



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.A
Meeting Date: June 6, 2023
Submitted to: Honorable Mayor and Members of the City Council
Department: City Manager's Office
Staff Contact: Kristen Steinke, City Attorney
Item Title: **Waive the Full Text Reading of all Ordinances**

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

Environmental Review:

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

Fiscal Impact: None.

Public Notification: None.



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.B
Meeting Date: June 6, 2023
Submitted to: Honorable Mayor and Members of the City Council
Department: City Manager's Office
Staff Contact: Joseph Ware, Finance Director
jware@lemongrove.ca.gov
Item Title: **City of Lemon Grove Payment Demands**

Recommended Action: Ratify Demands.

Environmental Review:

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

Fiscal Impact: None.

Public Notification: None.

City of Lemon Grove Demands Summary

Approved as Submitted:
 Joseph Ware, Finance Director
 For Council Meeting: 06/06/2023

ACH/AP Checks 05/03/23-05/16/23
 1,158,654.29

Payroll - 05/18/23
 132,413.42

Total Demands
 1,291,067.71

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
17151	797 Reimb-4/19/23	Burkett, Terry Reimb-Tution/Ofcr 2B/Burkett 3/29/23	05/08/2023	190.00
Total for Check Number 17151:				190.00
17152	83 FireBup-	Cox Communications B/U Phone/Fire /7853 Central-	05/08/2023	485.31
Total for Check Number 17152:				485.31
17153	89 7797 7798 7799 7800 7801	D- Max Engineering Inc 0 Bonita Place 3/1/23-3/31/23 0 Central Avenue 3/1/23-3/31/23 0 Mount Vernon Street 3/1/23-3/31/23 1896 Noble St Inspections 3/1/23-3/31/23 0 1993 Dain Drive Inspections 3/1/23-3/31/23	05/08/2023	31.56 255.67 311.67 665.75 348.25
Total for Check Number 17153:				1,612.90
17154	91 222082	Dell Awards Name Plate - .t. Barry	05/08/2023	11.85
Total for Check Number 17154:				11.85
17155	115 175705	Fire Etc Heartland PF-600 4"X50/PF-800 2.5/PF-8001.75 Yellow/PF-800 1.75	05/08/2023	6,591.07
Total for Check Number 17155:				6,591.07
17156	2004 75872	Horrocks Engineers Inc Prof Eng Svcs: FY 19/20 Sewer Rehab Proj thru 2/28/23	05/08/2023	4,471.00
Total for Check Number 17156:				4,471.00
17157	1045 14864	Infrastructure Engineering Corporation Prof Svc.: 7946 Broadway 5/1/22-5/31/22	05/08/2023	5,889.00
Total for Check Number 17157:				5,889.00
17158	1714 1310895	Life-Assist, Inc. 3M Littmann Classic Stethoscope, Black (2)	05/08/2023	178.43
Total for Check Number 17158:				178.43
17159	1389 605043006	Nichols Consulting Engineers, CHTD Prof Svc: Pavement Mgmt Prog 2022 Update thru 4/7/23	05/08/2023	8,335.00
Total for Check Number 17159:				8,335.00
17160	537 8242 8262	North County EVS, Inc. E10 Replace Cac Lift Cylinder Bearings E10 Transmission Oil Sample/Replace Pump Anodes	05/08/2023	560.00 292.13

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 17160:				852.13
17161	2055 Reimb-3/8/23	Shaba, Alvin Reimb-Tution/270 Basic Air Ops/Shaba 2/7/23	05/08/2023	135.98
Total for Check Number 17161:				135.98
17162	1477 5383	SoCal PPE Repair - Restich Existing Seam	05/08/2023	40.00
Total for Check Number 17162:				40.00
17163	237 512764	South Coast Emergency Vehicle Services Idler Shaft Assy	05/08/2023	100.53
Total for Check Number 17163:				100.53
17164	239 82508	Southwest Signal Service Markout Reports - Undergorund Service Alert - Apr 23	05/08/2023	128.15
Total for Check Number 17164:				128.15
17165	248 412771	Sun Badge Company Firefighter Badges	05/08/2023	139.55
Total for Check Number 17165:				139.55
17166	269 9931631965	Verizon Wireless M2M Account Share SMB/6 Lines/442086838-00001	05/08/2023	42.12
Total for Check Number 17166:				42.12
17167	27 L2826 L2826 L2826 L2826 L2826 L2826	Aztec Landscaping Inc Landscape Mgmt Svc - 04/23 Landscape Mgmt Svc - Area 1 - 04/23 Landscape Mgmt Svc - Fund 33 - Promenade 4/23 Landscape Mgmt Svc - Fund 10 -Trolley Corridor 4/23 Landscape Mgmt Svc -Area 1 - Facilities 04/23 Landscape Mgmt Svc - Area 2 -ROW/Medians- 04/23	05/09/2023	317.76 5,500.78 116.90 265.69 1,690.86 1,792.27
Total for Check Number 17167:				9,684.26
17168	740 5/4/2023	California State Disbursement Unit Wage Withholding Pay Period Ending 5/2/23	05/09/2023	46.15
Total for Check Number 17168:				46.15
17169	1605 2022.5045 2023.5051	Chen Ryan Associates Inc. Prof Svc: Connect Main St Ph 3 thru 3/31/23 Prof Svc: Connect Main St Ph 1-2 thru 3/31/23	05/09/2023	9,379.00 10,302.00
Total for Check Number 17169:				19,681.00
17170	91 221210 221244	Dell Awards Walnut Plaque - Jerry Jones Name plates-Snow & Gastil	05/09/2023	80.27 25.86
Total for Check Number 17170:				106.13
17171	98 0418239905	Domestic Uniform Rental Shop Towels and Safety Mats 4/18/23	05/09/2023	53.35
Total for Check Number 17171:				53.35
17172	313 29099	Excell Security, Inc. Senior Center Security Guard -	05/09/2023	192.00
Total for Check Number 17172:				192.00
17173	132	Heartland Communications Facility Authority	05/09/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	785	HCFA Member Fees - FY23		36,063.89
	785	HCFA Member CIP Contributions - FY23		3,225.75
Total for Check Number 17173:				39,289.64
17174	739	Janazz, LLC SD	05/09/2023	
	106	Computer Maintenance -		372.50
	106	Computer Maintenance -		165.00
	86	Computer Maintenance -		305.00
	86	Computer Maintenance -		61.00
	86	Computer Maintenance -		365.75
	86	Computer Maintenance -		122.00
	86	Computer Maintenance -		61.00
	86	Computer Maintenance -		122.00
	86	Computer Maintenance -		183.00
	86	Computer Maintenance -		244.00
	86	Computer Maintenance -		1,036.25
Total for Check Number 17174:				3,037.50
17175	239	Southwest Signal Service	05/09/2023	
	82507	Traffic Signal Service Calls - Apr 23		5,741.43
	82509	Traffic Signal Service Calls -		1,041.30
Total for Check Number 17175:				6,782.73
17176	8	APCD	05/11/2023	
	06150-2007-RI-2	Emission Fee Renewal - Engine		580.00
	06150-2007-RI-2	Returned check fee		25.00
Total for Check Number 17176:				605.00
17177	336	AT&T	05/11/2023	
	000019801827	9391057131 - Grounds		23.18
	000019801827	9391057131 - San Dist 015-2510		23.18
	000019801827	9391057131 - Engr Traf Proj		46.36
	Fire- 000019833538	Fire Backup Phone Line- 3/22/23-4/21/23		44.64
Total for Check Number 17177:				137.36
17178	2166	Athens Ins Svcs, Inc.- City of Lemon Grove	05/11/2023	
	Request 005	CLG Workers' Comp Claims - Apr'23		660.05
Total for Check Number 17178:				660.05
17179	1605	Chen Ryan Associates Inc.	05/11/2023	
	2022.4885	Prof. Svc. :LG Sidewalk Master Plan thru 1/27/23		24,730.00
Total for Check Number 17179:				24,730.00
17180	58	City of El Cajon	05/11/2023	
	778	Overtime Reimbursement - Gibson 3/25/23		1,239.38
	778	Overtime Reimbursement - Lopez 3/28/23		1,301.96
	778	Overtime Reimbursement - Wrisley 3/30/23		1,301.96
Total for Check Number 17180:				3,843.30
17181	59	City of La Mesa	05/11/2023	
	432	Overtime Reimbursement - Bidagain 3/21/23		1,263.21
	432	Overtime Reimbursement - Nenow 3/27/23		1,392.90
	432	Overtime Reimbursement - Ruiz 3/20/23		894.77
	432	Overtime Reimbursement - Tasco 3/24/23		1,517.04
Total for Check Number 17181:				5,067.92
17182	60	City of San Diego	05/11/2023	
	1000355209	Metro Sewer System FY23 - 4 QTR - 4/1/2023-6/30/2023		710,558.00
Total for Check Number 17182:				710,558.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
17183	1235 19LEMGRNGRC07	County of San Diego, NextGen RCS NextGen RCS Shared Backbone In	05/11/2023	48,954.89
Total for Check Number 17183:				48,954.89
17184	80 23CTOFLGN10 23CTOFLGN10 23CTOFLGN10 23CTOFLGN10 23CTOFLGN10	County of San Diego- RCS 800 MHZ Network - Apr'23 800 MHZ Network - Apr'23 800 MHZ Network - Apr'23 800 MHZ Network - Apr'23 800 MHZ Network - Apr'23	05/11/2023	969.00 104.50 104.50 104.50 484.50
Total for Check Number 17184:				1,767.00
17185	83 2259Wash- 4/12/23 2873Skyline- 4/19/20 2873Skyline- 4/19/20 2873Skyline- 4/19/20 Fax-CH-4/18/23 Fax-CH-4/18/23 Fax-CH-4/18/23 Fax-CH-4/18/23	Cox Communications 4/11/23-5/10/23 - 001 3110 131384101 Phone/PW Yard/2873 Skyline- Phone/PW Yard/2873 Skyline- Phone/PW Yard/2873 Skyline- City Manager Fax Line- 001-3110 118799401 Copy Room Fax Line- 001 3110 118799401 Copy Room Fax Line- 001 3110 118799401 Copy Room Fax Line- 001 3110 118799401	05/11/2023	27.25 70.92 70.92 70.92 1.60 1.60 1.60 1.58
Total for Check Number 17185:				246.39
17186	89 7802 7803 7804 7805 7806	D- Max Engineering Inc 7508-7512 Church Street Inspecton 3/1/2023-3/31/2023 7946 Broadway Inspections 3/1/2023-3/31/2023 8373 Broadway Inspecton 3/1/2023-3/31/2023 Golden Doors Inspecton 3/1/2023-3/31/2023 Vista Azul Inspecton 3/1/2023-3/31/2023	05/11/2023	227.56 396.75 255.56 255.56 483.23
Total for Check Number 17186:				1,618.66
17187	1234 150196	Data Ticket Inc Daily Citation Processing 3/2023	05/11/2023	196.21
Total for Check Number 17187:				196.21
17188	1925 IN337702 IN337702	Geotab USA, Inc. Monthly ProPlus Plan Monthly ProPlus Plan	05/11/2023	118.50 79.00
Total for Check Number 17188:				197.50
17189	130 SIN027389	HDL Coren & Cone Contract Services Property Tax April - June 2023	05/11/2023	2,481.47
Total for Check Number 17189:				2,481.47
17190	132 714 714	Heartland Communications Facility Authority HCFA Member Fees FY'23 HCFA Member CIP Contributions - FY'23	05/11/2023	60,106.48 5,376.25
Total for Check Number 17190:				65,482.73
17191	1996 Reimb-5/2/23 Reimb-5/2/23	Hidalgo, Roberto Reimb-Mileage/CJPIA's HR Academy (Indian Wells)Hidilgo 4/24/2023 Reimb-Meals/CJPIA's HR Academy (Indian Wells)Hidilgo 4/24/2023	05/11/2023	170.30 105.48
Total for Check Number 17191:				275.78
17192	2191 12824014 12824014 12833920 12840855 12847936 12847936	LHH Recruitment Solutions Acct-Payroll Clerk - Cousino W/E 4/16/2023 Acct-Accounts Payable Clerk - Gatling-Holmes W/E 4/16/2023 Acct - Accounts Payable Clerk Gatling-Holmes - W/E 4/23/2023 Acct-Accounts Payable Clerk - Gatling-Holmes W/E 4/30/2023 Acct-Accts Payable Clerk - Gatling-Holmes W/E 5/7/23 Acct-Payroll Clerk - Saldias W/E 5/7/2023	05/11/2023	155.42 1,335.04 1,248.26 1,293.32 1,335.04 1,428.91

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 17192:				6,795.99
17193	177 162103 162103	MJC Construction Storm Drain/Parking Lot Repair at Public Works Yard - 3/2023 Storm Drain/Parking Lot Repair at Public Works Yard - 3/2023	05/11/2023	33,000.00 24,500.00
Total for Check Number 17193:				57,500.00
17194	179 IN1868924	Municipal Emergency Services Inc Annual Fit Test Service	05/11/2023	500.00
Total for Check Number 17194:				500.00
17195	1566 1235949959-11.2 78573711 78968994 79040427	Occupational Health Centers of CA, A Med Cor Medical Exam 11/9/22 - Alonso Medical Exam - 3/10/2023 Allen Medical Exam 4/12/2023 - Harris Medical Exam - Ulloa Briones 4/24/2023	05/11/2023	427.21 160.00 204.00 44.00
Total for Check Number 17195:				835.21
17196	211 923276 923276 923276 923276 923276 923276 923276 923276 923276 93850 93850 93850 93850 93850 93850 93850 93850 93850	Rick Engineering Company Prof Svc: City Engineer - 1/2/23-2/24/23 Prof Svc: City Engineer - 1/2/23-2/24/23 Prof Svc: City Engineer - 1/2/23-2/24/23 Prof Svc: City Engineer - 1/2/23-2/24/23 Prof Svc: City Engineer - 1/2/23-2/24/23 Prof Svc: City Engineer - 1/2/23-2/24/23 Prof Svc: City Engineer - 1/2/23-2/24/23 Prof Svc: City Engineer - 1/2/23-2/24/23 Prof Svc: City Engineer - 1/2/23-2/24/23 Prof Svc: City Engineer - 2/25/23 - 3/31/23 Prof Svc: City Engineer - 2/25/23 - 3/31/23 Prof Svc: City Engineer - 2/25/23 - 3/31/23 Prof Svc: City Engineer - 2/25/23 - 3/31/23 Prof Svc: City Engineer - 2/25/23 - 3/31/23 Prof Svc: City Engineer - 2/25/23 - 3/31/23 Prof Svc: City Engineer - 2/25/23 - 3/31/23 Prof Svc: City Engineer - 2/25/23 - 3/31/23 Prof Svc: City Engineer - 2/25/23 - 3/31/23	05/11/2023	4,065.00 525.00 8,218.32 11,206.80 11,206.80 1,867.80 373.56 4,482.72 3,685.00 1,227.00 8,941.65 12,193.16 12,193.16 2,032.19 406.44 4,877.26
Total for Check Number 17196:				87,501.86
17197	2186 CH041023LGPD	Safe Restraints, Inc Wrap Safety Restraints (6)	05/11/2023	8,852.90
Total for Check Number 17197:				8,852.90
17198	229 3225 Olive-3/23 3500 Main- 009807857511 3601 1/2LG 04/25/2: 3601 1/2 LGA-03/23/23-04/21/23	SDG&E 3225 Olive- 03/23/23-4/21/23 0039-3865 4573 9 3500 Main- 3/23/23-4/21/23 0098 0785 7511 5 0024 3886 4265 0	05/11/2023	208.02 241.66 42.37
Total for Check Number 17198:				492.05
17199	239 82369	Southwest Signal Service Install Ped Crossing System-Broadway	05/11/2023	20,587.00
Total for Check Number 17199:				20,587.00
17200	332 653988	State of California- Department of Justice Fingerprint Apps - Harris/Ulloabriones 04/2023	05/11/2023	64.00
Total for Check Number 17200:				64.00
17201	269 9932383606 9932383606 9932383606 9932383606 9932383606	Verizon Wireless PW - Comm Serv 570107154-00005 PW -Streets 570107154-00005 - 4/12/23 PW -Facility 570107154-00005 - 4/12/23 PW - Dev Serv-Eng 570107154-00005 - 4/12/23 PW - Sanitation 570107154-00005 - 4/12/23	05/11/2023	83.54 146.79 41.77 52.38 32.13

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		Tablets-9932383607 PW Tablets- New Tablet 5 was 772-1033/Tablet 6/New Tablet 6 was		50.46
		Tablets-9932383607 PW Tablets- New Tablet 3 was 916-6425/New Tab 4 was 916-7642/New		60.66
		Tablets-9932383607 PW Tablets- New Tablet 1 was 916-8394		20.22
		Tablets-9932383607 PW Tablets - New Tablet 2 was 916-8490		38.01
Total for Check Number 17201:				525.96
17202	2011 0001727058-IN	WEX Health, Inc. COBRA - Monthly/Apr'23	05/11/2023	101.28
Total for Check Number 17202:				101.28
Report Total (52 checks):				1,158,654.29

AP Checks by Date - Detail by Check Number (6/1/2023 2:33 PM)



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.C
Meeting Date: June 6, 2023
Submitted to: Honorable Mayor and Members of the City Council
Department: City Manager's Office
Staff Contact: Deborah Harrington, Interim Deputy City Clerk
dharrington@lemongrove.ca.gov
Item Title: **Approval of City Council Meeting Minutes**

Recommended Action: Approval of City Council Meeting Minutes, meeting of May 17, 2022, May 11, 2023, May 16, 2023 and May 23, 2023.

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.

**MINUTES OF THE REGULAR MEETING
OF THE LEMON GROVE CITY COUNCIL
Lemon Grove Community Center
3146 School Lane, Lemon Grove, CA 91945
TUESDAY, MAY 17, 2022 at 6:00 PM**

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

Call To Order:

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

Present:

Mayor Vasquez, Councilmember Jennifer Mendoza, and Councilmember George Gastil

Absent: Mayor Pro Tem Jones, Councilmember LeBaron

It was report that Mayor Pro Tem Jones was ill and would not be attending the meeting.

Staff Members Present:

Lydia Romero, City Manager, Kristen Steinke, City Attorney, Steve Swaney, Fire Chief, Patrick McEvoy, San Diego Sheriff's Lieutenant, Mike James, Assistant City Manager/Public Works Director and Audrey Malone, City Clerk

Pledge of Allegiance:

Led by Councilmember Mendoza

Changes to the Agenda:

City Manager Romero requested Item 1.B, City of Lemon Grove Payment Demands, be pulled and considered on June 7, 2022 due to an error. It was also requested the Closed Session be pulled from the Agenda.

Presentation: None.

Public Comment:

Email Submitted: None

In-Person:

- John Wood
- Lin, Italiri, Esmeralda, Fernanda Vasquez, Chanthaudon Alverado Betran
- Sandra Goheen
- Teresa Rosiak-Proffit
- Stephen Cadiero
- Sameer Oasim

Consent Calendar:

- 1.A Waive Full Text Reading of All Ordinances on the Agenda.
- 1.B City of Lemon Grove Payment Demands, Pulled from the Consent Calendar.
- 1.C Adopt Resolution authorizing the execution of Restricted Grant Agreement by the City Manager.

Action: Motion by Councilmember Gastil, second by Councilmember Mendoza, to approve the Consent Calendar with the exception of Item 1.B, Payment Demands.

The motion passed by the following vote:

Ayes: Gastil, Mendoza, Vasquez

Noes: None

Absent: LeBaron, Jones

Public Hearings:

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

City Clerk confirmed all notices and documents were provided.

City Attorney Steinke asked if there were any disclosures or conflicts of interest relating to this item by members of the City Council. All members of the City Council indicated there were no disclosures or conflicts.

Bill Chopyk, Interim Community Development Manager and Consultant Katie Matchett presented the report.

Mayor Vasquez opened the Public Hearing.

Public Comment:

Email Submitted: None

In-Person:

- John Wood
- Alysson Snow
- Emmanuel Cien

Councilmembers provided questions/comments for staff.

Action: Motion by Councilmember Mendoza, second by Councilmember Gastil, to close the Public Hearing at 6:47 p.m.

The motion passed by the following vote:

Ayes: Gastil, Mendoza, Vasquez

Noes: None

Absent: LeBaron, Jones

Action: Motion by Councilmember Mendoza, second by Councilmember Gastil, to introduce Ordinance No.461 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), 17.16.030.020(C), 17.16.030(C), 17.16.040(C), 17.16.050(C), 17.16.070(C) and 17.24.060(D)(1).

The motion passed by the following vote:

Ayes: Gastil, Mendoza, Vasquez

Noes: None

Absent: LeBaron, Jones

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

City Clerk confirmed all notices and documents were provided.

City Attorney Steinke asked if there were any disclosures or conflicts of interest relating to this item by members of the City Council. All members of the City Council indicated there were no disclosures or conflicts.

Bill Chopyk, Interim Community Development Manager and Consultant Katie Matchett presented the report.

Mayor Vasquez opened the Public Hearing at 6:58 p.m.

Public Comment:

Email Submitted: None

In-Person:

- Victor Vega
- Alysson Snow

Councilmembers provided questions/comments for staff. Council concurred to incorporate a Planning Commission recommendation to include public art approved by the city for an additional density bonus.

Action: Motion by Councilmember Gastil, second by Councilmember Mendoza, to close the Public Hearing at 7:17 p.m.

The motion passed by the following vote:

Ayes: Gastil, Mendoza, Vasquez

Noes: None

Absent: LeBaron, Jones

Action: Motion by Councilmember Mendoza, second by Councilmember Gastil, to introduce Ordinance No. 460 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.

The motion passed by the following vote:

Ayes: Gastil, Mendoza, Vasquez

Noes: None

Absent: LeBaron, Jones

4. 2023 Regional Transportation Improvement Program

City Clerk confirmed all notices and documents were provided.

City Attorney Steinke asked if there were any disclosures or conflicts of interest relating to this item by members of the City Council. All members of the City Council indicated there were no disclosures or conflicts.

Joseph Ware, Finance Manager presented the report. Tom Bell, Public Works Operations and Administration Manager, was present to assist with questions.

Mayor Vasquez opened the Public Hearing at 7:25 p.m.

Public Comment:

Email Submitted: None

In-Person:

- John Wood
- Stephen Cadiar
- Jessica Heredia
- Emmanuel Cien
- Victor Vega

Councilmembers provided questions/comments for staff.

Action: Motion by Councilmember Gastil, second by Councilmember Mendoza, to close the public hearing at 8:00 p.m.

The motion passed by the following vote:

Ayes: Gastil, Mendoza, Vasquez

Noes: None

Absent: LeBaron, Jones

Action: Motion by Councilmember Gastil, second by Councilmember Mendoza, to adopt a Resolution approving the 2023 Regional Transportation Improvement Program for Fiscal Years 2023 through 2027.

The motion passed by the following vote:

Ayes: Gastil, Mendoza, Vasquez

Noes: None

Absent: LeBaron, Jones

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.

Report presented by Ed Walton, Contract City Engineer.

Public Comment:

Email Submitted: None

In-Person:

- John Wood
- Jessica Heredia

City Council provided questions/comments of staff.

Action: Motion by Councilmember Gastil, second by Councilmember Mendoza, to adopt a resolution awarding a professional services agreement to Chen Ryan and Associates, Inc., for civil engineering services to develop a sidewalk master plan and right of way inventory.

The motion passed by the following vote:

Ayes: Gastil, Mendoza, Vasquez

Noes: None

Absent: Jones and LeBaron

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

Councilmember Gastil

SANDAG Regional Planning Meeting

MTS Meeting

Councilmember Mendoza

County Ride Your Bike to Work Day

Mayor Vasquez

SANDAG Executive Committee

SANDAG Board of Directors Meeting

Audit Committee

BioLife Open House

100th Anniversary of the Forward Club

Open House Positive Choice

City Manager Report - None

Closed Session

This item was pulled from the Agenda.

Adjournment

Mayor Vasquez adjourned the meeting at 8:19 p.m.

Deborah A. Harrington
Interim City Clerk

**MINUTES OF THE SPECIAL WORKSHOP MEETING
OF THE LEMON GROVE CITY COUNCIL
THURSDAY, MAY 11, 2023 AT 5:30 P.M.
Lemon Grove Community Center
3146 School Lane, Lemon Grove, CA 91945**

Call To Order

Mayor Vasquez called the Special Meeting City Council Meeting to order at 5:35 p.m.

Present

Mayor Racquel Vasquez, Mayor Pro Tem Gastil, Councilmember Jennifer Mendoza, Councilmember Snow. Councilmember Lebaron arrived at 5:40 p.m.

Staff Members Present

Lydia Romero, City Manager, Kristen Steinke, City Attorney and Joseph Ware, Finance Director, Izzy Murgia, Public Works Director, Bent Koch, Fire Chief, Michael Fellows, Community Development Manager

Pledge of Allegiance

Pledge of Allegiance to the Flag was led by Council Member Mendoza.

Workshop

City Council Team Building and Priority Setting for FY 23-24

Lydia Romero, City Manager, introduced Mr. John Gavares of the Gavares Group who lead the team building exercise.

City Council heard an update on the FY 22-23 Priorities from City Manager Romero.

Mr. Gavares lead the Council on the remainder of the Priority setting exercise for FY 23-24.

Mayor opened questions from the audience.

Adjournment

There being no further business to come before the Council, Mayor Vasquez adjourned the meeting at 8:00 p.m.

Deborah Harrington
Interim City Clerk

**MINUTES OF THE REGULAR MEETING
OF THE LEMON GROVE CITY COUNCIL
Lemon Grove Community Center
3146 School Lane, Lemon Grove, CA 91945
TUESDAY, MAY 16, 2023 at 6:00 P.M.**

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

Call To Order:

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

Present:

Mayor Racquel Vasquez, Mayor Pro Tem Gastil, Councilmember Liana LeBaron (Arrived at 7:06 p.m.), Councilmember Jennifer Mendoza and Councilmember Alysson Snow.

Absent: None

Staff Members Present:

Lydia Romero, City Manager, Kristen Steinke, City Attorney, Izzy Murguia, Public Works Director, Michael Fellow, Community Development Manager, Bill Chopyk, Special Consultant, Todd Nelson, Deputy Fire Chief and Deborah Harrington, Interim City Clerk.

Pledge of Allegiance:

Led by Councilmember Mendoza.

Changes to the Agenda – None.

Presentations – None.

Public Comments

Written: Maria Browne

In-Person:

- John Wood
- Clovis Honore
- Korry C.
- Barbara Carpenter
- Teresa Rosiak-Proffit

City Manager Romero noted on Tuesday, May 23, 2023, the City Council will hold a workshop on the Capital Improvement Program. The City Council discussed the homeless issue at its Goal and Priority Setting Workshop on May 11, 2023 and noted there is a group working on the homeless issue.

Consent Calendar:

- 1.A Waived Full Text Reading of All Ordinances on the Agenda.
- 1.B Approval of City of Lemon Grove Payment Demands.
- 1.C Approved City Council Minutes of the Regular Meetings held March 8, 2022, May 3, 2022 and May 2, 2023.
- 1.D Adopted Resolution No. 2023-3949 for Professional Financial Consulting Services Agreement with Lance Soll & Lunghard, LLP (LSL) and authorize the City Manager to execute any necessary documents.
- 1.E Adopted Resolution No. 2023-3950, approving the 2023 Multi-Jurisdictional Hazard Mitigation Plan, including the City of Lemon Grove Annex.

Action: Motion by Mayor Pro Tem Gastil, second by Councilmember Mendoza, to approve the Consent Calendar.

The motion passed by the following vote:

Ayes: Mendoza, Snow, Gastil, Vasquez
Noes: None
Absent: LeBaron

Report(s) to Council:

- 2. Resolution Affirming Limitations on the Two-Year EDCO Corporation Rate Schedule

Lydia Romero, City Manager, presented the report.

City Council provided questions/comments of staff.

Steve South, EDCO CEO, provided information on renewable fuels, future carbon neutral vehicles and cost of living index.

Action: Motion by Councilmember Mendoza, second by Mayor Pro Tem Gastil, to adopt Resolution 2023-3951 affirming a maximum two-year EDCO Rate Limitation for FY 2023-24 and 2024-25.

The motion passed by the following vote:

Ayes: Mendoza, Snow, Gastil, Vasquez
Noes: None
Absent: LeBaron

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

Councilmember Mendoza

Special City Council Meeting – May 11, 2023
City and Animal Control Event – Free Vaccination Clinic
Community Meeting – Homeless Issue

Councilmember Snow

Meeting in Sacramento to support local funds – Housing and Homeless Issues
Meeting with Representative Brawley and Senator Padilla regarding Consumer Financial Protection Bureau
Food Distribution and Arbor Day Events
Meeting with Representative Garcia and EDCO
Meeting with Supervisor Jacobs' staff and Representative Chief's staff regarding issue at State and Federal Level
Careport Meeting – Mentally Ill of homes population
East County Economic Development Meeting

Mayor Pro Tem Gastil

East County Economic Development
SANDAG Regional Planning - did not have a quorum
MTS, Regular and Special Meetings
La Mesa Rotary

Mayor Vasquez

Arab Outreach Forum
City Council Strategic Goals and Team Building
Hands on activities – Council will consider with Budget Program
SANDAG Executive Board and Board of Directors Meeting

City Manager Report

Announced Bike to Anywhere Day is May 18, 2023
League of Cities – San Diego Division Meeting
San Diego Cities - City Managers Retreat

Mayor Vasquez noted the upcoming Capital Improvement Program Workshop will be held on Tuesday, May 23, 2023.

Closed Session(s)

City Attorney Steinke announced the Closed Session. The meeting was recessed to closed session at 6:52 p.m.

1. Conference with Legal Counsel – Existing Litigation (Government Code §54596.9(d)(1)) – Daniel Owens and Erlaine Ah Lan Owens v. City of Lemon Grove (San Diego Superior Court, Case No.: 37-2023-00013477-CU-EI-CTL)
2. Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9(d)(2))
Two potential cases

Mayor Vasquez recessed the Closed Session at 7:55 p.m. The Closed Session portion of the Agenda was reconvened at 8:02 p.m.

The regular meeting was reconvened at 8:51 p.m.

City Attorney Steinke announced that in regarding to Closed Session Item 1, there was no reportable action. In regards to Item 2, there was no reportable action on the two potential cases.

Adjournment

Mayor Vasquez adjourned the City Council meeting at 8:52 p.m.

Deborah Harrington
Interim City Clerk

**MINUTES OF THE SPECIAL WORKSHOP MEETING
OF THE LEMON GROVE CITY COUNCIL
TUESDAY, MAY 23, 2023 AT 6:00 P.M.
Lemon Grove Community Center
3146 School Lane, Lemon Grove, CA 91945**

Call To Order

Mayor Vasquez called the Special Workshop Meeting to order at 6:03 p.m.

Present

Mayor Racquel Vasquez, Mayor Pro Tem Gastil, Councilmember Jennifer Mendoza, Councilmember Snow.

Absent: Councilmember LeBaron

Staff Members Present

Lydia Romero, City Manager, Joseph Ware, Finance Director, Izzy Murguia, Public Works Director and Gary Harris, Public Works Superintendent.

Pledge of Allegiance

Pledge of Allegiance to the Flag was led by Mayor Pro Tem Gastil.

Workshop

Capital Improvement Program Workshop

Lydia Romero, City Manager, introduced Izzy Murguia, Public Works, directed the conduct of the workshop on the City's proposed CIP budget items and one time funding recommendations.

Mayor opened questions from the audience.

Adjournment

There being no further business to come before the Council, Mayor Vasquez adjourned the meeting at 8:42 p.m.

Deborah Harrington
Interim City Clerk



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.D

Meeting Date: June 6, 2023

Submitted to: Honorable Mayor and Members of the City Council

Department: City Manager's Office

Staff Contact: Roberto Hidalgo, Human Resources Manager

rhidalgo@lemongrove.ca.gov

Item Title: Fiscal Year 2023-24 City Holiday Calendar

Recommended Action: Adopt a Resolution entitled, "A Resolution of the City Council of the City of Lemon Grove, California, establishing the Fiscal Year 2023-24 City Holiday Calendar."

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

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

For several years, it has been the City's practice to take the floating holidays credited that fall on a Friday, Saturday or Sunday and apply them to the week after Christmas for a City-wide closure. Staff presents the proposed Fiscal Year 2023-24 City Holiday Calendar (Attachment B) for City Council approval.

The following holiday(s) conflict with scheduled days off during Fiscal Year 2023-24:

- Veteran's Day (falls on a Saturday)
- Day after Thanksgiving (falls on a Friday)
- 1/2 day for Christmas Eve and 1/2 a day for New Year's Eve (both fall on a Sunday)

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

- Employees are credited 1/2 day of holiday pay for paid time off on December 24, 2023 (Christmas Eve). Since 12/24/23 falls on a Sunday, employees will apply these (4.5) hours to Tuesday, December 26, 2023.
- Employees are credited 1/2 day of holiday pay for paid time off on December 31, 2023 (New Year’s Eve). Since 12/31/23 falls on a Sunday, employees will apply these (4.5) hours to Tuesday, December 26, 2023.
- November 11, 2023 (Veteran’s Day) apply Wednesday, December 27, 2023.
- November 23, 2023 (Day after Thanksgiving) apply Thursday, December 28, 2023.

This proposed calendar would result in City Hall being closed from Friday, December 21, 2023 through Monday, January 2, 2024. As a special note, employees will have 9.5 floating holiday hours credited on July 1st that they can use as time off at their discretion. These hours are a “use it or lose it” benefit and must be used prior to June 30, 2024. If approved, the Fiscal Year 2023-24 City Calendar will be made available at all employees.

Environmental Review:

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

Fiscal Impact:

None.

Public Notification:

None.

Staff Recommendation: Adopt a Resolution entitled, “A Resolution of the City Council of the City of Lemon Grove, California, establishing the Fiscal Year 2023-24 City Holiday Calendar.”

Attachments:

Attachment A – Resolution

Attachment B – FY 2023-24 City Calendar

RESOLUTION NO. 2023-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA, ESTABLISHING THE FISCAL YEAR 2023-2024 CITY HOLIDAY
CALENDAR**

WHEREAS, the FY 2023-2024 City Holiday Calendar is hereby established; and

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

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lemon Grove, California, hereby approves the FY 2023-2024 City Holiday Calendar.

PASSED AND ADOPTED on _____, 2023, 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:

Deborah Harrington, Interim City Clerk

Approved as to Form:

Kristen Steinke, City Attorney

FY 2023-24 City Calendar

Attachment B

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

August-23						
S	M	T	W	T	F	S
		1	2	3	C	5
6	7	8	9	10	C	12
13	14	15	16	17	C	19
20	21	22	23	24	C	26
27	28	29	30	31		

September-23						
S	M	T	W	T	F	S
					C	2
3	H	5	6	7	C	9
10	11	12	13	14	C	16
17	18	19	20	21	C	23
24	25	26	27	28	C	30

October-23						
S	M	T	W	T	F	S
1	2	3	4	5	C	7
8	9	10	11	12	C	14
15	16	17	18	19	C	21
22	23	24	25	26	C	28
29	30	31				

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

December-23						
S	M	T	W	T	F	S
					C	2
3	4	5	6	7	C	9
10	11	12	13	14	C	16
17	18	19	20	21	C	23
24	H	26	27	28	C	30
31						

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

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

March-24						
S	M	T	W	T	F	S
					C	2
3	4	5	6	7	C	9
10	11	12	13	14	C	16
17	18	19	20	21	C	23
24/31	25	26	27	28	C	30

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

May-24						
S	M	T	W	T	F	S
			1	2	C	4
5	6	7	8	9	C	11
12	13	14	15	16	C	18
19	20	21	22	23	C	25
26	H	28	29	30	C	

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

30



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.E

Meeting Date: June 6, 2023

Submitted to: Honorable Mayor and Members of the City Council

Department: City Manager's Office

Staff Contact: Deborah Harrington, Interim City Clerk

dharrington@lemongrove.ca.gov

Item Title: Planning Commission Appointment

Recommended Action: Re-appoint Seth Smith to serve on the Planning Commission for a four-year term ending June 30, 2027.

Summary:

One four-year term on the Planning Commission will expire on June 30, 2023. The expiring term is held by Seth Smith. Seth Smith is the only individual that applied for the vacancy.

A Planning Commission Vacancy Notice was prepared and posted on the city website, bulletin board in front of City Hall as well as on the City's social media platform.

Applications were made available on the city website and hard copies were available at City Hall. The deadline to submit an application was 6:00 p.m., Thursday May 18, 2023.

Only 1 qualified application was received from the current incumbent and Planning Commission Chair, Seth Smith. The qualified applicant is required to be a resident of the City of Lemon Grove and registered voter.

Environmental Review:

Not subject to review

Negative Declaration

Categorical Exemption, Section |

Mitigated Negative Declaration

Fiscal Impact:

Members of the Planning Commission are compensated \$50.00 per meeting attended. The proposed budget includes the cost to hold six (6) meetings per fiscal year.

Public Notification: None.

Attachments:

Attachment A – Application for Appointment



APPLICATION FOR LEMON GROVE PLANNING COMMISSION

MAY 11 2023 PM 04:12

Submit completed application to the City Clerk's Office no later than, **Thursday, May 18, 2023, by 6:00 pm**. Applications received passed the deadline will not be considered. The City Council will conduct interviews on Tuesday, **June 6, 2022, at 6:00 pm**. A resume is not required but highly desired.

CONTACT INFORMATION

Name: Seth Smith

Address: [REDACTED]

Phone: [REDACTED]

Email Address: [REDACTED]

WORK & COMMUNITY EXPERIENCE (Please attach resume)

Employer: Architects BP Associates

Title: Job Captain

Statement of Occupational Experience:

In my role as a Job Captain at Architects BP Associates I take the lead on client interactions, consultant coordination, managing building code compliance, agency/department submittals, producing construction documents, and task coordination within the architecture firm. I had also, when I was hired at this firm, taken the lead in moving our projects from 2D drawings alone to 3D building information modeling (BIM) processes [2014 - present].

I have also spent time volunteering in the communities where I have lived in the following ways:

- 1) Acted as a dorm counselor and archery instructor for a youth camp put on by Cornerstone Community Church of Lemon Grove [2010 - 2019].
- 2) Acted as Social Media Manager for Lemon Grove's Relay for Life [2012 - 2014].
- 3) Refereed Youth Soccer for the AYSO [2005 - 2006].

List any past or current community or public service appointments with dates served

(Attach additional sheet if necessary):

Current City of Lemon Grove Planning Commission Chairperson [Feb. 2023 - present] and prior Planning Commissioner [Apr. 2018 - Feb. 2023].

What experience or special knowledge can you bring to the Planning Commission?

(Attach additional sheet if necessary):

1) Institutional memory and experience from my past 5 years of being a part of the Lemon Grove Planning Commission.

2) Nearly 9 years of experience as an architectural design professional working on residential, commercial, and mixed-use projects from design development to construction documents.

3) Nearly 1 year of interning for the City of Lemon Grove's Community Development Department.

These qualifications grant me extensive experience in understanding and interpreting building and municipal codes, including Lemon Grove's municipal code, and an understanding of what it is to both be on the presenting and deciding side of a planning commission hearing.

Highest Level of Education: Bachelor of Architecture with a concentration in Urban Design - Graduated Cum Laude from the NewSchool of Architecture & Design in Downtown San Diego, CA [2010-2014]

PERSONS HOLDING THIS POSITION ARE REQUIRED TO FILE CONFLICT OF INTEREST STATEMENTS IN ACCORDANCE WITH THE POLITICAL REFORM ACT AND THE CITY OF LEMON GROVE CONFLICT OF INTEREST CODE.

Signature _____

Date: 05/10/2023

Submit application one (1) or two (2) ways:

1. Email: dharrington@lemongrove.ca.gov, City Clerk
2. Mail or Hand Deliver to: City Clerk by Thursday, May 18, 2023 by 6:00 p.m. or mailed to City Hall and must be postmarked by May 18, 2023 to be considered City of Lemon Grove, City Hall, Attn: City Clerk, 3232 Main Street, Lemon Grove CA 91945





CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.F

Meeting Date: June 6, 2023

Submitted to: Honorable Mayor and Members of the City Council

Department: Public Works Department

Staff Contact: Amanda Penaflor, Senior Management Analyst

Item Title: **Award Agreement (No. 2023-17) to Southwest Traffic Signal Service, Inc. for Street Light System Maintenance, Emergency Repairs and Related Construction**

Recommended Action: Adopt a resolution (Attachment A) awarding an agreement (No. 2023-17) to Southwest Traffic Signal Service, Inc., for street light system maintenance, emergency repairs and related construction and authorize the City Manager to execute the necessary documents.

Summary: The City of Lemon Grove (City) participated in a four-city consortium with La Mesa, Santee and El Cajon (acting lead agency) to advertise a Request for Proposal (RFP) for street light maintenance and repairs. The advertisement for the RFP for street light maintenance and repairs was issued on March 2, 2023. The cities received three (3) proposals on the bid opening date of April 12, 2023, and Southwest Traffic Signal Service, Inc. (SWS) was the lowest responsive and responsible bidder. The term of the agreement is one (1) year, beginning July 1, 2023, through June 30, 2024, with four (4) one-year extensions.

Discussion: The City is responsible for the maintenance of approximately 443 streetlights throughout the City. Routine maintenance and repairs to the City's streetlights is vital to the safety and well-being of the residents and visitors alike. Maintenance is provided through a contract service delivery model and consists of troubleshooting electrical issues or replacing faulty underground cable, repairing controller issues, and repairing streetlights knocked down or damaged as a result of vehicle accidents. The City's current agreement for streetlight maintenance expires June 30, 2023.

As part of a four-city consortium with La Mesa, Santee, and El Cajon (acting lead agency), the cities advertised an RFP for street light maintenance and repairs on March 2, 2023.

Agreement with Southwest Traffic Signal Services, Inc., (No. 2023-17)

June 6, 2023

Page | 1

The four cities have cooperatively contracted these services for over 25 years to receive the most competitive unit bid pricing. The RFP proposals were due on April 12, 2023. The cities received three proposals, with the lowest responsive and responsible proposal submitted by SWS Table 1 summarizes the bid results:

Table 1: Bid Results

Contractor	Bid Amount
Southwest Traffic Signal Services	\$344,697.00
Yunex LLC	\$345,491.25
Advanced Railway Innovations	\$430,877.90

Staff from the four-city consortium recommend award to SWS. SWS is currently providing satisfactory service to the cities for traffic signal repair and maintenance and has demonstrated their qualifications, capabilities, and responsiveness through their current services.

The City’s portion of the four-city contractual work, excluding emergency or related construction work, is estimated to be \$38,679 for Fiscal Year 2023-24, and includes \$26,679 for routine maintenance and \$12,000 for emergency repairs. The recommended agreement will provide the necessary contractor services to maintain the City’s streetlights and provide the necessary services for emergency repairs such as streetlight knockdowns. The length of the agreement is for one (1) year, beginning July 1, 2023, through June 30, 2024, with four (4) one-year extensions.

Environmental Review:

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

Fiscal Impact: Funds are available in the Grounds, General and Local Benefit Lighting Fiscal Year 2023-24 budget (01-50-13-5470, 11-00-00-6290 and 12-00-00-6290) and 430050-43260) for streetlight repair and maintenance services. The agreement will be awarded upon adoption of the proposed FY 2023-24 budget.

Public Notification: None.

Staff Recommendation: Adopt a resolution awarding an agreement (No. 2023-17) to Southwest Traffic Signal Service, Inc., street light system maintenance, emergency repairs and related construction and authorize the City Manager to execute the necessary documents.

Attachments:

Attachment A – Resolution

Attachment B – Agreement

RESOLUTION NO. 2023 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA, AWARDING AN AGREEMENT (NO. 2023-17) TO SOUTHWEST SIGNAL SERVICES, INC., FOR STREET LIGHT MAINTENANCE, EMERGENCY REPAIRS, AND RELATED CONSTRUCTION SERVICES

WHEREAS, the cities of El Cajon, La Mesa, Lemon Grove, and Santee jointly solicited bids for a Street Light Maintenance, Emergency Repairs, and Related Construction Services contract; and

WHEREAS, three (3) bids were received for the Street Light Maintenance, Emergency Repairs, and Related Construction Services; and

WHEREAS, said bids were opened on April 12, 2023, and the responsive and responsible low bidder was Southwest Traffic Signal Services, Inc.; and

WHEREAS, the City of Lemon Grove's portion of the four-city contractual work is estimated to be \$38,679 for the first year of the agreement and includes \$26,679 for routine repairs and \$12,000 for emergency repairs; and

WHEREAS, the term of the agreement will begin in Fiscal Year 2023-2024 with four (4) additional one (1) year options subject to City Council appropriations.

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

1. Awards an agreement in the amount of thirty-eight thousand six hundred and seventy-nine dollars and zero cents (\$38,679) to Southwest Traffic Signal Service, Inc.; and
2. Authorizes the City Manager or her designee to execute said agreement documents and extend the agreement for four (4) additional one (1) year terms.

PASSED AND ADOPTED on June 6, 2023, 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:

Deborah Harrington, Interim City Clerk

Approved as to Form:

Kristen Steinke, City Attorney



CITY OF LEMON GROVE STANDARD AGREEMENT FOR SERVICES

This Agreement, entered into this 6th day of June, 2023, by and between the CITY OF LEMON GROVE (hereinafter referred to as "City") and Southwest Traffic Signal Service, Inc. (hereinafter referred to as "Contractor").

RECITALS

WHEREAS, City desires to obtain the services of a private Contractor to perform street light system maintenance, emergency repairs, and related construction for the City (Project); and

WHEREAS, Contractor is a(n) general engineering and electrical Contractor and has represented that Contractor possesses the necessary qualifications to provide such services; and

WHEREAS, City has authorized the preparation of an agreement to retain the services of Contractor as hereinafter set forth.

NOW, THEREFORE, IT IS MUTUALLY AGREED THAT CITY DOES HEREBY RETAIN CONTRACTOR ON THE FOLLOWING TERMS AND CONDITIONS:

1. Scope of Services.

Contractor shall provide services as described in Exhibit "A" entitled "Special Provisions" attached hereto and made a part hereof.

2. Compensation and Reimbursement.

City shall compensate and reimburse Contractor as provided in Exhibit "A" entitled "Special Provisions" attached hereto and made a part hereof.

3. Term of Agreement.

The term of this Agreement shall be as described on Exhibit "A" entitled "Special Provisions" attached hereto and made a part hereof.

4. Termination.

This Agreement may be terminated with or without cause by City. Termination without cause shall be effective only upon 60-day written notice to Contractor. During said

60-day period Contractor shall perform all consulting services in accordance with this Agreement. This Agreement may be terminated by City for cause in the event of a material breach of this Agreement, misrepresentation by Contractor in connection with the formation of this Agreement or the performance of services, or the failure to perform services as directed by City. Termination for cause shall be effected by delivery of written notice of termination to Contractor. Such termination shall be effective upon delivery of said notice.

5. Confidential Relationship.

City may from time to time communicate to Contractor certain information to enable Contractor to effectively perform the services. Contractor shall treat all such information as confidential, whether or not so identified, and shall not disclose any part thereof without the prior written consent of the City. Contractor shall limit the use and circulation of such information, even within its own organization, to the extent necessary to perform the services. The foregoing obligation of this Paragraph 5, 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 Contractor, hereafter disclosed in publicly available sources of information; (iii) is now in the possession of Contractor without any obligation of confidentiality; or (iv) has been or is hereafter rightfully disclosed to Contractor 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.

Contractor 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, Contractor 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.

6. Office Space and Clerical Support.

Contractor shall provide its own office space and clerical support at its sole cost and expense.

7. Covenant Against Contingent Fees.

Contractor declares that it has not employed or retained any company or person, other than a bona fide employee working for Contractor, to solicit or secure this Agreement, that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from the award or making of the Agreement. For breach of violation of this warranty, City shall have the right to annul this Agreement without liability, or, at its sole discretion, to deduct from the Agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

8. Ownership of Documents.

All memoranda, reports, plans, specifications, maps and other documents prepared or obtained under the terms of this Agreement shall be the property of City and shall be delivered to City by Contractor upon demand.

9. Conflict of Interest and Political Reform Act Obligations.

During the term of this Agreement Contractor shall not act as Contractor or perform services of any kind for any person or entity whose interests conflict in any way with those of the City of Lemon Grove. Contractor shall at all times comply with the terms of the Political Reform Act and the local conflict of interest code. Contractor 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 Contractor has a financial interest as defined in Government Code Section 87103. Contractor represents that it has no knowledge of any financial interests which would require it to disqualify itself from any matter on which it might perform services for the City.

“Contractor” means an individual who, pursuant to a contract with a state or local agency:

- (A) Makes a governmental decision whether to:
1. Approve a rate, rule or regulation;
 2. Adopt or enforce a law;
 3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
 4. Authorize the City to enter into, modify, or renew a contract provided it is the type of contract that requires City approval;
 5. Grant City approval to a contract that requires City approval and to which the City is a party, or to the specifications for such a contract;
 6. Grant City approval to a plan, design, report, study, or similar item;
 7. Adopt, or grant City approval of, policies, standards, or guidelines for the City, or for any subdivision thereof; or
- (B) Serves in a staff capacity with the City and in that capacity participates in making a governmental decision as defined in the Political Reform Act and/or implementing regulations promulgated by the Fair Political Practices Commission, or performs the same or substantially all the same duties for the City that would otherwise be performed by an individual holding a position specified in the City’s Conflict of Interest Code.

DISCLOSURE DETERMINATION:

1. Contractor/Contractor will not be “making a government decision” or “serving in a staff capacity” as defined in Sections A and B above. No disclosure required.
2. Contractor/Contractor will be “making a government decision” or “serving in a staff capacity” as defined in Sections A and B above. As a result, Contractor/Contractor shall be required to file a Statement of Economic Interest with the City Clerk of the City of Lemon Grove in a timely manner as required by law.

Department Director

10. No Assignments.

Neither any part nor all of this Agreement may be assigned or subcontracted, except as otherwise specifically provided herein, or to which City, in its sole discretion, consents to in advance thereof in writing. Any assignment or subcontracting in violation of this provision shall be void.

11. Maintenance of Records.

Contractor 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 contract period and for three (3) years from the date of final payment under this Agreement, for inspection by City and copies thereof shall be furnished, if requested.

12. Independent Contractor.

At all times during the term of this Agreement, Contractor shall be an independent Contractor and shall not be an employee of the City of Lemon Grove. City shall have the right to control Contractor only insofar as the results of Contractor's services rendered pursuant to this Agreement; however, City shall not have the right to control the means by which Contractor accomplishes such services.

13. Licenses, Permits, Etc.

Contractor represents and declares to City that it has all licenses, permits, qualifications, and approvals of whatever nature that are legally required to practice its profession. Contractor represents and warrants to City that Contractor 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 Contractor to practice its profession.

14. Contractor's Insurance.

Contractor shall provide insurance as set forth in Exhibit "A" entitled "Special Provisions" attached hereto and made a part hereof.

15. Indemnification.

(a) For Claims (as defined herein) other than those alleged to arise from Contractor's negligent performance of professional services, City and its respective elected and appointed boards, officials, officers, agents, employees and volunteers (individually and collectively, "Indemnitees") shall have no liability to Contractor or any other person for, and Contractor shall indemnify, protect and hold harmless Indemnitees from and against, any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs and expenses, including reasonable attorneys' fees and disbursements (collectively "Claims"), which Indemnitees may suffer or incur or to which Indemnitees may become subject by reason of or arising out of any injury to or death of any person(s), damage

to property, loss of use of property, economic loss or otherwise occurring as a result of Contractor's negligent performance under this Agreement, or by the negligent or willful acts or omissions of Contractor, its agents, officers, directors, sub-Contractors or employees.

(b) For Claims alleged to arise from Contractor's negligent performance of professional services, Indemnitees shall have no liability to Contractor or any other person for, and Contractor shall indemnify and hold harmless Indemnitees from and against, any and all Claims that Indemnitees may suffer or incur or to which Indemnitees may become subject by reason of or arising out of any injury to or death of any person(s), damage to property, loss of use of property, economic loss or otherwise to the extent occurring as a result of Contractor's negligent performance of any professional services under this Agreement, or by the negligent or willful acts or omissions of Contractor, its agents, officers, directors, sub-Contractors or employees, committed in performing any of professional services under this Agreement. For Claims alleged to arise from Contractor's professional services, Contractor's defense obligation to Indemnitees shall include only the reimbursement of reasonable defense costs and attorneys' fees to the extent caused by Contractor's negligence.

(c) The foregoing obligations of Contractor shall not apply to the extent that the Claims arise from the sole negligence or willful misconduct of City or its elected and appointed boards, officials, officers, agents, employees and volunteers.

(d) In any and all Claims against City by any employees of the Contractor, anyone directly or indirectly employed by it or anyone for whose acts it may be liable, the indemnification obligation under this Section 15 shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor under worker's compensation acts, disability benefit acts or other employee benefit acts.

(e) Contractor shall, upon receipt of written notice of any Claim, promptly take all action necessary to make a claim under any applicable insurance policy or policies Contractor is carrying and maintaining; however, if Contractor fails to take such action as is necessary to make a claim under any such insurance policy, Contractor shall reimburse City for any and all costs, charges, expenses, damages and liabilities incurred by City in making any claim on behalf of Contractor under any insurance policy or policies required pursuant to this Agreement.

(f) The obligations described in Section 15(a) through (e) above shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person indemnified pursuant to this Section 15.

(g) The rights and obligations of the parties described in this Section 15 shall survive the termination of this Agreement.

16. Assumption of Risk.

Except for injuries to persons caused by the willful misconduct of any Indemnitee and not covered by insurance maintained, or required by this Agreement to be maintained, by Contractor: (a) Contractor hereby assumes the risk of any and all injury and damage to the personnel (including death) and property of Contractor that occurs in the course of, or in

connection with, the performance of Contractor's obligations under this Agreement, including but not limited to Contractor's Scope of Services; and (b) it is hereby agreed that the Indemnitees are not to be liable for injury or damage which may be sustained by the person, goods or property of Contractor or its employees in connection with Contractor's performance its obligations under this Agreement, including but not limited to Contractor's Scope of Services.

17. Contractor Not an Agent.

Except as City may specify in writing, Contractor shall have no authority, expressed or implied, to act on behalf of City in any capacity whatsoever as an agent. Contractor shall have no authority, expressed or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

18. Personnel.

Contractor shall assign qualified and certified personnel to perform requested services. The City shall have the right to review and disapprove personnel for assignment to Lemon Grove projects.

City shall have the unrestricted right to order the removal of any person(s) assigned by Contractor by giving oral or written notice to Contractor to such effect.

Contractor's personnel shall at all times comply with City's drug and alcohol policies then in effect.

19. Notices.

Notices shall be given as described on Exhibit "A" entitled "Special Provisions" attached hereto and made a part hereof.

20. Governing Law, Forum Selection and Attorneys' Fees.

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California. Each party to this Agreement consents to personal jurisdiction in San Diego County, California, and hereby authorizes and accepts service of process sufficient for personal jurisdiction by first class mail, registered or certified, postage prepaid, to its address for giving notice as set forth in Exhibit "A" hereto. Any action to enforce or interpret the terms or conditions of this Agreement shall be brought in the Superior Court in San Diego County, Central Division, unless the parties mutually agree to submit their dispute to arbitration. Contractor hereby waives any right to remove any such action from San Diego County as is otherwise permitted by California Code of Civil Procedure section 394. The prevailing party in any such action or proceeding shall be entitled to recover all of its reasonable litigation expenses, including its expert fees, attorneys' fees, courts costs, arbitration costs, and any other fees. Notwithstanding the foregoing, in the event that the subject of such an action is compensation claimed by Contractor in the event of termination, Contractor's damages shall be limited to compensation for the 60-day period for which Contractor would have been entitled to receive compensation if terminated without cause, and neither party shall be entitled to recover their litigation expenses.

21. Gender.

Whether referred to in the masculine, feminine, or as "it," "Contractor" shall mean the individual or corporate Contractor and any and all employees of Contractor providing services hereunder.

22. Counterparts.

This Agreement (and any amendments) may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument. Documents delivered by telephonic facsimile transmission shall be valid and binding.

23. Entire Agreement.

This Agreement shall constitute the entire understanding between Contractor and City relating to the terms and conditions of the services to be performed by Contractor. No agreements, representations or promises made by either party, whether oral or in writing, shall be of any force or effect unless it is in writing and executed by the party to be bound thereby.

24. Certification and Indemnification Regarding Public Employees' Retirement Law/Pension Reform Act of 2013.

Contractor hereby certifies that all persons providing services to City by Contractor are not current members of the California Public Employees' Retirement System (CalPERS) and shall not become members of CalPERS while providing services to City.

Contractor further provides that in the event Contractor assigns a retired annuitant receiving a pension benefit from CalPERS to perform services for City, the retired annuitant is in full compliance with Government Code section 7522.56. A copy of Government Code section 7522.56 is attached hereto as Exhibit "B."

Further, Contractor hereby fully and unconditionally indemnifies City from all penalties, fees, employer and employee contributions, or any other assessments imposed by CalPERS in the event CalPERS determines the person assigned by Contractor to provide services to City has been misclassified.

25. Severability.

If any provision of this Agreement is determined by any court of competent jurisdiction or arbitrator to be invalid, illegal, or unenforceable to any extent, that provision shall, if possible, be construed as though more narrowly drawn, if a narrower construction would avoid such invalidity, illegality, or unenforceability or, if that is not possible, such provision shall, to the extent of such invalidity, illegality, or unenforceability, be severed, and the remaining provisions of this Agreement shall remain in effect.

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

CITY OF LEMON GROVE

CONTRACTOR

By: _____
Lydia Romero, City Manager

By: _____
Name, Title

Date: _____

Date: _____

ATTEST:

Deborah Harrington, Interim City Clerk

APPROVED AS TO FORM:

By: _____
Kristen Steinke, City Attorney

SPECIAL PROVISIONS

EXHIBIT "A"

A. Scope of Services.

Contractor agrees to perform maintenance services as required by City, which shall consist of the street light maintenance and emergency repair services further described in the Scope of Services submitted with the proposals dated April 12, 2023, which is included in this document as Attachment 1, and incorporated by reference, as if its contents were fully set forth herein. Contractor shall provide the necessary qualified personnel to perform the services.

B. Compensation and Reimbursement.

City shall pay Contractor a fee in accordance with the Fee Proposals submitted with the proposals dated April 12, 2023, which are included in this document as Attachment 2. Total fee is not to exceed \$38,679. Contractor's fee shall include and Contractor shall be responsible for the payment of all federal, state, and local taxes of any kind which are attributable to the compensation received.

C. Term of Agreement.

This Agreement shall be effective from the period commencing July 1, 2023 and ending June 30, 2024, unless sooner terminated by City as provided in the section of this Agreement entitled "Termination." This Agreement may be extended for up to four additional one-year periods upon approval in writing of the City Manager and Contractor. Award of Agreement and any Agreement extensions are subject to City Council appropriation of funds. Each renewal period (fiscal), the Contractor's costs shall be adjusted based on the annual change in the previous calendar year's Consumer Price Index for the San Diego-Carlsbad area (All Urban Consumers CPI-U) or 5%, whichever is less. The first adjustment would occur no earlier than July 1, 2024. Upon expiration or termination of this Agreement, Contractor shall return to City any and all equipment, documents or materials and all copies made thereof which Contractor received from City or produced for City for the purposes of this Agreement.

D. Contractor's Insurance.

1. Coverages:

Contractor shall obtain and maintain during the life of this Agreement all of the following insurance coverages:

(a) Comprehensive General Liability, including premises-operations, products/completed, broad form property damage, and blanket contractual liability with the following coverages: General Liability \$1,000,000 Bodily Injury and Property Damage combined each occurrence and \$2,000,000 aggregate.

(b) Automobile Liability, including owned, hired, and non-owned vehicles: \$1,000,000 combined single limit.

(c) Workers' Compensation insurance in statutory amount. All of the endorsements which are required above shall be obtained for the policy of Workers'

Compensation insurance.

2. Endorsements:

Endorsements shall be obtained so that each policy contains the following three provisions:

(a) Additional Insured. (Not required for Professional Errors and Omissions Liability Insurance or Workers' Compensation.)

"City of Lemon Grove and its elected and appointed boards, officers, agents, and employees are additional insureds with respect to this subject project and contract with City."

(b) Notice.

"Said policy shall not terminate, nor shall it be canceled, until thirty (30) days after written notice is given to City."

(c) Primary Coverage.

"The policy provides primary coverage to City and its elected and appointed boards, officers, agents, and employees. It is not secondary or in any way subordinate to any other insurance or coverage maintained by City."

3. Insurance Certificates:

Contractor shall provide City certificates of insurance showing the insurance coverages described in the paragraphs above, in a form and content approved by City, prior to beginning work under this Agreement.

E. Notices.

All notices, billings and payments hereunder shall be in writing and sent to the following addresses:

To City: City of Lemon Grove
3232 Main Street
Lemon Grove, CA 91945

To Contractor: Complete Name and Address

GUARANTY

To the City of Lemon Grove, City Council, for:

**Street Light System Maintenance, Emergency Repairs and Related Construction
for City of Lemon Grove**

The undersigned guarantees the work included in this project(s).

Should any of the materials or equipment prove defective or should the work as a whole prove defective, due to faulty workmanship, material furnished or methods of installation, or should the work or any part thereof fail to operate properly as originally intended and in accordance with the Plans and Specifications, due to any of the above causes, all within the number of months the site is to be maintained after date on which this Agreement is accepted by the City, or the date of recordation of Notice of Completion, whichever is the later, the undersigned agrees to reimburse the City upon demand, for its expenses incurred in restoring said work to the condition contemplated in said project, including the cost of any such equipment or materials replaced and the cost of removing and replacing any other work necessary to make such replacement or repairs, or upon demand by the City, to replace any such material and to repair said work completely without cost to the City so that said work will function successfully as originally contemplated.

The City shall have the unqualified option to make any needed replacements or repairs itself or to have such replacements or repairs done by the undersigned. In the event the City elects to have said work performed by the undersigned, the undersigned agrees that the repairs shall be made and such materials as are necessary shall be furnished and installed within a reasonable time after the receipt of demand from the City. If the undersigned shall fail or refuse to comply with his obligations under this guaranty, the City shall be entitled to all cost and expenses, including attorney's fees, reasonably incurred by reason of the said failure or refusal.

Contractor

Date

****TO BE SUBMITTED WITH EXECUTED AGREEMENT****

WORKERS' COMPENSATION INSURANCE CERTIFICATE

Pursuant to Section 1861 of the State Labor Code, each Contractor to whom a public works Agreement has been awarded shall sign the following certificate and shall submit same to the City of Lemon Grove prior to performing any work on the Agreement:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Agreement."

Contractor

By: _____

Title

Date

Section 3700 of the State Labor Code reads in part as follows:

"Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this state.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, either as an individual employer, or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

****TO BE SUBMITTED WITH EXECUTED AGREEMENT****



LEMON GROVE SANITATION DISTRICT

DISTRICT BOARD STAFF REPORT

Item No. 1.G

Meeting Date: June 6, 2023

Submitted to: Honorable Chair and Members of the District Board

Department: Sanitation District

Staff Contact: Izzy Murguia, Public Works Director

imurguia@lemongrove.ca.gov

Item Title: Purchase of a Sanitation District Vehicle

Recommended Action: Adopt a resolution approving the purchase of a 2023 Chevrolet Silverado 2500 utility truck from Quality Chevrolet of Escondido.

Summary/Discussion: For Fiscal Year 2022-23, the Sanitation District Board approved the purchase of a new vehicle. The purchase of this vehicle will replace a 1999 Ford 350 with over 94,000 miles with extensive repair needs. District staff received four quotes for the replacement vehicle, a 2023 Silverado 2500 with a utility bed, with the lowest responsive quote submitted by Quality of Chevrolet of Escondido in the amount of \$64,048.48.

Discussion: The District maintains a fleet of five (5) street legal vehicles and equipment for the purpose of inspecting, maintaining and operating District infrastructure. Annually, these vehicles must be evaluated to determine if they have met their useful life. Factors considered for replacement include excessive mileage, age, maintenance cost, unit hours, maintenance history, safety and normal life expectancy. There is one vehicle the District is recommending for replacement in Fiscal Year 2022-23.

The vehicle recommended for replacement is a 1999 Ford 350 utility truck with approximately 94,358 miles and has exceeded its maximum serviceable usage. In evaluating vehicles to replace the existing truck, staff concluded that a 2500 series truck (3/4 ton capacity) with a service body would best meet the District's needs and solicited quotes from local dealers.

Quotes were received from Quality Chevrolet, Bob Stall Chevrolet, Sedano Ford and El Cajon Ford (Attachment B). Prices were also compared against the National Auto Fleet Group, a cooperative that caters to government agencies across the U.S. and provides competitive pricing. The quotes for the replacement vehicle are noted in Table 1 below:

Table 1: Cost for 2500 Series Utility Truck

Vendor	Vehicle	Year	Quote
Quality Chevrolet of Escondido	Silverado 2500 w/ Royal Service Body	2023	\$64,048.48
Bob Stall Chevrolet	Silverado 2500 w/ Royal Service Body	2023	\$66,842.80
El Cajon Ford	Ford 250 w/ SE Service Body	2023	\$68,041.97
Sedano Ford	Ford 250 w/ SE Service Body	2022	\$75,936.54
National Auto Fleet	Ford 250 w/Knapheide Service Body	2023	\$68,0311.13

The lowest responsive was submitted by Quality Chevrolet in the amount of \$64,048.48, including applicable taxes and fees. The replacement vehicle is a Chevrolet Silverado 2500 with a service body. This vehicle will be utilized by District staff for daily tasks including, but not limited to the following: responding to sewage callouts, repairing sewer mains, transportation of tools and equipment. The service body includes a utility package for multi-purpose maintenance use for District staff, including storage of shop tools and parts and trailer capabilities.

During the FY 2022-2023 mid-year budget process, \$35,000 was allocated for the replacement vehicle. If a new vehicle is purchased, staff will dispose of the 1999 Ford 350 per the City’s Purchase Ordinance and any revenue received from the disposal of the truck will be deposited into the City’s General Reserve Fund.

Environmental Review:

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

Fiscal Impact: Sufficient funding is available in the Fiscal Year 2022-23 Sanitation Capital Replacement Vehicle Fund (16-00-00-7710) for the purchase of one utility truck. A total of \$75,000 was allocated for this purchase.

Public Notification: None.

Staff Recommendation: Adopt a resolution approving the purchase of a 2023 Chevrolet Silverado utility truck from Quality Chevrolet of Escondido.

Attachments:

- Attachment A** – Resolution
- Attachment B** – Quotes

ATTACHMENT A

RESOLUTION NO. 2023 –

A RESOLUTION OF THE DISTRICT BOARD OF THE LEMON GROVE SANITATION DISTRICT OF LEMON GROVE, CALIFORNIA APPROVING THE PURCHASE OF A 2023 CHEVROLET SILVERADO 2500 WITH SERVICE BODY FROM QUALITY CHEVROLET OF ESCONDIDO

WHEREAS, the Sanitation District manages the District's vehicle and equipment fleet and is responsible for all replacement recommendations as items reach their useful life cycle; and

WHEREAS, the 1999 Ford 350 which serves as the District's main response vehicle is 24 years old, has 94,358 miles, and has reached a point where the on-going maintenance no longer support it remaining in the District's fleet; and

WHEREAS, staff performed a search of local dealerships for a vehicle that will efficiently and effectively meet the needs of the District moving forward. A 2023 Chevrolet Silverado 2500 with a Royal Service Body from Quality Chevrolet of Escondido was the lowest bid response that the District received; and

WHEREAS, it is in the best interest of the District, that the 2023 Chevrolet Silverado 2500 with a Royal Service Body is purchased from Quality Chevrolet of Escondido to replace the 1999 Ford 350.

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

1. Approves the purchase contract with Quality of Chevrolet of Escondido for the 2023 Chevrolet Silverado 2500 with a Royal Service Body not to exceed the District's vehicle replacement budget of \$75,000; and
2. Directs the City Manager, or her designee, to dispose of the 1999 Ford 350 per the City's Purchasing Ordinance and place any funds received into the General Reserve Fund; and
3. Directs the City Manager, or her designee, to manage all purchase documentation.

PASSED AND ADOPTED on June 6, 2023, the District Board of the Lemon Grove Sanitation District of Lemon Grove, California, adopted Resolution No. _____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Racquel Vasquez, Board Chair

Attest:

Deborah Harrington, Interim District Clerk

Approved as to Form:

Kristen Steinke, District Attorney



Izzy,

This quote is for City of Lemon Grove, for (1) New 2023 Silverado 2500 Crew Cab 2WD 6.6L Gas V8 with a Royal Service Body using factory incentives for May 2023.

- Model Year:** 2023
- Make:** Chevrolet
- MSRP:** MSRP for Cab Chassis \$48,943.00, MSRP for Royal Service Body \$15,717.00
Total MSRP \$64,660.00
Below is your discounted price...
- Model:** 2500HD Silverado
CC20943-LWB, 2WD, Crew Cab
- PEG:** 1WT-Work Truck Preferred Equipment Group
- Primary Color:** GAZ-Summit White
- Trim:** H0U-1WT/1LT/1SP/2LT/1FL/1LS-Cloth, Jet Black, Interior Trim
- Engine:** L8T-*Engine: 6.6L, V-8, SIDI*
- Transmission:** MYD-*6-Speed Automatic*

Included Options

	MSRP
5N5: Rear Camera Kit for ZW9 Box Delete or Chassis Cab (SEO)	\$73.00
A2X: Power Seat Adjuster (Driver's Side)	\$290.00

JL1: Integrated Trailer Brake Controller	\$275.00
KI4: 120 Volt Electrical Receptacle, In Cab	\$150.00
PCV: 1WT Convenience 1 Package	\$1,035.00
V46: Bumper, Front, Chrome	\$100.00
ZHQ: Tire, Spare: LT245/75 R17 All Season, Blackwall	\$380.00
ZW9: Delete: Pick-Up Box	-\$1,155.00
GT4: Rear Axle: 3.73 Ratio	
JFH: GVW Rating 10,300 Lbs	
L8T: Engine: 6.6L, V-8, SIDI	
MYD: 6-Speed Automatic	
PYN: Wheels: 17" Steel, Painted	
YF5: California Emissions	
1WT: Work Truck Preferred Equipment Group	
9J4: Bumper: Rear Delete	
AE7: Seats: Front 40/20/40 Split-Bench, Uplevel	
AKO: Glass, Deep Tinted	
AQQ: Keyless Remote Entry	
AU3: Power Door Locks	
BG9: Floor Covering: Rubberized Vinyl, Black	
C49: Defogger, Rear Window, Electric	
DBG: Mirrors, O/S: Man. Ext & Folding, Heat, Turn Indicator	
G80: Auto Locking Differential, Rear	
GAZ: Summit White	
H0U: 1WT/1LT/1SP/2LT/1FL/1LS-Cloth, Jet Black, Interior Trim	
IOR: Chevrolet Infotainment, 7" Color Screen	
K34: Cruise Control	
K47: Heavy Duty Air Filter	

- KC4:** Cooler, Engine Oil
- KNP:** Transmission Cooling System
- KW7:** Alternator, 170 AMP
- QHQ:** Tires: LT245/75 R17E All Season, Blackwall
- SFW:** Back-Up Alarm Calibration (SEO)
- V76:** Recovery Hooks
- VK3:** Front License Plate Mounting Provisions
- YK6:** SEO Processing Option



Body Type:	Service Truck
Body Line:	Service Truck
Body Model:	40-VO-98
Body Material:	Steel
Body Height:	40"
Body Width:	79"
Body Length:	8'
Body Inside Width:	49"
Body Color:	White
Bumper Type:	Recessed
Bumper Depth:	8"
Cargo Control Description:	(4) Tie Downs in Bed Area
Compartment Type:	Top Opening
Compartment Description:	Aluminum, Vertical Open Top Compartments with Removable Storage Bins
Compartment Depth:	15"
Floor Description:	Diamond Plate
Floor Gauge:	12
Lighting Type:	LED
Lighting Description:	Legal Light Package
Lighting Location:	Exterior
Lock System Description:	Royal's Fortress Security Hardware Utilizing the One-Key Solution
Automotive Lock Package from Bolt Technologies	
Tailgate Description:	Self-Leveling Tailgate with Shear Resistant Machined Hinges and Protective Steel Cap
Tailgate Height:	13.5"
Ladder Rack Description:	Extended Crew Tapered Over Cab Rack with Swingaway Rear X-Bar
Hitch Type:	Receiver
Hitch Description:	Receiver Tube with Hitch Insert
Hitch Class:	V
Hitch Size:	2-1/2"
Trailer Plug Type:	7 Blade / 4 Pin

Discounted Vehicle Price:	\$44,843.00
Discounted Royal Body:	\$14,475.00

Total: **\$59,318.00**

Plus: Doc Fee, Sales Tax, Tire Tax, and DMV (License and Registration Exempt If applicable): \$4,730.48

Total OTD: \$64,048.48

Your Company is saving \$5,821.01 on this deal.

BOB STALL LA MESA

James I. Clifton

619-719-2311

jclifton@bobstall.com

Conventional Purchase & Standard Finance Quote

City of Lemon Grove
3232 Main Street
Lemon Grove CA 91945
(619) 825-3814
(619) 825-3800

Quoted: Thursday, May 11, 2023

Incentives Expire:

Wednesday, May 31, 2023

Purchase Price	\$48,778.00	Trade	\$0.00
Aftermarket & Accessories Total	\$13,628.00	Payoff	\$0.00
Item	Price	Net Trade	\$0.00
Royal 8' Service Body w Rack	\$13,628.00	Cash Down	\$0.00
Hitch & Master Lock	\$0.00	Deferred Down	\$0.00
0	\$0.00	GM Factory Rebate	\$500.00
0	\$0.00	All other Rebate	\$0.00
Doc Fee	\$85.00	Total Down	\$500.00
Taxable Subtotal	\$62,491.00		
All_Other_SD_Sales_Tax	7.75%		\$4,843.05
DMV Fees (estimated)			\$0.00
State Smog Fee			
Smog Abatement Fee			\$0.00
California Tire Fee			\$8.75
Weight Fee			\$0.00
Transportation Improvement Fee			\$0.00
California Electronic Filing Fee			\$0.00
Total Fees			\$8.75
Total			\$67,342.80
"Out-the-Door" w/o Ext Warranty	\$66,842.80		
Vehicle/Chassis Information		Aftermarket & Accessories Description	
Stock#	233114	Royal 8' Service Body w Rack	
VIN	1GB1WLE75PF247083	Hitch & Master Lock	
Year	2023		0
Make	Chevrolet		0
Model	CC20943		0
Body	Silverado 2500 Crew Cab Service Body		0
Color	Summit White		
Miles	0		
Weight	Pick One/Passenger		
Type	New		
		Purchase Price for Chassis & Upfits	
		(after all rebates, before Extended Warranty)	
		\$61,906.00 plus tax, DMV & Doc Fees	



BUSINESS
ELITE

7601 Alvarado Road, La Mesa, CA 91942



Date: 5/20/2023
 Salesperson: Reagan Brandon
 Manager: Reagan Brandon

Customer

Company: City of Lemon Grove Phone: _____
 Address: 3232 main st Lemon Grove CA 91945 Work: _____
 Email: _____ Cell: (760) 445-7866

Vehicle	Trade In
Stock: <u>00230442</u> New/Used: <u>New</u>	Payoff: <u>\$0.00</u>
VIN: <u>1FT7W2AA0PEC52294</u>	VIN: _____
Vehicle: <u>2023 FORD SUPER DUTY F-250 SRW</u>	Vehicle: _____
Type: <u>CREW CAB XL 2WD (W2A)</u>	Type: _____
Mileage: <u>3</u> Color: <u>Oxford White</u>	Mileage: _____ Color: _____

Adjusted Selling Price:	<u>\$63,063.00</u>
Total Purchase:	<u>\$63,063.00</u>
Trade Allowance:	<u>(\$0.00)</u>
Trade Difference:	<u>\$63,063.00</u>
Doc Fee:	<u>\$85.00</u>
Tax:	<u>\$4,893.97</u>
Est Fees:	<u>\$0.00</u>
Total Price:	<u>\$68,041.97</u>
Trade Payoff:	<u>\$0.00</u>
Deposit:	<u>(\$0.00)</u>
Balance Due:	<u>\$68,041.97</u>

By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic verbal and written communications including but not limited to email, text messaging, SMS, phone calls and direct mail. Terms and conditions subject to credit approval. For information only. This is not an offer or contract for sale.

Sedano Ford

Date: 5/22/2023

Salesperson: _____

Manager: Shauna Chumacero

FOR INTERNAL USE ONLY

CUSTOMER city of lemon grove Home Phone : _____

Address : _____ Work Phone : _____

E-Mail : _____ Cell Phone : _____

VEHICLE

Stock # : pec94000 New / Used : **New** VIN : _____ Mileage: _____

Vehicle : F-250 4x4 gas 6.8 engine Color : _____

Type : with a scelzi service body

MSRP	55,870.00
scelzi body	14,481.00
Total Purchase	70,351.00
Doc Fee*	85.00
Tax	5,458.79
Tire Fee*	8.75
DMV Electronic Fee*	33.00
Cash Deposit	.00
Balance	75,936.54



National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

11/15/2022
11/28/2022 Re-Configured

Quote ID: **33564 R2**

Order Cut Off Date: **TBA**

Izzy murguia
City of Lemon Grove
Public Works

3232 Main Street

Lemon Grove, California, 91945

Dear Izzy murguia,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2023 Ford Super Duty F-250 SRW (W2A) XL 2WD Crew Cab 8' Box 176" WB, Knapheide Installed Service Body PKG PDI + Handling) and delivered to your specified location, each for

One Unit

Contract Price	\$48,566.08
Knapheide Installed Service Body PKG	\$14,823.60
PDI + Handling	
Tax (7.7500 %)	\$4,912.70
Tire fee	\$8.75
Total	\$68,311.13

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Quoting Department
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497





CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1.H

Meeting Date: June 6, 2023

Submitted to: Honorable Mayor and Members of the City Council

Department: Public Works Department

Staff Contact: Amanda Penaflor, Senior Management Analyst

Item Title: **Contract Extension with Southwest Traffic Signal Service, Inc. (No. 2019-19)**

Recommended Action: Adopt a resolution approving a one-year contract extension with Southwest Traffic Signal Service, Inc. for traffic signal and communications system maintenance, emergency repairs, and related construction services (No. 2019-19).

Summary: The City of Lemon Grove (City) awarded a contract to Southwest Traffic Signal Service, Inc. (SWS) for traffic signal and communications system maintenance, emergency repairs, and related construction services. Based on the positive work experience during the last four-year period, staff recommends extending the contract with Southwest Traffic Signal Service, Inc. through Fiscal Year 2023-2024.

Discussion: The City participated in a four-city consortium with the cities of El Cajon, La Mesa and Santee to advertise the need for traffic signal maintenance, emergency repairs, and related construction services. Advertisements for traffic signal maintenance, emergency repairs, and related construction services were advertised by the City of El Cajon, the lead agency, on February 21, 2019. The City of El Cajon received three (3) bids on the bid opening date of March 21, 2019, and SWS was found to be the lowest responsive and responsible bidder.

On May 21, 2019, the City Council awarded the contract to Southwest Traffic Signal Service, Inc. for Fiscal Year 2019-20. Included in the contract was an option to renew the contract for up to four (4), one (1) year terms with satisfactory performance and City Council authorization.

Public Works staff has concluded that Southwest Traffic Signal Service, Inc. has provided satisfactory performance during the past four year of service, warranting a one-year contract extension through Fiscal Year 2023-24. Both the City and Southwest Traffic

Signal Service, Inc. have agreed to a 5 percent increase in the contract amount to adjust for inflation, based on the Consumer Price Index for the San Diego area and the maximum allowable increase in the contract. The City’s portion of the four-city contractual work is estimated to be \$68,112.51 for Fiscal Year 2023-24, and includes \$48,112.51 for routine maintenance and \$20,000 for emergency repairs. The proposed contract extension is the last remaining extension of the contract.

Environmental Review:

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

Fiscal Impact: Funds are budgeted in the TransNet Traffic Improvement Fiscal Year 2023-24 budget (14-00-00-7310) for traffic signal repair and maintenance services. The amendment will be issued upon the adoption of the proposed FY 2023-24 budget.

Public Notification: None.

Staff Recommendation: Adopt a resolution approving a one-year contract extension with Southwest Traffic Signal Service, Inc. for traffic signal and communications system maintenance, emergency repairs, and related construction services (No. 2019-19).

Attachments:

- Attachment A – Resolution
- Attachment B – Amendment

RESOLUTION NO. 2023 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA, AUTHORIZING AMENDMENT NO. 4 TO THE TRAFFIC SIGNAL AND COMMUNICATIONS SYSTEM MAINTENANCE, EMERGENCY REPAIRS, AND RELATED CONSTRUCTION SERVICES CONTRACT WITH SOUTHWEST TRAFFIC SIGNAL SERVICES, INC. (NO. 2019-19)

WHEREAS, the cities of El Cajon, La Mesa, Lemon Grove, and Santee jointly solicited bids for a Traffic Signal and Communication System Maintenance, Emergency Repairs, and Related Construction Services contract; and

WHEREAS, three (3) bids were received for the Traffic Signal and Communication System Maintenance, Emergency Repairs, and Related Construction Services Contract (No. 2019-19); and

WHEREAS, said bids were opened on March 21, 2019 and the responsive and responsible low bidder was Southwest Traffic Signal Services, Inc.; and

WHEREAS, on May 21, 2019 the City Council awarded the contract to Southwest Traffic Signal Services, Inc.; and

WHEREAS, the term of the contract began in Fiscal Year 2019-2020 with four (4) additional one-year options subject to City Council approval through Fiscal Year 2023-2024; and

WHEREAS, the City Council finds it in the public interest that a one-year extension to the contract for said services be awarded through Fiscal Year 2023-2024.

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

1. Authorizes Amendment No. 4 to the contract with Southwest Traffic Signal Services; and
2. Authorizes the City Manager or her designee to execute said contract documents.

PASSED AND ADOPTED on _____, 2023, 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:

Deborah Harrington, Interim City Clerk

Approved as to Form:

Kristen Steinke, City Attorney



CITY OF LEMON GROVE

Public Works Department

May 30, 2023

Ryan T. Cark, President & General Manager
Southwest Traffic Signal Service, Inc.
P.O. Box 1297
El Cajon, CA 92020

Subject: Traffic Signal and Communications System Maintenance Contract No. 2019-19
Amendment No. 4

Dear Mr. Clark:

On June 6, 2023, the Lemon Grove City Council authorized the fourth, one-year extension to the original contract dated July 1, 2019 by and between the City of Lemon Grove and Southwest Traffic Signal Service, Inc., for the provision of traffic signal maintenance and repair. That authorization also included a 5% CPI adjustment effective July 1, 2023. All other terms and conditions of the contract are to remain the same. A copy of the City Council Resolution is attached for your reference. Please indicated your approval by signing and dating in blue ink below and returning the original to me within 10 business days of receipts of this letter. I can be reached at (619) 825-3811 or apenaflor@lemongrove.ca.gov, should you have any questions.

Contractor:

City:

Ryan T. Clark, President & General Manager
Southwest Traffic Signal Service, Inc.

Lydia Romero, City Manager
City of Lemon Grove

Sincerely,

Amanda Penaflor
Senior Management Analyst



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 1. H

Meeting Date: June 6, 2023

Submitted to: Honorable Mayor and Members of the City Council

Department: Public Works Department

Staff Contact: Amanda Penaflor, Senior Management Analyst

apenaflor@lemongrove.ca.gov

Item Title: **Amendment No. 3 to the Professional Services Agreement with Rick Engineering Company**

Recommended Action: Adopt a resolution approving Amendment No. 3 (Attachment A) to the professional services agreement (No. 2019-17) with Rick Engineering Company.

Summary: On February 19, 2019, the City Council authorized a professional services agreement with Rick Engineering Company (Rick Engineering) for engineering services in an annual amount not to exceed \$450,000. On June 15, 2021, the City Council approved Amendment No. 1 to the agreement, which increased the annual agreement amount to \$500,000 and extended the term to June 30, 2022. On June 29, 2022, Amendment No. 2 was approved extending the term of the agreement to June 30, 2023. Approval is requested for a third amendment to the agreement with Rick Engineering to increase the annual amount by \$150,000 to a not-to-exceed amount of \$650,000 and extend the term of the agreement to June 30, 2024.

Discussion: On February 19, 2019, the City Council authorized an agreement with Rick Engineering Company (Rick Engineering) for engineering services in an annual amount not to exceed \$450,000. The agreement for services include Rick Engineering serving as the City's Contract City Engineer, Traffic Engineer, Project Engineer, Private Development Plan Check Engineer, the Lemon Grove Sanitation District's Wastewater Engineer, and Special Project Manager as needed.

On June 15, 2021, the City Council approved Amendment No. 1 to the agreement, which increased the annual agreement amount to \$500,000 and extended the term to June 30, 2022. On June 29, 2022, Amendment No. 2 was approved extending the term of the agreement to June 30, 2023. Approval is requested for a third amendment to the agreement with Rick Engineering to increase the annual amount by \$150,000 to a not-to-exceed amount of \$650,000 and extend the term of the agreement to expire on June

30, 2024. Due to the increased engineering activities in Fiscal Year 2023-24, on March 21, 2023, the City Council authorized a budget adjustment of \$95,100 for the contracted services provided by Rick Engineering staff for the remainder of Fiscal Year 2022-23. Reasons for the increased engineering activities include:

- Increased hours of City Engineer as a result of the vacant Assistant City Manager/Public Works Director position and transition of duties after the new Public Works Director was hired.
- Increased workload as it related to special projects (e.g., Pavement Management Program, Sidewalk Master Plan, and Sanitation Sewer Study).
- Increased workload of Project Engineer as a result of absorbing duties of vacant Senior Analyst position (e.g., Sanitation District sewer permits, private development agreements, and encroachment permits).
- Increased workload related to traffic engineering and storm drain projects.

The City continues to receive sound professional level of service from Rick Engineering. Staff recommends that the contractual relationship continue through next fiscal year. With key City positions filled, it is expected that annual engineering expenditures return to an expenditure level of \$450,000 - \$500,000 for FY 2023-24. At which time, staff will return to the City Council to seek direction regarding the next step of a request for proposals/qualifications process to test the market for another engineering firm or continue the contractual relationship.

Environmental Review:

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

Fiscal Impact: Sufficient funds are budgeted in the Engineering (01-50-09-6200), Gas Tax (02-00-00-6200), Sanitation (15-00-00-6200), Local Lighting (12-00-00-6200), General Lighting (11-00-00-6200), and TransNet (14-00-00-6200) FY 2022-23 budget to authorize the amendment.

Public Notification: None

Staff Recommendation: Adopt a resolution approving Amendment No. 3 (Attachment A) to the professional services agreement (No. 2019-17) with Rick Engineering Company.

Attachments:
Attachment A – Resolution

RESOLUTION NO. 2023-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA, AUTHORIZING AMENDMENT NO. 3 TO THE PROFESSIONAL SERVICES AGREEMENT WITH RICK ENGINEERING COMPANY

WHEREAS, since 1994 the City of Lemon Grove has contracted with Rick Engineering Company to operate a hybrid staffing model in the engineering division to provide a full-scope of engineering services; and

WHEREAS, Rick Engineering Company is a professional engineering company that has extensive experience in Lemon Grove as well as a vast staffing component that can support all engineering services needed by the City; and

WHEREAS, since 2015, Rick Engineering Company has provided contractual City Engineer services which expanded to also include private development plan review, traffic engineering services, sanitation district services, and front counter customer service activities; and

WHEREAS, on February 19, 2019, the City Council adopted a resolution awarding a three-year professional services agreement for engineering services to Rick Engineering Company in the annual amount of \$450,000; and

WHEREAS, on June 22, 2021, City Council adopted a resolution to amend the agreement with Rick Engineering Company for additional professional services in the amount of \$50,000; and

WHEREAS, On June 29, 2022, the City Manager approved an amendment to the agreement with Rick Engineering Company extending the term of the agreement to June 30, 2023; and

WHEREAS, the City Council finds it in the public interest to amend the agreement with Rick Engineering Company to continue professional services for the remainder of Fiscal Year 2023-24 with an annual project budget not-to-exceed \$650,000.

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

1. Authorizes Amendment No. 3 to the agreement with Rick Engineering Company extending the term of the agreement to June 30, 2024 and increasing the established annual project budget not-to-exceed \$650,000; and
2. Authorizes the City Manager or her designee to execute said agreement documents.

PASSED AND ADOPTED on June 6, 2023, the City Council of the City of Lemon Grove, California, adopted Resolution No. 2023-_____, passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN

Racquel Vasquez, Mayor

Attest:

Deborah Harrington, Interim City Clerk

Approved as to Form:

Kristen Steinke, City Attorney



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 2

Meeting Date: June 6, 2023

Submitted to: Honorable Mayor and Members of the City Council

Department: Community Development Department

Staff Contact: Michael Fellows, AICP, Community Development Manager
mfellows@lemongrove.ca.gov

Item Title: **Public Hearing to consider approval of Conditional Use Permit No. CUP-230-0001, to renew a Conditional Use Permit for an existing Cannabis Retail Dispensary at 6470 Federal Boulevard in the Light Industrial (LI) zone. APN 478-190-20-00**

Recommended Action:

- 1) Conduct the Public Hearing;
- 2) Receive Public Comment; and
- 3) Adopt a Resolution (Attachment A) of the City Council of the City of Lemon Grove, California, approving conditional use permit (CUP) No. CUP-230-0001, a renewal of CUP-170-0001 for a cannabis dispensary located at 6470 Federal Boulevard.

Summary: This request is for the renewal of a previously approved CUP that would authorize the continued operation of the dispensary (The Boulevard) located at 6470 Federal Boulevard. The original CUP included a condition of approval requiring that the CUP be renewed every three years necessitating this application.

The subject property is a rectangular shaped, interior lot that is nearly an acre (41,724 SF) in size. The property is developed with a two story, 14,423 ft² concrete block, light industrial building. The property is bordered by State Route 94 to the north, light industrial buildings to the east and west, and residences on a hillside to the south across Federal Boulevard.

Background: On June 19, 2018 City Council approved CUP-170-0001, Resolution No. 2018-3591 (Attachment B) that conditionally approved the first dispensary in Lemon Grove. On June 18, 2019, the City Council approved a one year time extension, Resolution No. 2019-3660 (Attachment C) of the CUP until June 19, 2020. On March 12, 2020, the

dispensary received occupancy (final approval) from the Building Department. CUP-170-0001 Condition 2.C.22 requires that the CUP be renewed every three years upon establishment (occupancy) of the use. This is a standard condition that has been included with all approved cannabis CUP applications.

On February 16, 2023, the applicant, San Diegrow, Inc., submitted a CUP application (Attachment D) to renew CUP-170-0001. This is the first dispensary renewal application processed by the City.

Discussion:

There are no changes to the dispensary proposed by this application. Staff's primary focus is on compliance with requirements found in the CUP conditions of approval and contained in the City's Municipal Codes and also gauging the effectiveness of the current conditions of approval. This application was reviewed by the Sheriff's Crime Prevention Unit, Planning, Code Enforcement, Heartland Fire & Rescue, and Engineering Departments.

Sheriff's Department

The Sheriff's Department expressed no concerns regarding the operation of the dispensary or the renewal application. They reported two calls for service from January 1, 2022 to March 2023 for incidents on the subject property. One incident involved an assault with a deadly weapon on 4/24/22 in the dispensary parking lot that resulted in an arrest. The other call was for a car locked behind the dispensary gate that did not require a Sheriff response. There were also seven other calls for service for incidents that did not happen on the dispensary property but used its address for reference.

Planning Department / Code Enforcement

CUP-170-0001 Condition 2.C.45 requires dispensary operators submit an Annual Performance Review Report. This report is intended to identify effectiveness of the approved CUP, operations manual, and conditions of approval, as well as any proposed modification to procedures as deemed necessary. The dispensary operator submitted this report for 2021 but has yet to submit them for 2022 and 2023. The dispensary's attorney indicated that they are working on submitting the report soon. Condition 2.C.45 requires that Live Scan background checks be submitted prior to employment for all employees and Director. The dispensary operator regularly send staff requests for background check results for employees as required by this condition.

Staff has conducted three compliance inspections of the dispensary in the past 10 months.

- 1) On August 11, 2022 staff conducted an inspection after receiving a report that the dispensary was selling paraphernalia. This inspection found that the store was displaying and offering drug/tobacco paraphernalia for sale that included pipes and

water pipes in violation of Condition 2C49 and LGMC17.32.090.C.7.1. The applicant's attorney explained that he had interpreted the condition differently and did not believe the condition applied to cannabis paraphernalia. Once Staff clarified that the condition does apply to cannabis paraphernalia and provided a verbal warning, Staff was told the paraphernalia would be removed immediately. Subsequent inspections confirmed the paraphernalia has been removed.

- 2) On April 18, 2023 staff received a report that included an ad showing that the dispensary was going to have a DJ perform for customers on the 4/20 cannabis holiday. On April, 18 2023 Staff notified the dispensary's attorney that the DJ would be a violation of the CUP that prohibits the use of musical instruments and sound amplification (Condition 2.C.13), and the prohibition of recreational activities (Condition 2.C.61). The dispensary's attorney indicated that the dispensary had previously received approval from the City to have a DJ indoors; however, could not provide documentation supporting the assertion. Staff reaffirmed that the DJ would be a violation and that an inspection would occur on April 20, 2023. Staff conducted the compliance inspection and there was no DJ on site; however, staff found two violations that included the displaying and selling live marijuana plants and an approximately 2' x 10' banner facing the interior of the parking lot that was hung on a fence. Staff issued a citation for the violation. The applicant quickly removed the violations and paid the citation.
- 3) On May 5, 2023, staff conducted a compliance inspection as part of this renewal application. Unlike past inspections, staff inspected the entire premises that included the sales floor, administrative offices, storage rooms, upstairs offices, rear warehouse and the parking lot. This inspection included the applicant demonstrating that security cameras were operational and that products were stored securely. Staff found no issues within the building. The only concerns observed on the outside were 2-inch size depictions of cannabis leaves on signage around the facility. The applicant covered the cannabis depictions up quickly once they were brought up as an issue.

As required by CUP-170-0001 conditions, the dispensary operator always allowed staff access to inspect the dispensary. The inspections determined that the property matches approved plans and that the warehouse and second floor areas not being used by the dispensary or subleased. The building façade and landscaping were well maintained. Uniformed security was always present on the site. The security cameras were of high quality and operational. No customers were observed loitering inside of the facility or the parking lot. Required signage was displayed around the property. There were no traffic or parking issues observed. The trash enclosure was of high quality and used for trash purposes. There were no food trucks, outdoor storage or any other unapproved use observed outside of the dispensary.

Heartland Fire & Rescue and the City’s Engineering Department provided no comments and reported no violations by the business.

Conclusion:

Typically, the city council must make the following findings as stated in LGMC Section 17.28.050 in order to approve a CUP application. However since this application is for the renewal of a previously approved CUP with existing findings, it is not necessary to make new findings to approve this renewal.

- 1. The use is compatible with the neighborhood or the community;
- 2. The use is not detrimental to the health, safety, convenience or general welfare of persons residing or working in the vicinity;
- 3. The use complies with performance standards according to Section 17.24.080;
- 4. The use is consistent with applicable provisions of the particular zoning district and with policies and standards of the general plan.

Condition 2.C.22 specifies that the City Council can deny the CUP renewal if it is determined that the dispensary has been operated contrary to the conditions of approval and the requirements or the Lemon Grove Municipal Code (LGMC), or if the MMD has become a public nuisance.

Conclusion:

The Planning Department found that the dispensary has substantially complied with the conditions of approval and requirements of the LGMC. While violations have existed as detailed in the staff report, staff has found the dispensary operator to be responsive and to not have reoccurring violations.

Environmental Review:

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

Fiscal Impact: None

Public Notification:

Notice of the Public Hearing was given in compliance with LGMC Section 17.28.020(F). On May 18, 2023 a notice was mailed to all property owners within 1000-feet of the subject property, and on May 19, 2023, a Notice of Public Hearing was published in the East County Californian.

Staff Recommendation:

- 1) Conduct the public hearing;
- 2) Receive Public Comment; and
- 3) Adopt a Resolution (Attachment A) approving CUP No. CUP-230-0001 a renewal of CUP-170-0001 located at 6470 Federal Boulevard.

Attachments:

Attachment A – Draft Council Resolution

Attachment B – CUP-170-0001, Resolution No. 2018-3591

Attachment C – Time Extension, Resolution No. 2019-3660

Attachment D – CUP Renewal Application

RESOLUTION NO. 2023-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA, APPROVING CONDITIONAL USE PERMIT NO. CUP-230-0001 A
RENEWAL OF CUP-170-0001 FOR A CANNABIS DISPENSARY LOCATED AT
6470 FEDERAL BOULEVARD**

WHEREAS, on June 19, 2018, the City Council approved Conditional Use Permit CUP-170-0001 authorizing the establishment of a Medical Marijuana Dispensary on a .96 acre lot in the Light Industrial zone at 6470 Federal Boulevard pursuant to Chapter 17.32 of the Lemon Grove Municipal Code; and

WHEREAS, on June 19, 2018, the City Council made all the required findings to approve CUP-170-0001; and

WHEREAS, City Council certified a Mitigated Negative Declaration of Environmental Impact (ND18-02) that found the project, as mitigated, would have no significant effect on the environment with the original approval; and

WHEREAS, Building Permit B18-000-0575 for the required interior Tenant Improvement and exterior site improvements was issued on May 28, 2019 and completed on March 12, 2020; and

WHEREAS, the applicant completed all applicable requirements of Conditional Use Permit CUP-170-0001 as outlined in City Council approval Resolution No. 2018-3591; and

WHEREAS, the project has not been modified since the original City Council approval; and

WHEREAS, the existing conditions and/or circumstances which informed City Council approval have not changed; and

WHEREAS, Resolution No. 2018-3591 requires that the CUP be renewed every three years.

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

1. Approves a three-year renewal of the CUP from March 12, 2023, the date occupancy was issued for the business to March 12, 2026, subject to all other remaining requirements and conditions enumerated in Resolution No. 2018-3591.

PASSED AND ADOPTED on _____, 2023, 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:

Deborah Harrington, City Clerk

Approved as to Form:

Kristen Steinke, City Attorney

RESOLUTION NO. 2018-3591

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE CONDITIONALLY APPROVING CONDITIONAL USE PERMIT CUP-170-0001, A REQUEST TO ALLOW A MEDICAL MARIJUANA DISPENSARY AT 6470 FEDERAL BVLD., LEMON GROVE, CALIFORNIA.

WHEREAS, the California voters approved Proposition 215 in 1996 to ensure that seriously ill Californians have the right to obtain and use cannabis for medical purposes and to encourage elected officials to implement a plan for the safe and affordable distribution of medicine; and

WHEREAS, the California State Legislature adopted Senate Bill 420, the Medical Marijuana Program Act, in 2003 to help clarify and further implement Proposition 215 in part by authorizing patients and *Primary caregivers* to associate within the State of California in order to collectively or cooperatively cultivate cannabis for medical purposes; and

WHEREAS, the California State Legislature adopted Assembly Bill 243, Assembly Bill 266, and Senate Bill 643, collectively known as the Medical Marijuana Regulation and Safety Act, in 2015 to establish a statewide regulatory framework and establish the Bureau of Medical Marijuana Regulation for the regulation of *medical marijuana* activity occurring in jurisdictions across California; and

WHEREAS, on November 8, 2016, voters in the City of Lemon Grove passed Measure V, an initiative removing the City's prohibition of medical marijuana dispensaries and establishing performance standards and a permit process by which medical marijuana dispensaries may be established; and

WHEREAS, Measure V includes the adoption of Lemon Grove Municipal Code (LGMC) Chapter 17.32 which prohibits the establishment of medical marijuana dispensaries within 1,000 feet of certain protected uses, including schools and licensed daycare facilities; and

WHEREAS, Measure V states "measurement is made between the closest property lines of the premises in which the regulated uses and protected uses are located." Measure V further states "the measurement of distance between uses will take into account natural topographical barriers and constructed barriers such as freeways or flood control channels that would impede direct physical access between the uses. In such cases, the separation distance shall be measured as the most direct route around the barrier in a manner that establishes direct access." Measure V only references freeways and flood control channels as examples of constructed barriers. A freeway is defined as "an express highway, especially one with controlled access." Flood control is defined as "the act or technique of controlling river flow with dams, dikes, artificial channels, etc., so as to minimize the occurrence of floods." Examples of constructed barriers only include major linear obstructions traversing for miles where pedestrian access is prohibited or severely limited; and

WHEREAS, on March 20, 2017, an application was filed for Zoning Clearance ZC1-700-0004 and, on October 3, 2017, the Development Services Director found the application for to be complete; a request to apply for a conditional use permit to establish a medical marijuana dispensary at 6470 Federal Blvd. in the Light Industrial (LI) Zone; and

WHEREAS, on October 4, 2017, an application was filed for Conditional Use Permit CUP-170-0001 and, on May 22, 2018, the Development Services Director found the application to be

complete; a request to establish a medical marijuana dispensary at 6470 Federal Blvd. in the Light Industrial (LI) Zone; and

WHEREAS, no protected uses or marijuana dispensaries exist within 1,000 of the subject property in accordance with LGMC Chapter 17.32; and

WHEREAS, the Notice of Public Hearing for this item was published in the May 24, 2018 edition of the East County California and mailed to all property owners within 500 feet of the subject property. A large sign was posted on the property notifying the neighborhood of the forthcoming public hearing. A Native American Tribal Government Consultation was conducted pursuant to Government Code Sections 6540.2, 65092, 65351, 65352.3, 65352.4, 65562.5 et. seq. One tribe requested consultation requesting mitigation that cultural resource monitoring be conducted on-site during grading activities and appropriated conditions are included herein; and

WHEREAS, On May 24, 2018, a Notice of Intent to Adopt a Mitigated Negative Declaration (MND) was filed with the San Diego County Clerk (ND18-02). The project could have a significant effect on the environment as it relates to air quality, biological resources, cultural resources, greenhouse gas emissions, noise, public services, transportation/traffic, and mandatory findings of significance. There will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. On the basis of the whole record, there is no substantial evidence that the project will have a significant effect on the environment and the MND reflects the City's independent judgement and analysis; and

WHEREAS, revised mitigation measures requiring the installation of solar panels on-site in-lieu of an air quality analysis are an equivalent or more effective substitute than the existing mitigation measures; and

WHEREAS, LGMC Section 17.24.050(B) requires all landscaping to be installed and maintained in accordance with a landscaping plan. Landscape areas are required to be kept free of weeds and debris. Plantings shall be replaced with other plant materials to ensure continued compliance with applicable landscaping requirements. LGMC Section 17.24.050(A) describes the purpose of the landscaping and screening regulations as intended to protect individual properties from undesirable impacts generated by surrounding land uses and general urban activity, and to improve the appearance of neighborhoods in the city by providing adequate landscaping and screening. In summary, landscape requirements in the LGMC require that landscape in natural drainage channels be maintained and require weed abatement and replacement. Also, LGMC Section 1.14.010(H) requires that dead, decayed, diseased, or hazardous trees, weeds, or other vegetation that is unsightly, dangerous to public safety or welfare, detrimental to nearby property or property values, or reasonably deemed to be a fire hazard is a public nuisance and that any person owning, leasing, occupying, or controlling any premises in this city on which a public nuisance exists is responsible for the public nuisance. Also, LGMC Chapter 8.08 requires that all weeds, dry grasses, dead shrubs, dead trees, stubble, brush, sagebrush, chaparral, weeds which bear seeds of a wingy or downy nature, and any other brush or weeds which by reason of their size, manner of growth, and location constitute a fire hazard to any building, improvements, crops or other property, and weeds and grasses which, when dry, will in reasonable probability endanger the public safety by creating a fire or other safety hazard, any of which are growing on the streets, sidewalks, or private property in the city are declared to be a public nuisance. The general definition of "weed" is described as "a wild plant growing where it is not wanted and in competition with cultivated plants." A "weed" would include non-native invasive plant species within the tributary to Chollas Creek. Also, traffic is estimated to be almost six times the rate of the current land use which allows for additional oils and debris

from vehicles on the site to flow into the tributary to Chollas Creek in the rear portion of the property which will result in higher contamination to in storm water runoff from the site; and

WHEREAS, the Zoning Ordinance includes street improvement requirements per LGMC Chapter 12.10 and Section 17.24.010(H). A clear nexus is made to require street improvements because: 1) this is the highest and best use of the property from a revenue standpoint; 2) the proposed use is substantial change in mode and land use from a low intensity warehousing land use to a high intensity MMD; 3) medical marijuana dispensary means persons with disabilities are likely to need access to the facility via vehicles or as a pedestrian or bicyclist; and 4) the proposed retail use is inconsistent with the Light Industrial zone and with the General Plan Land Use Designation and was not analyzed as a part of the General Plan Master Environmental Impact Report and as a result of the traffic study proposes to increase the average daily vehicle trips to the site from 5 weekday trips per 1,000 square feet or 72 average daily vehicle trips to the site for a warehousing industrial use (ref. http://www.sandag.org/uploads/publicationid/publicationid_1140_5044.pdf) to 419 average daily vehicle trips as shown in the April 11, 2018 traffic analysis (an increase in traffic volumes almost six times the current use). For reference, sidewalk and street improvements are largely supported by the General Plan Health & Wellness Element, Community Development Element and Mobility Element policies. The purpose of the light industrial (LI) zone is for light manufacturing, warehousing, distribution, or other related limited intensity activities. The traffic study describes the operations to be a higher intensity land use which conflicts with the purpose of the zone; and

WHEREAS, this permit does not excuse any owner or operator from complying with all applicable federal, state, county or local laws, ordinances or regulations. The owner or operator is required to determine if another permit or approval from any other agency or department is necessary. The City, by issuing this permit, does not relinquish its right to enforce any violation of law; and

WHEREAS, on June 19, 2018, the City Council held a duly noticed public hearing to consider Conditional Use Permit CUP-170-0001; and

WHEREAS, Measure V requires that the City Council make the following findings required in order to approve this conditional use permit:

1. The use is compatible with the neighborhood or the community;

This project is the result of a citizen's initiative (Measure V) which did not include CEQA analysis and conflicts with the General Plan Industrial Land Use Designation and Community Development Element policies 1.1, 1.5 and 5.4 and was not analyzed as part of the 1996 General Plan Master Environmental Impact Report. The proposed use is incompatible with surrounding land uses, however, as a result of Measure V, the project is found to be consistent with the General Plan.

2. The use is not detrimental to the health, safety, convenience or general welfare of persons residing or working in the vicinity;

This project is the result of a citizen's initiative (Measure V) which did not include CEQA analysis and conflicts with the General Plan Industrial Land Use Designation and Community Development Element policies 1.1, 1.5 and 5.4 and was not analyzed as part of the 1996 General Plan Master Environmental Impact Report. The proposed use is potentially detrimental to the health, safety, convenience or general welfare of persons

residing or working in the vicinity, however, as a result of Measure V, the project is found to be consistent with the General Plan.

3. The use complies with performance standards according to Section 17.24.080;

The proposed project complies with applicable performance standards according to Section 17.24.080 of the LGMC (specifically noise, glare, traffic circulation and parking, and fire hazards). A traffic impact analysis was prepared and provides for appropriate mitigation.

4. The use is consistent with applicable provisions of the particular zoning district and with policies and standards of the general plan.

This project is the result of a citizen's initiative (Measure V) which did not include CEQA analysis and conflicts with the General Plan Industrial Land Use Designation and Community Development Element policies 1.1, 1.5 and 5.4 and was not analyzed as part of the 1996 General Plan Master Environmental Impact Report. However, as a result of Measure V, the project is found to be consistent with the General Plan.

5. Whether the approval of the proposed use will violate the minimum requirements set forth in this chapter for distance separations between establishments which dispense, process or cultivate *medical marijuana*; and separations between establishments which dispense, process or cultivate *medical marijuana* and other specific regulated or protected land uses as set forth in this chapter.

No evidence was found to the contrary.

6. Whether the proposed use complies with Title 17 of the Lemon Grove Municipal Code.

The proposed project complies with, or conditions have been included for this project to require it to comply with the LGMC Title 17 requirements for the proposed use.

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

SECTION 1. Certifies the Mitigated Negative Declaration (ND18-02) finding that Conditional Use Permit No. CUP-170-0001 will have no significant effect on the environment with the amendment that in lieu of an air quality analysis, solar panels will be installed on the property as conditioned here; and

SECTION 2. Approves Conditional Use Permit No. CUP-170-0001 and the site and architectural plans dated received May 21, 2018 (incorporated herein by reference as Exhibit A), except noted herein. This approval authorizes the establishment of a Medical Marijuana Dispensary at 6470 Federal Blvd. in the Light Industrial Zone. Except as amended, the approval of this project shall be subject to the following conditions:

- A. Prior to issuance of a building permit for the use authorized by this Conditional Use Permit, the applicant shall comply with the following:
 1. All physical elements of the proposed project shown on the approved plans dated May 21, 2018, except as noted herein, shall be located, constructed and maintained substantially where they are shown in accordance with applicable Lemon Grove City Codes to the satisfaction of the Development Services Director and City Engineer.
 2. All pre- and post construction best management practices (BMPs) shall be maintained for the duration of the project.

3. In order to mitigate any impacts to culturally sensitive resources that ground disturbing activities may cause:
 - a. After initial investigation, a tribal representative shall be present at the pre-grading or pre-ground disturbing activities meetings to consult with the contractors.
 - b. After initial investigation, a tribal representative shall be present at all times during any ground disturbing activities.
 - c. The tribal representative shall be allowed to temporarily direct, divert or halt grading or ground disturbing activities to allow identification, recovery, archiving, and/or disposition of cultural resources.
 - d. Prior to final inspection a report shall be prepared summarizing the results of the mitigation program and the coordination efforts with the tribal representative and submitted to the City of Lemon Grove Development Services Director. This report will include a discussion of methods employed, cultural resources discovered and their disposition, geologic context of the cultural resources and the significance of the mitigation program.
4. Submit landscape plans consistent with LGMC Section 17.24.050 and Chapter 18.44 with required notes. All plantings shall be bound by a six inch curb with curb openings for drainage inlets into landscape to the satisfaction of the Development Services Director and City Engineer.
5. Where storm water runoff flows into landscape areas, landscaped areas shall be designed to retain/capture first-flush of smaller storm events but larger storms must be provided with an adequate drainage pathway with appropriate mitigation. Storm water review for compliance shall be a part of a landscape plan review and shall include details for construction BMPs.
6. Wheel stops shall be installed at all parking spaces located along the perimeter of a parking lot adjacent to landscape areas to the satisfaction of the Community Development Director.
7. The applicant shall provide a letter indicating any hazardous materials to be used or stored on site for the dispensary. This does not include normal business cleaning materials however; they must be in a limited quantity.
8. The applicant shall provide a letter detailing the security provisions for the dispensary and how the applicable Building and Fire Code requirements will be achieved for emergency ingress and egress.
9. A warehouse storage plan shall be submitted prior to building permit issuance.
10. Per Municipal Code Section 12.10.050 a minimum 86 foot right of way is required for Federal Blvd. This requires a 43 foot minimum center line to property line dimension. Based on a review of the Assessor's Map a 3 foot dedication is required. Provide a preliminary title report dated within the last 180 days. This will be used to prepare the Street Dedication (agreement). Once the City prepares the agreement, it will then need to be signed and notarized by the property owner, and returned to the City for recordation. Please allow approximately 30 calendar days for the preparation of the agreement. The signed agreement is required prior to the issuance of building or engineering permits.

11. A Covenant not to oppose the formation of a future utility undergrounding district shall be required. The City will prepare the agreement and will require the owner to sign and notarize.
 12. A Covenant not-to-oppose the formation of a future street improvement district shall be required. The City will prepare the agreement and will require the owner to sign and notarize.
 13. A Covenant not-to-oppose the formation of a community facilities district shall be required. The City will prepare the agreement and will require the owner to sign and notarize.
 14. Submit an application to be included into the Lemon Grove Lighting District. The property will be assessed annually.
 15. Provide an access easement or agreement and appropriate open space easement to maintain and improve the tributary to Chollas Creek including weed abatement (removal of invasives), replanting and slope stabilization and irrigation.
 16. Pay \$100 for the preparation and recordation of each document as required for the subject permit. An additional fee of \$275 will be charged for surveyor time.
 17. Street improvements and street dedication shall be required in accordance with Chapter 12.10. In lieu of immediate street improvements, utility undergrounding and weed abatement, a street improvement, utility undergrounding and weed abatement agreement shall be executed between the applicant and the City. A restricted fund shall be created and require installment payments from the applicant for the \$126,000 for utility undergrounding combined with the \$330,000 for street improvements and \$180,000 for weed abatement payable over a five year time period at a flat yearly rate per quarter (annual installments of \$50,000.00 year 1; \$75,000.00 year 2; \$100,000.00 year 3; \$175,000.00 year 4; and \$236,000.00 year 5) with the combined total (\$636,000.00) secured through a performance bond. This will restrict the funds: 1) to street and drainage improvements and utility undergrounding within the Federal Blvd. public right-of-way and/or 2) to weed abatement including removal of invasives, replanting of native plant materials, slope stabilization and irrigation within the tributary to Chollas Creek along and near and parallel to Federal Blvd.
 18. A building permit shall be required and obtained for tenant improvements proposed including electrical, plumbing and mechanical improvements proposed. Structures and access shall meet current building and fire code regulations.
 19. A State license shall be required prior to commencing operations. The license must be maintained at all times.
- B. Prior to requesting a final inspection and occupancy of the structure, the applicant shall comply with the following:
1. Comply with Conditions A-1 through A-19 of this Resolution.
 2. All physical elements of the proposed project shown on the approved plans dated May 21, 2018, except as noted herein, shall be located, constructed and maintained substantially where they are shown in accordance with applicable Lemon Grove City Codes to the satisfaction of the Development Services Director and City Engineer.

3. An HVAC system shall be installed to ensure proper interior ventilation in closed window and door condition throughout the facility. The HVAC system shall include 15 cfm of outside air per occupant for all occupied areas as well as exhaust of 4 air changes per hour in the stock and packaging rooms. Additionally the HVAC system will utilize carbon filters and replaced per manufacturers recommended service. Carbon filtration is required prior to air exiting any exhaust point.
4. The San Diego Air Pollution Control District Rule 55 requires compliance with standard fugitive dust control best management practices which will be required as a part of normal practices.
5. Dispensaries shall comply with the most recent adopted California Fire Codes and Standards.
6. A fire inspection is required prior to a certificate of occupancy or business license being issued. The applicant shall ensure the dispensary is set up and ready for operation prior to the fire inspection.
7. A fire alarm system may be required to be installed and mag locks tied into the fire alarm system.
8. Electrical panel shall be clearly labeled and the panel door kept close.
9. Provide a Knox box padlock for the chain link fence, or provide a Knox Box for the building and put the gate key inside for Fire Department Emergency Access.
10. All improvements shall comply with Title 15 including 2016 Building and Fire Codes and ADA accessibility requirements.
11. The subject property shall comply with current landscape regulations.
12. Parking areas and striping shall comply with current standards and damaged paving shall be repaired and maintained in a good condition. Designated parking spaces are prohibited on-site.
13. Dumpsters shall be housed within a permitted trash enclosure.
14. Rooftop mechanical equipment shall be screened so that it may not be seen from the level of adjacent streets and sidewalks to the satisfaction of the Community Development Director.
15. A City Business License shall be obtained.
16. A bicycle rack with a minimum three bicycle capacity shall be provided within the front yard setback area.
17. Provide copies of all IRS and State Franchise Board filings within 30 days of filing.
18. Lighting shall be installed to adequately light the exterior and interior of the dispensary premises while in conformance with Section 17.28.080.
19. The location of the dispensary shall include the installation of a centrally monitored alarm system.
20. Windows and glass panes shall have vandal-resistant glazing, shatter resistant film, or glass block installed equipped with appropriate access to allow exit in the event of emergency in compliance with the 2016 Fire Code.
21. All emergency exits shall be solid core doors featuring hinge-pin removable deterrence. Emergency exit doors shall have latch guards at least 12 inches in length

protecting the locking bolt area. Latch guards shall be of minimum 0.125-inch thick steel, affixed to the exterior of the door with non-removable bolts, and attached so as to cover the gap between the door and the doorjamb for a minimum of six inches both above and below the area of the latch.

22. Windows vulnerable to intrusion by a vehicle must be protected by bollards or landscaping grade separation reasonably sufficient to prevent such intrusion.
23. All means of gaining unauthorized access to the roof shall be eliminated. Exterior roof ladders shall be secured with locked ladder covers.
24. Roof hatches and skylights shall be secured so as to prevent intrusion.
25. Recommended mitigation improvements in the traffic study shall be installed and maintained. On-site pavement markings and signage are required as recommended in the traffic study. Utility undergrounding and street improvements including pedestrian sidewalks is required to be consistent with the General Plan Mobility Element Circulation Plan for Federal Blvd.
26. Solar panels shall be installed on the property with sufficient energy generation to power projected energy use on the subject property.

C. Upon establishment of use in reliance with this Conditional Use Permit, the applicant shall comply with the following:

1. Comply with Conditions A-1 through A-19 and B-1 through B-26 of this Resolution.
2. All physical elements of the proposed project shown on the approved plans dated May 21, 2018, except as noted herein, shall be located, constructed and maintained substantially where they are shown in accordance with applicable Lemon Grove City Codes to the satisfaction of the Development Services Director and City Engineer.
3. If during employment with the dispensary, a director or employee is convicted of a crime identified in California Penal Code Section 1192.7, subdivision (c), and Health and Safety Code Section 11359 shall be immediately dismissed from employment or required to resign as a corporate board member or officer. For purposes of this section, a conviction in another state that would have been a conviction equivalent under California law to those convictions specified in this section will disqualify the person from employment or volunteering at the dispensary.
4. Dispensaries shall have at least one uniformed security guard on duty during operating hours that possess a valid Department of Consumer Affairs "Security Guard Card."
5. Dispensaries shall designate a community relations liaison (liaison) who shall be at least eighteen years of age. The liaison may also be the director of the dispensary. To address community complaints or operational problems with the dispensaries, the individual designated as the community relations liaison shall provide his or her name, phone number and email address to the following:
 - a. Lemon Grove city manager;
 - b. San Diego County sheriff's department personnel supervising law enforcement activity in Lemon Grove; and
 - c. All neighbors within one hundred feet of the dispensary.
6. City code enforcement officers, San Diego sheriff's department staff, and any other employee of the City requesting admission for the purpose of determining

compliance with the standards set forth in this section shall be given access to the premises. City and sheriff staff shall not retain information pertaining to individual patient records viewed during an inspection, and information related to individual patients shall not be made public. Inspectors will give reasonable notice of a scheduled inspection. Unannounced inspections of a dispensary may occur if city or sheriff's department staff have probable cause that the collective is violating the law.

- a. Inspection Requirements. The following records must be maintained at the premises at all times and available for inspection by city code enforcement officers, San Diego sheriff's department staff, and any other employee of the city:
 - b. Client Records. The dispensary shall keep a record of its clients. The record shall include the following and shall be maintained for a seven-year period:
 - i. Qualified patient member's name, name of primary caregiver when appropriate, and name of licensed physician recommending use of medical marijuana for the member.
 - c. Medical marijuana Records. Dispensary shall keep a record of its medical marijuana transactions. The following records shall be maintained for a seven-year period and labeling shall occur as specified:
 - i. A record identifying the cultivation, manufacturing and distributor source or sources of all medical marijuana currently on the premises or that has been on the premises during the seven-year period preceding the current date. The record shall include the name of the cultivator or manufacturer and the address of the cultivation or manufacturing location.
 - ii. All medical marijuana at the premises must at all times be physically labeled in Compliance with State requirements with information that will allow for identification of the cultivation, manufacturing and distributor source of the medical marijuana.
 - iii. All medical marijuana at the premises shall be physically labeled with the monetary amount to be charged.
 - iv. Dispensaries shall maintain all necessary permits, and pay all appropriate taxes. Dispensaries shall also provide invoices to cultivators, manufacturers and distributors to ensure tax liability responsibility;
 - d. Financial Records. Dispensary shall maintain records of all transactions involving money and/or medical marijuana occurring at the premises. Records shall be maintained for a seven-year period preceding the current date.
 - e. Employee Records. Dispensary shall maintain a record of each employee/volunteer and director. The record shall include name and background check verification. Records shall be maintained for a seven-year period following the end of an employee's employment or director's relationship with the dispensary.
7. The on-site display of unprocessed marijuana plants or representations of marijuana plants in any areas visible to the public is prohibited.
 8. Dispensaries shall submit an "annual performance review report" for review and approval by the development services director. The "annual performance review report" is intended to identify effectiveness of the approved conditional use permit, operations manual, and conditions of approval, as well as any proposed modification

to procedures as deemed necessary. The development services director may review and approve amendments to the approved "operations manual"; and the frequency of the "annual performance review report." Medical marijuana cultivation, manufacturing and dispensing monitoring review fees pursuant to the current Master Fee Schedule shall accompany the "annual performance review report" for costs associated with the review and approval of the report.

9. All activities involving the transportation of marijuana for a dispensary shall comply with California State Regulations, restrictions and guidelines, as enumerated in Division 8, Chapter 3.5 of the California Business and Professions Code, and established by the Bureau of Medical Marijuana Regulations.
10. Maintain a waste disposal plan detailing plans for disposal of chemicals and plant waste.
11. If the owners or operators of a MMD are a Limited Liability Company (LLC), corporation or trust, the names and addresses of all officers and designated signatories of the legal entities shall be provided to staff and shall be maintained in the conditional use permit project files. The City shall be notified of all changes to the property and business ownership including officers and designated signatories.
12. The portion of the tributary/drainage channel within the property shall be cleared of trash and debris on a monthly basis and the exterior site area shall be swept monthly to avoid additional trash, dirt and debris flowing into the channel.
13. The use of musical instruments and sound amplification devices on-site is prohibited at all times.
14. Prohibit the blocking or covering of egress windows.
15. Require all facilities to be reviewed by the Fire Department.
16. Nuisance odor complaints shall be filed with the Department of Environmental Health.
17. The second floor offices shall not be used for or resemble a residential use. Sleeping within the facility and residential occupancy is prohibited.
18. The dispensary shall post and maintain professional quality sign facing the parking lot(s) that reads "No loitering, no littering violators subject to arrest" in English and Spanish in accordance with LGMC. Loitering prohibitions shall be strictly enforced on-site.
19. All operational requirements of Measure V shall be adhered to at all times.
20. The business shall be subject to future local taxes and fees. If a local tax is implemented, a payment schedule may be established.
21. The rear portion of the building shall be for storage only and not leased or subleased to a separate tenant or utilized for other operations.
22. Each CUP shall be renewed every three years. The City Council can deny a CUP renewal if it's determined that the MMD has operated contrary to the conditions of approval and the requirements of the LGMC, or if the MMD has become a public nuisance.
23. A compliance inspection shall be conducted quarterly to ensure operations are in compliance with conditions of approval and other applicable regulations.

24. The City or its designee may examine the records of licensees and inspect the premises of a licensee as the licensing authority as may be authorized by law. The City or its designee shall have access to any licensed medical marijuana facility for inspection of the facility, the employees and records (HIPPA compliance rules apply) during any normal business hours or at any other reasonable time. Licensees shall provide and deliver records to the licensing authority upon request (Business and Professions Code 19327(c).) Authorized regulatory staff shall be allowed access to the premises in accordance with State law (Business and Professions Code 19311 (e); 19327 (c)). Compliance inspections shall be conducted by HDL (contracted) and City staff with time expensed to the MMD operator to ensure operations are properly inspected in compliance with conditions of approval and other applicable regulations.
25. Disposal of any unused or unwanted medical marijuana shall undergo a special process and shall not be disposed of as or with routine garbage.
26. Business activities shall be limited to medical marijuana dispensaries only.
27. Deliveries from the facility shall be prohibited, except as conducted by qualified patients and/or the Primary caregiver of the qualified patient, where the quantity transported and the method, timing and distance of the transportation are reasonably related to the medical needs of the qualified patient.
28. Prohibit the cultivation of medical marijuana on-site. If cultivation is permissible, additional conditions will be required.
29. The use of generators on-site is prohibited.
30. No marked company related fleet vehicles with logo and/or business name shall be permitted within the City of Lemon Grove.
31. Loitering and outdoor events shall be prohibited on the subject property.
32. Complaints related to noise and smell shall require professional investigation and analysis and appropriate mitigation.
33. The site shall be well lit, but glare shall be prohibited onto adjacent properties or onto the public right-of-way. All light fixtures shall be maintained and adjusted to reflect light downward, away from any road or street, and away from any adjoining premises. Glare from proposed roof and siding materials and signage shall be considered and designed to minimize impacts onto adjacent properties and the public right-of-way.
34. The building façade shall be well maintained at all times.
35. All graffiti and trash and debris shall be removed daily.
36. Except for designated employees, no persons shall be allowed within the tenant space except during normal business hours.
37. All site Crime Prevention Through Environmental Design (CPTED) recommendations shall be implemented and adhered to all times.
38. Sheriff "No Trespass" authorizations to enter and conduct enforcement on the subject property shall be completed and current at all times (renewed every 30 days).
39. Consumption, sampling, smoking or ingestion of alcohol, tobacco and marijuana products is prohibited on the subject property.
40. All activities associated with the business shall be conducted indoors.

41. Landscape shall be maintained in good condition at all times.
42. The use of barbed wire or razor ribbon on any fences, gates or walls is prohibited.
43. The hours of operation shall be restricted to 8am to 8pm seven days a week only.
44. All temporary signs are prohibited on-site.
45. A minimum of two employees and one Director is required per facility (three persons total) upon application. Live Scan background check shall be provided to the City prior to employment of all employees or a new Director and prior to commencing operations.
46. Verification shall be provided as a part of annual renewal submittals. A log of all persons entering the facility shall be kept on-site indicating the name, mailing address, phone and MMIC numbers and if product was purchased from the facility.
47. A hazardous materials questionnaire was completed with no hazardous materials indicated. As such, no hazardous materials shall be permitted on-site except standard cleaning supplies at acceptable levels.
48. The site plan shows no outdoor storage of equipment, materials or fleet vehicles. As such, all outdoor storage is prohibited (e.g., equipment, materials and fleet vehicles).
49. The sale of alcoholic beverages, tobacco and tobacco products, and drug and tobacco paraphernalia is prohibited.
50. Dispensing medical marijuana to an individual qualified patient or primary caregiver more than once a day is prohibited;
51. Dispensaries shall only dispense medical marijuana to an individual qualified patient or primary caregiver who has a valid, verified licensed physician's recommendation, and if appropriate, a valid primary caregiver designation. The dispensary shall verify that the licensed physician's recommendation is current and valid;
52. On-site evaluation by a licensed physician for the purposes of obtaining a qualified status is prohibited;
53. Dispensaries shall maintain on the premises an on-site training curriculum capable of meeting employee, agents and volunteer training needs. The minimum training curriculum shall include professional conduct, ethics, and state and federal laws regarding patient confidentiality; specific procedural instructions for responding to an emergency, including robbery or violent incident. Dispensaries shall implement procedures as outlined in their approved operations manual. Dispensaries shall display the client rules and/or regulations in a conspicuous place that is readily seen by all persons entering the dispensary. The client rules and/or regulations shall include, but are not limited to:
 - a. Each building entrance to a dispensary shall be clearly and legibly posted with a notice indicating that smoking, ingesting or consuming medical marijuana on the premises or in the vicinity of the dispensary is prohibited unless specifically authorized within the governing conditional use permit.
 - b. The building entrance to a dispensary shall be clearly and legibly posted with a notice indicating that persons under the age of eighteen are precluded from entering the premises.
54. All signage for dispensaries shall require a sign permit from the city prior to installation. Signage shall not include any terminology (including slang) or symbols

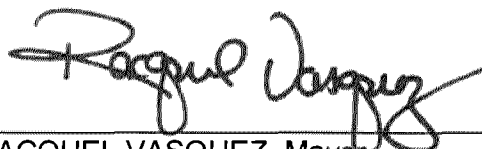
for marijuana. Green crosses are not to be considered terminology including slang or symbols for marijuana.

55. Dispensaries shall maintain twenty-four-hour recorded video surveillance of the premises. Recordings shall be retained for 45 days for inspection by city staff. City staff must provide valid cause for viewing video surveillance. City staff must ensure that patient privacy is safeguarded. Video surveillance will not be shared with law enforcement except when formally requested as part of a law enforcement investigation directly involving the dispensary. On-site cameras shall be maintained and shall be tamper proof
56. All cultivation, manufacturing and distributor sources shall maintain a State license.
57. Cooking and processing of food or marijuana products is prohibited.
58. The use of vending machines is prohibited on-site. A vending machine is any device which allows access to medical marijuana without a human intermediary.
59. All temporary uses in accordance with Section 17.29.040 shall be prohibited on-site.
60. Food trucks and catering shall be prohibited on-site. Food and beverage and/or charitable offerings or solicitations to patrons shall be prohibited on-site.
61. Recreational activities and games of chance shall be prohibited on-site.
62. Prior to operation and annually thereafter, a record of Sheriff and Fire service calls shall be provided to the City of Lemon Grove for assessment.
63. The uniformed security guard on duty shall have an issued Private Patrol Operator # and a valid Department of Consumer Affairs "Security Guard Card" on their possession at all times. A copy of the security guard contract shall be reviewed and approved by the Sheriff's Department. The Security Guard uniform shall be approved by the Bureau of Security and Investigative Services (BSIS).
64. No persons under the age of eighteen are allowed at, in or at a MMD facility, unless such individual is a qualified patient and accompanied by their licensed attending physician, parent or documented legal guardian.
65. Low plant materials in the front yard setback shall be no greater than 18 inches in height and tree canopies shall be maintained greater than eight feet high.
66. All cannabis products shall be tracked, tested, sealed and labeled at a minimum by State Medical Cannabis Regulation Act and as it may be amended.
67. All records related to cannabis activity shall be maintained a minimum of seven years.
68. Vehicular gates shall remain open during operating hours, except for secured loading areas.
69. AB 52 resulted in a consultation with the Viejas Band of Kumeyaay Indians, "Viejas". As a result, Viejas requested that a Kumeyaay Cultural Monitor be on site for ground disturbing activities. This include pavement cuts and soil remediation and any demolitions removing foundations.
70. All activities involving the transportation of marijuana for a dispensary shall comply with California State Regulations, restrictions and guidelines, as enumerated in Division 8, Chapter 3.5 of the California Business and Professions Code, and established by the Bureau of Medical Marijuana Regulations.

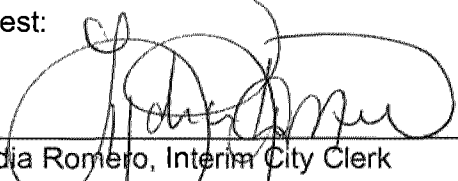
71. The doors and windows shall remain closed and the air conditioning system utilized during hours of operation to reduce noise and odor impacts in the surrounding neighborhood.
 72. The project shall conform to all performance standards of Municipal Code Section 17.24.080.
 73. Vehicular sight distance of all driveway entrances shall be to the satisfaction of the City Engineer.
 74. Proper drainage shall be maintained throughout this property so as to prevent ponding and/or storage of surface water.
 75. This project approval does not include signage and sign permits shall be obtained prior to installation. All signs shall conform to the Municipal Code Section 18.12.
 76. Clear and well lit addresses shall be provided on-site. Addresses contained within the subject properties shall be visible from the public street in all directions.
 77. Damaged paving shall be repaired and parking area striped consistent with LGMC Section 17.24.010.
 78. A CUP modification is required prior to transfer of ownership or change in business name.
 79. Each violation on the subject property shall be deemed a separate offense subject to daily administrative citations and fines to both the property and the business owners for each violation in accordance with LGMC Chapter 1.24. Violations of this conditional use permit may result in the noticing of a public hearing for consideration by the City Council to revoke the conditional use permit in accordance with LGMC Title 17. If considered for revocation, the City Council shall consider the impact of the violation(s) on public health and safety and the Permit Holder's ability and willingness to rectify the violation in a timely manner to minimize the impact on public health and safety.
- D. The terms and conditions of the Conditional Use Permit shall be binding upon the permittee and all persons, firms, and corporations having an interest in the property subject to this Conditional Use Permit and the heirs, executors, administrators, successors, and assigns of each of them, including municipal corporations, public agencies, and districts.
- E. This Conditional Use Permit expires June 19, 2019 (or such longer period as may be approved by the City Council of the City of Lemon Grove prior to said expiration date) unless all requirements of this Conditional Use Permit have been met prior to said expiration date.

PASSED AND ADOPTED: On June 19, 2018 the City Council of the City of Lemon Grove, California adopted Resolution No. 2018-3591, passed by the following vote:

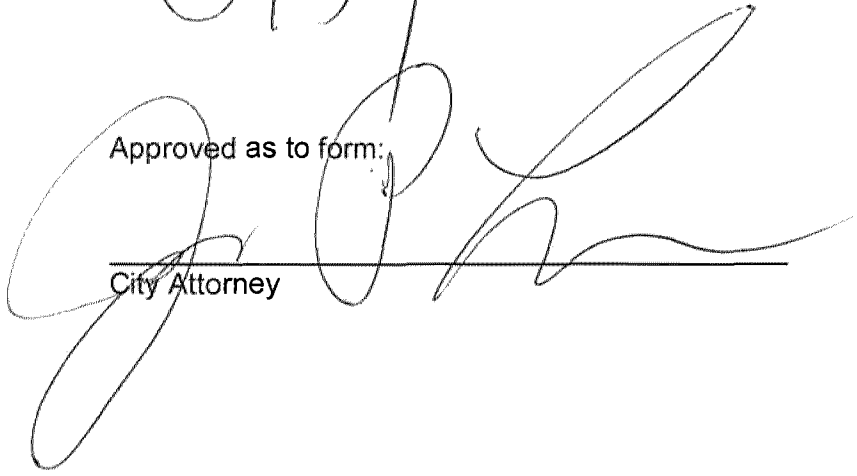
MAYOR	AYES	NOES	ABSTAIN	ABSENT
Racquel Vasquez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COUNCIL MEMBERS				
David Arambula	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jerry Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Mendoza	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Mendoza	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



RACQUEL VASQUEZ, Mayor

Attest:


Lydia Romero, Interim City Clerk

Approved as to form:


City Attorney

RESOLUTION NO. 2019-3660

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE,
CALIFORNIA, APPROVING A TIME EXTENSION OF APPROVED
CONDITIONAL USE PERMIT CUP-170-0001 LOCATED AT 6470 FEDERAL
BOULEVARD**

WHEREAS, on June 19, 2018, the City Council approved Conditional Use Permit CUP-170-0001 authorizing the establishment of a Medical Marijuana Dispensary on a .96 acre lot in the Light Industrial zone at 6470 Federal Boulevard pursuant to Chapter 17.32 of the Lemon Grove Municipal Code; and

WHEREAS, City Council certified a Mitigated Negative Declaration of Environmental Impact (ND18-02) that found the project, as mitigated, would have no significant effect on the environment with the original approval; and

WHEREAS, Building Permit B18-000-0575 for the required interior Tenant Improvement and exterior site improvements was issued on May 28, 2019; and

WHEREAS, the applicant is progressing toward satisfaction of all applicable requirements of Conditional Use Permit CUP-170-0001 as outlined in City Council approval Resolution No. 2018-3591; and

WHEREAS, the project has not been modified since the original City Council approval; and

WHEREAS, the existing conditions and/or circumstances which informed City Council approval have not changed; and

WHEREAS, Resolution No. 2018-3591 requires the satisfaction of all requirements enumerated therein by June 19, 2019, or such longer period as may be approved by the City Council; and

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

1. Approves a one-year extension of the expiration date stated in Resolution No. 2018-3591, Section 2, Condition E to June 19, 2020, subject to all other remaining requirements and conditions enumerated in Resolution No. 2018-3591.

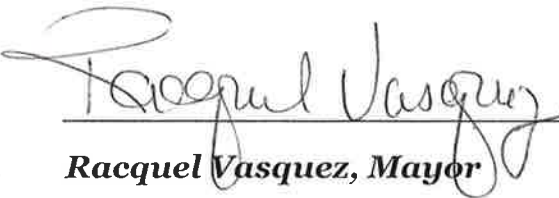
PASSED AND ADOPTED on June 18, 2019, the City Council of the City of Lemon Grove, California, adopted Resolution No. 2019-3660, passed by the following vote:

AYES: VASQUEZ, JONES, J. MENDOZA, M. MENDOZA

NOES: NONE.

ABSENT: ARAMBULA

ABSTAIN: NONE.



Racquel Vasquez, Mayor

Attest:



Shelley Chapel, MMC, City Clerk

Approved as to Form:



Kristen Steinke, City Attorney



PLANNING PERMIT APPLICATION

Development Services Department / Planning Division
3232 Main Street, Lemon Grove, CA 91945
Phone: 619-825-3805 Fax: 619-825-3818
www.lemongrove.ca.gov

APPLICATION REQUEST- SELECT ALL THAT APPLY – (SUBJECT TO OTHER PERMIT REQUIREMENTS)

- | | |
|--|--|
| <input type="checkbox"/> Zoning Clearance (ZC) | <input type="checkbox"/> Tentative Parcel Map (TPM) - 4 or fewer lots |
| <input type="checkbox"/> Pre-Application (PA) | <input type="checkbox"/> Certificate of Compliance (CC) |
| <input type="checkbox"/> Minor Use Permit (MUP) | <input type="checkbox"/> Zoning Amendment (ZA) |
| <input checked="" type="checkbox"/> Conditional Use Permit (CUP) | <input type="checkbox"/> Specific Plan Amendment (SPA) |
| <input type="checkbox"/> Planned Development Permit (PDP) | <input type="checkbox"/> General Plan Amendment (GPA) |
| <input type="checkbox"/> Minor Modification (MM) | <input type="checkbox"/> Modification of _____ |
| <input type="checkbox"/> Variance (VA) | <input checked="" type="checkbox"/> Time Extension for <u>CUP-170-0001</u> |
| <input type="checkbox"/> Boundary Adjustment/Lot Merger (BA) | <input type="checkbox"/> Appeal of _____ |
| <input type="checkbox"/> Tentative Map (TM) - 5 or more lots | <input type="checkbox"/> Substantial Conformance Review of _____ |
| <input type="checkbox"/> Other | |

APPLICANT: San Diegrown, Inc. dba The Boulevard	PHONE: (619) 844-5100
ADDRESS: 6470 Federal Boulevard, Lemon Grove, California 91945	FAX:
Attn.: Ihab Sahib	EMAIL: eddiesahib@gmail.com

PROPERTY OWNER: FK & HM LLC	PHONE: (619) 342-6500
ADDRESS: 12520 High Bluff Drive, Suite 220, San Diego, California 92130	FAX:
Attn.: Sean McDermott	EMAIL: sean@thegroveca.com

CONTACT PERSON: Micah Bailey	PHONE: (858) 564-0136
ADDRESS: 12520 High Bluff Drive, Suite 220	FAX:
San Diego, California 92130	EMAIL: mbailey@purdybailey.com

*If applicant or property owner is a trust, partnership, or corporation, please attach record(s) of ownership listing all trustees, partners, or officers, as applicable.

PROJECT NAME: The Boulevard - CUP-170-0001 Renewal	
PROJECT ADDRESS: 6470 Federal Boulevard, Lemon Grove, California 91945	
ASSESSOR PARCEL #: 478-190-20-00	SITE ACREAGE: 0.95 AC or 41,724 SQFT

DETAILED DESCRIPTION OF PROPOSED PROJECT USE, STRUCTURE, AND IMPROVEMENT:
The project site consists of 0.975 acres (41,723.8 SF) of land area with an existing 14,423 SF two story concrete block building. 12,000 SF of which is located on the ground floor. The existing medical marijuana dispensary will occupy 3,425 SF in the southwest corner of the ground floor. The project was previously approved on June 19, 2018 the City Council adopted Resolution No. 2018-3591 (resolution) thereby approving Conditional Use Permit (CUP) application CUP-170-0001. On March 12, 2020, the City issued a Certificate of Occupancy for the Project, which extended the CUP's expiration date to March 12, 2023. Applicant has demonstrated compliance with the CUP and LMMC 17.32.090 in its operations and requests that the CUP be extended through March 12, 2028.

APPLICANT CERTIFICATION:

I hereby certify that the statements furnished in this application and in the supplemental materials present the data and information required for this project to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge. In addition, I grant permission to the City of Lemon Grove to reproduce submitted materials, including but not limited to plans, exhibits, photographs, and studies for distribution to staff, Planning Commission, City Council and other agencies in order to process this application.

Signature: [Signature]

Date: 2/16/23

Name (please print): San Diegrow, Inc., by Ihab Sahib

Phone: (619) 922-3192

CONSENT BY PROPERTY OWNER

If applicant is other than property owner, owner must sign consent to filing. Attach additional sheets if necessary. If property owner is a corporation or trust, a designee authorization letter is required.

I/We, as the owner(s) of the subject property, consent to the filing of this application. We further consent and hereby authorize City representative(s) to enter upon my property for the purpose of examining and inspecting the property in preparation of any reports and/or required environmental review for the processing of the application.

Signature: [Signature]

Date: 2/16/2023

Name (please print): FK & HM LLC, by Sean McDermott

Phone: (619) 342-6500

Signature:

Date:

Name (please print):

Phone:

Note: This application being signed under penalty of perjury and does not require notarization.

TO BE COMPLETED BY PLANNING STAFF**APPLICATION PROCESSING:**

FILE #(s): CUP-230-0001

ACTION:

DATE: 02/16/23

 APPROVED DISAPPROVED

FEES: \$1,500.00 RECEIPT #: 0047889

 CONDITIONALLY APPROVED (See Below)

ZONE: Light Industrial (LI)

LAND USE DESIGNATION: Industrial

COMMENTS and/or CONDITIONS:

Renewal for CUP-170-0001



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 3

Meeting Date: June 6, 2023

Submitted to: Honorable Mayor and Members of the City Council

Department: City Manager's Office

Staff Contact: Lydia Romero, City Manager

Item Title: Adopt 2023-2024 City Council Priorities and Work Plan

Recommended Action: Discuss and Adopt the City Council 2023-24 Priorities and Work Plan.

Background and Discussion: The City Council held a Priority Setting Workshop on May 11 26, 2023, to discuss the FY 2023-24 City Council Priorities and work plan. The facilitator and staff took the suggestions and feedback from City Council and residents and created a draft 2023-22 Priorities Work Plan for consideration. Staff added estimated costs to those items that would have a direct impact on the budget and an estimate of staff hours to complete the tasks. Staff also used the direction to have a few achievable high impact priorities in the FY 23-24 year.

The results of the multi voting by the City Council and residents in attendance are attached and the data is grouped from each group of the Strategic Priority Category (**Attachment B.**) Any item that received 3 or more votes from the City Council is part of staff's recommended list. High voted items from the resident list, that differ from the City Council list is also included as an option to add to the work plan. (**Attachment A**)

Environmental Review:

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

Fiscal Impact: Any approved fiscal items will be added to the FY 23-24 Budget

Public Notification: None

Staff Recommendation: Discuss and Adopt the City Council 2021-22 Priorities and Work Plan.

Attachments: Attachment A – 2023-24 City Council Priorities and Work Plan
Attachment B – Results of the Multi-Voting items from May 11, 2023 Workshop

Staff Recommendation is Highlighted in yellow

Strategic Focus Area: Public Streets and Sidewalks

Repairs

<p>Street Repairs: Allocate one-time monies to improve streets in poor condition, in neighborhoods, and near schools and parks.</p>	<p>Costs: Staff recommends allocating \$1.2 million for streets 25 PCI and below.</p>	<p>Staff Time: 25 hrs – field street analysis; prepare repair plan; prepare bid plans; contract management.</p>	<p>On going</p>	<p>CC - 5 R- 4</p>
<p>City Staff- in house repair: explore street repair by in-house staff.</p>	<p>Strategy: Add 3.5 positions to Public Works Streets and Facilities staffing. Costs: Unknown, will depend on approval of positions.</p>	<p>Staff Time: 10 hrs – recruitment by HR; 15-25 hrs for staff training.</p>	<p>Summer/Fall 23</p>	<p>CC – 1 R 2</p>
<p>Sidewalks and Pedestrians Connections: Invest in bike and pedestrian connections between neighborhoods and parks.</p>	<p>Strategy: Use new Sidewalk Master Plan to work on connections for sidewalk. Costs: Allocate additional funds to increase annual sidewalk repair.</p>	<p>Staff Time: 25 hrs – field street analysis; prepare repair plan; prepare bid plans; contract management</p>	<p>On going</p>	<p>CC - 1 R - 1</p>

Traffic Calming

<p>Traffic Calming: Continue traffic control and calming strategies and projects.</p>	<p>Costs: Unknown. City was awarded a CalTrans grant to create mobility plan to improve safety especially around schools.</p>	<p>Staff Time: 15-25 hrs – grant management, contract preparation, city council reports, and grant reporting.</p>	<p>On going</p>	<p>Carry-over from FY 22-23</p>
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Strategic Focus Area: Revenue, Economic Development, and Budget

Revenue Growth

<p>Sales Tax Measure for the 2024 Ballot: Engage residents, businesses, and stakeholders on the benefits of passing a sales tax in FY 2024 that will increase revenue to address priority needs.</p>	<p>Costs: \$35-40,000 to commission a survey to gauge voter support.</p>	<p>Staff Time: 25 hrs – contract preparation, city council reports, and on- going staff time for any follow up work.</p>	<p>Summer/Fall 23</p>	<p>CC - 3 R - 4</p>
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Economic Development

<p>Economic Development Plan: Identify ways to attract businesses, such as creation of a Lemon Grove Chamber of Commerce, continuation of the Gift Card program, investment in downtown development, and ways to leverage proximity to the Grossmont College District.</p>	<p>Costs: Unknown</p>	<p>Staff Time: Unknown</p>		<p>CC - 1 R - 1</p>
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Budget and Expenditures

<p>Staffing – Add, Retain and Attract additional city staff.</p>	<p>Costs: Varies, depending on City Council’s direction.</p>	<p>Staff Time: Unknown</p>	<p>Depends on Council direction</p>	<p>CC – 4 R - 6</p>
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Strategic Focus Area: Public Safety/Law Enforcement and Homelessness

Public Safety / Law Enforcement

<p>Homeless: Address homeless issues using ARPA grant money, and if needed, general funds,</p>	<p>Strategy: Create plan for focused direction.</p> <ul style="list-style-type: none"> Implement plan strategies with ARPA funds <p>Costs: Unknown, depending on consultant hired to create plan; and the recommended strategies.</p>	<p>Staff Time: 50 -100 hrs, hire and manage consultant; attend meetings, plan creation and implementation.</p>	<p>Summer/Fall 23</p>	<p>CC - 5</p> <p>R - 5</p>
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Strategic Focus Area: Community Life

Communications

<p>Communication Plan: Update and implement City’s communication plan to engage stakeholders on the positive aspects of living and working in Lemon Grove, and on priority issues, such as homelessness and revenue enhancement.</p>	<p>Costs: Approximately \$50,000 - \$75,000 which includes hiring a consultant, outreach meetings both internal and external.</p>	<p>Staff Time: 50 hrs, hire and manage consultant; attend meetings, plan creation and implementation.</p>	<p>Winter 24</p>	<p>CC - 4</p> <p>R - 6</p>
<p>Council Meetings: Commence broadcasting of Council meetings via live streaming. Prepare a report for City Council’s consideration that would detail equipment and building costs, as well as on ongoing costs.</p>	<p>Costs: Unknown until report is prepared.</p>	<p>Staff Time: 30 to 40 hrs – Staff time will be dedicated to create of the report with several alternatives to consider.</p>	<p>Depends on the hiring of the new city clerk</p>	<p>Carry over from FY 22-23</p>

Recreation

<p>Skate Park Build-out: Create a plan to build-out the Skate Park</p>	<p>Costs: Unknown.</p>	<p>Staff Time: Unknown</p>		<p>CC - 1 R - 0</p>
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Housing*

<p>Housing Development: Identify strategies to attract investors and developers to create housing that is affordable for all economic strata in Lemon Grove.</p>	<p>Strategy: Council consensus from the CIP workshop is to explore adding housing on the Senior Center campus.</p> <p>Costs: \$75-\$100,000 – need to hire architectural firm to create designs and conduct resident engagement meetings, prepare and present concepts to City Council.</p>	<p>Staff Time: 100 hrs; to create RFP, manage contract, attend meetings, review of draft plans.</p>	<p>Fall/Winter 23-24</p>	<p>CC - 1 R - 2</p>
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Climate Change

<p>Staffing – Climate Change Projects: Use one-time federal monies to implement projects that further our climate change plan such as retrofitting City buildings, attaining funds for electric vehicles charging stations and electrical vehicles.</p>	<p>Strategy: Assign CAC to work on prioritizing strategies from the approved Climate Action Plan.</p> <p>Costs: Unknown</p>	<p>Staff Time: Depends on lengthen of CAC work plan to prepare recommendations to City Council.</p>	<p>Depends on Council direction – could begin adding Ad-Hoc members in summer of 23.</p>	<p>CC – 2 R 5</p>
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* - This concept was discussed further at the CIP workshop and staff is recommending that we move forward with the exploration of the idea.

City Council Strategic Priority

Setting Workshop

May 11, 2023

Multi-voting Activity Results

Residents

I. Strategic Focus Area: Public Streets and Sidewalks

Repairs

1. **Street Repairs:** Allocate one-time monies to improve streets in poor condition, in neighborhoods, and near schools and parks. (4)
2. **In-House City Staff:** Explore whether some street repair can be performed by in-house staff. (2)

Sidewalks

3. **Sidewalks and Pedestrian Connections:** Invest in bike and pedestrian connections between neighborhoods and parks. (1)

II. Strategic Focus Area: Revenue, Economic Development, and Budget

Revenue

4. **Sales Tax Measure for the 2024 ballot:** Engage residents, businesses, and stakeholders on the benefits of passing a sales tax in FY2024 that will increase revenue to address priority needs. (4)

Economic Development

5. **Economic Development:** Identify ways to attract businesses, such as creation of a Lemon Grove Chamber of Commerce, continuation of the Gift Card program, investment in downtown development, and ways to leverage proximity to the Grossmont College District. (1)

6. **Budget and Expenditures:** Staffing – add, retain and attract (6)

III. SFA 3: Public Safety/Law Enforcement and Homelessness

Homelessness

7. **Address Homeless Issues:** Use American Rescue Plan Act (ARPA) funds for the next two years, and the general fund as needed, to address homelessness issues. (5)

IV. SFA 4: Community Life

Communications

8. **Communication Plan:** Update and implement City’s communication plan to engage stakeholders on the positive aspects of living and working in Lemon Grove, and on priority issues, such as homelessness and revenue enhancement. (6)

Recreation

9. **Skate Park Build-out:** Create a plan to build-out the Skate Park. (0)

Housing

10. **Housing Development:** Identify strategies to attract investors and developers to create housing that is affordable for all economic strata in Lemon Grove. (2)

Climate Change

11. Climate Change Projects: Use one-time federal monies to implement projects that further our climate change plan such as retrofitting City buildings, attaining funds for electric vehicles charging stations and electrical vehicles. **(5)**

City Council Strategic Priority

Setting Workshop

May 11, 2023

Multi voting Activity Results

City Council

I. Strategic Focus Area: Public Streets and Sidewalks

Repairs

1. **Street Repairs:** Allocate one-time monies to improve streets in poor condition, in neighborhoods, and near schools and parks. **(5)**
2. **In-House City Staff:** Explore whether some street repair can be performed by in-house staff. **(1)**

Sidewalks

3. **Sidewalks and Pedestrian Connections:** Invest in bike and pedestrian connections between neighborhoods and parks. **(1)**

II. Strategic Focus Area: Revenue, Economic Development, and Budget

Revenue

4. **Sales Tax Measure for the 2024 ballot:** Engage residents, businesses, and stakeholders on the benefits of passing a sales tax in FY2024 that will increase revenue to address priority needs. **(3)**

Economic Development

5. **Economic Development:** Identify ways to attract businesses, such as creation of a Lemon Grove Chamber of Commerce, continuation of the Gift Card program, investment in downtown development, and ways to leverage proximity to the Grossmont College District. (1)

6. **Budget and Expenditures:** Staffing – add, retain and attract (4)

III. SFA 3: Public Safety/Law Enforcement and Homelessness

Homelessness

7. **Address Homeless Issues:** Use American Rescue Plan Act (ARPA) funds for the next two years, and the general fund as needed, to address homelessness issues. (5)

IV. SFA 4: Community Life

Communications

8. **Communication Plan:** Update and implement City’s communication plan to engage stakeholders on the positive aspects of living and working in Lemon Grove, and on priority issues, such as homelessness and revenue enhancement. (4)

Recreation

9. **Skate Park Build-out:** Create a plan to build-out the Skate Park. (1)

Housing

10. **Housing Development:** Identify strategies to attract investors and developers to create housing that is affordable for all economic strata in Lemon Grove. (1)

Climate Change

11. Climate Change Projects: Use one-time federal monies to implement projects that further our climate change plan such as retrofitting City buildings, attaining funds for electric vehicles charging stations and electrical vehicles. **(2)**



CITY OF LEMON GROVE

CITY COUNCIL STAFF REPORT

Item No. 4

Meeting Date: June 6, 2023

Submitted to: Honorable Mayor and Members of the City Council

Department: Finance Department

Staff Contact: Joseph Ware, Finance Director
jware@lemongrove.ca.gov

Item Title: **FY 2023/24 Draft Budget**

Recommended Action: Review and discuss.

Summary: Attached is a draft of the City of Lemon Grove 2023/24 budget. The purpose of tonight's review is to solicit comments and discussion regarding the upcoming financial plan for July 1, 2023 through June 30, 2024. Any changes supported by a majority of the City Council will be incorporated into the revised draft to be presented and adopted at an upcoming City Council meeting.

Discussion:

Lemon Grove's General Fund is the City's primary day-to-day operating fund. Public safety, government administration, community services, street maintenance, environmental programs, and park maintenance are all funded through the General Fund. The City has other programs that are funded with restricted revenue sources.

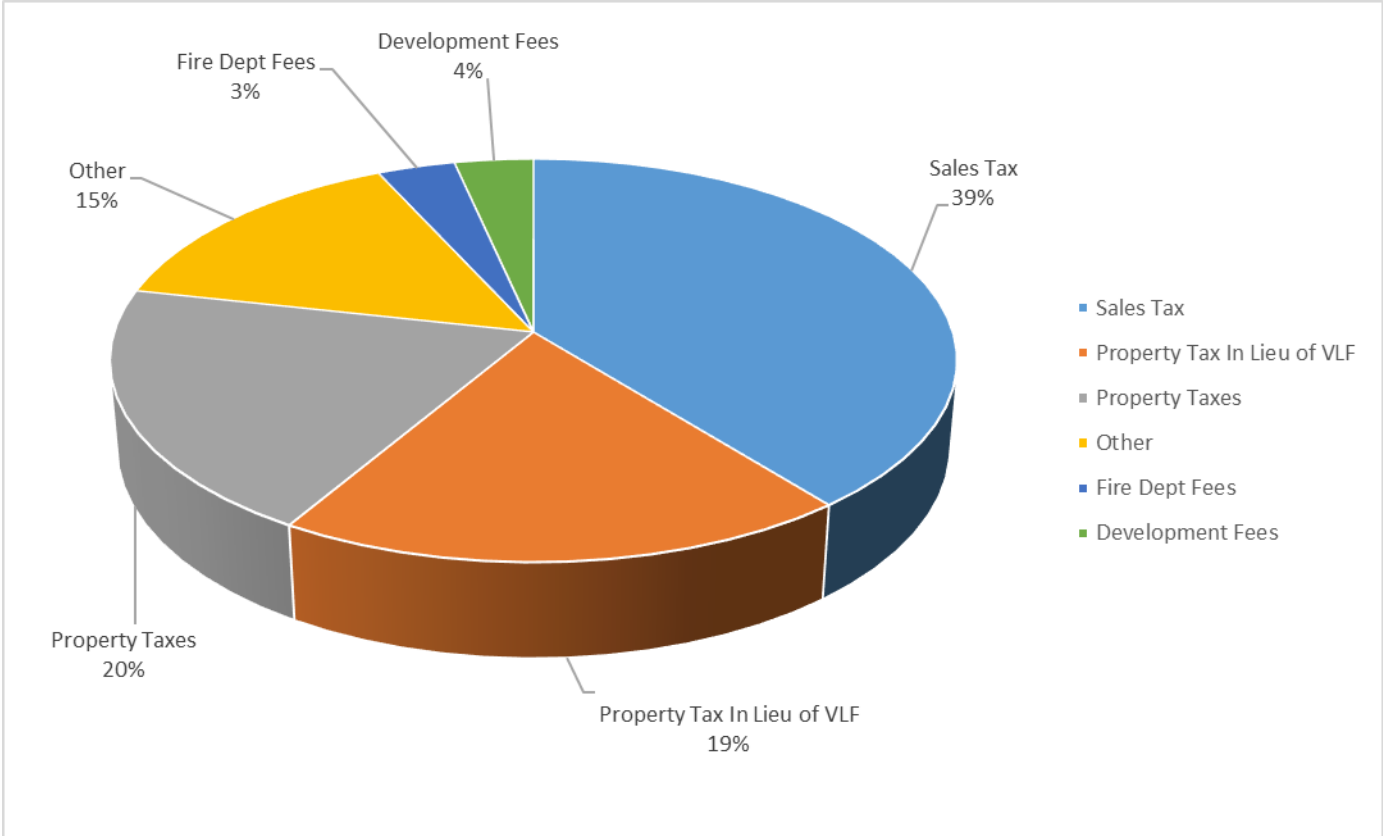
As discussed at the April 10, 2023 Budget Workshop, Lemon Grove receives less General Fund revenue per resident than neighboring cities, but faces similar rising costs for providing public safety, fire, and other essential services.

Lemon Grove provides our resident's with municipal services at a much lower cost per capita than our neighboring cities and nearby cities of a similar size. The expenditures growth has been due to contractual obligations for law enforcement with the San Diego County Sheriff's Department, the services contracts, and for general consumer price index (CPI) increases in most vendor contracts.

When the budget cycle began last year for FY 22/23, the City was working with a possible budget surplus. In June 2022, City Council adopted a FY 22/23 General Fund budget that

funded fiscal operations with some one-time carry forward revenue funding and use of a small amount of unrestricted reserves. The General Fund budget was revisited and updated mid fiscal year. After the most recent budget update, the city’s financial outcome for the FY 22/23 fiscal year will end with a surplus of approximately \$1,500,000. This is contributed to higher than expected tax revenue, staffing vacancies, carry forward of some uncompleted CIP Projects, and continued expenditure controls.

FY 2023/24 General Fund Revenue



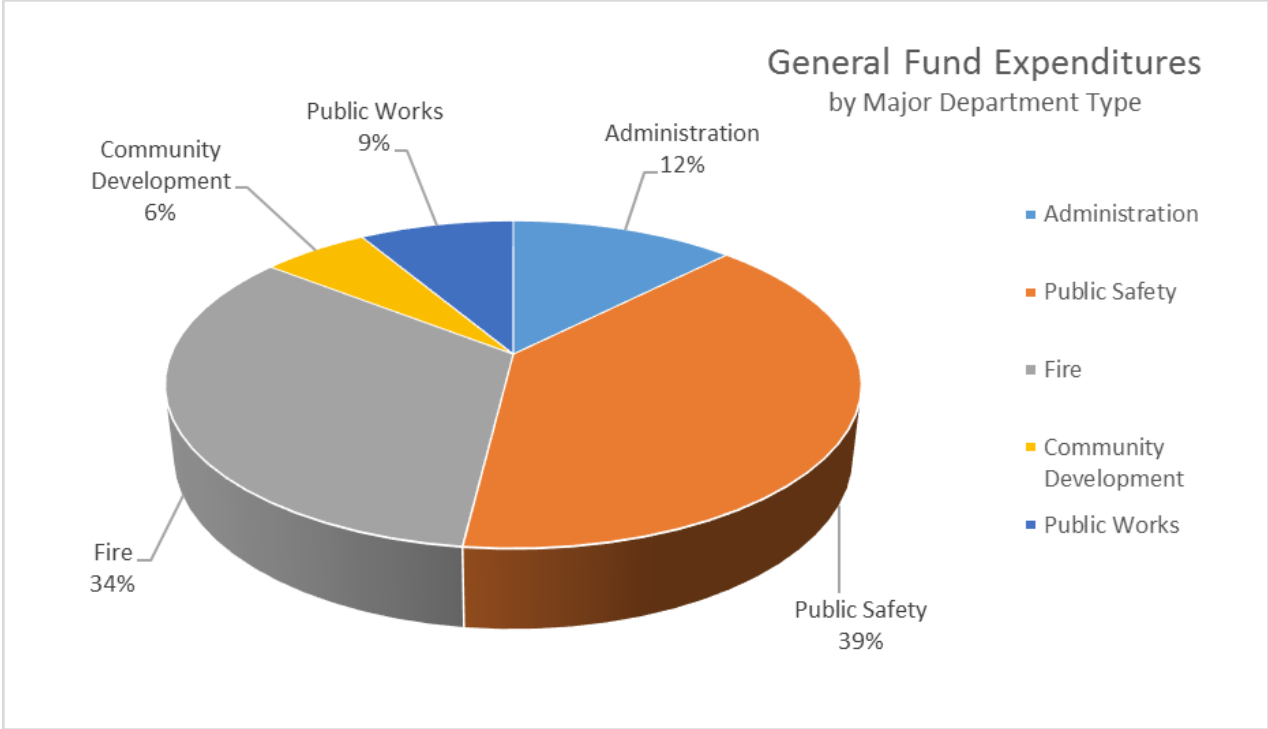
The pie chart above shows the City’s estimated FY 23/24 revenue by source. Sales tax revenue is the City’s main source of revenue and is expected to grow 4% to 6% from FY 22/23 revised projections. Sales tax projections are based on trends by industry group. Using guidance from the City’s sales tax consultants, HdL, the City has seen enormous growth in Autos & Transportation and Building & Construction industries. With economic factors of increasing interest rates and inflation, it is uncertain if this trend will continue, as the cost of money is more expensive and staff has chosen a more conservative approach to remain at a 4% projected increase from the FY 22/23 revised estimates, which amounts to \$7,087,510.

Property tax revenue is the City’s second largest source of revenue and is expected to grow approximately 2% from FY 22/23 or \$3,596,264. As the cost of money has begun to increase, it is expected to see a decline in property sales, which will decrease legacy properties being reevaluated at current market prices which contributed to the increase in the baseline for property tax.

The City’s portion of revenue from the State in lieu of vehicle license fees continues to grow as well. The calculation is tied to the assessed property values within the City, so as property values grow, so does this revenue source. This is estimated at \$3,492,897 for FY 2023/24.

A few other revenue sources differences to note, FY 22/23 saw a strong increase from the Cannabis Business Tax. Staff is estimating an increase of about 7% from FY 22/23 revised budget or \$777,000 in revenue from the tax. The status of this revenue source can be revisited during the mid-year update. Additionally, the City’s lease for an electronic billboard adds \$325,000 in FY 23/24. This lease extends for 19 more years and has a built in escalator each year. Finally, there is a one-time revenue for loan repayment from the former Redevelopment Agency of \$457,942. This will end when the loan is repaid.

FY 2023-2024 General Fund Expenditures



The pie chart above reflects the draft General Fund budget expenditures by department.

The draft budget does incorporate known cost increases or cost decreases for existing services; however, it does not reflect any changes in employee salaries or benefits. The City is currently in labor negotiations with the Lemon Grove Fire Association and American Federation of State, County, and Municipal Employees (AFSCME) Union representing our public works employees.

The resulting estimate of expenditures is \$18,676,309, including a \$20,000 carryforward that was approved and allocated in the FY 2022/23 budget for CIP projects that have not been completed. Under government accounting, that amount is returned to the fund balance and is reallocated in the current budget.

The City’s insurance premiums for general liability and worker’s compensation coverage are going up 5% (\$12,965 increase), and the premium for property coverage is estimated to increase up to \$21,105. Additionally, most of the City’s existing contracts are requesting cost escalators on average of 4%, of which were figured into the base budget figures. Should for any reason these conditions change, staff will bring this item back to the Council.

The City makes two types of payments to CalPERS, a one-time annual lump sum for unfunded accrued liability (UAL) and a percent of payroll for active employees, with the percentage depending on which CalPERS plan they qualify for. In FY 23/24 the City’s UAL is remaining stable at \$753,311.00, as returns from two years ago were up 6%. It is important to keep in mind that next year, due to poor returns this past year, UAL is projected to increase about 12%. Not all of this increase is paid by the General Fund because a portion is distributed the various funds, as identified in the 2019 cost allocation study. The table below shows the percentage of payroll rates for each type of CalPERS plan Lemon Grove employees are enrolled in.

CalPERS Employer Rates for Active Employees as a Percent of Payroll

Plan	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Misc. Classic	12.20%	12.21%	14.06%	14.10%
Misc. 2nd Tier	8.65%	8.63%	10.10%	10.10%
Misc. PEPRA	7.59%	7.47%	7.50%	7.50%
Safety Classic	21.79%	21.84%	24.15%	24.20%
Safety PEPRA	13.13%	12.78%	13.54%	13.50%

Requested Changes

Staff requests were discussed with the City Council at the April Budget Workshop and May CIP Workshop. The breakdown of requests were as follows:

- a. Addition of administrative staff.
- b. Use of ARPA Funding

Staff is including the following changes to staffing positions:

- a. Finance
 1. Add Account Clerk
 2. Add Office Specialist II – Shared with Community Development
- b. Community Development
 1. Office Specialist II – Shared with Finance
 2. Reallocate Assistant Planner to Development Services Technician II
- c. Community Services
 1. Add Community Services Specialist
- d. Public Works
 1. Add Administrative Office Coordinator
 2. Remove Public Work Secretary
 3. Add Crew Leader - Streets
 4. Add a Street Technician II - Streets
 5. Add Maintenance Service Worker – part time - Facilities

Overall, expenditures in the draft General Fund budget total \$18,676,309, a 2% increase from FY 22/23 Requested Budget. The increase is mainly due to salary increases in the last fiscal year and contract service cost increases.

FY 2023-2024 General Fund Bottom Line

The General Fund draft budget estimates a bottom line to be balanced, subject to any changes prior to adoption. Staff will come back to Council by mid-year to update status on revenue impacts from economic factors.

Staff is requesting the City Council give direction to staff on any changes to be made to the final General Fund budget. As a reminder, the City Council will be approving the FY 23/24 priorities this evening. Any additional costs associated with these goals have not been incorporated into the budget presented tonight. Those items will be part of the final draft budget.

FY 23/24 Sanitation District Budget

The Lemon Grove Sanitation District manages four funds—an Operations Fund (15), two Capital Funds (16 & 19), and one Reserve Fund (17). In FY 23/24, the District will implement the new sewer rate plan and anticipates generating \$7.3 million in total revenue, expending \$7.1 million in operating costs, and spending \$8.1 million on capital improvement projects.

Other Funds

Outside of the General Fund, the City operates 29 other funds, which accounts for approximately half of the City’s financial activity. The FY 23/24 other fund budgets have a few minor changes to the expenditures that incorporate cost allocations from the General Fund, and account for the anticipated cost of services increases.

These other funds are primarily categorized as Enterprise, Special Revenue, and Special Assessment funds. These funds are collected and may be utilized for specific purposes as identified in the fund descriptions. City Council normally does not have authority over these funds to make allocations, other than through approval of projects where these funds are expended in the budget year.

Fund 28 – American Rescue Plan (ARPA)

Fund 28 was created to account for the receipt and expenditures of the ARPA Grant. The city received \$6.4M in ARPA funding and has approximately \$4M allocated to Capital Improvements based on initial City Council direction from the CIP Workshop held May 23, 2023, with the balance to be allocated based on the adoption of the FY 23/24 Strategic Objective and Goals.

Capital Improvement Plan (CIP) and Budget

This year the CIP Budget was updated to reflect changes from the new Pavement Management Plan and Sidewalk Master Plan. The CIP plan spans the next 5 years and increases by \$19.1M. A majority of this funding is provided through Gas Tax, grant funding, TransNet, Sanitation District, RTCIP Fees, and ARPA Funds.

There is an additional \$53.3M of identified projects that remain unfunded. These projects are included in the budget; however, they are carried on the CIP project list and are funded on a priority basis as funding becomes available.

Vehicle and Equipment Replacement

This current year budget does not identify or list the unfunded replacement of vehicles or equipment. This historically has been funded as pay-go on a case by case situation. Currently identified unfunded needs are listed in the chart below:

	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28
Vehicles	745,000	200,000	475,000	160,000	50,000
Equipment	102,000	185,000	75,000	0	20,000

These unfunded needs do not include replacement of a second Fire Engine, office equipment and furniture, or any IT related replacement/upgrades. Over the next year, staff will be looking at adding these items to the CIP budget in order to keep track of the needs and identify a replacement schedule as a means of prioritizing replacements.

Staff will continue to approach financial matters in a conservative and fiscally responsible manner.

Environmental Review:

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

Fiscal Impact: See content of report.

Public Notification: None

Staff Recommendation: Review and discuss.

Attachments:

Attachment A – Draft Budget Documents

Summary of All Funds

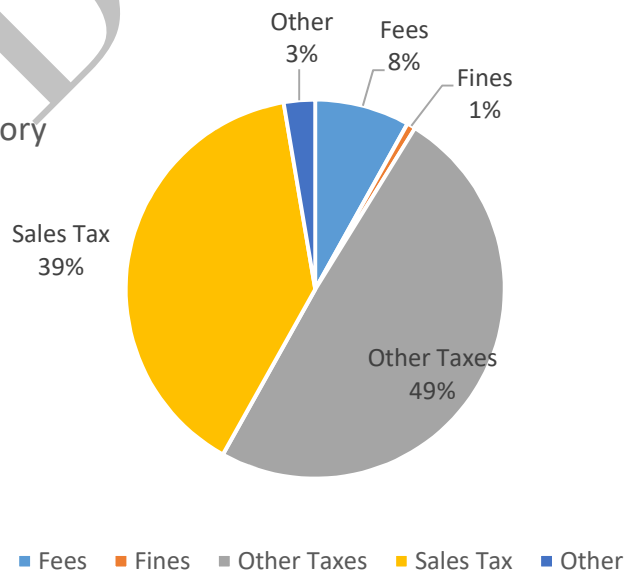
FUND	FUND DESCRIPTION	2023-2024 Beginning Fund Balance	2023-2024 Revenue	2023-2024 Expenditure	2023-2024 Ending Fund Balance
01	General	14,459,837	18,676,309	18,676,309	14,459,837
02	Gas Tax	675,058	1,516,549	1,733,252	458,355
04	CARES Act Fund	-	-	-	-
05	Park Land Dedication Ordinance	129,149	4,750	25,000	108,899
07	Supplemental Law Enforcement Services	41,421	140,000	160,000	21,421
08	Grants	(227,589)	4,460,431	4,461,780	(228,938)
09	Community Development Block Grant	(36,284)	427,798	420,169	(28,655)
10	Transportation Development Act	(125,648)	100,196	121,170	(146,622)
11	General Benefit Lighting District	363,978	222,000	213,350	372,628
12	Local Benefit Lighting District	32,241	198,010	215,865	14,386
14	Transnet	4,802	3,260,811	3,458,402	(192,788)
15	Sanitation District Operating	12,479,356	7,412,796	7,108,226	12,783,926
16	Sanitation District Capital	8,504,128	1,565,000	8,089,483	1,979,645
17	Sanitation District Pure Water	6,158,134	35,000	-	6,193,134
18	Sidewalk Capital Reserve	-	-	-	-
19	Sanitation District Capacity	542,091	15,400	35,000	522,491
21	Integrated Waste Reduction	175,458	31,000	85,536	120,922
22	Wildflower Assessment District	(1,256)	11,327	10,414	(343)
23	Serious Traffic Offender Program	8,645	4,700	9,828	3,517
24	Federal Blvd In Lieu	640,491	4,000	-	644,491
25	Self- Insured Workers Compensation Reserve	584,732	3,000	50,000	537,732
26	Storm Water Program	148,131	181,604	184,201	145,534
27	Transportation Congestion Improvement Program	416,281	5,300	-	421,581
28	American Rescue Plan Act	-	-	3,166,443	6,118,078
29	Self-Insured Liability Reserve	62,013	31,000	1,000	92,013
30	Public Education & Govt Access	352,228	37,000	36,000	353,228
32	Capital Equipment	13,294	-	13,294	(0)
33	Main St Promenade Community Facilities District	51,269	22,250	28,350	45,169
60/64	Successor Agency	(10,030,940)	1,199,899	748,231	(9,579,272)
FUND TOTAL:		\$ 35,421,018	\$ 39,566,130	\$ 49,051,303	\$ 35,220,368

GENERAL FUND

REVENUE BY TYPE

Revenue Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
BEGINNING FUND BALANCE	\$ 10,550,540	\$ 11,727,669	\$ 12,954,019	\$ 14,459,837
Sales Tax	7,381,687	6,277,110	6,777,110	7,087,510
Other Taxes	8,350,100	8,454,035	8,716,560	8,903,420
Permits & Licenses	97,016	104,824	104,824	102,759
Fire Department Fees	913,425	638,883	638,883	615,200
Development Fees	869,846	592,804	592,804	622,444
Community Services Fees	58,229	100,000	95,000	100,000
Motor Vehicle License Fee	30,435	22,603	22,603	23,000
Fines & Forfeitures	161,229	130,017	130,017	132,618
Investment Income	(221,335)	19,559	19,559	24,018
Other Income	489,984	595,806	1,077,806	459,078
Total General Fund Revenue	\$ 18,130,617	\$ 16,935,641	\$ 18,175,166	\$ 18,070,047
Transfers	612,258	706,262	706,262	606,262
Total Revenue & Transfers	\$ 18,742,875	\$ 17,641,903	\$ 18,881,428	\$ 18,676,309
Operating Surplus/Deficit	\$ 2,403,479	\$ (684,238)	\$ 1,505,817	\$ 0
Restricted Reserve - 115 Trust	\$ 904,422	\$ 1,319,519	\$ 1,319,519	\$ 1,319,519
UNRESTRICTED ENDING FUND BALANCE	\$ 12,049,597	\$ 9,723,912	\$ 13,140,318	\$ 13,140,318

Revenue by Major Category



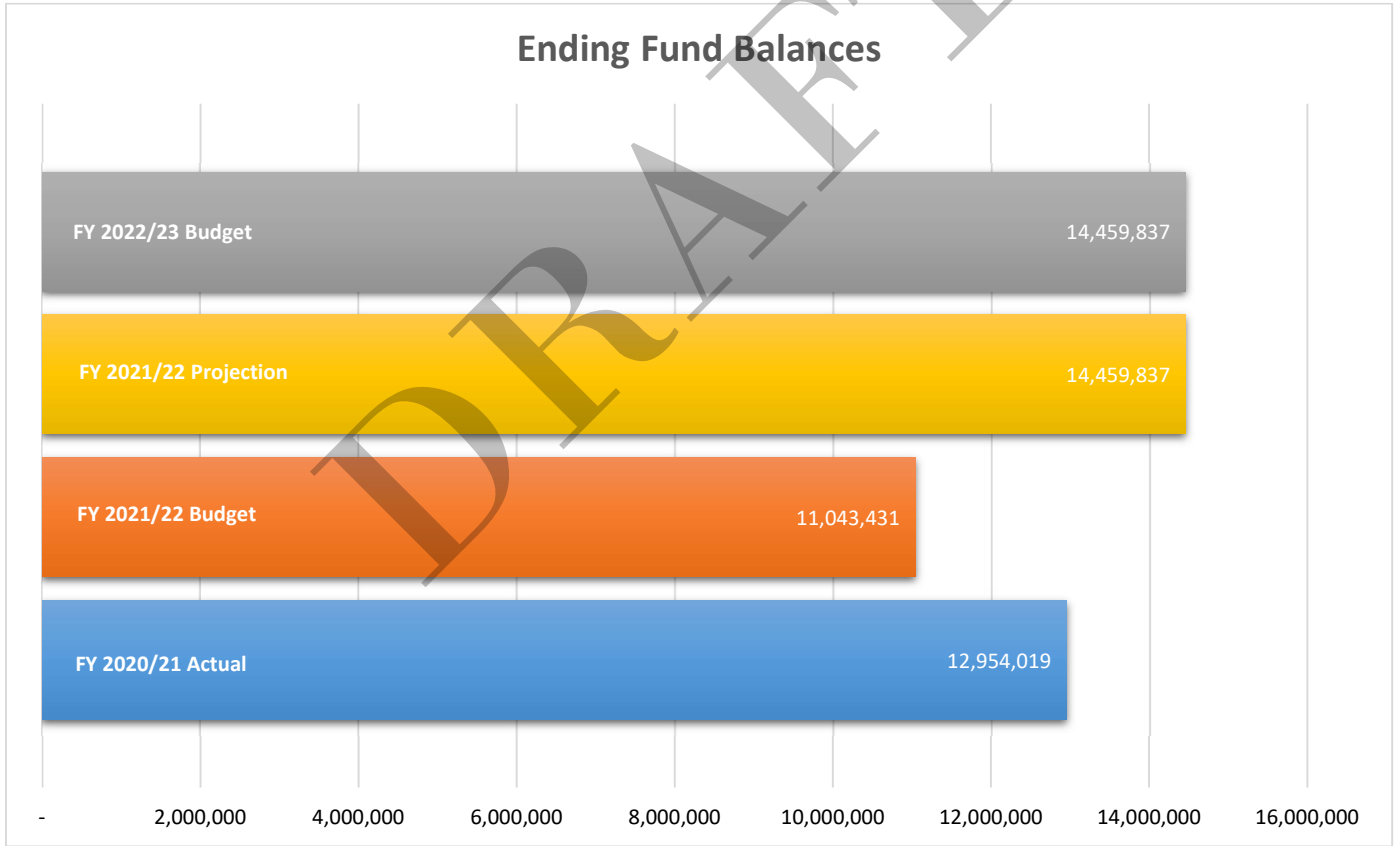
GENERAL FUND

REVENUE DETAIL

SOURCE	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
BEGINNING FUND BALANCE - July 1	\$ 10,550,540	\$ 11,727,669	\$ 12,954,019	\$ 14,459,837
Sales Tax	7,381,687	6,277,110	6,777,110	7,087,510
Property Tax Secured	2,919,996	3,151,003	3,151,003	3,214,023
Property Tax Supplemental Roll	99,121	62,000	82,000	83,640
Prop. Tax Homeowner's Relief	15,993	16,000	16,000	16,320
Prop. Tax Real Property Transfer Tax	202,693	104,040	104,040	106,121
Property Tax Post Redevelopment	281,024	172,706	172,706	176,160
Property Tax in Lieu of VLF	3,076,734	3,320,719	3,387,644	3,492,897
Franchise Fees	1,027,742	1,042,567	1,018,167	967,259
Transient Occupancy Tax	68,749	60,000	60,000	70,000
Cannabis Business Tax	658,048	525,000	725,000	777,000
Other Taxes	8,350,100	8,454,035	8,716,560	8,903,420
Business License	77,866	83,824	83,824	81,759
Animal License	8,925	10,000	10,000	10,000
Regulatory License	10,225	11,000	11,000	11,000
Permits & Licenses	97,016	104,824	104,824	102,759
Emergency Transport Fees	366,263	224,238	224,238	225,000
Fire Cost Recovery	511,144	366,901	366,901	350,000
Other Fire Fees	157	250	250	200
Fire Fees - Business Licenses	20,938	23,026	23,026	20,000
Fire Fees - Development Services	14,923	24,468	24,468	20,000
Fire Department Fees	913,425	638,883	638,883	615,200
Building Permits	800,418	498,201	498,201	523,111
Planning Permits	29,081	47,407	47,407	49,777
Engineer Permits	35,238	43,078	43,078	45,232
State Collected Fee - ADA	5,108	4,118	4,118	4,324
Development Fees	869,846	592,804	592,804	622,444
Day Camp	50,229	65,000	65,000	65,000
Special Events	8,000	30,000	30,000	35,000
Recreation Classes	-	5,000	-	-
Community Services Fees	58,229	100,000	95,000	100,000
Motor Vehicle License Fee	30,435	22,603	22,603	23,000

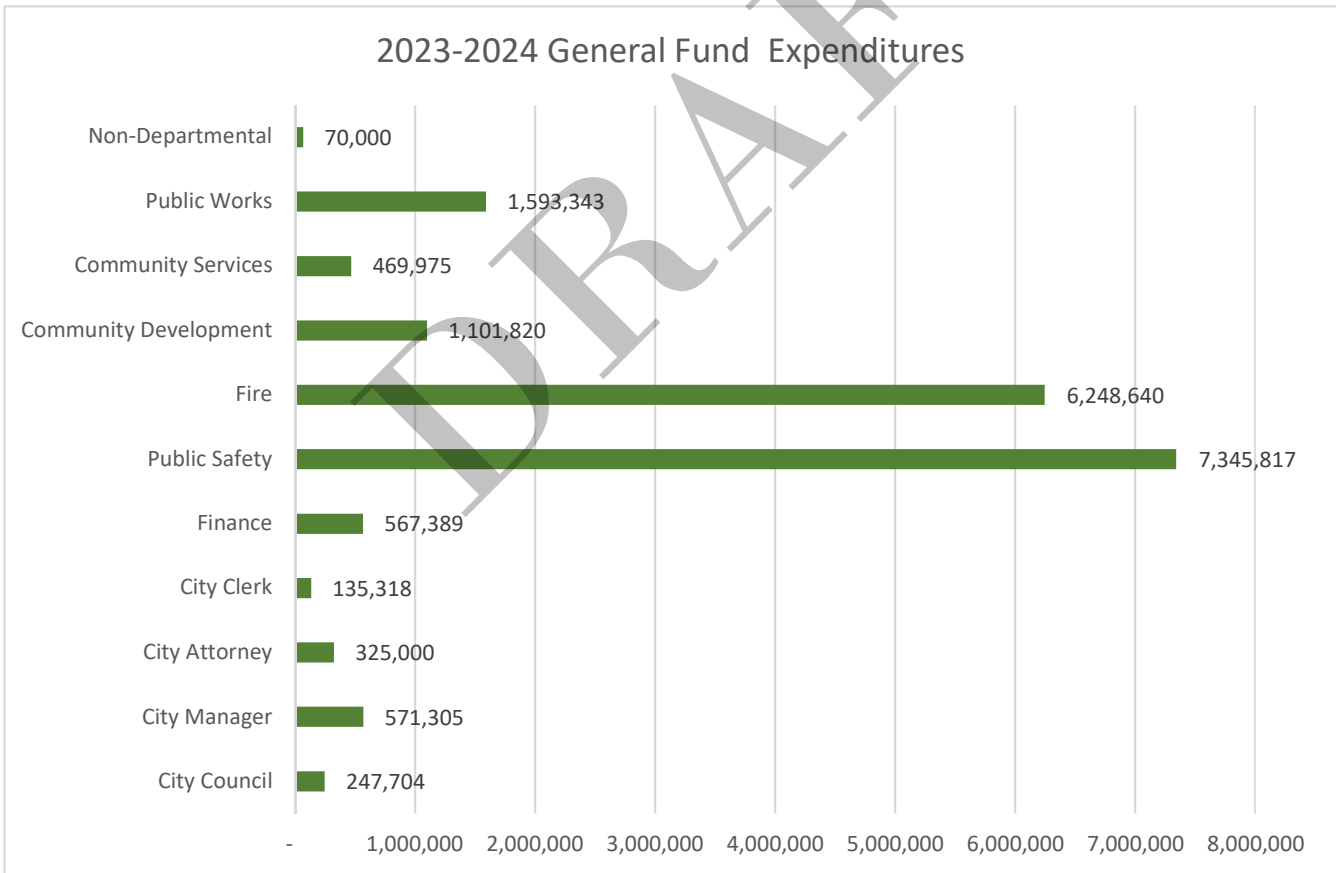
SOURCE	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Budget	Projected	Budget
Sales Tax 1/2% (Public Safety)	58,368	44,911	44,911	45,809
Traffic Safety Fines	44,031	36,875	36,875	37,613
Parking Fines	22,554	18,477	18,477	18,847
Other Fines & Forfeitures	8,032	6,851	6,851	6,988
Tow Fees	28,245	22,903	22,903	23,361
Fines & Forfeitures	161,229	130,017	130,017	132,618
Investment Income	(138,071)	7,305	7,305	5,000
Market Value - Gain/(Loss)	(102,094)	-	-	-
Reserve Investment Income	18,830	12,254	12,254	19,018
Investment Income	(221,335)	19,559	19,559	24,018
Rental - Long Term	200,474	503,926	503,926	341,578
Rental - Short Term	44,287	40,000	40,000	40,000
Cost Recovery	14,544	6,500	488,500	7,000
State Mandated Cost	21,915	22,000	22,000	22,000
Public Works Fees	-	3,280	3,280	-
Credit Card Surcharge	10,612	6,100	6,100	8,500
Other Revenue	129,356	7,500	7,500	25,000
Administrative Citations	68,796	6,500	6,500	15,000
Other Income	489,984	595,806	1,077,806	459,078
Total General Fund	18,130,617	16,935,641	18,175,166	18,070,047
Gas Tax Fund	30,000	30,000	30,000	30,000
Supplemental Law Enforcement Svc Fund	160,000	160,000	160,000	160,000
TDA Administration	8,000	8,000	8,000	8,000
General Lighting District - Admin	9,400	9,400	9,400	9,400
Local Lighting District - Admin	4,900	4,900	4,900	4,900
Integrated Waste Administration	1,200	1,200	1,200	1,200
Sanitation District Administration	-	-	-	-
Wildflower District Administration	100	100	100	100
Successor Agency Loan Repayment	457,942	457,942	457,942	457,942
Successor Agency - Administration	44,820	44,000	44,000	44,000
Transfer Workers Compensation Fund	-	-	-	-
Transfer to Reserve Fund	-	100,000	100,000	-
Transfer to Storm Water Fund	(104,104)	(109,280)	(109,280)	(109,280)
Transfers	612,258	706,262	706,262	606,262
Total Revenues & Transfers	18,742,875	17,641,903	18,881,428	18,676,309

SOURCE	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Total Resources	\$ 29,293,415	\$ 29,369,572	\$ 31,835,448	\$ 33,136,146
Total Expenditures	\$ 16,339,395	\$ 18,326,141	\$ 17,375,611	\$ 18,676,309
OPERATING SURPLUS/DEFICIT	2,403,479	(684,237)	1,505,817	0
ENDING FUND BALANCE	12,954,019	11,043,431	14,459,837	14,459,837



**GENERAL FUND
EXPENDITURES BY DEPARTMENT**

Department	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Budget	Projected	Budget
City Council	189,773	138,716	188,103	247,704
City Manager	415,369	498,806	502,319	571,305
City Attorney	686,569	325,000	335,985	325,000
City Clerk	84,684	118,574	113,850	135,318
Finance	384,022	467,077	479,325	567,389
Public Safety	6,865,386	7,327,819	7,327,006	7,345,817
Fire	4,896,013	5,271,556	4,728,184	6,248,640
Community Development	819,304	1,099,612	1,153,257	1,101,820
Community Services	287,460	343,684	369,479	469,975
Public Works	1,696,599	2,644,297	2,102,459	1,593,343
Non-Departmental	14,215	91,000	75,645	70,000
Total Expenditures	\$ 16,339,395	\$ 18,326,141	\$ 17,375,611	\$ 18,676,309



CITY COUNCIL OVERVIEW

Department Functions

To establish public policy and develop programs as mandated by the State of California, represent community interests, and work with City management to effectively meet the community's current and long-term needs.

SUMMARY OF EXPENDITURES BY TYPE

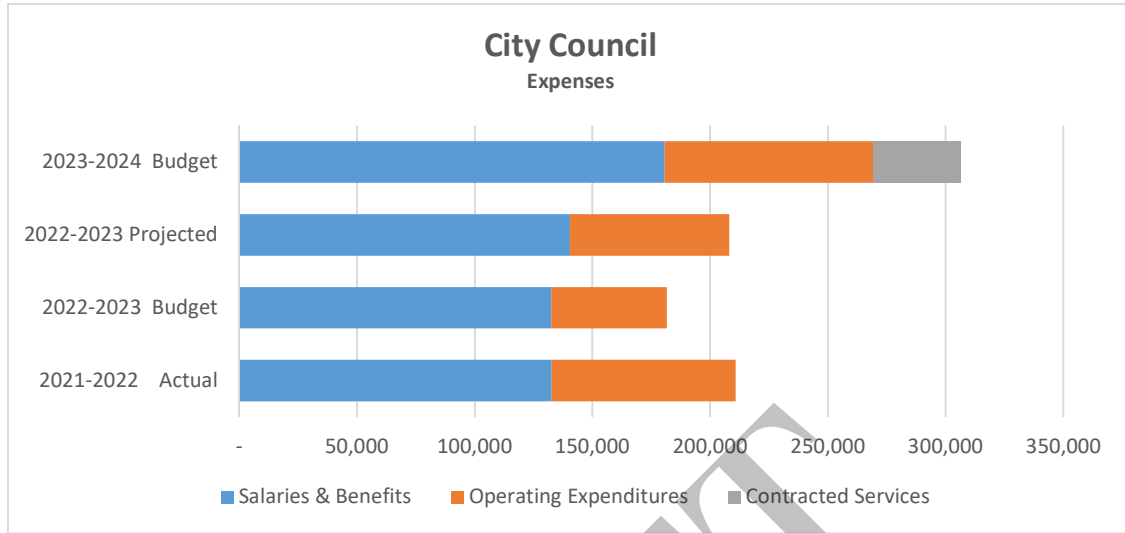
Expenditure Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Salaries & Benefits	132,681	132,626	140,496	180,642
Operating Expenditures	78,088	49,025	67,581	88,726
Contracted Services	-	-	-	37,000
Total Expenditures	\$ 210,769	\$ 181,651	\$ 208,076	\$ 306,368

ACCOUNT DETAIL FOR THE DEPARTMENT OF THE CITY COUNCIL

Account Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Salaries	56,141	57,068	54,802	55,406
Health Benefits	17,417	60,000	20,402	45,000
Health Benefits-Retirees	2,448	2,519	1,683	3,672
Medicare	680	956	728	803
Life Insurance	327	486	325	486
Long Term Disability	-	848	-	848
Retirement	55,669	10,749	62,556	74,427
SALARIES & BENEFITS	132,681	132,626	140,496	180,642
Community Promotions	1,258	1,500	2,343	1,500
Computer Maintenance	2,335	2,380	4,208	5,000
Insurance-Liability	6,078	6,075	9,218	6,500
Insurance-Property	623	670	1,134	926
Membership and Dues	27,821	30,000	42,624	30,000
Mileage	-	-	-	800
Office Supplies	399	450	929	450
Stretigic Goal Workshop	-	-	-	7,000
Training	33,383	-	-	25,000
Travel and Meetings	3,346	5,000	4,093	7,000
Utilities-Gas and Electric	2,845	2,900	3,032	4,500
Utilities-Phone & Internet	-	50	-	50
OPERATING EXPENDITURES	78,088	49,025	67,581	88,726
Sales Tax Survey	-	-	-	35,000
Professional Services	-	-	-	2,000
CONTRACTED SERVICES	-	-	-	37,000
TOTAL CITY COUNCIL EXPENDITURES	\$ 210,769	\$ 181,651	\$ 208,076	\$ 306,368

Significant Changes

The budget for Mayor and Council has remained relatively flat for the past couple of years. Programs and initiatives approved by the Mayor and Council usually have an impact in the designated department's budget rather than having a direct impact to the Mayor and Council's budget.



Budget by Funding Source

Funding Source	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
01 - General Fund	\$ 189,773	\$ 138,716	\$ 188,103	\$ 247,704
02 - Highway User Tax Fund	\$ 2,544	\$ 5,204	\$ 2,358	\$ 7,111
10 - Transportation Development Act	\$ -	\$ -	\$ -	\$ -
11 - General Benefit Lighting	\$ 637	\$ 1,301	\$ 590	\$ 1,778
12 - Local Benefit Lighting	\$ 638	\$ 1,301	\$ 590	\$ 1,778
14 - TransNet	\$ -	\$ -	\$ -	\$ -
15 - Sanitation District	\$ 16,541	\$ 33,828	\$ 15,846	\$ 46,220
21 - Integrated Waste Reduction Fund	\$ 637	\$ 1,301	\$ 591	\$ 1,778
22 - Wildflower Assessment District	\$ -	\$ -	\$ -	\$ -
23 - Serious Traffic Offender Program	\$ -	\$ -	\$ -	\$ -
26 - Storm Water Program Fund	\$ -	\$ -	\$ -	\$ -
Total Funding	\$ 210,769	\$ 181,651	\$ 208,076	\$ 306,368

Personnel	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Mayor	1.00	1.00	1.00	1.00
Council Member	4.00	4.00	4.00	4.00
Total Personnel	5.00	5.00	5.00	5.00

CITY MANAGER OVERVIEW

Department Function

To provide an environment that creates trust and confidence in the City of Lemon Grove organization and provide management approaches that enable the delivery of the highest quality municipal services to Lemon Grove residents

SUMMARY OF EXPENDITURES BY TYPE

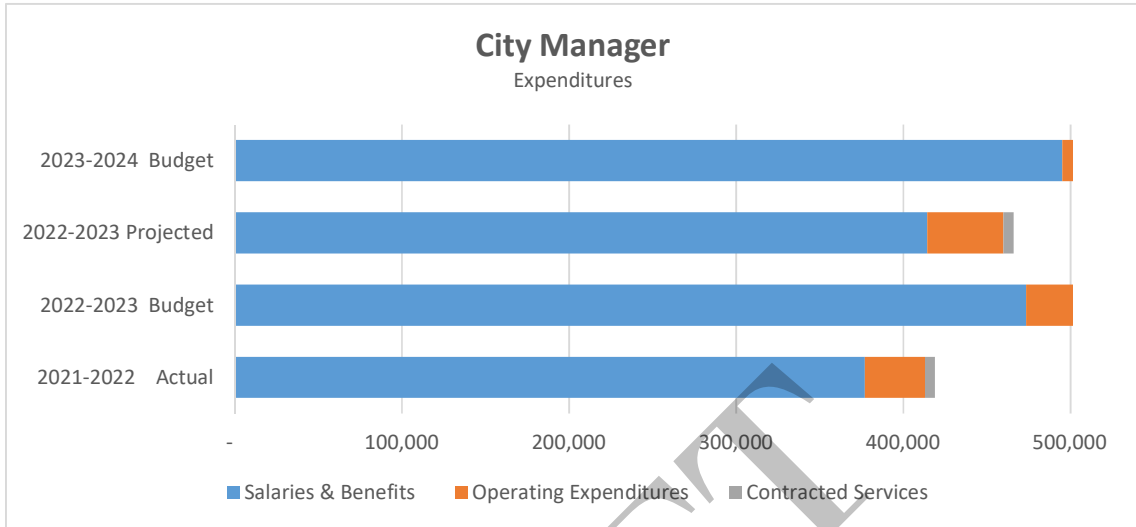
Expenditure Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Salaries & Benefits	377,019	473,479	414,182	495,140
Operating Expenditures	36,018	45,720	45,664	58,428
Contracted Services	5,830	1,500	6,075	2,000
Total Expenditures	\$ 418,867	\$ 520,699	\$ 465,921	\$ 555,568

ACCOUNT DETAIL FOR THE DEPARTMENT OF THE CITY MANAGER

Account Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Salaries	316,253	372,405	325,274	383,599
Overtime	731	1,000	1,146	1,000
Extra Help	1,050	-	5,197	-
Health Benefits	17,261	48,000	35,688	48,000
Health Benefits-Retirees	6,334	6,334	6,334	6,334
Deferred Compensation	3,720	3,720	3,648	3,720
Workers Compensation Insurance	1,274	1,250	2,194	10,973
Medicare	5,776	5,505	6,187	5,652
Life Insurance	574	389	564	389
Long Term Disability	412	678	571	678
Retirement	23,634	34,198	27,378	34,796
SALARIES & BENEFITS	377,019	473,479	414,182	495,140
Computer Maintenance	11,871	8,120	10,948	15,000
Copier Service	691	350	627	700
Insurance-Liability	6,078	6,100	9,218	6,500
Insurance-Property	3,115	3,200	5,669	4,628
Membership and Dues	391	1,235	2,896	2,500
Mileage	5,734	6,000	6,000	6,200
City Communications	-	5,000	-	5,000
Office Supplies	2,972	3,000	2,915	2,500
Training	-	2,415	358	2,500
Travel and Meetings	550	5,000	2,772	5,500
Utilities-Gas and Electric	2,845	2,900	3,032	5,000
Utilities-Phone & Internet	1,381	2,000	875	2,000
Utilities-Water	390	400	354	400
OPERATING EXPENDITURES	36,018	45,720	45,664	58,428
Professional Services	5,830	1,500	6,075	2,000
CONTRACTED SERVICES	5,830	1,500	6,075	2,000
TOTAL CITY MANAGER EXPENDITURES	\$ 418,866	\$ 520,699	\$ 465,921	\$ 555,568

Significant Changes

The budget for the City Manager's Office has remained relatively flat for the past couple of years. Programs are delegated to the respective departments and the fiscal impact reflect in the designated department's budget rather than having a direct impact to the City Manager's budget.



Budget by Funding Source

Funding Source	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
01 - General Fund	\$ 300,879	\$ 369,794	\$ 349,558	\$ 411,815
02 - Highway User Tax Fund	\$ 12,883	\$ 18,687	\$ 12,996	\$ 16,227
10 - Transportation Development Act	\$ -	\$ -	\$ -	\$ -
11 -General Benefit Lighting	\$ 3,330	\$ 4,665	\$ 3,249	\$ 4,057
12 -Local Benefit Lighting	\$ 3,330	\$ 4,672	\$ 3,249	\$ 4,057
14 - TransNet	\$ 4,734	\$ 5,731	\$ 4,464	\$ 5,177
15 - Sanitation District	\$ 85,106	\$ 107,903	\$ 84,477	\$ 105,472
21 - Integrated Waste Reduction Fund	\$ 4,216	\$ 5,000	\$ 3,964	\$ 4,382
22 - Wildflower Assessment District	\$ -	\$ -	\$ -	\$ -
23 - Serious Traffic Offender Program	\$ 2,194	\$ 2,123	\$ 1,982	\$ 2,191
26 - Storm Water Program Fund	\$ 2,194	\$ 2,123	\$ 1,982	\$ 2,191
Total Funding	\$ 418,866	\$ 520,699	\$ 465,921	\$ 555,568

Personnel	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
City Manager	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00
Communication Specialist	0.00	0.00	0.50	1.00
Executive Assistant	1.00	1.00	1.00	1.00
ESA - City Kitty #	1.00	1.00	1.00	1.00
Total Personnel	4.00	4.00	4.50	5.00

- ESA is fully funded by employees at City Hall. No city monies are used in the support of the ESA

HUMAN RESOURCES OVERVIEW

Department Function

Creating partnerships with all City departments in order to develop, facilitate, and maintain a positive workplace culture that attracts and retains an effective, proactive, and diverse workforce.

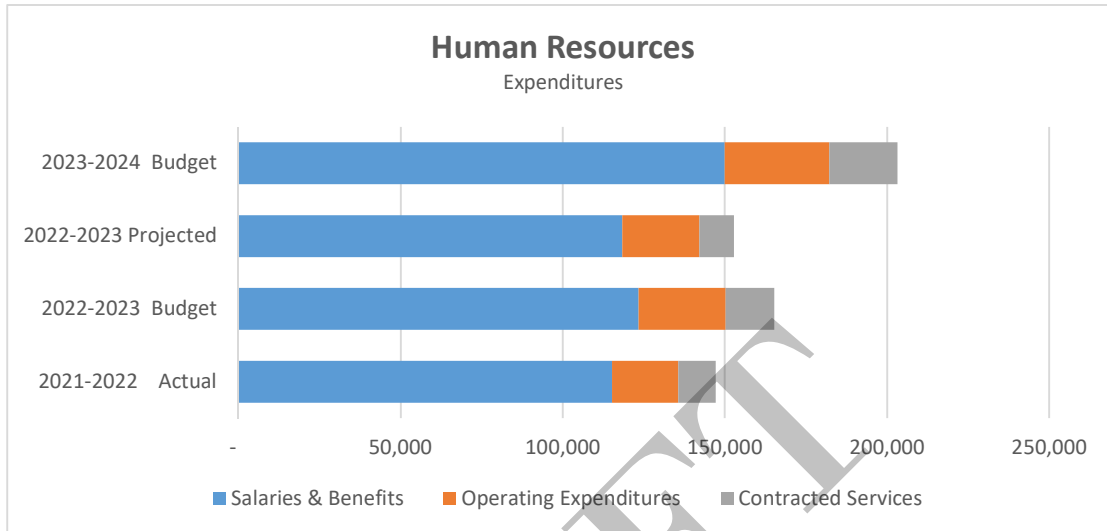
Expenditure Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Salaries & Benefits	115,166	123,335	118,357	149,953
Operating Expenditures	20,485	26,900	23,732	32,290
Contracted Services	11,472	15,000	10,671	21,000
Total Expenditures	\$ 147,123	\$ 165,235	\$ 152,760	\$ 203,243

ACCOUNT DETAIL FOR THE DEPARTMENT OF HUMAN RESOURCES

Account Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Salaries	97,185	99,342	98,256	122,304
Health Benefits	6,574	12,000	7,784	12,000
Employee Assistance Program	1,224	1,340	1,334	1,340
Workers Compensation Insurance	1,200	1,250	1,985	2,769
Medicare	1,275	1,440	1,322	1,773
Life Insurance	68	97	68	97
Long Term Disability	119	170	117	170
Retirement	7,520	7,696	7,492	9,500
SALARIES & BENEFITS	115,166	123,335	118,357	149,953
Unemployment	-	6,000	-	6,000
Computer Maintenance	2,335	2,750	2,638	3,300
Copier Rental	0	0		
Employee Recognition	-	1,500	2,168	2,000
Insurance-Liability	2,026	2,100	3,073	2,164
Insurance-Property	623	650	1,134	926
Medical Examinations	4,734	3,000	3,686	5,000
Memberships and Dues	-	1,800	570	800
Mileage	539	300	389	300
Office Supplies	559	500	135	500
Personnel Recruitment/Selection	6,358	5,000	6,134	6,000
Training	1,857	1,500	1,896	2,000
Travel & Meetings	663	1,000	1,203	2,500
Utilities- Phone & Internet	791	800	708	800
OPERATING EXPENDITURES	20,485	26,900	23,732	32,290
Professional Services	11,472	15,000	10,671	21,000
CONTRACTED SERVICES	11,472	15,000	10,671	21,000
TOTAL HR EXPENDITURES	\$ 147,123	\$ 165,235	\$ 152,760	\$ 203,243

Significant Changes

The budget for the Human Resources Office has remained relatively flat for the past couple of years. Programs are designed for employee engagement, diversity, and recognition. Due to the pandemic restrictions over the past two years, these programs have been dormant because of stay at home orders and employees working virtually.



Budget by Funding Source

Funding Source	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Budget	Projected	Budget
01 - General Fund	\$ 114,490	\$ 129,011	\$ 152,760	\$ 159,489
02 - Highway User Tax Fund	\$ 5,439	\$ 6,037	\$ -	\$ 7,292
10 - Transportation Development Act	\$ 217	\$ 241	\$ -	\$ 292
11 - General Benefit Lighting	\$ 218	\$ 241	\$ -	\$ 292
12 - Local Benefit Lighting	\$ 218	\$ 241	\$ -	\$ 292
14 - TransNet	\$ 435	\$ 483	\$ -	\$ 583
15 - Sanitation District	\$ 25,019	\$ 27,771	\$ -	\$ 33,544
21 - Integrated Waste Reduction Fund	\$ 1,088	\$ 1,207	\$ -	\$ 1,458
22 - Wildflower Assessment District	\$ -	\$ -	\$ -	\$ -
23 - Serious Traffic Offender Program	\$ -	\$ -	\$ -	\$ -
26 - Storm Water Program Fund	\$ -	\$ -	\$ -	\$ -
Total Funding	\$ 147,123	\$ 165,235	\$ 152,760	\$ 203,243

Personnel	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Budget	Projected	Budget
Human Resources Manager	1.00	1.00	1.00	1.00
Total Personnel	1.00	1.00	1.00	1.00

CITY ATTORNEY OVERVIEW

Department Function

Maintain the legality of the official business of the City of Lemon Grove and safeguard the best interests of the City by providing effective and timely legal services to the Mayor and Council, the City Manager, and all City departments

SUMMARY OF EXPENDITURES BY TYPE

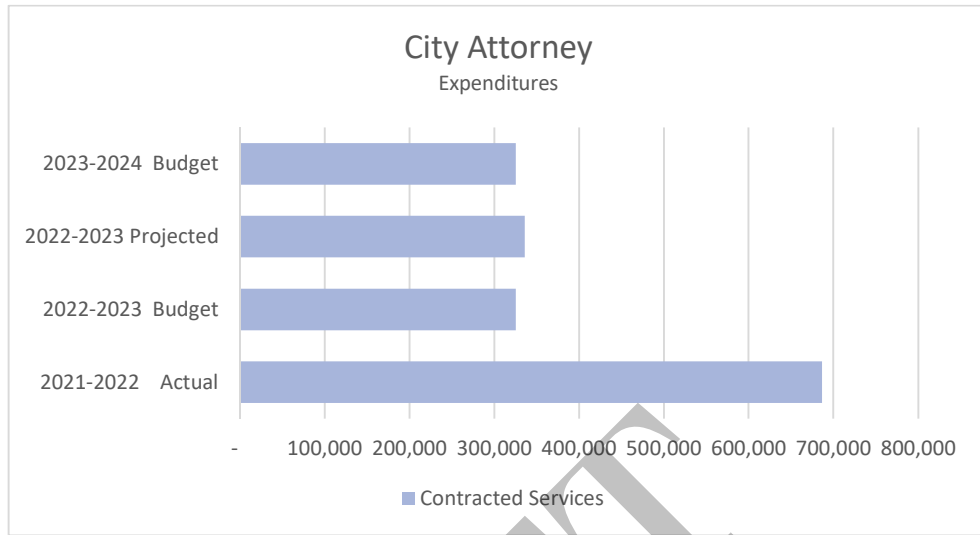
Expenditure Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Contracted Services	686,569	325,000	335,985	325,000
Total Expenditures	\$ 686,569	\$ 325,000	\$ 335,985	\$ 325,000

ACCOUNT DETAIL FOR THE DEPARTMENT OF THE CITY ATTORNEY

Account Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Code Enforcement Litigation Services	3,951	10,000	50	10,000
City Attorney Services	178,578	65,000	91,616	65,000
Litigation Services-City Attorney	504,041	250,000	244,319	250,000
CONTRACTED SERVICES	686,569	325,000	335,985	325,000
TOTAL CITY ATTORNEY EXPENDITURES	\$ 686,569	\$ 325,000	\$ 335,985	\$ 325,000

Significant Changes

The budget for the City Attorney has increased over the past couple of years. Litigation services have increased proportionate to an increase in litigation filed against the City of Lemon Grove. Since the City Attorney is a contracted service, the expenditures increase as the contracted firm's time spent on City litigation increases.



Budget by Funding Source

Funding Source	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
01 - General Fund	\$ 686,569	\$ 325,000	\$ 335,985	\$ 325,000
02 - Highway User Tax Fund	\$ -	\$ -	\$ -	\$ -
10 - Transportation Development Act	\$ -	\$ -	\$ -	\$ -
11 - General Benefit Lighting	\$ -	\$ -	\$ -	\$ -
12 - Local Benefit Lighting	\$ -	\$ -	\$ -	\$ -
14 - TransNet	\$ -	\$ -	\$ -	\$ -
15 - Sanitation District	\$ -	\$ -	\$ -	\$ -
21 - Integrated Waste Reduction Fund	\$ -	\$ -	\$ -	\$ -
22 - Wildflower Assessment District	\$ -	\$ -	\$ -	\$ -
23 - Serious Traffic Offender Program	\$ -	\$ -	\$ -	\$ -
26 - Storm Water Program Fund	\$ -	\$ -	\$ -	\$ -
Total Funding	\$ 686,569	\$ 325,000	\$ 335,985	\$ 325,000

Personnel	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
City Attorney	1.00	1.00	1.00	1.00
Total Personnel	1.00	1.00	1.00	1.00

CITY CLERK OVERVIEW

Department Function

Create and maintain a forum that allows the constituents of Lemon Grove to fully participate in the governmental process, provide accurate information and services in a professional manner, enabling the public to make informed decisions affecting the quality of their lives.

SUMMARY OF EXPENDITURES BY TYPE

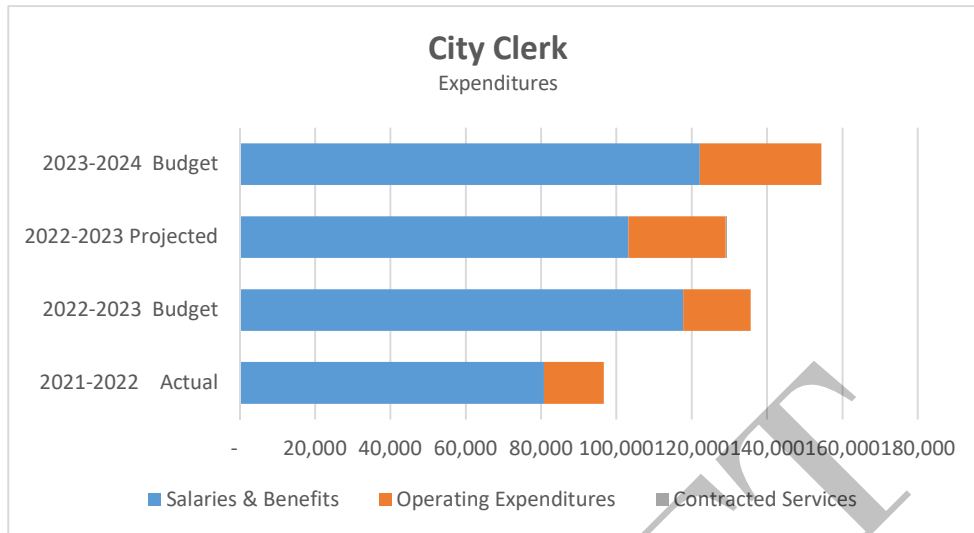
Expenditure Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Salaries & Benefits	80,773	117,697	103,181	122,180
Operating Expenditures	15,862	17,953	25,830	32,291
Contracted Services	-	-	135	-
Total Expenditures	\$ 96,636	\$ 135,650	\$ 129,146	\$ 154,471

ACCOUNT DETAIL FOR THE DEPARTMENT OF THE CITY CLERK

Account Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Salaries	65,972	95,079	87,554	98,058
Health Benefits	7,375	12,000	6,722	12,000
Workers Compensation Insurance	1,200	1,600	1,985	2,769
Medicare	973	1,379	2,997	1,426
Life Insurance	82	97	62	97
Long Term Disability	-	170	-	170
Retirement	5,172	7,372	3,862	7,661
SALARIES & BENEFITS	80,773	117,697	103,181	122,180
Computer Maintenance	3,692	3,300	3,653	5,000
Copier Rental	146	50	132	100
Insurance-Liability	2,026	2,100	3,073	2,165
Insurance-Property	623	650	1,134	926
Membership and Dues	265	415	367	500
Mileage	-	-	183	300
Office Supplies	343	250	157	250
Software	-	3,888	8,388	12,200
Postage	-	250	-	250
Printing	64	500	102	500
Publishing	7,090	4,250	7,040	4,500
Training	622	1,000	671	2,500
Travel & Meetings	-	800	381	2,500
Utilities- Phone & Internet	991	500	550	600
OPERATING EXPENDITURES	15,862	17,953	25,830	32,291
Professional Services	-	-	135	-
CONTRACTED SERVICES	-	-	135	-
TOTAL CITY CLERK EXPENDITURES	\$ 96,636	\$ 135,650	\$ 129,146	\$ 154,471

Significant Changes

The budget for the City Clerk's Office has decreased slightly over the past couple of years. Programs are designed to encourage constituents to participate in governmental processes. Due to the pandemic restrictions over the past two years, these programs have been dormant because of stay at home orders and most all function and meetings were held virtually.



Budget by Funding Source

Funding Source	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
01 - General Fund	\$ 84,684	\$ 118,574	\$ 113,850	\$ 135,318
02 - Highway User Tax Fund	\$ 2,988	\$ 4,644	\$ 3,824	\$ 4,788
10 - Transportation Development Act	\$ -	\$ -	\$ -	\$ -
11 - General Benefit Lighting	\$ 747	\$ 1,161	\$ 956	\$ 1,197
12 - Local Benefit Lighting	\$ 747	\$ 1,161	\$ 956	\$ 1,197
14 - TransNet	\$ 747	\$ 1,161	\$ 956	\$ 1,197
15 - Sanitation District	\$ 5,976	\$ 9,288	\$ 7,648	\$ 9,577
21 - Integrated Waste Reduction Fund	\$ 747	\$ 1,161	\$ 956	\$ 1,197
22 - Wildflower Assessment District	\$ -	\$ -	\$ -	\$ -
23 - Serious Traffic Offender Program	\$ -	\$ -	\$ -	\$ -
26 - Storm Water Program Fund	\$ -	\$ -	\$ -	\$ -
Total Funding	\$ 96,636	\$ 137,150	\$ 129,146	\$ 154,471

Personnel	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
City Clerk	1.00	1.00	1.00	1.00
Total Personnel	1.00	1.00	1.00	1.00

FINANCE DEPARTMENT OVERVIEW

Department Function

Responsible for the financial management of the City of Lemon Grove. This includes production of all financial reports; administration of debt financing, revenue collection, accounts payable, payroll, investment planning, and business license administration. The department prepares, monitors, and analyzes the City's budget, and is responsible for all financial audits, preparation of the Comprehensive Annual Financial Reports, and all State and Federally required reporting requirements.

Significant Changes

The budget for the Finance Department has fluctuated for the past couple of years. The primary factor for this year's increase is a salaries equity adjustment and increase in benefit payments. Additionally, the proportional amount of the Unfunded Accrued Liability payment has been included to reflect a more accurate costs.

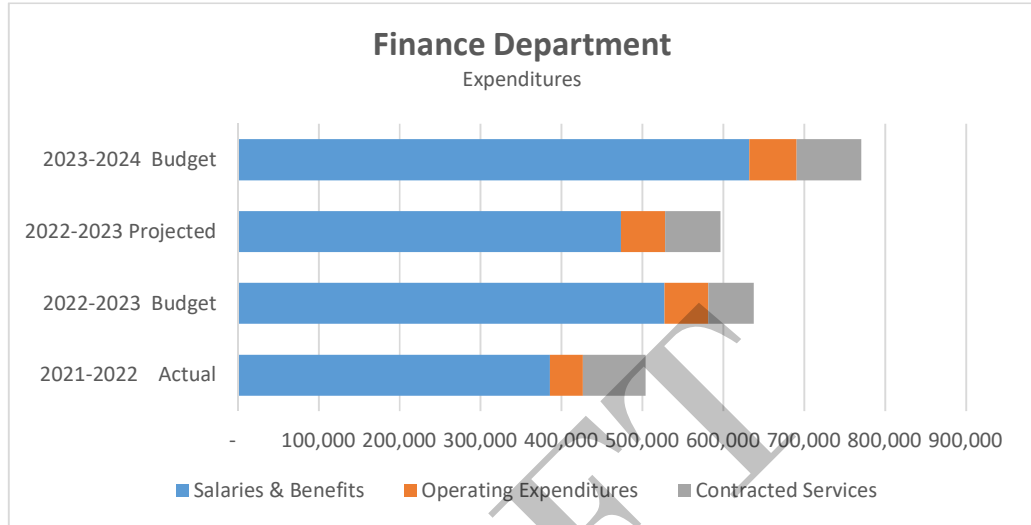
SUMMARY OF EXPENDITURES BY TYPE

Expenditure Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Salaries & Benefits	385,888	526,981	473,720	631,746
Operating Expenditures	40,686	54,200	54,487	58,748
Contracted Services	77,411	56,100	68,372	80,000
Total Expenditures	\$ 503,985	\$ 637,281	\$ 596,579	\$ 770,494

ACCOUNT DETAIL FOR THE DEPARTMENT OF FINANCE

Account Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Salaries	303,358	367,801	303,005	383,946
Overtime	1,289	-	619	1,500
Part Time Salaries	231	-	8,724	5,000
Health Benefits	(13,738)	48,000	26,102	48,000
Health Benefits-Retirees	7,711	7,711	7,390	7,711
Workers Compensation Insurance	3,674	3,700	6,164	10,893
Medicare	8,916	7,321	4,669	5,611
Life Insurance	210	389	255	389
Long Term Disability	375	678	447	678
Retirement	73,860	91,381	116,347	168,018
SALARIES & BENEFITS	\$ 385,888	\$ 526,981	\$ 473,720	\$ 631,746
Computer Maintenance	11,944	11,850	13,421	13,000
Copier Service	728	1,000	660	1,000
Credit Card and Bank Fees	14,521	16,000	13,151	16,000
Insurance-Liability	6,078	6,075	9,218	6,500
Insurance-Property	(7,620)	3,345	5,669	4,628
Membership and Dues	610	110	525	800
Mileage	15	400	195	400
Office Supplies	3,094	3,500	2,885	2,000
Printing	-	500	649	800
Publishing	805	-	-	200
Subscriptions and Books	3,270	3,000	668	3,000
Training	2,119	1,500	60	2,000
Travel and Meetings	-	1,000	2,303	2,500
Utilities-Gas and Electric	2,845	2,860	3,032	2,860
Utilities-Telephone	2,000	2,800	1,799	2,800
Utilities-Water	279	260	253	260
OPERATING EXPENDITURES	\$ 40,686	\$ 54,200	\$ 54,487	\$ 58,748

Account Description	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Budget	Projected	Budget
Professional Services	77,411	56,100	68,372	80,000
CONTRACTED SERVICES	\$ 77,411	\$ 56,100	\$ 68,372	\$ 80,000
TOTAL FINANCE EXPENDITURES	\$ 503,985	\$ 637,281	\$ 596,579	\$ 770,494



Budget by Funding Source

Funding Source	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Budget	Projected	Budget
01 - General Fund	\$ 384,022	\$ 467,077	\$ 479,325	\$ 567,389
02 - Highway User Tax Fund	\$ 14,303	\$ 19,242	\$ 13,968	\$ 23,313
10 - Transportation Development Act	\$ 1,701	\$ 2,393	\$ 1,655	\$ 2,758
11 -General Benefit Lighting	\$ 2,957	\$ 3,932	\$ 2,910	\$ 4,427
12 -Local Benefit Lighting	\$ 2,957	\$ 3,932	\$ 2,910	\$ 4,427
14 - TransNet	\$ 4,512	\$ 6,223	\$ 4,461	\$ 7,059
15 - Sanitation District	\$ 89,392	\$ 128,893	\$ 87,299	\$ 154,410
21 - Integrated Waste Reduction Fund	\$ 1,363	\$ 1,926	\$ 1,321	\$ 2,229
22 - Wildflower Assessment District	\$ 113	\$ 156	\$ 112	\$ 176
23 - Serious Traffic Offender Program	\$ 113	\$ 156	\$ 112	\$ 176
26 - Storm Water Program Fund	\$ 2,551	\$ 3,351	\$ 2,506	\$ 4,129
Total Funding	\$ 503,985	\$ 637,281	\$ 596,579	\$ 770,494

Personnel	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Budget	Projected	Budget
Administrative Services Director	1.00	0.00	0.00	0.00
Finance Director	0.00	0.00	0.50	1.00
Finance Manager	0.00	1.00	0.50	0.00
Accounting Analyst	1.00	1.00	1.00	2.00
Associate Accountant	1.00	1.00	1.00	0.00
Account Clerk	0.00	0.00	0.00	1.00
License Clerk	1.00	1.00	1.00	0.00
Office Specialist II	0.00	0.00	0.00	0.50
Revenue Officer	0.50	0.50	0.50	0.00
Total Personnel	4.50	4.50	4.50	4.50

PUBLIC SAFETY OVERVIEW

Department Function

In partnership with the City of Lemon Grove and the community, working together to protect life and property, prevent crime, provide animal control services, and resolve problems.

SUMMARY OF EXPENDITURES BY TYPE

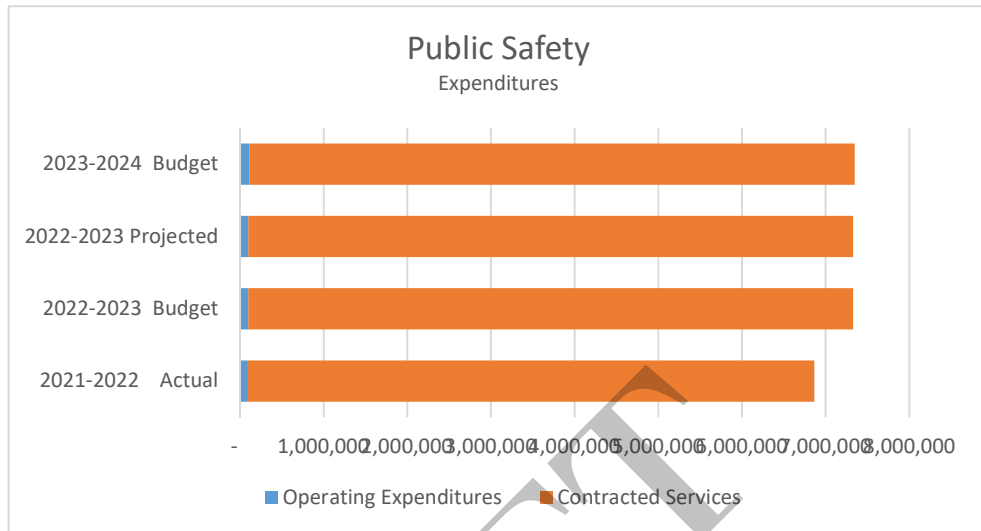
Expenditure Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Operating Expenditures	96,565	100,891	100,078	116,559
Contracted Services	6,768,821	7,226,928	7,226,928	7,229,258
Total Expenditures	\$ 6,865,386	\$ 7,327,819	\$ 7,327,006	\$ 7,345,817

ACCOUNT DETAIL FOR THE DEPARTMENT OF PUBLIC SAFETY

Account Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
800 MHZ Radio System	20,862	24,282	24,282	24,282
ARJIS	16,332	16,332	16,332	32,000
CAL ID	6,354	6,928	6,928	6,928
RCS Lease	48,955	48,955	48,955	48,955
Utilities-Water	2,173	2,000	1,973	2,000
Fuel-Animal Control Vehicle	1,889	2,000	1,215	2,000
Repairs & Maint-Animal Cntrl	-	394	394	394
OPERATING EXPENDITURES	96,565	100,891	100,078	116,559
Contractual Services-Sheriff	6,493,027	6,922,685	6,922,685	6,925,015
Contractual Services-Animal Cntrl	269,548	301,243	301,243	301,243
Contract Services-After Hours	6,246	3,000	3,000	3,000
CONTRACTED SERVICES	6,768,821	7,226,928	7,226,928	7,229,258
TOTAL PUBLIC SAFETY EXPENDITURES	\$ 6,865,386	\$ 7,327,819	\$ 7,327,006	\$ 7,345,817

Significant Changes

The budget for Public Safety remains constant over the past couple of years. The Public Safety services are contracted with the San Diego County Sheriff's Office and City of Chula Vista Animal control, the expenditures only fluctuate when there is a change in Law Enforcement services or a large change in animal related calls.



Budget by Funding Source

Funding Source	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
01 - General Fund	\$ 6,865,386	\$ 7,327,819	\$ 7,327,006	\$ 7,345,817
02 - Highway User Tax Fund	\$ -	\$ -	\$ -	\$ -
10 - Transportation Development Act	\$ -	\$ -	\$ -	\$ -
11 -General Benefit Lighting	\$ -	\$ -	\$ -	\$ -
12 -Local Benefit Lighting	\$ -	\$ -	\$ -	\$ -
14 - TransNet	\$ -	\$ -	\$ -	\$ -
15 - Sanitation District	\$ -	\$ -	\$ -	\$ -
21 - Integrated Waste Reduction Fund	\$ -	\$ -	\$ -	\$ -
22 - Wildflower Assessment District	\$ -	\$ -	\$ -	\$ -
23 - Serious Traffic Offender Program	\$ -	\$ -	\$ -	\$ -
26 - Storm Water Program Fund	\$ -	\$ -	\$ -	\$ -
Total Funding	\$ 6,865,386	\$ 7,327,819	\$ 7,327,006	\$ 7,345,817

Personnel	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Sheriff Lieutenant	1.00	1.00	1.00	1.00
Patrol Sergeant	1.00	1.00	1.00	1.00
Traffic Sergeant	1.00	1.00	1.00	1.00
Traffic Deputies	3.00	3.00	3.00	3.00
Patrol Deputies	12.00	12.00	12.00	12.00
Detectives	2.00	2.00	2.00	2.00
Motor Officer	0.00	0.00	1.00	1.00
Animal Control Officer	1.00	1.00	1.00	1.00
Total Personnel	21.00	21.00	22.00	22.00

FIRE DEPARTMENT OVERVIEW

Department Function

In partnership with the City of Lemon Grove and the community, compassionately providing an all-hazards response team with integrity and courage through innovative prevention, education and active intervention.

SUMMARY OF EXPENDITURES BY TYPE

Expenditure Description	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Budget	Projected	Budget
Salaries & Benefits	4,146,989	4,389,855	3,951,223	5,153,190
Operating Expenditures	434,871	510,101	393,235	594,449
Contracted Services	276,243	310,600	310,600	312,000
Capital Expenditures	37,910	61,000	73,126	189,000
Total Expenditures	\$ 4,896,013	\$ 5,271,556	\$ 4,728,184	\$ 6,248,640

ACCOUNT DETAIL FOR THE FIRE DEPARTMENT

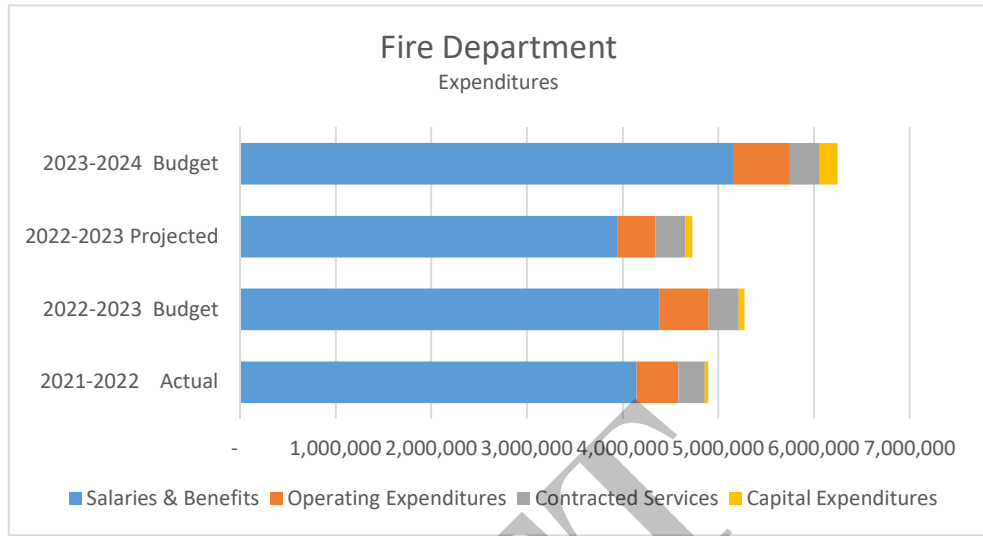
Account Description	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Budget	Projected	Budget
Salaries	1,781,773	1,940,178	1,796,847.75	2,218,236
Scheduled Overtime	134,476	159,498	129,522	181,972
Unscheduled Overtime	590,411	463,500	553,500	550,000
Reimbursable Overtime	245,077	206,000	172,197	206,000
Overtime	-	515	-	515
Quarterly JPA Reconciliation	253,028	330,000	-	330,000
Health Benefits	311,152	315,600	257,789	499,574
Health Benefits-Retirees	65,772	75,000	84,632	75,000
Uniform Allowance	19,000	19,000	19,000	19,000
Holiday Pay	38,813	98,153	73,653	111,983
Paramedic Recertification	52,288	52,296	72,293	52,296
Bilingual Pay	1,300	1,950	1,950	1,950
Education Award	13,344	13,345	13,345	13,345
Workers Compensation Insurance	61,327	78,512	84,297	135,572
Medicare	39,754	41,028	38,811	42,282
Life Insurance	3,613	3,791	3,390	3,791
Long Term Disability	3,180	3,392	2,918	3,392
Retirement	532,681	588,097	647,079	708,281
SALARIES & BENEFITS	4,146,989	4,389,855	3,951,223	5,153,190

ALS Supplies	10,450	26,000	6,012	26,000
Communications Equipment	8,176	9,500	7,243	10,500
Fire Prevention Software	3,531	3,751	4,707	4,000
City Emergency Preparedness	866	3,100	1,081	3,100
Community Risk Reduction	845	1,000	631	1,000
Computer Maintenance	33,348	36,000	35,692	36,000
Copier Service	10	200	50	200
Departmental Expense	5,480	10,000	4,437	10,000
Fire Station Supplies	3,182	5,000	2,778	8,500
Fuel	32,332	30,000	22,983	38,000
Insurance-Liability	64,829	67,000	67,000	69,246

Account Description	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Budget	Projected	Budget
Insurance-Property	18,689	25,000	34,016	27,766
JPA Reconciliation Expenditures	863	1,000	386	4,000
AFG Match	-	4,500	-	2,727
Medical Examinations	10,501	12,000	-	15,500
Membership and Dues	-	100	-	500
Office Supplies	183	500	100	500
Patient Care Reporting Pass Thru	4,583	5,000	6,295	5,000
Personal Exposure Reporting	-	190	190	200
Personal Protective Clothing	14,586	25,000	27,712	30,000
RCC Reimbursable	29,906	29,960	-	31,460
Repair and Maintenance-Equipment	5,262	2,000	2,238	3,000
Repair and Maintenance-Vehicles	109,899	65,000	35,324	95,000
Self-Contained Breathing Apparatus	1,101	42,500	42,500	65,000
Subscriptions and Books	148	750	172	500
Trauma Intervention Program (TIP)	3,825	5,000	5,000	5,000
Tools and Supplies	9,704	10,000	12,091	10,000
Training - Tuition Reimbursement	3,540	19,000	12,000	18,000
Training - HFTA	18,020	20,000	16,625	21,000
Training-AMR	1,710	3,000	2,280	3,000
Travel and Meetings	758	3,000	1,732	3,000
Uniforms	1,638	1,800	1,499	2,000
Utilities-Gas and Electric	20,378	23,000	23,251	23,000
Utilities-Telephone	6,133	6,000	4,865	6,500
Utilities-Water	4,517	4,250	3,673	4,750
Vehicle Supplies	882	3,000	1,173	3,500
Weed Abatement	5,000	7,000	7,500	7,000
OPERATING EXPENDITURES	434,871	510,101	393,235	594,449
Dispatch Services	252,735	285,600	285,600	287,000
Hazmat Emergency Response	23,508	25,000	25,000	25,000
CONTRACTED SERVICES	276,243	310,600	310,600	312,000
Capital Purchases	37,910	36,000	48,126	86,000
Fire Truck Lease/Purchase	-	25,000	25,000.00	103,000
CAPITAL EXPENDITURES	37,910	61,000	73,126	189,000
TOTAL FIRE EXPENDITURES	\$ 4,896,013	\$ 5,271,556	\$ 4,728,184	\$ 6,248,640

Significant Changes

The budget for Lemon Grove Fire Department increases every year. The Fire Department has a Memorandum of Understanding agreement that provides for a 3% salary increase for FY22/23. Additionally, vehicle and equipment costs are increasing due to extending the life through maintenance.



Budget by Funding Source

Funding Source	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
01 - General Fund	\$ 4,896,013	\$ 5,271,556	\$ 4,728,184	\$ 6,248,640
02 - Highway User Tax Fund	\$ -	\$ -	\$ -	\$ -
10 - Transportation Development Act	\$ -	\$ -	\$ -	\$ -
11 -General Benefit Lighting	\$ -	\$ -	\$ -	\$ -
12 -Local Benefit Lighting	\$ -	\$ -	\$ -	\$ -
14 - TransNet	\$ -	\$ -	\$ -	\$ -
15 - Sanitation District	\$ -	\$ -	\$ -	\$ -
21 - Integrated Waste Reduction Fund	\$ -	\$ -	\$ -	\$ -
22 - Wildflower Assessment District	\$ -	\$ -	\$ -	\$ -
23 - Serious Traffic Offender Program	\$ -	\$ -	\$ -	\$ -
26 - Storm Water Program Fund	\$ -	\$ -	\$ -	\$ -
Total Funding	\$ 4,896,013	\$ 5,271,556	\$ 4,728,184	\$ 6,248,640

Personnel	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Fire Chief - Contracted	1.00	1.00	1.00	1.00
Deputy Fire Chief - Contracted	3.00	3.00	3.00	3.00
Division Chief - Contracted	3.00	3.00	3.00	3.00
Battalion Chief - Contracted	3.00	3.00	3.00	3.00
Captain	6.00	6.00	6.00	6.00
Fire Engineer	6.00	6.00	6.00	6.00
Firefighter/Paramedic	6.00	6.00	6.00	6.00
Fire Inspector	1.00	1.00	1.00	1.00
Fire Marshal - Contracted	1.00	1.00	1.00	1.00
Management Analyst - Contracted	1.00	1.00	1.00	1.00
Total Personnel	31.00	31.00	31.00	31.00

COMMUNITY DEVELOPMENT OVERVIEW

Department Function

Protecting the health, safety, and welfare of residents and visitors while enhancing the quality of life in Lemon Grove through professional planning, site and building review, and inspection services. Creating a sustainable, well-designed, and prosperous community with a business-friendly environment.

SUMMARY OF EXPENDITURES BY TYPE

Expenditure Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Salaries & Benefits	380,701	572,499	426,719	600,494
Operating Expenditures	55,412	70,325	66,459	71,142
Contracted Services	477,668	600,000	760,864	600,000
Capital Expenditures	-	-	-	-
Total Expenditures	\$ 913,780	\$ 1,242,824	\$ 1,254,042	\$ 1,271,636

ACCOUNT DETAIL FOR THE DEPARTMENT OF COMMUNITY DEVELOPMENT

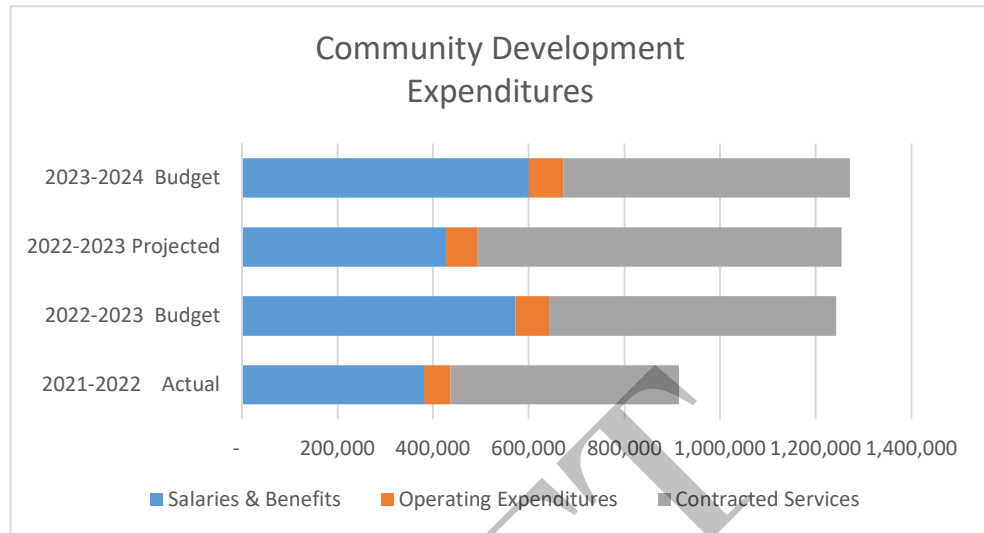
Account Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Salaries	289,053	372,960	319,794	416,260
Planning Commission Wages	-	1,000	75	1,000
Overtime	62	2,000	698	2,000
Extra Help	11,764	8,000	316	8,000
Health Benefits	20,483	48,000	28,262	48,000
Health Benefits-Retirees	6,059	6,059	6,059	6,059
Workers Compensation Insurance	3,711	3,600	6,268	11,098
Medicare	6,888	5,408	7,228	5,284
Life Insurance	180	389	316	389
Long Term Disability	326	678	502	678
Retirement	42,174	124,405	57,201	101,725
SALARIES & BENEFITS	380,701	572,499	426,719	600,494
Computer Maintenance	17,472	21,500	20,668	21,500
Copier Service	2,302	2,700	660	2,700
Fuel	333	775	170	775
Insurance-Liability	20,259	21,000	30,725	21,639
Insurance-Property	6,140	6,200	5,669	4,628
Membership and Dues	-	750	-	1,500
Mileage	-	300	-	300
Noticing	-	4,000	-	4,000
Office Supplies	2,948	3,500	3,040	3,500
Printing	-	250	-	250
Repair & Maintenance-Vehicles	-	200	-	200
Subscriptions and Books	-	500	280	500
Training	-	1,500	-	1,500
Travel and Meetings	-	500	-	1,500
Utilities-Gas and Electric	2,845	2,650	3,031	2,650
Utilities-Telephone	2,668	3,500	1,811	3,500
Utilities-Water	446	500	405	500
OPERATING EXPENDITURES	55,412	70,325	66,459	71,142

Account Description	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Budget	Projected	Budget
Plan Checks/Consultations	470,078	500,000	660,864	500,000
Professional Services	7,590	100,000	100,000	100,000
CONTRACTED SERVICES	477,668	600,000	760,864	600,000
TOTAL DEVELOPMENT EXPENDITURES	\$ 913,780	\$ 1,242,824	\$ 1,254,042	\$ 1,271,636

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Significant Changes

The budget for the Community Development has fluctuated for the past couple of years. The primary factor is an increase in Adjacent Dwelling Unit activity, creating increase workload for plan checks and consultant requirements to ensure code compliance. Additionally, Salaries were decreased in FY21/22 due to multiple vacancies that have been difficult to fill.



Budget by Funding Source

Funding Source	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Budget	Projected	Budget
01 - General Fund	\$ 819,304	\$ 1,099,612	\$ 1,153,257	\$ 1,101,820
02 - Highway User Tax Fund	\$ 21,380	\$ 24,130	\$ 27,848	\$ 32,042
10 - Transportation Development Act	\$ -	\$ -	\$ -	\$ -
11 -General Benefit Lighting	\$ -	\$ -	\$ -	\$ -
12 -Local Benefit Lighting	\$ -	\$ -	\$ -	\$ -
14 - TransNet	\$ -	\$ -	\$ -	\$ -
15 - Sanitation District	\$ 65,912	\$ 106,333	\$ 65,699	\$ 128,222
21 - Integrated Waste Reduction Fund	\$ 1,197	\$ 2,125	\$ 1,206	\$ 1,592
22 - Wildflower Assessment District	\$ -	\$ -	\$ -	\$ -
23 - Serious Traffic Offender Program	\$ -	\$ -	\$ -	\$ -
26 - Storm Water Program Fund	\$ 5,987	\$ 10,624	\$ 6,033	\$ 7,960
Total Funding	\$ 913,780	\$ 1,242,824	\$ 1,254,043	\$ 1,271,636

Personnel	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Budget	Projected	Budget
Community Development Manager	1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	0.00	0.00
Assistant Planner	1.00	1.00	1.00	1.00
Development Services Tech II	0.00	0.00	1.00	1.00
Code Enforcement/Water Quality Inspector	1.00	1.00	1.00	1.00
Office Specialist II	0.00	0.00	0.00	1.00
Intern	1.00	1.00	1.00	1.00
Total Personnel	5.00	5.00	5.00	6.00

COMMUNITY SERVICES OVERVIEW

Department Function

Improves the quality of life for the residents of Lemon Grove through the operation and maintenance of parks and recreation facilities.

SUMMARY OF EXPENDITURES BY TYPE

Expenditure Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Salaries & Benefits	170,473	195,584	216,768	320,927
Operating Expenditures	127,924	148,101	152,711	149,048
Total Expenditures	\$ 298,397	\$ 343,685	\$ 369,479	\$ 469,975

ACCOUNT DETAIL FOR THE DEPARTMENT OF COMMUNITY SERVICES

Account Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Salaries	67,199	70,647	67,691	147,225
Overtime	6,671	6,000	13,259	6,000
Extra Help	60,788	81,421	88,020	108,662
Health Benefits	13,141	19,200	17,967	24,000
Health Benefits-Retirees	4,590	4,590	4,590	4,590
Workers Compensation Insurance	5,887	6,000	9,610	13,981
Medicare	5,255	1,024	7,595	7,201
Life Insurance	146	156	154	194
Long Term Disability	85	271	98	339
Retirement	6,711	6,275	7,784	8,733
SALARIES & BENEFITS	170,473	195,584	216,768	320,927
Computer Maintenance	3,637	4,300	4,073	4,300
Computer Equipment	-	1,000	-	500
Copier Service	146	100	132	100
Day Camp	13,379	20,000	16,144	20,000
Rental Equipment	-	800	-	-
Insurance-Liability	10,130	10,200	15,363	10,820
Insurance-Property	3,115	3,300	5,669	4,628
Maintenance-Supplies	-	12,000	-	800
Mileage	-	100	241	250
Office Supplies	276	600	254	100
Professional Services	-	-	1,128	-
Uniforms - Clothing	-	-	-	250
Rental Expense	903	4,000	-	600
Special Events	27,342	30,000	32,747	35,000
Utilities-Gas and Electric	37,673	34,000	40,366	34,000
Utilities-Telephone	6,412	4,701	5,107	4,700
Utilities-Water	24,913	23,000	31,488	33,000
OPERATING EXPENDITURES	127,924	148,101	152,711	149,048
TOTAL COMMUNITY SERVICES EXP.	\$ 298,397	\$ 343,685	\$ 369,479	\$ 469,975

Significant Changes

The budget for the Community Services Department were reduced for the past couple of years. The programs offered were shut down or very limited due to the pandemic and stay at home orders. FY22/23 is budgeted back at pre-pandemic levels with the assumption that rates will stay the same and participation will resume.



Budget by Funding Source

Funding Source	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
01 - General Fund	\$ 287,460	\$ 343,685	\$ 369,479	\$ 469,975
02 - Highway User Tax Fund	\$ -	\$ -	\$ -	\$ -
10 - Transportation Development Act	\$ -	\$ -	\$ -	\$ -
11 -General Benefit Lighting	\$ -	\$ -	\$ -	\$ -
12 -Local Benefit Lighting	\$ -	\$ -	\$ -	\$ -
14 - TransNet	\$ -	\$ -	\$ -	\$ -
15 - Sanitation District	\$ 10,937	\$ -	\$ -	\$ -
21 - Integrated Waste Reduction Fund	\$ -	\$ -	\$ -	\$ -
22 - Wildflower Assessment District	\$ -	\$ -	\$ -	\$ -
23 - Serious Traffic Offender Program	\$ -	\$ -	\$ -	\$ -
26 - Storm Water Program Fund	\$ -	\$ -	\$ -	\$ -
Total Funding	\$ 298,397	\$ 343,685	\$ 369,479	\$ 469,975

Personnel	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Community Services Specialist	1.00	1.00	1.00	2.00
Community Services Assistant	1.00	1.00	1.00	1.00
Recreation Leaders I (PT - Seasonal)	2.50	2.50	2.50	2.50
Recreation Leaders II (PT - Seasonal)	3.00	3.00	3.00	3.00
Total Personnel	7.50	7.50	7.50	8.50

PUBLIC WORKS DEPARTMENT

Budget by Funding Source

Funding Source	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
01 - General Fund	\$ 1,696,599	\$ 2,644,297	\$ 2,102,459	\$ 1,593,343
02 - Highway User Tax Fund	\$ 259,064	\$ 336,455	\$ 220,533	\$ 371,266
10 - Transportation Development Act	\$ 14,462	\$ 21,749	\$ 9,118	\$ 19,370
11 -General Benefit Lighting	\$ 13,883	\$ 23,291	\$ 9,217	\$ 18,817
12 -Local Benefit Lighting	\$ 13,892	\$ 23,291	\$ 9,206	\$ 18,817
14 - TransNet	\$ 30,176	\$ 28,739	\$ 18,228	\$ 45,887
15 - Sanitation District	\$ 303,085	\$ 446,995	\$ 199,385	\$ 423,818
21 - Integrated Waste Reduction Fund	\$ 8,798	\$ 12,910	\$ 5,084	\$ 10,725
22 - Wildflower Assessment District	\$ 2,947	\$ 4,341	\$ 1,512	\$ 3,117
23 - Serious Traffic Offender Program	\$ -	\$ -	\$ -	\$ -
26 - Storm Water Program Fund	\$ 1,694	\$ 2,471	\$ 590	\$ 1,771
Total Funding	\$ 2,344,601	\$ 3,544,539	\$ 2,575,334	\$ 2,506,931

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PUBLIC WORKS - ADMINISTRATION OVERVIEW

Department Function

Keeping the integrity of the Lemon Grove community through the professional administration, planning, and maintenance of the City's infrastructure, including streets, sewers, street and traffic signs, parks, medians, and storm drains. Engaging community involvement in improving the quality of life through engineering, constructing and maintaining the city's infrastructure in an efficient and effective manner.

SUMMARY OF EXPENDITURES BY TYPE

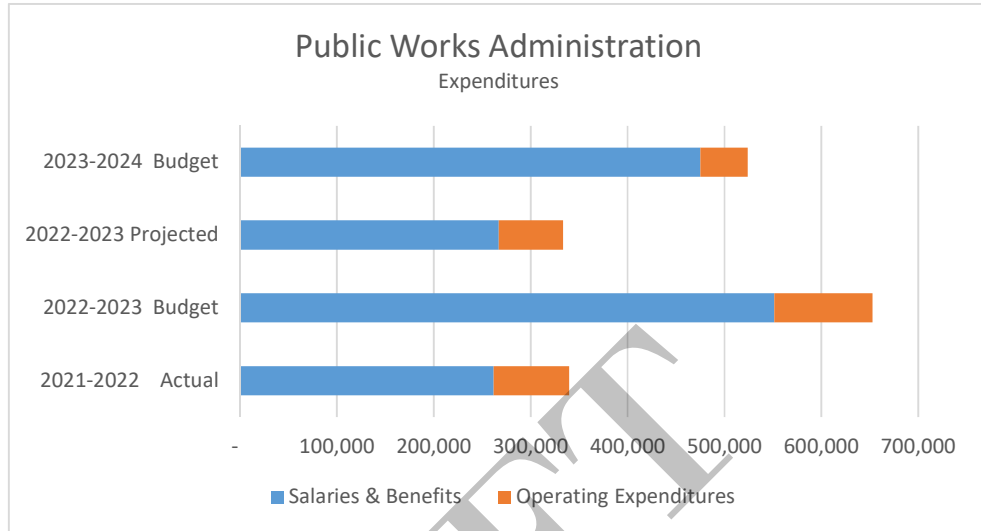
Expenditure Description	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Budget	Projected	Budget
Salaries & Benefits	261,734	551,629	266,745	475,248
Operating Expenditures	77,818	101,200	66,639	48,539
Total Expenditures	\$ 339,552	\$ 652,829	\$ 333,384	\$ 523,787

ACCOUNT DETAIL FOR THE DEPARTMENT OF PUBLIC WORKS, ADMINISTRATION DIVISION

Account Description	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Budget	Projected	Budget
Salaries	193,161	321,456	125,115	323,670
Overtime	-	200	1,157	200
Part time Salaries	469	-	59,963	
Health Benefits	9,916	36,000	8,115	36,000
Workers Compensation Insurance	2,400	2,400	3,970	9,199
Medicare	2,920	4,705	2,038	4,738
Life Insurance	75	292	66	292
Long Term Disability	325	509	286	509
Retirement	52,468	186,067	66,035	100,641
SALARIES & BENEFITS	261,734	551,629	266,745	475,248
Advertising & Marketing	-	-	-	2,000
Computer Maintenance	9,726	9,800	14,317	9,800
Copier Service	1,895	1,600	2,379	2,200
Damages - Cost Recovery	38,490	40,000	16,401	-
Fuel	136	100	-	-
Insurance-Liability	4,052	4,200	6,145	4,328
Insurance-Property	36	1,500	2,268	1,851
Advertising & Marketing	-	3,000	525	3,000
Membership and Dues	322	1,200	181	700
Mileage	2,143	3,000	1,875	3,100
Office Supplies	1,953	2,000	2,267	2,000
Software (Minor)	1,725	2,000	2,763	2,000
Protective Clothing	9,003	12,000	8,349	760
Repair & Maintenance-Equipment	900	1,000	788	1,000
Training	3,140	15,000	3,537	9,000
Travel and Meetings	166	1,000	744	3,000
Utilities-Gas and Electric	2,845	2,700	3,032	2,700
Utilities-Telephone	953	700	766	700
Utilities-Water	334	400	303	400
OPERATING EXPENDITURES	77,818	101,200	66,639	48,539
TOTAL PW ADMIN EXPENDITURES	\$ 339,552	\$ 652,829	\$ 333,384	\$ 523,787

Significant Changes

The budget for the Public Works Administration Division has remained consistent for the past couple of years. The major change this year is that California now requires DOT training for CDL licensing which increased training by \$12,000 in FY 22/23.



Budget by Funding Source

Funding Source	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
01 - General Fund	\$ 207,338	\$ 275,639	\$ 248,234	\$ 210,128
02 - Highway User Tax Fund	\$ 22,985	\$ 87,762	\$ 14,730	\$ 70,272
10 - Transportation Development Act	\$ 6,413	\$ 20,187	\$ 4,709	\$ 18,134
11 - General Benefit Lighting	\$ 2,289	\$ 14,203	\$ 1,484	\$ 10,924
12 - Local Benefit Lighting	\$ 2,298	\$ 14,203	\$ 1,473	\$ 10,924
14 - TransNet	\$ 6,290	\$ 11,341	\$ 3,832	\$ 9,591
15 - Sanitation District	\$ 87,342	\$ 209,771	\$ 55,975	\$ 178,201
21 - Integrated Waste Reduction Fund	\$ 2,903	\$ 12,910	\$ 2,061	\$ 10,725
22 - Wildflower Assessment District	\$ -	\$ 4,341	\$ -	\$ 3,117
23 - Serious Traffic Offender Program	\$ -	\$ -	\$ -	\$ -
26 - Storm Water Program Fund	\$ 1,694	\$ 2,471	\$ 590	\$ 1,771
Total Funding	\$ 339,552	\$ 652,828	\$ 333,089	\$ 523,787

Personnel	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Assistant City Manager/Public Works Director	1.00	1.00	1.00	0.00
Public Works Director	1.00	1.00	1.00	1.00
Public Works Secretary	1.00	1.00	1.00	0.00
Public Works Admin & Ops Manager	0.00	1.00	0.00	0.00
Administrative Office Coordinator	0.00	0.00	0.00	1.00
Total Personnel	3.00	4.00	3.00	2.00

PUBLIC WORKS - ENGINEERING OVERVIEW

Department Function

Protecting the environmental and technical interest of residents and visitors in the Lemon Grove community through professional review and inspection of grading and improvement plans, including hydrology, water quality, and soils for private development projects.

SUMMARY OF EXPENDITURES BY TYPE

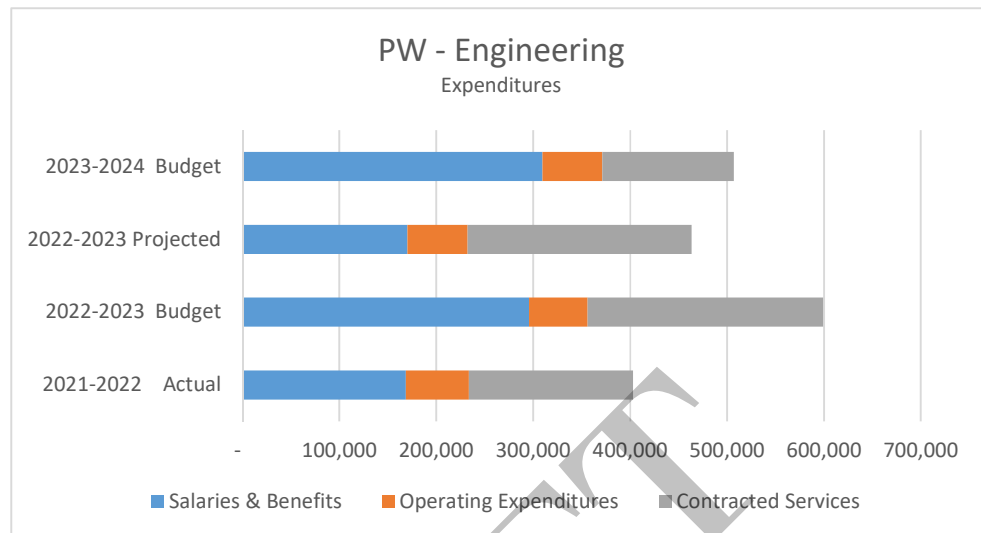
Expenditure Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Salaries & Benefits	168,538	295,600	170,222	309,472
Operating Expenditures	65,075	60,250	62,133	61,948
Contracted Services	169,369	243,200	231,131	135,450
Capital Expenditures	-	-	-	-
Total Expenditures	\$ 402,982	\$ 599,050	\$ 463,486	\$ 506,870

ACCOUNT DETAIL FOR THE DEPARTMENT OF PUBLIC WORKS, ENGINEERING DIVISION

Account Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Salaries	133,792	165,437	127,972	180,084
Overtime	1,056	-	-	250
Extra Help	-	8,000	-	8,000
Health Benefits	4,432	24,000	4,652	24,000
Health Benefits- Retirees	1,224	1,224	1,224	1,224
Workers Compensation Insurance	2,418	2,400	4,022	5,069
Medicare	1,941	2,399	3,952	2,611
Life Insurance	46	194	34	194
Long Term Disability	81	339	53	339
Retirement	23,548	91,607	28,313	87,700
SALARIES & BENEFITS	168,538	295,600	170,222	309,472
Advertising	-	100	-	-
Computer Maintenance	11,458	11,000	9,382	11,000
Copier Service	1,245	1,300	627	1,300
Fuel	1,804	2,000	1,002	2,000
Insurance- Liability	10,130	10,200	15,363	10,820
Insurance- Property	3,115	3,300	5,669	4,628
Mileage	-	150	-	-
Office Supplies	1,805	2,200	2,142	2,200
Utilities- Traffic Signal	32,590	27,000	25,589	27,000
Utilities- Telephone	2,372	2,500	1,852	2,500
Utilities- Water	557	500	506	500
OPERATING EXPENDITURES	65,075	60,250	62,133	61,948
Development Support	5,386	8,200	2,689	8,200
Professional Services	139,716	105,000	122,810	127,250
Sidewalk Master Plan	24,266	130,000	105,632	-
CONTRACTED SERVICES	169,369	243,200	231,131	135,450
TOTAL ENGINEERING EXPENDITURES	\$ 402,982	\$ 599,050	\$ 463,486	\$ 506,870

Significant Changes

The budget for the Public Works Engineering Division has remained consistent for the past couple of years. The projects scheduled in FY21/22 have been carried over to FY22/23, creating a decrease in expenditures. The FY21/22 budget has been carried forward to add to the FY22/23 project budgeted costs.



Budget by Funding Source

Funding Source	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
01 - General Fund	\$ 295,422	\$ 396,150	\$ 360,836	\$ 295,757
02 - Highway User Tax Fund	\$ 39,719	\$ 66,726	\$ 38,485	\$ 80,893
10 - Transportation Development Act	\$ 680	\$ 1,562	\$ 630	\$ 1,236
11 -General Benefit Lighting	\$ 4,225	\$ 9,088	\$ 3,953	\$ 7,893
12 -Local Benefit Lighting	\$ 4,225	\$ 9,088	\$ 3,954	\$ 7,893
14 - TransNet	\$ -	\$ -	\$ -	\$ -
15 - Sanitation District	\$ 58,710	\$ 116,436	\$ 55,629	\$ 113,198
21 - Integrated Waste Reduction Fund	\$ -	\$ -	\$ -	\$ -
22 - Wildflower Assessment District	\$ -	\$ -	\$ -	\$ -
23 - Serious Traffic Offender Program	\$ -	\$ -	\$ -	\$ -
26 - Storm Water Program Fund	\$ -	\$ -	\$ -	\$ -
Total Funding	\$ 402,982	\$ 599,050	\$ 463,486	\$ 506,870

Personnel	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Engineering Inspector	1.00	1.00	1.00	1.00
SR Management Analyst	1.00	1.00	1.00	0.50
Total Personnel	2.00	2.00	2.00	1.50

PUBLIC WORKS - STREETS OVERVIEW

Department Function

Maintaining the reliability of the Lemon Grove roadways and alleys, sidewalks, storm drain structures, street signs, street lights, and other street related services.

SUMMARY OF EXPENDITURES BY TYPE

Expenditure Description	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Budget	Projected	Budget
Salaries & Benefits	508,861	370,246	437,547	454,576
Operating Expenditures	141,895	165,450	132,021	280,423
Contracted Services	17,877	119,700	32,923	14,700
Capital Expenditures	306,416	939,333	612,182	-
Total Expenditures	\$ 975,050	\$ 1,594,729	\$ 1,214,673	\$ 749,699

ACCOUNT DETAIL FOR THE DEPARTMENT OF PUBLIC WORKS, STREETS DIVISION

Account Description	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Budget	Projected	Budget
Salaries	393,093	242,274	312,522	278,301
Overtime	28,620	7,000	28,807	7,000
Health Benefits	20,247	58,800	27,544	60,000
Health Benefits - Retirees	191	-	459	460
Workers Compensation Insurance	5,812	6,000	9,916	7,834
Medicare	6,259	3,356	5,481	4,035
Life Insurance	132	476	156	486
Long Term Disability	208	831	262	848
Retirement	54,299	51,510	52,400	95,612
SALARIES & BENEFITS	508,861	370,246	437,547	454,576
Computer Maintenance	2,335	2,800	2,637	2,800
Cost Recovery	-	-	-	30,000
Equipment Rental	4,902	12,000	7,956	10,000
Fuel	21,603	14,400	17,862	14,400
Graffiti Cleanup Supplies	1,700	1,400	1,492	1,400
Herbicides/Pesticides	620	750	-	750
Insurance-Liability	10,130	10,200	15,363	10,820
Insurance-Property	1,300	3,500	5,669	4,628
Membership and Dues	-	100	-	225
Office Supplies	-	100	210	100
Pavement Markings	-	1,000	-	1,000
Permit Expenses	515	1,000	822	7,000
Protective Clothing	-	600	659	6,700
Repair and Maintenance-Equipment	26,035	25,000	16,045	28,000
Repair and Maintenance-Sidewalk	5,000	3,500	-	5,000
ADA Ramp Replacement	-	-	-	32,000
Repair and Maintenance-Storm Drain	1,296	10,000	-	22,000
Repair and Maintenance-Vehicles	20,141	20,000	24,935	22,000
Tools and Supplies	9,752	12,000	10,668	32,000
Training	-	1,800	-	12,500
Utilities-Gas and Electric	2,014	2,300	2,051	1,800
Utilities-Telephone	3,146	10,000	2,479	2,300
Utilities-Water	31,406	33,000	23,172	33,000

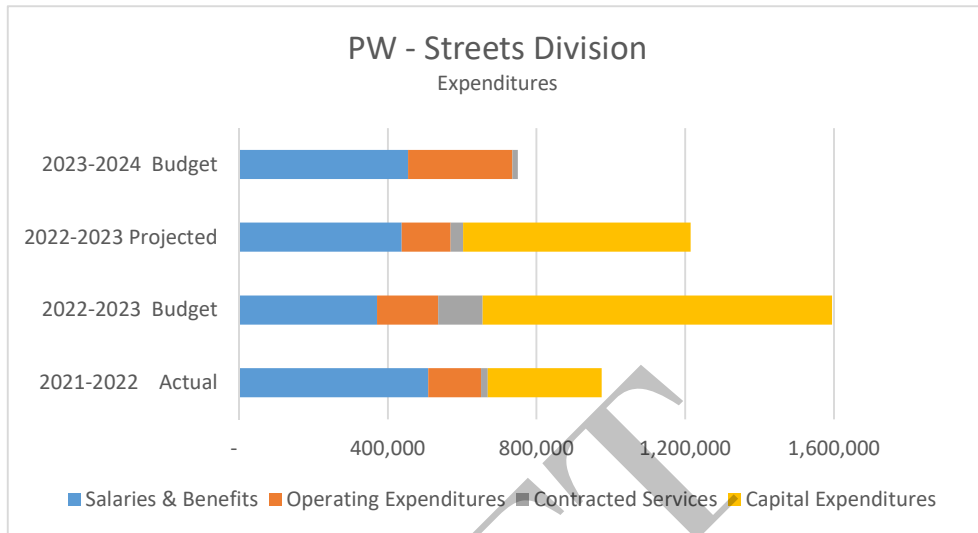
OPERATING EXPENDITURES	141,895	165,450	132,021	280,423
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Account Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Contractual Services	3,590	2,000	7,519	2,000
Professional Services	-	105,000	-	-
Street Sweeping	14,287	12,700	25,405	12,700
CONTRACTED SERVICES	17,877	119,700	32,923	14,700
LG Realignment	447	-	-	-
St Improvements	-	700,000	612,182	-
McKnight & Mt Vernon Repair	305,969	-	-	-
Crane & Golden Rehab	-	239,333	-	-
69th St Joint Paving with San Diego	-	-	-	-
CAPITAL EXPENDITURES	306,416	939,333	612,182	-
TOTAL STREETS EXPENDITURES	\$ 975,050	\$ 1,594,729	\$ 1,214,673	\$ 749,699

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Significant Changes

The budget for the Public Works Streets Division fluctuated for the past couple of years. The projects scheduled in FY21/22 have been carried over to FY22/23, creating a decrease in expenditures. McKnight & Mt Vernon projects is completed and will not continue next FY. The remaining projects have been delayed, due to varying reasons, until FY23/24.



Budget by Funding Source

Funding Source	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Budget	Projected	Budget
01 - General Fund	\$ 598,675	\$ 1,322,579	\$ 929,303	\$ 405,446
02 - Highway User Tax Fund	\$ 196,361	\$ 181,967	\$ 167,318	\$ 220,101
10 - Transportation Development Act	\$ 7,369	\$ -	\$ 3,780	\$ -
11 -General Benefit Lighting	\$ 7,369	\$ -	\$ 3,780	\$ -
12 -Local Benefit Lighting	\$ 7,369	\$ -	\$ 3,780	\$ -
14 - TransNet	\$ 23,886	\$ 17,398	\$ 14,396	\$ 36,295
15 - Sanitation District	\$ 128,127	\$ 72,786	\$ 87,781	\$ 87,856
21 - Integrated Waste Reduction Fund	\$ 5,895	\$ -	\$ 3,024	\$ -
22 - Wildflower Assessment District	\$ 2,947	\$ -	\$ 1,512	\$ -
23 - Serious Traffic Offender Program	\$ -	\$ -	\$ -	\$ -
26 - Storm Water Program Fund	\$ -	\$ -	\$ -	\$ -
Total Funding	\$ 977,997	\$ 1,594,729	\$ 1,214,673	\$ 749,699

Personnel	2021-2022	2022-2023	2022-2023	2023-2024
	Actual	Budget	Projected	Budget
Public Works Admin & Ops Manager	1.00	0.00	1.00	0.00
Public Works Superintendent	0.00	0.00	1.00	1.00
Street Supervisor	1.00	1.00	1.00	1.00
Streets Crew Lead	0.00	0.00	0.00	1.00
Street Technician I	2.00	2.00	2.00	2.00
Street Technician II	2.00	2.00	2.00	3.00
Maintenance Service Worker	1.00	1.00	1.00	1.00
Total Personnel	7.00	6.00	8.00	9.00

PUBLIC WORKS - GROUNDS DIVISION OVERVIEW

Department Function

Providing constituents a better outdoor leisure activities. Helping improve the communities outdoor environment by maintaining and improving the green spaces, hardscapes, and playgrounds, for the City of Lemon Grove's City Parks.

SUMMARY OF EXPENDITURES BY TYPE

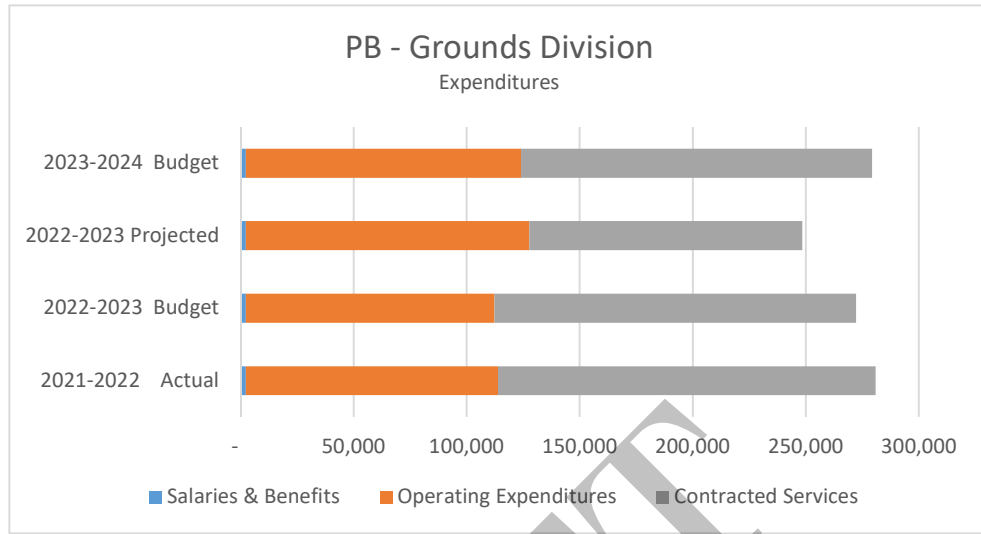
Expenditure Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Salaries & Benefits	2,295	2,295	2,295	2,295
Operating Expenditures	111,571	110,000	125,511	121,700
Contracted Services	167,018	160,000	120,656	155,300
Capital Expenditures	-	-	-	-
Total Expenditures	\$ 280,884	\$ 272,295	\$ 248,462	\$ 279,295

ACCOUNT DETAIL FOR THE DEPARTMENT OF PUBLIC WORKS, GROUNDS DIVISION

Account Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Health Benefits-Retirees	2,295	2,295	2,295	2,295
SALARIES & BENEFITS	2,295	2,295	2,295	2,295
Lighting Maintenance	4,144	3,300	34,280	8,000
Maintenance-Supplies	10,667	12,000	7,650	19,000
Utilities-Gas and Electric	7,917	7,400	5,338	7,400
Utilities-Telephone	2,042	2,300	1,473	2,300
Utilities-Water	86,800	85,000	76,770	85,000
OPERATING EXPENDITURES	111,571	110,000	125,511	121,700
Contractual Services	137,464	125,000	93,970	110,300
Tree Maintenance	29,554	35,000	26,685	45,000
CONTRACTED SERVICES	167,018	160,000	120,656	155,300
TOTAL GROUNDS EXPENDITURES	\$ 280,884	\$ 272,295	\$ 248,462	\$ 279,295

Significant Changes

The budget for the Public Works Grounds Division fluctuated each year based on community usage of parks. Additionally, organic growth dictates the need for ground maintenance and can change dramatically depending on rainfall and other weather conditions.



Budget by Funding Source

Funding Source	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
01 - General Fund	\$ 280,884	\$ 272,295	\$ 248,462	\$ 279,295
02 - Highway User Tax Fund	\$ -	\$ -	\$ -	\$ -
10 - Transportation Development Act	\$ -	\$ -	\$ -	\$ -
11 - General Benefit Lighting	\$ -	\$ -	\$ -	\$ -
12 - Local Benefit Lighting	\$ -	\$ -	\$ -	\$ -
14 - TransNet	\$ -	\$ -	\$ -	\$ -
15 - Sanitation District	\$ -	\$ -	\$ -	\$ -
21 - Integrated Waste Reduction Fund	\$ -	\$ -	\$ -	\$ -
22 - Wildflower Assessment District	\$ -	\$ -	\$ -	\$ -
23 - Serious Traffic Offender Program	\$ -	\$ -	\$ -	\$ -
26 - Storm Water Program Fund	\$ -	\$ -	\$ -	\$ -
Total Funding	\$ 280,884	\$ 272,295	\$ 248,462	\$ 279,295

PUBLIC WORKS - FACILITIES DIVISION OVERVIEW

Department Function

Providing maintenance to all City facilities. Prolonging the life expectancy of buildings and fixtures through regular maintenance and repair.

SUMMARY OF EXPENDITURES BY TYPE

Expenditure Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Salaries & Benefits	149,256	284,637	211,475	240,972
Operating Expenditures	95,904	110,900	103,950	64,908
Capital Expenditures	51,723	30,100	199	30,100
Total Expenditures	\$ 296,883	\$ 425,637	\$ 315,624	\$ 447,280

ACCOUNT DETAIL FOR THE DEPARTMENT OF PUBLIC WORKS, FACILITIES DIVISION

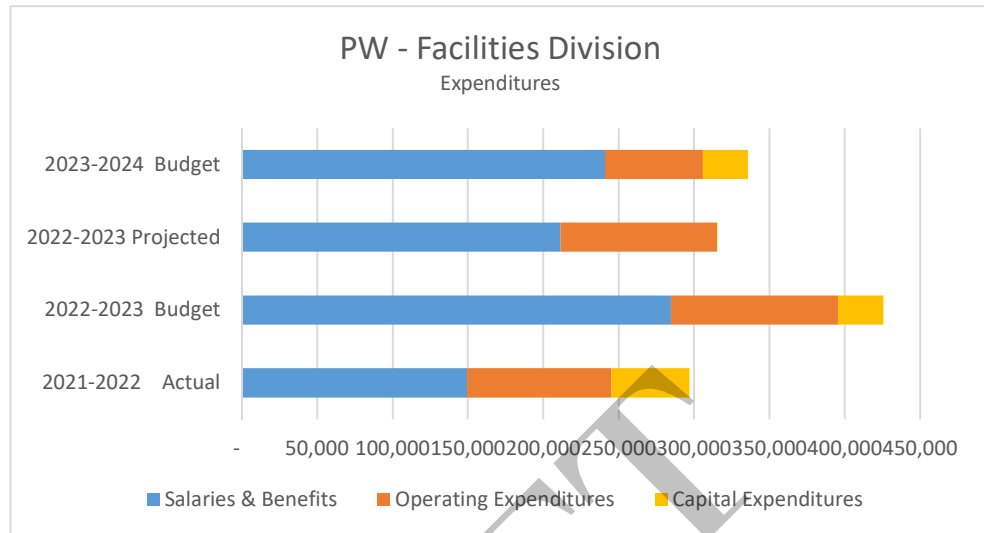
Account Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Salaries	105,545	174,489	142,488	170,159
Overtime	8,143	10,000	21,145	10,000
Health Benefits	16,035	40,800	20,861	36,000
Health Benefits-Retirees	3,366	3,366	3,366	3,366
Workers Compensation Insurance	5,812	6,000	9,401	4,790
Medicare	1,871	2,501	2,849	2,467
Life Insurance	166	330	241	292
Long Term Disability	288	577	415	509
Retirement	8,030	46,573	10,709	13,390
SALARIES & BENEFITS	149,256	284,637	211,475	240,972
Computer Maintenance	1,167	1,500	1,319	1,500
Equipment Rental	640	500	2,342	1,000
Fuel	4,417	3,700	5,163	3,700
Insurance-Liability	10,130	10,200	15,363	10,820
Insurance-Property	3,738	3,900	6,803	5,553
Maintenance-Services	28,494	36,200	29,449	-
Maintenance-Supplies	16,449	31,000	12,215	31,000
Memberships and Dues	-	-	-	135
Office Supplies	-	-	189	100
Protective Clothing	-	-	-	3,500
Repair and Maintenance	22,535	16,300	22,383	-
Repair and Maintenance-ADA	-	-	-	-
Repair and Maintenance-Equipment	913	1,600	1,255	1,600
Tools and Supplies	2,852	2,100	2,935	2,100
Utilities-Gas and Electric	2,014	1,800	2,051	1,800
Utilities-Telephone	2,482	1,900	2,424	1,900
Utilities-Water	74	200	60	200
OPERATING EXPENDITURES	95,904	110,900	103,950	64,908
Contractual Services	-	-	-	111,300
CONTRACTED SERVICES	-	-	-	111,300

Account Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Fire Station Drainage	-	20,000	-	20,000
Rec Center Roof Replacement	44,475	-	-	-
Park Improvements	7,248	10,100	199	10,100
CAPITAL EXPENDITURES	51,723	30,100	199	30,100
TOTAL FACILITIES EXPENDITURES	\$ 296,883	\$ 425,637	\$ 315,624	\$ 447,280

DRAFT

Significant Changes

The budget for the Public Works Facilities Division fluctuated each year based on Capital Projects, otherwise the expenditures remain flat. In FY21/22 some planned projects were delayed and will be rescheduled in upcoming years.



Budget by Funding Source

Funding Source	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
01 - General Fund	\$ 314,280	\$ 377,635	\$ 315,624	\$ 402,717
02 - Highway User Tax Fund	\$ -	\$ -	\$ -	\$ -
10 - Transportation Development Act	\$ -	\$ -	\$ -	\$ -
11 -General Benefit Lighting	\$ -	\$ -	\$ -	\$ -
12 -Local Benefit Lighting	\$ -	\$ -	\$ -	\$ -
14 - TransNet	\$ -	\$ -	\$ -	\$ -
15 - Sanitation District	\$ 28,906	\$ 48,002	\$ -	\$ 44,563
21 - Integrated Waste Reduction Fund	\$ -	\$ -	\$ -	\$ -
22 - Wildflower Assessment District	\$ -	\$ -	\$ -	\$ -
23 - Serious Traffic Offender Program	\$ -	\$ -	\$ -	\$ -
26 - Storm Water Program Fund	\$ -	\$ -	\$ -	\$ -
Total Funding	\$ 343,186	\$ 425,637	\$ 315,624	\$ 447,280

Personnel	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Facilities Supervisor	1.00	1.00	1.00	1.00
Facility Technician I	1.00	1.00	1.00	1.00
Facility Technician II	1.00	1.00	1.00	1.00
Maintenance Service Worker	0.00	0.00	0.00	0.50
Total Personnel	3.00	3.00	3.00	3.50

NON-DEPARTMENTAL OVERVIEW

Function

Identifies activities and programs for the operation and general benefit of the City of Lemon Grove that is not otherwise associated to a particular department.

SUMMARY OF EXPENDITURES BY TYPE

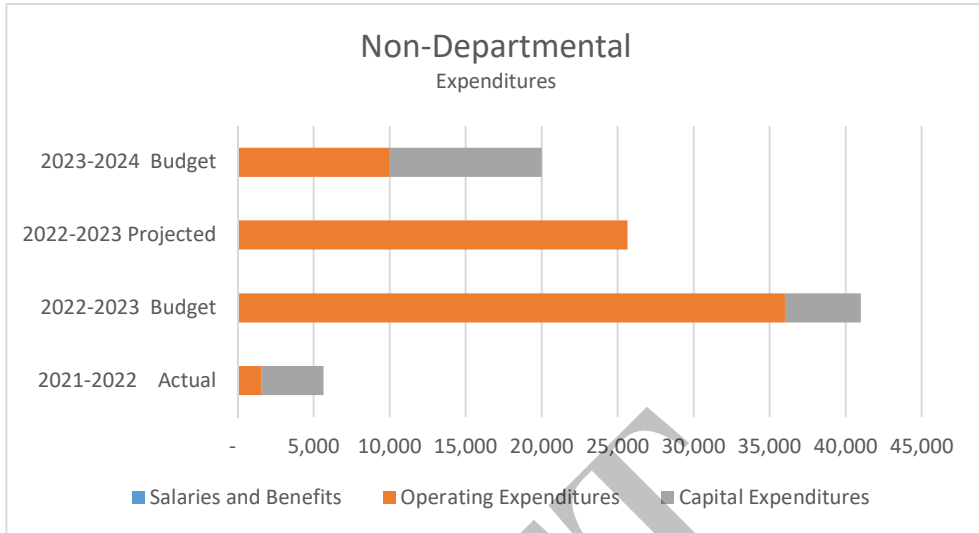
Expenditure Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Salaries and Benefits	-	-	-	-
Operating Expenditures	1,527	36,000	25,645	10,000
Contracted Expenses	8,571	50,000	50,000	50,000
Capital Expenditures	4,117	5,000	-	10,000
Total Expenditures	\$ 14,215	\$ 91,000	\$ 75,645	\$ 70,000

ACCOUNT DETAIL FOR NON-DEPARTMENTAL

Account Description	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
COVID Overtime	-	-	-	-
Medicare	-	-	-	-
Retirement	-	-	-	-
Unemployment COVID	-	-	-	-
SALARIES & BENEFITS	-	-	-	-
Emergency Contractual Services	216	-	-	-
General Election	-	35,000	25,645	10,000
Misc. Expenditures	-	1,000	-	-
Emergency Protective Gear	-	-	-	-
Reopening Materials & Supplies	1,311	-	-	-
OPERATING EXPENDITURES	1,527	36,000	25,645	10,000
Professional Services	8,571	50,000	50,000	50,000
CONTRACTED SERVICES	\$ 8,571	\$ 50,000	\$ 50,000	\$ 50,000
Equip Replacement - Fire	4,117	-	-	-
Equip Replacement - IT	-	5,000	-	10,000
CAPITAL EXPENDITURES	4,117	5,000	-	10,000
TOTAL NON-DEPARTMENTAL EXPENDITURES	\$ 14,215	\$ 91,000	\$ 75,645	\$ 70,000

Significant Changes

The budget for Non-Departmental expenses fluctuates each year based on activities, special events, and projects. The primary factor in the FY23 change is related to election activity. While election costs span two fiscal years, the majority of expenses occur in the fiscal year prior to the candidates taking office, as the candidates begin filing in the even years and the



Budget by Funding Source

Funding Source	2021-2022 Actual	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
01 - General Fund	\$ 14,215	\$ 91,000	\$ 75,645	\$ 70,000
02 - Highway User Tax Fund	\$ -	\$ -	\$ -	\$ -
10 - Transportation Development Act	\$ -	\$ -	\$ -	\$ -
11 - General Benefit Lighting	\$ -	\$ -	\$ -	\$ -
12 - Local Benefit Lighting	\$ -	\$ -	\$ -	\$ -
14 - TransNet	\$ -	\$ -	\$ -	\$ -
15 - Sanitation District	\$ -	\$ -	\$ -	\$ -
21 - Integrated Waste Reduction Fund	\$ -	\$ -	\$ -	\$ -
22 - Wildflower Assessment District	\$ -	\$ -	\$ -	\$ -
23 - Serious Traffic Offender Program	\$ -	\$ -	\$ -	\$ -
26 - Storm Water Program Fund	\$ -	\$ -	\$ -	\$ -
Total Funding	\$ 14,215	\$ 91,000	\$ 75,645	\$ 70,000

Dear City Council Members,

As a public health educator, I recognize the expansion of THC/marijuana and other drugs have overwhelmed our communities and have become a regular part of our culture. This new age of industrialized THC allows predatory practices and well-funded campaigns to target vulnerable populations with minimal accountability.

The public is being deceived regarding marijuana products and their effects like cannabis use disorder and cannabis-induced psychosis. No matter how much the drug culture expands. It's important we educate about the health and environmental dangers of marijuana and the drug culture expansion by providing support for families based on lived experiences and science-based data.

Families are under-educated and have minimal tools and resources to prevent, manage, or recover from the impacts of cannabis addiction, psychosis, toxicity, and other destructive behaviors.

Our policy makers are consistently hearing from drug advocates and lobbyists, but it feels like they're not listening to their constituency who do not need or want more pot shops in their community.

Thank you,
Barbara Gordon



City of Lemon Grove

WELCOME TO THE CITY COUNCIL MEETING OF JUNE 6, 2023

BEFORE THE START OF THE MEETING

PLEASE SILENCE YOUR CELL PHONES

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHANGES TO THE AGENDA



GET OUT THERE

2023 *San Diego County Fair*

June 7 – July 4
Del Mar Fairgrounds

sdfair.com



**Exploring
Our County**

Get Out There Theme Exhibit



- Track the footprints left by wildlife through each of San Diego County's distinct and diverse ecosystems, and you'll discover flora, fauna and critters native to each area. Visit with park rangers, surfers and naturalists to discover why it's great fun to "Get Out There" and explore our county.

- Beaches & Ocean
- Camping & Picnic
- Deserts & Dunes
- Parks & Recreation
- Rivers & Lakes
- Mountains & Forests

Get Out There Challenge



- In collaboration with California State Parks and County of San Diego Parks & Recreation
- Encourages San Diegans to explore regional parks and outdoor activities:
 - Visit 1–3 parks or recreation areas and take selfies
 - Upload photos to social media with the hashtag #getoutthere
 - Visit Welcome Center at the Fair and pick up a "Get Out There" Challenge pin
 - Look for your photo on the Fair's big screen
 - Check your email July 5 for the announcement of grand prize



**Exploring
Our Fair**

 **TOYOTA**
SUMMER *Concert Series*
ON THE  **GRANDSTAND STAGE**



Train
June 7



Kevin Hart
June 9



La Adictiva
June 11



Carly Pearce
June 14



Lynyrd Skynyrd
June 17



Grupo Bronco
June 18



Boyz II Men
June 22



**Stephen Marley
with Hirie**
June 24



Los Tigres del Norte
June 25



Nelly
June 28



**Elle King
& Randy Houser**
June 29



Alabama
July 1



Switchfoot
July 3



Fireworks
July 4

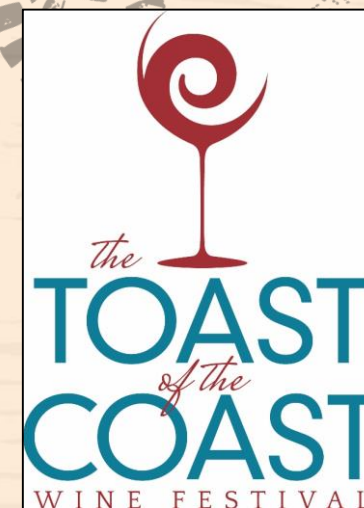


- June 7—Kalimba (Earth, Wind & Fire tribute)
- June 8—L.A.vation (U2 tribute)
- June 9—Symphonic Sinatra (Matinee at 4pm)
- June 10—Scarlet Opera
- June 11—Best of Both Worlds (Van Halen Tribute)
- June 14—Springsteen Experience (Bruce Springsteen tribute)
- June 15—Core (Stone Temple Pilots tribute)
- June 16—Super Diamond (Matinee at 4pm)
- June 17—Dr. Crüe
- June 18—NIRVANISH (Nirvana tribute)
- June 21—Vegas McGraw
- June 22—The Fab Four
- June 23—Eagle Eyes
- June 24—Myron Butler w/special guest Kelontae Gabin
- June 25—I am King (Michael Jackson tribute)
- June 28—Mariachi Rock Revolution
- June 29—Taken by the Sky (Fleetwood Mac tribute)
- June 30—Hysteria (Def Leppard tribute)
- July 1—Woody and the Longboards
- July 2—Jorge Medina w/opener
- July 3—The Green
- July 4—Kiss the Sky (Jimi Hendrix tribute)

Camp Schedule: Festivals



San Diego International Beer Festival + Distilled
July 1



The Toast of the Coast
Wine Festival
June 17



Out at the Fair
June 10



Bluegrass Day at the Fair
June 11



Asian & Pacific
Islander Festival
June 17



Gospel Festival
June 24

Discovering Agriculture



The Farm



California Grown



Livestock



**Paul Ecke Jr.
Flower & Garden
Show**

**The Horse Show
Experience**





**Earning
Badges**



Fine Art



Gems & Minerals



Design in Wood



Photography



Home Made



Youth Engagement



Student Showcase / Best of Pre-K—6



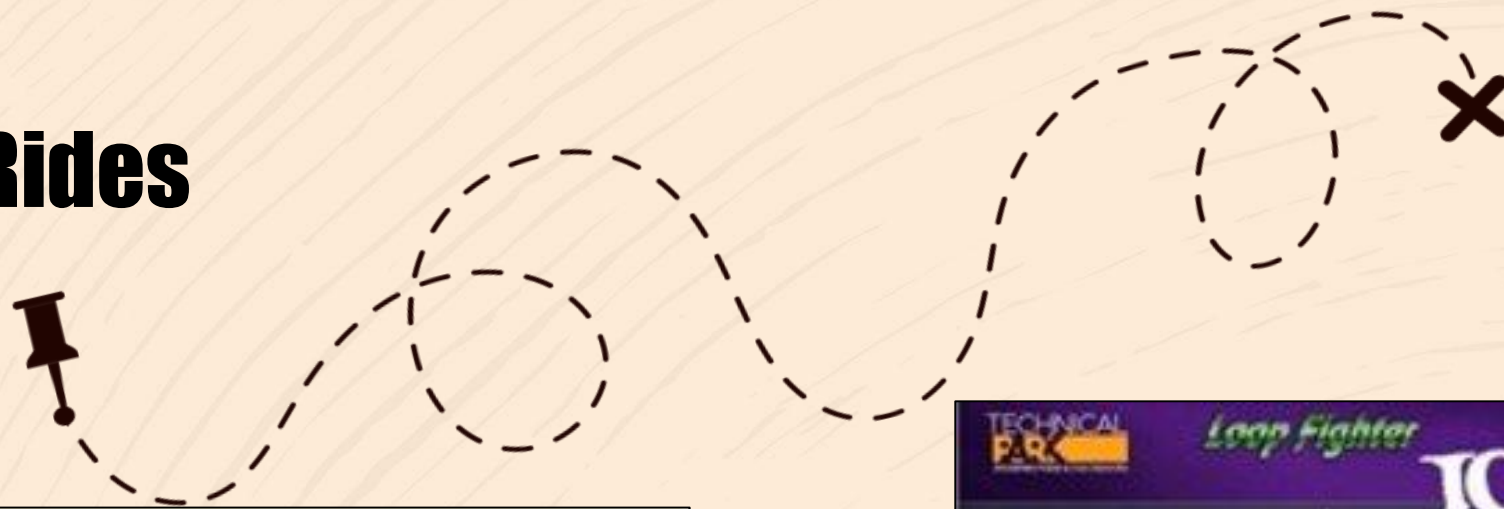
Plant * Grow * Eat





**Adventures in
Rides & Food!**

New Rides



Medusa



Joker 360°

New Food



**Deep Fried
Chicken Potstickers
rolled in Hot Cheetos**



Tasti Papas Locas



**Peanut Butter & Jelly
Fried Chicken Sandwich**



**1-lb. Block of Fried
Mozzarella**



**Cheese on a stick
stuffed with jalapeno
poppers, cheese curds,
chili**

New Food



The Mermaid Float



**Heart-shaped
Funnel Cake**



**Coconut Shrimp
in a Coconut**



**Hot Cheeto Chicken
on a Stick**



**Blazing Your Trail
to the Fair!**

Parking options

- **Torrey Pines High School:** Free, with free shuttle service
- **Horsepark:** \$10, with free shuttle service
- **General parking (online):** \$15
- **General parking (on-site):** \$20
- **Preferred parking:** \$50



Transit option: Fair Tripper

Includes Fair admission AND a round-trip ride on NCTD's COASTER, SPRINTER or BREEZE and/or MTS bus or trolley.

Only available same-day on vending machines at the stations or the Pronto App.

Wednesday-Thursday

- \$15 Adult
- \$12 Senior & Youth

Friday-Sunday

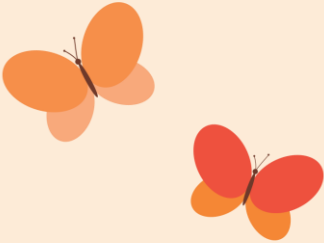
- \$20 Adult
- \$17 Senior & Youth





**Park
Entry Fees**

Admission



	Wed, Thurs, & Mon, July 3	Fri	Sat, Sun, & Tue, July 4
General Admission (age 13–61)	\$15	\$20	\$20
Senior (age 62+)	\$12	\$17	\$17
Youth (age 6–12)	\$12	Free!	\$17
Children 5 and younger	Free!	Free!	Free!



Deals & Discounts

- **Albertsons:** Save \$3 on general admission with online code
- **O'Reilly Auto Parts:** Two tickets for \$20, Wednesday or Thursday
- **Northgate Markets:** Save \$10 on Hispanic concerts
- **BlastPass:** Save big on ride tickets any day – advance purchase available online
- **Pay-One-Price Ride Days:** Every Wednesday and Thursday
 - **Pepsi:** Save \$5 on wristband with coupons at **7-Eleven/Speedway**





**Attention
Campers!**

Street Banner Program

- First time back since 2019 Fair
- Part of the Fair's Community Outreach Program
- In partnership with cities, business improvement districts, other community groups
- 17 communities in 2023
- Lemon Grove: 27 participants, 30 banners



2023 Street Banner Program

- Fair provides banner artwork, photography, printing, installation
- Partners invite community members, provide banner spaces
- Banners are installed starting mid-May, removed after Fair ends
- Banners are provided to communities for distribution among participants



San Diego County Fair



GET OUT THERE

JUNE 7 - JULY 4



San Diego County Fair



GET OUT THERE

SDFAIR.COM



San Diego County Fair



GET OUT THERE

JUNE 7 - JULY 4



San Diego County Fair



GET OUT THERE

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San Diego County Fair



GET OUT THERE

JUNE 7 - JULY 4



**San Diego
County Fair**



GET OUT THERE

JUNE 7 - JULY 4



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County Fair**



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County Fair**



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JUNE 7 - JULY 4



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**San Diego
County Fair**



GET OUT THERE

JUNE 7 - JULY 4





GET OUT THERE

2023 *San Diego County Fair*

June 7 – July 4
Del Mar Fairgrounds

sdfair.com

PUBLIC COMMENT

- Please fill out and submit a speaker slip to the City Clerk **BEFORE** the item on the agenda has been heard at the City Council Meeting to address the Council.
- Speaker slips are located at the entrance of the Chambers.

ALL SPEAKER RELATING TO PUBLIC COMMENT WILL HAVE 3 MINUTES TO ADDRESS COUNCIL UNLESS OTHERWISE INDICATED BY THE MAYOR.

CONSENT CALENDAR

2. PUBLIC HEARING

Conditional Use Permit CUP-230-0001 to Renew a Conditional Use Permit for an Existing Cannabis Retail Dispensary at 6470 Federal Boulevard in the Light Industrial Zone.



State Route 94

Project Site:
6470 Federal Boulevard

Federal Boulevard

Cannabis CUP History on the Site:

11/08/2016	Voters in the City of Lemon Grove passed Measure V allowing MMDs.
06/19/2018	Conditional Use Permit (CUP) Approving Dispensary a. Condition - CUP expires in one year b. Condition - Renewal required every three years
06/18/2019	CUP One-Year Extension Approved
03/12/2020	Dispensary Building Permit Final Approval (Occupancy)
02/16/2023	CUP Renewal Application Submitted

Request:

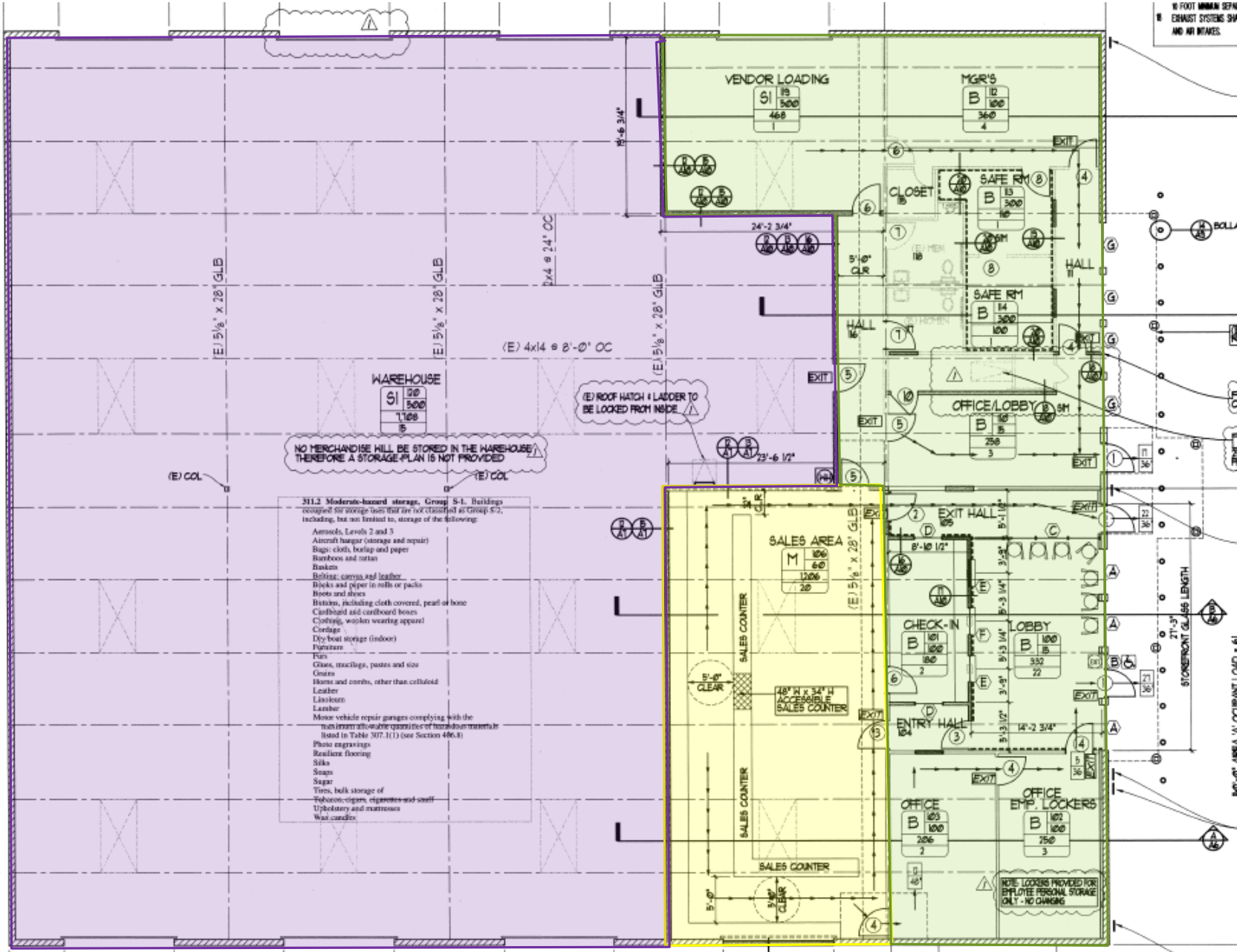
- The applicant is requesting a five-year renewal of the CUP until March 12, 2028.
 - Staff recommends a three-year renewal of the CUP.
- The applicant believes that they have demonstrated compliance with the CUP and LGMC.

6470 Federal Boulevard





6 FOOT MINIMUM SEPARATION
 EXHAUST SYSTEMS SHW
 AND AIR INTAKES.



311.2 Moderate-hazard storage, Group S-1. Buildings occupied for storage uses that are not classified as Group S-2, including, but not limited to, storage of the following:

- Armchairs, Levels 2 and 3
- Aircraft hangar (storage and repair)
- Bags: cloth, booting and paper
- Bamboo and cane
- Baskets
- Belting, canvas and leather
- Books and paper in rolls or packs
- Boots and shoes
- Buttons, including cloth covered, pearl or bone
- Cashboard and cardboard boxes
- Clothing, wooden wearing apparel
- Carriage
- Dry boat storage (indoor)
- Pyrexware
- Tires
- Glass, marbles, plates and size
- Coats
- Horns and combs, other than celluloid
- Leathers
- Litholun
- Lumber
- Motor vehicle repair garages complying with the multi-tenant accessibility requirements for handicapped materials listed in Table 307.1(1) (see Section 406.8)
- Photo engravings
- Resilient flooring
- Silks
- Soups
- Sugar
- Tires, bulk storage of
- Tobacco: cigars, cigarettes and snuff
- Typewriters and matrices
- Wool carded

Federal Boulevard

NOTE: LOCKERS PROVIDED FOR EMPLOYEE PERSONAL STORAGE ONLY - NO CHANGING



**SMOKING, INGESTING OR
CONSUMING MEDICAL
MARIJUANA ON THESE
PREMISES OR THE VICINITY OF
THE DISPENSARY IS PROHIBITED**

**PERSONS UNDER THE
AGE OF 18 ARE
PROCLUDED FROM
ENTERING THE
PREMISES**

**UNAUTHORIZED VEHICLES PARKED
IN DESIGNATED ACCESSIBLE
SPACES NOT DISPLAYING
DISTINGUISHING PLACARDS OR
SPECIAL LICENSE PLATES ISSUED
FOR PERSONS WITH DISABILITIES
WILL BE TOWED AWAY
AT THE OWNER'S EXPENSE**

**TOWED VEHICLES
MAY BE RECLAIMED AT **EWB**
OR BY TELEPHONING**

**THE Boulevard
DISPENSARY**

**SLOW
DOWN**

**SPEED LIMIT
5 MPH**

City / Agency Comments

Sheriff's Department

- No Comments on Application
- Two reported incidents from 1/2022 to 3/2022
 - Assault w/ deadly weapon 4/24/22
 - Car locked behind gate no Sheriff response required

Planning / Code Enforcement

- 8/22/22 Compliance Inspection – Drug Paraphernalia being sold
- 4/20/23 Compliance Inspection – Dispensary cited for display / selling live plants and banner on fence
- 5/5/23 Compliance Inspection – Full site and building inspection conducted for this application
- 6/5/23 Annual performance review report provided

Heartland Fire & Rescue Prevention Bureau / City Engineering Department

- No comments

Inspection observations

- Unrestricted access to inspect the dispensary provided.
- Building façade and landscaping well maintained.
- Uniformed security present & security cameras operational.
- No loitering customers were observed.
- Background checks for new employees requested regularly.

Conclusion

- The dispensary has substantially complied with conditions of approval.
- Operator has been responsive and has not had reoccurring violations.
- CUP findings not required to approve the renewal.

Recommendation:

1. Conduct the Public Hearing;
2. Receive Public Comment; and
3. Adopt a Resolution approving CUP No. CUP-230-0001 a renewal of CUP-170-0001 located at 6470 Federal Boulevard.

REPORTS TO COUNCIL

Lemon Grove City Council 2023-24 Priorities and Work Plan

June 6, 2023

Lydia Romero, City Manager



BACKGROUND

- ▶ Workshop May 11, 2023
- ▶ Added est. costs, staff time and est. time frame
- ▶ Discuss and Adopt Priorities for FY 23-24
- ▶ Funding will be added to the FY 23-24 Budget



2023-24 COUNCIL PRIORITIES WORKSHOP

▶ Multi Voting Exercise

- ▶ City Council
- ▶ Residents

▶ Staff recommendations (highlighted)

- ▶ Estimate budget costs
- ▶ Estimate of staff time
- ▶ Estimate time frame

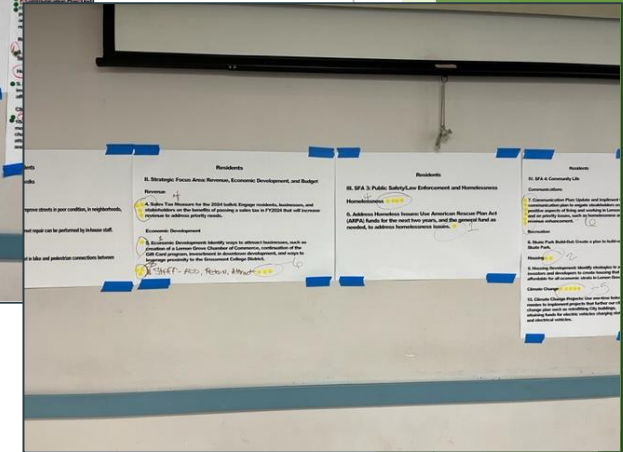
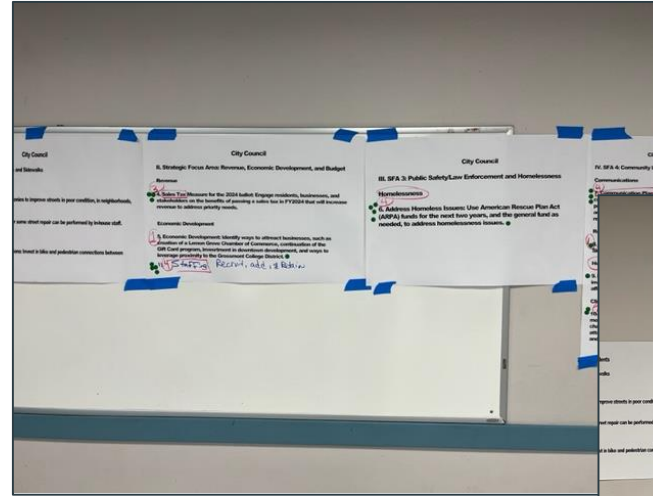


2023-24 COUNCIL WORKSHOP

▶ Achievable

▶ High Impact

▶ Current staff resources and funding



FY 23-24 Strategic Focus Areas



2023-24 COUNCIL PRIORITIES

- ▶ Staff recommendations (highlighted)
 - ▶ Estimate budget costs
 - ▶ Estimate of staff time
 - ▶ Estimate time frame



City Council Priority Discussion

Strategic Focus Area: Public Streets and Sidewalks ¶

¶ Repairs ¶

Street Repairs: Allocate one-time monies to improve streets in poor condition, in neighborhoods, and near schools and parks ¶	Costs: Staff recommends allocating \$1.2 million streets-25-PCI and below ¶	Staff Time: 25 hrs—field-street analysis; prepare repair plan; prepare bid-plans; contract management. ¶	On-going ¶	CC--5 ¶ ¶ R--4 ¶
City Staff in-house repair: explore street repair by in-house staff ¶	Strategy: Add 3.5 positions to Public Works Streets and Facilities staffing. ¶ ¶ Costs: Unknown, will depend on approval of positions. ¶	Staff Time: 10 hrs—recruitment by HR; 15-25 hrs for staff training; act-management. ¶	Summer/Fall-23 ¶	CC--1 ¶ ¶ R--2 ¶
Sidewalks and Pedestrians Connections: Invest in bike and pedestrian connections between neighborhoods and parks ¶	Strategy: Use new Sidewalk Master Plan to work on connections for sidewalk. ¶ ¶ Costs: Allocate additional funds to increase annual sidewalk repair. ¶	Staff Time: 25 hrs—field-street analysis; prepare repair plan; prepare bid-plans; contract management ¶	On-going ¶	CC--1 ¶ ¶ R--1 ¶

¶ ¶ Traffic Calming ¶

Traffic Calming: Continue traffic control and calming strategies and projects ¶	Costs: Unknown. City was awarded a CalTrans grant to create mobility plan to improve safety especially around schools. ¶	Staff Time: 15-25 hrs—grant-management, contract-preparation, city-council-reports, and grant-reporting. ¶	On-going ¶	Carry-over from FY-22-23 ¶ ¶
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¶



City Council Priority Discussion

Strategic Focus Area: Public Safety/Law Enforcement and Homelessness

Public Safety/Law Enforcement

<p>Homeless: Address homeless issues using ARPA grant money, and if needed, general funds, to address homeless issues.</p>	<p>Strategy: Create plan for focused direction.</p> <ul style="list-style-type: none"> Implement plan strategies with ARPA funds <p>Costs: Unknown, depending on consultant hired to create plan the created strategies.</p>	<p>Staff Time: 50-100 hrs, hire and manage consultant; attend meetings, plan creation and implementation.</p>	<p>Summer/Fall-23</p>	<p>CC--5 R--5</p>
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City Council Priority Discussion

Strategic Focus Area: Revenue, Economic Development, and Budget

Revenue Growth

Sales Tax Measure for the 2024 Ballot: Engage residents, businesses, and stakeholders on the benefits of passing a sales tax in FY 2024 that will increase revenue to address priority needs.	Costs: \$35-40,000 to commission a survey to gauge voter support.	Staff Time: 25 hrs — contract preparation, city council reports, and on-going staff time for any follow-up work.	Summer/Fall 23	CC-3 R-4
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Economic Development

Economic Development Plan: Identify ways to attract businesses, such as creation of a Lemon Grove Chamber of Commerce, continuation of the Gift Card program, investment in downtown development, and ways to leverage proximity to the Grossmont College District.	Costs: Unknown	Staff Time: Unknown	x	CC-1 R-1
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Budget and Expenditures

Staffing — Add, Retain and Attract additional city staff.	Costs: Varies, depending on City Council's direction.	Staff Time: Unknown	Depends on Council direction.	CC-4 R-6
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City Council Priority Discussion

Strategic Focus Area: Community Life

Communications

Communication Plan: Update and implement City's communication plan to engage stakeholders on the positive aspects of living and working in Lemon Grove, and on priority issues, such as homelessness and revenue enhancement.	Costs: Approximately \$50,000-\$75,000 which includes hiring a consultant, outreach meetings both internal and external.	Staff Time: 50 hrs - hire and manage consultant; attend meetings, plan creation and implementation.	Winter-24	CC--4 R--6
Council Meetings: Commence broadcasting of Council meetings via live streaming. Prepare a report for City Council's consideration that would detail equipment and building costs, as well as on-going costs.	Costs: Unknown until report is prepared.	Staff Time: 30 to 40 hrs - Staff time will be dedicated to create of the report with several alternatives to consider.	Depends on the hiring of the new city clerk	Carry-over from FY-22-23

Recreation

Skate Park Build-out: Create a plan to build-out the Skate Park	Costs: Unknown.	Staff Time: Unknown		CC -1 R-0
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City Council Priority Discussion

Strategic Focus Area: Community Life

Housing*

<p>Housing Development: Identify strategies to attract investors and developers to create housing that is affordable for all economic strata in Lemon Grove.</p>	<p>Strategy: Council consensus from the CIP workshop is to explore adding housing on the Senior Center campus.</p> <p>Costs: \$75-\$100,000 – need to hire architectural firm to create designs and conduct resident engagement meetings, prepare and present concepts to City Council.</p>	<p>Staff Time: 100 hrs; to create RFP, manage contract, attend meetings, review of draft plans.</p>	<p>Fall/Winter 23-24</p>	<p>CC -1</p> <p>R- 2</p>
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Climate Change

<p>Staffing – Climate Change Projects: Use one-time federal monies to implement projects that further our climate change plan such as retrofitting City buildings, attaining funds for electric vehicles charging stations and electrical vehicles.</p>	<p>Strategy: Assign CAC to work on prioritizing strategies from the approved Climate Action Plan.</p> <p>Costs: Unknown</p>	<p>Staff Time: Depends on lengthen of CAC work plan to prepare recommendations to City Council.</p>	<p>Depends on Council direction – could begin adding Ad-Hoc members in summer of 23.</p>	<p>CC – 2</p> <p>R 5</p>
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* - This concept was discussed further at the CIP workshop and staff is recommending that we move forward with the exploration of the idea.



NEXT STEPS

- ▶ Discussion by City Council
- ▶ Adopt Work Plan
- ▶ Will be incorporated in FY 23-24 Budget





City of Lemon Grove FY 2023/24 Draft Budget

June 2023

Topics that will be covered

- ▶ Budget Process
- ▶ Budget Basics
- ▶ General Fund Projections
- ▶ General Fund Reserve Projections
- ▶ Sanitation District Projections
- ▶ Other Funds Review
- ▶ Budget Book Change

Budget Process

- ▶ Budget Kick Off with Staff
- ▶ Budget Revenue Workshop
- ▶ Council Priorities Workshop
- ▶ Council CIP Workshop
- ▶ Proposed Budget Presentation
- ▶ Proposed Budget Adoption

January 24, 2023

April 10, 2023

May 11, 2023

May 23, 2023

June 6, 2023

June 21, 2023

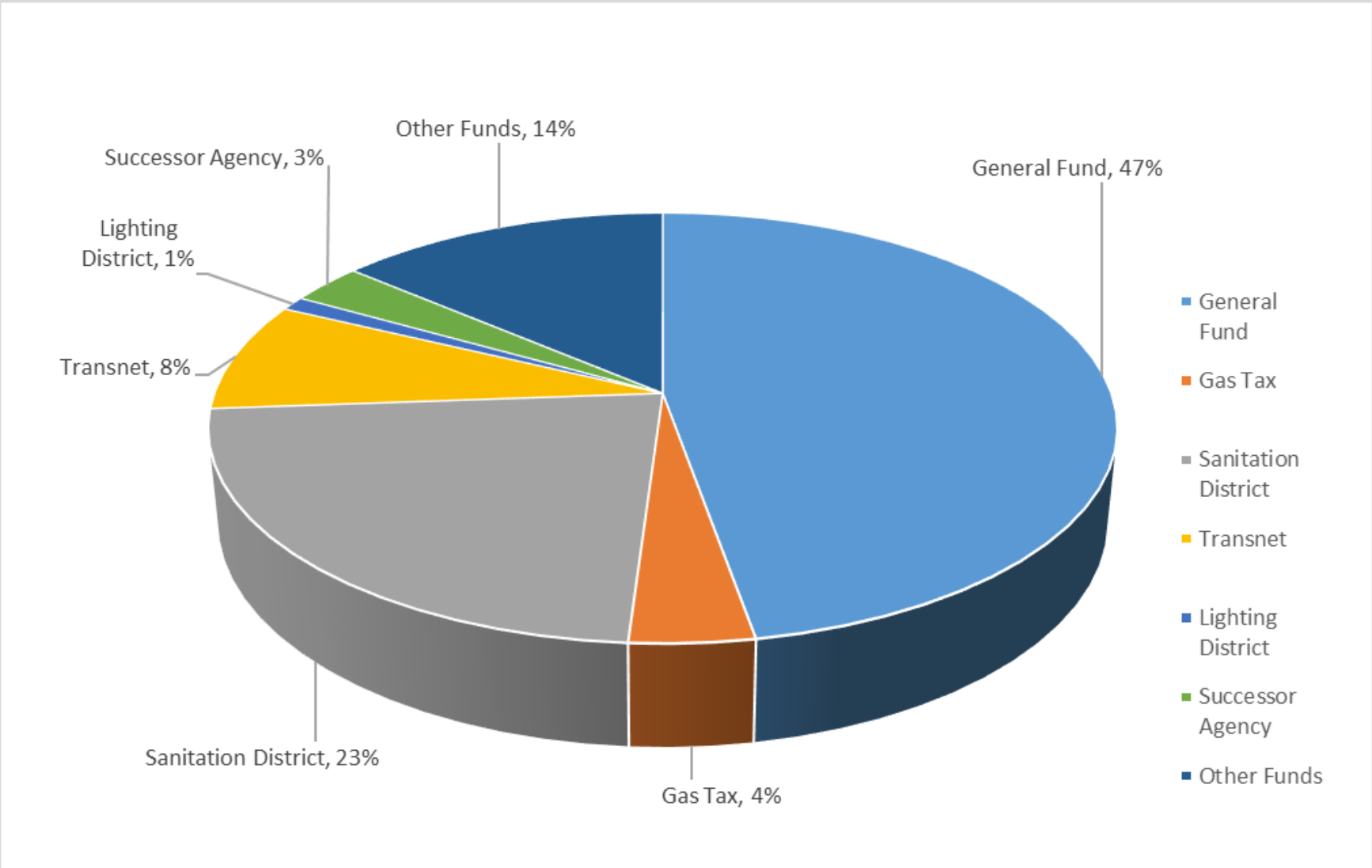
Budget Basics

▶ General Fund

- ▶ Major Governmental Fund
- ▶ Includes all financial resources not restricted to a specific purpose or required to be maintained in a separate fund
- ▶ Modified Accrual Accounting
- ▶ Maintains Fund Balance
- ▶ Primary day-to-day operating fund
- ▶ Contractual Obligations
 - ▶ Sheriff's Contract
 - ▶ Fire Association Labor Agreement
 - ▶ AFSCME Labor Agreement (Initial & Neg) -Please note- none currently exists- working with the labor organization on 1st agreement
 - ▶ CalPERS

Financial Revenue Overview

FY 2023-24 Consolidated Revenue Projections

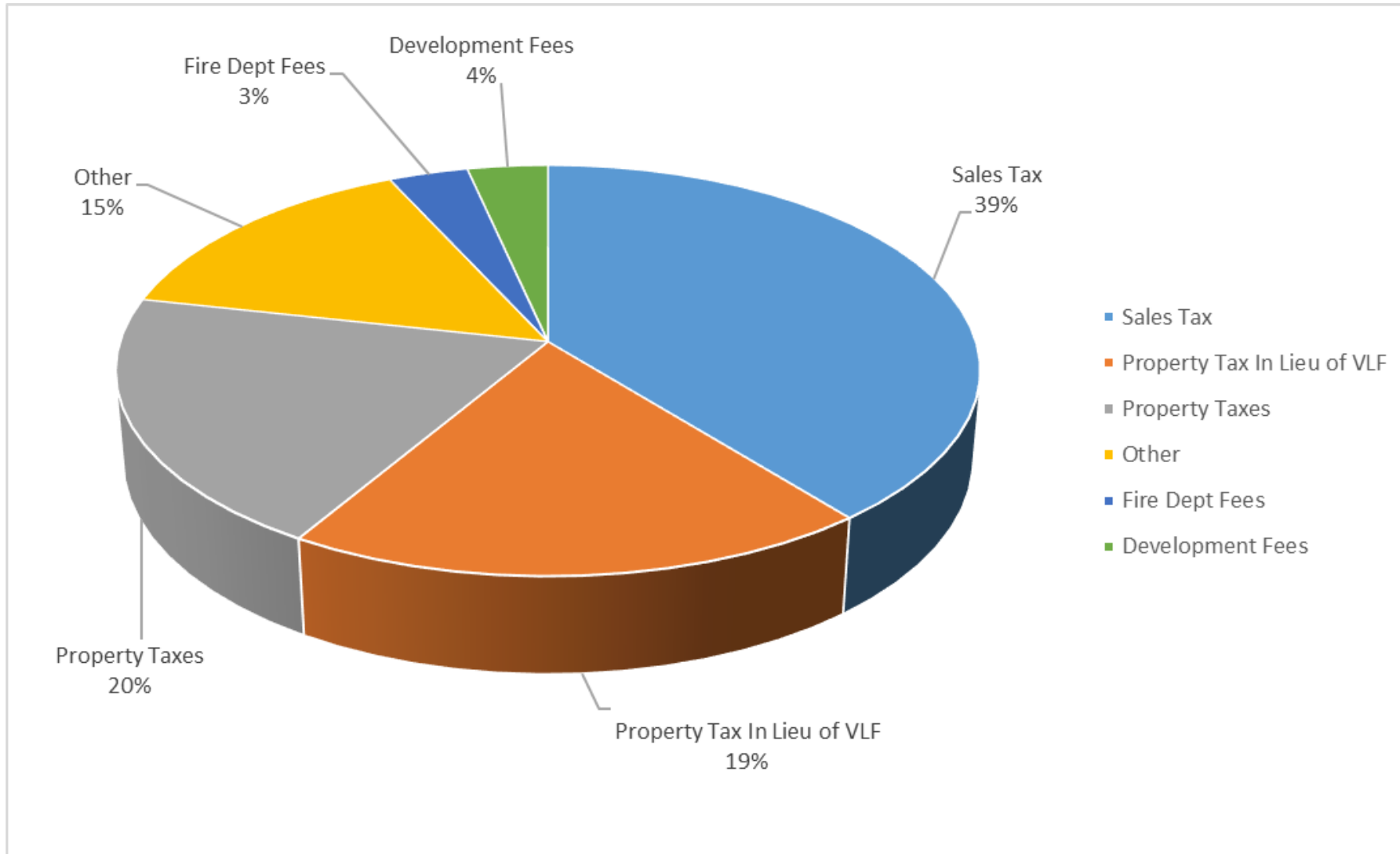


General Fund Budget

Fund 1

General Fund Revenue

FY 2023-24 General Fund Projected Revenue



FY 2023-24 Revenue Projections

	FY 2023/24 Budget
Sales Tax	7,087,510
Property Tax in Lieu of VLF	3,492,897
Property Taxes	3,596,264
Other Taxes	1,814,259
Fire Dept Fees	615,200
Development Fees	622,444
Community Services Fees	100,000
Fines & Forfeiture	132,618
Other Revenue	1,215,117
	\$ 18,676,309

Financial overview - Revenue

Sales Tax - 39% of revenue

- ▶ Subject to volatility of market conditions
 - ▶ Local businesses do not have never-ending growth capacity
 - ▶ Added Federal Monies Contributed to growth
 - ▶ Inflation and other Economic Impacts Not Yet Realized
- ▶ Professional Sales Tax consultants (HdL) provide in-depth projections
 - ▶ Between FY 22/23 and FY 23/24 estimate increase of 1%

Sales Tax Update



Financial overview - Revenue

Property Tax - 20% of revenue

- ▶ Prop 13 - caps assessed taxable value at 2% growth per year and caps tax bill at 1% of assessed value
- ▶ Of the 1% of property value paid in taxes, the City receives about 12%
- ▶ 1978 Prop 8 - triggers automatic reduction in taxable property values when the real estate market declines



Property Tax in Lieu of VLF

In Lieu Tax - 19% of revenue

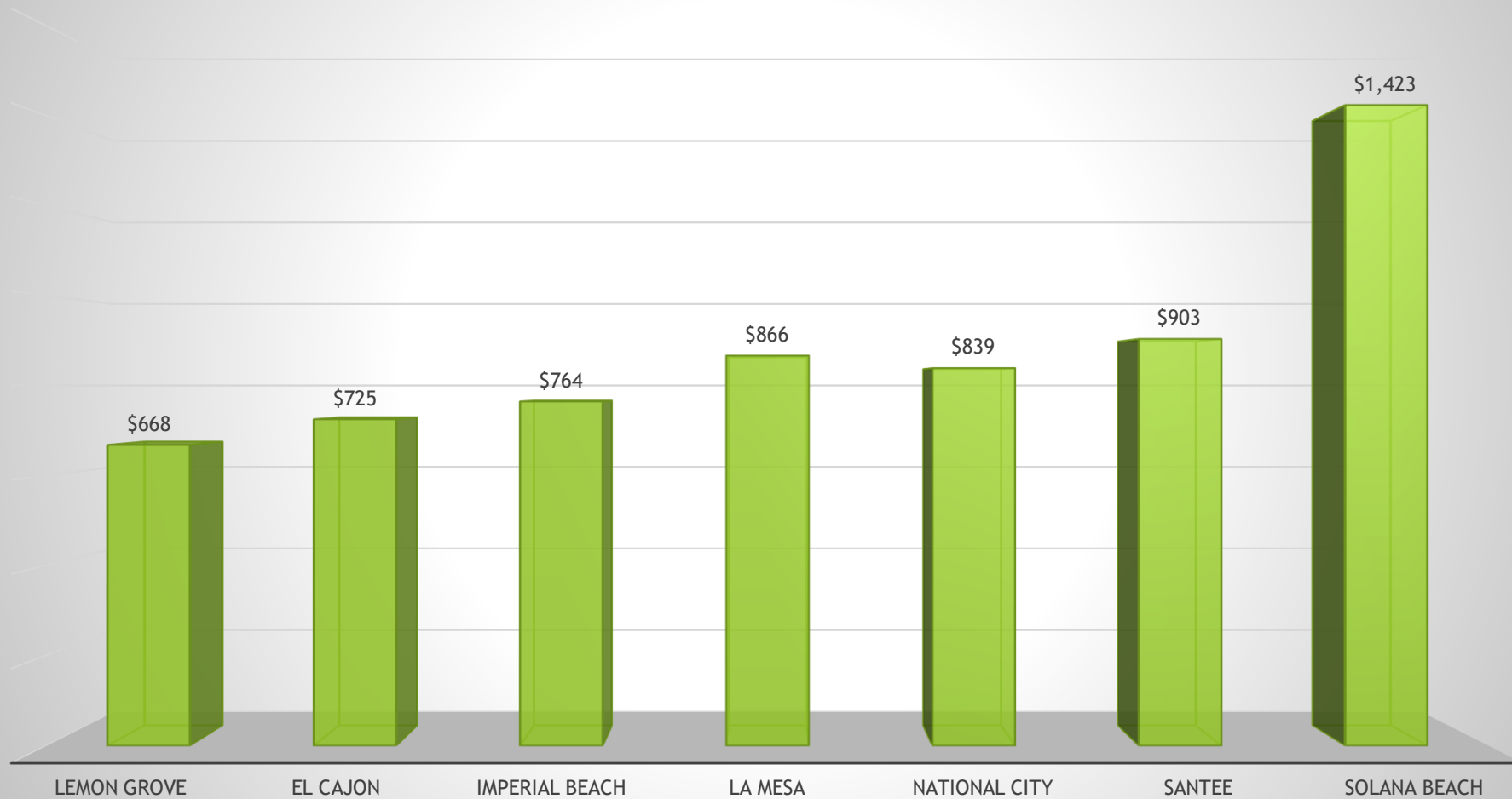
- ▶ 2004 Legislation reduced VLF from 2% to .65%
- ▶ State adjusted revenue loss dollar for dollar in Property Taxes
- ▶ Estimated 5% increase in FY2023-24

Other Revenue

- ▶ Billboard Revenues began in FY 2022-23 with annual escalator of 2%
- ▶ Cannabis Taxes estimated up 7% from FY23 Revised Budget
- ▶ Building Permit Activity remain steady - Revenues are offset by Expenditures for these activities

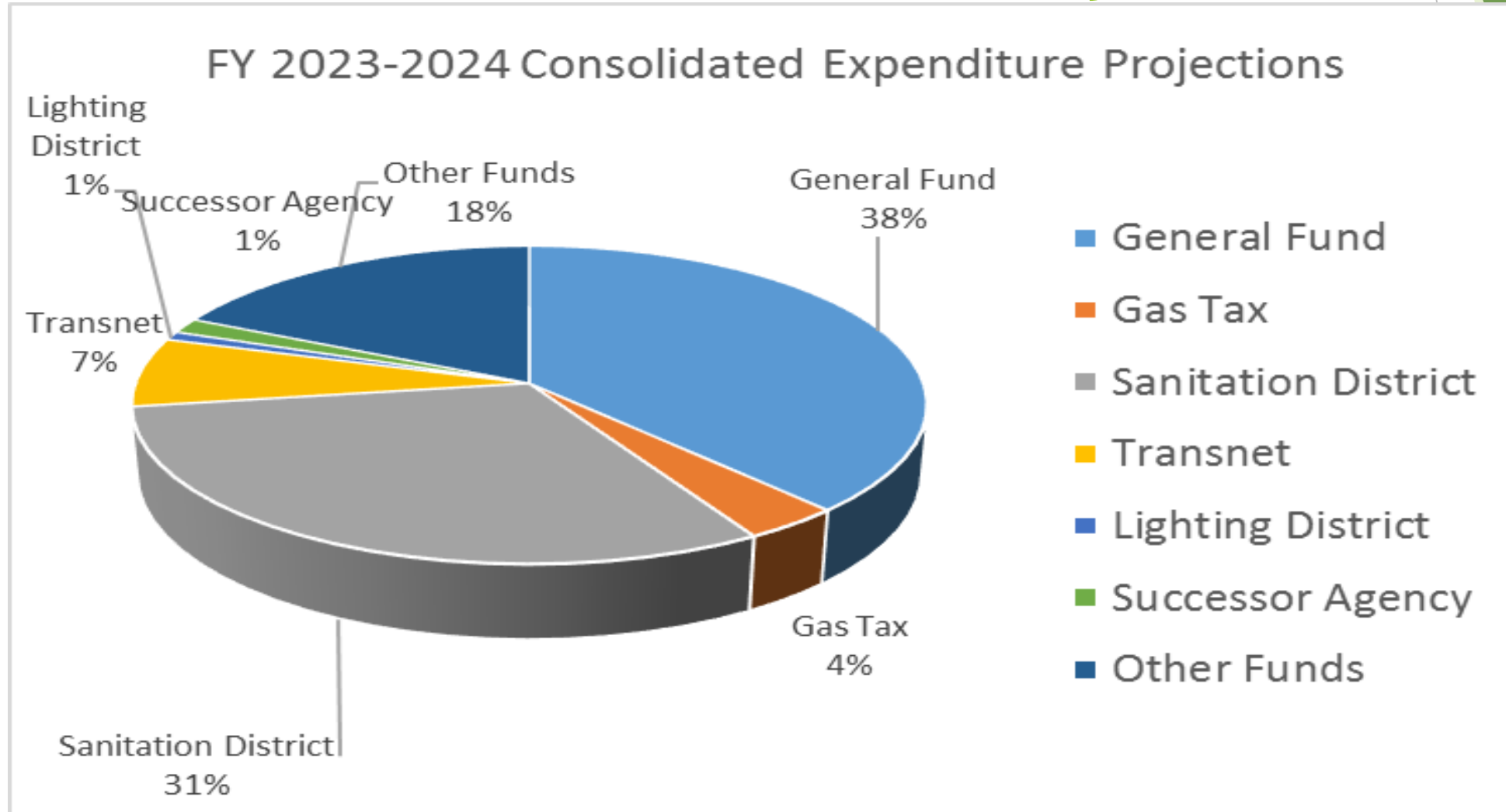
General Fund Revenue Comparison

FY2020/21 General Fund Revenue per Capita

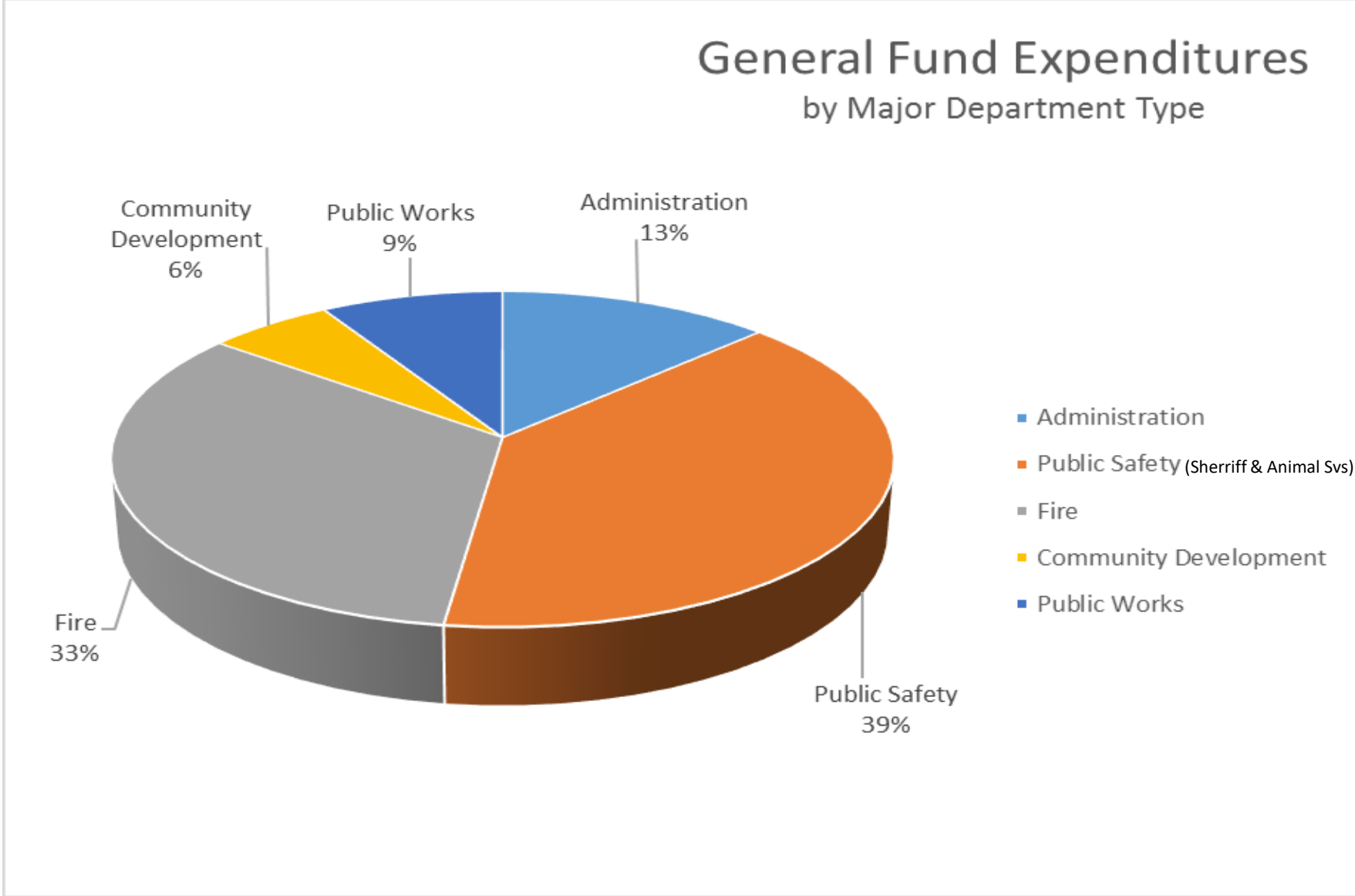


General Fund Expenditures

FY 2022-23 Consolidated Expenditure Projections



Financial overview - Expenditures



FY2022-23 Expenditure Projections

Department	2023/24 Budget	% of Total
Administration	\$2,386,689	13%
Public Safety	\$7,345,817	39%
Fire	\$6,248,640	33%
Community Development	\$1,101,820	6%
Public Works	\$1,593,343	9%
Total Expenditures	\$18,676,309	100%

Significant Expenditure Changes

- ▶ Budgeted Expenditures are \$350K more than FY2022/23
- ▶ Public Safety Contract - 1% Increase - \$100K
- ▶ UAL remains stable at \$753K - Expect 12% increase next year
- ▶ CalPERS Employer Rates increased 6.6%

Staff Requests

General Fund FY23/24 Budget Requests:

- ▶ Add Staff
 - ▶ Finance
 - ▶ Account Clerk
 - ▶ Office Specialist II - Shared finance and Development Services
 - ▶ Community Services
 - ▶ Community Services Specialist
 - ▶ Public Works
 - ▶ Administrative Office Coordinator
 - ▶ Crew Leader
 - ▶ Street Technician II
 - ▶ Maintenance Service Worker - Part Time

General Fund Reserve Policy

General Fund Reserves

- ▶ Reserve policy: The City Council shall establish a contingency reserve of 25% or more of General Fund adopted operating budget.
- ▶ The reserve may be used at the discretion of the City Council to:
 - ▶ Provide temporary resources in the event of an economic downturn while expenditure reductions are implemented.
 - ▶ Provide resources to meet emergency expenditures in case of flood, fire, earthquake, or other disasters.
 - ▶ Provide resources for an unforeseen capital expenditure.

General Fund Reserves

► City is Compliant with Policy

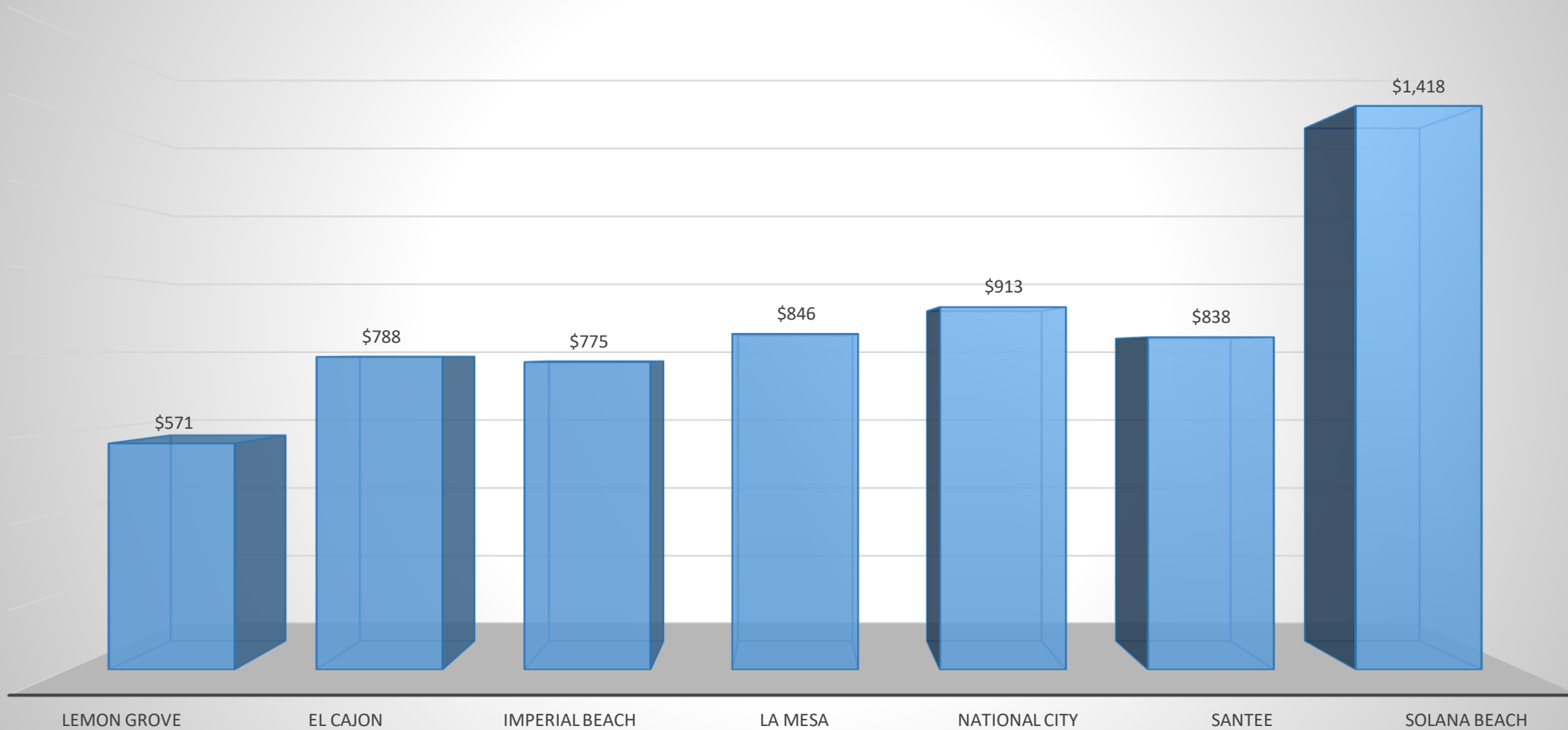
As of 07/01/2023	
Reserves	\$ 9,790,760
115 Trust for CalPERS	\$ 1,319,519
Total	\$ 8,471,241
Reserves as % of GF Expenditure	45.36%

Financial overview - summary

- ▶ Balanced Budget
- ▶ Expenses remain constrained
- ▶ Lemon Grove provides basic local government services for the lowest cost per capita in the area

General Fund Expenditure Comparison

FY2020/21 General Fund Expenditure per Capita



FY 2023/24 Projections

FY 2023-2024 General Fund Projections	
Revenue	\$18,676,309
Expenditures	\$18,676,309
Net	\$0
Fund Balance	\$14,459,837

Financial overview

General Fund Revenue vs Expenditures Projections

in millions





Sanitation District FY2023-24 Budget

Budget Basics

Sanitation District

- ▶ Enterprise Fund
- ▶ Operates on a self sustaining basis.
- ▶ Collects revenues for selling services.
- ▶ Revenues should cover cost of providing services
- ▶ Full Accrual Accounting
- ▶ Has Net Position

Sanitation Financial Overview

- ▶ Fiscal Health is good
 - ▶ Net Position (Fund Balance) Remains Stable
 - ▶ Operating Reserve Remains Stable
 - ▶ Capital Reserve Remains above FY21/22 Budgeted
 - ▶ Pure Water Reserve Remains stable
- ▶ Operating Revenues are covering cost of service
 - ▶ New Rate schedule for FY 23/24

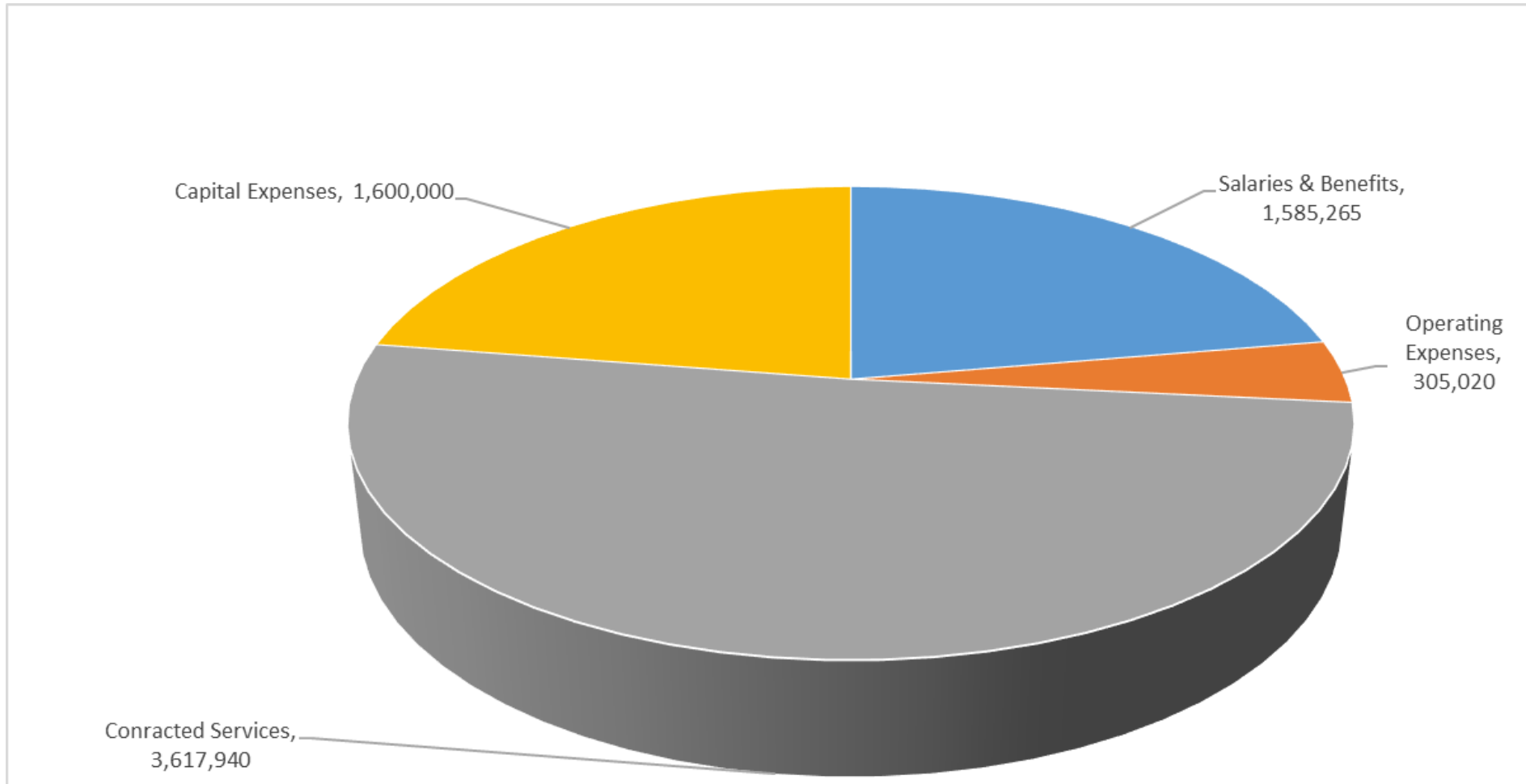
Sanitation Operating - Fund 15 Revenue

	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Interest	75,000	75,000	75,000
Sewer Service Fee	7,083,162	7,088,988	7,292,796
Sewer Service-LGSD La Mesa SD	45,000	77,580	45,000
Total Revenue	\$ 7,203,162	\$ 7,241,567	\$ 7,412,796

Sanitation District Operating - Fund 15 Expenses By Category

	2022-2023 Budget	2022-2023 Projected	2023-2024 Budget
Salaries & Benefits	1,528,052	1,425,474	1,585,265
Operating Expenses	221,798	226,183	305,020
Contracted Services	3,985,112	3,622,004	3,617,940
Capital Expenses	1,600,000	1,600,000	1,600,000
Total Expenditures	\$ 7,334,962	\$ 6,873,660	\$ 7,108,226

Sanitation District Operating - Fund 15 Expenses By Category



Sanitation District Capital - Fund 16 Expenses By Category

- ▶ Projects behind schedule
- ▶ Funding carried over

	2023-2024 Budget
FY18-19 Sewer Rehab (Design)	
FY18-19 Sewer Rehab (Construct)	1,442,076
FY19-20 Sewer Rehab (Design)	142,507
FY19-20 Sewer Rehab (Construct)	1,480,000
FY20-21 & 21-22 Sewer Rehab (Design)	300,000
FY20-21 & 21-22 Sewer Rehab (Construct)	2,360,900
FY22-23 Sewer Rehab (Design)	300,000
FY22-23 Sewer Rehab (Construct)	1,689,000
Vehicle Replacement	75,000
CAPITAL EXPENSES	\$ 7,789,483

Significant Changes in Sanitation District

- ▶ New Rate Schedule
- ▶ Sanitation District remains stable

Other Funds

All Other Funds Remain Stable
No Significant Changes

Other Funds - Highlights

- ▶ Primarily Special Revenue Funds
- ▶ All remain Status Quo
- ▶ No significant changes in any of the funds.

FUND	FUND DESCRIPTION	2023-2024			2023-2024
		Beginning Fund Balance	2023-2024 Revenue	2023-2024 Expenditure	Ending Fund Balance
02	Gas Tax	675,058	1,516,549	1,733,252	458,355
05	Park Land Dedication Ordinance	129,149	4,750	25,000	108,899
07	Supplemental Law Enforcement Services	41,421	140,000	160,000	21,421
08	Grants	(227,589)	4,460,431	4,461,780	(228,938)
09	Community Development Block Grant	(36,284)	427,798	420,169	(28,655)
10	Transportation Development Act	(125,648)	100,196	121,170	(146,622)
11	General Benefit Lighting District	363,978	222,000	213,350	372,628
12	Local Benefit Lighting District	32,241	198,010	215,865	14,386
14	Transnet	4,802	3,260,811	3,458,402	(192,788)
21	Integrated Waste Reduction	175,458	31,000	85,536	120,922
22	Wildflower Assessment District	(1,256)	11,327	10,414	(343)
23	Serious Traffic Offender Program	8,645	4,700	9,828	3,517
24	In Lieu Fees	640,491	4,000	-	644,491
25	Self- Insured Workers Compensation Reserve	584,732	3,000	50,000	537,732
26	Storm Water Program	148,131	181,604	184,201	145,534
27	Transportation Congestion Improvement Program	416,281	5,300	-	421,581
28	American Rescue Plan Act	-	-	3,166,443	6,118,078
29	Self-Insured Liability Reserve	62,013	31,000	1,000	92,013
30	Public Education & Govt Access	352,228	37,000	36,000	353,228
32	Capital Equipment	13,294	-	13,294	(0)
33	Main St Promenade Community Facilities District	51,269	22,250	28,350	45,169
60/64	Successor Agency	(10,030,940)	1,199,899	748,231 ¹⁰¹	(9,579,272)

Capital Improvement Program

Capitol Improvement Program Updated for FY23/24

- ▶ Updated projects based on:
 - ▶ Pavement Management Plan
 - ▶ Sidewalk Master Plan
- ▶ Plan spans 5 years through FY28/29
- ▶ Adds \$19.1M of funded projects
- ▶ Majority funding by:
 - ▶ Gas Tax/SB1
 - ▶ TransNet
 - ▶ RTCIP Fee
 - ▶ Sanitation District
 - ▶ ARPA Funds

Unfunded Projects

- ▶ \$53.3M of additional projects identified
- ▶ Carried in CIP Plan as unfunded
 - ▶ Listed in CIP Budget to track needs

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the left and right sides of the slide, framing the central text. The overall aesthetic is clean and modern.

Vehicle and Equipment Replacement Program

Establish Plan for Replacement

- ▶ Historically a pay-go environment
- ▶ Staff starting to identify replacement needs for vehicles, office equipment, furniture and IT hardware
- ▶ Items identified will be put in future CIP Budget

Budget Book Change

Changes to Budget Presentation

- ▶ FY23-24 and Forward
 - ▶ Performance Measures established
 - ▶ Tracks performance toward Strategic Goals and Objectives
 - ▶ FY24 is base year
 - ▶ Puts the City closer to GFOA Standards for Budget Reporting

Next Steps

- ▶ Incorporate Council Feedback into Budget Recommendation
- ▶ Adopt Final Budget at June 20, 2023 Meeting

Questions and Direction on FY23/24 Draft Budget

CITY COUNCIL REPORTS ON MEETINGS ATTENDED AT THE EXPENSE OF THE CITY

CITY MANAGER REPORT

CLOSED SESSIONS:

1. Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9(d)(2))

One potential case

2. Conference with labor negotiator (Government Code Section 54957.6)

Agency Designated Representative: Lydia Romero, City Manager

Employee Organization(s): Lemon Grove Firefighter's Association,

International Association of Firefighters (IAFF) – Local 2728

ADJOURNMENT
