1.2): Sustainability, Preservation, Accessibility, Safety, Innovation, Economy, Health, and Social Equity, as applicable

3G. Grant Specific Objectives (5 points) - Do not exceed the space provided

- Explain how the proposal ultimately results in funded and programmed multimodal transportation system improvements. Applicants should discuss next steps for project implementation, including timing for programming improvements that would result from the planning effort



Sustainable Transportation Planning Grant Program
SUSTAINABLE COMMUNITIES - GRANT APPLICATION
NARRATIVE

4. Project Management (Total 30 points)

See Scope of Work and Cost and Schedule samples and checklists for requirements (Grant Application Guide, Appendix B), also available on the Caltrans grants website:
<https://dot.ca.gov/programs/transportation-planning/regional-planning/sustainable-transportation-planning-grants>

4A. Scope of Work (15 points)

4B. Cost and Schedule (15 points)

Scope of Work Checklist

The Scope of Work (SOW) is the official description of the work that is to be completed during the contract. Tasks 1-6 outlined in the SOW are for illustrative purposes only.

Applications with missing components will be at a competitive disadvantage. Please use this checklist to make sure your Scope of Work is complete.

Scope of Work Checklist	
(✓)	Ensure these items are completed prior to submitting to Caltrans
✓	Use the Fiscal Year 2022-23 template provided
✓	Include the activities discussed in the grant application
✓	List all tasks using the same title as stated in the Project Cost and Schedule
✓	Include task numbers in accurate and proper sequencing, consistent with the Cost and Schedule
✓	Exclude sub-task numbers; only include sub-headings
✓	Exclude tasks for project management and/or staff/consultant coordination; these activities should be spread among relevant tasks
✓	Include a thorough Introduction to describe relevant background, related planning efforts, the project and project area demographics, including a description of the disadvantaged community involved with the project, if applicable
✓	Include a thorough and accurate narrative description of each task
✓	Task 01 is a required task. It must be titled "Project Administration", it cannot exceed 5% of the grant award amount, and only the grantee and sub-recipient(s) can charge against this Task. This Task must only include the following activities and deliverables: <ul style="list-style-type: none"> • Caltrans and grantee Project kick-off meeting at the start of the grant • Invoicing and quarterly reporting to Caltrans • DBE Reporting (federal grants only)
✓	Include Task 02 for the procurement of a consultant (if needed). This task is for the <u>grantee and sub-recipient(s) only</u> .
✓	Include detailed public participation and services to diverse communities in the Public Outreach Task (excluding technical projects)
✓	Identify public outreach strategies in a manner that provides flexibility and allows for a diverse range of outreach methods (both in-person and on-line), considering the current COVID-19 environment (excluding technical projects)
✓	Include a Task(s) for a Draft and Final product. The draft plan must include an opportunity for the public to provide feedback (excluding technical projects).
✓	Include a summary of next steps your agency will take towards implementing the project in the Final Product
✓	List achievable project deliverables for each Task
✓	EXCLUDE environmental, complex design, engineering work, and other ineligible activities outlined in the Grant Application Guide

SCOPE OF WORK

Project Information	
Grant Category	Sustainable Transportation Planning Grant
Grant Fiscal Year	2022/23
Project Title	Lemon Grove Sustainable Mobility Plan
Organization (legal name)	City of Lemon Grove

Introduction

The City of Lemon Grove (City) charmingly boasts the World’s Biggest Lemon, weighing some 3000 pounds, and approximately 10-feet long and 6-feet wide. The lemon sculpture sits on a concrete base at the corner of Broadway and Lemon Grove Avenue, adjacent to the City’s Main Street. It lies before a small lemon grove beside the Orange Line Trolley tracks near the local trolley station and downtown bus stop. Written across the base of this monument are the words "Best Climate on Earth." It’s a community and placemaking asset in this East County of San Diego city.

Given its size (just 3.9 square miles), terrain, comfortable or “best climate”, and connectivity to transit two San Diego Trolley Stations, Lemon Grove is ideal for families, residents, and visitors to use active modes for daily travel. The City is bordered on all sides by neighboring cities and unincorporated San Diego County, preventing further sprawl. With infill planned for low to moderate-income housing and a revitalized Main Street, Lemon Grove is attracting younger families who are looking for active transportation options in the communities they choose to live in. With a current housing shortage and anticipated growth in population, it is critical for the City to develop an intentional, community-driven plan for improvements that will result in a connected, accessible network of bicycle and pedestrian facilities.

The City of Lemon Grove’s Sustainable Mobility Plan (SMP) aims to improve safety, connectivity, and economic vibrancy while reducing GHG emissions. It also seeks to develop a comprehensive active transportation system that parallels regional and state planning efforts. The City currently does not have a pedestrian master plan and the 2006 Bicycle Master Plan is outdated. The SMP will assist in implementing the City’s Circulation Element by determining existing conditions and deficiencies, goals and objectives, priority projects and cost estimates, and an implementation plan. It will also tie into the City’s ongoing support and implementation of Safe Routes to School projects.

Lemon Grove will use the completed SMP to inform and prioritize infrastructure and programmatic investments with City funds, as well as to pursue grant opportunities such as the Caltrans Active Transportation Program (ATP).

Project Stakeholders

To ensure equitable participation and input, the City intends to meaningfully engage stakeholders in the SMP process with the existing Traffic Advisory Committee (TAC). Additional stakeholders will be invited and will include, but are not limited to San Diego Metropolitan Transit System, SANDAG, Caltrans, the County of San Diego Health and Human Services Agency, Safe Kids San Diego, community-based organizations, active transportation professionals, and others.

The City will hire a professional consulting firm to assist with this project. In partnership with the City and the TAC, the Consultant will perform Task 1- 6 of this Scope of Work.

Overall Project Objectives

The overall objectives of the SMP are to:

- Improve safety, accessibility, and health; reduce greenhouse emissions; and increase travel mode choices in Lemon Grove.
- Position Lemon Grove for implementation of recommendations, including through competitive grant funding opportunities.

Summary of Project Tasks

Task 01: Project Administration

The City will schedule and hold a kick-off meeting with Caltrans District 11 staff within one month after the Notice to Proceed. The purpose of the kick-off meeting is to discuss grant procedures and project expectations including invoicing, quarterly reporting, and all other relevant project information. An agenda will be sent in advance of the kick-off meeting and meeting notes will be sent to appropriate parties within one week of the meeting.

The City will submit Quarterly Progress Reports (QRP) to Caltrans District 11 staff following the State Fiscal Year quarterly reporting schedule (July – September, October – December, January – March, April – June) for the entirety of the project.

The City will monitor all project work and costs and will submit invoices to Caltrans District 11 offices on a quarterly basis, in conjunction with the QRPs. Invoices will clearly show project costs and matching funds by line item incurred over during the invoice reporting timeframe.

Task Deliverables
Kick-off meeting with Caltrans - Meeting Notes, quarterly invoices and progress reports, DBE reporting (federal Grants only).

Task 02: Consultant Procurement

The City will select a qualified professional consulting firm to provide the required contract services as requested, which will include Tasks 1-6 of this Scope of Work. Upon successful negotiation of acceptable scope and fee, a professional services agreement with the selected firm ("Consultant") will be scheduled for the award by the Lemon Grove City Council. An award package will be submitted to Caltrans.

Task Deliverables
RFP Package; Copy of Consultant contract

Task 1: Existing Conditions

The Consultant will review the existing planning documents including but not limited to:

- City of Lemon Grove General Plan
 - Mobility Element
- Regional Bicycle Master Plan
- SANDAG 2050 Regional Transportation Plan
 - Healthy Environments
 - Travel, housing, and employment choices
- County of San Diego Health and Human Services Agency Community Action Plan
- California Transportation Plan 2040

The Consultant will collect publicly available GIS data and create a comprehensive database that will be used to create a series of maps for the project. Information contained on the base mapping will be derived from publicly available data and any previously prepared exhibits, reports, and mapping provided by the City. The inventory and analysis shall include, though not limited to, the following:

- Traffic volumes and roadway capacity
- Environmental Justice Areas and Impacts
- Mode Share
- Description of land use, destinations, and housing
- Demographics of walking and biking
- Pedestrian and bicycle crash data
- Pedestrian and bicycle count data by location
- Existing active transportation facility types
- Bicycle parking
- Transit routes

The Consultant will develop a Data Needs Assessment Memo based on the findings, and will work with the City to collect the data needed to support the development of this project.

The Consultant will compile this information into an Existing Condition Memo and will submit the report to the City.

Task Deliverables
Data Needs Assessment Memo
Updated database of SMP digital files in ESRI shapefile and/or geodatabase format
Project area maps
Existing Conditions Memo

Task 2: Analysis

Building on data collected in Task 1, the Consultant will perform a variety of analyses to determine opportunities and constraints. The Consultant will conduct a Level of Traffic Stress Analysis to examine the City’s centerline-miles of the roadway and determine the current conditions of streets for cycling, in order to identify a Low Traffic Stress Network. This will identify critical linkages along a network, which informs network recommendations and the project prioritization process.

Utilizing GIS analysis and other tools, such as STRAVA, Walk Score, Bike Score, and Transit Score, the Consultant will also prepare maps that portray bicycling and walking origins and destinations within the City (and reasonable proximity to municipal boundaries). This analysis will help predict where people would want to go if provided the opportunity to ride or walk. The Consultant will include barriers to travel, such as terrain, Interstate highways, and major arterials. The Consultant will utilize GIS and other tools to analyze the proximity of the existing network and accessibility to disadvantaged populations.

Additionally, the Consultant will utilize GIS and other tools to analyze crash risk based on locations, types of crashes, and types of violations. The Consultant will also conduct bicycle and pedestrian counts at up to three (3) locations near schools in the project area to assess demand, which will be used to inform areas for improvement and prioritize potential projects.

The Consultant will conduct two (2) mobility audits with members of the community and TAC (Task 4). The efforts will be focused on assessing areas of the City which have not received similar assessments within the last two years, areas with significant mobility challenges, and address social equity concerns, such as access to work for low-income workers in Lemon Grove. The Consultant will work with the City to determine the scope, scale, and implementation of the audits, but at a minimum, traditional paper evaluations will be supplemented with digital assessments using a mobile app. Data will be compiled and utilized to create neighborhood-specific maps that identify preferred alternative transportation networks, existing deficiencies, and inform the prioritization process.

The Consultant will assess existing transit services in the City, including fixed route, demand response, and commuter rail services. Route ridership, stop and route performance, and a physical assessment of high-volume stops will be noted and documented to identify first/last-mile gaps, and to evaluate and inform the feasibility and competitiveness of non-motorized access improvements around the station/stop areas within the City's jurisdiction.

These analyses will be summarized in a Technical Analysis Memo.

Task Deliverables
Technical Analysis Memo

Task 3: Public Outreach

Note: All events will be publicly noticed to ensure maximum attendance. All public notices will be in English and Spanish. Spanish and sign language interpreters will be present at all workshops, as requested. In addition, all activities will comply or be adjusted to align with COVID-19 safety protocols.

The Consultant will develop an Outreach and Engagement Framework Report outlining the selected approach to community outreach throughout the project. The report will detail key outreach events, timelines, social and traditional media engagement opportunities, and language/translation needs, among other elements.

The Consultant will work with City communications staff and TAC (Task 4) to develop and implement a project webpage and social media presence for the project. The City will host the project webpage on its City webpage and will work with the Consultant to develop, refine, and post content. The webpage will feature links to project deliverables and project outreach

elements (surveys, comment forms, etc.), and will feature a web-mapping application, where users can identify mobility challenges and desired mobility options within the City.

The Consultant will conduct walk audits at each of the public schools and parks in the City. These audits will analyze infrastructure conditions related to Safe Routes to School and Park Planning, with an emphasis on identifying issues within the public right-of-way for documentation and prioritization of projects. Neighborhood Suggested Routes to School and Park Maps will be developed for each of the schools and parks for posting on the City's websites and schools' use. The Consultant will work with the schools to find the best avenue with which to engage the respective school sites and family communities.

The Consultant will facilitate up to three (3) outreach events over the life of the project. These events will be advertised using the multimedia approach outlined in the Outreach Framework Report and will feature bi-lingual materials where appropriate. The first event will focus on identifying mobility challenges and issues residents and stakeholders have in the City and will inform the development of the subsequent recommendations. The second event will provide residents with a series of potential mobility recommendations and improvements and will invite participants to prioritize options to arrive at a community consensus. The third event will present the results of the community ranking and prioritization process and will seek to ensure that the recommended active transportation networks and mobility recommendations will be accepted by City Council and community members.

The Consultant will work with the City to identify up to four (4) businesses that could benefit from the recommendations of the SMP. The goal of this effort would be to identify mobility and Transportation Demand Management (TDM) issues faced by employers, employees, and entire industries in the City, propose mobility and TDM solutions, and assess the feasibility and willingness to use transportation alternatives such as carsharing, vanpooling, subsidized transit passes, employer shuttles, bike-sharing, etc. The Consultant will present the project at three (3) ongoing community events to increase awareness of the SMP, identify issues, and solicit feedback. Potential events include the Lemon Grove Farmers Market, the Lemon Grove Concerts in the Park, and Clean-Up Events. At least one of these events will take place at one of Lemon Grove's trolley stations, and will feature Spanish-language materials.

The Consultant will provide a document summarizing the outreach efforts under this task into a Public Outreach Summary Memo.

Task Deliverables
Outreach and Engagement Framework Report
Project webpage, web mapping tool, and summary of comments received
School and park walk audits
Up to three (3) outreach events and all materials, including meeting notices
Up to four (4) business outreach events and all materials, including meeting notices
Up to three (3) community events and all materials, including meeting notices
Public Outreach Summary Memo

Task 4: Advisory Committee Meetings

Community leaders and local organizations will be engaged in a Technical Advisory Committee (TAC) to prepare for and to monitor project activities. The Consultant will assist the City with identifying membership in the TAC. The TAC will meet a maximum of six (6) times throughout the project to provide guidance regarding the direction of the project and to review progress.

Task Deliverables
TAC stakeholders list
Meeting agendas and minutes
Presentation materials

Task 5: Draft and Final Plan

Based on data collected, work prepared in previous tasks, and feedback from City staff, TAC, project partners, and community members, the Consultant will prepare a Draft SMP for City staff review that aligns with the Caltrans Active Transportation Program guidance. Based on City staff comments on the Draft SMP, the Consultant will revise the Draft SMP into a formatted Public Draft SMP to be presented to project stakeholders and the public.

The Consultant will develop consistent overall goals and objectives, building on existing documents, the current Mobility Element, Regional RTP SCS, CTP 2040, and including extensive community input, consistency with the Regional Bicycle Master Plan, consideration of surrounding jurisdictions, and the TAC. Performance indicators will be drafted and linked to each goal and objective identified. The Consultant will perform a best-practices review to and identify measures to increase and improve sustainable mobility in the City.

The Consultant will develop an active transportation data collection plan that can support the calculation of specific active transportation performance indicators identified. Active Transportation Performance Indicators might include bicycle and pedestrian counts, estimates of bicycle and pedestrian miles traveled, mode shares by trip purpose, average minutes of cycling and walking per day, cycling/walking rates by subpopulations, sidewalk cycling, and cycling/pedestrian collision rates. The data collection plan will outline necessary data collection tools, data collection locations, and a schedule for data collection.

The Draft SMP will also include recommendations for capital projects to improve the City's bikeway network, pedestrian facilities, transit services, and SRTS corridors. Proposed network/system recommendations will take into consideration connectivity to the San Diego Regional Bicycle Master Plan, and to existing and planned facilities in adjacent cities, as well as issues such as grades, route efficiencies, barriers, and system connectivity. The pedestrian network will take into account the needs of vulnerable populations such as students, seniors, and transit users. The Consultant will provide maps depicting the planned pedestrian and bicycle networks by classification and types of facilities. In consultation with the City and TAC, the Consultant will also create a prioritization methodology to rank these draft recommendations based on available measures such as cycling and walking demand, barriers/need, safety issues, equity, and feasibility.

The Consultant will also recommend programs to improve bicycle and pedestrian education, utilization, and public outreach efforts. Recommended programs will be based both on the results of the previous tasks that identified problem areas and the experiences of other cities throughout the State.

The Consultant will identify high-priority projects and programs, as well as conceptual designs for the high-priority projects and planning-level cost estimates. The estimates will be "grant ready" and include planning, design, engineering construction, and contingency costs. The Consultant will develop project/program description sheets for 10 top priority projects/programs that will facilitate future grant funding applications.

The Consultant will prepare an Implementation Plan identifying potential matching and major funding sources, associated criteria, and requirements. Costs of the phased improvements will be compared with funding needs so that long-term programming for local matching funds can be accomplished.

The Consultant will include in the Implementation Plan prioritization and ranking, and other programmed transportation improvements, eliminating an immediate bottleneck or safety hazard and ensuring that active transportation infrastructure grows citywide rather than as a series of disconnected projects over time. The Consultant will develop an implementation plan for fundable, high-priority projects and programs over the next 5 years, along with an unconstrained implementation plan for the next 20 years.

The Consultant will prepare the Final SMP in formatted, electronic form that addresses comments received on the Draft SMP from project stakeholders and the public. Four hard copies and four electronic copies of the Final SMP will be submitted to Caltrans. The Final SMP will include a summary of the next steps towards implementation, credits Caltrans on the cover and title page, and will be submitted to Caltrans in an ADA accessible electronic copy.

Task Deliverables
Draft SMP
Public Draft SMP
Final Draft SMP

Task 6: Board Review/Approval

In collaboration with the City, the Consultant will present the Final SMP to the Lemon Grove City Council. The Consultant will respond and resolve any critical issues so that the Lemon Grove City Council can adopt the Final Plan.

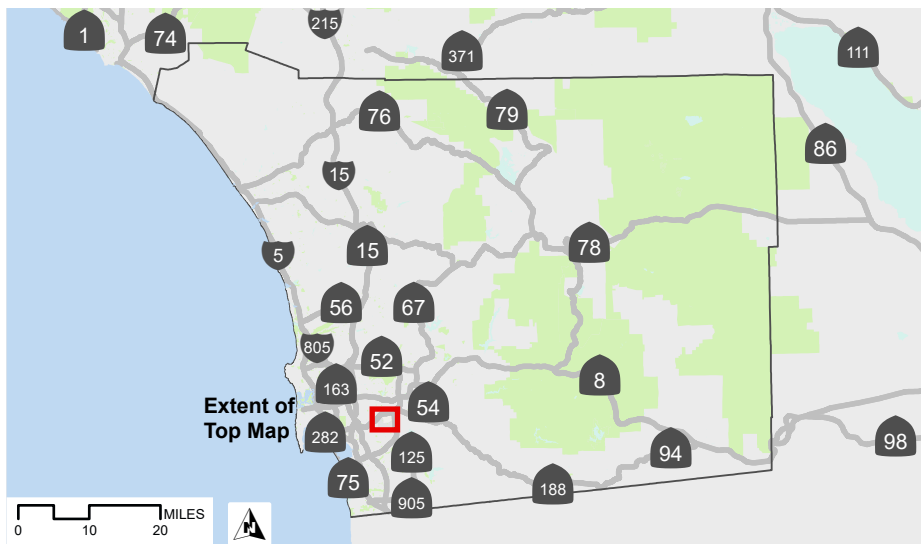
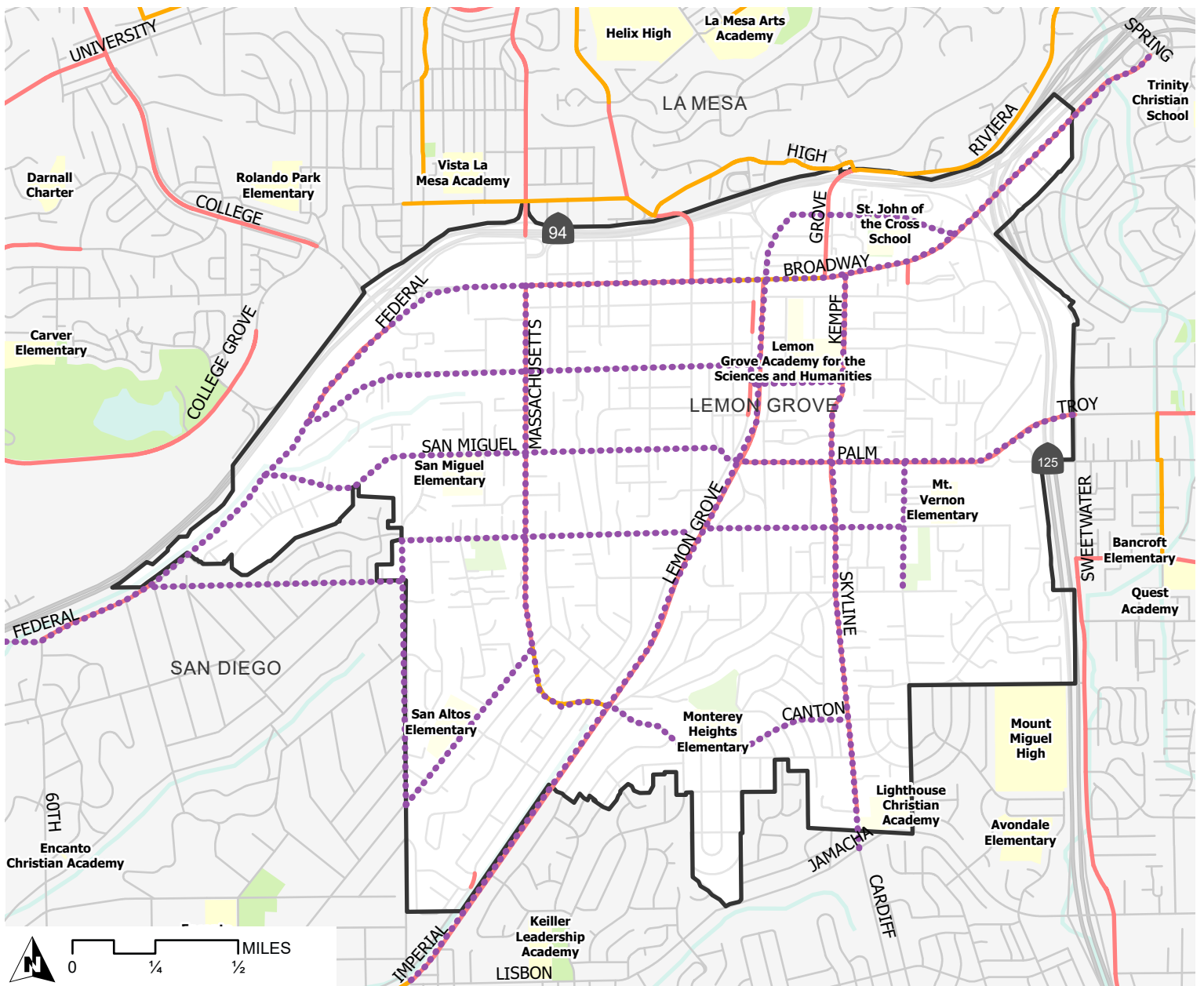
Task Deliverables
City Council agenda and presentation
Documentation of City Council acceptance/approval

Cost and Schedule Checklist

The Cost and Schedule is the official budget and timeline for the project. Tasks 1-6 outlined in the Cost and Schedule are for illustrative purposes only. **The Cost and Schedule must be consistent with the Grant Application Cover Sheet. Applications with missing components will be at a competitive disadvantage.**

Cost and Schedule Checklist	
(✓) Ensure these items are completed prior to submitting to Caltrans	
x	Use the Fiscal Year 2022-23 template provided (do not alter the template)
x	List all tasks with the same title as stated in the Scope of Work
x	Include task numbers in proper sequencing, consistent with the Scope of Work
x	Exclude sub-task numbers and sub-headings
x	Exclude tasks for project management and/or staff/consultant coordination; these activities should be spread among relevant tasks
x	Task 01 is a required task. It must be titled "Project Administration", it cannot exceed 5% of the grant amount requested, and only the grantee and recipient(s) can charge against this Task. This Task must only include the following activities and deliverables: <ul style="list-style-type: none"> • Project kick-off meeting between the grantee and Caltrans at the start of the grant • Invoicing and quarterly reporting to Caltrans • DBE Reporting (federal grants only)
x	Include Task 02 for procurement of consultants, if consultants are needed. This task is for the <u>grantee and sub-recipient(s) only</u> .
x	Complete all budget columns as appropriate: Total Cost, Grant Amount, Local Cash Match, and if applicable, Local In-Kind Match
x	Ensure the correct minimum local match amount, calculated as a percentage of the total project cost (grant plus local match), is provided
x	Ensure the total Local Match amount meets the minimum required Local Match for the specified Grant Category
x	Include a grant amount for each Task (excluding Tasks 01 and 02)
x	Identify if a Tapered Local Match approach will be used, which allows grantees to vary the required local match ratio over the life of the grant contract. Grantee agrees to satisfy the total local match amount by the contract expiration date.
x	Identify the estimated indirect cost rate if indirect costs will be reimbursed. If FY 2022-23 indirect cost rates are not available, the rate will be an estimate based on the currently approved rate.
x	Include a best estimate of the amount of time needed to complete each task
x	State a realistic total cost for each task based on the work that will be completed
x	Start the timeframe at the beginning of the grant period (July 2022 for MPO/RTPAs; November 2022 for non-MPO/RTPAs)
x	Extend the timeframe to the end of the grant period (Project end dates differ based on applicant type (MPO/RTPA or non-MPO/RTPA) and type of funds (State or federal) (See Grant Application Guide, Chapter 8.2, for more details)

Attachment A



**CITY OF LEMON GROVE
SUSTAINABLE TRANSPORTATION GRANT
PROJECT AREA**
Lemon Grove, CA

- Project Locations
- Existing Bikeways**
- Multi-Use Path
- Bike Lane
- Bike Route

Attachment B



Example of deficiencies in the sidewalk network in residential areas of Lemon Grove. Lemon Grove residential areas could benefit from assessing access, safety, and connectivity.



Lemon Grove residential areas lack sidewalks or even side paths, pushing active mode users into the roadway.



Multi-family homes increase parking needs, limiting space for active mode users.






Lemon Grove's commercial areas also lack sidewalks and bike lanes, limiting connectivity.

Attachment C

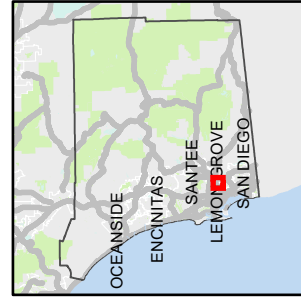
Lemon Grove Sustainable Mobility Plan

Bicycle-Involved Collisions 2014-2018

-  Severe Injury
-  Bicycle Collision
-  Proposed Improved Route

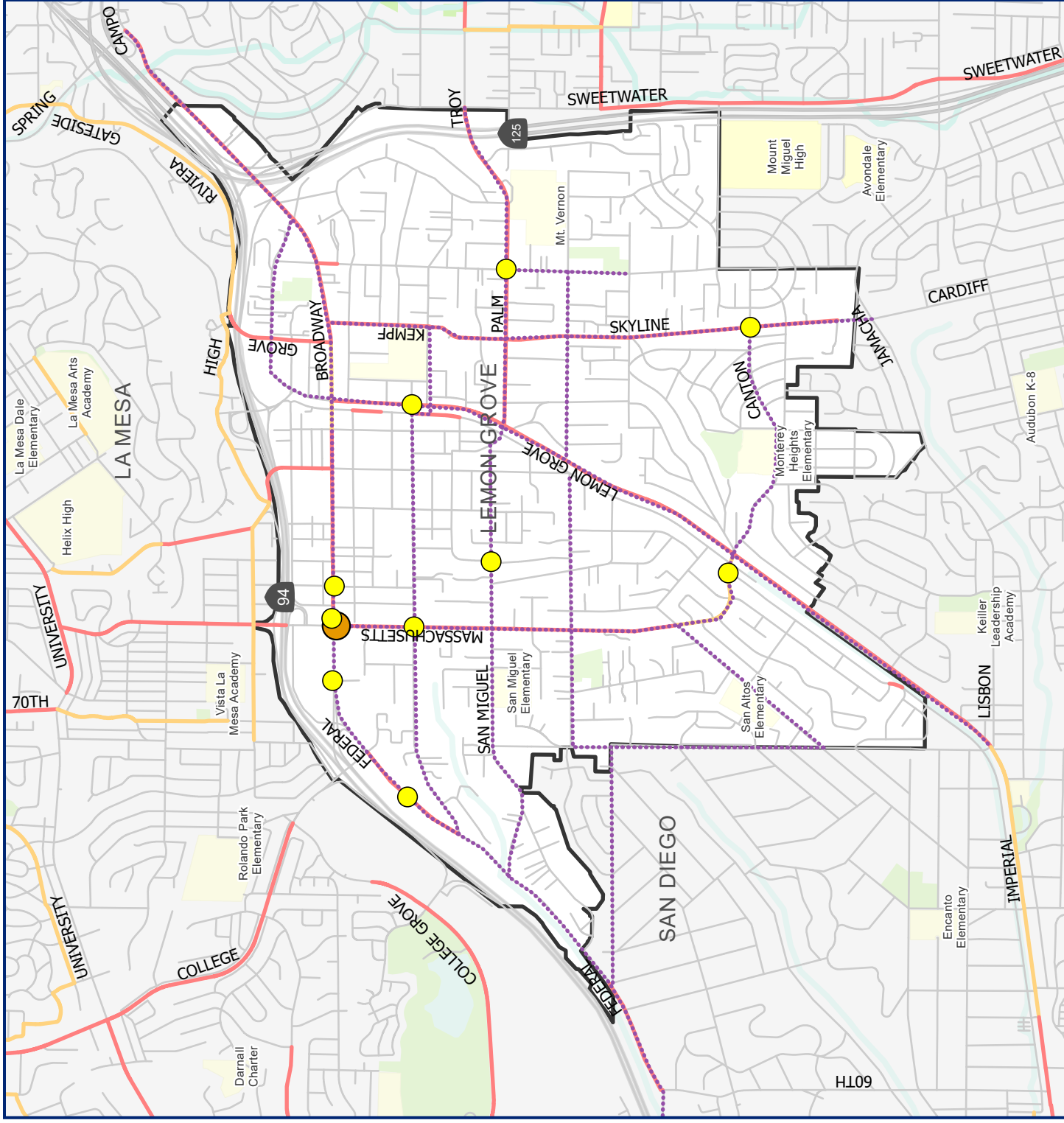
Existing Bikeways

-  Multi-Use Path
-  Bike Lane
-  Bike Route



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MILES

Map produced October 2021
Data Sources:
US Census, SWTRS



Attachment D

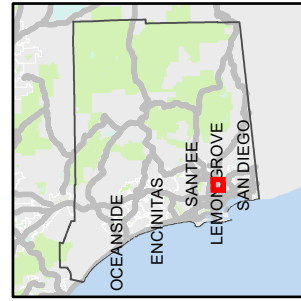
Lemon Grove Sustainable Mobility Plan

Pedestrian-Involved Collisions 2014-2018

- Fatality
- Pedestrian Collision
- Proposed Improved Route

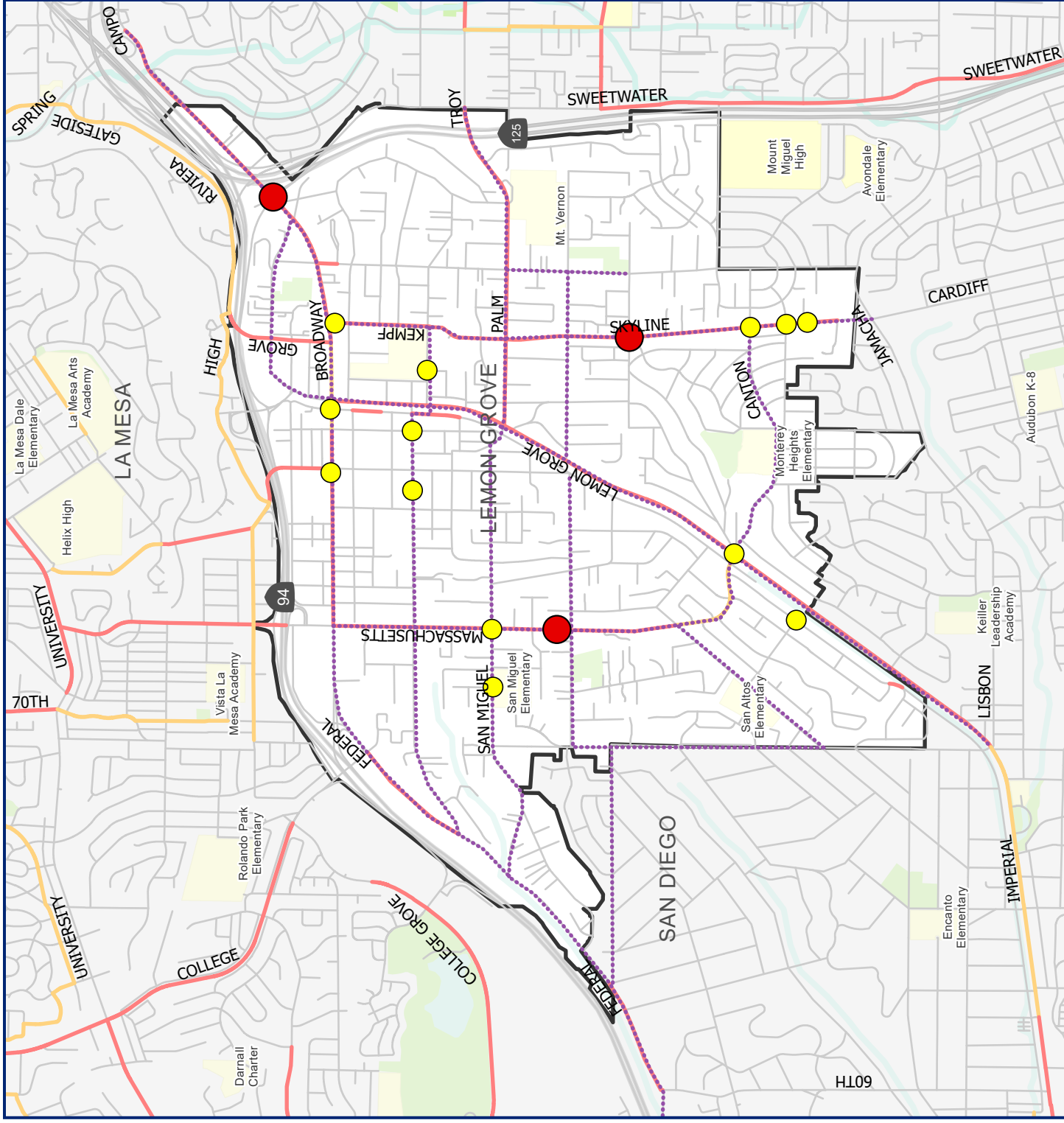
Existing Bikeways

- Multi-Use Path
- Bike Lane
- Bike Route



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MILES

Map produced October 2021
Data Sources:
US Census, SWITRS

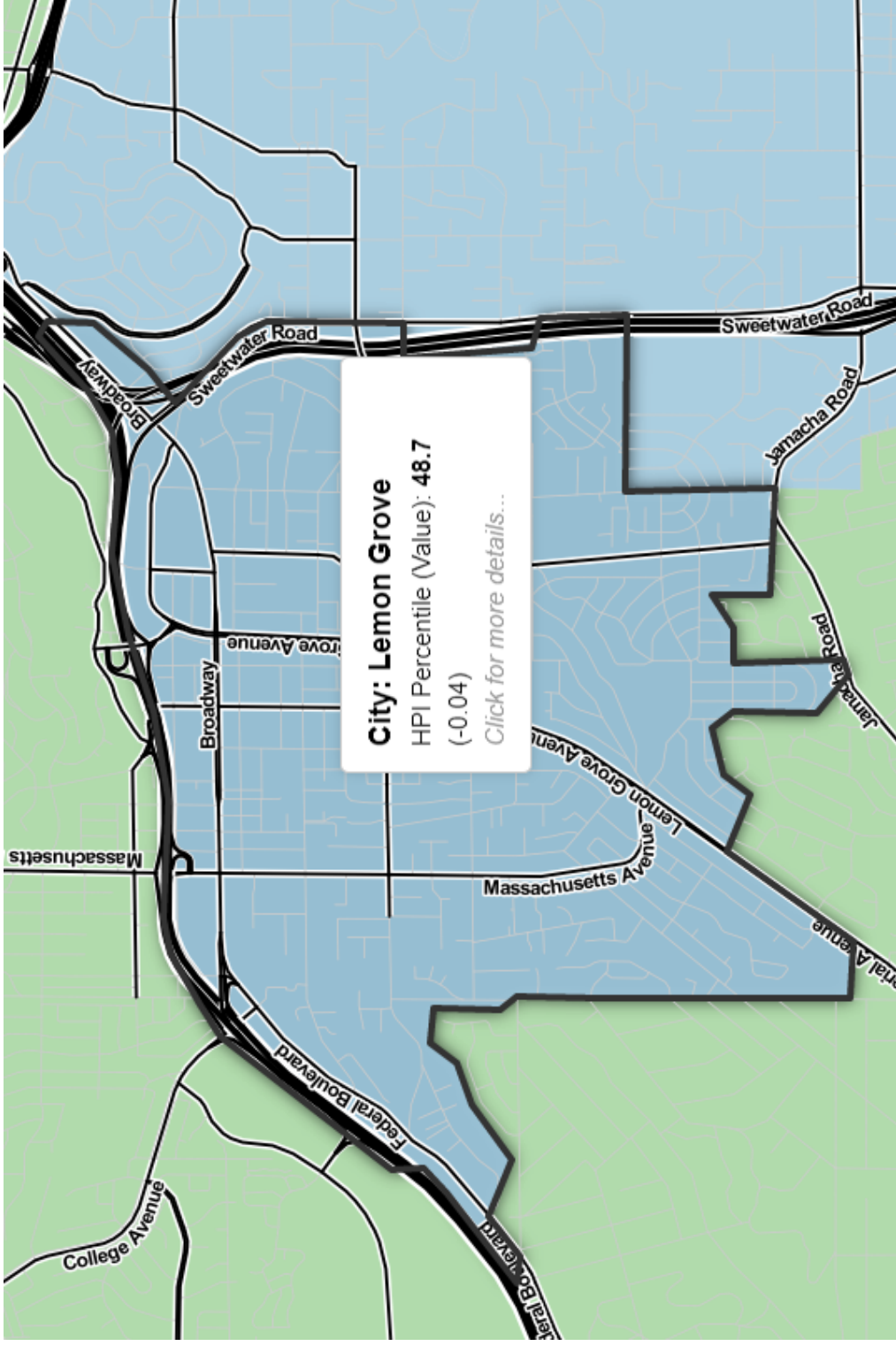
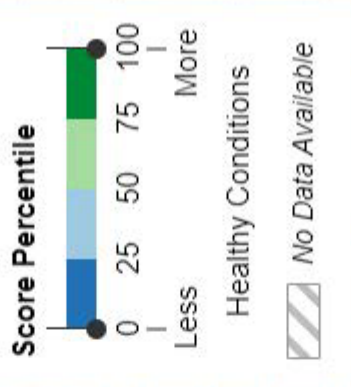


Attachment E

Lemon Grove

Sustainable Mobility Plan

Healthy Places Index



Attachment F



**SAN DIEGO
COUNTY
SAFE
ROUTES
TO SCHOOL
COALITION**

“Working to
promote
regional SRTS
efforts,
coordination,
and
information
sharing in
San Diego
County.”

Noah Alvey, Community Development Manager
City of Lemon Grove
3232 Main Street
Lemon Grove, CA 91945

October 7, 2021

RE: Support for the City of Lemon Grove’s Sustainable Transportation Planning Grant Application – Sustainable Mobility Plan

Dear Mr. Alvey,

On behalf of San Diego County Safe Routes to School (SRTS) Coalition, I am pleased to submit this letter in support for your Sustainable Mobility Plan (SMP) application to the Caltrans Sustainable Transportation Planning Grant program. This project will support safer routes for families actively commuting in Lemon Grove.

San Diego County SRTS Coalition is made up of stakeholders from cities, counties, schools, and others who are working to promote regional SRTS efforts, coordination, and information in San Diego County. Lemon Grove has been an incredible ally in this work. Furthermore, your proposed project aligns with other regional efforts, as outlined in the *San Diego Regional Safe Routes to School Strategic Plan* adopted by SANDAG in March 2012.

The proposed work builds on a strong history of creating safer facilities for people walking and biking in Lemon Grove. Through planning and design projects, Lemon Grove has consistently demonstrated best practices for other cities in the San Diego region. This project is another example of your leadership. I strongly endorse the City’s efforts to seek funding to support projects that will continue to encourage pedestrian and bicycling safety and look forward to working with you on this important project.

Sincerely,

Kristin Haukom, MPH
Co-Chair
619-987-7977



San Diego County Sheriff's Department

Post Office Box 939062 • San Diego, California 92193-9062



William D. Gore, Sheriff

October 23, 2021

City of Lemon Grove
Attn: Mike James, Assistant City Manager / Public Works Director
3232 Main Street
Lemon Grove, CA 91945

Dear Mr. James,

Support for the city of Lemon Grove's Sustainable Transportation Planning Grant application

On behalf of the San Diego County Sheriff's Department, I would like to express my support for the city of Lemon Grove's Sustainable Transportation Planning Grant application for a Sustainable Mobility Plan (SMP). The city's proposed project scope of work, as outlined in their application, will help improve transportation-related safety, reduce greenhouse emissions, and increase travel mode choices.

The Lemon Grove SMP will guide the city in expanding and improving safe, healthy, and convenient travel options for people of all ages and abilities. The SMP will help connect communities, schools, and parks. It will also provide a strategy to establish and active transportation in Lemon Grove that includes complete streets, bicycle elements, pedestrian elements, Safe Routes to School (SRTS), and first-last mile connections.

As the law enforcement agency responsible for public safety in Lemon Grove, these strategies are important to maintaining the safety of the citizenry. Especially important is the SRTS strategy to help keep the Lemon Grove youth safe as they commute between school and home.

I applaud the city's efforts to promote safe and sustainable transportation options for families and residents. I look forward to working more closely with you on this important project.

Sincerely,

WILLIAM D. GORE, SHERIFF

Patrick McEvoy, Lieutenant
Lemon Grove Substation

WDG:PM:ser



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 2.
Meeting Date: May 17, 2022
Submitted to: Honorable Mayor and Members of the City Council
Department: Community Development Department
Staff Contact: Bill Chopyk, Interim Community Development Manager
bchopyk@lemongrove.ca.gov
Item Title: **Zoning Ordinance Amendment ZA2-200-0001
Accessory Dwelling Unit Ordinance**

Recommended Action:

- 1) Conduct the public hearing;
- 2) Receive public comment; and
- 3) Introduce an Ordinance (**Attachment A**) amending sections 12.10.050(B)(3), 12.10.060(B)(3), 17.08.030, 17.16.010(C), 17.16.020(C), 17.16.030(C), 17.16.040(C), 17.16.050(C), 17.16.070(C), and 17.24.060(D)(1) of the Lemon Grove Municipal Code regulating Accessory Dwelling Units in the City of Lemon Grove consistent with State Law.

Planning Commission Recommendation: On April 25, 2022 the Lemon Grove Planning Commission reviewed the proposed Accessory Dwelling Unit Ordinance and adopted Resolution No. 2022-005 (**Attachment B**) recommending City Council approval of Zoning Ordinance Amendment ZA2-200-0001. The Planning Commission discussed the maximum allowable 850 - 1200 square foot size of accessory dwelling units (ADUs) and recommended that the size of an ADU should not exceed the size of the primary dwelling on a single-family lot in Lemon Grove within the limits specified in State Law.

Government Code section 65852.2(c)(2)(B)(i) specifies a minimum ADU size of 850 square feet. However, Government Code section 65852.2(c)(2)(C) allows for 800 square feet when based on a percentage of the primary dwelling unit. Therefore, staff is recommending a maximum allowable ADU size of 800 – 1200 square feet, not to exceed the size of the primary dwelling unit, to be consistent with State Law when using a percentage of the primary dwelling unit.

Summary: Recent State legislation (AB 3182, SB 13, AB 68, AB 881, AB 587, AB 670, and AB 671) has modified how and where cities must permit accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) within their jurisdiction. In general, State Law stipulates that ADUs and JADUs must be permitted in any zone that allows a residential use by right or with a conditional use permit. Cities are also limited in the type of development standards and design requirements they may impose on ADUs and JADUs.

The proposed ordinance revises the Lemon Grove municipal code for clarity and to comply with these new statewide requirements. Specifically, the ordinance does the following:

- Changes the term used in the municipal code from “Accessory Residential Dwelling Unit” to “Accessory Dwelling Unit,” consistent with the terms in State Law;
- Adds new definitions to the zoning code, including definitions for various types of ADUs, primary dwellings, and tandem parking;
- Clarifies ADUs are generally allowed by right as a permitted use;
- Permits one ADU and one JADU on lots with a single-family dwelling;
- Permits up to two ADUs or 25% of the number of existing units on lots with multi-family dwellings;
- Specifies that no municipal code requirements can prohibit an ADU up to 800 square feet and up to 16 feet high, with 4-foot side and rear setbacks;
- Requires owner occupancy for properties with JADUs;
- States that ADUs do not count towards density calculations;
- Eliminates any minimum lot size requirements for ADUs;
- Specifies requirements for existing structures that are converted to ADUs;
- Provides standards for maximum unit size, height, and setbacks;
- Specifies minimum off-street parking requirements and locations where no off-street parking is required; and
- Requires design compatibility with the primary dwelling.

Discussion: Lemon Grove Municipal Code (LGMC) Title 17 (Zoning Ordinance) currently regulates ADUs with development standards that differ from State mandated regulations.

Table 1 below summarizes the differences in the development standards between the current Zoning Ordinance and State ADU Regulations.

Table 1 – Development Standards for Single Family ADUs

<u>Development Standard</u>	<u>Current Zoning Ordinance</u>	<u>State ADU Regulations</u>
Number of ADUs Allowed	1 ADU	1 ADU & 1 JADU
Height of detached ADU	15 feet	16 feet
Building Separation	10 feet	N/A
Floor Area ADU (max.)	1200 sq. ft.	800-1200 sq. ft.
Floor Area JADU (max.)	N/A	150-500 sq. ft.
Front yard setback	25 feet	N/A
Side yard setback	5 feet	4 feet
Rear yard setback	20 feet	4 feet
Solar electricity installation	N/A	Solar required with detached ADU
Parking	2 spaces	0 - 1 space *
<p>*Required parking may be provided as tandem parking, or in a driveway. Existing parking removed for conversion to ADU is not required to be replaced.</p> <p>No off-street parking required when:</p> <ul style="list-style-type: none"> - Within 1/2 mile of transit; - Within historic/architecturally significant district; - Where parking permits are required but not provided to ADU resident - Within 1 block of car share; - Parking for ADUs shall not exceed 1 space per unit or bedroom, whichever is less; and/or - For JADU garage conversions, replacement parking can be required 		

In addition to the development standards, LGMC Section 18.44.070 requires a minimum of 100 square feet of edible planting area or one fifteen gallon fruit or nut tree to be planted for each dwelling unit. The State ADU Regulations require owner-occupancy of one dwelling unit for a JADU, and a deed restriction that the JADU will not be sold separately from the primary dwelling unit. The ADU or JADU must also be architecturally consistent with the design and materials of the primary dwelling unit as specified in LGMC Section 17.24.060 B.3.

The State mandated ADU development standards allow cities to have development standards that less restrictive, such as floor area and building height. For example, the City may allow more than 1200 sq. ft. for a detached ADU, and may allow greater height than 16 feet for an ADU. However, City staff has been utilizing the State guidelines for ADUs to date.

Environmental Review:

- Not subject to review Negative Declaration
 Statutory Exemption, Section 15282 (h) Mitigated Negative Declaration

The California Environmental Quality Act (CEQA) Section 15282 (h) lists a Statutory Exemption for “The adoption of an ordinance regarding second units in a single-family or multifamily residential zone by a city or county to implement the provisions of Sections 65852.1 and 65852.2 of the Government Code as set forth in Section 21080.17 of the Public Resources Code.”

Fiscal Impact: None.

Public Notification: The Notice of Public Hearing for this item was published in the May 6, 2022 edition of the East County Californian. The City of Lemon Grove received no comments in response to the Notice of Public Hearing at the time this staff report was prepared. At the time of the public hearing, staff will provide the City Council with any comments received after the date this staff report is prepared.

Staff Recommendation: 1) Conduct the public hearing; (2) Receive public comment; and 3) Introduce an Ordinance (**Attachment A**) amending sections 12.10.050(B)(3), 12.10.060(B)(3), 17.08.030, 17.16.010(C), 17.16.020(C), 17.16.030(C), 17.16.040(C), 17.16.050(C), 17.16.070(C), and 17.24.060(D)(1) of the Lemon Grove Municipal Code regulating Accessory Dwelling Units in the City of Lemon Grove consistent with State Law.

Attachments:

Attachment A – Draft ADU Ordinance

Attachment B – Planning Commission Resolution No. 2022-005

Attachment A

RESOLUTION NO. 2022-

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA ADOPTING ZONING ORDINANCE AMENDMENT ZA-200-0001 AMENDING SECTIONS 12.10.050(B)(3), 12.10.060(B)(3), 17.08.030, 17.16.010(C), 17.16.020(C), 17.16.030(C), 17.16.040(C), 17.16.050(C), 17.16.070(C), and 17.24.060(D)(1) OF THE LEMON GROVE MUNICIPAL CODE REGULATING ACCESSORY DWELLING UNITS

WHEREAS, recent State legislation (AB 3182, SB 13, AB 68, AB 881, AB 587, AB 670, and AB 671) has modified how and where cities must permit accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) within their jurisdiction; and

WHEREAS, in order for the City's ADU Regulations to be in compliance with State Law, amendments to Sections 12.10.050(B)(3), 12.10.060(B)(3), 17.08.030, 17.16.010(C), 17.16.020(C), 17.16.030(C), 17.16.040(C), 17.16.050(C), 17.16.070(C), and 17.24.060(D)(1) of the Lemon Grove Municipal Code are required; and

WHEREAS, the Planning Commission held a duly noticed public hearing on April 25, 2022 to make a recommendation to the City Council on the proposed ADU Ordinance; and

WHEREAS, the Planning Commission unanimously adopted Resolution No. 2022-005 recommending City Council approval of the ADU Ordinance, Zoning Ordinance Amendment ZA2-200-0001 with an added a recommendation that the size of an accessory dwelling unit shall not exceed the size of the primary dwelling on a single-family lot in Lemon Grove within the limits specified in State Law; and

WHEREAS, a Notice of City Council Public Hearing was published in the May 6, 2022 edition of the East County Californian; and

WHEREAS, the City Council held a duly noticed public hearing to consider and introduce the ADU Ordinance on May 17, 2022; and

WHEREAS, this project is statutorily exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) pursuant to Section 15282 (h) of the CEQA Guidelines "The adoption of an ordinance regarding second units in a single-family or multifamily residential zone by a city or county to implement the provisions of Sections 65852.1 and 65852.2 of the Government Code as set forth in Section 21080.17 of the Public Resources Code."; and

WHEREAS, the City Council finds that processing a request to build an ADU or JADU subject to the issuance of a Building Permit is an appropriate level of review pursuant to Government Code Section 65852.2; and

WHEREAS, the City Council finds that requiring the ADU to maintain an

architectural style which will harmonize with existing and proposed land development on the subject property and in the neighborhood is consistent with the requirements set forth in Government Code Section 65852.2; and

WHEREAS, the City Council finds that allowing ADUs in the Residential Medium (RM), Residential Low Medium (RLM), and Residential Low (RL) Zones will ensure the provision of safe and adequate affordable housing and will be consistent with the requirements set forth in Government Code Section 65852.2; and

WHEREAS, the City Council finds that the proposed amendments to Sections 12.10.050(B)(3), 12.10.060(B)(3), 17.08.030, 17.16.010(C), 17.16.020(C), 17.16.030(C), 17.16.040(C), 17.16.050(C), 17.16.070(C), and 17.24.060(D)(1) of the Lemon Grove Municipal Code providing for ADUs is in compliance with Sections 65852.1 and 65852.2 of the Government Code relating to ADUs; and

WHEREAS, the City Council finds the following required findings can be made pursuant to Section 17.28.080 of the City of Lemon Grove Development Code:

1. That the proposed municipal code amendments are consistent with the Lemon Grove General Plan as required by California Government Code Section 65860 because it amends the municipal code relating to ADUs in compliance with California Planning Law and promotes “Housing to meet the existing and future needs of Lemon Grove residents”, Objective 2.0 of the Community Development Element of the City of Lemon Grove General Plan.
2. That the proposed Zoning Ordinance amendment will promote the public health, safety and general welfare because the State of California has declared that second units are a valuable housing resource in California, and the proposed amendment will provide the opportunity for housing for family members, students, the elderly, the disabled, and others within existing neighborhoods.

NOW, THEREFORE, BE IT RESOLVED the facts set forth in the recital of this Ordinance are found and declared to be true and, therefore, the City Council of the City of Lemon Grove, California, hereby approves the introduction of the following proposed amendment of the Lemon Grove Municipal Code:

SECTION 1. Amend Sections 12.10.050(B)(3), 12.10.060(B)(3), 17.08.030, 17.16.010(C), 17.16.020(C), 17.16.030(C), 17.16.040(C), 17.16.050(C), 17.16.070(C), and 17.24.060(D)(1) of the Lemon Grove Municipal Code to provide for ADUs and JADUs pursuant to Section 65852.1 and 65852.2 of the California Government Code to read as follows:

Title 12, Section 12.10.050(B)(3) of the Lemon Grove Municipal Code is hereby amended by revisions as follows:

3. The establishment of accessory ~~rental~~ dwelling units and improvements required pursuant to Section 17.24.060(C)(13) of the City of Lemon Grove Municipal Code.

Title 12, Section 12.10.060(B)(3) of the Lemon Grove Municipal Code is hereby amended by revisions as follows:

3. The establishment of accessory rental dwelling units and improvements required and associated with the establishment of accessory ~~rental~~ dwelling units as indicated in Section 17.24.060(C)(13) of the Ceity of Lemon Grove Municipal Code.

Title 17, Section 17.08.030 of the Lemon Grove Municipal Code is hereby amended by revisions as follows:

~~“Accessory rental dwelling unit or ARDU” means a dwelling unit with a maximum floor area of six hundred forty square feet or thirty percent of floor area of the primary unit whichever is greater, located within, attached to, or detached from a single family dwelling on the same lot for rental occupaney. It is commonly referred to as a “granny flat.”~~

“Accessory Dwelling Unit” (ADU) means a dwelling on the same property as a primary dwelling that provides complete independent living facilities for one or more people in compliance with California Government Code Section 65852.2. An Accessory Dwelling Unit may be attached, detached, or internal to a primary dwelling.

“Attached Accessory Dwelling Unit” means an accessory dwelling that shares at least one common wall with the primary dwelling but is not entirely internal to the primary dwelling.

“Car sharing” means a model of vehicle rental where users can rent vehicles for short periods of time and users are members that have been preapproved to drive.

“Detached Accessory Dwelling Unit” means an accessory dwelling that does not share any common wall with the primary dwelling and is not internal to the primary dwelling. A detached accessory dwelling unit may share one or more common walls with another detached accessory dwelling unit.

“Efficiency Unit” means a dwelling that has a minimum floor area of 150 square feet, and that may also have kitchen or bathroom facilities.

“Internal Accessory Dwelling Unit” means an accessory dwelling that is entirely internal to the primary dwelling.

“Junior Accessory Dwelling Unit” (JADU) means an accessory dwelling no more than five hundred (500) square feet and entirely internal to a primary dwelling that includes independent facilities for living, sleeping, cooking, and eating, and shared or independent sanitation facilities.

“Primary Dwelling” means the main dwelling on a property with an Accessory Dwelling Unit or Junior Accessory Dwelling Unit.

“Tandem Parking” means two or more vehicles that are parked on a driveway or in any other location on a lot, lined up behind one another.

Title 17, Section 17.16.010(C) of the Lemon Grove Municipal Code is hereby amended by revisions as follows:

C. Accessory Uses (LGMC Section 17.24.060). Accessory uses are those uses that are supportive and incidental to the primary use. The accessory uses may be allowed by right (permitted) or as verified by zoning clearance (ZC), by minor use permit (MUP, LGMC Section 17.28.052), or by conditional use permit (CUP, LGMC Section 17.28.050).

1. Small family day care (permitted).
2. Large family day care (MUP).
3. Accessory ~~rental~~ dwelling units (permitted).

Title 17, Section 17.16.020(C) of the Lemon Grove Municipal Code is hereby amended by revisions as follows:

C. Accessory Uses (LGMC Section 17.24.060). Accessory uses are those uses that are supportive and incidental to the primary use. The accessory uses may be allowed by right (permitted) or as verified by zoning clearance (ZC), by minor use permit (MUP, LGMC Section 17.28.052), or by conditional use permit (CUP, LGMC Section 17.28.050).

1. Small family day care (permitted).
2. Large family day care (MUP).
3. Accessory ~~rental~~ dwelling units (permitted).

Title 17, Section 17.16.030(C) of the Lemon Grove Municipal Code is hereby amended by revisions as follows:

C. Accessory Uses (LGMC Section 17.24.060). Accessory uses are those uses that are supportive and incidental to the primary use. The accessory uses may be allowed by right (permitted) or as verified by zoning clearance (ZC), by minor use permit (MUP, LGMC Section 17.28.052), or by conditional use permit (CUP, LGMC Section 17.28.050).

1. Small family day care (permitted).
2. Large family day care (MUP).
3. Accessory ~~rental~~ dwelling units (permitted).

Title 17, Section 17.16.040(C) of the Lemon Grove Municipal Code is hereby amended by revisions as follows:

C. Accessory Uses (LGMC Section 17.24.060). Accessory uses are those uses that are supportive and incidental to the primary use. The accessory uses may be allowed by right (permitted) or as verified by zoning clearance (ZC), by minor use permit (MUP, LGMC Section 17.28.052), or by conditional use permit (CUP, LGMC Section 17.28.050).

1. Small family day care (permitted).
2. Accessory ~~rental~~ dwelling units (permitted).

Title 17, Section 17.16.050(C) of the Lemon Grove Municipal Code is hereby amended by revisions as follows:

C. Accessory Uses (Section 17.24.060). Accessory uses are those uses that are supportive and incidental to the primary use or are uses permissible in conjunction with the principal use. The accessory uses may be allowed by right and verified by zoning clearance (ZC), an accessory use allowed by minor use permit (MUP) or conditional use permit (CUP) and as noted in this section and defined in Section 17.24.060:

1. Communications (ZC, MUP, CUP).
2. Day care—Small (ZC).
3. Employee convenience sales and services—Cafeteria, food service, or consumer goods (ZC).
4. Employee convenience sales and services—Recreational facilities (MUP).
5. Home occupations (ZC).
6. Kiosk concession sales (ZC).
7. Outdoor dining on private property less than one thousand square feet (ZC).
8. Outdoor dining on public property or greater than or equal to one thousand square feet (MUP).
9. Parking (ZC).
10. Residential complex support (ZC).
11. Residential—Caretaker dwelling (MUP).
12. Accessory dwelling units (permitted).

Title 17, Section 17.16.070(C) of the Lemon Grove Municipal Code is hereby amended by revisions as follows:

C. Accessory Uses (LGMC Section 17.24.060). Accessory uses are those uses that are supportive and incidental to the primary use. The accessory uses may be allowed by right, as verified by zoning clearance (ZC), by minor use permit (MUP, LGMC Section 17.28.052), or by conditional use permit (CUP, LGMC Section 17.28.050).

1. Administrative offices (ZC).
2. Assembly (MUP).
3. Communications (ZC, MUP, CUP).
4. Construction staging and laydown—Off-site (ZC).
5. Employee convenience sales and services—Recreational facilities (MUP).
6. Employee convenience sales and services—Cafeteria, food service, or consumer goods (ZC).
7. Home occupations (ZC).
8. Kiosk concession sales (ZC).
9. Outdoor dining on private property less than one thousand square feet (ZC).
10. Outdoor dining on public property or greater than or equal to one thousand square feet

(MUP).

11. Outdoor sales or displays (ZC).
12. Outdoor storage (ZC).
13. Parking (ZC).
14. Real estate sales/leasing offices (ZC).
15. Residential complex support (CUP).
16. Residential—Caretaker dwelling (MUP).
17. Residential—Rental dwellings above commercial (CUP).
18. Retail manufacturing (MUP).
19. Retail—Secondhand merchandise (MUP).
20. Accessory dwelling units (permitted).

Title 17, Section 17.24.060(D)(1) of the Lemon Grove Municipal Code is hereby amended as follows:

- ~~1. Accessory Rental Dwelling Units (ARDUs). ARDUs are allowed on a lot with one single-family dwelling in the RL, RL/M, RM or RM/H zone; it may be located within the primary dwelling or otherwise consistent with subsection (B)(1) and (2). An ARDU shall be deemed to be a residential use that is consistent with the existing general plan, zoning designations, and allowable density for the lot. No local ordinance, policy, or program to limit growth shall be applied to an ARDU. ARDUs are subject to the following requirements:
 - ~~a. The ARDUs area shall not exceed six hundred forty square feet or thirty percent of the primary dwelling.~~
 - ~~b. Separate sale or ownership of the ARDU is prohibited.~~
 - ~~c. The ARDU shall comply with all yard and setback requirements which apply to single-family dwellings and the underlying zone.~~
 - ~~d. Off-street parking for the single-family dwelling shall meet current city standards regarding setbacks, size, and number of spaces.~~
 - ~~e. One additional off-street parking space shall be provided for the ARDU that meets the Section 17.24.010 standards.~~
 - ~~f. Conversion of a garage into an ARDU is not permitted until compliance with Section 17.24.010 has been achieved, including replacement of the garage.~~
 - ~~g. An ARDU shall not be permitted on a lot having a guesthouse or guest living quarters. Conversion of a guesthouse or guest living quarters into an ARDU is permitted provided the unit is consistent with the regulations set forth in this section.~~
 - ~~h. The city council may modify or waive requirements in this subsection according to the variance requirements of Section 17.28.060.~~
 - ~~i. Appeals shall be processed according to Section 17.28.020, except that the appeal shall not include a noticed public hearing and shall only consider the project's compliance with the standards in this subsection.~~~~

1. Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU)

- a. Purpose. The purpose of this chapter is to establish standards for the development of Accessory Dwelling Units and Junior Accessory Dwelling Units consistent with Government Code Sections 65852.2 and 65852.22, as amended. Accessory Dwelling Units and Junior Accessory Dwelling Units are allowed in conjunction with single-family and multi-family dwellings in order to provide flexible and affordable housing options within the City.
- b. Number Permitted. Notwithstanding sections (i) through (iii) below, the number of dwelling units permitted on a lot shall not exceed the number allowed by California Government Code Sections 65852.21 and 66411.7.
 - i. The following shall be permitted as accessory uses on lots with one existing or proposed single-family dwelling:
 - A. One Accessory Dwelling Unit, and
 - B. One Junior Accessory Dwelling Unit.
 - ii. The following shall be permitted as an accessory use on lots with more than one existing or proposed single-family dwelling:
 - A. One internal or detached Accessory Dwelling Unit per lot.
 - iii. The following shall be permitted as accessory uses to existing or proposed multiple-family dwellings:
 - A. Up to two detached Accessory Dwelling Units, and
 - B. The conversion of portions of multiple-family structures that are not used as living space to create at least one internal Accessory Dwelling Unit, or up to twenty-five percent of the number of existing dwelling units as internal Accessory Dwelling Units.
- c. Occupancy. When a Junior Accessory Dwelling Unit is located on a residential property, either the Junior Accessory Dwelling Unit or the primary dwelling shall be occupied by the owner of the primary dwelling. A deed restriction shall be recorded against the title of the property that stipulates this owner occupancy requirement and that the Junior Accessory Dwelling Unit cannot be sold separately from the primary dwelling.
- d. Minimum Allowance. Development standards included in this chapter or elsewhere in Title 17 shall not prohibit an Accessory Dwelling Unit that is up to 16 feet high, with a floor area up to 800 square feet and 4-foot side and rear yards.
- e. Development Standards. The following development standards shall apply to Accessory Dwelling Units and Junior Accessory Dwelling Units. Where development standards are not specified in this chapter, Accessory Dwelling Units and Junior Accessory Dwelling Units shall meet all development standards for the zone within which they are located, provided the development standards do not prohibit the minimum allowance as described in (d) above.
 - i. Density. Accessory Dwelling Units and Junior Accessory Dwelling Units shall not be counted for the purposed of determining residential density as defined in this title.

- ii. Lot Size. There is no minimum lot size required for Accessory Dwelling Units or Junior Accessory Dwelling Units.
- iii. Existing Structures.
 - A. When an existing accessory building is converted to an Accessory Dwelling Unit, the existing square footage may be expanded by up to 150 square feet to allow for ingress and egress.
 - B. Junior Accessory Dwelling Units shall not include expansions of existing structures.
- iv. Junior Accessory Dwelling Unit Size.
 - A. The minimum floor area of a Junior Accessory Dwelling Unit shall be 150 square feet.
 - B. The maximum floor area of a Junior Accessory Dwelling Unit shall be 500 square feet.
- v. Accessory Dwelling Unit Size.
 - A. The minimum floor area of an Accessory Dwelling Unit shall be 150 square feet.
 - B. The maximum floor area of an Accessory Dwelling Unit shall be up to 100% of the size of the primary dwelling or 1,200 square feet, whichever is less. If the floor area of the primary dwelling is less than 800 square feet, an ADU with a maximum size of 800 square feet shall be permitted.
 - C. The conversion of an existing accessory building to an Accessory Dwelling Unit is not subject to a maximum size limit, provided there is no expansion of the existing structure beyond 150 square feet for ingress and egress.
- vi. Height.
 - A. The maximum height for detached Accessory Dwelling Units shall be 16 feet.
 - B. The maximum height for internal and attached Accessory Dwelling Units and Junior Accessory Dwelling Units shall be the same as the primary dwelling in the underlying zone.
 - C. The conversion of an existing accessory building to an Accessory Dwelling Unit is not subject to this height limit, provided there is no expansion of the existing structure beyond 150 square feet.
- vii. Setbacks for Attached or Detached Accessory Dwelling Units. Setbacks for attached or detached Accessory Dwelling Units shall be as follows:

- A. Front setback. The front setback shall be consistent with the requirements of the underlying zone.
 - B. Street side setback. The street side setback shall be ~~consistent with the requirements of the underlying zone.~~ four feet or consistent with the requirements of the underlying zone, whichever is less.
 - C. Side setback. Side setbacks shall be four feet or consistent with the requirements of the underlying zone, whichever is less.
 - D. Rear setback. Rear setbacks shall be four feet or consistent with the requirements of the underlying zone, whichever is less.
- viii. Setbacks for Internal and Junior Accessory Dwelling Units. Setbacks for Internal Accessory Dwelling Units and Junior Accessory Dwelling Units shall be consistent with the requirements for the primary dwelling in the underlying zone.
- ix. Setbacks for conversions. The conversion of an existing accessory building to an Accessory Dwelling Unit is not subject to setback requirements, provided there is no expansion of the existing structure beyond 150 square feet.
- f. Parking for Junior Accessory Dwelling Units. No additional off-street parking spaces shall be required for Junior Accessory Dwelling Units, except that existing off-street parking within an attached garage that is removed as part of a conversion to a Junior Accessory Dwelling Unit shall be replace elsewhere on the property. Required off-street parking spaces may be provided as tandem spaces or within setback areas, provided the spaces do not create a health or safety hazard.
- g. Parking for Accessory Dwelling Units. Off-street parking shall be provided for Accessory Dwelling Units as follows:
- i. One off-street parking space shall be required per Accessory Dwelling Unit, except:
 - A. No off-street parking spaces are required for Accessory Dwelling Units located within one-half mile walking distance of public transit, defined for the purposes of this section as a location including, but not limited to, a bus stop or train station where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.
 - B. No off-street parking spaces are required for Accessory Dwelling Units located within an architecturally and historically significant historic district.

- C. No off-street parking spaces are required for Accessory Dwelling Units that are part of the proposed or existing primary dwelling or an accessory structure.
- D. No off-street parking spaces are required for Accessory Dwelling Units when on-street parking permits are required, but not offered to the occupant of the accessory dwelling unit.
- E. No off-street parking spaces are required for Accessory Dwelling Units when there is a car share vehicle located within one block of the accessory dwelling unit.
- F. Existing off-street parking within a garage, carport, or covered parking structure that is removed or converted as part of construction of an Accessory Dwelling Unit is not required to be replaced.
 - ii. Required off-street parking spaces may be provided as tandem spaces or within setback areas, provided the spaces do not create a health or safety hazard.
- h. Fire Sprinklers. Fire sprinklers shall not be required for Accessory Dwelling Units or Junior Accessory Dwelling Units unless they are required for the primary dwelling.
- i. Design. A Junior or Accessory Dwelling Unit, whether attached or detached, shall utilize the same or complementary architectural style, exterior materials, and colors as the existing or proposed primary dwelling, and the quality of the materials shall be the same or exceed that of the primary dwelling.

Title 17, Section 17.20.010(K) of the Lemon Grove Municipal Code is hereby amended by revisions as follows:

K. Special Treatment Area VIII, Eastern Central Avenue Residential. The land within this STA has been determined to be suitable for the construction of apartments and condominiums due to its proximity to the downtown village and civic center concept area.

1. Planned Development Permit Required. No development shall occur within the STA VIII unless such development has been approved pursuant to the planned development provisions of Section 17.28.030, except accessory dwelling units and junior accessory dwelling units as specified in Section 17.24.060(D)(1). A planned development permit is required for all development regardless of the size of the property, the intensity of the proposed activity or the size of proposed structures.
2. Single lots within the STA may be developed at a density of fourteen dwelling units per acre.
3. Parcels of land with a minimum of one hundred feet of frontage on a public street and with a

minimum area of fifteen thousand square feet, may be developed at a density of twenty-nine unit per acre.

4. All buildings within the STA shall be limited to a maximum of two stories in height or a maximum height of twenty-five feet, whichever is the more restrictive.

Title 17, Section 17.24.010(C)(9)(d) of the Lemon Grove Municipal Code is hereby amended by revisions as follows:

d. Accessory rental dwelling units	One space per unit. <u>As specified in Section 17.24.060(D)(1).</u>
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Title 17, Section 17.24.010(D) of the Lemon Grove Municipal Code is hereby amended by revisions as follows:

D. Parking Standards.

1. Off-street parking spaces to serve single-family residential lots shall be located on the same lot as the dwelling served (including accessory rental dwelling units (ARDUs)). Such spaces shall not be located within a required front or side yard setback, except as allowed for accessory dwelling units and junior accessory dwelling units in Section 17.24.060(D)(1).
2. Off-street parking spaces for duplex and multi-family dwellings shall be located on the same lot as, or not more than one hundred feet from, the dwelling served except as approved by conditional use permit or planned development permit. One parking space per dwelling unit shall be within a garage, carport or other suitable covered structure, and the other may be uncovered. Such spaces shall not be located within a required front or side yard setback.
3. In commercial and industrial zones, at least fifty percent of off-street parking spaces shall be located on the same lot as, or on a lot contiguous to, the building or use being served. The remaining parking may be located off-site.
4. Except for single-family dwelling developments, groups of more than two parking spaces shall be so located and served by an access drive that the use of the spaces and the access drive will require no backing movements or other maneuvering within a street right-of-way. Alleys may be used for maneuvering.

Title 17, Section 17.24.030(B)(12) of the Lemon Grove Municipal Code is hereby amended by revisions as follows:

12. No detached accessory building shall be closer than ten feet to any other building or closer than five feet to any property line, except accessory dwelling units as specified in Section 17.24.060(D)(1).

Title 18, Section 18.48.030 of the Lemon Grove Municipal Code is hereby amended by revisions as follows:

“Home-sharing” means an accessory use of a dwelling unit whereby the host rents his or her primary residence to one or more transient occupants, for compensation, for periods of thirty consecutive days or less, while the host resides on site, in the dwelling unit, throughout the transient occupant’s stay. Rental of units located within city-approved hotels, motels, bed and breakfasts, and boarding houses, single-room occupancy buildings, and dwelling units for which a tenant has a month-to-month rental agreement and the rental payments are paid on a monthly basis shall not be considered home-sharing. An approved accessory ~~rental~~ dwelling unit, as defined by the zoning ordinance, constitutes a separate dwelling unit for the purpose of defining a home-sharing use. An approved guest house, as defined by the zoning ordinance, shall not constitute a separate dwelling unit for the purpose of defining a home-sharing use. The term “home-share” may be used interchangeably with the term “home-sharing.”

SECTION 2. This Ordinance shall be effective thirty (30) days following its adoption. Within fifteen (15) days following its adoption, the City Clerk shall publish the title thereof, as a summary as required by State Law.

INTRODUCED by the City Council of the City of Lemon Grove on May 17, 2022.

PASSED AND ADOPTED on May 17, 2022, the City Council of the City of Lemon Grove, California, adopted Resolution No. 2022-_____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Mayor

Attest:

Audrey Malone, City Clerk

Approved as to Form:

Kristen Steinke, City Attorney

Attachment B

Planning Commission Resolution No. 2022-005

RESOLUTION NO. 2022- 005

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF LEMON GROVE, CALIFORNIA, RECOMMENDING CITY COUNCIL APPROVAL OF ZONING ORDINANCE AMENDMENT ZA2-200-0001, ACCESSORY DWELLING UNIT ORDINANCE

WHEREAS, recent state legislation has modified how and where cities must permit accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) within their jurisdiction; and

WHEREAS, City Staff prepared a Zoning Ordinance Amendment ZA2-200-0001, ADU Ordinance (Attachment B) in response to the new State ADU Regulations; and

WHEREAS, a Notice of Public Hearing was published in the April 15, 2022 edition of the Union Tribune; and

WHEREAS, on April 25, 2022 the Planning Commission held a duly noticed public hearing to consider Zoning Ordinance Amendment ZA2-200-0001, ADU Ordinance; and

WHEREAS, Zoning Ordinance Amendment ZA2-200-0001, ADU Ordinance is statutorily exempt from environmental review requirements of the California Environmental Quality Act Guidelines under Section 15282 (h) for “The adoption of an ordinance regarding second units in a single-family or multifamily residential zone by a city or county to implement the provisions of Sections 65852.1 and 65852.2 of the Government Code as set forth in Section 21080.17 of the Public Resources Code”.

NOW, ~~THEREFORE~~, BE IT RESOLVED that the Planning Commission of the City of Lemon Grove, California hereby recommends City Council adoption of Zoning Ordinance Amendment ZA2-200-0001, ADU Ordinance.

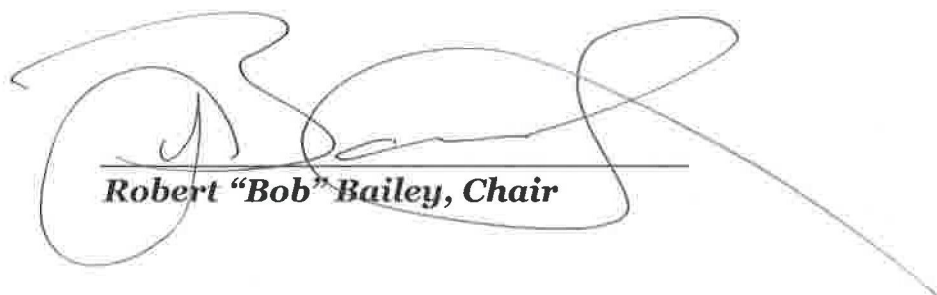
PASSED AND ADOPTED on April 25, 2022, the Planning Commission of the City of Lemon Grove, California, adopted Resolution No. 2022- 005, passed by the following vote:

AYES: Bailey, Smith, Evans, Jacobs

NOES: NONE.

ABSENT: Browne.

ABSTAIN: NONE.



Robert "Bob" Bailey, Chair

Attest:



Audrey Malone, Planning Commission Clerk

Approved as to Form:



Elizabeth Mitchell, Planning Commission Attorney



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 3.
Meeting Date: May 17, 2022
Submitted to: Honorable Mayor and Members of the City Council
Department: Community Development Department
Staff Contact: Bill Chopyk, Interim Community Development Manager
bchopyk@lemongrove.ca.gov
Item Title: **Zoning Ordinance Amendment ZA2-200-0002
Density Bonus Ordinance**

Recommended Action:

- 1) Conduct the public hearing;
- 2) Receive public comment; and
- 3) Introduce an Ordinance (**Attachment A**) Amending the Zoning Ordinance, Title 17, Section 17.24.100 of the Lemon Grove Municipal Code regulating Housing Density Bonuses in the City of Lemon Grove consistent with State Law.

Planning Commission Recommendation: On April 25, 2022 the Lemon Grove Planning Commission reviewed the proposed Density Bonus Ordinance and adopted Resolution No. 2022-006 (**Attachment B**) recommending City Council approval of Zoning Ordinance Amendment ZA2-200-0002. The Planning Commission recommended the addition of Public Art to qualify for an additional five percent density bonus. This recommendation is included in the proposed Zoning Ordinance amendment.

Summary: The proposed density bonus ordinance (**Attachment A**) updates the zoning code to comply with current State Law. The ordinance also specifies what type of information must be submitted to the City as part of a density bonus application. Recent legislation has made changes to the types of projects that qualify for a density bonus, and modified standards and processes related to density bonus implementation. Under the proposed ordinance, the following types of projects may qualify for a density bonus when they meet the requirements specified in the density bonus ordinance:

- Projects that restrict a portion of units to residents with very low, lower, or moderate income;
- Projects for transitional foster youth, disabled veterans, or homeless persons with very low income;
- Projects for low-income college students;
- Projects that donate at least one acre of land to the city for low-income units;
- Senior housing developments;
- Senior mobile home parks;
- Projects that provide childcare facilities; and
- Condominium conversions that provide at least 33 percent of the total units to low- or moderate-income residents.

The amount of the density bonus varies by the type of project and the number of affordable units provided within the project. The City's density bonus ordinance grants an additional density bonus of five percent for projects that:

- Meet minimum height standards;
- Provide minimum common and private open space;
- Meet minimum landscape and water efficient landscaping requirements;
- Provide minimum bicycle parking; and
- Provide internal walking paths and connections to pedestrian and bicycle pathways.

Under certain circumstances, the density bonus requirements may be met by providing affordable units off-site. Density bonus projects must meet certain design requirements related to the timing of construction of affordable units, the integration of affordable units into the project, the quality of the design and materials used in affordable units, project layout, and parking requirements. Rental units must remain affordable for at least 55 years.

In addition, State Law requires the City to grant concessions or incentives to projects that qualify for a density bonus under State Law. These may include reducing development standards or other zoning code requirements, approval of mixed-use zoning, or other modifications that result in cost reductions to provide for affordable housing. The number of incentives or concessions a project qualifies for is based on the percentage of affordable units in the project. The City must also grant a waiver of any development standard that has the effect of physically precluding an otherwise eligible density bonus project.

Discussion: Lemon Grove Municipal Code Section 17.24.100 “Housing density bonuses” is out of date and does not comply with current State Law. The proposed Density Bonus Ordinance would bring the Municipal Code in compliance with State Law. California Government Code Sections 65915-65918 (State Density Bonus Law) allows up to 35% density bonus for projects that provide affordable housing units, senior housing, student housing, and housing for transitional foster youth, disabled veterans, or homeless persons. Additional density bonuses are allowed for land donations to the City, childcare facilities, condominium conversions, and meeting or exceeding development standards, including Public Art approved by the City.

Environmental Review:

- Not subject to review Negative Declaration
 Statutory Exemption, Section 15061 b 3 Mitigated Negative Declaration

The California Environmental Quality Act (CEQA) Section 15061 (b) (3) allows an exemption for an activity is covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

The Density Bonus Ordinance is consistent with the Final Initial Study and Negative Declaration for the 2021-2029 Housing Element (**Attachment C**).

Fiscal Impact: None

Public Notification: The Notice of Public Hearing for this item was published in the May 6, 2022 edition of the East County Californian. The City of Lemon Grove received no comments in response to the Notice of Public Hearing at the time this staff report was prepared. At the time of the public hearing, staff will provide the City Council with any comments received after the date this staff report is prepared.

Recommended Action:

- 4) Conduct the public hearing;
- 5) Receive public comment; and
- 6) Introduce an Ordinance (**Attachment A**) Amending the Zoning Ordinance, Title 17, Section 17.24.100 of the Lemon Grove Municipal Code regulating Housing Density Bonuses in the City of Lemon Grove consistent with State Law.

Attachments:

Attachment A – Draft Density Bonus Ordinance

Attachment B – Planning Commission Resolution No. 2022-006

**Attachment C – Final Initial Study and Negative Declaration for the
2021-2029 Housing Element**

Attachment A

ORDINANCE NO.

An ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA ADOPTING ZONING ORDINANCE AMENDMENT ZA-200-0002 AMENDING TITLE 17, SECTION 17.24.100 OF THE LEMON GROVE MUNICIPAL CODE REGULATING HOUSING DENSITY BONUSES

WHEREAS, recent State legislation contained in California Government Code Sections 65915-65918 (State Density Bonus Law) has made changes to the types of projects that qualify for a density bonus, and modified standards and processes related to density bonus implementation; and

WHEREAS, in order for the City's Housing Density Bonus Regulations to be in compliance with State Law, amendments to Title 17, Section 12.24.100 of the Lemon Grove Municipal Code are required; and

WHEREAS, the Planning Commission held a duly noticed public hearing on April 25, 2022 to make a recommendation to the City Council on the proposed Density Bonus Ordinance; and

WHEREAS, the Planning Commission unanimously adopted Resolution No. 2022-006 recommending City Council approval of the Density Bonus Ordinance, Zoning Ordinance Amendment ZA2-200-0002 with an added a recommendation that the addition of Public Art approved by the City be included to qualify for an additional five percent density bonus in addition to meeting five other development standards; and

WHEREAS, a Notice of City Council Public Hearing was published in the May 6, 2022 edition of the East County Californian; and

WHEREAS, the City Council held a duly noticed public hearing to consider and introduce the Density Bonus Ordinance on May 17, 2022; and

WHEREAS, this project is exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) pursuant to Section 15061 (b)(3) of the CEQA Guidelines that allow an exemption for an activity is covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA; and

WHEREAS, the City Council finds that the proposed amendment to Title 17, Section 17.24.100 of the Lemon Grove Municipal Code providing for housing density bonuses is in compliance with California Government Code Sections 65915-65918 (State Density Bonus Law); and

WHEREAS, the City Council finds the following required findings can be made pursuant to

Zoning Ordinance Amendment ZA2-200-0002

Density Bonus Ordinance

May 17, 2022

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Section 17.28.080 of the City of Lemon Grove Development Code:

1. That the proposed municipal code amendment is consistent with the Lemon Grove General Plan as required by California Government Code Section 65860 because it amends the municipal code relating to housing density bonuses in compliance with California Planning Law and promotes “Housing to meet the existing and future needs of Lemon Grove residents”, Objective 2.0 of the Community Development Element of the City of Lemon Grove General Plan.
2. That the proposed Zoning Ordinance amendment will promote the public health, safety and general welfare because the State of California has declared that housing is a high priority in the State of California, and the proposed amendment will provide the opportunity for housing for family members, students, the elderly, the disabled, and others within existing neighborhoods.

NOW, THEREFORE, BE IT RESOLVED the facts set forth in the recital of this Ordinance are found and declared to be true and, therefore, the City Council of the City of Lemon Grove, California, hereby approves the introduction of the following proposed amendment of the Lemon Grove Municipal Code:

SECTION 1. Amend Title 17, Sections 17.24.100 of the Lemon Grove Municipal Code to provide for housing density bonuses in compliance with California Government Code Sections 65915-65918 (State Density Bonus Law):

Title 17, Section 17.24.100 of the Lemon Grove Municipal Code is hereby amended by revisions as follows:

17.24.100 Housing Density Bonuses

A. Purpose. These regulations are intended to aid in the achievement of goals specified in California Government Code Sections 65915-65918 (State Density Bonus Law) and in the Lemon Grove General Plan pertaining to the availability of housing and the encouragement of provisions of affordable housing for low and moderate income households.

B. Eligibility.

1. The following shall be eligible for a density bonus as described in this section:
 - a. Housing developments with at least five percent of the total base number of dwelling units affordable to very low-income households;
 - b. Housing developments with at least ten percent of the total base number of dwelling units affordable to low-income households;
 - c. Senior citizen housing developments or a mobile home parks that limits residency based on age requirements for housing older persons in compliance with California Civil Code Sections 798.76 or 799.5;

- d. Housing developments with at least ten percent of the total base number of dwelling units affordable to moderate income persons or families, provided that all units in the development are offered to the public for purchase;
 - e. Housing developments with at least ten percent of the total base number of dwelling units for transitional foster youth, disabled veterans, or homeless persons, restricted to the same affordability level as very low income units;
 - f. Student housing developments with at least twenty percent of the total base dwelling units made available as affordable housing for lower income students in a student housing development that meets all of the requirements contained in subdivision (b)(1)(F) of California Government Code Section 65915;
 - g. Housing developments with one hundred percent of all units in the development, including total base dwelling units and density bonus units, but exclusive of a manager's units, are for lower income households, except that up to twenty percent of the units in the housing development, including total base dwelling units and density bonus units, may be for moderate income households;
 - h. Other housing developments identified in California Government Code Section 69515.
2. An additional density bonus shall be granted for donations of land to the City in accordance with the requirements of Section 17.24.100(F).
 3. An additional density bonus or development incentive shall be granted for housing developments that provide child care facilities in accordance with the requirements of Section 17.24.100(G).
 4. A density bonus shall be granted for condominium conversions in accordance with the requirements of Section 17.24.100(H).
 5. An additional density bonus of five percent shall be provided to density bonus projects that meet all of the following development standards to the satisfaction of the approving body:
 - a. Minimum building height standards.
 - b. Minimum common and private open space. Shade trees shall be provided in common usable open spaces.
 - c. Minimum landscape and water efficient landscape requirements.
 - d. Minimum bicycle parking. Bicycle lockers and personal storage areas shall be provided where feasible.

- e. The site shall have continuous internal walking paths and connections to public pedestrian and bicycle pathways.
 - f. Public art approved by the City shall be located on the site.
6. As used in this Section, “housing development” means a development project for five or more dwelling units, including mixed-use developments. “Housing development” also includes a subdivision or common interest development as defined in Section 4100 of the California Civil Code, approved by the City, which consists of residential units or unimproved residential lots and either a project to substantially rehabilitate and convert an existing commercial building to residential use or the substantial rehabilitation of an existing multifamily dwelling, where the result of the rehabilitation would be a net increase in available residential units.

C. Density Bonus.

1. Eligible developments and land donations included in Section 17.24.100(B)(1)-(34) shall be granted a density bonus in accordance with California Government Code Section 65915 and the requirements of this Section.
2. A developer may choose to accept a lower density bonus than allowed under this Chapter.
3. Density bonus units shall not be included when determining the base number of dwelling units provided to qualify for a density bonus. The base number of dwelling units includes only the number of dwelling units that could be constructed without a density bonus.
4. All density calculations resulting in fractional units shall be rounded up to the next whole number.
5. For the purpose of calculating a density bonus, the residential units shall be on contiguous sites that are the subject of one development application, but do not have to be based upon individual subdivision maps or parcels. The density bonus shall be permitted in geographic areas of the housing development other than the areas where the units for the lower income households are located.
6. The granting of a density bonus shall not be interpreted, in and of itself, to require a general plan amendment, local coastal plan amendment, zoning change, or other discretionary approval.

D. Development Concessions or Incentives.

1. Developers may submit a proposal to the City requesting concessions or incentives as defined in California Government Code Section 65915, which may include:

- a. A reduction in development standards or a modification of zoning code requirements that exceed minimum building standards approved by the California Building Standards Commission and result in identifiable and actual cost reductions to provide for affordable housing costs or affordable rents. These may include, but are not limited to, modification of:
 - i. Setbacks requirements
 - ii. Lot width and/or depth requirements
 - iii. Minimum site area
 - iv. Building height standards
 - v. Landscape requirements
 - vi. Open Space requirements
 - vii. Off-street parking space requirements and design
 - b. Approval of mixed-use zoning that will reduce the cost of the housing development, and that includes land uses that are compatible with the housing development and existing or planned development in the area where the proposed housing development will be located.
 - c. Other regulatory incentives or concessions that result in identifiable and actual cost reductions to provide for affordable housing costs or affordable rents.
2. The number of concessions or incentives granted by the City shall be in accordance with California Government Code Section 65915.
 3. The City shall grant the concession or incentive requested by the developer unless the City makes written findings based on substantial evidence that:
 - a. The concession or incentive does not result in identifiable and actual cost reductions to provide for affordable housing costs or affordable rents.
 - b. The concession or incentive would have a specific, adverse impact on public health or safety or any real property that is listed in the California Register of Historical Resources and for which there is no feasible method to satisfactorily mitigate or avoid the impact without rendering the development unaffordable to low-income and moderate-income households.
 - c. The concession or incentive would be contrary to state or federal law.
 - d. The granting of a development incentive shall not be interpreted, in and of itself, to require a general plan amendment, zoning change, study, or other discretionary approval.

E. Waiver of Development Standards.

1. For the purposes of this Section, development standard means a site or construction condition, including, but not limited to, a height limitation, a setback requirement, a floor area ratio, an onsite open-space requirement, or a parking ratio that applies to a residential development pursuant to any ordinance, general plan element, specific plan, or other City condition, law, policy, resolution, or regulation.
2. In addition to development incentives described in Section 17.24.100(D), a developer may request the waiver or reduction of any development standard that has the effect of physically precluding a project that meets the eligibility requirements in Section 17.24.100(B) at the densities or with the incentives permitted by state law and this Section.
3. A proposal for the waiver or reduction of development standards shall neither reduce nor increase the number of incentives permitted in accordance with Section 17.24.100(D).
4. The City shall not be required to grant a waiver or reduction in development standard that would have a specific, adverse impact, as defined in California Government Code Section 65589.5, on health or safety, and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact.
5. The City shall not be required to grant a waiver or reduction in development standards that would have an adverse impact on any real property that is listed in the California Register of Historical Resources, or be contrary to state or federal law.

F. Land Donation.

1. When an applicant for a tentative subdivision map, parcel map, or other residential development approval donates land to the City in accordance with this Section, the applicant shall be entitled to a density bonus in accordance with California Government Code Section 65915.
2. The density bonus for land donation shall be in addition to any other density bonus allowed by Section 17.24.100 and California Government Code Section 65915, up to a maximum combined density bonus of 35 percent.
3. An applicant shall be eligible for the density bonus described in this Section if the requirements in California Government Code Section 65915 are met.

G. Childcare Facilities.

1. For the purposes of this Section, childcare facility means a child daycare facility other than a family daycare home, including, but not limited to infant centers, preschools, extended daycare facilities, and school age childcare centers.

2. When an developer proposes a project that meets the eligibility requirements described in Section 17.24.100(B) and includes a childcare facility that will be located on the premises of, as part of, or adjacent to the project, the City shall grant an additional density bonus or development incentive in accordance with California Government Code Section 65915.
3. Exception. The City shall not be required to provide a density bonus or development incentive for a childcare facility if it finds, based on substantial evidence, that the community has adequate childcare facilities.

H. Condominium Conversions.

1. When an applicant for approval to convert apartments to a condominium project agrees to provide at least 33 percent of the total units of the proposed condominium project to persons and families of low- or moderate-income as defined in California Health and Safety Code Section 50093, or 15 percent of the total units of the proposed condominium project to lower income households as defined in California Health and Safety Code Section 50079.5, and agrees to pay for the reasonably necessary administrative costs incurred by the city pursuant to this section, the City shall either (1) grant a density bonus or (2) provide other incentives of equivalent financial value in accordance with California Government Code section 65915.5.
2. An application for approval to convert apartments to a condominium project with an affordable housing component shall be processed in accordance with the requirements of Chapter 18.24. An applicant may submit to the City a preliminary proposal prior to the submittal of any formal requests for subdivision map approvals. The City shall, within 90 days of receipt of a written proposal, notify the applicant in writing of the manner in which it will comply with this section.
3. An applicant shall be ineligible for a density bonus or other incentives under this section if the apartments proposed for conversion constitute a housing development for which a density bonus or other incentives were provided under this Chapter.

I. Off-site units

1. In addition to applicable regulations of State Density Bonus Law, the developer may meet requirements for the provision of affordable housing units off-site. For the purpose of calculating a density bonus, the residential units are not required to be on the same or contiguous sites, but shall be within the city, in compliance with zoning district regulations except as provided in this section, and subject to one comprehensive development application for entitlement purposes.
2. The off-site land restricted to affordability can be transferred to an affordable housing developer approved by the development services director. The transferred land and the affordable units shall be subject to a deed restriction ensuring continued affordability of

the units which shall be recorded on the property at the time of the transfer consistent with State Density Bonus Law. To the extent allowed by law, projects utilizing this provision shall meet the minimum development standards of subsection ~~KJ~~.

J. Design Standards.

1. Concurrent construction. Required affordable dwelling units shall be constructed concurrently with market-rate dwelling units unless the final decision maker approves an alternative schedule for construction.
2. Integration of affordable dwelling units. Affordable dwelling units shall be dispersed throughout the development and integrated with market-rate units so that affordable and market-rate units are not distinguishable from each other. Affordable dwelling units within developments that share a common entrance shall not have a separate entrances for market-rate and affordable units.
3. Quality. The design, construction, and quality of materials used in affordable dwelling units may differ from market-rate dwelling units, but shall be durable, of good quality, and consistent with contemporary standards for new housing.
4. Project layout. Floor plans of affordable dwelling units shall be similar to market-rate dwelling units. The number of bedrooms in affordable dwelling units shall be consistent with the mix of bedrooms in market-rate dwelling units. Residents of affordable dwelling units shall have the same rights and access to common amenities in the development, such as parking, open space, storage, and recreational space, as residents in market-rate units.
5. Required Parking. Upon request of the developer, the minimum number of parking spaces required for affordable dwelling units may be modified in accordance with California Government Code Section 65915.

K. Continued Availability.

1. Rental units. An applicant shall agree to, and the City shall ensure, the continued affordability of all affordable rental units that qualified the applicant for the award of the density bonus for 55 years, or a longer period of time if required by the construction or mortgage financing assistance program, mortgage insurance program, or rental subsidy program. Rents shall be set at an affordable rent in accordance with California Government Code Section 65915.
2. For-sale units. An applicant shall agree to, and the City shall ensure, that the for-sale units that qualified the applicant for the award of the density bonus unit are either
 - a. Initially occupied by a person or family of very low, low, or moderate income, as required, and are offered at an affordable housing cost, as that cost is defined in Section 50052.5 of the California Health and Safety Code and is subject to an equity sharing agreement in accordance with California Government Code Section 65915.

- b. Purchased by a qualified nonprofit housing corporation, as defined in California Government Code Section 65915, pursuant to a recorded contract.
3. Where there is a direct financial contribution to a housing development through participation in cost of infrastructure, write-down of land costs, or subsidizing the cost of construction, the City shall assure the continued affordability for low- and moderate-income units for 30 years.

L. Application.

1. Applications for a density bonus and/or incentive(s) and waiver(s), shall be submitted concurrently with the application for permits or other approvals, and shall include the following information:
 - a. The amount and type of density bonus requested, including the maximum density without the bonus, number and type of qualifying dwelling units, number of dwelling units with the density bonus, all relevant calculations, and an explanation of how the requested density bonus meets the requirements of this Chapter and California Government Code Section 65915.
 - b. Any requested development incentives, along with evidence that the requested incentives will result in identifiable and actual cost reductions.
 - c. Any requested waivers, along with an explanation showing how waiving the identified development standards is necessary to physically allow construction of the proposed housing development.
 - d. Requested parking reduction. In the event an application proposes a parking reduction pursuant to Government Code Section 65915, a table showing parking required by the zoning regulations and parking proposed under Section 65915.
 - e. Child care facility. If a density bonus or incentive is requested for a child care facility, information that all of the requirements included in Government Code Section 65915 and this Chapter can be met.
 - f. Condominium conversion. If a density bonus or incentive is requested for a condominium conversion, information that all of the requirements included in Government Code Section 65915.5 and this Chapter can be met.

M. Affordable Housing Agreements.

1. Affordable housing agreements shall be subject to review by the community development director and the city attorney.
2. Following execution of the agreement, the completed agreement shall be recorded. The conditions contained in the agreement shall be filed and recorded as a deed restriction on the parcel or parcels designated for the construction of density bonus units at the time of

parcel map or final map recordation, or, where a map is not being processed, prior to issuance of building permits for such units.

3. The agreement shall be binding upon all future owners and successors in interest for such property.
4. Owners subject to the agreement shall submit an annual report to the community development director, which includes the name, address, and income of each person occupying the units subject to the agreement and shall identify the bedroom size and monthly rent and costs to the occupant.

~~17.24.100 Housing density bonuses.~~

~~A. Purpose.~~

- ~~1. These regulations are intended to aid in the achievement of goals specified in the Lemon Grove General Plan pertaining to the availability of housing and the encouragement of provisions of affordable housing for low and moderate income households.~~

~~B. Applicability.~~

- ~~1. The provisions of this section shall apply to all developments of five or more dwelling units in which the developer desires a density bonus above the allowable units on the site or as specified in State Density Bonus Law.~~

~~C. Density Bonuses. If such projects are as described in subsection B of this section where the density bonus is used, then the developer shall:~~

- ~~1. Agree to, and the City shall ensure, continued affordability of units in accordance with State Density Bonus Law as applicable. The agreement shall be subject to review by the development services director and the city attorney. Following execution of the agreement, the completed agreement shall be recorded. The conditions contained in the agreement shall be filed and recorded as a deed restriction on the parcel or parcels designated for the construction of density bonus units at the time of parcel map or final map recordation, or, where a map is not being processed, prior to issuance of building permits for such units. The agreement shall be binding upon all future owners and successors in interest for such property. Owners subject to the agreement shall submit an annual report to the city, which includes the name, address, and income of each person occupying the units subject to the agreement and shall identify the bedroom size and monthly rent and costs to the occupant.~~
- ~~2. Submit to the city a proposal for specific concession(s) or incentive(s) in exchange for the provision of affordable housing units in accordance with State Density Bonus Law. One concession(s) or incentive(s) shall be any one of the following:~~
 - ~~a. Modifications to any and all setbacks (yards).~~
 - ~~b. Modifications to the minimum lot width and/or depth.~~
 - ~~c. A modification of the minimum site area.~~

- d. ~~Modifications to the building height standards.~~
- e. ~~Modifications to landscape requirements.~~
- f. ~~Modifications to usable open space requirements.~~
- g. ~~Modifications to the parking requirements in excess of the minimum required by the State Density Bonus Law. This could include number of parking spaces, number of carports or garages, and stall dimensions required. A parking study may be required with any modification as appropriate.~~
- h. ~~An allowance for retail or office land uses if not permitted.~~
- i. ~~Other incentives approved by the city council or required by the State Density Bonus Law.~~

~~D. General Provisions:~~

- 1. ~~All units with affordability restrictions shall be reasonably dispersed throughout the development and shall contain on an average the same or higher number of bedrooms as market rate units in the development.~~
- 2. ~~In addition to applicable regulations of State Density Bonus Law, the developer may meet requirements for the provision of affordable housing units off-site. For the purpose of calculating a density bonus, the residential units are not required to be on the same or contiguous sites, but shall be within the city, in compliance with zoning district regulations except as provided in this section, and subject to one comprehensive development application for entitlement purposes.~~

~~The off-site land restricted to affordability can be transferred to an affordable housing developer approved by the development services director. The transferred land and the affordable units shall be subject to a deed restriction ensuring continued affordability of the units which shall be recorded on the property at the time of the transfer consistent with State Density Bonus Law. To the extent allowed by law, projects utilizing this provision shall meet the minimum development standards of subsection E.~~

- 3. ~~All density bonus calculations resulting in fractional units shall be rounded up to the next whole number.~~
- 4. ~~The granting of a density bonus and/or incentives and concessions as defined by State Density Bonus Law shall not be interpreted, in and of itself, to require a general plan or specific plan amendment, zoning change or amendment, variance, or other discretionary approval.~~
- 5. ~~A maximum combined density bonus increase of forty percent is permissible.~~
- 6. ~~Density bonus projects within one quarter mile of a public transit stop and meeting the minimum development standards in subsection E shall receive an additional five percent density bonus.~~
- 7. ~~Nothing in this section shall be interpreted to require the city to waive or reduce development standards if the waiver or reduction would have a specific adverse impact upon health, safety, or the physical environment, and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact.~~

~~8. An applicant requesting incentive(s) not in compliance with the minimum development standards in subsection E shall show that the requested incentive(s) is necessary to make the housing units economically feasible. This can be accomplished by submitting appropriate appraisal reports or by submitting a development pro forma with the capital costs, operating expenses, return on investment, profit/loss, loan to value ratio and the debt coverage ratio including the contribution(s) provided by any applicable subsidy program(s), and the economic effect created by the price, rent, and income restrictions on the affordable housing units. The applicant is required to submit any additional documentation, as requested, to ascertain the basis for assumptions.~~

~~E. Minimum Development Standards. An additional five percent density bonus shall be provided to density bonus projects that meet all of the following development standards to the satisfaction of the approving body:~~

- ~~1. Minimum building height standards.~~
- ~~2. Minimum common and private open space. Shade trees shall be provided in common usable open spaces.~~
- ~~3. Minimum landscape and water efficient landscape requirements.~~
- ~~4. Minimum bicycle parking. Bicycle lockers and personal storage areas shall be provided where feasible.~~
- ~~5. The site shall have continuous internal walking paths and connections to public pedestrian and bicycle pathways.~~

~~F. Compliance. All final subdivision tract approvals or building permits in the case of apartment projects shall have conditions attached which will assure compliance with the above provisions. Such conditions may specify the number of units at appropriate price levels, the certification of incomes of renters of inclusionary units, a requirement for dispersal of affordable units, and the amount of density bonus granted.~~

SECTION 2. This Ordinance shall be effective thirty (30) days following its adoption. Within fifteen (15) days following its adoption, the City Clerk shall publish the title thereof, as a summary as required by State Law.

INTRODUCED by the City Council of the City of Lemon Grove on May 17, 2022.

PASSED AND ADOPTED by the City Council of the City of Lemon Grove, State of California, on May 17, 2022 Ordinance No. _____ by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Mayor

Attest:

Audrey Malone, City Clerk

Approved as to Form:

Kristen Steinke, City Attorney

Attachment B

Planning Commission Resolution No. 2022-006

Attachment C

Final Initial Study and Negative Declaration for the 2021-2029 Housing Element

RESOLUTION NO. 2022-006

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF LEMON GROVE, CALIFORNIA, RECOMMENDING CITY COUNCIL APPROVAL OF ZONING ORDINANCE AMENDMENT ZA2-200-0002, DENSITY BONUS ORDINANCE

WHEREAS, the proposed density bonus ordinance (Attachment B) updates the zoning ordinance to comply with current state law; and

WHEREAS, city staff prepared a Zoning Ordinance Amendment ZA2-200-0002, Density Bonus Ordinance (Attachment B) in response to the new State Density Bonus Regulations; and

WHEREAS, a Notice of Public Hearing was published in the April 15, 2022 edition of the Union Tribune; and

WHEREAS, on April 25, 2022 the Planning Commission held a duly noticed public hearing to consider Zoning Ordinance Amendment ZA2-200-0002, Density Bonus Ordinance; and

WHEREAS, Zoning Ordinance Amendment ZA2-200-0002, Density Bonus Ordinance is consistent with the Final Initial Study and Negative Declaration for the 2021-2029 Housing Element (Attachment C). In addition, the California Environmental Quality Act (CEQA) Section 15061 (b) (3) allows an exemption for an activity is covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Lemon Grove, California hereby recommends City Council adoption of Zoning Ordinance Amendment ZA2-200-0002, Density Bonus Ordinance.

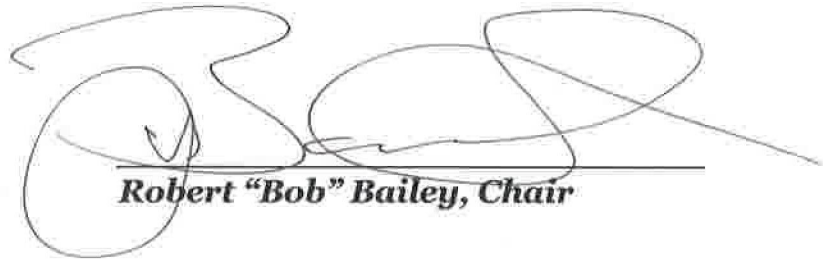
PASSED AND ADOPTED on April 25, 2022, the Planning Commission of the City of Lemon Grove, California, adopted Resolution No. 2022- 006, passed by the following vote:

AYES: Bailey, Smith, Evans, Jacobs

NOES: NONE.

ABSENT: Brown.

ABSTAIN: NONE.



Robert "Bob" Bailey, Chair

Attest:



Audrey Malone, Planning Commission Clerk

Approved as to Form:



Elizabeth Mitchell, Planning Commission Attorney

RESOLUTION NO. 2021-3833

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA, ADOPTING AN INITIAL STUDY AND NEGATIVE
DECLARATION FOR THE GENERAL PLAN AMENDMENT UPDATING THE
HOUSING AND SAFETY ELEMENTS**

WHEREAS, the Planning Commission held a duly advertised public hearing on July 26, 2021 to consider the General Plan Amendment to update the Housing and Safety Elements and recommended approval by the City Council; and

WHEREAS, the City Council held a duly advertised public hearing on August 3, 2021 to consider the General Plan Amendment to update the Housing and Safety Elements; and

WHEREAS, the City prepared an Initial Study and Negative Declaration for the project in accordance with CEQA guidelines, which indicates that potential environmental effects of the proposed project would be less than significant; and

WHEREAS, the Negative Declaration reflects the City's independent judgment as required by section 21082.1 of the Public Resources Code; and

WHEREAS, pursuant to section 21082.1 of the Public Resources Code, the draft Negative Declaration was circulated for a 30-day public review and no comments were received; and

WHEREAS, in accordance with CEQA Guidelines section 15074(c), the custodian of the Initial Study and Negative Declaration is the Lemon Grove Community Development Department, and all supporting documentation is in the General Plan Amendment file; and

WHEREAS, after considering the evidence and facts, the Planning Commission considered the Initial Study and Negative Declaration as presented at its July 26, 2021 meeting, and recommended adoption by the City Council; and

WHEREAS, after considering the evidence and facts, the City Council considered the Initial Study and Negative Declaration as presented at its August 3, 2021 meeting.

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

SECTION ONE. The foregoing recitals are true and correct; and

SECTION TWO: Approves the Negative Declaration for the General Plan Amendment.


PASSED AND ADOPTED on August 3, 2021 the City Council of the City of Lemon Grove, California, adopted Resolution No. 2021-3833, passed by the following vote:

AYES: Jones, Mendoza, LeBaron, Castil.

NOES: NONE.


ABSENT: VASQUEZ.

ABSTAIN: NONE.



Raquel Vasquez, Mayor
Serry Jones, Mayor Pro Tem

Attest:



Lydia Romero, City Manager

Approved as to Form:



Kristen Steinke, City Attorney

RESOLUTION NO. 2021-3834

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA, APPROVING A GENERAL PLAN AMENDMENT UPDATING
THE HOUSING ELEMENT AND SAFETY ELEMENT**

WHEREAS, the Planning Commission held a duly advertised public hearing on July 26, 2021 to consider the General Plan Amendment to update the Housing and Safety Elements and recommended approval by the City Council; and

WHEREAS, the City Council held a duly advertised public hearing on August 3, 2021 to consider the General Plan Amendment to update the Housing and Safety Elements; and

WHEREAS, the City Council considered the draft Negative Declaration in accordance with the California Environmental Quality Act (CEQA) and CEQA Guidelines Section 15074 for the proposed project; and

WHEREAS, the City Council adopted a resolution approving the Initial Study and Negative Declaration; and

WHEREAS, the draft Housing Element has been through a preliminary review with the California Housing & Development Department (HCD) and further revisions of the Housing Element may be required upon the subsequent review; and

WHEREAS, the City Manager, or her designee, is authorized to approve minor changes or revisions in the 2021-2029 Housing Element, which are of a non-legislative nature and that result from HCD's review for final certification of the Housing Element, without further Planning Commission or City Council consideration or re-adoption of the 2021 - 2029 Housing Element; and

WHEREAS, at the public hearing the City Council received evidence through public testimony and comment, in the form of both verbal and written communications and reports prepared and presented to the City Council, including (but not limited to) evidence such as the following:

- A. The proposed amendment to the General Plan is in conformance with applicable government code sections regarding preparation and noticing procedures. The

City notified local Native American Tribes for the purpose of protecting and or mitigating impacts to cultural places when a local government is considering a proposal to adopt or amend a general plan. The Draft Housing Element was also submitted to the California Department of Housing & Community Development for the required 60-day review period. Therefore, the City has complied with all noticing procedures; and

- B. The General Plan Amendment will update Housing and Safety Elements of the General Plan and incorporate environmental justice into the General Plan. The update to these elements ensures that the City has a plan for the provision and maintenance of adequate housing, that risks from natural and man-made hazards to people and property are minimized, and that residents have access to safe and sanitary housing and a voice in local government; and
- C. The proposed amendment to the General Plan is in conformance with Government Code section 65300.5, which requires the General Plan and elements and parts thereof to comprise an integrated, internally consistent and compatible statement of policies for the adopting agency. The proposed amendment includes elements and policies that incorporate existing goals and direction with current State and environmental requirements pertaining to the Housing and Safety Elements and environmental justice; and

WHEREAS, after considering such evidence and facts, the City Council did consider the General Plan Amendment as presented at its meeting

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

SECTION ONE. The foregoing recitals are true and correct, and are findings of fact of the City Council in regard to the General Plan Amendment.

SECTION TWO: Based upon said findings of fact, the City Council approves the General Plan Amendment to update the Housing Element and Safety Element.

SECTION THREE: Directs the City Manager, or her designee, to approve minor changes or revisions in the 2021-2029 Housing Element, which are of a non-legislative nature and that result from HCD's review for final certification of the

Housing Element, without further Planning Commission or City Council consideration or re-adoption of the 2021 - 2029 Housing Element.


PASSED AND ADOPTED on August 3, 2021 the City Council of the City of Lemon Grove, California, adopted Resolution No. 2021-3834, passed by the following vote:

AYES: JONES, MENDOZA, LUBARON, GASTIL.

NOES: NONE.

ABSENT: VASQUEZ.

ABSTAIN: NONE.


~~Raquel Vasquez, Mayor~~
Jenny Jones, Mayor Pro Tem

Attest:


Audrey Larson, Deputy City Clerk,
for Lydia Romero, City Manager

Approved as to Form:


Kristen Steinke, City Attorney



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 4.
Meeting Date: May 17, 2022
Submitted to: Honorable Mayor and Members of the City Council
Department: Finance
Staff Contact: Joseph Ware, Finance Manager
jware@lemongrove.ca.gov
Item Title: 2023 Regional Transportation Improvement Program

Recommended Action:

- 1) Conduct a Public Hearing;
- 2) Receive Public Comment; and
- 3) Adopt a resolution (**Attachment A**) approving the 2023 Regional Transportation Improvement Program for Fiscal Years 2023 through 2027.

Summary: On November 4, 2004, the voters of San Diego County approved the San Diego Transportation Improvement Program Ordinance and Expenditure Plan (TransNet Extension Ordinance). The TransNet Extension Ordinance provides that SANDAG shall approve, on a biennial basis, a multiyear program of projects submitted by local jurisdictions that identifies those transportation projects eligible to use transportation sales tax (TransNet) funds.

The Public Works Department and Engineering Department utilize TransNet funds to support the Capital Improvement Plan (CIP) and on-going maintenance projects throughout the City. TransNet funds are programmed to congestion relief or preventative maintenance related projects that impact streets, storm drains, or traffic developments.

Discussion: On June 2, 2020, the City Council approved the Lemon Grove TransNet Local Street Improvement Program of Projects for Fiscal Years 2021 through 2025. SANDAG accepted the City's programmed projects, which together with all the TransNet funded local agency projects for the region is referred to as the 2021 Regional Transportation Improvement Program (2021 RTIP). There were a total of three amendments to that program over the 5-year period.

SANDAG has now provided the City with revenue estimates for the Regional Transportation Improvement Program for Fiscal Years 2023 through 2027 shown in the table below.

TransNet Local Street Improvement Funding 2023-2027

Fiscal Year	SANDAG Estimate
FY 2022-23	\$867,000
FY 2023-24	\$898,000
FY 2024-25	\$923,000
FY 2025-26	\$950,000
FY 2026-27	\$977,000
TOTAL	\$4,615,000

The current approved Program of Projects allocates an estimated level of funding for each project with the majority of funding allotted to LG 20, the street and sidewalk rehabilitation project. In addition, any carry-over funding remaining at the end of FY2022 in the current Transportation Improvement Program will be allocated across all projects with the majority going to LG 20. Approximately 60% of each year’s TransNet funding will continue to go towards street and sidewalk rehabilitation. TransNet funding pays for about half of the annual road repaving project, with the other half funded through Gas Tax revenue.

The details of the proposed program are reflected in **Attachment A, Exhibit 1**. This program maintains compliance with Section 2 (C)(1) of the TransNet Extension Ordinance, which limits spending on preventative maintenance to 30% or less of total TransNet revenue received annually.

Per TransNet Ordinance (Section 6) each entity that receives and programs TransNet funds must hold a Public Hearing for adoption of the 2023 Regional Transportation Improvement Program (RTIP). The resolution (**Attachment A**) is a standard SANDAG template that is required to be adopted to comply with the process. The final resolution will be submitted to SANDAG before June 30, 2022. The projects will then be presented to the SANDAG Transportation Committee on July 15, 2022, and the SANDAG Board on July 22, 2022.

Should the City Council adopt the resolution (**Attachment A**), the plan as outlined in **Exhibit 1**, will be forwarded to the SANDAG Board of Directors for approval as a part of the Regional Transportation Improvement Program for Fiscal Years 2023 through 2027.

Environmental Review:

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

Fiscal Impact: None.

Public Notification: Legal Notice in the East County Californian on May 7, 2021

Staff Recommendation:

- 1) Conduct a Public Hearing;
- 2) Receive Public Comment; and
- 3) Adopt a resolution (**Attachment A**) approving the Regional Transportation Improvement Program for Fiscal Years 2023 through 2027.

Attachments:

Attachment A – Resolution

Exhibit 1 – Table 1

RESOLUTION NO. 2022 -

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA, ADOPTING THE REGIONAL TRANSPORTATION
IMPROVEMENT PROGRAM FOR FISCAL YEARS 2023 THROUGH 2027**

WHEREAS, on November 4, 2004, the voters of San Diego County approved the San Diego Transportation Improvement Program Ordinance and Expenditure Plan (TransNet Extension Ordinance), which has been amended from time to time in accordance with the applicable amendment requirements; and

WHEREAS, the TransNet Extension Ordinance provides that SANDAG, acting as the Regional Transportation Commission, shall approve on a biennial basis a multi-year program of projects submitted by local jurisdictions identifying those transportation projects eligible to use transportation sales tax (*TransNet*) funds; and

WHEREAS, the City of Lemon Grove was provided with an estimate of annual *TransNet* local street improvement revenues for fiscal years 2023 through 2027; and

WHEREAS, the City of Lemon Grove has held a noticed public hearing with an agenda item that clearly identified the proposed list of projects prior to approval of the projects by its authorized legislative body in accordance with Section 5(A) of the *TransNet* Extension Ordinance and Rule 7 of SANDAG Board Policy No. 31; and

NOW, THEREFORE, BE IT RESOLVED that City of Lemon Grove requests that SANDAG adopt the following Regional Transportation Improvement Program for fiscal years 2023 through 2027 (Table 1).

BE IT FURTHER RESOLVED that pursuant to Section 2(C)(1) of the *TransNet* Extension Ordinance, the City of Lemon Grove certifies that no more than 30 percent of its annual revenues shall be spent on local street and road maintenance-related projects as a result of this program.

BE IT FURTHER RESOLVED that pursuant to Section 4(E)(3) of the *TransNet* Extension Ordinance, the City of Lemon Grove certifies that all new or changed projects,

or major reconstruction projects funded by *TransNet* revenues shall accommodate travel by pedestrians and bicyclists, and that any exception to this requirement permitted under the Ordinance and proposed shall be clearly noticed as part of the City of Lemon Grove's public hearing process.

BE IT FURTHER RESOLVED that pursuant to Section 8 of the *TransNet* Extension Ordinance, the City of Lemon Grove certifies that the required minimum annual level of local discretionary funds to be expended for street and road purposes will be met throughout the 5-year period consistent with the most recent Maintenance of Effort Requirements adopted by SANDAG.

BE IT FURTHER RESOLVED that pursuant to Section 9A of the *TransNet* Extension Ordinance, the City of Lemon Grove certifies that it will exact \$2,688.21 plus all applicable annual increases, from the private sector for each newly constructed residential housing unit in that jurisdiction (unless exempted under the *TransNet* Extension Ordinance,) and shall contribute such exactions to the Regional Transportation Congestion Improvement Program (RTCIP).

BE IT FURTHER RESOLVED that pursuant to Section 13 of the *TransNet* Extension Ordinance, the City of Lemon Grove certifies that it has established a separate Transportation Improvement Account for *TransNet* revenues with interest earned expended only for those purposes for which the funds were allocated.

BE IT FURTHER RESOLVED that pursuant to Section 18 of the *TransNet* Extension Ordinance, the City of Lemon Grove certifies that each project of \$250,000 or more will be clearly designated during construction with *TransNet* project funding identification signs.

BE IT FURTHER RESOLVED that the City of Lemon Grove does hereby certify that all other applicable provisions of the *TransNet* Extension Ordinance and SANDAG Board Policy No. 31 have been met.

BE IT FURTHER RESOLVED that the City of Lemon Grove agrees to indemnify, hold harmless, and defend SANDAG, the San Diego County Regional

Transportation Commission, and all officers and employees thereof against all causes of action or claims related to City of Lemon Grove's *TransNet* funded projects.

PASSED AND ADOPTED on the 17th day of May, the City Council of the City of Lemon Grove, California, adopted Resolution No. 2022-_____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Mayor

Attest:

Audrey Malone, City Clerk

Approved as to Form:

Kristen Steinke, City Attorney

Table 1
2023 Regional Transportation Improvement Program
San Diego Region (in \$000s)

Lemon Grove, City of

MPO ID: LG14		ADOPTION: 23-00										
Project Title:	Traffic Improvements (Preventive Maintenance)								<i>TransNet - LSI: Maint</i>			
Project Description:	Citywide - traffic related projects scheduled throughout each fiscal year: traffic loop replacements, traffic signal upgrades, speed survey, street striping improvements, traffic calming studies, and the repair or replacement of street signs; these projects are part of the annual maintenance program established within the City to maintain the operational readiness of the street system											
Change Notes:												
		Capacity Status: NCI		Exempt Category: Safety - Non signalization traffic control and operating								
Est Total Cost: \$1,997												
	TOTAL	PRIOR	22/23	23/24	24/25	25/26	26/27	FUTURE	PE	RW	CON	
<i>TransNet - LSI</i>	\$1,485	\$885	\$120	\$120	\$120	\$120	\$120				\$1,485	
<i>TransNet - LSI Carry Over</i>	\$498	\$444	\$54						\$1		\$497	
Local Funds	\$14	\$11	\$4								\$14	
TOTAL	\$1,997	\$1,340	\$178	\$120	\$120	\$120	\$120		\$1		\$1,996	

MPO ID: LG15		ADOPTION: 23-00										
Project Title:	Drainage Improvements (Preventive Maintenance)								<i>TransNet - LSI: Maint</i>			
Project Description:	Citywide - improvements or repairs to multiple storm drain facilities such as spot repairs to existing pipes, berms or other diversion devices; attention will be given to the continuous maintenance of Chollas Creek in accordance with the requirements of the National Pollutant Discharge Elimination System (NPDES) permit which involve debris removal, vegetation control, and/or habitat restoration; city staff/consultant to inventory storm drain system and input into GIS; condition assessment, repair options and strategy report to follow											
Change Notes:												
		Capacity Status: NCI		Exempt Category: Other - Plantings, landscaping, etc								
Est Total Cost: \$1,210												
	TOTAL	PRIOR	22/23	23/24	24/25	25/26	26/27	FUTURE	PE	RW	CON	
<i>TransNet - LSI</i>	\$626	\$356	\$50	\$50	\$50	\$60	\$60				\$626	
<i>TransNet - LSI Carry Over</i>	\$334	\$286	\$48						\$27		\$307	
Local Funds	\$250	\$250									\$250	
TOTAL	\$1,210	\$892	\$98	\$50	\$50	\$60	\$60		\$27		\$1,183	

** Include SANDAG in progress and pending projects - these projects are subject to change when accepted by SANDAG

Table 1
2023 Regional Transportation Improvement Program
San Diego Region (in \$000s)

Lemon Grove, City of

MPO ID: LG16		ADOPTION: 23-00									
Project Title:	Drainage Improvements (Congestion Relief)								<i>TransNet - LSI: CR</i>		
Project Description:	Citywide - evaluate, prioritize, and implement improvements to the city's storm drain system by identifying deteriorated or problematic portions of the storm drain system, perform risk assessments to prioritize need, and perform the necessary construction repairs or replacements to avoid roadway flooding										
Change Notes:	Capacity Status: NCI Exempt Category: Safety - Hazard elimination program										
Est Total Cost: \$3,176											
	TOTAL	PRIOR	22/23	23/24	24/25	25/26	26/27	FUTURE	PE	RW	CON
<i>TransNet - LSI</i>	\$1,399	\$864	\$100	\$100	\$100	\$115	\$120				\$1,399
<i>TransNet - LSI (Cash)</i>	\$142	\$142									\$142
<i>TransNet - LSI Carry Over</i>	\$299	\$219	\$80								\$299
Local Funds	\$1,336	\$990	\$347								\$1,336
TOTAL	\$3,176	\$2,215	\$527	\$100	\$100	\$115	\$120				\$3,176

MPO ID: LG17		ADOPTION: 23-00									
Project Title:	Street Improvements (Preventive Maintenance)								<i>TransNet - LSI: Maint</i>		
Project Description:	Citywide - maintain city streets and fund costs to survey all streets as part of the pavement management system										
Change Notes:	Capacity Status: NCI Exempt Category: Safety - Pavement resurfacing and/or rehabilitation										
Est Total Cost: \$1,110											
	TOTAL	PRIOR	22/23	23/24	24/25	25/26	26/27	FUTURE	PE	RW	CON
<i>TransNet - LSI</i>	\$870	\$600	\$50	\$50	\$50	\$60	\$60		\$15		\$855
<i>TransNet - LSI Carry Over</i>	\$240	\$197	\$43								\$240
TOTAL	\$1,110	\$797	\$93	\$50	\$50	\$60	\$60		\$15		\$1,095

** Include SANDAG in progress and pending projects - these projects are subject to change when accepted by SANDAG

Table 1
2023 Regional Transportation Improvement Program
San Diego Region (in \$000s)

Lemon Grove, City of

MPO ID: LG20		ADOPTION: 23-00									
Project Title:	Street Improvements (Congestion Relief - Non CI)								TransNet - LSI: CR		
Project Description:	Citywide - this project involves roadway rehabilitation (grinding and overlay, new structural pavement, or new overlay 1-inch thick or greater) of several streets within the city. Streets were prioritized for work based on levels of deterioration identified in the Pavement Management System; Sidewalk Rehabilitation: this annual project adds sidewalks, widens sidewalks, removes and/or replaces various sidewalk locations and installs Americans with Disabilities Act (ADA) compliant curb ramps throughout the city; Street Improvements: this as needed project would widen or install curb/gutter, sidewalk, curb ramps										
Change Notes:	Capacity Status: NCI Exempt Category: Safety - Pavement resurfacing and/or rehabilitation										
Est Total Cost: \$10,407											
	TOTAL	PRIOR	22/23	23/24	24/25	25/26	26/27	FUTURE	PE	RW	CON
TransNet - LSI	\$5,081	\$2,141	\$547	\$578	\$603	\$595	\$617				\$5,081
TransNet - LSI (Cash)	\$198	\$198									\$198
TransNet - LSI Carry Over	\$3,181	\$2,326	\$854						\$61		\$3,120
Local Funds	\$1,947	\$1,447	\$500								\$1,947
TOTAL	\$10,407	\$6,112	\$1,901	\$578	\$603	\$595	\$617		\$61		\$10,346

MPO ID: LG26		ADOPTION: 23-00									
Project Title:	Connect Main Street (part of Lump Sum V10)								SANDAG ID: 1224069		
Project Description:	Main Street from Broadway to San Miguel (1 miles) - The project will implement Phase 1 and Phase 2 of the SGIP funded Connect Main Street Plan, construction pedestrian and bicycle facilities from Broadway to San Miguel. It will enhance the north/south movement of people walking/biking by implementing a street conversion, D.G. pedestrian trail, shared-use path, pedestrian crosswalks, bulb outs, lighting, and landscape features.										
Change Notes:	Capacity Status: NCI Exempt Category: Other - Transportation enhancement activities										
Est Total Cost: \$2,501											
	TOTAL	PRIOR	22/23	23/24	24/25	25/26	26/27	FUTURE	PE	RW	CON
TransNet - SGIP	\$2,500	\$334	\$1,666	\$500					\$364		\$2,136
Local Funds	\$1		\$1								\$1
TOTAL	\$2,501	\$334	\$1,667	\$500					\$364		\$2,137

** Include SANDAG in progress and pending projects - these projects are subject to change when accepted by SANDAG

Table 1
2023 Regional Transportation Improvement Program
San Diego Region (in \$000s)

RTIP Fund Types

<i>Local Funding</i>	
Local Funds AC	Local Funds - Advanced Construction; mechanism to advance local funds to be reimbursed at a later fiscal year with federal/state funds
<i>TransNet-LSI</i>	Prop. A Extension Local Transportation Sales Tax - Local System Improvements
<i>TransNet-LSI Carry Over</i>	TransNet - LSI funds previously programmed but not requested/paid in year of allocation
<i>TransNet-LSI (Cash)</i>	TransNet - LSI funds which agencies have received payment, but have not spent
<i>TransNet-SGIP</i>	Prop. A Extension Local Transportation Sales Tax - Regional Smart Growth Incentive Program

** Include SANDAG in progress and pending projects - these projects are subject to change when accepted by SANDAG



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 5.
Meeting Date: May 17, 2022
Submitted to: Honorable Mayor and Members of the City Council
Department: Public Works Department
Staff Contact: Ed Walton, Contract City Engineer
ewalton@lemongrove.ca.gov

Item Title: **Award a Professional Services Agreement with Chen Ryan Associates, Inc., for the Development of a Sidewalk Master Plan and Right-of-Way Inventory**

Recommended Action: That the City Council adopt a resolution (**Attachment A**) awarding a professional services agreement to Chen Ryan Associates Inc. (CR Associates) for civil engineering services to develop a sidewalk master plan and right-of-way inventory.

Summary: The City issued a Request for Proposals (**Attachment B**) for professional services to create a sidewalk master plan and right of way inventory on January 31, 2022. CR Associates was the only firm that submitted a proposal. Their proposal (**Attachments C & D**) was reviewed to determine if:

1. Their approach and methodology is appropriate for the scope of work,
2. The firm has the experience and technical competence to successfully complete the master plan and right-of-way inventor,
3. They have knowledge of the local environment and City requirements,
4. Their team members have experience on similar types of projects, and
5. The fee is reasonable for the scope of work proposed.

CR Associates was found to have the desired qualifications to develop the sidewalk master plan and right-of-way inventory as described in the RFQ. Although their fee is higher than originally anticipated, the amount time (number of anticipated man hours) and their hourly rates are reasonable for the given scope of work.

Discussion: At the workshop on May 3, 2021, City Council identified the development of a sidewalk master plan as a priority project. This was included in the FY 21-22 City Council Priorities, whereby allocated \$75,000.00 in the budget to complete this item. Based on this commitment to improving safety and access around the City, a RFQ was issued soliciting proposals. The basic scope of work involved in this contact includes:

- Survey and inventory of all concrete sidewalks, curb and gutter, cross gutters and pedestrian ramps,
- Evaluation and recommendation of software to manage the data including such items as history, budget analysis, maintenance scheduling,
- GPS survey and mapping, and
- Preparing and prioritizing emergency repairs and CIP list.

The sidewalk master plans will not only be helpful in identifying needed improvements, it can also be instrumental in obtaining grants/funding for the construction of the improvements. Having a sidewalk master plan will show City commitment to improving pedestrian access and safety and demonstrate how the City will use the funding in a logical and well thought out manner.

Environmental Review:

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

Fiscal Impact: Staff requests that the City Council allocate an additional \$51,000 to fund the scope of services in the sidewalk masterplan. This amount can be absorbed in the current Public Works - Administrative budget, due to projected salary savings. The cost of the Sidewalk Master Plan and Right-of-Way inventory is \$125, 120.

Public Notification: None required.

Staff Recommendation: That the City Council adopt a resolution (**Attachment A**) to award a professional services agreement (**Attachment E**) to Chen Ryan Associates Inc., in the amount of \$125,120 for the development of a sidewalk master plan and right-of-way inventory.

Attachments:

- Attachment A** – Resolution
- Attachment B** – Request for Proposals
- Attachment C** – Proposal from Chen Ryan Associates, Inc.
- Attachment D** – Chen Ryan Fee Schedule
- Attachment E** – Professional Service Agreement

RESOLUTION NO. 2022-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA, AWARDED A PROFESSIONAL SERVICE AGREEMENT TO CHEN RYAN ASSOCIATES, INC., FOR DEVELOPING A SIDEWALK MASTER PLAN AND RIGHT-OF-WAY INVENTORY

WHEREAS, the Council has identified the development of a sidewalk master plan as a high priority project; and

WHEREAS, a sidewalk master plan will identify and prioritize areas where access improvements are needed and where pedestrian infrastructure is missing or in need of repair or upgrading; and

WHEREAS, having a sidewalk master plan will guide staff in future maintenance and budgeting efforts and enhance grant opportunities by identifying existing deficiencies and providing a prioritized list of needed improvements; and

WHEREAS, City staff advertised a request for proposals to develop a sidewalk master plan and right-of-way inventory; and

WHEREAS, Chen Ryan Associates, Inc., proposal was reviewed and they were found to have the experience, technical competence and knowledge of the local environment to adequately prepare the sidewalk master plan and right-of-way inventory;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lemon Grove, California, hereby approves a professional service agreement with Chen Ryan Associates, Inc., in the amount of \$125,120 for the development of a sidewalk master plan and right-of-way inventory.

PASSED AND ADOPTED on May 17, 2022 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:

Audrey Malone, City Clerk

Approved as to Form:

Kristen Steinke, City Attorney



REQUEST FOR PROPOSALS

CREATE A SIDEWALK MASTER PLAN AND RIGHT-OF-WAY INVENTORY

CONTRACT NO. 2021-27

January 31, 2022

I. INTRODUCTION

The City of Lemon Grove's Public Works Department requests proposals (RFP) from its pre-qualified list of consulting firms to create a citywide sidewalk master plan and right-of-way inventory as well as other related professional services.

This request for proposals (RFP) describes the minimum required scope of services, the consultant evaluation and selection process, and the minimum information that must be included in the proposal. Failure to submit information in accordance with the RFP requirements and procedures may be cause for disqualification.

Three (3) hard copies and one (1) electronic copy on thumbdrive will be accepted no later than **12:00 PM on Thursday, February 24, 2022.**

The total project estimate is approximately \$100,000.

II. BACKGROUND AND DESCRIPTION

The City of Lemon Grove's Capital Improvement Program, or CIP, represents an adjusting five-year budgeting process for establishing the City's capital priorities and financing plan. The first year of the five-year program represents the "approved" capital budget, which is incorporated into the City's annual budget <https://www.lemongrove.ca.gov/home/showpublisheddocument/10874/63760731958603000>. The CIP, which is managed by the Public Works Department under the direction of the Assistant City Manager / Public Works Director, addresses the repair, replacement and expansion of the City's physical infrastructure system, which includes, for example, streets, sewers, storm drains, lighting, buildings and parks.

The intent of this project is to survey all concrete inventories (including but not limited to sidewalks, curb and gutter, driveways, cross-gutters, and pedestrian ramps) within the City's right-of-way and each existing asset as well as its condition.

At the same time, the consultant shall evaluate any appropriate sidewalk inventory management and maintenance software that is compatible or able to interface with the City's Cityworks work order system, ArcGIS, and Streetsaver. The evaluation of the software shall be presented to the City for the City to consider purchasing as the most-suited software for ongoing tracking and monitoring.

The results of the survey shall be inputted into the software. The software shall be set up such that it will provide a coordinated maintenance effort between the City's pavement management software (Streetsaver), and the four-pavement maintenance zones. As an option, the City may include data gathering by means of a GPS unit. The City may, as an option, also include survey of trees, signs or any other City owned facilities between curb and the property line, should the City elect to include the GPS survey that cost should be included as and additive alternate.

The project will also include a review of the inventory, and based on the data available a citywide walkability study shall be performed. The walkability study shall take into account public facilities (including but not limited to shopping centers, downtown areas, hospitals, recreation centers, and schools), volume of pedestrian in high pedestrian areas, urban and rural settings, ADA requirements, drainage issues, and typical road designs as listed in the City's General Plan Mobility Element.

The study shall also identify and prioritize, the construction and/or replacement of all sidewalk related infrastructure and provide a capital improvement list for at least the next 10 years for city staff to include in its CIP. The sidewalk master plan shall include recommendations for Right-of-Way designs for urban and rural locations, and walkability master planning for the City to adopt policies for future improvement and redevelopment.

III. SCOPE OF SERVICES

The following is a summary of professional disciplines and general scope of services that may be performed.

1. Inventory Survey and Condition Assessment
 - a. Sidewalk
 - b. Curb and gutter
 - c. Pedestrian ramps
 - d. Cross gutters
 - e. Driveways
 - f. Other Improvements (e.g. trees, signs, streetlights, or any improvement within the Right-of-way)
 - g. Photographing the X-gutters, sidewalks, ped ramps
2. Evaluation and recommendation of the software
 - a. Identify suitable software to input the data
 - b. Software shall be capable of recording maintenance history, budget analysis, and maintenance scheduling
 - c. Evaluate the software for the City's needs while making sure the software is compatible with the City's existing hardware and software. The recommended software shall be demonstrated to the City.
 - d. Preparing electronic form for use with PDA units compatible with the software (with option to purchase PDA devices)
3. GPS Survey and update of associated maps (with option to purchase GPS equipment for the City)
4. Input survey into the software
5. Training of the City's staff with the new software
6. Producing maps

7. Producing and prioritizing emergency repair and CIP list
8. Maintenance policies and procedures including the rating system and prioritization rules
9. Maintenance scheduling
10. Budget assessment for annual maintenance and CIP with analysis of backlog
11. Funding alternatives
12. Identifying the public facilities with high pedestrian traffic
13. Identify the safe routes to school
14. Pedestrian traffic counts
15. Evaluation of data
16. Identify streets to be designated as “rural” or “urban” development zone
17. Typical ultimate street design criteria for urban and rural settings with due consideration for ADA, walkability, and drainage
18. Updating the City’s existing proposed ultimate Right-of-Way for streets less than 50’ wide
19. Preparing final Master Plan for City Council’s approval
20. Preparation of a PowerPoint presentation of the project
21. Bi-weekly progress meeting
22. Monthly project monitoring report including but not limited to percentage billing, and completion, and tracking of the schedule

IV. PROPOSAL AND SELECTION

To be considered responsive, the proposal must include:

1. The consultant's Project Manager’s experience and approach to the project.
2. A description of the scope of services to be provided by the consultant. The scope of proposed services must be supported with sufficient detail that indicates your understanding of the project.

3. A listing of key personnel, their qualifications, applicable experience and work load.
4. Ability to work with the community, elected officials and City staff in the development of the project plans.
5. Identify a minimum of three similar projects and client reference completed by the design team in the last two years along with results namely budget and schedule.
6. A description of value engineering criteria used and the results achieved on similar projects.
7. A schedule of major elements of work and hours for each task.
8. A listing of all subconsultants and their proposed services.
9. A statement that the consultant has read the Professional Services Agreement, and takes no exception to it.
10. A schedule of hourly rates by classification.
11. Location of the consultant's office relative to the City of Lemon Grove.
12. The proposal package format and number of copies shall conform to this RFP.

V. PROPOSAL FORMAT

1. The consultant's proposal shall not be more than 20 pages including resumes, graphics, forms, pictures and photographs. The front and back covers and one page cover letter is not considered to be part of the RFP.
2. The text font shall not be less than 12 CPI.
3. The submittal shall be single sided (8 ½ x 11) with standard formats for desktop publishing for margins and line spacing.

VI. EVALUATION OF PROPOSAL

Proposals shall be evaluated by a panel of three City employees from the Public Works Development according to the criteria outlined below.

Each accepted proposal will be evaluated based on the following criteria:

- | | | |
|----|---|-----|
| A. | Approach and Methodology | 30% |
| B. | Specialized experience and technical competence | 25% |
| C. | Knowledge of Local Environment and Similar Exp. | 20% |
| D. | Proposed team for the project (including sub-consultants) | 15% |
| E. | Cost Estimate | 10% |

VII. AGREEMENT

Attached for your use in preparing your proposal is a sample professional services agreement used by the City, including insurance and indemnity requirements. **If these are not acceptable to your firm, do not submit a proposal.**

VIII. EXAMINATION OF EXISTING DOCUMENTS

The consultant may arrange to review related project documents on file with the Public Works Department by contacting the Assistant City Manager / Public Works Director.

IX. SCHEDULES

- | | | |
|----|---|---------------------------------|
| 1) | RFP to consultants | January 31, 2022 |
| 2) | RFI deadline | February 17, 2022 |
| 3) | Consultant proposal to City | 12:00 p.m. on February 24, 2022 |
| 4) | Selected consultants interviews (if needed) | Time TBD - March 3, 2022 |
| 5) | Consultant/City to negotiate agreement | Week of March 7, 2022 |
| 6) | City Council consideration | March 15, 2022 |

Proposals (three original signed copies and one electronic copy on thumb drive) must be received by the City of Lemon Grove no later than **12:00 P.M., February 24, 2022.**

X. CITY CONTACT

Mike James, mjames@lemongrove.ca.gov, (619) 825-3814.

XI. ATTACHMENT

- a. Standard Professional Services Agreement – *If the consultant takes exception to the standard template please note it in the response.*

**AGREEMENT
BY AND BETWEEN
THE CITY OF LEMON GROVE
AND
CONSULTANT NAME**

THIS AGREEMENT is approved and effective upon the date of the last signature, by and between the CITY OF LEMON GROVE, a municipal corporation (the "CITY"), and CONSULTANT NAME, a professional engineering firm (the "CONSULTANT").

RECITALS

WHEREAS, the CITY desires to employ a CONSULTANT to create a sidewalk master plan (Contract No. 2021-27).

WHEREAS, the CITY has determined that the CONSULTANT is a professional engineering consulting firm and is qualified by experience and ability to perform the services desired by the CITY, and the CONSULTANT is willing to perform such services.

NOW, THEREFORE, THE PARTIES HERETO DO MUTUALLY AGREE AS FOLLOWS:

1. **ENGAGEMENT OF CONSULTANT.** The CITY hereby agrees to engage the CONSULTANT and the CONSULTANT hereby agrees to perform the services hereinafter set forth in accordance with all terms and conditions contained herein.

The CONSULTANT represents that all services required hereunder will be performed directly by the CONSULTANT or under direct supervision of the CONSULTANT.

2. **SCOPE OF SERVICES.** The CONSULTANT will perform services as set forth in Exhibit "A" (Attached).

The CITY may unilaterally, or upon request from the CONSULTANT, from time to time reduce or increase the Scope of Services to be performed by the CONSULTANT under this Agreement. Upon doing so, the CITY and the CONSULTANT agree to meet in good faith and confer for the purpose of negotiating a corresponding reduction or increase in the compensation associated with said change in services.

3. **PROJECT COORDINATION AND SUPERVISION.**

The Assistant CITY Manager (or designee) hereby is designated as the Project Coordinator for the CITY and will monitor the progress and execution of this Agreement. The CONSULTANT shall assign a single Project Director to provide supervision and have overall responsibility for the progress and execution of this Agreement for the CONSULTANT. NAME is designated as the Project Manager for the CONSULTANT.

4. **COMPENSATION AND PAYMENT.** The compensation for the CONSULTANT shall be based on monthly billings covering actual work performed. Billings shall include labor classifications, respective rates, hours worked and also materials, if any. The total cost for all work described in Exhibit "A" will not exceed SPELL OUT (\$0.00) without prior written authorization from the CITY. Monthly invoices will be processed for payment and remitted within thirty (30) days from receipt of invoice, provided that work is accomplished consistent with Exhibit "A" as determined by and in the sole discretion of the CITY.

The CONSULTANT shall maintain all books, documents, papers, employee time sheets, accounting records, and other evidence pertaining to costs incurred and shall make such materials available at its office at all reasonable times during the term of this Agreement and for three (3) years from the date of final payment under this Agreement, for inspection by the CITY and for furnishing of copies to the CITY, if requested.

5. **LENGTH OF AGREEMENT.** This agreement will expire one year from the effective date.

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

Contemporaneously with the transfer of documents, the CONSULTANT hereby assigns to the CITY and CONSULTANT thereby expressly waives and disclaims, any copyright in, and the right to reproduce, all written material, drawings, plans, specifications or other work prepared under this agreement, except upon the CITY's prior authorization regarding reproduction, which authorization shall not be unreasonably withheld. The CONSULTANT shall, upon request of the CITY, execute any further document(s) necessary to further effectuate this waiver and disclaimer.

The CONSULTANT agrees that the CITY may use, reuse, alter, reproduce, modify, assign, transfer, or in any other way, medium or method utilize the CONSULTANT's written work product for the CITY's purposes, and the CONSULTANT

expressly waives and disclaims any residual rights granted to it by Civil Code Sections 980 through 989 relating to intellectual property and artistic works.

Any modification or reuse by the CITY of documents, drawings or specifications prepared by the CONSULTANT shall relieve the CONSULTANT from liability under Section 14 but only with respect to the effect of the modification or reuse by the CITY, or for any liability to the CITY should the documents be used by the CITY for some project other than what was expressly agreed upon within the Scope of this project, unless otherwise mutually agreed.

7. **INDEPENDENT CONSULTANT.** Both parties hereto in the performance of this Agreement will be acting in an independent capacity and not as agents, employees, partners or joint venturers with one another. Neither the CONSULTANT nor the CONSULTANT'S employees are employees of the CITY and are not entitled to any of the rights, benefits, or privileges of the CITY'S employees, including but not limited to retirement, medical, unemployment, or workers' compensation insurance.

This Agreement contemplates the personal services of the CONSULTANT and the CONSULTANT'S employees, and it is recognized by the parties that a substantial inducement to the CITY for entering into this Agreement was, and is, the professional reputation and competence of the CONSULTANT and its employees. Neither this Agreement nor any interest herein may be assigned by the CONSULTANT without the prior written consent of the CITY. Nothing herein contained is intended to prevent the CONSULTANT from employing or hiring as many employees, or subconsultants, as the CONSULTANT may deem necessary for the proper and efficient performance of this Agreement. All agreements by CONSULTANT with its subconsultant(s) shall require the subconsultant to adhere to the applicable terms of this Agreement.

8. **CONTROL.** Neither the CITY nor its officers, agents or employees shall have any control over the conduct of the CONSULTANT or any of the CONSULTANT'S employees except as herein set forth, and the CONSULTANT expressly agrees not to represent that the CONSULTANT or the CONSULTANT'S agents, servants, or employees are in any manner agents, servants or employees of the CITY, it being understood that the CONSULTANT, its agents, servants, and employees are as to the CITY wholly independent consultants and that the CONSULTANT'S obligations to the CITY are solely such as are prescribed by this Agreement.

9. **COMPLIANCE WITH APPLICABLE LAW.** The CONSULTANT, in the performance of the services to be provided herein, shall comply with all applicable State and Federal statutes and regulations, and all applicable ordinances, rules and regulations of the LEMON GROVE SANITATION CITY (AND CITY OF LEMON GROVE), whether now in force or subsequently enacted. The CONSULTANT, and each of its subconsultants, shall obtain and maintain a current LEMON GROVE SANITATION CITY (AND CITY OF LEMON GROVE) business license prior to and during performance of any work pursuant to this Agreement.

10. **LICENSES, PERMITS, ETC.** The CONSULTANT represents and covenants that it has all licenses, permits, qualifications, and approvals of whatever nature that are legally required to practice its profession. The CONSULTANT represents and covenants that the CONSULTANT shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement, any license, permit, or approval which is legally required for the CONSULTANT to practice its profession.

11. **STANDARD OF CARE.**

A. The CONSULTANT, in performing any services under this Agreement, shall perform in a manner consistent with that level of care and skill ordinarily exercised by members of the CONSULTANT'S trade or profession currently practicing under similar conditions and in similar locations. The CONSULTANT shall take all special precautions necessary to protect the CONSULTANT's employees and members of the public from risk of harm arising out of the nature of the work and/or the conditions of the work site.

B. Unless disclosed in writing prior to the date of this agreement, the CONSULTANT warrants to the CITY that it is not now, nor has it for the five (5) years preceding, been debarred by a governmental agency or involved in debarment, arbitration or litigation proceedings concerning the CONSULTANT's professional performance or the furnishing of materials or services relating thereto.

C. The CONSULTANT is responsible for identifying any unique products, treatments, processes or materials whose availability is critical to the success of the project the CONSULTANT has been retained to perform, within the time requirements of the CITY, or, when no time is specified, then within a commercially reasonable time. Accordingly, unless the CONSULTANT has notified the CITY otherwise, the CONSULTANT warrants that all products, materials, processes or treatments identified in the project documents prepared for the CITY are reasonably commercially available. Any failure by the CONSULTANT to use due diligence under this sub-paragraph will render the CONSULTANT liable to the CITY for any increased costs that result from the CITY's later inability to obtain the specified items or any reasonable substitute within a price range that allows for project completion in the time frame specified or, when not specified, then within a commercially reasonable time.

12. **NON-DISCRIMINATION PROVISIONS.** The CONSULTANT shall not discriminate against any employee or applicant for employment because of age, race, color, ancestry, religion, sex, sexual orientation, marital status, national origin, physical handicap, or medical condition. The CONSULTANT will take positive action to insure that applicants are employed without regard to their age, race, color, ancestry, religion, sex, sexual orientation, marital status, national origin, physical handicap, or medical condition. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The CONSULTANT agrees to post in conspicuous places available to employees and applicants for employment any notices provided by the CITY setting forth the provisions of this non-discrimination clause.

13. **CONFIDENTIAL INFORMATION.** The CITY may from time to time communicate to the CONSULTANT certain confidential information to enable the CONSULTANT to effectively perform the services to be provided herein. The CONSULTANT shall treat all such information as confidential and shall not disclose any part thereof without the prior written consent of the CITY. The CONSULTANT shall limit the use and circulation of such information, even within its own organization, to the extent necessary to perform the services to be provided herein. The foregoing obligation of this Section 13, however, shall not apply to any part of the information that (i) has been disclosed in publicly available sources of information; (ii) is, through no fault of the CONSULTANT, hereafter disclosed in publicly available sources of information; (iii) is already in the possession of the CONSULTANT without any obligation of confidentiality; (iv) has been or is hereafter rightfully disclosed to the CONSULTANT by a third party, but only to the extent that the use or disclosure thereof has been or is rightfully authorized by that third party; or (v) is disclosed according to law or court order.

The CONSULTANT shall not disclose any reports, recommendations, conclusions or other results of the services or the existence of the subject matter of this Agreement without the prior written consent of the CITY. In its performance hereunder, the CONSULTANT shall comply with all legal obligations it may now or hereafter have respecting the information or other property of any other person, firm or corporation.

CONSULTANT shall be liable to CITY for any damages caused by breach of this condition, pursuant to the provisions of Section 14.

14. **INDEMNIFICATION AND HOLD HARMLESS.** The CONSULTANT shall indemnify, defend, and hold harmless the CITY, and its officers, officials, agents and employees from any and all claims, demands, costs or liability that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of CONSULTANT, its employees, agents, and subconsultants in the performance of services under this Agreement. CONSULTANT's duty to indemnify under this section shall not include liability for damages for death or bodily injury to persons, injury to property, or other loss, damage or expense arising from the sole negligence or willful misconduct by the CITY or its elected officials, officers, agents, and employees. CONSULTANT's indemnification obligations shall not be limited by the insurance provisions of this Agreement. The CITY AND CONSULTANT expressly agree that any payment, attorney's fees, costs or expense CITY incurs or makes to or on behalf of an injured employee under the CITY 's self-administered workers' compensation is included as a loss, expense, or cost for the purposes of this section, and that this section will survive the expiration or early termination of this Agreement.

15. **WORKERS' COMPENSATION.** The CONSULTANT shall comply with all of the provisions of the Workers' Compensation Insurance and Safety Acts of the State of California, the applicable provisions of Division 4 and 5 of the California Government Code and all amendments thereto; and all similar state or Federal acts or laws applicable; and shall indemnify, and hold harmless the CITY/CITY and its officers, and employees from and against all claims, demands, payments, suits, actions,

proceedings and judgments of every nature and description, including reasonable attorney's fees and defense costs presented, brought or recovered against the CITY or its officers, employees, or volunteers, for or on account of any liability under any of said acts which may be incurred by reason of any work to be performed by the CONSULTANT under this Agreement.

16. **INSURANCE.** The CONSULTANT, at its sole cost and expense, shall purchase and maintain, and shall require its subconsultants, when applicable, to purchase and maintain throughout the term of this agreement, the following insurance policies:

A. If checked, Professional Liability Insurance (errors and omissions) with minimum limits of \$1,000,000 per occurrence.

B. Automobile insurance covering all bodily injury and property damage incurred during the performance of this Agreement, with a minimum coverage of \$1,000,000 combined single limit per accident. Such automobile insurance shall include non-owned vehicles.

C. Comprehensive general liability insurance, with minimum limits of \$1,000,000 combined single limit per occurrence, covering all bodily injury and property damage arising out of its operation under this Agreement.

D. Workers' compensation insurance covering all of CONSULTANT's employees.

E. The aforesaid policies shall constitute primary insurance as to the CITY, its officers, employees, and volunteers, so that any other policies held by the CITY shall not contribute to any loss under said insurance. Said policies shall provide for thirty (30) days prior written notice to the CITY of cancellation or material change.

F. Said policies, except for the professional liability and worker's compensation policies, shall name the CITY and its officers, agents and employees as additional insureds.

G. If required insurance coverage is provided on a "claims made" rather than "occurrence" form, the CONSULTANT shall maintain such insurance coverage for three years after expiration of the term (and any extensions) of this Agreement.

H. Any aggregate insurance limits must apply solely to this Agreement.

I. Insurance shall be written with only California admitted companies which hold a current policy holder's alphabetic and financial size category rating of not less than A VIII according to the current Best's Key Rating Guide, or a company equal financial stability that is approved by the CITY.

J. This Agreement shall not take effect until certificate(s) or other sufficient proof that these insurance provisions have been complied with, are filed with and approved by the CITY. If the CONSULTANT does not keep all of such insurance policies in full force and effect at all times during the terms of this Agreement, the CITY may elect to treat the failure to maintain the requisite insurance as a breach of this Agreement and terminate the Agreement as provided herein.

17. **LEGAL FEES.** If any party brings a suit or action against the other party arising from any breach of any of the covenants or agreements or any inaccuracies in any of the representations and warranties on the part of the other party arising out of this Agreement, then in that event, the prevailing party in such action or dispute, whether by final judgment or out-of-court settlement, shall be entitled to have and recover of and from the other party all reasonable costs and expenses of suit, including reasonable attorneys' fees.

For purposes of determining who is to be considered the prevailing party, it is stipulated that attorney's fees incurred in the prosecution or defense of the action or suit shall not be considered in determining the amount of the judgment or award. Attorney's fees to the prevailing party if other than the CITY shall, in addition, be limited to the amount of attorney's fees incurred by the CITY in its prosecution or defense of the action, irrespective of the actual amount of attorney's fees incurred by the prevailing party.

18. **MEDIATION/ARBITRATION.** If a dispute arises out of or relates to this Agreement, or the breach thereof, the parties agree first to try, in good faith, to settle the dispute by mutual negotiation between the principles, and failing that through nonbinding mediation in San Diego, California, in accordance with the Commercial Mediation Rules of the American Arbitration Association (the "AAA"). The costs of mediation shall be borne equally by the parties.

19. **TERMINATION.** A. This Agreement may be terminated with or without cause by the CITY. Termination without cause shall be effective only upon 30-day's written notice to the CONSULTANT. During said 30-day period the CONSULTANT shall perform all services in accordance with this Agreement. The Consultant may terminate this agreement upon thirty (30) days prior notice in the event of a continuing and material breach by the CITY of its obligations under this Agreement including but not limited to payment of invoices.

B. This Agreement may also be terminated immediately by the CITY for cause in the event of a material breach of this Agreement that is not cured to the CITY's satisfaction within a ten (10) day prior cure period, or material misrepresentation by the CONSULTANT in connection with the formation of this Agreement or the performance of services, or the failure to perform services as directed by the CITY.

C. Termination with or without cause shall be effected by delivery of written Notice of Termination to the CONSULTANT as provided for herein.

D. In the event of termination, all finished or unfinished Memoranda Reports, Maps, Drawings, Plans, Specifications and other documents prepared by the CONSULTANT, whether paper or electronic, shall immediately become the property of and be delivered to the CITY, and the CONSULTANT shall be entitled to receive just and equitable compensation for any work satisfactorily completed on such documents and other materials up to the effective date of the Notice of Termination, not to exceed the amounts payable hereunder, and less any damages caused the CITY by the CONSULTANT's breach, if any. Thereafter, ownership of said written material shall vest in the CITY all rights set forth in Section 6.

E. The CITY further reserves the right to immediately terminate this Agreement upon: (1) the filing of a petition in bankruptcy affecting the CONSULTANT; (2) a reorganization of the CONSULTANT for the benefit of creditors; or (3) a business reorganization, change in business name or change in business status of the CONSULTANT.

20. **NOTICES.** All notices or other communications required or permitted hereunder shall be in writing, and shall be personally delivered; or sent by overnight mail (Federal Express or the like); or sent by registered or certified mail, postage prepaid, return receipt requested; or sent by ordinary mail, postage prepaid; or telegraphed or cabled; or delivered or sent by telex, telecopy, facsimile or fax; and shall be deemed received upon the earlier of (i) if personally delivered, the date of delivery to the address of the person to receive such notice, (ii) if sent by overnight mail, the business day following its deposit in such overnight mail facility, (iii) if mailed by registered, certified or ordinary mail, five (5) days (ten (10) days if the address is outside the State of California) after the date of deposit in a post office, mailbox, mail chute, or other like facility regularly maintained by the United States Postal Service, (iv) if given by telegraph or cable, when delivered to the telegraph company with charges prepaid, or (v) if given by telex, telecopy, facsimile or fax, when sent. Any notice, request, demand, direction or other communication delivered or sent as specified above shall be directed to the following persons:

To the CITY: Lydia Romero, City Manager
City of Lemon Grove
3232 Main Street
Lemon Grove, CA 91945-1701

To the CONSULTANT: NAME / TITLE
CONSULTANT

Notice of change of address shall be given by written notice in the manner specified in this Section. Rejection or other refusal to accept or the inability to deliver because of changed address of which no notice was given shall be deemed to constitute receipt of the notice, demand, request or communication sent. Any notice, request, demand, direction or other communication sent by cable, telex, telecopy,

facsimile or fax must be confirmed within forty-eight (48) hours by letter mailed or delivered as specified in this Section.

21. **CONFLICT OF INTEREST AND POLITICAL REFORM ACT OBLIGATIONS.** During the term of this Agreement, the CONSULTANT shall not perform services of any kind for any person or entity whose interests conflict in any way with those of the CITY OF LEMON GROVE. The CONSULTANT also agrees not to specify any product, treatment, process or material for the project in which the CONSULTANT has a material financial interest, either direct or indirect, without first notifying the CITY of that fact. The CONSULTANT shall at all times comply with the terms of the Political Reform Act and the Lemon Grove Conflict of Interest Code. The CONSULTANT shall immediately disqualify itself and shall not use its official position to influence in any way any matter coming before the CITY in which the CONSULTANT has a financial interest as defined in Government Code Section 87103. The CONSULTANT represents that it has no knowledge of any financial interests that would require it to disqualify itself from any matter on which it might perform services for the CITY.

If checked, the CONSULTANT shall comply with all of the reporting requirements of the Political Reform Act and the CITY OF LEMON GROVE Conflict of Interest Code. Specifically, the CONSULTANT shall:

1. Go to www.fppc.ca.gov
2. Download the Form 700: Statement of Economic Interests
3. Completely fill out the form
4. Submit the form to the Public Works Department with the signed contracts.

The CONSULTANT shall be strictly liable to the CITY for all damages, costs or expenses the CITY may suffer by virtue of any violation of this Paragraph 21 by the CONSULTANT.

22. **MISCELLANEOUS PROVISIONS.**

A. *Computation of Time Periods.* If any date or time period provided for in this Agreement is or ends on a Saturday, Sunday or federal, state or legal holiday, then such date shall automatically be extended until 5:00 p.m. Pacific Time of the next day which is not a Saturday, Sunday or federal, state or legal holiday.

B. *Counterparts.* This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute but one and the same instrument.

C. *Captions.* Any captions to, or headings of, the sections or subsections of this Agreement are solely for the convenience of the parties hereto, are

not a part of this Agreement, and shall not be used for the interpretation or determination of the validity of this Agreement or any provision hereof.

D. *No Obligations to Third Parties.* Except as otherwise expressly provided herein, the execution and delivery of this Agreement shall not be deemed to confer any rights upon, or obligate any of the parties hereto, to any person or entity other than the parties hereto.

E. *Exhibits and Schedules.* The Exhibits and Schedules attached hereto are hereby incorporated herein by this reference for all purposes.

F. *Amendment to this Agreement.* The terms of this Agreement may not be modified or amended except by an instrument in writing executed by each of the parties hereto.

G. *Waiver.* The waiver or failure to enforce any provision of this Agreement shall not operate as a waiver of any future breach of any such provision or any other provision hereof.

H. *Applicable Law.* This Agreement shall be governed by and construed in accordance with the laws of the State of California.

I. *Entire Agreement.* This Agreement supersedes any prior agreements, negotiations and communications, oral or written, and contains the entire agreement between the parties as to the subject matter hereof. No subsequent agreement, representation, or promise made by either party hereto, or by or to an employee, officer, agent or representative of any party hereto shall be of any effect unless it is in writing and executed by the party to be bound thereby.

J. *Successors and Assigns.* This Agreement shall be binding upon and shall inure to the benefit of the successors and assigns of the parties hereto.

K. *Construction.* The parties acknowledge and agree that (i) each party is of equal bargaining strength, (ii) each party has actively participated in the drafting, preparation and negotiation of this Agreement, (iii) each such party has consulted with or has had the opportunity to consult with its own, independent counsel and such other professional advisors as such party has deemed appropriate, relative to any and all matters contemplated under this Agreement, (iv) each party and such party's counsel and advisors have reviewed this Agreement, (v) each party has agreed to enter into this Agreement following such review and the rendering of such advice, and (vi) any rule or construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement, or any portions hereof, or any amendments hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first above written.

CITY OF LEMON GROVE

CONSULTANT

*(Corporation – signatures of two corp. officers)
(Partnership – one signature)
(Sole proprietorship – one signature)*

By: _____
Lydia Romero

City Manager

(Title)

(Date)

By: _____
(Name 1)

(Title)

(Date)

(Name 2)

(Title)

(Date)

APPROVED AS TO FORM:

By: _____
Kristen Steinke

City Attorney

(Title)

(Date)

By: _____
(Name)

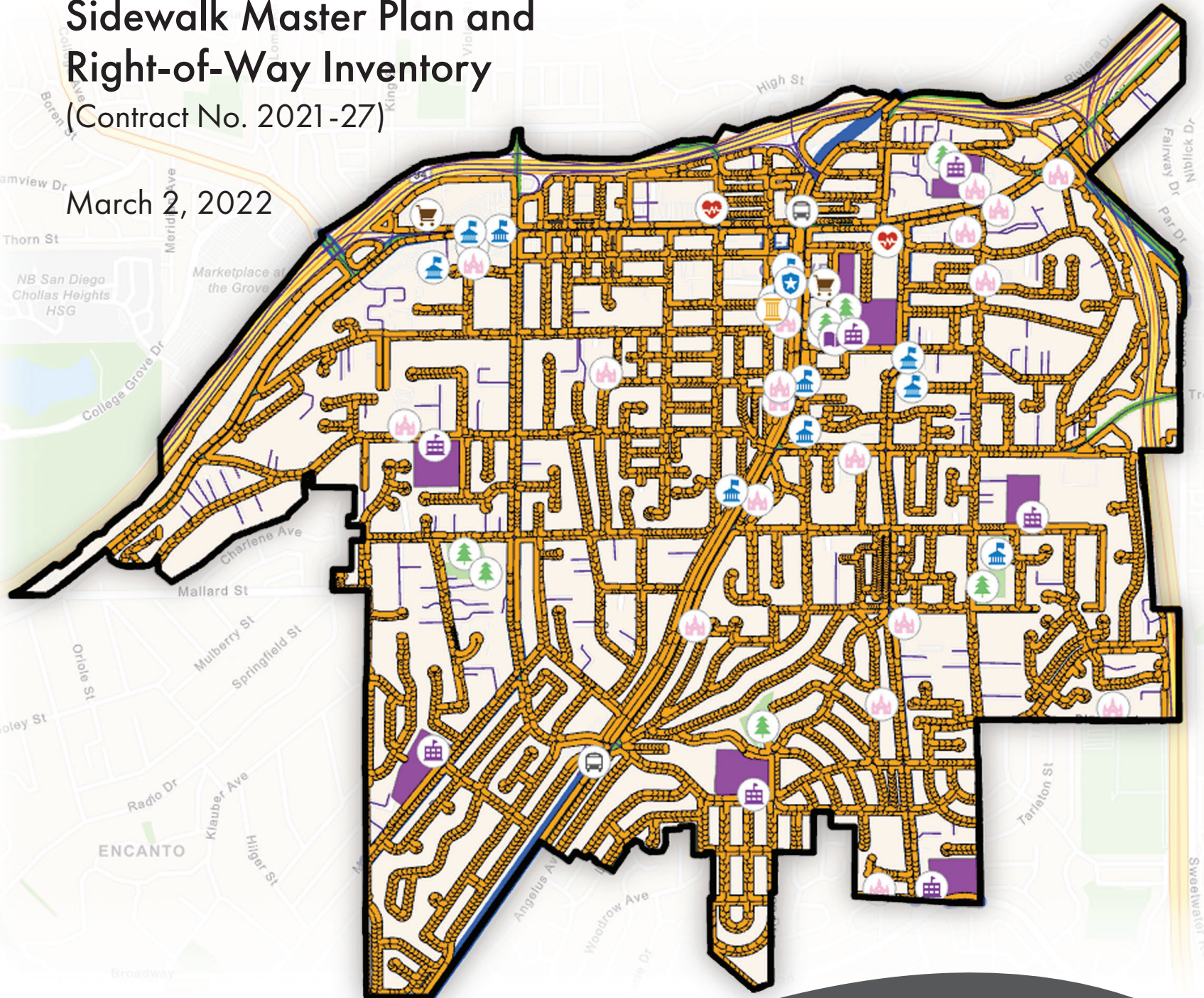
(Title)

(Date)



City of Lemon Grove | Proposal Sidewalk Master Plan and Right-of-Way Inventory (Contract No. 2021-27)

March 2, 2022



WOOD RODGERS

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March 2, 2022

Mr. Mike James

City of Lemon Grove

3232 Main Street

Lemon Grove, California 91945-1701



RE: Proposal to Create a Sidewalk Master Plan and Right-of-Way Inventory

Dear Mr. James:

Chen Ryan and Associates. (CRA) is pleased to submit our Proposal to the Sidewalk Master Plan and Right-of-Way Inventory to demonstrate our experience and expertise in Geographic Information Systems Services (GIS) and transportation projects. We are confident that the City will find our team of dedicated professionals and technical experts more than capable of successfully delivering all the elements of the City's Sidewalk Master Plan and Walkability Study.

The CRA Team (Team) will utilize a proven approach to successfully deliver this project for the City. The selected team members have unique experiences that directly supports the services in the scope of work. A few of the benefits that the Team provides the City are as follows:

Responsiveness | Our team prides itself on minimizing corporate distractions to allow our sole focus to be directed toward service and responsiveness to our clients.

GIS Experience | Our GIS lead, Mr. Sheng Tan, GISP, has over 23 years of experience in GIS. His GIS knowledge is well-rounded, encompassing various aspects of GIS analysis and technologies including desktop, server, web and mobile. Mr. Tan and his team have extensive experience providing programmatic and asset management solutions for municipal clients.

Project Manager with Extensive City Experience | Our Project Manager, Mr. Thies, has worked closely with the City in recent years assisting in the development of the Citywide Drainage Master Plan and CMP Inspection. Mr. Thies has a proven record of providing exceptional service to the City and going above and beyond to ensure immaculate projects completed on time and within budget.

Multi-Discipline In-House Team | The Team is multi-disciplined and prides itself on providing our clients with the resources and expertise to deliver all elements of a project. The team assembled for this project provides expertise in all aspects of GIS master planning, asset management, transportation, and implementation. Our in-house team members include California registered professional civil engineers familiar with transportation and public works planning and design.

I, Mr. Scott Cartwright, PE will serve as Task Order Manager for the project and will be responsible for contracting and allocation of staff resources. Mr. Andrew Thies, will serve as our Project Manager and will be the primary point-of-contact for contractual purposes as well as day-to-day operations once the project is underway.

We acknowledge receipt of Addendum No. 1 and we have adjusted our proposal accordingly.

Should the City require any additional information or have any questions, please do not hesitate to contact me at 858.408.5183 or by email at scartwright@cramobility.com.

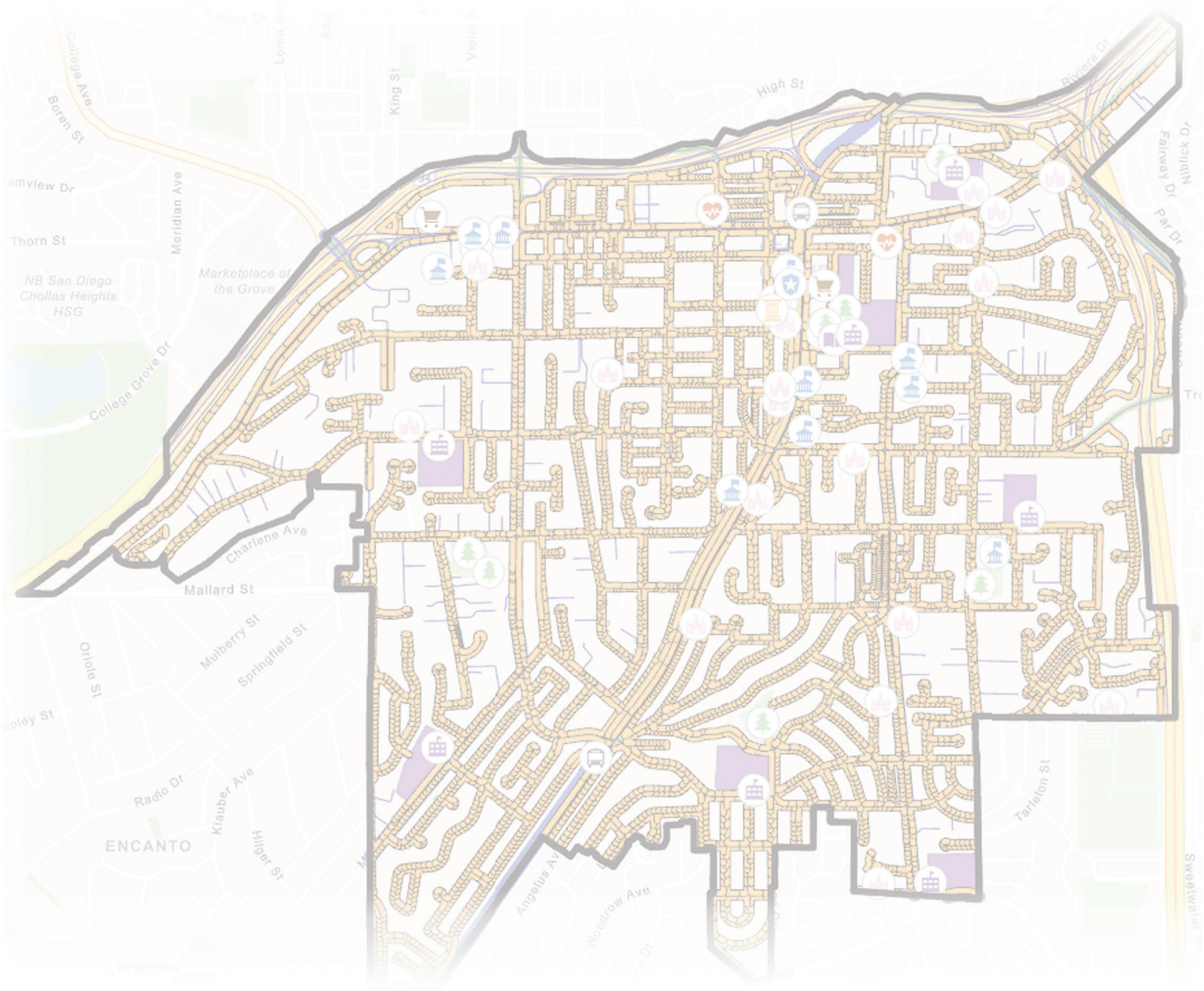
Regards,

CR ASSOCIATES

A handwritten signature in blue ink, appearing to read 'Scott Cartwright', is written over the printed name.

Scott Cartwright, P.E.

Approach & Methodology



APPROACH + METHODOLOGY

1. Project Management and Meetings:

The Project Team (Team) understands that due to the complexities and intricacies of this project, constant and efficient communication between the Team and the City is critical to the project's success. Our team, having been through this process many times can provide guidance and present unique methods to ensure the City's desired outcome is met.

- a) Monthly progress reports and invoices for the duration of the project
- b) Up to six in-person meetings including:
 - i) Kick-off meeting
 - This meeting is critically important to establish the foundation of the project. The scope will be reviewed in depth along with the City's desired outcomes to ensure the best possible outcome.
 - ii) Data collection review meeting
 - iii) Software selection meeting
 - iv) Two progress meeting
 - v) Draft Sidewalk Master Plan review meeting
- c) Bi-weekly virtual progress meetings when no milestone meetings are scheduled
- d) One City Council presentation

SIDEWALK INVENTORY DEVELOPMENT AND CONDITION ASSESSMENT

2. Inventory Survey and Condition Assessment

The team will collect the available data from the City along with the latest and greatest countywide datasets. The available datasets will be used along with intelligent GIS programming to complete a desktop survey of the City's concrete inventories and develop a comprehensive condition assessment schema to be used in the field survey and to inform maintenance and improvement decisions for the City.

- a) Inventory Survey:
 - i) The team will work closely with the City to select the assets to be assessed and the level of effort that will be associated with each asset type. The team recommends using available third-party vendor base data set of the extracted concrete surfaces from machine learning and the most recent LiDAR and aerial imagery. This dataset provides the best available digitization of concrete surfaces for the City which we will overlap with the City's Right-of-Way (ROW) linework to quickly identify the likely concrete infrastructure. Once the likely structures are identified the data will be reviewed for accuracy using Google Streetview and the latest LiDAR sets to verify the following asset types:
 - Sidewalk
 - Sidewalk Gaps
 - Curb and Gutter
 - Pedestrian Ramps
 - Cross Gutters
 - Driveways



Example of third-party vendor machine learning concrete asset extraction displaying concrete ground covering.

- Optional: As an optional task, Other Improvements within the ROW can be identified with a similar process (e.g., trees, signs, streetlights, or any improvement within the ROW)
 - (a) While visually verifying the locations of prime assets, other assets will be added when and where identified during the in-office assessment.
- ii) A schema will be established based on existing City data, Esri Data Model, and Asset management (i.e., Cityworks) requirements
 - Benefit is establishing utilizing an industry standard which allows the easy incorporation of established tools
- iii) A well-built set of domains for the selected schema will be established to ensure data consistency and the ability to use custom tools.
 - Using an established list of responses for each category cuts down on the number of field types making the long-term use of the data far more efficient
 - Will need to carefully record the metadata for the selected schema and domain so that the data is futureproof

b) Condition Assessment:

The condition assessment criteria will be developed such that minimal subjective judgment will be required.

- i) The previously created datasets will be linked to an easy-to-use form designed in ArcGIS Survey123 for field collection while allowing the edits to show up in real time in the GIS data sets.
- ii) The Team will work closely with the City to determine the final list of field collection attributes which at a minimum will include the following:
 - ADA Compliant
 - Defects

(a) Vertical Fault	(e) Cracking
(b) Horizontal Fault	(f) Cross Slope
(c) Spalling	(g) Ponding
(d) Obstructions	(h) Cleanliness
 - Length of defect area
 - End Point Type

(a) Intersection	(c) Gap
(b) Commercial Driveway	(d) Tee
 - Solution
 - (a) Repair vs replace: Auto populated using the combination of defect type and length of defect
 - Cost: Auto populated based on the solution type and local bid history
 - Score: Auto populated based on the selected scoring criteria
 - Priority: Auto populated based on the selected prioritization criteria

Deliverables:

- Section of the Sidewalk Master Plan report to summarize the methodologies and findings
- Citywide GIS map of the georeferenced infrastructure with a comprehensive schema

3. Evaluation and Recommendation of the Software

The team will utilize their extensive experience with asset management software and GIS integration to provide the City with a list of potential software solutions that meet the City’s needs. This scope assumes the City will select a solution to develop a process by which the City’s current Cityworks maintenance management system can be used to track public sidewalk inventory and future maintenance activities. The Team will complete the following:

- a) Research the available software solutions which at a minimum must meet the City’s needs of:

i) Recording Maintenance History	iv) Integrate with CityWorks and Streetsaver
ii) Budget Analysis	v) Work with existing City infrastructure
iii) Maintenance Scheduling	
- a) Evaluate the solutions and recommend the best fit for the City
- b) Work with the software provider to demonstrate the platform to the City

Deliverables:

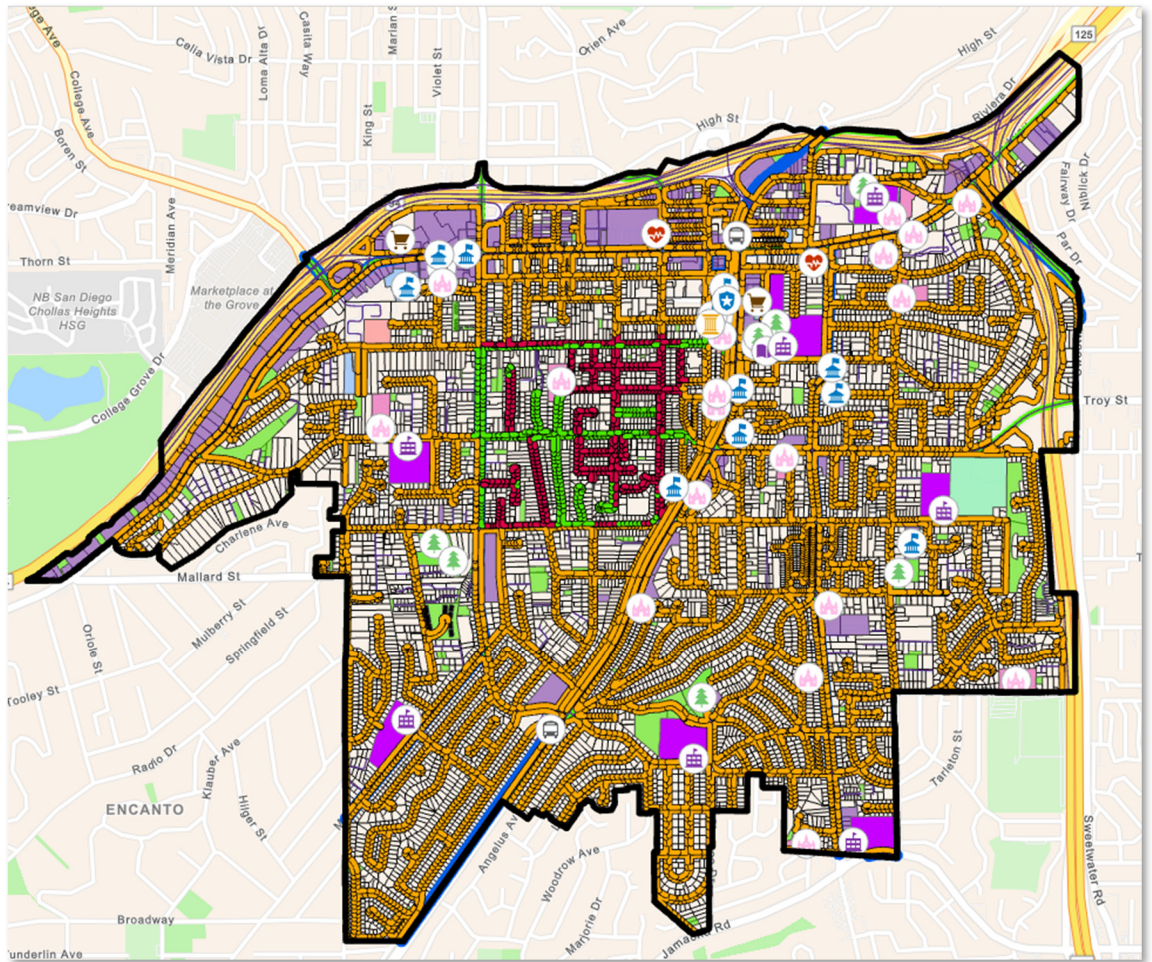
- Section of the Sidewalk Master Plan report to summarize the methodologies and findings
- Recommended software solution

4. GPS Survey and Update of Associated Maps

The team will utilize the custom designed form in ArcGIS Survey123 with field mobile devices (tablets or smart phones) to assess the City’s concrete inventory. For the purposes of scoping this

project an exercise was completed to evaluate the potential length of sidewalks within the City. The following graphic shows a sample area of the City for which aerial imagery and Google Street View were reviewed.

The total area reviewed included roughly eleven miles of potential sidewalk areas of which roughly one third had existing sidewalks. From this we are assuming that roughly one third of the City's one hundred and ninety miles of potential sidewalks areas will need to be surveyed. At an estimated pace of half a mile per hour including travel time we are estimating up to three weeks of field surveying by a single person survey team. The following tasks will be completed during this effort:



Map of sample area desktop sidewalk assessment. Green being the areas with sidewalks and red being the areas without. Orange areas have not been assessed.

a) Sidewalk Assessment

- i) One person field crews will be outfitted with a set of data collection tools that allow them to not only verify the accuracy of the sidewalk data but also collect new sidewalk data, collect exact locations of sidewalk defects, and collect digital photography documenting any findings all directly into the Survey123 application, updating the City's web-application in real time.

b) Optional: City to purchase PDA devices

- i) Field mobile data collection equipment (i.e. smart phones and/or tablets) will be evaluated and the best available from a cost to benefit standpoint will be recommended.

Deliverables:

- Section of the Sidewalk Master Plan report to summarize the methodologies and findings
- Updated GIS datasets

5. Input Survey into Selected Software

The results of the field survey will be incorporated into the selected management software.

Deliverables:

- GIS dataset formatted to be uploaded to the CityWorks asset management software

6. Training of the City's Staff with the New Software

The Team will train the City staff with the new software on their selected platform. The data will be incorporated into a web-based application for the duration of the project which will allow the City to view the data as it is being processed and visualize progress.

Deliverables:

- Workflow that will be incorporated into the Sidewalk Master Plan
- One half day training for City staff

7. Producing and Prioritizing Emergency Repair and CIP List

Based on the results of the field survey and direction from the City, the Team will complete a GIS based effort to classify the sidewalk deficiencies as either emergency repairs or CIP projects. The Repairs and CIP projects can be bundled or handled on an asset-by-asset basis with the help of the selected asset management software.

Deliverables:

- Section of the Sidewalk Master Plan report to summarize the methodologies and findings
- Updated GIS dataset including project type

8. Maintenance Policies and Procedures Including the Rating System and Prioritization Rules

The team will work closely with the City to develop GIS based processes to populate the following attribute fields outlined in Task 2:

- Solution
- Cost
- Score
- Priority

The Team will utilize experience, research, and local bid history to ensure the accuracy of the equations used to populate these fields. Maintenance scheduling will be handled within the asset management software.

Deliverables:

- Section of the Sidewalk Master Plan report to summarize the methodologies and findings
- Updated GIS dataset including asset score and project prioritization

9. Funding Alternatives

The Team has worked on many projects that have local, state, and federal funding, and has assisted local agencies with the grant application process. We have successfully completed grant applications and received funding by various federal and state sources including US DOT Transportation Investment Generating Economic Recovery (TIGER): Active Transportation Program (ATP); American Recovery and Reinvestment Act (ARRA); Proposition 1E funding, FEMA; Safe Routes to Schools, FHWA, and local measure funds.

- a) The team will assist the City by identifying potential funding sources and ensure the results of the Sidewalk Master Plan can be used for the grant application process.

Deliverables:

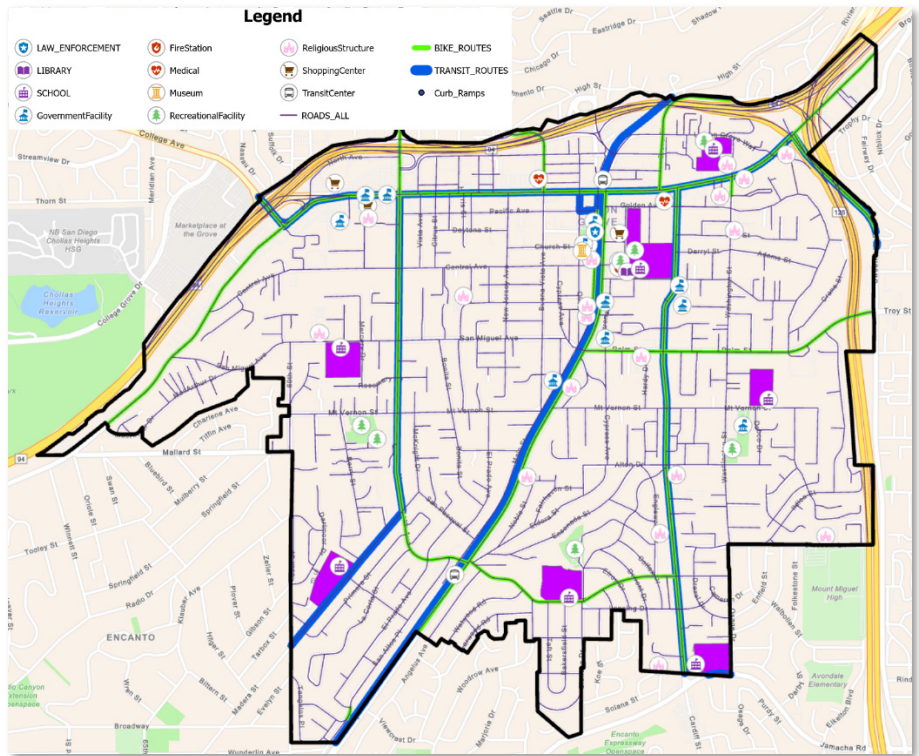
- Section of the Sidewalk Master Plan report to summarize the methodologies and findings
- List of potential funding alternatives

CITYWIDE WALKABILITY STUDY

Tasks 10 through 15 are intended to utilize the results of the Sidewalk Inventory Development along with readily available data sets to develop a GIS based walkability study to be included in the Sidewalk Master Plan as an appendix. This work relies heavily on the City's General Plan and information provided by the City.

10. Identifying The Public Facilities with High Pedestrian Traffic

The Team will utilize their GIS expertise, knowledge of the City, and City staff input to identify the locations of high pedestrian traffic. This effort will be a GIS mapping effort.



Map of City with key Points of Interest (POI) including schools, transit routes, and existing bike routes.

Deliverables:

- Section of the Walkability Study appendix in the Sidewalk Master Plan report
- Updated GIS database and exhibit

11. Identify the Safe Routes to School

The Team will utilize the Sidewalk Inventory along with the City's General Plan Land Uses, Lemon Grove Kids Walk and Roll to School Toolkit, and other readily available GIS datasets to develop a GIS based Safe Routes to School database and map. The seven school polygons, as shown above, will be buffered and the sidewalk deficiencies and gaps will be quantified into tables. This information will also be used in the scoring and prioritization of the sidewalk assets.

Deliverables:

- Section of the Walkability Study appendix in the Sidewalk Master Plan report
- Updated GIS database and exhibit

12. Pedestrian Traffic Counts

The Team will collect new typical weekday AM and PM peak hour traffic counts, including pedestrians, bicycles, and vehicles, for up to five study intersections. The intersections will be selected based on the findings in Task 10 and 11 and through discussions with the City.

Deliverables:

- Section of the Walkability Study appendix in the Sidewalk Master Plan report
- Updated GIS database and exhibit

13. Identify Streets to Be Designated As “Rural” Or “Urban” Development Zone

The Team will work closely with the City to develop the approach to identify streets to be designated as “rural” or “urban” development zone.

Deliverables:

- Section of the Walkability Study appendix in the Sidewalk Master Plan report
- Updated GIS database and exhibit

14. Typical Ultimate Street Design Criteria for Urban and Rural Settings with Due Consideration for ADA, Walkability, and Drainage

The Team will work closely with the City to develop the approach for generating typical ultimate street design criteria for urban and rural settings with due consideration for ADA, walkability, and drainage.

Deliverables:

- Section of the Walkability Study appendix in the Sidewalk Master Plan report
- Updated GIS database and exhibit

15. Updating the City’s Existing Proposed Ultimate Right-of-Way for Streets Less than 50’ Wide

The Team will work closely with the City to develop the approach for updating the City’s existing proposed ultimate ROW for streets less than 50’ wide.

Deliverables:

- Section of the Walkability Study appendix in the Sidewalk Master Plan report
- Updated GIS database and exhibit

16. Sidewalk Master Plan Report

a) Evaluation of Data

- i) The data from all previous tasks will be evaluated and developed into a GIS data set that can be viewed on the web-application and incorporated into other City processes. The data will also be evaluated for its overlap with other citywide programs including but not limited to the Storm Drain Master Plan, Bikeway Master Plan, Lemon Grove Kids Walk and Roll to School Toolkit, and others so CIP projects can be combined where possible.

b) Draft

- i) A comprehensive summary of the results of all tasks undertaken in this project will be compiled into an easy-to-read Sidewalk Master Plan Report. The report will utilize infographics and tables to visually summarize the results as well as outline the processes and methodologies that were used to derive the data. The report will also include summaries of the top priority CIP projects from the analysis that can be taken directly from the report for use in grant applications and project scoping.

c) Final

- i) City comments on the draft report will be evaluated and the draft report will be updated where needed.
- ii) The comments will be documented in a response to comments document that will become a part of the final Sidewalk Master Plan.

d) Presentation Materials

- i) A PowerPoint presentation of the project outcomes will be developed. This presentation will be used to present the plan summary and outcomes to the City Council.

Deliverables:

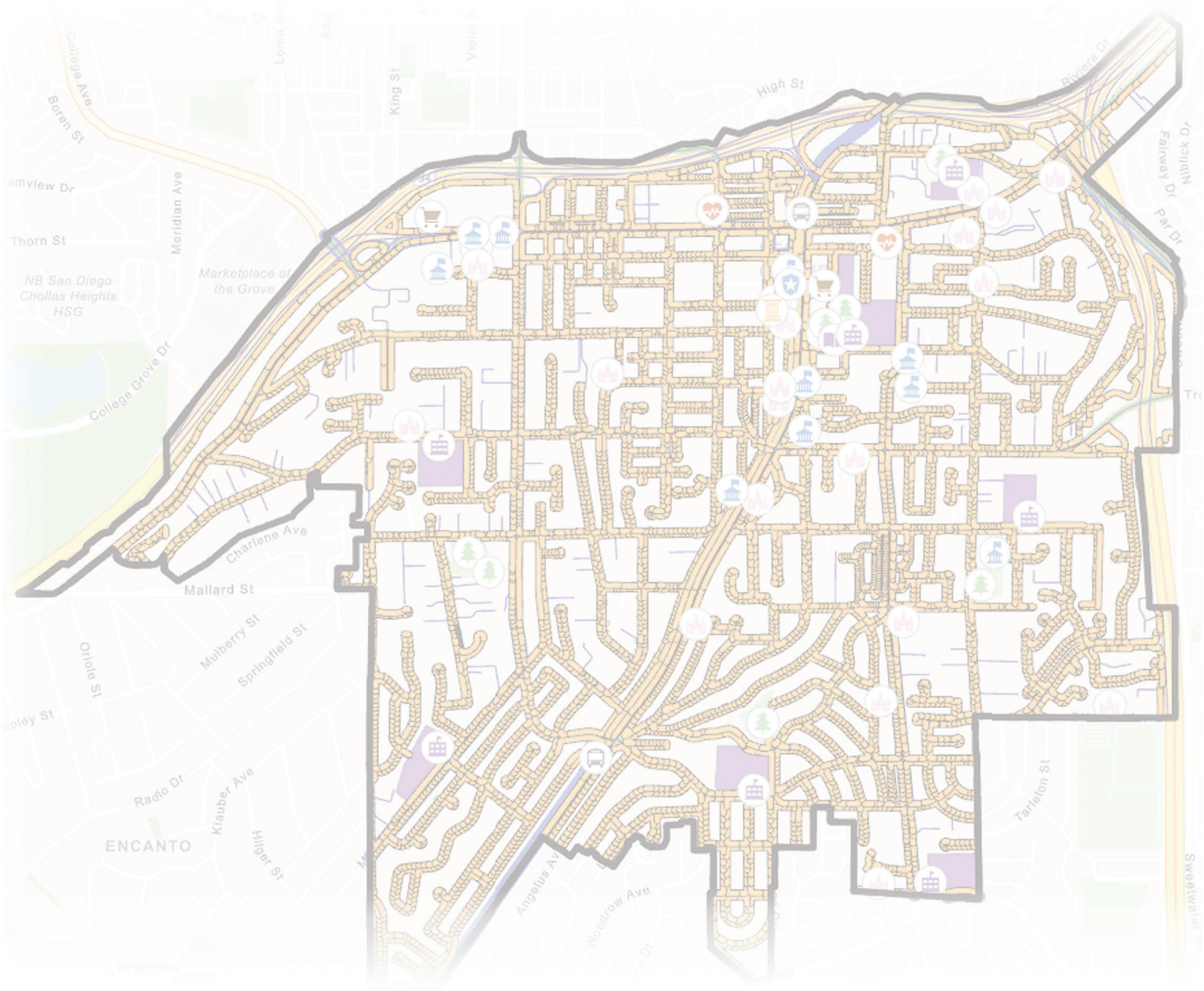
- Draft Sidewalk Master Plan Report
- Final Sidewalk Master Plan Report
- Presentation Materials

Schedule of Major Work Elements (Level of Effort)

Task Description	TOTAL HOURS BY TASK
Task 1: Project Management and Meetings	49
Task 2: Inventory Survey and Condition Assessment	146
Task 3: Evaluation and Recommendation of the Software	38
Task 4: GPS Survey and Update of Associated Maps	148
Task 5: Input Survey into Selected Software	56
Task 6: Training of City's Staff with the New Software	16
Task 7: Producing and Prioritizing Emergency Repair and CIP List	40
Task 8: Maintenance Policies and Procedures Including the Rating System and Prioritization Rules	36
Task 9: Funding Alternatives	28
Task 10: Identifying the Public Facilities with High Pedestrian Traffic	24
Task 11: Identify the Safe Routes to School	22
Task 12: Pedestrian Traffic Counts	14
Task 13: Identify Streets to Be Designated As "Rural" Or "Urban" Development Zone	28
Task 14: Typical Ultimate Street Design Criteria for Urban and Rural Settings with Due Consideration for ADA, Walkability, and Drainage	28
Task 15: Updating the City's Existing Proposed Ultimate Right-of-Way for Streets Less than 50' Wide	20
Task 16: Sidewalk Master Plan Report	134
TOTAL HOURS	827

A detailed cost breakdown of individual hours by task, staff, and billing rates is available upon request.

Specialized Experience & Technical Competence



SPECIALIZED EXPERIENCE + TECHNICAL COMPETENCE

■ Measure L Sidewalk Projects | Stanislaus County | CA

Reference | Adam Merrill | Vice President | Siegfried | 209.943.2021 | amerrill@siegfriedeng.com

Budget | \$28,110

Schedule | March 2020 - October 2020

Wood Rodgers Inc. professional services to support Stanislaus County with their California ATP Cycle 5 grant applications for the Downtown Denair Active Transportation Connectivity and Safety Project and the Robertson Road Elementary Safe Crossing and Active Transportation Connectivity Project. Wood Rodgers updated the previous ATP Cycle 4 applications for the two projects by revising the application content, adding additional information and exhibits as necessary, and providing Stanislaus County with the necessary Cycle 5 ATP application forms. In addition, Wood Rodgers provided additional count information for each project, researched, and provided updated crash information for each project, and created maps and graphics to adequately display the new count and crash data.



West of Hammond Before



*West of Hammond After
Showing Rendering of New
Sidewalk and Shoulder*

Data collection included the utilization of the services of IDAX Data Solutions (IDAX) to collect data at the Downtown Denair and Robertson Road project sites. Bicycle and pedestrian data collection (counts) complied with Caltrans DLA Office Bulletin 19-02: ATP Interim Count Methodology Guidance (September 2019) (DLA OB 19-02). Pre-project counts included vehicle data collection at both project sites for use in the applications. Counts were collected using "Manual Count from Video" for the periods prescribed in DLA OB 19-02, Table 1 "Infrastructure." Coordination included working with school districts, Amtrak, and other stakeholder interests in generating relevant bicycle and pedestrian user data.

■ Highway 49 Sidewalk Gap Closure | Auburn | CA

Reference | Aaron Hoyt | Senior Associate/Planner | Placer County Transportation Planning Agency | 530.823.4032 | ahoyt@pctpa.net

Budget | \$1,193,082 (to date)

Schedule | March 2018 - Ongoing

Wood Rodgers was retained by Placer County Transportation Planning Agency (PCTPA) to deliver the Project Approval and Environmental Document (PAED), Plans, Specifications, and Estimate (PS&E), and Right-of-Way (R/W) Engineering Support for the Highway 49 Sidewalk Gap Closure Project. The project will install about 18,000 linear feet of sidewalk along various segments of Highway 49 from its intersection with Interstate 80 to Dry Creek Road. The project is largely within Caltrans jurisdiction but will also pass through the City of Auburn and Placer County. Highway 49, within this Segment, largely serves a variety of retail, commercial, and government services.



*Rendering of gap closure used for
stakeholder presentation*

In its current state, Highway 49 has sidewalks of varying type (attached or detached) and of various widths; not providing for a contiguous and accessible route along the corridor. Within the corridor, Caltrans District 3 is currently designing their Highway 49 Roadway Rehabilitation Project. In addition to rehabilitating the roadway, this project will also construct Class 2 bike lanes throughout the corridor, sidewalks and ADA improvements in selected locations, and traffic operational improvements. Wood Rodgers is also providing funding assistance to allow for completion of all needed sidewalks.

Northwood School Access Improvements Project | Sacramento | CA | Ongoing

Reference | Aaron Hoyt | Senior Associate/Planner | Placer County Transportation Planning Agency | 530.823.4032 | ahoyt@pctpa.net

Budget | \$471,632 (to date)

Schedule | March 2021 - Ongoing

Wood Rodgers, Inc. is providing professional engineering services to complete final engineering for this federally funded project located near the Northwood Elementary School. The goal of this project is to provide a safe, functional, and well-connected pedestrian network that provides access to the school and other amenities in the area. The deliverables include Plans, Specifications, and Estimate (PS&E) for civil, drainage, and landscape improvements, signal modifications and utility relocations. Scope of work includes project management, PS&E development, PS&E submittal, geotechnical design report, drainage report, right of way, utility data collection and survey support, topographic surveying, and contracting and bidding assistance.



Field crews installing strategic traffic

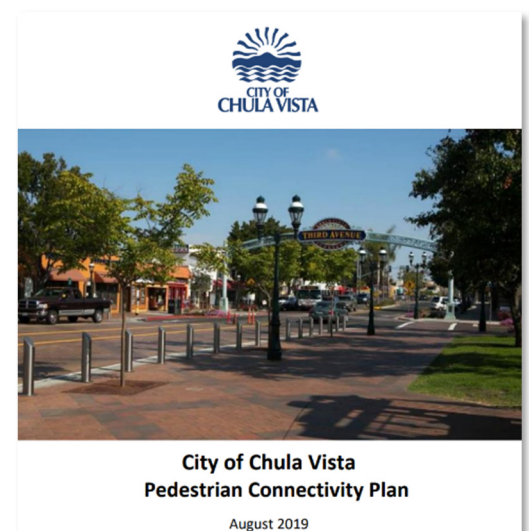
Pedestrian Connectivity and Infrastructure Improvement Plan | Chula Vista | CA

Reference | Beth Chopp | Senior Civil Engineer | 619.691.5046 | bchopp@chulavistaca.gov

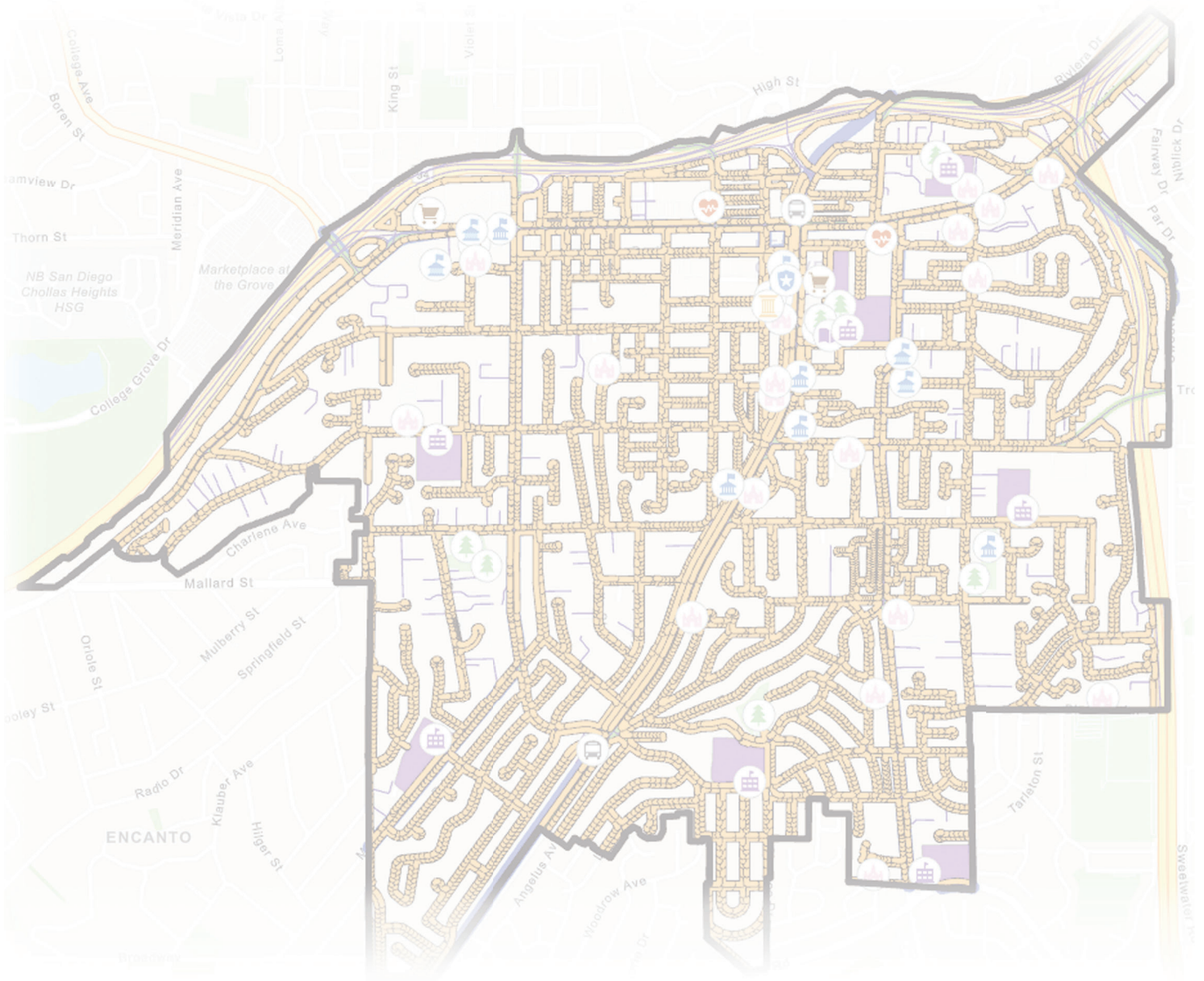
Budget | \$350,000

Schedule | 2016 - 2019

CRA assisted with the preparation of the City of Chula Vista Pedestrian Connectivity and Infrastructure Improvement Plan. The primary objective of the project was to collect data on the condition of the City's pedestrian infrastructure and prepare a Pedestrian Connectivity and Infrastructure Improvement Plan. The project included 766 miles of sidewalk, 9,987 curb ramps, and 449 signal pushbuttons. Field data was collected over an eight-month period using multiple teams. Slope, cross slope, and width measurements were taken to assess ADA compliance. Visual assessments of sidewalk condition and gaps were also performed. Information was entered into a GIS database and used to develop scoring and a prioritized list of CIP projects. Scoring accounted not only for the severity of the deficiency, but also the level of activity in the area. More than \$210M of improvements were identified and prioritized for the City.



Knowledge of Local Environment & Similar Experience + Location of Consultant's Offices



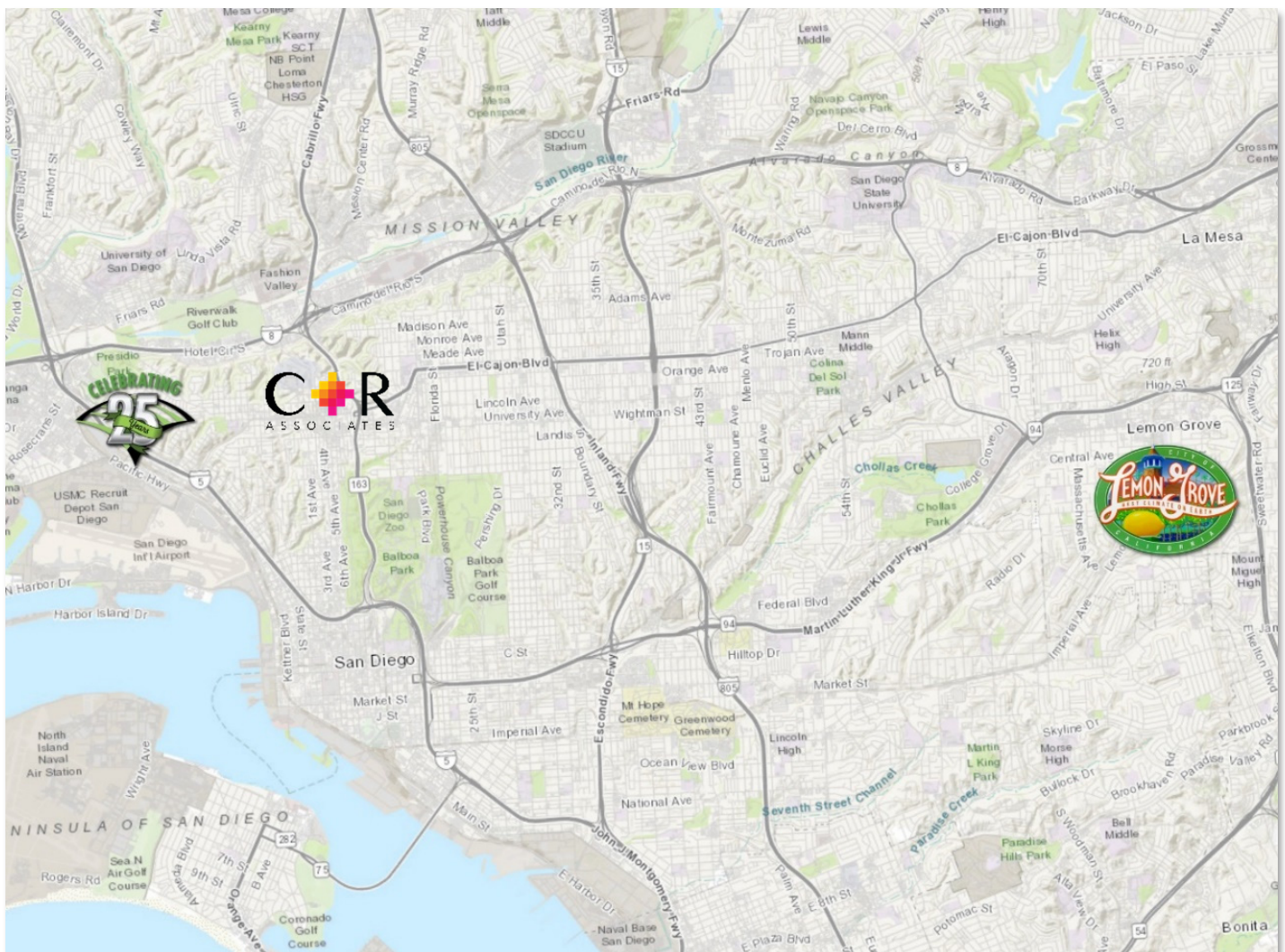
KNOWLEDGE OF LOCAL ENVIRONMENT + SIMILAR EXPERIENCE

Andrew Thies and Scott Cartwright put together a local team with the full spectrum of specialists required to accomplish this project. Our Project Manager Andrew Thies has extensive experience working with the City as the Project Manager on the recent Drainage Master Planning and CMP prioritization efforts with his previous firm. In his role at Wood Rodgers, he has become a vital member of the transportation group where he integrates his master planning, GIS, and drainage experience in generating holistic programmatic solutions for local municipal clients.

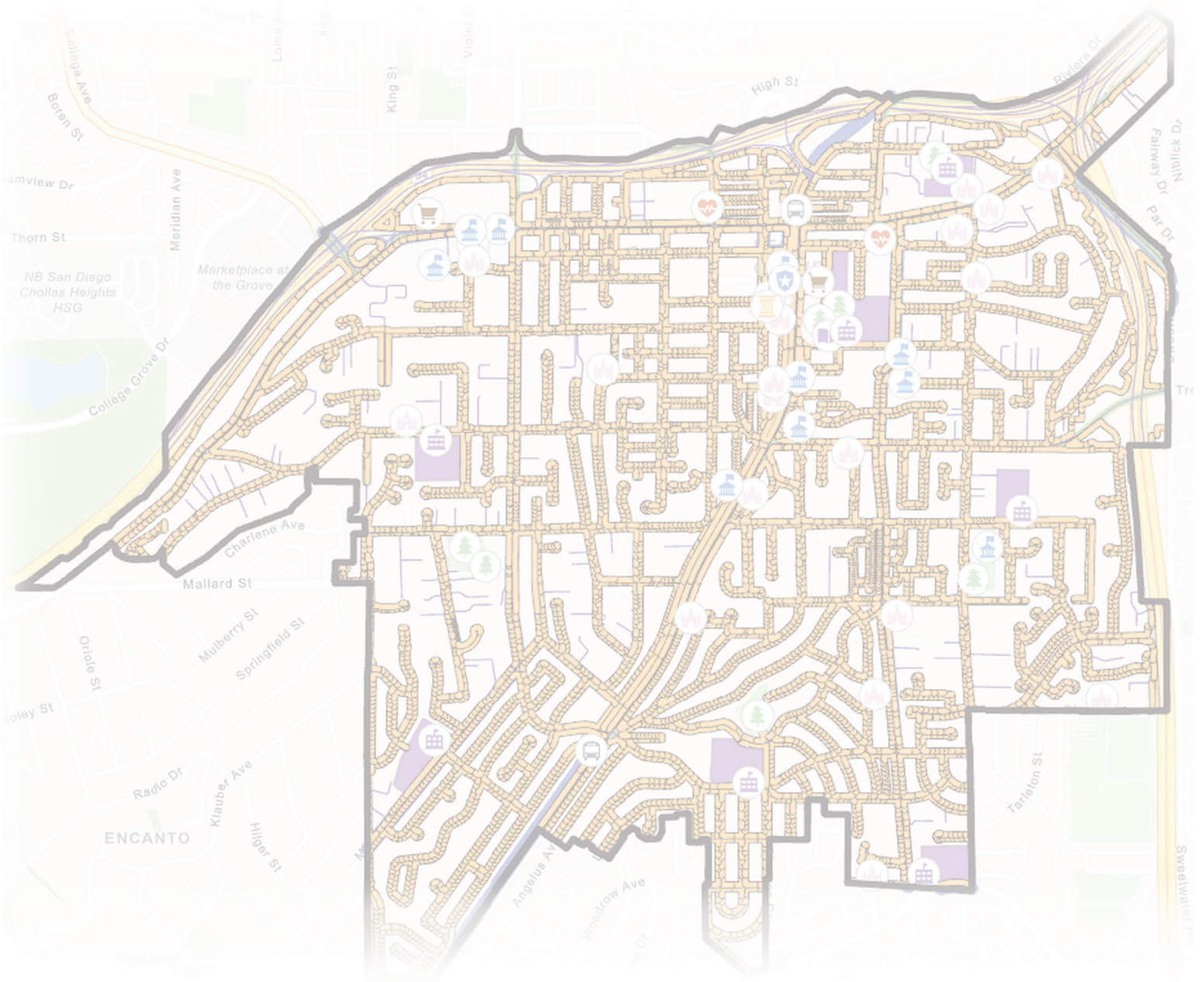
During the duration of his work with the City, he developed a broad understanding of the City's infrastructure needs and funding deficits. He presented at two City Council meetings and received approvals at both.

LOCATION OF CONSULTANT'S OFFICES

CRA's and Wood Rodgers' San Diego offices are both located a short distance from one another (2.4 miles) and a total of 12.4 miles from the City of Lemon Grove. Our project team members would be available to meet at the City's offices on short-notice.



Proposed Team



PROPOSED TEAM

The proposed team for this project has been carefully assembled to provide the City with motivated professionals who have regional and applicable experience, and the depth of knowledge and confidence to execute the required scope of work. The organizational chart provided below outlines the key staff for this project.

Our Project Team highlights include:

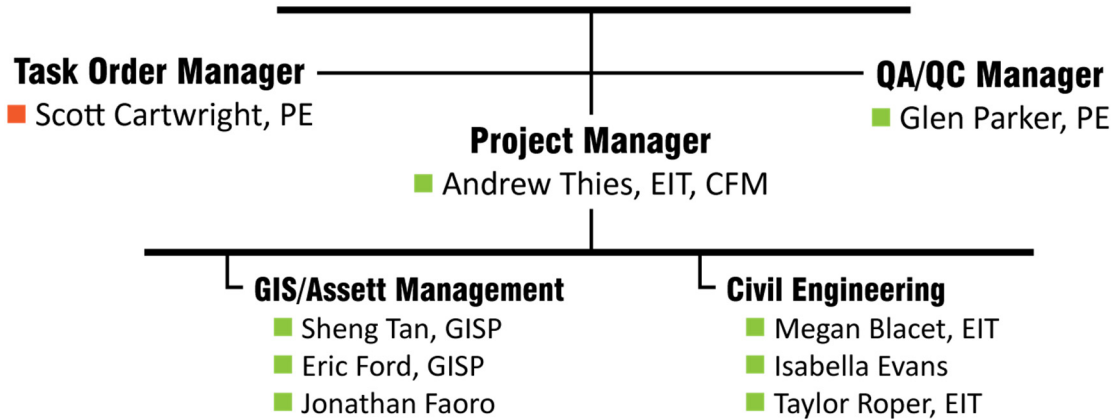
- Project Manager with past experience successfully providing similar services to the City
- Local multi-disciplined GIS and civil design experts with extensive experience successfully completing similar projects
- In-house licensed professional civil, traffic, electrical, and structural engineers
- Additional available in-house support staff if needed



LEGEND

Your Project Team

- CR Associates (DBE)
DBE #40083
- Wood Rodgers, Inc.



Provided on the following pages are truncated professional resumes highlighting the relevant experience and qualifications for the staff shown on the above organizational chart. Full resumes for all staff can be provided upon request.

Scott Cartwright, PE | Task Order Manager

Education | BS, Civil Engineering, Brigham Young University

Registration | Professional Civil Engineer, CA #77512

Scott has served as lead Engineer or Project Manager for a wide variety of public street and infrastructure improvement projects. He specializes in storm water



management addressing flood control, water quality, and hydromodification management.

Relevant Project Experience:

- **Connect Main Street Phases 1-3, Lemon Grove, CA.** Project provides a continuous ADA accessible trail paralleled by a multi-use path. A portion of Main Street will be closed, and another street converted to one-way. Also includes new gateway structures, interpretive panels, exercise stations, and community garden. Other enhancements include, lighting, drainage, water quality, signing/stripping, signal modifications, and parking improvements.
- **Maple Canyon Watershed Master Plan, San Diego, CA.** Master Plan focused on flood control, water quality, and environmental mitigation opportunities within the watershed. As Project Manager, Scott led the assessment efforts that formed the foundation of the preliminary design and recommendations. Worked closely with the City of San Diego to create a GIS database to track existing storm drain infrastructure.
- **Storm Drain CMP Assessment, San Diego, CA.** Scott assisted with inventory and assessing condition of existing corrugated metal pipe (CMP) facilities throughout the City of San Diego. GIS database information was used to identify and locate existing CMP. Condition assessments were performed and collected data was summarized and prioritized to create a list of projects to replace or repair the deteriorated facilities.

Glen Parker, PE | QA/QC Manager

Education | BS, Civil Engineering, Gonzaga University

Registration | Professional Civil Engineer, CA #66490



Mr. Parker specializes in planning, design, and quality control associated with civil engineering projects involving public agencies. He has specialized experience in as-needed services, project management, roadway design, and asset mapping services. During his 20+ years of working in San Diego, he has managed various engineering services contracts for the City of San Diego, El Cajon, La Mesa, Carlsbad, Chula Vista, County of San Diego, Caltrans, SANDAG, and Port of San Diego. Mr. Parker has served as the Engineer of Record or Project Manager on more than 100 capital improvement projects throughout California.

Relevant Project Experience:

- **Statewide ADA Program On-Call, CA.** Statewide. Glen and team inspected, cataloged, and developed applications to generate an inventory of over 5,000 ADA facilities within state right-of-way. Field applications were developed to expedite collection of non-compliant curb ramps and sidewalks to assist the state in determining high priority repairs.
- **Utility and Asset Mapping Task Orders, San Diego Unified Port District, CA.** As contract manager, Glen delivered seven separate Task Authorizations (TA's) for the District totaling \$1 million in design services. Projects included field work and cataloging of all utilities in several areas within the District, including Shelter Island, Harbor Island, and Tenth Avenue Marine Terminal. Glen and his team worked to develop a process to positively locate complex utility networks, create three-dimensional mapping, and deliver mapping in multiple formats compatible with the District's geographic Information, System (GIS) database. Working with Autodesk, the team developed new ways to incorporate specific asset management features into Civil 3D to improve the District's ability to manage its assets. Other projects consisted of the incorporation and design of the District's Bay-wide signage strategic plan for the 34 miles of waterfront along San Diego Bay. Glen led efforts to catalogue, upgrade, and deliver a final design package consistent with the Bay-wide signage strategic plan.

- **Caltrans D-11 Task Order No. 11: SR-78 Culvert Rehabilitation Data Research, San Diego, CA.** Task Order Manager. This task order was generated through Glen’s coordination with Caltrans. The approach created in this task order developed a methodology to process a massive amount of data generated from culvert inspections along SR-78 and determine the most critical culvert locations along SR-78 between Oceanside and Escondido to recommend repairs. As a result of this task order, a project report was developed to program funding for the restoration of essential culvert locations along SR-78.

Andrew Thies, EIT | Task Order Manager

Education | BS, Civil Engineering, San Diego State University

Registration | Civil Engineer-in-Training, CA #155189

ASFPM Certified Floodplain Manager No. US-17-09950



Mr. Thies is a project engineer with seven years of experience in San Diego specializing in programmatic solutions for public clients. He has developed the methodologies used in the region for completing complex master plans for large areas to provide detailed and prioritized recommendations accurately for the clients. Mr. Thies is proficient in ArcGIS datasets, Survey123, and integration with asset management programs.

Relevant Project Experience:

- **Lemon Grove Drainage Master Plan, City of Lemon Grove, CA.** Deputy Project Manager. Mr. Thies assessed the drainage components of the DMP by utilizing high-resolution spatial datasets to generate detailed H&H models. A holistic modeling program was used to prepare models for the 2, 10, and 100-Year (24-Hour) storm events for over five square miles of the City.
- **Caltrans Relinquishment Study, City of Coronado, CA.** Deputy Project Manager. Mr. Thies helped the City of Coronado develop a comprehensive inventory, condition assessment, and repair cost analysis of all public infrastructure within the current Caltrans ROW. Infrastructure included roadways, sidewalks, curb ramps, street signs, traffic lights, landscaping, and drainage. A GIS based Surve123 application was used to collect, survey, and analyze the infrastructure. A comprehensive report was written to summarize the findings and allow the City to negotiate the relinquishment of the Caltrans roadways.
- **County-wide Inlet Mapping, Collection, and Drainage Area Delineations, County of San Diego, CA.** Project Manager. Mr. Thies helped to prepare inlet mapping and delineations to over 5,500 inlets collecting surface flow within County of San Diego. The existing inlet and storm drain inventory were edited and corrected to align with the 2014 or later LiDAR and imagery. Inlets were flagged if they received flow from priority land use (PLU) areas. To support the effort to comply with the State Trash Amendments, part of the final submittal provided contributing acres to each of these inlets and the area and type of PLU and non-PLU area within the contributing area along with a pathway to compliance. As a follow-on effort Mr. Thies provided water quality equivalency calculations for all inlet delineations.
- **Chollas Creek Watershed Master Plan, City of San Diego, CA.** Lead Designer. This project utilized high-resolution spatial datasets to generate detailed H&H models. This effort included data collection and correction for all storm drain and water quality assets for over twenty-seven (27) square miles of the City of San Diego. The project resulted in a comprehensive list of prioritized CIP projects and maintenance recommendations all with costs associated.

Sheng Tan, GISP | GIS/Asset Management

Education | BA, Geography, Middlebury College, Middlebury, VT

Registration | GIS Professional, #60619



Mr. Tan has 23 years of experience in GIS. He has honed his GIS skills in the engineering and environmental consulting industries as well as in the homebuilding industry. His GIS knowledge is well-rounded, encompassing various aspects of GIS analysis and technologies including desktop, server, web and mobile. He has played a wide gamut of roles at different levels, from technical to project management, to deliver successful GIS projects within schedule and budget. Mr. Tan is also a member of the GIS Advisory Council for the American River College GIS Program, a local community college in the Sacramento area.

Relevant Project Experience:

- **Andora/Washington Widening - Roseville, CA.** Mr. Tan provided GIS services for the Environmental and Engineering Services for the Washington/Andora Widening Project which includes improvements to Washington Boulevard (From Sawtell Road to Pleasant Grove Boulevard) & Replacement of the Union Pacific Rail Road Bridge (Andora Underpass). The project is located near downtown Roseville within the infill area between Junction Boulevard and Pleasant Grove Boulevard. This project involves widening approximately 1.5 miles of roadway to meet current City standards. The project will also include replacing the Union Pacific Rail Road (UPRR) Bridge. Improvements begin on Washington Boulevard at Sawtell Road and consists of: two northbound and southbound lanes; curbs; gutter; sidewalk; curb ramps; Class II bike lanes; striped center median; and drainage system improvements.
- **Caltrans District 3 CAPM (PM 0-1.6 and PM 12.7-21.6) Sacramento SR 99 RHMA Overlay Project - Sacramento County, CA.** Mr. Tan provided GIS services by integrating mobile data collection procedures developed by Caltrans for the preparation of an inventory of over 120 curb ramps and 80 sidewalks for ADA accessibility requirements. Two person crews utilized a GIS mobile application called Survey123 to document an inventory of ramps and sidewalks which will be utilized by Caltrans to scope any necessary improvements to obtain ADA accessibility. In addition to inventorying accessibility, guard rails were also reviewed for meeting current height requirements. The data will be used to scope and ultimately design any required improvements.
- **Hazard Hunter, Haley & Aldrich - Costa Mesa, California.** Mr. Tan was the primary developer for designing and developing an application in ArcGIS using ArcObjects to query natural and man-made hazards based on a user defined location and buffer size. He was responsible for compiling, standardizing and organizing over 30 GIS hazard layers collected from various data sources in different formats. These GIS layers include fire threat zones, landslides, fault lines, dams, power generation facilities, landfills, contaminated sites and others. The application that Mr. Tan developed allowed the end user to determine which hazards fell within a one-mile buffer based on an address, coordinate point or map click. The results were displayed on the map screen and a report was automatically generated. The application has generated interests in a variety of industries such as real estate, school districts and homeland security.

Eric Ford, GISP | GIS/Asset Management

Education | MS, Geographic Information Systems, Penn State University, University Park, PA
BS, Environmental Science with Hydrology Emphasis, University of Nevada, Reno, NV



Registration | GIS Professional, #67391

Mr. Ford is experienced in the collection, storage, mapping and dispersal of spatial data. He has developed custom schema for field data collection ArcGIS Collector and ArcGIS Survey123 using a mobile device as well as a Trimble GeoXH GPS unit. He is proficient in the use of Python to automate data management, data manipulation and mapping tasks, including using Python to create forms from data stored in a SDE database.

Relevant Project Experience:

- **Clark County School Walk Audits, Clark County, NV.** In order to efficiently collect existing conditions field data and onsite improvement recommendations, Mr. Ford set up data collection using the ArcGIS Collector app for 11 elementary schools. Once the field data collection phase was complete, he used Python to produce a series of maps showing the existing features, as well as improvement recommendations.
- **West Sacramento Storm Drainage/Storm Water Master Plan Update - West Sacramento, CA.** Providing GIS support for a comprehensive storm drainage and stormwater master plan update for the City of West Sacramento. The focus of the work primarily includes the interior drainage system for the City, which includes, roadside ditches; canals and pipelines of various sizes; gutters; drain inlets; detention and retention basins; and pump stations.

Jonathan Faoro | GIS/Asset Management

Education | BA, Physical Geography/GIS-Spatial Analysis, California State University, Sacramento, CA



Mr. Faoro has nearly 20 years of GIS experience, including implementation of GIS applications for transportation, public works, municipal planning, and natural resources management projects. He is knowledgeable of the latest GIS software and technologies and is very familiar with geographic information databases and has been responsible for data capture/creation, management, and analysis.

Relevant Project Experience:

- **Folsom Boulevard Streetscape Enhancements - Rancho Cordova, CA.** Providing GIS analysis/cartography for the commercial improvement plan by assessing the existing situation with the use of LIDAR data and aerial photography and modeling possible improvement scenarios. Project proposes to modify the existing 4-lane roadway for various improvements including sidewalks and ADA curb ramps.
- **Kammerer Road Extension Project - Elk Grove, CA.** Responsible for creating graphics and GIS analysis in support of the CEQA analysis for this project which connects SR 99 to the I-5/Hood Franklin Road Interchange. Scope of services also included widening existing portions of Kammerer Road and constructing a new interchange at the I-5/Hood Franklin.
- **Ventura Co Waterworks Distribution System, Ventura County Waterworks District 8 - Ventura County, CA.** GIS support for services to perform a capacity evaluation District’s distribution system. This included establishing analysis criteria, water demand projections, updating and

calibrating the hydraulic model, conducting condition assessments of the District’s facilities, and performing hydraulic analyses.

Isabella Evans | Civil Engineering

Education | BS, Civil Engineering, Rose-Hulman Institute of Technology, Terre Haute



Ms. Evans has three years of experience assisting with design and analysis in transportation. She has assisted with the design of various roadway projects which have included the maintenance of traffic plan sheets, profile sheets, super-elevation calculations, vertical and horizontal curve calculations, and roadway faults analysis. She also has experience in the field managing job sites for quality assurance and organized sequence plans and supporting communications with field staff.

Relevant Project Experience:

- **Amoruso Ranch Project - Roseville, CA.**
- **On-System Road Rehabilitation Project - Paradise, CA.**

Taylor Roper, EIT | Civil Engineering

Education | BS, Environmental Engineering, University of Nevada, Reno

Registration | Civil Engineer-in-Training, NV #0T7836



Mr. Roper has four years of experience as an assistant engineer. He has worked on a variety of public and private projects in both California and Nevada. His primary experience is serving as a project and design engineer for a multitude of projects including roadway design, drainage and utility analysis, subdivision design, and commercial design.

Relevant Project Experience:

- **Foothill Gold Line Phase 2B Project, Metro Gold Line Foothill Extension Construction Authority -Pomona, CA.**
- **SR-99 Auxiliary Lanes PA&ED, Caltrans District 3- Elk Grove, CA.**

Megan Blacet, EIT | Civil Engineering

Education | BS, Civil Engineering, Loyola Marymount University, Los Angeles
BS, Environmental Science with Hydrology Emphasis, University of Nevada, Reno, NV

Registration | Civil Engineer-in-Training, CA #168919



Ms. Blacet is an assistant engineer with 3 years of experience in transportation and storm water analysis and design. She has experience with hydrologic and hydraulic (H&H) analyses for roadways, freeways, bridges, and rail. She can advance conceptual H&H analyses into practical design solutions.

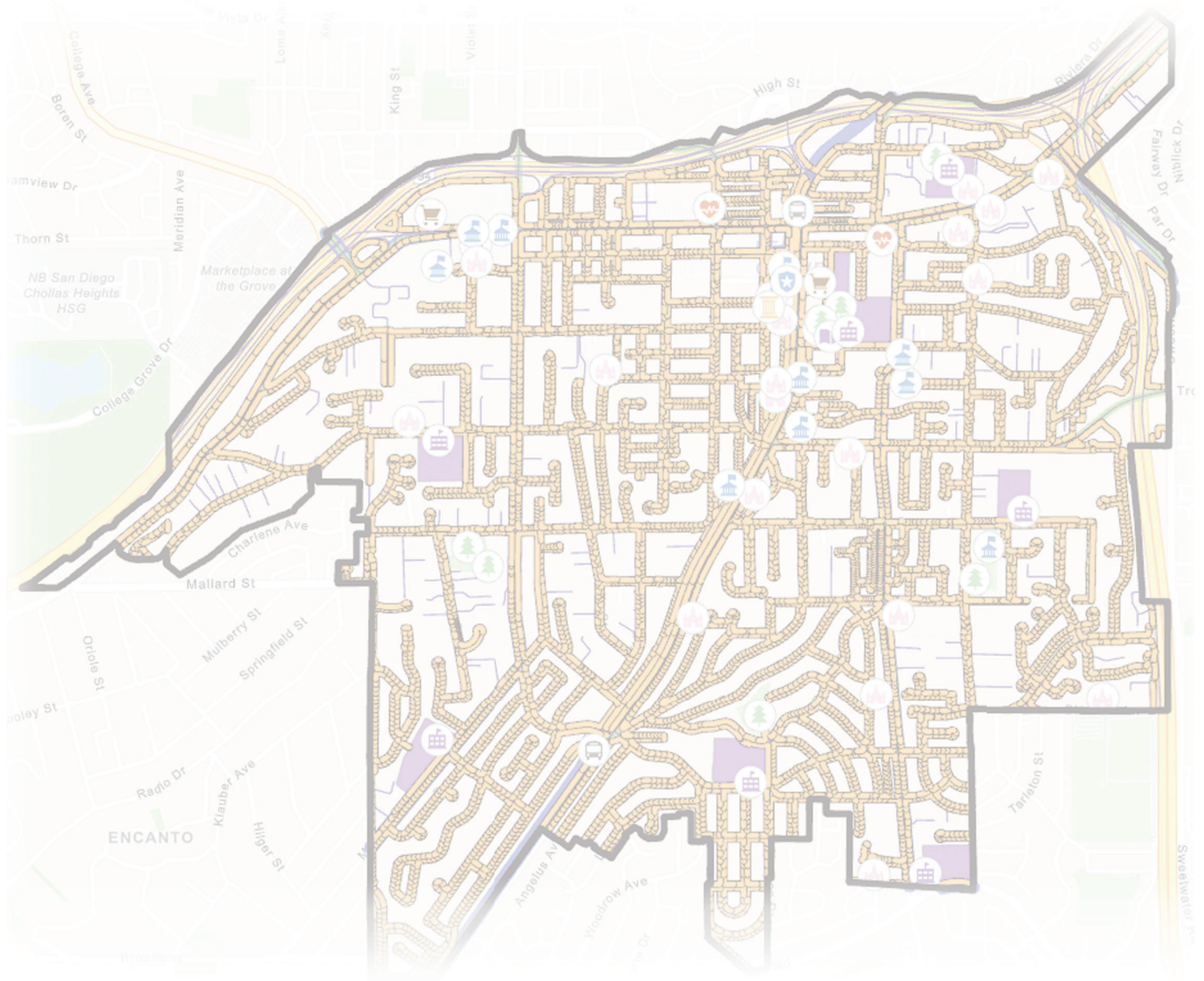
Relevant Project Experience:

- **US 50 Stateline Community Revitalization Project PA/ED - South Lake Tahoe, CA/NV.**
- **Hidden Grove Drainage Study and CLOMR - Loomis, CA.**
- **I-15/SR-91 Express Lanes Connector Corona - CA.**

Staff Workload

STAFF/ROLE	CURRENT WORKLOAD COMMITMENTS	ESTIMATED % AVAILABILITY
Scott Cartwright, PE Task Order Manager	<ul style="list-style-type: none"> • Lemon Grove Connect Main Street • City of San Diego On-Call • City of El Cajon On-Call • Other Misc. Projects 	15%
Glen Parker, PE QA/QC Manager	<ul style="list-style-type: none"> • Carlsbad Boulevard and Tamarack Avenue Intersection Improvements • Caltrans TO 41, SR 99 Auxiliary Lanes • Chula Vista On-Call 	60%
Andrew Thies, EIT, CFM Project Manager	<ul style="list-style-type: none"> • City of Chico Storm Water Master Plan • Carlsbad Boulevard and Tamarack 	75%
Sheng Tan, GISP GIS/Asset Management	<ul style="list-style-type: none"> • Town of Paradise Storm Drain Master Plan • Sutter County Culvert Inventory • Chico Storm Drain Master Plan 	30%
Eric Ford, GISP GIS/Asset Management	<ul style="list-style-type: none"> • NDOT Passing + Climbing Prioritization Project • Blockchains Development Suitability Study • Ormat Rodeo Creek Pavement + Culvert Evaluation • Geotechnical Daily Field Report Automation 	40%
Jonathan Faoro GIS/Asset Management	<ul style="list-style-type: none"> • Paradise Storm Drain Master Plan • Sonoma Development Center - Water Assessment 	65%
Megan Blacet, EIT Civil Engineering	<ul style="list-style-type: none"> • US 50 Stateline Community Revitalization Project • Hidden Grove Drainage Study & CLOMR 	80%
Isabella Evans Civil Engineering	<ul style="list-style-type: none"> • Amoruso Ranch Roadways • Caltrans District 3, I-80 Managed Lanes • Paradise On-System Road Rehabilitation 	80%
Taylor Roper, EIT Civil Engineering	<ul style="list-style-type: none"> • Caltrans District 3, SR 99 Auxiliary Lanes Elk Grove Blvd to Calvine • StorWise Reno Self Storage Expansion • Copper Mesa Due Diligence 	80%

Hourly Rate Schedule by Classification



HOURLY RATE SCHEDULE BY CLASSIFICATION



CRA Billing Rates by Classifications

Job Classification	Hourly Bill Rate
Planning & TEO	
Principal II	\$290.00
Principal I	\$265.00
Senior Engineer/Planner III	\$230.00
Senior Engineer/Planner II	\$220.00
Senior Engineer/Planner I	\$170.00
Engineer/Planner II	\$155.00
Engineer/Planner I	\$140.00
Assistant Engineer/Planner	\$125.00
Design	
Principal II	\$290.00
Senior Professional II	\$250.00
Senior Professional I	\$210.00
Professional II	\$185.00
Professional I	\$170.00
Analyst III	\$160.00
Analyst II	\$145.00
Analyst I	\$128.00
Support	
Admin / Graphic Design	\$130.00
Support Staff / Intern	\$85.00

Notes:

1. Rates are effective through December 31st, 2022 and subject to an annual increase of 4%, effective January 1st of each subsequent year.
2. Direct expenses such as but not limited to printing and reproductions, travel expenses, deliveries, materials, shipping, postage, etc. will be invoiced at cost.



SAN DIEGO OFFICE FEE SCHEDULE
Effective January 1, 2022

CLASSIFICATION	STANDARD RATE
Principal Engineer/Geologist/Surveyor/Planner/GIS/LA* II	\$270
Principal Engineer/Geologist/Surveyor/Planner/GIS/LA* I	\$240
Senior Engineer/Geologist/Surveyor/Planner/GIS/LA* II	\$225
Senior Engineer/Geologist/Surveyor/Planner/GIS/LA* I	\$215
Project Engineer/Geologist/Surveyor/Planner/GIS/LA* II	\$205
Project Engineer/Geologist/Surveyor/Planner/GIS/LA* I	\$190
Engineer/Geologist/Surveyor/Planner/GIS/LA* II	\$180
Engineer/Geologist/Surveyor/Planner/GIS/LA* I	\$170
Assistant Engineer/Geologist/Surveyor/Planner/GIS/LA*	\$140
Designer	\$90
Senior CAD Technician/Graphics Designer II	\$170
Senior CAD Technician/Graphics Designer I	\$155
CAD Technician/Graphics Designer	\$140
Project Coordinator	\$150
Administrative Assistant	\$130
Consultants, Outside Services, Materials & Direct Charges	Cost Plus 10%
Overtime Work, Expert Witness Testimony and Preparation	Rate Plus 50%

*LA = Landscape Architect

Blueprints, reproductions, and outside graphic services will be charged at vendor invoice. Auto mileage will be charged at the IRS standard rate, currently 58.5 cents per mile.

Fee Schedule subject to change January 1, 2023.



College Ave
Boren St
Meridian Ave
Thorn St
NB San Diego
Chollas Heights
HSG
College Grove Dr
Charlene Ave
Mallard St
Orville St
Mulberry St
Springfield St
Radio Dr
ENCANTO
Klauber Ave
Hilger St
King St
Loma Ave
Violet St
High St
Fairway Dr
Par Dr
Troy
Tariaton St
Sweetwater Rd
Woodrow Ave
Angelus Ave
Woodrow Ave
Woodrow Ave

Task Description	2022 Hourly Rates						TOTAL HOURS BY TASK	DIRECT COST(S)*	TOTAL COST
	Senior Engineer III	Principal Engineer I	Project Engineer I	GIS I	Assistant Engineer	Designer			
Task 1: Project Management and Meetings	30	0	17	2	0	0	49	\$ -	\$ 10,470
Task 1a: Project Management	24						24	\$ -	\$ 5,520
Task 1b: Meetings	4		15	2			21		\$ 4,110
Task 1c: City Council Presentation	2		2				4		\$ 840
Task 2: Inventory Survey and Condition Assessment	0	4	12	20	8	60	104	\$ 5,500	\$ 18,660
Task 2a: Inventory Survey		2	8	8		60	78	\$ 5,500	\$ 14,260
Task 2b: Condition Assessment		2	4	12	8		26	\$ -	\$ 4,400
Task 3: Evaluation and Recommendation of the Software	0	0	12	12	14	0	38	\$ -	\$ 6,280
Task 3a: Research Available Software Solutions			4	4	6		14	\$ -	\$ 2,280
Task 3b: Evaluate the Solutions and Recommend Best Fit			4	4	8		16	\$ -	\$ 2,560
Task 3c: Demonstrate the Platform to the City			4	4			8	\$ -	\$ 1,440
Task 4: Field Survey and Update of Associated Maps	0	0	8	20	60	60	148	\$ -	\$ 18,720
Task 4a: Field Sidewalk Assessment			8	20	60	60	148	\$ -	\$ 18,720
Task 5: Input Survey into Selected Software	0	0	8	20	28	0	56	\$ -	\$ 8,840
Task 5a: Input Survey into Selected Software			8	20	28		56	\$ -	\$ 8,840
Task 6: Training of City's Staff with the New Software	0	0	8	8	0	0	16	\$ -	\$ 2,880
Task 6a: Training of City's Staff with the New Software			8	8			16	\$ -	\$ 2,880
Task 7: Producing and Prioritizing Emergency Repair and CIP List	8	0	8	8	16	0	40	\$ -	\$ 6,960
Task 7a: Producing and Prioritizing Emergency Repair and CIP List	8		8	8	16		40		\$ 6,960
Task 8: Maintenance Policies and Procedures Including the Rating System and Prioritization Rules	4	0	8	8	16	0	36	\$ -	\$ 6,040
Task 8a: Maintenance Policies and Procedures Including the Rating System and Prioritization Rules	4		8	8	16		36		\$ 6,040
Task 9: Funding Alternatives	0	0	8	0	0	20	28	\$ -	\$ 3,320
Task 9a: Funding Alternatives			8			20	28	\$ -	\$ 3,320
Task 10: Identifying The Public Facilities with High Pedestrian Traffic	0	0	2	8	14	0	24	\$ -	\$ 3,700
Task 10a: Identifying The Public Facilities with High Pedestrian Traffic			2	8	14		24	\$ -	\$ 3,700
Task 11: Identify the Safe Routes to School	0	2	8	4	8	0	22	\$ -	\$ 3,800
Task 11a: Identify the Safe Routes to School		2	8	4	8		22	\$ -	\$ 3,800
Task 12: Pedestrian Traffic Counts	0	0	4	0	0	0	4	\$ 2,000	\$ 2,760
Task 12a: Pedestrian Traffic Counts			4				4	\$ 2,000	\$ 2,760
Task 13: Identify Streets to Be Designated As "Rural" Or "Urban" Development Zone	0	4	4	4	16	0	28	\$ -	\$ 4,640
Task 13a: Identify Streets to Be Designated As "Rural" Or "Urban" Development Zone		4	4	4	16		28		\$ 4,640
Task 14: Typical Ultimate Street Design Criteria for Urban and Rural Settings with Due Consideration for ADA, Walkability, and Drainage	0	2	2	0	24	0	28	\$ -	\$ 4,220
Task 14a: Typical Ultimate Street Design Criteria		2	2		24		28	\$ -	\$ 4,220
Task 15: Updating the City's Existing Proposed Ultimate Right-of-Way for Streets Less than 50' Wide	0	2	4	6	8	0	20	\$ -	\$ 3,380
Task 15a: Updating the City's Existing Proposed Ultimate Right-of-Way for Streets Less than 50' Wide		2	4	6	8		20		\$ 3,380
Task 16: Sidewalk Master Plan Report	4	6	22	26	50	22	130	\$ 510	\$ 20,450
Task 16a: Evaluation of Data		2	8	8	10	6	34		\$ 5,300
Task 16b: Draft Sidewalk Master Plan Report	2	2	8	6	28	16	62	\$ 150	\$ 8,990
Task 16b: Final Sidewalk Master Plan Report	2	2	4	4	12		24	\$ 300	\$ 4,360
Task 16b: Presentation Materials			2	8			10	\$ 60	\$ 1,800
TOTAL HOURS	46	20	135	146	262	162	771		\$ 125,120
TOTAL DIRECT COSTS								\$ 5,500	
TOTAL FEE (Non-Optional Items)								\$	125,120

*NOTE: Direct costs were accounted for in the total hours in the proposal hour summary table to accurately account for total effort