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CITY OF EL CAJON

*City Council/Housing Authority/
Successor Agency to the Redevelopment Agency
and El Cajon Public Financing Authority*

AGENDA



June 27, 2017

**Honoring
and celebrating
the people
who make
El Cajon**

*The Valley
of
Opportunity*

Bill Wells
Mayor

Bob McClellan
Mayor Pro Tem

Steve Goble
Councilmember

Ben Kalasho
Councilmember

Gary Kendrick
Councilmember

Douglas Williford
City Manager

Morgan Foley
City Attorney

Graham Mitchell
Assistant City Manager

Angela Aguirre
Deputy City Clerk



AGENDA



June 27, 2017
3:00 p.m.

The Agenda contains a brief general description of each item to be considered and most items have a *RECOMMENDATION* from Staff or a Commission, which Council will consider when making a final decision.

Copies of written documentation relating to each item of business on the Agenda are on file in the City Clerk's Office and in the Agenda Book next to the podium in the Council Chambers.

PLEASE COMPLETE A "REQUEST TO SPEAK" FORM FOR EACH ITEM PRIOR TO THE COMMENCEMENT OF THE MEETING AND SUBMIT IT TO THE CITY CLERK if you wish to speak about an Item on the Agenda or under Public Comment.

CONVENE JOINT MEETING OF CITY COUNCIL/HOUSING AUTHORITY/SUCCESSOR AGENCY TO THE EL CAJON REDEVELOPMENT AGENCY AND EL CAJON PUBLIC FINANCING AUTHORITY

- **CALL TO ORDER:** Mayor Bill Wells
- **ROLL CALL:** Deputy City Clerk Angela Aguirre



PLEDGE OF ALLEGIANCE TO FLAG AND MOMENT OF SILENCE

POSTINGS: The Deputy City Clerk posted Orders of Adjournment of the June 28, 2016, Public Financing Authority Meeting and June 13, 2017 City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency, Meetings and the Agenda of the June 27, 2017, City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency and El Cajon Public Financing Authority Meetings, in accordance to State Law and Council/Authority/Successor Agency to the Redevelopment Agency Policy.

*Backup Information Available – Housing Authority and Successor Agency Items are identified.

El Cajon Public Financing Authority

AGENDA CHANGES:

CONSENT ITEMS: (1.1 – 1.2)

Consent Items are routine matters enacted by one motion according to the RECOMMENDATION listed below. With the concurrence of the El Cajon Public Financing Authority, a Director or person in attendance may request discussion of a *Consent Item* at this time.

*1.1 MINUTES OF EL CAJON PUBLIC FINANCING AUTHORITY MEETING

RECOMMENDATION: That the Public Financing Authority Board of Directors approves Minutes of the June 28, 2016, Meeting.

*1.2 ANNUAL MEETING OF THE PUBLIC FINANCING AUTHORITY (Report: Graham Mitchell, Assistant Executive Director)

RECOMMENDATION: That the El Cajon Public Financing Authority Board of Directors accepts the annual report for Fiscal Year 2016-17.

ADJOURNMENT: The Meeting of the El Cajon Public Financing Authority held this 27th day of June 2017, is adjourned.

CONTINUE THE JOINT MEETING OF:

**City Council/Housing Authority/
Successor Agency to the
El Cajon Redevelopment Agency**

- **PRESENTATIONS:** None
- **AGENDA CHANGES:**

CONSENT ITEMS: (1.1 – 1.16)

Consent Items are routine matters enacted by one motion according to the RECOMMENDATION listed below. With the concurrence of the City Council, a Council Member or person in attendance may request discussion of a *Consent Item* at this time.

***1.1 MINUTES OF CITY COUNCIL/HOUSING AUTHORITY/SUCCESSOR AGENCY TO THE EL CAJON REDEVELOPMENT AGENCY MEETINGS**

RECOMMENDATION: That the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency approves Minutes of the June 13, 2017 Meetings of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency.

1.2 WARRANTS

RECOMMENDATION: That the City Council approves payment of Warrants as submitted by the Finance Department.

1.3 APPROVAL OF READING BY TITLE AND WAIVER OF READING IN FULL OF ORDINANCES ON AGENDA

RECOMMENDATION: That the City Council approves the reading by title and waive the reading in full of all Ordinances on the Agenda.

CONSENT ITEMS: (Continued)

- *1.4 RESOLUTION: TERMINATION OF EMERGENCY FOR STORM DAMAGE (Report: Dennis Davies, Deputy Director of Public Works)**

RECOMMENDATION: That the City Council:

- Adopts the next RESOLUTION in order proclaiming the termination of a local emergency in the City of El Cajon; and
- Appropriate an additional \$55,000.00 of unallocated Wastewater Funds from the enterprise fund balance to cover the cost of the emergency work.

- *1.5 APPROVAL OF REVISIONS TO VARIOUS CLASS SPECIFICATIONS (Report: Jim Lynch, Director of Administrative Services)**

RECOMMENDATION: That the City Council approve the changes to the class specifications attached to and described in the Agenda Report.

- *1.6 RESOLUTION: STATE DEPARTMENT OF ALCOHOL BEVERAGE CONTROL GRANT ASSISTANCE PROGRAM. (Report: Jeff Davis, Police Chief)**

RECOMMENDATION: That the City Council takes the following actions:

- Adopt the next RESOLUTION in order authorizing the City Manager to accept a grant in the amount of \$79,950.00 from the California Department of Alcohol Beverage Control; and
- Amend the Fiscal Year 2017-18 Budget to appropriate the Alcohol Beverage Control grant funds in the amount of \$79,950.00 for overtime and travel costs.

- *1.7 RESOLUTIONS: AWARD OF RFP NO. 020-17, INTERVIEW ROOM RECORDING SYSTEM & CONSOLIDATED VIDEO MANAGEMENT SYSTEM (Report: Nahid Razi, Purchasing Agent)**

RECOMMENDATION: That the City Council adopts the next RESOLUTIONS in order to enter into agreements for Interview Room Recording System services with Axon Enterprise, Inc. in the not-to-exceed amount of \$61,923.36, and for Consolidated Video Management System services with Leverage Information Systems, Inc. in the not-to-exceed amount of \$130,829.27.

CONSENT ITEMS: (Continued)

- *1.8 RESOLUTION: REQUEST FOR THE INSTALLATION OF STOP SIGNS ON MARY STREET AT ANN STREET AND JUNE WAY (Report: Yazmin Arellano, City Engineer/Deputy Director of Public Works)**

RECOMMENDATION: That the City Council adopt the next RESOLUTION in order to establish permanent stop signs on Mary Street at the intersections of Ann Street and June Way in order to enhance pedestrian and traffic safety.

- *1.9 RESOLUTIONS: APPROVAL OF PLANS AND SPECIFICATIONS FOR THE TRAFFIC SAFETY CALMING – EL CAJON VALLEY HIGH SCHOOL, JOB NO. PW 3615, BID NO. 006-18 (Report: Yazmin Arellano, City Engineer/Deputy Director of Public Works)**

RECOMMENDATION: That City Council: Adopts the next RESOLUTIONS in order to:

- Approve Plans and Specifications for the Traffic Safety Calming – El Cajon Valley High School project, PW3615, Bid Number 006-18; and
- Direct a Notice Inviting Sealed Bids to be opened on July 25, 2017.

- *1.10 RESOLUTIONS: APPROVAL OF PLANS AND SPECIFICATIONS FOR STONEY’S NEIGHBORHOOD PARK IMPROVEMENTS, JOB NO. PK3582, BID NO. 007-18 (Report: Yazmin Arellano, City Engineer/Deputy Director of Public Works)**

RECOMMENDATION: That the City Council adopts the next RESOLUTIONS in order to:

- Approve Plans and Specifications for Stoney’s Neighborhood Park Improvements, Job No. PK3582, Bid No. 007-18; and
- Direct a Notice Inviting Sealed Bids to be opened on August 1, 2017.

CONSENT ITEMS: (Continued)

- *1.11 RESOLUTION: ADOPT A RESOLUTION OF INTENT AND SET A PUBLIC HEARING DATE TO CONSIDER THE VACATION OF A PUBLIC ROAD EASEMENT AT WEST MAIN STREET, WEST OF DEWANE DRIVE (Report: Yazmin Arellano, City Engineer/Deputy Director of Public Works)**

RECOMMENDATION: That the City Council adopts the Resolution of Intent to Vacate Public Road Easement at West Main Street near Dewane Drive and directs the City Clerk to set a public hearing on July 11, 2017, at 3:00 p.m., to approve the Vacation of a Roadway Easement on West Main Street, west of Dewane Drive.

- *1.12 CONTRACT AMENDMENT WITH ALYSON CONSULTING FOR “AS-NEEDED” LAND SURVEYING SERVICES (Report: Yazmin Arellano, City Engineer/Deputy Director of Public Works)**

RECOMMENDATION: That the City Council authorizes the City Manager to negotiate and execute an amendment to the Agreement with Alyson Consulting for an additional one-year term of as-needed professional land surveying services in the annual amount of \$75,000.00, with the option to renew for three (3) additional one-year terms.

- *1.13 DISPOSAL OF COMPUTER EQUIPMENT (Report: Nahid Razi, Purchasing Agent)**

RECOMMENDATION: That the City Council declares the listed property surplus and authorizes disposal in accordance with policy.

- *1.14 SUBDIVISION AGREEMENT AND FINAL MAP FOR TENTATIVE SUBDIVISION MAP (TSM) 653; LINCOLN AVENUE; ENGINEERING JOB NO. 3331 (Report: Yazmin Arellano, City Engineer/Deputy Director of Public Works)**

RECOMMENDATION: That the City Council approves the Subdivision Agreement and Final Map for Tentative Subdivision Map (TSM) 653, Lincoln Square, Engineering Job No. 3331.

CONSENT ITEMS: (Continued)

- *1.15 RESOLUTION: AWARD OF BID NO. 002-18, PEST CONTROL SERVICES (Report: Nahid Razi, Purchasing Agent)**

RECOMMENDATION: That the City Council:

- Finds the ninth low bidder non-responsive for the reason set forth in the agenda report; and
- Adopts the next RESOLUTION in order awarding the bid to the lowest responsive, responsible bidder, Annex Pest Control, Inc., in the amount of \$16,792.00 for the first year, with the option to renew for four (4) additional one-year periods.

- *1.16 APPROVAL OF SIDE LETTER AGREEMENT WITH THE EL CAJON POLICE OFFICERS' ASSOCIATION (ECPOA) FOR MODIFICATION OF 2015-2019 MEMORANDUM OF UNDERSTANDING (MOU) (Report: Jim Lynch, Director of Administrative Services)**

RECOMMENDATION: That the City Council approve the Side Letter Agreement reached with the El Cajon Police Officers' Association (ECPOA).

PUBLIC COMMENT

At this time, any person may address a matter within the jurisdiction of the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency that is not on the Agenda. Comments relating to items on today's agenda are to be taken at the time the item is heard. State law prohibits discussion or action on items not on the Agenda; however, Council, Authority and Agency Members may briefly respond to statements or questions. An item may be placed on a future Agenda.

2. WRITTEN COMMUNICATIONS: None

3. PUBLIC HEARINGS:

***3.1 RESOLUTIONS: FISCAL YEAR 2017-18 ANNUAL CITY, HOUSING AUTHORITY, AND SUCCESSOR AGENCY BUDGETS (Report: Douglas Williford, City Manager)**

RECOMMENDATION: That the City Council, Housing Authority, and the City of El Cajon as Successor Agency to the former Redevelopment Agency hold a joint public hearing to consider the Fiscal Year 2017-18 Proposed Budgets. After closing the public hearing:

- **Acting as the City Council, adopt resolutions titled:**
 - *Resolution of the City of El Cajon Adopting the Fiscal Year 2017-18 Annual Budget.*
 - *Resolution Approving and Adopting the Annual Appropriations Limit for Fiscal Year 2017-18.*
- **Acting as the Housing Authority Board of Directors, adopt resolution titled:**
 - *Resolution of the El Cajon Housing Authority Adopting the Fiscal Year 2017-18 Budget.*
- **Acting as the Successor Agency to the former Redevelopment Agency Board of Directors, adopt resolution titled:**
 - *Resolution of the City Council of the City of El Cajon as the Successor Agency to the former El Cajon Redevelopment Agency Adopting the Fiscal Year 2017-18 Budget.*

4. ADMINISTRATIVE REPORTS:

***4.1 REVISION TO CITY COUNCIL POLICY A-29, COMPENSATION PLAN FOR EXECUTIVE AND UNREPRESENTED EMPLOYEES AND THE CITY ATTORNEY; ACKNOWLEDGMENT OF ANNUAL ADJUSTMENT TO CITY MANAGER COMPENSATION (Report: Douglas Williford, City Manager)**

RECOMMENDATION: That the Mayor provide an oral report summarizing recommended changes in compensation for the City's "local agency executives"; and following the report that the City Council (1) approve the changes to City Council Policy A-29 described below and reflected on the attachment; and (2) acknowledge the adjustment to the City Manager's compensation in accordance with the terms of his contract.

ADMINISTRATIVE REPORTS: (Continued)

- *4.2 PROPOSAL TO FUND NEIGHBORHOOD WATCH SIGNS
(Report: Douglas Williford, City Manager)**

RECOMMENDATION: That the City Council consider funding the purchase and installation of a Neighborhood Watch sign for new Neighborhood Watch groups.

- *4.3 PROPOSED STRATEGIES TO ADDRESS HOMELESSNESS
(Report: Graham Mitchell, Assistant City Manager)**

RECOMMENDATION: That the City Council consider recommended strategies to address homelessness in the City of El Cajon.

5. COMMISSION REPORTS: None

6. ACTIVITIES REPORTS OF MAYOR WELLS/COMMENTS

SANDAG (San Diego Association of Governments); SANDAG Public Safety Committee; League of California Cities, San Diego Division; Heartland Fire Training JPA – Alternate; Indian Gaming Local Community Benefit Committee.

- *6.1 COUNCIL ACTIVITIES REPORT/COMMENTS**

- *6.2 LEGISLATIVE REPORT**

ACTIVITIES REPORTS OF COUNCILMEMBERS

7.

COUNCILMEMBER GARY KENDRICK

Heartland Communications JPA; Heartland Fire Training JPA.

- *7.1 COUNCIL ACTIVITIES REPORT/COMMENTS**

ACTIVITIES REPORTS OF COUNCILMEMBERS: (Continued)

8.

MAYOR PRO TEM BOB MCCLELLAN

MTS (Metropolitan Transit System Board); Harry Griffen Park Joint Steering Committee; Heartland Communications JPA – Alternate.

***8.1 COUNCIL ACTIVITIES REPORT/COMMENTS**

9.

COUNCILMEMBER BEN KALASHO

East County Economic Development Council – Alternate; METRO Commission/Wastewater JPA; Indian Gaming Local Community Benefit Committee – Alternate.

***9.1 COUNCIL ACTIVITIES REPORT/COMMENTS**

9.2 VIDEO PRESENTATION: CLEAN EL CAJON DAY

10.

COUNCILMEMBER STEVE GOBLE

SANDAG – Alternate; SANDAG Public Safety Committee – Alternate; Chamber of Commerce – Government Affairs; MTS (Metropolitan Transit System Board) – Alternate; East County Economic Development Council; METRO Commission/Wastewater JPA - Alternate.

***10.1 COUNCIL ACTIVITIES REPORT/COMMENTS**

11. JOINT COUNCILMEMBER REPORTS: None

12. GENERAL INFORMATION ITEMS FOR DISCUSSION: None

13. ORDINANCES: FIRST READING – None

14. ORDINANCES: SECOND READING AND ADOPTION

***14.1 ORDINANCE APPROVING ZONE RECLASSIFICATION NO. 2302**

RECOMMENDATION: That Mayor Wells requests the Deputy City Clerk to recite the title.

AN ORDINANCE APPROVING ZONE RECLASSIFICATION NO. 2302 FOR THE REZONING OF PROPERTY LOCATED ON THE EAST SIDE OF SOUTH LINCOLN AVENUE BETWEEN EAST CAMDEN AND EAST WASHINGTON AVENUES FROM THE RS-6 (RESIDENTIAL SINGLE-FAMILY, 6,000 SQUARE FEET) ZONE TO THE RM-4300 (RESIDENTIAL, MULTI-FAMILY, 4,300 SQUARE FEET) ZONE; APNS: 488-371-01 & 493-101-01; GENERAL PLAN DESIGNATION: MEDIUM DENSITY RESIDENTIAL (MR)

- **MOTION to adopt Ordinance**

15. CLOSED SESSIONS: None

ADJOURNMENT: The Adjourned Regular Joint Meeting of the El Cajon City Council/ El Cajon Housing Authority/Successor Agency to the El Cajon Redevelopment Agency held this 27th day of June 2017, is adjourned to Tuesday, July 11, 2017, at 3:00 p.m.



Upcoming Events in El Cajon City Council Meeting for June 27, 2017



June 28 - Cajon Classic Cruise Car Show presents "American Muscle!" The 2017 season of the Cajon Classic Cruise is hosted by the Downtown El Cajon Business Partners. Car shows are every Wednesday night through October 25, 5:00 p.m. to 8:00 p.m., in the 200 block of East Main Street. For more information, please call (619) 334-3000 or visit www.downtownelcajon.com.

June 29 - The El Cajon Farmers' Market continues every Thursday in Downtown El Cajon, 3:00 to 6:00 p.m. at the Prescott Promenade, 201 East Main Street. Enjoy fresh fruit, vegetables, vendors, music, and more! Visit www.elcajonfarmersmarket.org for more information.

June 30 - Dinner & a Concert at the Prescott Promenade with "Scott Bruce" Performing an Elvis Tribute! Enjoy all the great music and dancing on Friday nights from 6:00 p.m. to 8:00 p.m., now through September 29. The Promenade is located at 201 E. Main Street in Downtown El Cajon. For a complete lineup of concerts, please visit www.downtownelcajon.com.

June 30 and July 14 - Alternate Friday closures for El Cajon City offices. For a full calendar of hours for City offices during 2017, visit www.cityofelcajon.us.

July 4 - Annual 4th of July Picnic & Fireworks at Kennedy Park. This fun annual event starts at 12:00 noon with food vendors, kid's activities, live music from 3:00 to 9:00 p.m., then fireworks at 9:00 p.m. Kennedy Park is located at 1675 E. Madison Avenue. Arrive early for parking, to find the best spot for your picnic, and to view the fireworks!

July 11 and 25 - El Cajon City Council Meetings are at 3:00 p.m. and 7:00 p.m., as needed. Meetings are held in the Council Chamber at 200 Civic Center Way. For more information, and to view the full agenda online, please visit www.cityofelcajon.us.

July 12 - Antique & Collectible Show. Located at the Unity Church, 311 Highland Avenue in El Cajon, hours are 12:00 noon to 4:00 p.m. See unique collectibles, from artwork to jewelry. Appraisals are available for \$5 an item. Free parking and admission. For more information, please call (619) 368-2055.

August 4 - Summer Movies In The Park! The El Cajon Recreation Department will be showing a free summer movie "Moana" at Renette Park at dusk with fun activities beginning at 6:00 p.m. Renette Park is located at 935 Emerald Avenue, in El Cajon. For more information, please call (619) 441-1678.

August 19 - The 40th Annual Haute with Heart Fashion Show & Luncheon, benefiting St. Madeleine Sophie's Center. The event is from 10:00 a.m. to 2:00 p.m. at the Hilton San Diego Bayfront, 1 Park Blvd, in San Diego. For more information and to purchase tickets, please visit www.HauteWithHeart.org or call (619) 442-5129, ext. 115.

Recreation: The Summer Recreation Guide is now available! The guide is available online by visiting www.cityofelcajon.us and going to "In The Spotlight." In addition, copies are available at any of the El Cajon recreation centers, local libraries, and in the lobbies of City Hall and the El Cajon Police Station. For more information, call (619) 441-1516.

Stay Informed on City Events, Services & Meetings - Visit the City of El Cajon's website at www.cityofelcajon.us. See all the exciting events and a variety of meetings planned throughout the year. Register for the "E-NOTIFICATION" system and select the information you would like to receive email notifications about, including news releases. It's easy and it's free. In addition, find links and information for various City departments and services.

DRAFT MINUTES

1.1

MEETING OF THE EL CAJON PUBLIC FINANCING AUTHORITY



MINUTES

CITY OF EL CAJON EL CAJON, CALIFORNIA

June 28, 2016

A Meeting of the El Cajon Public Financing Authority held Tuesday, June 28, 2016, was called to order by Chair Bill Wells at 3:00 p.m. in the Council Chambers, 200 Civic Center Way, El Cajon, California.

ROLL CALL

Directors present:

Directors absent:

Vice Chair absent:

Chair present:

Other Officers present:

Bales, Kendrick and McClellan

None

Ambrose

Wells

Hawley, Secretary

Foley, City Attorney/General Counsel

Williford, City Manager/Executive Director

Al-Ghafry, Assistant City Manager

PLEDGE OF ALLEGIANCE TO FLAG led by Mayor Wells and MOMENT OF SILENCE.

POSTINGS: The Secretary posted Orders of Adjournment of the June 23, 2015, Meeting and the Agenda of the June 28, 2016, meeting in accordance to State Law and Authority Policy.

AGENDA CHANGES: None

CONSENT ITEMS: (1.1 – 1.2)

MOTION BY McCLELLAN SECOND BY KENDRICK, to APPROVE Consent Items 1.1 to 1.2.

MOTION CARRIES BY UNANIMOUS VOTE OF THOSE PRESENT (AMBROSE – Absent).

1.1 MINUTES OF EL CAJON PUBLIC FINANCING AUTHORITY MEETING

RECOMMENDATION: That the Public Financing Authority Board of Directors approves Minutes of the June 23, 2015, Meeting.

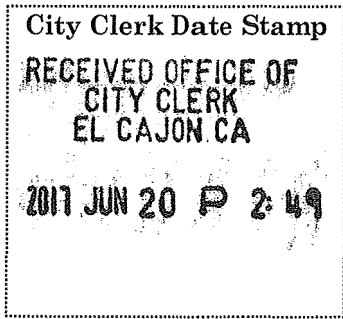
1.2 ANNUAL MEETING OF THE PUBLIC FINANCING AUTHORITY (Report: Brett Channing, Assistant to the Executive Director)

RECOMMENDATION: That the El Cajon Public Financing Authority Board of Directors accepts the annual report for Fiscal Year 2015-16.

ADJOURNMENT: The Meeting of the El Cajon Public Financing Authority held this 28th day of June 2016, is adjourned.

DRAFT

**BELINDA A. HAWLEY, CMC
Secretary
Public Financing Authority**



City of El Cajon PUBLIC FINANCING AUTHORITY Agenda Report

MEETING: June 27, 2017

ITEM NO: 1.2



TO: Chairman Wells and Board Members McClellan, Goble, Kalasho and Kendrick

FROM: Graham Mitchell, Assistant Executive Director

SUBJECT: Annual Meeting of the Public Financing Authority

RECOMMENDATION: That the El Cajon Public Financing Authority Board of Directors accepts the annual report for Fiscal Year 2016-17.

BACKGROUND: This report summarizes financial transactions pertaining to the El Cajon Public Financing Authority.

Per Resolution ECPFA-1, dated December 14, 2004, the El Cajon Public Financing Authority approved lease financing documents for loan agreements with the U.S. Department of Housing and Urban Development (HUD), allowing the City to obtain HUD Section 108 Loans, secured by future funds under the Community Development Block Grant (CDBG) program. Two outstanding loans issued by the Financing Authority were paid off in full during Fiscal Year 2015-16. Because there are no outstanding debt, there was no financial activity by the Financing Authority in Fiscal Year 2016-17.

FISCAL IMPACT: There is no outstanding debt; therefore, an appropriation by the Authority will not be required for Fiscal Year 2017-2018.

PREPARED BY:

Graham Mitchell
ASSISTANT EXECUTIVE
DIRECTOR

REVIEWED BY:

Clay Schoen
TREASURER

APPROVED BY:

Douglas Williford
EXECUTIVE
DIRECTOR

DRAFT MINUTES

1.1

JOINT SPECIAL MEETING CITY COUNCIL/HOUSING AUTHORITY/SUCCESSOR AGENCY TO THE EL CAJON REDEVELOPMENT AGENCY MINUTES CITY OF EL CAJON EL CAJON, CALIFORNIA



June 13, 2017

A Joint Special Meeting of the El Cajon City Council/El Cajon Housing Authority/Successor Agency to the El Cajon Redevelopment Agency held Tuesday, June 13, 2017, was called to order by Mayor Bill Wells at 2:00 p.m., in the Council Chambers, 200 Civic Center Way, El Cajon, California.

ROLL CALL

Council/Agencymembers present:
Council/Agencymembers absent:
Mayor Pro Tem/Vice Chair present:
Mayor/Chair Absent:
Other Officers present:

Goble, Kalasho and Kendrick
None
McClellan
Wells
Hawley, City Clerk/Secretary
Foley, City Attorney/General Counsel
Williford, City Manager/Executive Director
Mitchell, Assistant City Manager

Mayor Wells invited City Clerk, Belinda Hawley, to lead the PLEDGE OF ALLEGIANCE TO THE FLAG and MOMENT OF SILENCE. (The Courts have concluded that sectarian prayer as part of City Council Meetings is not permitted under the Constitution).

POSTINGS: The Secretary posted the Agenda of the June 13, 2017, meeting in accordance to State Law and Authority Policy.

1.1 FISCAL YEAR 2017 - 2018 PRELIMINARY ANNUAL BUDGET (Informational Letter and Verbal Report)

City Manager Williford presented an overview of the Fiscal 2017-2018 Preliminary Annual Budget, and stated that action for the Item would be taken during the June 27, 2017, 3:00 p.m. meeting.

City Manager Williford presented four (4) basic goals that the City is following:

1. Careful – Conservative
2. Protecting the City and its citizens against emergencies and unforeseen circumstances
3. Understanding the changing nature of our economy
4. Progressive and Ambitious

He also shared information on the following topics:

- Fiscal Stability;
- Economic Development;
- Public Safety;
- Public Infrastructure;
- Recreation, Culture, and Public Events.

Director of Finance Clay Schoen presented an overview of the comprehensive FY 2017-2018 Preliminary Annual Budget.

City Manager Williford returned to the podium and offered additional remarks about the future of the City.

No further comments were offered.

ADJOURNMENT: The Joint Special Meeting of the El Cajon City Council/El Cajon Housing Authority/Successor Agency to the El Cajon Redevelopment Agency held this 13th day of June 2017 was adjourned at 2:54 p.m.

BELINDA A. HAWLEY, CMC
City Clerk/Secretary

JOINT MEETING OF THE EL CAJON CITY COUNCIL/HOUSING AUTHORITY/SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY



MINUTES

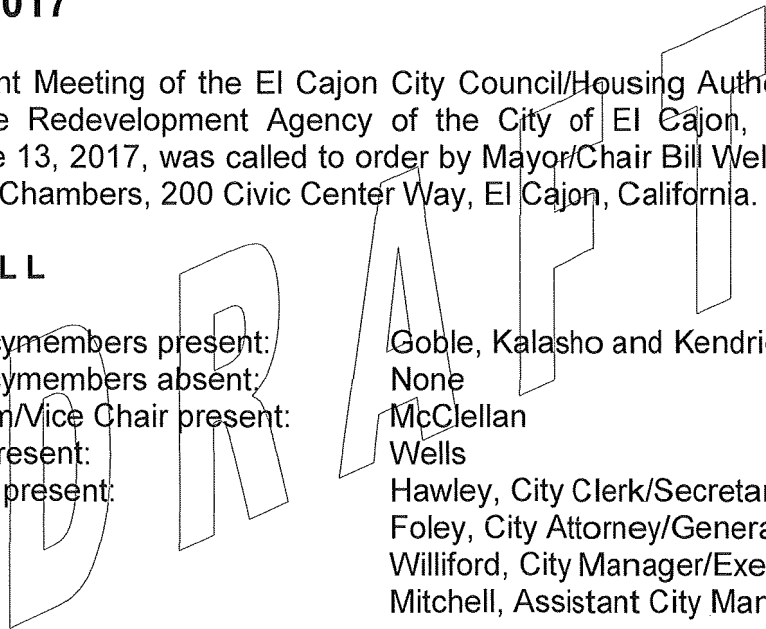
CITY OF EL CAJON EL CAJON, CALIFORNIA

June 13, 2017

A Regular Joint Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the Redevelopment Agency of the City of El Cajon, California held Tuesday, June 13, 2017, was called to order by Mayor/Chair Bill Wells at 3:00 p.m., in the Council Chambers, 200 Civic Center Way, El Cajon, California.

ROLL CALL

Council/Agencymembers present:	Goble, Kalasho and Kendrick
Council/Agencymembers absent:	None
Mayor Pro Tem/Vice Chair present:	McClellan
Mayor/Chair present:	Wells
Other Officers present:	Hawley, City Clerk/Secretary Foley, City Attorney/General Counsel Williford, City Manager/Executive Director Mitchell, Assistant City Manager



Mayor Wells invited School Board President, Jo Alegria, to lead the PLEDGE OF ALLEGIANCE TO THE FLAG and MOMENT OF SILENCE. (The Courts have concluded that sectarian prayer as part of City Council Meetings is not permitted under the Constitution).

Mayor Wells also acknowledged the presence of School Board Member, Karen Mejia, and Superintendent, David Miyashiro, in the audience.

POSTINGS: The City Clerk posted Orders of Adjournment of the May 23, 2017, meetings and the Agenda of the June 13, 2017, meetings in accordance with State Law and Council/Authority/Successor Agency to the Redevelopment Agency Policy.

PRESENTATIONS:

- **PRESENTATION: 2017 San Diego County Fair**
- **PROCLAMATION: Alzheimer's and Brain Awareness Month**
- **COMMENDATION: Belinda Hawley, City Clerk**

AGENDA CHANGES:

City Manager Williford cancelled Closed Session Item 15.1.

MOTION BY WELLS, SECOND BY KENDRICK, to APPROVE Agenda Changes, cancelling Closed Session Item 15.1.

MOTION CARRIED BY UNANIMOUS VOTE.

CONSENT ITEMS: (1.1 – 1.12)

MOTION BY WELLS, SECOND BY KENDRICK, to APPROVE Consent Items 1.1 to 1.5, and 1.7 to 1.10, pulling item 1.6, as requested by a member of the public.

MOTION CARRIED BY UNANIMOUS VOTE.

1.1 MINUTES OF CITY COUNCIL/REDEVELOPMENT AGENCY MEETINGS

Approve Minutes of the May 23, 2017 Meetings of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency.

1.2 WARRANTS

Approve payment of Warrants as submitted by the Finance Department.

1.3 APPROVAL OF READING BY TITLE AND WAIVER OF READING IN FULL OF ORDINANCES ON AGENDA

Approve the reading by title and waive the reading in full of all Ordinances on the Agenda.

CONSENT ITEMS: (Continued)

1.4 PROGRESS REPORT – DECLARATION OF EMERGENCY FOR STORM DAMAGE (Report: Dennis Davies, Deputy Director of Public Works)

- Determines that there continues to be a State of Emergency to facilitate repairs at various locations throughout the City; and
- Waives bid requirements for emergency repairs in accordance with El Cajon Municipal Code Section 3.20.010(C).

1.5 DESIGNATION OF VOTING DELEGATE AND ALTERNATE TO LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE, SEPTEMBER 13-15, 2017 (Report: Douglas Williford, City Manager)

Designates Mayor Bill Wells as the Voting Delegate for the City of El Cajon, and Assistant City Manager Graham Mitchell, as the Alternate, for the League of California Cities Annual Conference.

1.6 PULLED FOR DISCUSSION

1.7 PURCHASE OF RADIO EQUIPMENT AND INSTALLATION (Report: Nahid Razi, Purchasing Agent)

Authorizes the Purchasing Agent, in accordance with Municipal Code 3.20.010.C.5, to execute purchase agreements with Motorola Solutions, Inc. and Day Wireless Systems for the purchase of radio equipment and installation services in the total amount of \$195,584.18.

1.8 RESOLUTION: REJECTION OF BID NO. 022-17, CITY HALL & COUNCIL CHAMBERS HVAC RE-BID (Report: Nahid Razi, Purchasing Agent)

- Finds the first and second low bidders non-responsive, each for the reasons set forth in the agenda report;
- Finds the protest submitted by A.P. General Corporation to be timely, but without merit; and
- Adopts RESOLUTION NO. 044-17 rejecting all bids and authorizes re-bidding the project with revisions to the specifications.

CONSENT ITEMS: (Continued)

1.9 AUTHORIZATION FOR “AS-NEEDED” GROUNDWATER INVESTIGATION SERVICES WITH STEARNS, CONRAD AND SCHMIDT, CONSULTING ENGINEERS, INC., FOR PARK ROW (Report: Yazmin Arellano, Deputy Director of Public Works/ City Engineer)

On behalf of the City in its capacity as the Successor Agency to the former El Cajon Redevelopment Agency, authorizes the City Manager, as the Executive Director of the Successor Agency, to enter into an As-Needed Professional Services Agreement with Stearns, Conrad and Schmidt, Consulting Engineers, Inc. (“SCS Engineers”), to perform environmental solution services at Park Row (“Site”). The proposed agreement will not exceed \$100,000.00 per year and will be for an initial one (1) year term with four (4) one (1)-year renewal options.

**1.10 ANNUAL REPORT FROM DOWNTOWN EL CAJON BUSINESS PARTNERS, INC. FOR THE EL CAJON PROPERTY AND BUSINESS IMPROVEMENT DISTRICT (PBID)
(Report: Clay Schoen, Director of Finance)**

Accept and approve the Annual Report prepared by the Downtown El Cajon Business Partners, Inc. (DECBP).

**1.11 ACCEPTANCE OF RONALD REAGAN COMMUNITY CENTER RENOVATION PROJECT, PK3508, BID NO. 001-17
(Report: Dennis Davies, Deputy Director of Public Works)**

Accepts the Ronald Reagan Community Center Renovation Project, PK3508, Bid No. 001-17, and authorizes the City Clerk to record a Notice of Completion and release the bonds in accordance with the contract terms.

**1.12 RESOLUTION: REJECTION OF BID NO. 004-18, WELLS PARK FENCING
(Report: Nahid Razi, Purchasing Agent)**

- Consents to the withdrawal of the sole bidder, Quality Fence Co., Inc.; and
- Adopts RESOLUTION NO. 045-17 rejecting all bids and authorizes re-bidding the project with revisions to the specifications.

CONSENT ITEMS: (Continued)

PULLED FOR DISCUSSION:

**1.6 RESOLUTION IN SUPPORT OF THE SAN DIEGO WATER AUTHORITY
(Report: Graham Mitchell, Assistant City Manager)**

RECOMMENDATION: That the City Council adopt a resolution in support of the San Diego Water Authority.

DISCUSSION

Meena Westford, representing the Metropolitan Water District of Southern California, requested the opportunity to present information at a later date, regarding the proposed rate increase.

Denise Vedder, representing the San Diego Water Authority, thanked the Council for their continued support. She shared the agency's concern about Metropolitan Water District's rate increase.

Council considered the request by Metropolitan Water District to postpone the adoption of the RESOLUTION in support of the San Diego Water Authority.

MOTION BY WELLS SECOND BY McCLELLAN, to CONTINUE the item and present it at a future meeting.

MOTION CARRIED BY UNANIMOUS VOTE.

Recognition from Cajon Valley School District for **Mayor Pro Tem McClellan**.

- **PRESENTATION: 2017 San Diego County Fair**

PUBLIC COMMENT:

Robert Clark praised the City Clerk staff, and spoke in support of mail ballot voting for future Special Elections.

Sunshine Horton shared she is grateful for what this country has done for her, and invited all to her birthday celebration in August.

Nathan Cornett spoke of comments made by **Councilmember Kalasho** towards **Mayor Pro Tem McClellan**, regarding his age. He thanked Mayor Pro-Tem McClellan for his years of service.

Mary Marshall shared that she supported the ECook1 and Green Maps previously, and questioned why the PCirco1 was chosen if it did not seem to have a strong following by the community.

Jo Alegria was not present when called to speak.

John Prijie spoke about a drug house in the Fletcher Hills area, and asked the City Council to enforce the injunction placed on the problem residence. **City Manager Williford** commented that the City is aware of the problems, and that he will further discuss with **Chief of Police Davis**.

Roy Wheeler spoke about the growing number of illegal marijuana dispensaries in the Greenfield Drive neighborhood.

City Manager Williford clarified that the dispensaries mentioned by **Mr. Wheeler**, are outside of the City limits of El Cajon.

Bonnie Price spoke about replacing Waste Management refuse services. She suggested competitive pricing to save money for the residents.

Anthony Shanks spoke of the drug problems in his Flying Hills neighborhood. He also complained about the speeding problems in the area.

Mayor Wells asked **City Manager Williford** to request a traffic study for the Flying Hills area.

David Smith spoke about the drug problems in the 'blue house' on Swallow drive.

Curt Crook spoke of the drug problem on the Fletcher Hills area at 1532 Swallow Drive 'Blue House'. He stated that some of the neighbors are afraid for their safety in the area.

PUBLIC COMMENT: (Continued)

City Manager Williford stated that previous injunctions on the referenced property have been successful. He will consult with **Chief of Police Davis** for more information.

In answer to a question by **Councilmember Kendrick**, **City Attorney Foley** stated that the demolition of the property may not be the legal solution for the problem. He reminded the Council that there is an agreement and an injunction in regards to the property. City Attorney's office will review the current agreement and provide information to **Council**.

Councilmember Goble suggested considering this property a public nuisance, and imposing fines on the property owners. **City Attorney Foley** stated there are enforcement tools in the current agreement. His office will investigate, and if property owners are not in compliance, they will be taken back to court by the City.

Mayor Wells requested regular reports on this issue and he will contact Mr. Prijie for further information.

In answer to a question by **Mayor Pro Tem McClellan**, **City Attorney Foley** stated that if the property owners are found to be not in compliance of the agreement with the City, the Court will assess significant fines, which can be used as a lien on the property.

2. WRITTEN COMMUNICATIONS: None

*Recess called at 4:14 p.m.
Meeting called back to order at 4:23 p.m.*

3. PUBLIC HEARINGS:

**3.1 FISCAL YEAR 2017-18 ANNUAL CITY, HOUSING AUTHORITY, AND SUCCESSOR AGENCY BUDGETS
(Report: Douglas Williford, City Manager)**

NOTE: This Item is being CONTINUED to the 3:00 p.m. meeting on June 27, 2017.

PUBLIC HEARINGS: (Continued)

**3.2 RESOLUTIONS: DELINQUENT REFUSE COLLECTION CHARGES
(Report: Dennis Davies, Deputy Director of Public Works)**

RECOMMENDATION: That the City Council:

- Opens the Public Hearing and receives testimony;
- Closes the Public Hearing;
- Adopts the next RESOLUTIONS in order confirming the list of property owners as delinquent in the payment of their mandatory trash service bills; and
- Authorizes the City Clerk to record the amount owed as a lien on the property and forward a list to the County Tax Assessor for billing on the next property tax bill.

DISCUSSION

Deputy Director of Public Works, Dennis Davies, gave a summary of the Item.

Mayor Wells opened the public hearing.

Christine Costa, Waste Management representative, announced that the offices will be re-opened to the public on July 1, 2017 at 1001 West Bradley Avenue, El Cajon. 619-596- 5100.

MOTION BY McCLELLAN, SECOND BY KALASHO, to CLOSE the Public Hearing.

MOTION CARRIED BY UNANIMOUS VOTE.

MOTION BY McCLELLAN, SECOND BY KENDRICK, to ADOPT RESOLUTIONS NO. 046-17A through 046-17E confirming the list of property owners as delinquent in the payment of their mandatory trash service bills.

MOTION BY McCLELLAN, SECOND BY KENDRICK, to AUTHORIZE the City Clerk to record the amount owed as a lien on the property and forward a list to the County Tax Assessor for billing on the next property tax bill.

MOTION CARRIED BY UNANIMOUS VOTE.

PUBLIC HEARINGS: (Continued)

**3.3 RESOLUTIONS: DELINQUENT SEWER SERVICE CHARGES
(Report: Yazmin Arellano, Deputy Director of Public Works/
City Engineer)**

RECOMMENDATION: That the City Council:

- Opens the Public **Hearing** and considers public testimony;
- Closes the Public Hearing;
- Adopts the next RESOLUTIONS in order confirming the charges and levying the assessments on the next regular tax bill; and
- Authorizes the City Clerk to place a lien on delinquent properties and to forward a list to the County Tax Assessor for billing on the next property tax bill.

DISCUSSION

Deputy Director of Public Works, Yazmin Arellano, gave a summary of the Item.

Mayor Wells opened the public hearing.

No one came forward to speak.

MOTION BY WELLS, SECOND BY McCLELLAN, to CLOSE the Public Hearing.

MOTION CARRIED BY UNANIMOUS VOTE.

MOTION BY McCLELLAN, SECOND BY GOBLE, to ADOPT RESOLUTION NO. 047-17A through 047-17F, confirming the charges and levying the assessments on the next regular tax bill; and AUTHORIZE the City Clerk to place a lien on delinquent properties and to forward a list to the County Tax Assessor for billing on the next property tax bill.

MOTION CARRIED BY UNANIMOUS VOTE.

4. ADMINISTRATIVE REPORTS:

4.1 HARRY GRIFFEN PARK FUNDING AGREEMENT DISCUSSION (Report: Douglas Williford, City Manager)

RECOMMENDATION: That the City Council direct board representative Mayor Pro Tem McClellan and staff to participate in proposed workshops on this issue and further direct the City Manager to return to the City Council to recommend a final conclusion, when appropriate.

DISCUSSION

City Manager Williford gave a summary of the Item.

Discussion ensued among **Council** and **Staff** regarding the fact that the JPA has not made a formal vote on the issue.

Bonnie Price suggested a user census to consider what the City of El Cajon should pay for the residents' use of the park.

Mayor Wells clarified that the park is in the City of La Mesa but El Cajon residents use it.

Mayor Pro Tem McClellan explained he made a statement to the agency that the **Council** may decide not to participate if fees are steeply raised.

MOTION BY McCLELLAN, SECOND BY KENDRICK, to DIRECT Board Representative Mayor Pro Tem McClellan and staff to participate in proposed workshops on this issue and further direct the City Manager to return to the City Council to recommend a final conclusion, when appropriate.

MOTION CARRIED BY UNANIMOUS VOTE.

4.2 REQUEST TO ALLOCATE ADDITIONAL FUNDS FOR EAST COUNTY TRANSITIONAL LIVING CENTER EMERGENCY SHELTER PROGRAM (Report: Douglas Williford, City Manager)

RECOMMENDATION: That the City Council approves an allocation of \$70,000.00 to the East County Transitional Living Center Emergency Shelter Program.

ADMINISTRATIVE REPORTS: (Item 4.2 - Continued)

DISCUSSION

City Manager Williford gave a summary of the Item.

Bonnie Price stated she visited El Cajon Transitional Living Center (ECTLC), and she added that the City should pay by person served to ECTLC.

Robert Clark spoke against the idea of allocating the proposed amount to the ECTLC.

Harold Brown, CEO for ECTLC, thanked the **Council** for helping people with a 28-day program while they help them find a more permanent situation. The allocated money is per person, and is not to be utilized in any other part of the program.

In answer to a question by **Mayor Wells**, **Mr. Brown** once again re-assured that the requested funding will only be used for emergency funding, and that it will not be used for another part of the ECTLC program.

City Manager Williford stated that an audit will be performed by the City to make sure money is only used for that stated purpose.

In answer to a question by **Councilmember Kalasho**, **Harold Brown** clarified that ECTLC reaches out to other programs for assistance, once the funds are no longer available, the assistance program will be terminated. He added that HUD has done investigations and confirmed that funds are used as specified.

Councilmembers Goble and Kendrick spoke in support of the Item.

MOTION BY WELLS, SECOND BY KENDRICK, to APPROVE an allocation of \$70,000.00 to the East County Transitional Living Center Emergency Shelter Program.

**MOTION CARRIED BY A 4 – 1 VOTE
(Kalasho – abstained).**

5. COMMISSION REPORTS: None

6. ACTIVITIES REPORTS OF MAYOR WELLS/COMMENTS

SANDAG (San Diego Association of Governments); SANDAG Public Safety Committee – Chair; League of California Cities, San Diego Division; Heartland Fire Training JPA – Alternate; Indian Gaming Local Community Benefit Committee.

6.1 Council Activities Report/Comments

REPORT AS STATED.

6.2 LEGISLATIVE REPORT

Mayor Wells reported that AB 805 passed the Assembly, more opposition is expected, and he will bring more information in the future.

ACTIVITIES REPORTS OF COUNCILMEMBERS

7.

COUNCILMEMBER GARY KENDRICK

Heartland Communications JPA; Heartland Fire Training JPA.

7.1 Council Activities Report/Comments

REPORT AS STATED.

8.

MAYOR PRO TEM BOB MCCLELLAN

MTS (Metropolitan Transit System Board); Harry Griffen Park Joint Steering Committee; Heartland Communications JPA – Alternate.

8.1 Council Activities Report/Comments

REPORT AS STATED.

ACTIVITIES REPORTS OF COUNCILMEMBERS: (Continued)

9.

COUNCILMEMBER BEN KALASHO

East County Economic Development Council – Alternate; METRO Commission/Wastewater JPA; Indian Gaming Local Community Benefit Committee – Alternate.

9.1 Council Activities Report/Comments

REPORT AS STATED.

9.2 PROPOSAL TO FUND NEIGHBORHOOD WATCH SIGNS

RECOMMENDATION: That the City Council directs the City Manager to bring this item back to the City Council at a future meeting for further discussion and a decision.

DISCUSSION

Councilmember Kalasho gave a summary of the Item and suggested that the item be voted on at today's meeting, rather than bringing it back on a future meeting.

City Attorney Foley clarified that the funds cannot be approved at this meeting, and that **Council** must follow the recommendation and protocol.

Elaine Briggs, block captain for the Ventana Way neighborhood, spoke in support of the Item.

Council requested information on the cost for neighborhood watch signs, poles, stickers, and the cost for officers to go out to start these programs.

Discussion ensued among **Council** and **Staff** concerning public safety, and sending the right message to other communities to set up neighborhood watch programs.

MOTION BY KALASHO, SECOND BY KENDRICK, to DIRECT the City Manager to bring this item back to the City Council at a future meeting for further discussion and a decision.

MOTION CARRIED BY UNANIMOUS VOTE.

ACTIVITIES REPORTS OF COUNCILMEMBERS: (Continued)

10. COUNCILMEMBER STEVE GOBLE

SANDAG – Alternate; SANDAG Public Safety Committee – Alternate; Chamber of Commerce – Government Affairs; MTS (Metropolitan Transit System Board) – Alternate; East County Economic Development Council; METRO Commission/Wastewater JPA - Alternate.

10.1 Council Activities Report/Comments

REPORT AS STATED.

11. JOINT COUNCILMEMBER REPORTS: None

12. GENERAL INFORMATION ITEMS FOR DISCUSSION: None

13. ORDINANCES: FIRST READING

13.1 FIRST READING FOR ZONE RECLASSIFICATION NO. 2302

RECOMMENDATION: That the City Council

- **Make a MOTION, and second to introduce the Ordinance**
- **Discussion**
- **Vote**
- **If approved, the Mayor requests the City Clerk to recite the title**

DISCUSSION

Deputy Director of Community Development Anthony Shute gave information on the Item.

MOTION BY McCLELLAN, SECOND BY KENDRICK, to INTRODUCE the Ordinance.

MOTION CARRIED BY UNANIMOUS VOTE.

ORDINANCES: FIRST READING (Item 13.1 – Continued)

The **City Clerk** recited the title of the ordinance for a first reading.

AN ORDINANCE APPROVING ZONE RECLASSIFICATION NO. 2302 FOR THE REZONING OF PROPERTY LOCATED ON THE EAST SIDE OF SOUTH LINCOLN AVENUE BETWEEN EAST CAMDEN AND EAST WASHINGTON AVENUES FROM THE RS-6 (RESIDENTIAL SINGLE-FAMILY, 6,000 SQUARE FEET) ZONE TO THE RM-4300 (RESIDENTIAL, MULTI-FAMILY, 4,300 SQUARE FEET) ZONE; APNS: 488-371-01 & 493-101-01; GENERAL PLAN DESIGNATION: MEDIUM DENSITY RESIDENTIAL (MR).

14. ORDINANCES: SECOND READING AND ADOPTION:

14.1 ORDINANCE ESTABLISHING COUNCIL DISTRICTS AND AMENDING MUNICIPAL CODE FOR CITY COUNCIL ELECTIONS BY DISTRICTS

RECOMMENDATION: That **Mayor Wells** requests the City Clerk to recite the title.

DISCUSSION

Paul Circo creator of PCirco1, offered to make adjustments as needed to proposed map.

Kovu was not present when called to speak.

Brisa Johnson, representing Unified Communities of El Cajon Coalition, asked that **Council** make changes to the PCirco1 map to include the communities of interest in the City.

Bonnie Price stated that the districting map process was credible but that she was disappointed with the end-result.

Eddie Price requested to have the selection of the map process be extended, to receive more input from other groups.

Amanda Lee, representing ECLU, spoke in support of extending the process.

Cody Groleau not present when called to speak.

Jacob Siddigh not present when called to speak.

ORDINANCES: SECOND READING AND ADOPTION: (Item 14.1 – Continued)

Stephanie Harper expressed her disagreement with the map selected by the **City Council**.

Mayor Wells explained that the four (4) final maps were similar. By choosing the PCirco1 map, he felt the citizens will be represented fairly and justly.

Discussion ensued among **Council** regarding the fair representation of the majority/minority groups.

MOTION BY McCLELLAN, SECOND BY KENDRICK, to ADOPT Ordinance No. 5062.

**MOTION CARRIED BY A 4 - 1 VOTE.
(KALASHO – NO).**

The **City Clerk** recited the title of the ordinance.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EL CAJON, CALIFORNIA, ESTABLISHING FOUR COUNCIL DISTRICTS AND AMENDING THE EL CAJON MUNICIPAL CODE TO PROVIDE FOR CITY COUNCIL ELECTIONS BY DISTRICTS

Item 15. 1 was removed from the Agenda by previous action under Agenda Changes.

15. CLOSED SESSIONS:

RECOMMENDATION: That the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency adjourns to Closed Sessions as follows:

15.1 CONFERENCE WITH LABOR NEGOTIATORS pursuant to Government Code Section 54957.6.

Agency Designated Representatives:	Jim Lynch, Director of Administrative Services Steve Berliner, Esq., Liebert Cassidy Whitmore
Employee Organizations:	El Cajon Professional Firefighters Association - Local 4603 (ECPFF) El Cajon Police Officers' Association Management Group

Adjournment: Mayor Wells adjourned the Regular Joint Meeting of the City Council/Housing Authority/Successor Agency to the Redevelopment Agency held this 13th day of June 2017, at 5:21 p.m. to Tuesday, June 13, 2017, at 7:00 p.m.

BELINDA A. HAWLEY, CMC
City Clerk/Secretary

DRAFT

JOINT MEETING OF THE EL CAJON CITY COUNCIL/HOUSING AUTHORITY/SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY



MINUTES

CITY OF EL CAJON EL CAJON, CALIFORNIA

June 13, 2017

An Adjourned Regular Joint Meeting of the City Council/Housing Authority/Successor Agency to the Redevelopment Agency of the City of El Cajon, California, held Tuesday, June 13, 2017, was called to order by Mayor/Chair Bill Wells at 7:02 p.m., in the Council Chambers, 200 Civic Center Way, El Cajon, California. This meeting was adjourned from the Adjourned Regular Joint Meeting held at 3:00 p.m., Tuesday June 13, 2017, by order of the City Council and Redevelopment Agency.

ROLL CALL

Council/Agencymembers present:	Goble, Kalasho and Kendrick
Council/Agencymembers absent:	None
Mayor Pro Tem/Vice Chair present:	McClellan
Mayor/Chair present:	Wells
Other Officers present:	Hawley, City Clerk/Secretary Foley, City Attorney/General Counsel Williford, City Manager/Executive Director Mitchell, Assistant City Manager

Mayor Wells invited Planning Commissioner, Anthony Sottile, to lead the PLEDGE OF ALLEGIANCE TO THE FLAG and MOMENT OF SILENCE. (The Courts have concluded that sectarian prayer as part of City Council Meetings is not permitted under the Constitution).

AGENDA CHANGES: None

PUBLIC COMMENT:

Tony Sottile commended **Staff** and **Councilmembers** for their continued hard work. He also spoke about comments on social media made by **Councilmember Kalasho**, and asked that the City **Council** be cohesive and respectful to each other.

Elizabeth Valles representing Rady Children's Hospital, promoting Red Shoe Day which benefits the Ronald McDonald's House Charities.

ADMINISTRATIVE REPORT:

**100 PRESENTATION OF EAST COUNTY HOMELESS TASK FORCE REPORT
(East County Chamber of Commerce)
(Report: Douglas Williford, City Manager)**

RECOMMENDATION: That the **City Council** hears presentation and directs the City Manager to return at a future City Council meeting with further analysis and recommendations.

DISCUSSION

City Manager Williford introduced Chamber of Commerce CEO, **Eric Lund**, who gave detailed information on the Item.

Discussion ensued among **Council and Mr. Lund** regarding:

- Possibility of hooking up the shower car to a sewer drain to lessen costs;
- The priorities of requests from the Homeless Task Force;
- Reaching out to the County of San Diego for help.

Anthony Sottile shared that in his experience there are many homeless people who do not want to get help, but those who do want the help would benefit from the proposed program.

Mayor Pro Tem McClellan agreed with comments made by Mr. Sottile.

Councilmember Kendrick stated that during his 20 years of service to the City, this has been the most comprehensive and realistic report for the current homeless problem.

Mayor Pro Tem McClellan, requested information on the percentage of people on the street who would like to receive help.

ADMINISTRATIVE REPORT: (Item 100 – Continued)

MOTION BY WELLS, SECOND BY GOBLE, to DIRECT the City Manager to return at a future City Council meeting with further analysis and recommendations.

MOTION CARRIED BY UNANIMOUS VOTE.

PUBLIC HEARINGS:

**101 RESOLUTION: APPEAL OF PLANNING COMMISSION APPROVAL OF APPEAL OF DIRECTOR'S DECISION FOR AN ADULT DAY CARE, 456 NORTH MAGNOLIA AVENUE
(Report: Anthony Shute, Deputy Director of Community Development)**

RECOMMENDATION: That the City Council:

- Opens the Public Hearing and receives testimony;
- Closes the Public Hearing;
- Moves to ADOPT the next RESOLUTION in order that either GRANTS or DENIES the Appeal

DISCUSSION

Deputy Director of Community Development, Anthony Shute, provided a summary of the Item.

Mayor Wells opened the Public Hearing.

Mike Terzibachian spoke in support of the adult daycare, and gave information on demographics, parking and traffic for the proposed business.

Discussion ensued amongst **Councilmembers** and **Mr. Terzibachian** regarding:

- Information on shuttle services, which have not been finalized;
- Information on how parking is handled for current events at the center;
- The level of disabilities of the client base;
- What activities are offered at the center;
- The many levels of Alzheimer's, and or dementia, and how they would be handled.

Nadia Terzibachian spoke of the character of **Mr. Terzibachian** and his capacity to provide good service at the adult daycare.

PUBLIC HEARINGS: (Item 101 – Continued)

Vicki Jones expressed concern about the parking situation if the day care center is approved. Buses could block her business when they are shuttling the clients for the daycare.

Lula Karana Alkas Shamoun spoke against the proposed adult day care business, mainly due to parking concerns, and also stated that Medicare does not pay for clients that are not health related.

Carmen Guerrero spoke in support of **Mr. Terzibachian's** intent to start an adult day care business.

Nataly Kourabi owner of an adult day care center near the proposed day care, spoke against the idea of adding another adult day care center. She stated that safety is an issue and adding another center will add a considerable amount of traffic.

Lynn McDougal owner of a property adjacent to the subject property spoke in support of the proposed daycare center. For the record, **Mr. McDougal** stated that he does not have a financial interest in the proposed adult day care center.

Mayor Wells asked **Mike Terzibachian** to return to the podium to clarify if the State of California Department of Social services will pay for the transportation, to which **Mr. Terzibachian** replied that they would.

Discussion ensued amongst **Councilmembers** and **Mr. Terzibachian** regarding:

- Start/end time of the program;
- The number of available parking spaces during the day;
- Information missing, such as a traffic plan from the items presented.

No further comments were offered.

MOTION BY WELLS, SECOND BY McCLELLAN, to CLOSE the Public Hearing.

MOTION CARRIED BY UNANIMOUS VOTE.

PUBLIC HEARINGS: (Item 101 – Continued)

Mayor Wells proposed postponing a decision until a traffic plan is brought to **Council** for consideration.

City Attorney Foley recommended re-opening the public hearing to allow for submittal of pertinent documents for consideration.

In answer to a question by **Lynn McDougal**, **City Attorney Foley** clarified that the Public Hearing would be continued to July 11, 2017. **City Manager Williford** added that any items to be considered by Council are required by June 27, 2017.

Lula Karana Alkas Shamoun returned to the podium to say she is certain the State will not pay for the proposed services.

Mayor Wells asked **Mr. Terzibachian** for definite information on what state agency will be paying for the proposed adult daycare program.

MOTION BY WELLS, SECOND BY KENDRICK, to CONTINUE the Public Hearing to July 11, 2017.

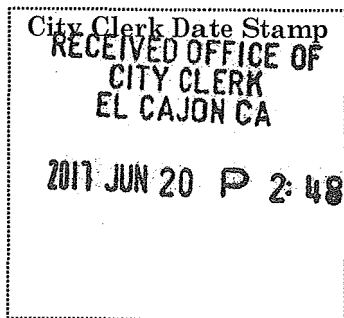
MOTION CARRIED BY UNANIMOUS VOTE.

ADJOURNMENT: Mayor Wells adjourned the Adjourned Regular Joint Meeting of the City Council/Housing Authority/Successor Agency to the Redevelopment Agency held this 13th day of June 2017, at 9:01 p.m. to Tuesday, June 27, 2017, at 3:00 p.m.

BELINDA A. HAWLEY, CMC
City Clerk/Secretary

**APPROVAL OF READING BY TITLE AND WAIVER OF READING
OF ORDINANCES ON THIS AGENDA**

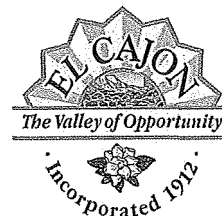
The City Council waives the reading of the full text of every ordinance contained in this agenda and approves the reading of the ordinance title only.



City of El Cajon Agenda Report

MEETING: June 27, 2017

ITEM NO: 1.4



TO: Mayor Wells, Mayor Pro Tem McClellan,
Councilmembers Goble, Kalasho and Kendrick

FROM: Dennis Davies, Deputy Director of Public Works

SUBJECT: Termination of Emergency for Storm Damage

RECOMMENDATION: That the City Council:

1. Adopts the next Resolution in order proclaiming the termination of a local emergency in the City of El Cajon; and
2. Appropriate an additional \$55,000 of Unallocated Wastewater Funds from the enterprise fund balance to cover the cost of the emergency work.

BACKGROUND:

This report is to inform the City Council on the status of emergency repairs needed to mitigate damage to City facilities resulting from storm damage between the weeks of January 21 through February 27, 2017. In total, work was performed at four locations due to damage sustained to the City's storm water conveyance system during intense rainfalls earlier this year.

The City Council approved Resolutions No. 011-17 and No. 014-17 on February 28, 2017, declaring a State of Emergency and authorizing expenditures to make needed repairs for the following locations:

1. **636 Front Street** (California Metals): The contractor completed the installation of approximately 150 linear feet of storm drain pipe replacement, as well as all surface repairs on-site. Additionally, 40 linear feet of storm drain pipe that runs across Front Street has also been replaced. Additional time to complete this work was required due to a gas line conflict. Gas line relocation efforts were coordinated with SDG&E and relocation was performed. Final asphalt paving and general cleanup has been completed at this site.
2. **100 Fletcher Parkway:** On March 20, 2017, the contractor completed the spot repair of the 22-inch x 36-inch corrugated metal pipe (CMP) due to the

discovery of a sinkhole. This repair has stabilized the pipe and will be scheduled for lining in the upcoming Sewer and Storm Drain Repair and Replacement Project.

3. **1000 block of Petree Street:** The contractor completed work to replace a 10-foot portion of the 60-inch diameter CMP. This repair has stabilized the pipe and will be scheduled for lining in the upcoming Sewer and Storm Drain Repair and Replacement Project.
4. **1300 block of Hill Street:** The contractor has completed the replacement of the storm drain culvert across Hill Street. The installation of the elliptical concrete pipe is complete and drainage flows have been restored.

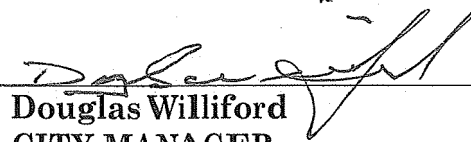
FISCAL IMPACT: The final cost of repairs will not exceed a total of \$255,000. An allowance of \$200,000 was appropriated at the February 28, 2017 City Council Meeting. Due to the impact of the repairs needed, an additional \$55,000 appropriation from the Wastewater Funds is requested to cover all repair expenses.

PREPARED BY:



**Dennis C. Davies
DEPUTY DIRECTOR
OF PUBLIC WORKS**

APPROVED BY:



**Douglas Williford
CITY MANAGER**

RESOLUTION NO. ___-17

A RESOLUTION OF THE
CITY COUNCIL OF THE CITY OF EL CAJON
PROCLAIMING THE TERMINATION
OF A LOCAL EMERGENCY

WHEREAS, on occasion during heavy storm events, CMP pipes will randomly fail, resulting in surface-reflected sinkholes, and the most recent storms of January 21, 2017 through February 5, 2017 caused sinkholes at 636 Front Street and at 100 Fletcher Parkway, both of which required immediate repairs to protect private property and critical thoroughfares as the intense rains severely damaged pipes at both locations and undermined the supporting soils threatening adjacent highways at Interstate-8 and the exit ramp at SR-67 and Fletcher Parkway; and

WHEREAS, during said storms a pipe on the 900 block of Petree Street damaged City property by creating a 12' x 10' x 8' (depth) sinkhole, undermining a pedestrian sidewalk; and the pipe crossing Hill Street, adjacent to the MTS trolley tracks became blocked, flooding the trolley tracks and developing a large hole in the CMP that could have caused the surrounding earth to collapse if there was another storm if not repaired immediately; and

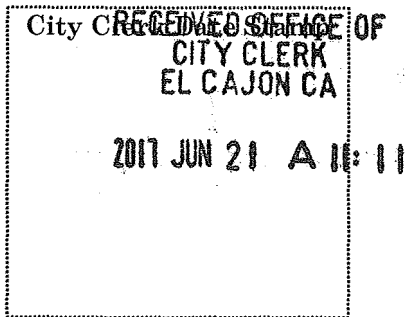
WHEREAS, in addition, the 900 block of Petree Street and a crossing of Hill Street, adjacent to the MTS trolley tracks, required immediate repairs to protect public property and critical thoroughfares as the intense rains severely damaged pipes at both locations and undermined the supporting soils surrounding the sites; and

WHEREAS, the pipe failures were discovered on February 27, 2017, and the threat of major storm water system failure and further damage to public and private properties could have resulted if repair work was not performed immediately; and

WHEREAS, on February 28, 2017, the City Council approved Resolutions No. 011-17 and No. 014-17, declaring a State of Emergency and authorizing expenditures to make the necessary repairs at said four (4) locations due to the damage sustained to the City's storm water conveyance system during the intense rainfalls; and

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of, and within and outside of, the City of El Cajon.

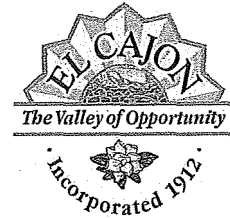
NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of El Cajon hereby proclaims the termination of the local emergency.



City of El Cajon Agenda Report

MEETING: June 27, 2017

ITEM NO: 1.5



TO: Mayor Wells, Mayor Pro Tem McClellan,
Councilmembers Goble, Kalasho and Kendrick

FROM: Jim Lynch, Director of Administrative Services

SUBJECT: Approval of Revisions to Various Class Specifications

RECOMMENDATION: That the City Council approve the changes to the class specifications described below and included on the attachments.

BACKGROUND: On March 30, 2017, the City's Personnel Commission reviewed proposed revisions to the classification specifications for (a) Administrative Secretary, (b) Secretary, (c) Secretary to the Chief of Police, (d) Executive Assistant to the City Manager and City Attorney, and (e) Assistant Engineer/Licensed Land Surveyor. City Council approval is now requested.

Administrative Secretary, Secretary, Secretary to the Chief of Police, and Executive Assistant to the City Manager and City Attorney

Based on similar classifications within other agencies in the county, and due to the advancement in technology, the City proposed to reduce the typing certificate requirement for these classifications to 45 words per minute. The City's Personnel Commission reviewed and approved the proposed changes to the classification specifications.


The revised classification specifications were provided to employees in the respective classifications and the applicable specifications were approved by the El Cajon Municipal Employee Association (ECMEA).

Assistant Engineer/Licensed Land Surveyor

The Public Works Department requested that the City separate the combined classification (Assistant Engineer/Licensed Land Surveyor) into two distinct classifications in order to assist in recruitment and to help the organization become more efficient. Copies of the revised classification specifications were provided to and approved by the Mid Management and Professional Employees' Group (MMPEG), which represents the affected positions.

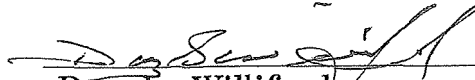
FISCAL IMPACT: There is no fiscal impact. The salaries and benefits were not changed.

PREPARED BY:



Jim Lynch
DIRECTOR OF
ADMINISTRATIVE SERVICES

APPROVED BY:



Douglas Williford
CITY MANAGER

CITY OF EL CAJON

ADMINISTRATIVE SECRETARY

CLASSIFICATION DESCRIPTION

Function: Under general supervision, to provide secretarial support to a department/division director, administrative staff and/or City Commission/Committee; perform a variety of clerical tasks; and to perform related work as required.

Class Characteristics:

Employees in this class perform a wide range of secretarial and clerical duties that support the departmental operation of the City. ~~The employee is~~ Employees are required to use more initiative, independent judgment, courtesy, tact and diplomacy in handling citizen inquiries, complaints and related matters than is required of ~~in~~ other clerical classifications.

Representative Duties:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- ~~Meets the public and~~ Provides the public with information requiring knowledge of City department, City Council and/or administrative policies and procedures;
- ~~P~~reprepares agendas, attends and takes minutes of meetings; of citizen, advisory and administrative committees;
- Composes and types correspondence and other general materials on general, technical subjects and/or confidential files;
- Logs, routes and tracks scheduled performance evaluations of departmental staff;
- ~~operates a variety of office machines;~~
- Creates, revises and maintains filing systems covering a variety of subject matters;
- Preprepares layout of departmental material to be printed;
- ~~may be required to log and collect fees for department services;~~
- Conducts inquiries into administrative concerns or problems and may make recommendations for action;
- ~~may type budget and financial reports;~~
- Schedules meetings and appointments for administrative staff;

City of El Cajon
Administrative Secretary

- ~~G~~ greets office visitors and screens for referral to appropriate official or office personnel;
- ~~requisitions, stores and maintains~~ Maintains control of departmental office and safety supplies;
- ~~P~~ prepares and maintains departmental forms and records retention files;
- ~~may lead the work of other clerical staff;~~
- ~~P~~ prepares and processes payroll records;
- ~~M~~ maintains logs and monitors budget expenditures;
- Takes and transcribes dictation or tapes;
- May provide clerical assistance in support of budget and financial reports;
- May be required to log and collect fees for department services;
- May lead the work of other clerical staff.
-
- ~~takes and transcribes dictation or tapes.~~

Contacts and Relationships: ~~The employee has~~ Employees in this class have contact with City employees and a variety of persons conducting business with the City. A high degree of courtesy and tact must be demonstrated by the employee due to the varied contacts involved in the job by employees in this class.

Accountability: A major part of the employee's work is performed in accordance with established guidelines and procedures. ~~On a daily basis, the employee~~ Employees on this class exercises considerable independent judgment in the selection and timing of work activities. It is expected that employees in this class ~~the employee will~~ review operations and suggest ways to relieve the department director of routine tasks. Employees in this class normally process information of a confidential and sensitive nature.

Working Conditions: ~~Essentially all of the employee's working hours are spent in an~~ Employees in this class work in an office environment. There may be some light physical work involved in the handling of supplies, files, etc. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

City of El Cajon
Administrative Secretary

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

~~Physical hazards are minimal.~~

QUALIFICATIONS GUIDELINES

Experience: At least three years of full-time experience performing the full range of responsible secretarial and/or clerical work, including word processing, screening of visitors, maintenance of filing systems and handling of minor administrative tasks; experience transcribing dictation may be ~~is~~ desirable for some positions.

~~**Special Requirements:** Ability to type at a corrected speed of 65 w.p.m.~~

Education: Equivalent to completion of high school, supplemented by course work or special training in secretarial science or business including training in word processing or personal computers.

~~**Special Requirements:** Ability to type at a corrected speed of 65-45 w.p.m., with a maximum of 5 errors.~~

~~**Physical Condition:** Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.~~

~~The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.~~

Abilities/Skills/Knowledge:

- Ability to use word processing, spreadsheet, and other computers application programs; ~~database and presentation applications;~~
- ~~ability to type at a corrected rate of 65 w.p.m.;~~
- ~~a~~Ability to establish and maintain complex filing systems and prepare reports;
- ~~a~~Ability to compose correspondence on routine matters;

City of El Cajon
Administrative Secretary

- ~~a~~Ability to assist in the development of office procedures and forms;
- ~~A~~ability to establish and maintain effective working relationships with other employees and the public;
- ~~A~~ability to prioritize a variety of assignments;
- ~~e~~Considerable knowledge of ~~modern-relevant~~ office ~~machines~~equipment;
- Considerable knowledge of; business English including spelling, punctuation and grammar;
- Considerable knowledge of office procedures and practices;
- ~~S~~ome knowledge of basic bookkeeping procedures;
- ~~good proofreading skills;~~
- ~~ability to take dictation at a speed of 80 w.p.m. is required for some positions.~~

Established: 10/85

Revised: 1/94, 9/98, 2/00, 10/01, 03/17

Formerly: Secretary I

Formerly: Administrative Secretary I

CITY OF EL CAJON

SECRETARY

CLASSIFICATION DESCRIPTION

Function: Under general supervision, to perform a variety of ~~typing and~~ clerical tasks; makes arithmetical calculations and operate various office ~~machines~~equipment; assists the public and performs related work as required.

Class Characteristics: This is the journey level class in the clerical series. Positions in this class differ from Administrative Secretary classification in that the Administrative Secretary has more responsibility for coordinating office operations beyond his/her own duties. Secretaries are expected to apply established procedures and learned techniques in accordance with ~~designated schedules of work completion~~ routine assignments.

Representative Duties:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Maintains forms, templates, records, reports, applications and other materials;
- ~~and~~ Ensures accuracy, completeness and conformity of documents within established procedures;
- Posts a variety of information from standardized media to various types of control records;
- Types letters and other materials from rough drafts, verbal instructions or audio tapes;
- Composes routine correspondence;
- Notifies other employees and members of the public of actions taken;
- Assembles information from various sources for records and reports;
- Files and retrieves information;
- Prepares departmental payroll records;
- ~~performs arithmetical calculations;~~
- Answers inquiries about routine procedures and policies;

City of El Cajon
Secretary

- ~~maintains inventories and mailing lists~~ [MT2];
- Collects fees and prepares invoices;
- Processes licenses and permits;
- ~~and d~~Distributes equipment;
- Operates a variety of office equipment including a personal computer;
- Orders office and department supplies;
- Opens, routes and may deliver mail;
- Communicates information by radio, teletype, telephone, facsimile, email and/or over the counter to the public and/or other agencies;
- May train other clerical employees;
- ~~assists the public in person or on the telephone~~ [MT3].

In the police records Police Records assignment:

In addition to duties listed above:

- Assigns case numbers;
- Processes, photocopies, routes and files arrest, crime and impound reports;
- Transcribes from tape arrest, crime and accident reports;
- Conducts searches of law enforcement computer systems for criminal histories, warrants, stolen vehicles, DMV records and other police related information;
- Releases information to law enforcement personnel, other public or private agencies, and the public in accordance with departmental policy and Department of Justice guidelines;
- Enters stolen/repossessed/impounded/stored/towed vehicles, stolen/lost property, wanted/missing persons, stolen/registration of guns, evidence and pawn slips into appropriate law enforcement computer systems;
- Fingerprint the public and sex/drug/arson registrants;

City of El Cajon
Secretary

- Serves and “calls off” civil and criminal subpoenas of department personnel;
- Makes microfilm copies;
- Answers interstate and local law enforcement communication teletypes within time constraints;
- Notifies proper parties of towed/stored vehicles with 72 hours within established department time;
- Prepare press releases;
- Handle ~~does~~ alarm billing;
- Confirm Department of Justice records on stolen vehicles, missing persons and stolen guns as required.

Contacts and Relationships: ~~The employee has~~ Employees in this class have a variety of contacts with the public and other employees on a daily basis. In most cases, the employee is giving or employees are providing and/or receiving information necessary to the work flow. The frequent contacts must be positive to ensure public satisfaction with services rendered.

Accountability: ~~The employee~~ Employees in this class are responsible ~~is responsible~~ for the completion of work in accordance with established schedules, quality standards and assignments. Confidentiality, tact, diplomacy and courtesy are required in the completion of duties.

Working Conditions: Police Records assignments are generally rotating shifts outside of the normal working hours or work week in a “pool” arrangement.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to move about the office; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

QUALIFICATIONS GUIDELINES

Experience: At least one year of full-time experience in word processing and performing diversified clerical work which includes filing, telephone reception and public contact.

Education: Educational achievement equivalent to completion of high school supplemented by training in typing and office practices.

Special Requirements:

Ability to type at a corrected speed of 55-45 w.p.m., with a maximum of 5 errors.

May be required to be deputized as a Clerk of the Court to work certain assignments in the Police Departments.

~~Working Conditions: Police Records assignments are generally to rotating shifts outside of the normal working hours or work week in a "pool" arrangement.~~

~~Physical Condition: Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others. [15]Essentially all of the employee's working hours are spent in an office and the work is primarily sedentary. Assignments may involve prolonged periods at a video display terminal.~~

~~While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to move about the office; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.~~

~~The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.~~

~~The noise level in the work environment is quiet to moderately noisy.~~

~~Tools and Equipment Used: Multi line telephone console; personal computer; copy machine; postage machine; fax machine; base radio; 10-key calculator.~~

~~Experience: At least one year of experience in word processing and performing diversified clerical work which includes filing, telephone reception and public contact.~~

~~Education: Educational achievement equivalent to completion of high school supplemented by training in typing and office practices.~~

Abilities/Skills/Knowledge:

- Ability to use word processing, spreadsheet, and other computers application programs;
- Ability to use correct grammar, punctuation and spelling;
- Working knowledge of office practices, procedures and methods;

City of El Cajon
Secretary

- ~~a~~Ability to perform clerical work in accordance with established procedures, practices and schedules;
- ~~A~~ability to make arithmetical computations;
- ~~ability to use correct grammar and spelling;~~
- ~~a~~Ability to deal effectively and courteously with the public;
- ~~a~~Ability to transcribe recorded tapes from a variety of voices and radio transmissions;
- ~~good proofreading skills;~~
- ~~ability to operate general software programs for word processing, spreadsheets and database management;~~
- ~~A~~ability to alphabetize or numerically/chronologically sort materials.

Special Requirements:

~~Ability to type at a speed of at least 35 net w.p.m. with a maximum of five (5) errors.~~

~~May be required to be deputized as a Clerk of the Court to work certain assignments in the Police Departments.~~

Revised: 7/89; 2/00, 03/17
Formerly: Intermediate Clerk Typist

CITY OF EL CAJON

SECRETARY TO THE CHIEF OF POLICE

CLASSIFICATION DESCRIPTION

Function: Under administrative direction, to perform a variety of complex secretarial work requiring specialized knowledge and experience; supervise, train and evaluate the performance of assigned clerical staff; and perform related work as required.

Class Characteristics: The employee in this class report directly to the Chief of Police. The employee supervises, trains and evaluates the performance of assigned clerical staff. The employee is required to use a high level of courtesy, tact, diplomacy and political acumen in handling the Chief's incoming calls, visitors, citizen inquiries, complaints and related matters. The Secretary to the Chief of Police relieves the Chief of Police of routine tasks and assists in the completion of administrative functions.

Representative Duties:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provides secretarial support to the Chief of Police;
- Prepares agendas, attend and take minutes of meetings of citizen, advisory and administrative committees;
- Composes and types correspondence and other materials on general, technical subjects and/or confidential files;
- Logs, routes and tracks scheduled performance evaluations of departmental staff;
- Operates a variety of office equipment including personal computers, typewriters, calculators, and copiers;
- Greets the public and provides information requiring knowledge of department, City Council and administrative policies and procedures;
- Creates, revises and maintains filing systems;
- Conducts inquiries into administrative concerns or problems and may make recommendations for action;
- Types budget and financial reports;
- Prepares and processes payroll;
- Schedules meetings and appointments for Chief of Police;
- Greets office visitors and screen for referral to appropriate official or office;
- Maintains departmental office supplies;

City of El Cajon
Secretary to the Chief of Police

- Maintains departmental forms, records retention and historical files;
- Supervises, trains, assigns and evaluates the performance of other clerical staff;
- Coordinates departmental recognition and events.

Contacts and Relationships: The employee has contact with department employees, City employees, and a variety of persons conducting business with the City, including high ranking individuals from various community and/or political organizations. The nature of the contacts and individuals involved is such that the employee must demonstrate a high degree of political acumen, courtesy, tact and efficiency.

Accountability: A major part of the employee's work is performed in accordance with established guidelines and procedures. However, on a day-to-day basis, the employee is responsible for improving department clerical support efficiency including, but not limited to, writing departmental procedures manuals, cross-training clerical staff and recommending changes in forms, filing and other related formats. Employees in this class are required to process information of a sensitive or confidential nature as well as to review the productivity of other clerical employees.

Working Conditions: Essentially all of the employee's working hours are spent in an office. There may be some light physical work involved in the handling of supplies, files, etc. Physical hazards are relatively non-existent.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

QUALIFICATIONS GUIDELINES

Experience: At least four years of progressively responsible, journey-level clerical and/or secretarial full-time experience. Experience working for executive staff is desirable.

Education: Equivalent to completion of high school, supplemented by course work or special training in secretarial science, office practices, or a related field.

Special Requirements: Ability to type at a corrected speed of 455 w.p.m., with a maximum of 5 errors.

City of El Cajon
Secretary to the Chief of Police

Abilities/Skills/Knowledge:

The following generally describes the abilities, skills and knowledge required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Skill to appropriately handle sensitive political situations and information;
- Ability to establish and maintain effective working relationships with high-ranking officials, other employees and the public;
- Ability to exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records and reports;
- Ability to use computer applications, including electronic mail, word processing spreadsheet, presentation applications, and special databases;
- Ability to establish and maintain complex filing systems;
- Ability to compose correspondence on routine matters and prepare reports;
- Ability to assist in the development of office procedures and forms;
- Ability to determine work priorities for a variety of assignments of a work group;
- Ability to supervise, train and evaluate the work of subordinates;
- Considerable knowledge of modern office machines, business English, office procedures and practices;
- Considerable skill in proofreading.

Established: 10/01

Revised: 08/13

Reviewed by City Manager:

Approved by Personnel Commission: 08/28/2013

Approved by City Council: 09/10/2013

Formerly: Administrative Secretary II

CITY OF EL CAJON

EXECUTIVE ASSISTANT TO THE CITY MANAGER/CITY ATTORNEY

CLASSIFICATION DESCRIPTION

Function: Under general supervision, performs a variety of complex paraprofessional, administrative support duties in the City Manager's Office or City Attorney's Office requiring specialized knowledge and experience; may supervise, train and evaluate the performance of assigned clerical staff; performs related work as required.

Class Characteristics: The incumbent in this class performs specialized and complex tasks for the City Manager, City Council (which also functions as the El Cajon Housing Authority) and/or City Attorney that distinguishes the incumbent from employees in the clerical classes. This classification has been designated confidential by City Council action, i.e., privy to labor relations information and instructions to the City's labor negotiating teams from the City Council, and litigation matters handled by the City Attorney's Office.

Representative Duties:

- Takes and transcribes dictation from draft, tapes and/or rough notes;
- drafts ordinances, resolutions and council reports, with or without direction from professional staff;
- prepares a variety of statistical reports, proclamations, agreements and other documents; screens visitors, calls, and mail;
- responds to inquiries received in person, over the telephone, via e-mail and/or through the mail regarding City codes, ordinances, policies and procedures;
- schedules appointments and/or meetings, makes travel/lodging arrangements for departments' staff and City Council members;
- assists in development and implementation of office systems and procedures;
- creates, revises and maintains filing systems covering a variety of subjects;
- maintains inventory of equipment, supplies and forms;
- may process department payroll;
- assists with claims processing and liability and property insurance matters;
- operates a variety of office machines;
- may monitor budget expenditures and order supplies and equipment;
- may supervise, train and evaluate the performance of assigned clerical staff.

Contacts and Relationships: The employee has contact with department directors, City employees, elected officials, City Attorney staff, outside legal counsel, the general public, other government agencies, and a variety of persons conducting business with the City.

City of El Cajon
Executive Assistant to the City Manager/City Attorney

In many cases, the employee is responding to requests for and disseminating information in accordance with established guidelines. There are situations where the employee is required to use exceptional discretion and independent judgment in addressing issues brought to the attention of the City Manager's Office and/or the City Attorney's Office.

Accountability: Because the employee has access to information of a sensitive or confidential nature, discretion, tact, good judgment, and aplomb are hallmarks of the incumbent. The employee also exercises latitude in the timing and selection of work activities. It is expected that the employee will review operations and suggest ways to relieve the departments' professional staff of routine tasks.

Working Conditions: Most of the employee's time is spent in the office. Attendance at evening meetings may be required. Physical hazards are relatively non-existent.

QUALIFICATIONS GUIDELINES

Physical Condition: Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Experience: Extensive experience performing the full range of administrative support duties including typing, taking dictation/transcription, screening visitors and telephone calls, maintenance of filing systems, handling of administrative projects and tasks. Considerable experience in using computers is required. Knowledge of very basic legal principles and governmental operations is desirable. Supervisory experience is required.

Education: Educational achievement equivalent to graduation from high school supplemented by coursework or training in secretarial science and/or business administration.

Abilities/Skills/Knowledge:

- Ability to use advanced word processing, spreadsheet, database, and presentation applications and to type at a corrected rate of ~~70~~45 wpm;
- ability to transcribe proficiently;
- ability to compose correspondence;
- ability to prepare accurate reports from statistical or general information;

City of El Cajon
Executive Assistant to the City Manager/City Attorney

- ability to establish and maintain complex filing systems;
- ability to develop and implement office procedures;
- ability to establish and maintain effective working relationships with the public, City officials and other City employees;
- ability to prioritize work assignments and work independently;
- skill in operating word processing systems;
- exceptional skill in proofreading;
- considerable knowledge of modern office equipment, practices and procedures;
- ability to train and supervise clerical staff;
- ability to take dictation at a corrected rate of 80 wpm, should the City Manager and City Attorney desire.

Established: 8/01

Revised: 11/95; 9/04; 02/12

Reviewed by City Manager: 02/12

Approved City Council: 09/04; 02/12

H:\Specs\Executive Assistant to City Manager and City Attorney.doc

CITY OF EL CAJON

ASSISTANT ENGINEER* /~~LICENSED LAND SURVEYOR~~ (NON-CLASSIFIED)

CLASSIFICATION DESCRIPTION

Function: Under general supervision, supervises and participates in professional level engineering ~~or land surveying~~ work; performs related work as required.

Class Characteristics: Positions in this class are journey-level civil engineering positions ~~or land surveying positions~~. Employees in this class perform more responsible duties and receive less supervision than the position of Junior Engineer and may be assigned supervisory duties.

Representative Duties: Generally assigned to perform tasks requiring demonstration of professional knowledge in civil engineering ~~or land surveying principles~~; supervises, trains and evaluates the work of subordinate personnel.

Applicable to All Engineering Assignments:

- Prepares ~~and supervises the preparation of~~ legal descriptions and grant deeds;
- Provides technical assistance and assists staff members on various engineering assignments.
- Coordinates and confers with other City personnel and departments, representatives of other public and private agencies and the public;
- Assists in budget preparation;
- Supervises and prepares background and staff reports for City Council and Planning Commission;
- Supervises, trains and evaluates subordinate personnel;

Engineering Design Assignment:

- Supervises and participates in the preparation of preliminary and final engineering plans, specifications and cost estimates for street improvements, drainage facilities, sanitary sewers and related structures;
- Supervises and participates in the preparation of plan layouts, details and drawings;
- Supervises and participates in the preparation of engineering calculations related to hydraulics, structural analysis, surveying and highway design;

City of El Cajon
Assistant Engineer/~~Licensed Land Surveyor~~

- Utilizes computer-aided design and drafting systems;
- Coordinates the work of field survey crews;
- Assists in preparation of special assessment districts, funding applications for federally funded and other projects, and Environmental Impact Analysis;
- Prepares petitions and reports;
- Duties may also include assignments normally performed by other Assistant Engineer assignments.

Engineering Private Development Assignment:

- Supervises, reviews and checks tentative and final subdivision maps for accuracy, design and completeness;
- Reviews specifications and improvement plans for accuracy;
- Coordinates and negotiates with private engineers and developers regarding requirements for developments;
- Supervises and reviews preparation of planning actions;
- Duties may also include assignments normally performed by other Assistant Engineer assignments.

Engineering Traffic Assignment:

- Performs engineering design of traffic projects, including roadway lighting, traffic signals, signing and striping plans;
- Checks traffic control plans and related specifications for other Public Works divisions;
- Conducts and updates inventories of traffic control devices;
- Updates and uses computerized special reports;
- Receives, investigates and deals with public on service requests and related matters;
- Orders and reviews work of traffic operations section and signal service contractor, including signing and striping by City forces;
- Reviews planning actions for traffic related Public Works comments;

City of El Cajon
Assistant Engineer/~~Licensed Land Surveyor~~

- Duties may also include assignments normally performed by other Assistant Engineer assignments.

Engineer Wastewater Assignment:

- Utilizes computer-aided design and drafting systems, as well as geographical information systems;
- Administers the City's Asset Management System and environmental compliance, which includes sewer facilities, pavement, storm drains, traffic devices, public properties and structures;
- Supervises and participates in the preparation of reports and correspondence related to sanitary sewer.
- Receives, investigates and deals with public on technical sewer account review requests and related matters;
- Participates in updates to inventories and classifications of sewer accounts;
- Duties may also include assignments normally performed by other Assistant Engineer assignments.

As Licensed Land Surveyor:

- ~~• Coordinates, supervises, and performs as the lead member of an engineering land survey crew;~~
- ~~• Performs survey calculations, documents, processes and collects field data;~~
- ~~• Develops topographic maps and provides construction staking for City projects;~~
- ~~• Researches, selects, implements, trains, supervises, and operates various land survey computers, equipment, and software;~~
- ~~• Determines and locates lines, angles, distances, elevations, rights of way, and property boundaries;~~

City of El Cajon
Assistant Engineer/~~Licensed Land Surveyor~~

- ~~• Drafts Auto CADD improvement plans, maps, and topographic structures;~~
- ~~• Assists the public with engineering policies, procedures, and records;~~
- ~~• Prepares and supervises the preparation of legal descriptions, grant deeds, and corner records;~~
- ~~• Reviews engineering permits and planning actions;~~
- ~~• Reviews of parcel maps and final maps for accuracy, completeness and conformance to local ordinances and the Subdivision Map Act.~~
- ~~• Signs and stamps the following documents for compliance with the Subdivision Map Act and the Land Surveyors Act: Corner Records, Record of Surveys, Legal Descriptions, Parcel Maps, and Subdivision Maps.~~

Contacts and Relationships: Contacts are varied to include engineers, contractors, job superintendents, property owners, developers, other City departments, and others who must comply with City engineering standards and specifications.

Accountability: The employee is accountable for the efficient, accurate and timely completion of work assigned within the parameter established by the department.

Working Conditions: Work is primarily in an office setting; however, some field work is occasionally required to inspect sites under consideration for development or construction.

QUALIFICATIONS GUIDELINES

Physical Condition: Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others.

While performing the duties of this job, the employee is frequently required to sit, and talk and hear; use hands to finger, handle, feel, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities requested by this job include close vision and the ability to adjust focus.

Experience: At least one year of full time experience in civil engineering in the area(s) of involving design, traffic, construction or surveying.

City of El Cajon
Assistant Engineer/~~Licensed Land Surveyor~~

Education: Educational achievement equivalent to graduation from Four-year College or university with a degree in civil engineering or possession of an Engineer-in-Training (EIT) Certificate from the State of California. ~~Or, educational achievement equivalent to graduation from a two-year college and registration as a Licensed Land Surveyor with the State of California.~~

Abilities/Skills Knowledge:

- Ability to prepare plans and specifications and to review cost estimates;
- Ability to prepare comprehensive reports;
- Supervisory ability;
- Ability to establish and maintain effective working relationships with City personnel and the public;
- Ability to use computers;
- Knowledge of computer-aided design and drafting (CADD) systems;
- Knowledge of the principles and practices of civil, structural and hydraulic engineering;
- Knowledge of municipal public works design and construction;
- ~~Knowledge of topographical and construction surveying.~~

Special Requirements: A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel.

- * In agreement with the State Board of Registration for Professional Engineers, non-registered personnel cannot use the protected title Civil Engineer in identifying themselves. A non-registered individual in this classification would use the title Assistant Engineer for identification purposes.

CITY OF EL CAJON

Assistant Engineer/~~Licensed Land Surveyor~~

Revised: 3/91; 1/08; 8/15

Reviewed by City Manager: 02/05/2008; 8/2015

Approved City Council: 02/12/2008; 08/11/2015

CITY OF EL CAJON
Licensed Land Surveyor

CITY OF EL CAJON
LICENSED LAND SURVEYOR
(NON-CLASSIFIED)

CLASSIFICATION DESCRIPTION

Function: Under general supervision, supervises and participates in professional level land survey work and engineering survey work; performs related work as required.

Class Characteristics: Positions in this class are ~~as a journey-level~~ licensed land surveying positions. Employees in this class may be assigned supervisory duties [MT1].
~~Employees in this class perform more responsible duties and receive less supervision than the position of Junior Engineer and may be assigned supervisory duties.~~

Representative Duties: Generally assigned to perform tasks requiring demonstration of professional knowledge in land surveying principles; supervises trains and evaluates the work of support personnel.

- Coordinates, supervises, assigns and trains field surveying staff;
- Acts as lead member of an engineering land survey team;
- Performs survey calculations, documents processes and collects field data;
- Develops topographic maps and provides construction staking for City projects;
- Researches, selects, implements, trains, supervises and operates various land survey computers, equipment, and software;
- Establishes procedures and techniques for determinations involving the location of points, control lines, boundary lines and areas;
- Determines and locates lines, angles, distances, elevations, rights-of-way, and property boundaries;
- Drafts Auto CADD improvement plans, maps, and topographic structures;
- Assists the public with engineering policies, procedures, and records;
- Prepares and supervises the preparation of legal descriptions, grant deeds, and corner records;

- Reviews engineering permits and planning actions;
- Reviews parcel maps and final maps for accuracy, completeness and conformance to local ordinances and the Subdivision Map Act.
- Signs and stamps on behalf of the City the following documents for compliance with the Subdivision Map Act and the Land Surveyors Act: Corner Records, Record of Surveys, Legal Descriptions, Parcel Maps, and Subdivision Maps.
- Provides technical assistance and assists staff members on various engineering assignments.
- Coordinates and confers with other City personnel and departments, representatives of other public and private agencies and the public;
- Assists in budget preparation [MT2];
- Supervises and prepares background ~~and staff reports~~ information for City Council and Planning Commission;

Contacts and Relationships: Contacts are varied to include engineers, contractors, job superintendents, property owners, developers, other City departments, and others who must comply with City engineering standards and specifications.

Accountability: The employee is accountable for the efficient, accurate and timely completion of work assigned within the parameter established by the department.

Working Conditions: ~~Work is primarily in an~~ isn a combination of field work and office setting; ~~however, some field work is occasionally required to inspect sites under consideration for development or construction.~~

QUALIFICATIONS GUIDELINES

Physical Condition: Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others.

While performing the duties of this job, the employee is frequently required to sit and talk and hear, use hands to finger, handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities requested by this job include close vision and the ability to adjust focus.

Experience: Experience that would likely provide the required knowledge and abilities to perform the duties of this classification.

~~At least one year of full-time experience in civil engineering in design, traffic, construction and or surveying.~~

Education: Educational achievement equivalent to graduation from a two-year college and registration as a Licensed Land Surveyor with the State of California.

Abilities/Skills Knowledge:

- ~~Ability to prepare plans and specifications and to review cost estimates;~~
- Ability to prepare comprehensive reports;
- Supervisory ability;
- Ability to establish and maintain effective working relationships with City personnel and the public;
- Ability to use computers;
- Knowledge of computer-aided design and drafting (CADD) systems;
- ~~Knowledge of the principles and practices of civil, structural and hydraulic engineering;~~
- Knowledge of municipal public works design and construction;
- Knowledge of topographical and construction surveying.

Special Requirements: A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel.

New: TBD

Reviewed by City Manager: TBD

Approved City Council: TBD

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MEETING: 6/27/2017

2017 JUN -6

City of El Cajon
Agenda Report

ITEM NO: 1.6



TO: Mayor Wells, Mayor Pro Tem McClellan
Councilmembers Goble, Kalasho, Kendrick

FROM: Police Chief Jeff Davis

SUBJECT: State Department of Alcohol Beverage Control Grant Assistance Program

RECOMMENDATION: That the City Council takes the following actions:

1. Adopt the next RESOLUTION in order authorizing the City Manager to accept a grant in the amount of \$79,950 from the California Department of Alcohol Beverage Control and;
2. Amend the Fiscal Year 2017-18 Budget to appropriate the Alcohol Beverage Control grant funds in the amount of \$79,950 for overtime and travel costs.

BACKGROUND:

The California Department of Alcohol Beverage Control (ABC) has awarded a grant to the Police Department to fund increased education, inspection, and enforcement efforts for Fiscal Year 2017/18. The money from the grant will be directed to fund additional overtime shifts for officers to increase enforcement of laws pertaining to alcohol, specifically targeting sales to minors, over-service/over-consumption of alcohol, alcohol-related nuisances and violence in and around on-sale restaurants/bars and off-sale liquor store establishments. Additionally, 50 hours will be dedicated to outreach and education through inspections at local off-sale liquor store establishments, as well as through press releases. In accordance with the terms of the grant agreement, the Police Department will submit monthly reports to ABC detailing project accomplishments.


FISCAL IMPACT:

The increased education, inspection and enforcement efforts will be accomplished using police overtime. Revenue and expenditures of \$79,950 are recommended to be appropriated in activity 225900 – Police Miscellaneous Grants to fund the overtime and travel costs associated with the grant.


Attachments:

- Attachment A – Resolution of the Governing Board
- Attachment B – Department of Alcohol Beverage Control Grant Letter

PREPARED BY:


Jeff Davis
Chief of Police

APPROVED BY:


Douglas Williford
City Manager

RESOLUTION NO. -17

RESOLUTION OF THE CITY OF EL CAJON
AUTHORIZING THE ACCEPTANCE OF A
GRANT OF FUNDS FROM THE CALIFORNIA DEPARTMENT OF
ALCOHOLIC BEVERAGE CONTROL FOR FISCAL YEAR 2017-2018
FOR INCREASED EDUCATION AND ENFORCEMENT EFFORTS

WHEREAS, the City of El Cajon Police Department has been awarded a California Department of Alcohol Beverage Control ("ABC") grant to fund increased education, inspection, and enforcement efforts in Fiscal Year 2017-2018.

WHEREAS, the money from the Grant will be directed to fund additional overtime shifts for officers to increase enforcement of laws pertaining to alcohol, specifically targeting sales to minors, over-service/over-consumption of alcohol, alcohol-related nuisances and violence in and around on-sale restaurants/bars and off-sale liquor store establishments; and

WHEREAS, additionally, fifty (50) hours will be dedicated to outreach and education through inspections at local off-sale liquor store establishments, as well as through press releases; and

WHEREAS, in accordance with the terms of the grant agreement, the Police Department will submit monthly reports to ABC detailing project accomplishments; and

WHEREAS, in the City Council has determined that it is in the best interests of the City for the El Cajon Police Department to be a recipient of the designated grant funds for Fiscal Year 2017-2018.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. The City Council hereby elects to be a recipient of the designated grant funds and hereby authorizes the ABC to release the designated grant funds to the City.
2. The City Council hereby authorizes the City Manager, or his designee, to take all actions and to execute all documents necessary or appropriate to accept the grant on behalf of the City of El Cajon Police Department.
3. The City Council hereby further authorizes the City Clerk to attest to the signature of the City Manager, or his designee, in executing the Agreement and such documents as authorized in Section 2, above.

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

3927 Lennane Drive, Suite 100
Sacramento, CA 95834
(916) 419-2500



May 19, 2017

Chief Jeff Davis
El Cajon Police Department
100 Civic Center Way
El Cajon, CA 92020

Dear Chief Davis:

Congratulations! Your agency has been selected by the Department of Alcoholic Beverage Control to receive funding for your 2017/2018 GAP grant proposal in the amount of \$79,950. We look forward to working with your department to meet the goals and objectives in your proposal.

A grant contract will be forthcoming within the next couple of weeks which requires a resolution from your agency's governing body. A sample resolution was included in the Request for Proposal packet. **Due to the fact that these resolutions have to be put on your governing body's calendar, we ask that you do this as soon as possible.**

We are planning a two and a half-day training conference July 11 – 13, 2017, at the Embassy Suites Sacramento Riverfront Promenade. The conference can accommodate two attendees from each agency and it is recommended that your Project Director and the officer assigned to the grant program attend.

This conference will offer valuable training in alcohol enforcement and will also be an excellent opportunity for the officers and deputies from your agency to meet and share information with others. Attendees are encouraged to utilize a pre-registration session on Monday, July 10, from 4:00 – 5:00 p.m. in order to expedite the registration on the next day.

A block of rooms at a special conference rate of \$189.00 plus tax has been reserved for grant agency participants.¹ **PLEASE NOTE THAT ATTENDEES MUST MAKE RESERVATIONS BY THE HOTEL'S DEADLINE OF JUNE 18, 2017,** to guarantee the special room rate or availability. There will be a \$275.00 registration fee per person for the

¹ Based on the State regulations we are unable to reimburse those agencies that are within a 50 mile radius from the Embassy Suites Sacramento Riverfront Promenade. The distance is based on the agency's physical headquarters address. Agency(s) that fall in this category are: **Placer Co Sheriff's Office, Rancho Cordova Police Dept, Sacramento Police Dept, and Stockton Police Dept.** Travel reimbursable costs for the aforementioned agency(s) will be limited to the registration fee only.

training that is reimbursable through the grant. Space at the hotel is limited and late registrants may be referred to nearby hotels.

Participants must contact the Embassy Suites Hotel **directly** to make reservations.

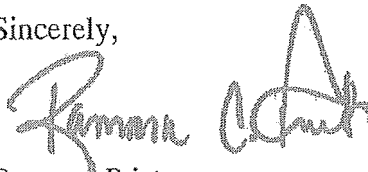
Below are three options:

1. Call (916) 326-5000 and ask for the Department of ABC discount rate.
2. Go to www.sacramento.embassysuites.com and make a reservation using the group/convention code: **ABC**.
3. Go to website: http://embassysuites.hilton.com/en/es/groups/personalized/S/SACESES-ABC-20170710/index.jhtml?WT.mc_id=POG

Due to the short time frame for registering at the hotel, your prompt attention is appreciated. The special room rate will only be available until June 18, 2017, or until the group block is sold out, whichever comes first. We have also enclosed a conference registration form to be filled out and returned using the same time frame.

If you have any questions, please call Grant Coordinator Suzanne Pascual at (916) 419-2572.

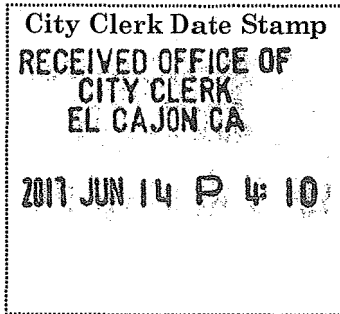
Sincerely,



Ramona Prieto
Acting Director

Enclosure

Cc: Sergeant Greg Robertson, Project Director



City of El Cajon Agenda Report

MEETING: June 27, 2017

ITEM NO: 1.7



TO: Mayor Wells, Mayor Pro Tem McClellan,
Councilmembers Goble, Kalasho and Kendrick

FROM: Nahid Razi, Purchasing Agent

SUBJECT: Award of RFP No. 020-17, Interview Room Recording System &
Consolidated Video Management System

RECOMMENDATION: That the City Council adopts the next RESOLUTIONS in order to enter into agreements for Interview Room Recording System services with Axon Enterprise, Inc. in the not-to-exceed amount of \$61,923.36, and for Consolidated Video Management System services with Leverage Information Systems, Inc. in the not-to-exceed amount of \$130,829.27.

BACKGROUND: On June 28, 2016, the City Council approved the project for hardware, software, installation, on-going maintenance, and training for the El Cajon Police Department's interview room recording system and consolidated video management system. As stated in the specifications, prospective bidders had the opportunity to submit a bid for the interview room recording system, the consolidated video management system, or both bodies of work. The request for proposal was posted on the City's website and six responses were received and opened at 5:00 p.m. on January 30, 2017.

The proposals were evaluated by a selection committee consisting of City staff to ensure all minimum requirements specified in the RFP were met. After thorough evaluations, the City conducted interviews with the shortlisted bidders and proceeded with negotiations with the highest ranking firms.

As a result, Axon Enterprise, Inc. was selected as the vendor that best met the City's requirements for Interview Room Recording Systems, and Leverage Information Systems, Inc. was selected as the vendor that best met the City's requirements for Consolidated Video Management Systems. The attached memorandum details the evaluation and selection process.

FISCAL IMPACT: Funds have been proposed in the Fiscal Year 2017-18 budget, including: \$92,921.27 in Citywide I.T. Services (Activity 615110) and \$61,923.36 in Police I.T. Services (Activity 615280). Additionally, a line item of \$37,908.00 will be added to the budget in Fiscal Year 2017-18 when grant funds from State Homeland Security Grant Program Award Year 2016 are accepted.

PREPARED BY:

Nahid Razi
PURCHASING AGENT

REVIEWED BY:

Sara Diaz
I.T. MANAGER

APPROVED BY:

Douglas Williford
CITY MANAGER

CITY OF EL CAJON ADMINISTRATIVE SERVICES DEPARTMENT



MEMORANDUM

DATE: May 22, 2017

TO: Nahid Razi, Purchasing Agent

VIA: Brett Channing, Deputy Director of Administrative Services

FROM: Sara Diaz, IT Manager

SUBJECT: RECOMMENDATION TO AWARD – Interview Room Recording System & Consolidated Video Management System, RFP No. 020-17

The selection committee has independently reviewed the proposals, conducted reference checks, conducted interviews, and completed proposal evaluation forms for the five (5) proposals received in response to RFP 020-17 for Interview Room Recording System & Consolidated Video Management System.

The composite scores for the Interview Room Recording System resulted in the following ranking:

RECOMMENDATION:

It is recommended that the City of El Cajon enter into the following agreements:

1. For Interview Room Recording Systems - A Master Services and Purchasing Agreement with Axon Enterprise, Inc.
2. For Consolidated Video Management System – A Purchasing Agreement with Leverage Information Systems, Inc.

INTERVIEW ROOMS:

Five (5) vendors submitted proposals for Interview Rooms. The composite scores for this category resulted in the following ranking:

Vendor	Composite Score
Axon	85.8
Leverage	76.1
Convergint	68.8
ExhibitOne	68.5
CelPlan	67.8

For Interview Rooms, the committee recommends the selection of Axon because of its high scores in project experience, technical competence, and methodology. As an additional benefit Axon integrates with other digital evidence, such as body worn cameras, already in use at the Police Department. The proposal represents an excellent value to the City, with a contract value of \$61,923.36, including installation and 5 years of service and licensing agreements.

CONSOLIDATED VIDEO MANAGEMENT SYSTEM:

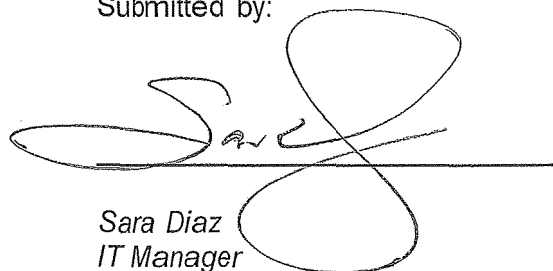
Three (3) of the five (5) vendors submitted proposals for Consolidated Video Management Systems. The composite scores for this category resulted in the following ranking:

Vendor	Composite Score
Leverage	76.1
Convergint	68.8
CelPlan	67.8

For Consolidated Video Management Systems, the committee recommends the selection of Leverage. Leverage had the highest scores in this category, with a clear experience in project organization, performing similar projects for other cities, and methodology. Leverage also has a simplified licensing strategy which will allow the City to expand its total number of cameras without increasing on-going annual expenses. For this reason, the proposal represents an excellent value to the City, with a contract value of \$130,829.27, including installation and 5 years of service and licensing agreements.

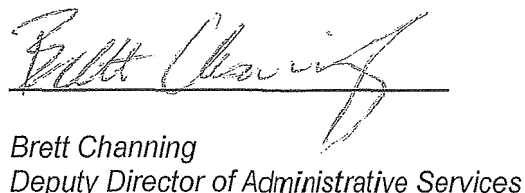
Funds for Fiscal Year 2017-18, \$92,921.27, are available for this agreement in: 615110-9020, and \$61,923.36 in 615280-9020. A line item of \$37,908 will be added to the budget in Fiscal Year 2017-18 when the grant funds from State Homeland Security Grant Program Award Year 2016 are accepted.

Submitted by:



Sara Diaz
IT Manager

Authorized by:



Brett Channing
Deputy Director of Administrative Services

RESOLUTION NO. -17

RESOLUTION AWARDING REQUEST FOR PROPOSALS
INTERVIEW ROOM RECORDING SYSTEM
(RFP No. 020-17)

WHEREAS, on June 28, 2016, the City Council approved a budget for hardware, software, installation, on-going maintenance, and training for the El Cajon Police Department's interview room recording system and consolidated video management system (the "Project"); and

WHEREAS, the specifications of the Request for Proposals (the "RFP") afforded prospective bidders the opportunity to submit bids for the interview room recording system services and the consolidated video management system services separately or combined as one body of work; and

WHEREAS, the RFP was posted on the City's website and six (6) responses were received and opened at 2:00 p.m. on January 30, 2017; and

WHEREAS, the proposals were evaluated by a selection committee consisting of City staff to ensure all minimum requirements specified in the RFP were met, and after thorough evaluations, the City conducted interviews with the short-listed bidders and proceeded with negotiations with the highest ranking firms; and

WHEREAS, as a result, Axon Enterprise, Inc. was selected as the vendor that best met the City's requirements for the Interview Room Recording System services portion of the Project; and

WHEREAS, Purchasing, in concurrence with the Information Technologies Manager and the City Manager, recommends award of the Interview Room Recording System services portion of the Project to the lowest responsive, responsible bidder; and

WHEREAS, the City Council believes it to be in the best interests of the City to award the contract to the lowest responsive, responsible bidder.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. The foregoing recitals are true and correct and are hereby made findings of the City Council.

2. The City Council does hereby reject all other bids and proposals except that hereinbelow mentioned, and awards the Interview Room Recording Systems services portion of Request for Proposal No. 020-17 to:

Axon Enterprise, Inc.

in the amount not to exceed \$61,923.36 for the initial term of one (1) year.

3. The Mayor and City Clerk are authorized and directed to execute a contract for said project on behalf of the City of El Cajon.

06/27/17 (Item 1.7)

RFP 020-17 – Interview Room Recording System (awd) 061517

RESOLUTION NO. -17

RESOLUTION AWARDING REQUEST FOR PROPOSALS
CONSOLIDATED VIDEO MANAGEMENT SYSTEM
(RFP No. 020-17)

WHEREAS, on June 28, 2016, the City Council approved a budget for hardware, software, installation, on-going maintenance, and training for the El Cajon Police Department's interview room recording system and consolidated video management system; and

WHEREAS, the specifications of the Request for Proposals (the "RFP") afforded prospective bidders the opportunity to submit bids for the interview room recording system and the consolidated video management system separately or combined as one body of work; and

WHEREAS, the RFP was posted on the City's website and six (6) responses were received and opened at 2:00 p.m. on January 30, 2017; and

WHEREAS, the proposals were evaluated by a selection committee consisting of City staff to ensure all minimum requirements specified in the RFP were met, and after thorough evaluations, the City conducted interviews with the short-listed bidders and proceeded with negotiations with the highest ranking firms; and

WHEREAS, as a result, Leverage Information Systems, Inc. was selected as the vendor that best met the City's requirements for the Consolidated Video Management Systems services portion of the RFP; and

WHEREAS, Purchasing, in concurrence with the Information Technologies Manager and the City Manager, recommends award of the RFP to the lowest responsive, responsible bidder; and

WHEREAS, the City Council believes it to be in the best interests of the City to award the RFP to the lowest responsive, responsible bidder.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. The foregoing recitals are true and correct and are hereby made findings of the City Council.

2. The City Council does hereby reject all other bids and proposals except that hereinbelow mentioned, and awards the Consolidated Video Management Systems services portion of Request for Proposal No. 020-17 to:

Leverage Information Systems, Inc.

in the amount not to exceed \$130,829.27 for the initial term of one (1) year.

3. The Mayor and City Clerk are authorized and directed to execute a contract for said project on behalf of the City of El Cajon.

06/27/17 (Item 1.7)

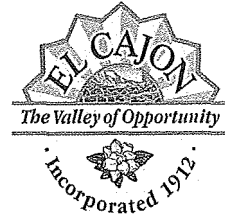
RFP 020-17 – Consolidated Video Mgmt System (Leverage Info Systems) (awd) 061517

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City of El Cajon Agenda Report

MEETING: June 27, 2017

ITEM NO: 1.8



TO: Mayor Wells, Mayor Pro Tem McClellan
Councilmembers Goble, Kalasho and Kendrick

FROM: Yazmin Arellano, City Engineer/Deputy Director of Public Works

SUBJECT: Request for the Installation of Stop Signs on Mary Street at
Ann Street and June Way

RECOMMENDATION: That the City Council adopts the next RESOLUTION in order to establish permanent stop signs on Mary Street at the intersections of Ann Street and June Way in order to enhance pedestrian and traffic safety.

BACKGROUND: A new residential development consisting of sixteen (16) single-family residential homes was recently completed on Mary Street. Prior to the construction of the residential development, Mary Street was not open to through traffic between June Way and Ann Street. Since the opening of Mary Street, residents have expressed concerns over the speed of vehicles and the general safety at both uncontrolled intersections.

Mary Street is an east-west "residential" street that extends from June Way to North First Street, which is 0.2 miles (1,100 feet) in length, and has a residential speed limit of 25 miles per hour. The traffic volume on Mary Street is 380 vehicles per day, June Way is 510 vehicles per day, and Ann Street is 600 vehicles per day.

Currently, there are no traffic control devices at both of these study intersections to assign the right-of-way. By law, the traffic on Mary Street (minor street) is required to yield or stop to the predominant traffic movement on Ann Street and June Way. A two-way stop/yield sign evaluation study, based on the City's guidelines, was performed at both of the study intersections. The two-way stop/yield sign guidelines are based on a system where points are accumulated based on accident history, traffic volumes, intersection visibility, any unusual conditions, and engineering judgment. A minimum of fifteen (15) points out of a total possible thirty (30) points are required for a stop sign to be installed. The guidelines and intersection worksheets are attached to this report.

Mary Street/Ann Street Intersection

Twenty (20) points were tallied for this intersection based on the existing traffic volumes, intersection sight visibility, and one (1) recorded traffic accident that occurred at this intersection during the past five (5) years.

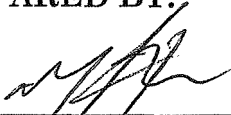
Mary Street/June Way Intersection

Sixteen (16) points were tallied for this intersection based on the existing traffic volumes, intersection sight visibility, and no recorded traffic accidents at this intersection during the past five years.

CONCLUSION: Based on this information, staff recommends that the City Council approve the requested stop signs to be installed on Mary Street at Ann Street and June Way. This recommendation is based on the fulfillment of the requirements of the City's guidelines for the installation of stop signs at both study intersections. This measure will help ensure proper allocation of the right-of-way rule to stop minor street traffic and to allow the major street traffic to flow unimpeded.

FISCAL IMPACT: Approximately \$1,500.00 for the installation of traffic signs, pavement legends, and routine maintenance costs. This cost is budgeted in the Fiscal Year 2017-18 Traffic Maintenance Budget Activity Account.

PREPARED BY:



**Yazmin Arellano
CITY ENGINEER/
DEPUTY DIRECTOR
PUBLIC WORKS**

APPROVED BY:



**Douglas Williford
CITY MANAGER**

RESOLUTION NO. -17

RESOLUTION MODIFYING TRAFFIC RESOLUTION NO. 6887
TO ESTABLISH PERMANENT STOP SIGNS ON
MARY STREET AT THE INTERSECTIONS
OF ANN STREET AND JUNE WAY

WHEREAS, the City Council deems it advisable to adopt the following additional traffic rules and regulations which the City is empowered to adopt by resolution, and to modify Resolution No. 6887, the Traffic Resolution of the City of El Cajon, to incorporate the following provisions as if set forth therein in full; and

WHEREAS, the City Council evaluated the traffic patterns of a newly-completed residential development consisting of sixteen (16) single-family residential homes on Mary Street; considered all of the evidence submitted, both oral and documentary; and determined that permanent stop signs should be installed on Mary Street at the intersections of Ann Street and June Way for the health, safety and welfare of the residents.

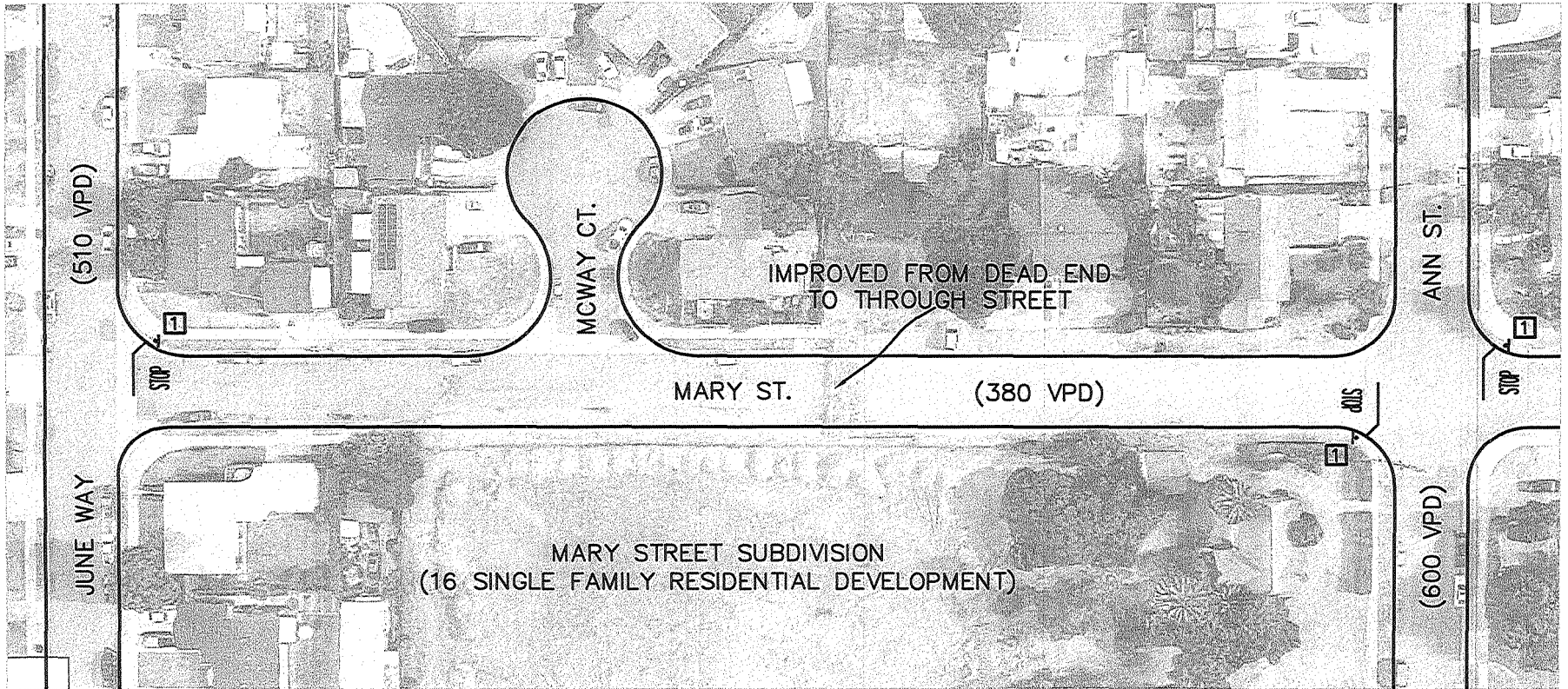
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. The Deputy Director of Public Works is hereby directed to cause the installation of permanent stop signs on Mary Street at the intersections of Ann Street and June Way, as soon as practicably possible.

2. El Cajon City Council Resolution No. 6887 is hereby modified to include the designation of permanent stop signs Mary Street at the intersections of Ann Street and June Way.

06/27/17 (Item 1.8)

Stop Sign on Mary St at intersections of Ann St & June Way 062217



1

INSTALL NEW STOP SIGN, "STOP"
LEGEND, AND LIMIT LINE.

(### VPD)

AVERAGE VEHICLES PER DAY.



City of El Cajon
Traffic Division

Request for Stop Signs on Mary Street

Sheet 1 of 1

2-WAY STOP CONTROL GUIDELINES

Purpose

The purpose of stop signs is to control the right-of-way assignment at an intersection. Stop signs are placed at entrances to designated through highways or at any intersection designated by resolution as a stop intersection. In the latter case, these locations are commonly referred to as Intersection Stops. If such a location meets the following warrants, the signs are located on the street carrying the minor volume of entering traffic.

Properly installed stop signs facilitate traffic movement and promote traffic safety.

General

In order for an intersection to receive consideration for two-way stop control, certain factual data must be obtained. These include accident records, visibility conditions, traffic and pedestrian volumes, and unusual conditions such as proximity of schools, fire stations, etc. Points are assigned to each of these warrants. The total possible points are 30. The installation of two-way stop control is justified with a total of 15 points.

Accident Warrant

Three (3) points are assigned for each accident susceptible to correction by stop signs during one full year prior to the investigation. Maximum 9 points.

Visibility Warrant

Where the critical approach speed to the intersection is less than 17 MPH, 1 point shall be assigned for each MPH under 17 MPH. Maximum 9 points.

Volume Warrant

- a. Major Street: 1 point for every 100 vehicles per day in excess of 500. Maximum 5 points.
- b. Minor Street: 1 point for every 25 vehicles and pedestrians* on minor street during the peak hour. Maximum 4 points. *Pedestrians crossing the minor street.

Unusual Condition Warrant

Where unusual conditions exist, such as a school, fire station, playground, steep hill, etc., points are assigned on the basis of engineering judgement. Maximum 3 points.

**CITY OF EL CAJON TRAFFIC DIVISION
2-WAY STOP/YIELD EVALUATION**

Location Ann St. @ Mary St.
(Major) (Minor)

Qualifies for Stop - Yes X No Points 20

Qualifies for Yield - Yes No Points

24 hour volume: Major 509 Minor 202 Total 711

Points
Assigned Possible

WARRANT NO. 1 -- Accidents susceptible to correction

From: 1/1/2012 to 12/31/2016 Accidents 1

1 Acc/year correctable by stops x 3 points/acc 3 9

WARRANT NO. 2 -- Visibility

Critical Speed is less than 5 MPH when entering intersection. 9 9

WARRANT NO. 3 -- Volume

Major Street 509 - 500 = 9 (24 Hours) 1 5

Minor Street 152 + Ped = 0 (Peak hours)

Total Minor Street 152 4 4

WARRANT NO. 4 -- Unusual Condition (Close proximity to High School.)

3 3

TOTAL 20 30

Points required:

YIELD 12
STOP 15

Notes

Analyst MAS

Date: 5/31/2017

**CITY OF EL CAJON TRAFFIC DIVISION
2-WAY STOP/YIELD EVALUATION**

Location June Way @ Mary St.
(Major) (Minor)

Qualifies for Stop - Yes No Points 16

Qualifies for Yield - Yes No Points

24 hour volume: Major 348 Minor 114 Total 462

Points
Assigned Possible

WARRANT NO. 1 - - Accidents susceptible to correction

From: 1/1/2012 to 12/31/2016 Accidents 0

0 Acc/year correctable by stops x 3 points/acc 0 9

WARRANT NO. 2 - - Visibility

Critical Speed is less than 5 MPH when entering intersection. 9 9

WARRANT NO. 3 - - Volume

Major Street 348 - 500 = -152 (24 Hours) 0 5

Minor Street 87 + Ped = 0 (Peak hours)

Total Minor Street 87 4 4

WARRANT NO. 4 - - Unusual Condition (Close proximity to High School.)

3 3

TOTAL 16 30

Points required:

YIELD 12
STOP 15

Notes

Analyst MAS

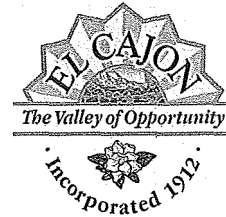
Date: 5/31/2017

City Clerk Date Stamp
RECEIVED OFFICE OF
CITY CLERK
EL CAJON CA
2017 JUN 21 P 4:02

City of El Cajon Agenda Report

MEETING: June 27, 2017

ITEM NO: 1.9



TO: Mayor Wells, Mayor Pro Tem McClellan,
Councilmembers Goble, Kalasho and Kendrick

FROM: Yazmin Arellano, City Engineer/Deputy Director of Public Works

SUBJECT: Approval of Plans and Specifications for the Traffic Safety Calming –
El Cajon Valley High School, Job No. PW 3615, Bid No. 006-18

RECOMMENDATION: That City Council: Adopts the next RESOLUTIONS in order to:

1. Approve Plans and Specifications for the Traffic Safety Calming – El Cajon Valley High School project, PW3615, Bid Number 006-18; and
2. Direct a Notice Inviting Sealed Bids to be opened on July 25, 2017.

BACKGROUND: This project will install a new traffic signal at the Madison Avenue and June Way intersection. The City has received numerous requests for safety improvements at this intersection due to the high number of student pedestrians crossing Madison Avenue on a daily basis.

City staff conducted a traffic signal warrant analysis and determined that the influx of high pedestrian volumes and vehicle traffic during school hours justify a traffic signal. The traffic signal will improve flow of traffic, provide opportunities for pedestrians to safely cross the intersection and provide improvements overall for the community. Plans and specifications are available for review at the City Clerk's Office.

ENVIRONMENTAL IMPACT: The proposed Traffic Safety Calming – El Cajon Valley High School project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) according to Section 15301 (Class 1) (c) of the CEQA Guidelines. Section 15301 provides an exemption for the maintenance of public facilities.

FISCAL IMPACT: The project funding allocation is included in the proposed FY2017-2018 Budget (550000-9065-PW3615). The Engineer's estimate for this work is \$304,000, funded by TransNet (EL29 and EI06). Project award is contingent upon approval of FY2017-2018 Budget. General Fund will not be expended for this project.

PREPARED BY:

APPROVED BY:



Yazmin Arellano
CITY ENGINEER/
DEPUTY DIRECTOR
PUBLIC WORKS



Douglas Williford
CITY MANAGER

RESOLUTION NO. -17

RESOLUTION APPROVING PLANS AND SPECIFICATIONS FOR
TRAFFIC SAFETY CALMING – EL CAJON VALLEY HIGH SCHOOL

(Bid No. 006-18, Job No. PW3615)

WHEREAS, the Deputy Director of Public Works has submitted plans and specifications for the Traffic Calming Safety – El Cajon Valley High School project (the "Project"); and

WHEREAS, it appears to be in the best interests of the City of El Cajon that the plans and specifications for said Project should be approved.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. That the plans and specifications submitted by the Deputy Director of Public Works for the Project are hereby approved and adopted as the official plans and specifications for said Project.

2. Said plans and specifications are directed to be filed in the office of the Deputy Director of Public Works of the City of El Cajon.

06/27/17 (Item 1.9)

Bid 006-18 – Traffic Safety Calming ECVHS apr 062017

RESOLUTION NO. -17

RESOLUTION ORDERING THE WORK AND
DIRECTING PUBLICATION OF NOTICE INVITING BIDS FOR
TRAFFIC SAFETY CALMING – EL CAJON VALLEY HIGH SCHOOL
(Bid No. 006-18, Job No. PW3615)

WHEREAS, plans and specifications have been submitted for the Traffic Calming Safety – El Cajon Valley High School project (the "Project"); and

WHEREAS, it appears to be in the best interests of the City that said work should be performed.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. That the City Council does hereby order that the Project shall be performed.
2. That July 25, 2017, at 2:00 P.M., in the office designated by the Purchasing Agent of the City of El Cajon, 200 Civic Center Way, El Cajon, California, is hereby fixed as the time and place for the opening of bids for said Project.
3. The Purchasing Agent of the City of El Cajon is hereby directed to cause a Notice to Bidders to be published in the newspaper, in accordance with the provisions of law.

06/27/17 (Item 1.9)

Bid 006-18 – Traffic Safety Calming - ECVHS ntc 062017

City Clerk Date Stamp

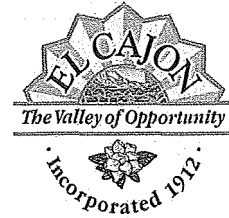
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2017 JUN 21 P 4:02

City of El Cajon Agenda Report

MEETING: June 27, 2017

ITEM NO: 1.10



TO: Mayor Wells, Mayor Pro Tem McClellan,
Councilmembers Goble, Kalasho and Kendrick

FROM: Yazmin Arellano, City Engineer/Deputy Director of Public Works

SUBJECT: Approval of Plans and Specifications for Stoney's Neighborhood Park Improvements, Job No. PK3582, Bid No. 007-18

RECOMMENDATION: That the City Council adopts the next RESOLUTIONS in order to:

1. Approve Plans and Specifications for Stoney's Neighborhood Park Improvements, Job No. PK3582, Bid No. 007-18; and
2. Direct a Notice Inviting Sealed Bids to be opened on August 1, 2017.

BACKGROUND: In April of 2016, the City of El Cajon and KaBOOM! constructed a playground in the park area between Ronald Reagan Community Center and the El Cajon Branch County Library. The park was then named after Buell "Stoney" Stone, a longtime El Cajon humanitarian. Shortly after, the City programmed Community Development Block Grant (CDBG) funds in order to reinforce initial revitalization efforts by the KaBOOM! non-profit organization.

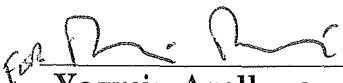
The Stoney's Neighborhood Park Improvements project includes new LED lighting, drought-tolerant landscaping, pavers and stamped concrete walkways, wrought iron fencing around the existing playground, a park monument sign, El Cajon-branded bike racks, drainage, and various security improvements. The park design will resemble the adjacent Prescott Promenade. The project is located within an eligible CDBG census tract and the proposed improvements meet Americans with Disabilities Act (ADA) requirements. Plans and specifications are available for review at the City Clerk's Office.

ENVIRONMENTAL IMPACT: The proposed Stoney's Neighborhood Park Improvements project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) according to Section 15301 (Class 1) (c) of the CEQA Guidelines. Section 15301 provides an exemption for the maintenance of public facilities.

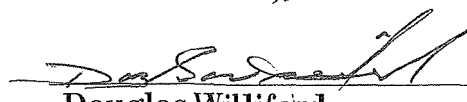
FISCAL IMPACT: The project funding allocation is included in the proposed Fiscal Year 2017-18 Budget. The Engineer's estimate for this work is \$400,000 funded by the Community Development Block Grant. General Fund will not be expended for this project.

PREPARED BY:

APPROVED BY:



Yazmin Arellano
CITY ENGINEER/
DEPUTY DIRECTOR
PUBLIC WORKS



Douglas Williford
CITY MANAGER

RESOLUTION NO. -17

RESOLUTION APPROVING PLANS AND SPECIFICATIONS FOR
STONE'S NEIGHBORHOOD PARK IMPROVEMENTS

(Bid No. 007-18, Job No. PK3582)

WHEREAS, the Deputy Director of Public Works has submitted plans and specifications for the Stoney's Neighborhood Park Improvements project (the "Project"); and

WHEREAS, it appears to be in the best interests of the City of El Cajon that the plans and specifications for said Project should be approved.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. That the plans and specifications submitted by the Deputy Director of Public Works for the Project are hereby approved and adopted as the official plans and specifications for said Project.
2. Said plans and specifications are directed to be filed in the office of the Deputy Director of Public Works of the City of El Cajon.

06/27/17 (Item 1.10)

Bid 007-18 – Stoney's Neighborhood Park Improvements apr 062017

RESOLUTION NO. -17

RESOLUTION ORDERING THE WORK AND
DIRECTING PUBLICATION OF NOTICE INVITING BIDS FOR
STONE'S NEIGHBORHOOD PARK IMPROVEMENTS
(Bid No. 007-18, Job No. PK3582)

WHEREAS, plans and specifications have been submitted for the Stoney's Neighborhood Park Improvements project (the "Project"); and

WHEREAS, it appears to be in the best interests of the City that said work should be performed.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. That the City Council does hereby order that the Project shall be performed.
2. That August 1, 2017, at 2:00 P.M., in the office designated by the Purchasing Agent of the City of El Cajon, 200 Civic Center Way, El Cajon, California, is hereby fixed as the time and place for the opening of bids for said Project.
3. The Purchasing Agent of the City of El Cajon is hereby directed to cause a Notice to Bidders to be published in the newspaper, in accordance with the provisions of law.

06/27/17 (Item 1.10)

Bid 007-18 – Stoney's Neighborhood Park Improvements ntc 062017

City Clerk Date Stamp

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2017 JUN 22 P

City of El Cajon Agenda Report

MEETING: June 27, 2017

ITEM NO: 1.11



TO: Mayor Wells, Mayor Pro Tem McClellan,
Councilmembers Goble, Kalasho and Kendrick

FROM: Yazmin Arellano, Deputy Director of Public Works/City Engineer

SUBJECT: Adopt a Resolution of Intent and Set a Public Hearing Date to Consider the Vacation of a Public Road Easement at West Main Street, West of Dewane Drive

RECOMMENDATION: That the City Council adopts the Resolution of Intent to Vacate Public Road Easement at West Main Street near Dewane Drive and directs the City Clerk to set a public hearing on July 11, 2017, at 3:00 p.m., to approve the Vacation of a Public Roadway Easement on West Main Street, west of Dewane Drive.

BACKGROUND: In 1978, The West Main Group dedicated a public road easement to the City for a potential future realignment of West Main Street. In 1994, the City constructed street improvements on West Main Street, but did not realign the street. The City Traffic Engineer has determined that West Main Street is functioning well and provides an adequate level of service and that it will be unnecessary to realign the street in the future. It is in the best interest of the City to vacate the public road easement at this time.

In addition, the property owner of the parcel that surrounds the easement has submitted a proposal to develop the property, yet the easement hinders the development of the parcel. The easement bisects the property on the west side and prevents full use of the western portion of the property.

The easement extends from West Main Street toward the northwest and terminates at the El Monte Pipeline Easement, owned and operated by the City of San Diego. The proposed development is adjacent to, but does not impinge upon the El Monte Pipeline Easement. The City of San Diego has been notified of the City's intent to vacate the public road easement and of the proposed development and has not objected to either.

FISCAL IMPACT: None. All costs have been paid by the sub-divider.

PREPARED BY:

APPROVED BY:



Yazmin Arellano
DEPUTY DIRECTOR
OF PUBLIC WORKS/
CITY ENGINEER



Douglas Williford
CITY MANAGER

Attachment: Legal Description and Plat for the proposed vacation

Exhibit "A"

EXHIBIT "A"
(SHEET 1 OF 2)

A PORTION OF WEST MAIN STREET ACCORDING TO MAP NO. 7563, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY MAY 15, 1961 AS FILE NO. 83772 AND DOCUMENT NO. 78-279959 RECORDED JULY 05, 1978, ALL BEING IN THE CITY OF EL CAJON, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

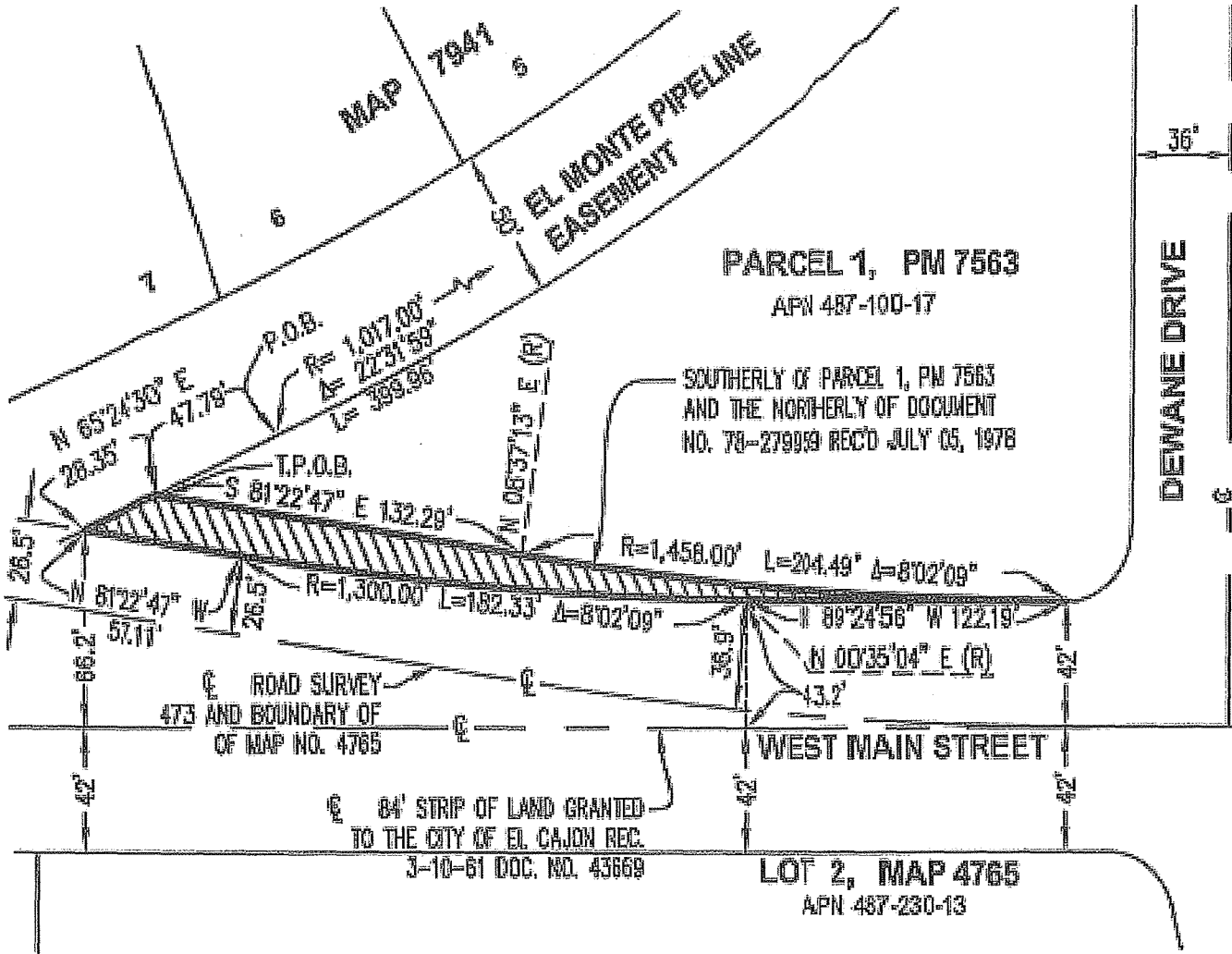
BEGINNING AT A POINT IN THE NORTHWESTERLY BOUNDARY OF PARCEL 1 OF SAID PARCEL MAP, SAID POINT BEING THE SOUTHERLY TERMINUS OF A TANGENT 1,017.00 FOOT RADIUS CURVE CONCAVE NORTHWESTERLY; THENCE SOUTHWESTERLY ALONG SAID NORTHWESTERLY BOUNDARY SOUTH 65°24'30" WEST 47.79 FEET TO A POINT ON THE NORTHERLY LINE OF WEST MAIN STREET AS DESCRIBED IN DEED TO THE CITY OF EL CAJON RECORDED JULY 05, 1978 AS DOCUMENT NO. 78-279959, SAID POINT BEING THE SOUTHWEST CORNER OF SAID PARCEL AND THE TRUE POINT OF BEGINNING; THENCE SOUTHEASTERLY ALONG THE SOUTHERLY LINE OF SAID PARCEL SOUTH 81°22'47" EAST 132.29 FEET TO THE BEGINNING OF A TANGENT 1,458.00 FOOT RADIUS CURVE CONCAVE NORTHERLY; THENCE EASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 08°02'09" AN ARC DISTANCE OF 204.49 FEET TO THE BEGINNING OF 25.00 FOOT RADIUS CURVE CONCAVE NORTHWESTERLY; THENCE LEAVING SAID SOUTHERLY LINE NORTH 89°24'56" WEST 122.19 FEET TO THE BEGINNING OF A TANGENT 1,300.00 FOOT RADIUS CURVE CONCAVE NORTHERLY; THENCE WESTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 08°02'09" AN ARC DISTANCE OF 182.33 FEET; THENCE NORTH 81°22'47" WEST 57.11 FEET TO THE INTERSECTION OF THE SOUTHWESTERLY PROLONGATION OF SAID NORTHWESTERLY LINE OF SAID PARCEL 1; THENCE NORTH 65°24'30" EAST ALONG SAID PROLONGATION OF SAID NORTHWESTERLY LINE A DISTANCE OF 28.35 FEET TO THE TRUE POINT OF BEGINNING.

CONTAINING 3,025 SQ FT MORE OR LESS.



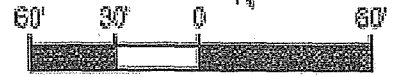
Lawrence W. Walsh 2/2/17
LAWRENCE W. WALSH, PLS 7006 DATE

EXHIBIT "A"
(SHEET 2 OF 2)



LEGEND.

PORTION OF WEST MAIN STREET VACATED HEREON.



SCALE 1" = 60'

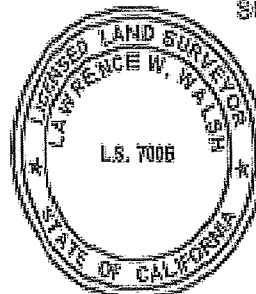
PREPARED BY:

Lawrence W. Walsh

2/2/17

LAWRENCE W. WALSH PLS 7006

DATE



Walsh Engineering & Surveying, Inc.
 607 Aldwych Road, El Cajon, CA 92020
 (619) 588-6747 (619) 792-1232 Fax

RESOLUTION NO. ___-17

RESOLUTION OF INTENTION TO
VACATE A PUBLIC ROAD EASEMENT AT
WEST MAIN STREET NEAR DEWANE DRIVE
AND TO SET A DATE FOR A PUBLIC HEARING TO
RECEIVE TESTIMONY FOR THE INTENTION TO VACATE

WHEREAS, in 1978, The West Main Group dedicated a public road easement to the City of El Cajon (the "City") for a potential future realignment of West Main Street, and in 1994, the City constructed street improvements on West Main Street, but did not realign the street; and

WHEREAS, the City Traffic Engineer has determined that West Main Street is functioning well and provides an adequate level of service, and that it will be unnecessary to realign the street in the future, and it is therefore in the best interest of the City to vacate the public road easement at this time; and

WHEREAS, the property owner of the parcel that surrounds the easement has submitted a proposal to develop the property, but the easement hinders the development of the parcel as it bisects the property on the west side and prevents full use of the western portion of the property; and

WHEREAS, the easement extends from West Main Street toward the northwest and terminates at the El Monte Pipeline Easement, which is owned and operated by the City of San Diego; and

WHEREAS, the proposed development is adjacent to, but does not impinge upon the El Monte Pipeline Easement; and the City of San Diego has been notified of the City's intent to vacate the public road easement and of the proposed development, and has not objected to either; and

WHEREAS, the California Streets and Highways Code permits the vacation of a public easement under specific conditions; and

WHEREAS, sections 8320 through 8325 of the California Streets and Highways Code provide that the City Council may vacate a public easement following the procedures outlined in the Code; and

WHEREAS, the City Council chooses to set July 11, 2017 as the date to hear testimony from the public as to the vacation of the public road easement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. The City Council of El Cajon does hereby find that said public road easement is no longer needed for its intended purpose.

2. The City Council hereby sets the date of July 11, 2017, at 3:00 p.m., or such time thereafter as may be necessary, to hold a public hearing to consider the easement vacation.

06/21/17 (Item 1.11)

Reso of Intent – Vacate Public Road Easement at W Main St 062117



City Clerk Date Stamp

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2017 JUN 22 P 5:1

City of El Cajon

Agenda Report

MEETING: June 27, 2017

ITEM NO: 1.12



TO: Mayor Wells, Mayor Pro Tem McClellan,
Councilmembers Goble, Kalasho and Kendrick

FROM: Yazmin Arellano, Deputy Director of Public Works/City Engineer

SUBJECT: Contract Amendment with Alyson Consulting for "As-Needed"
Land Surveying Services

RECOMMENDATION: That the City Council authorizes the City Manager to negotiate and execute an amendment to the Agreement with Alyson Consulting for an additional one-year term of as-needed professional land surveying services in the annual amount of \$75,000.00, with the option to renew for three (3) additional one-year terms.

BACKGROUND: On June 23, 2016, the City issued a Request for Proposal (RFP) (PW-RFP002-16), in accordance with Section 3.22.040 of the El Cajon Municipal Code, and requested proposals from three (3) local professional surveying firms: Alyson Consulting, Woods Land Surveying, and Hopwood Land Surveying.

The City reviewed and assessed all proposals received. Based on experience, expertise, staffing, pricing, availability, and references, it was determined that Alyson Consulting was the most qualified proposal received. On June 30, 2016, the City Manager approved the award of a one-year as-needed professional services contract for a not-to-exceed amount of \$50,000.

Alyson Consulting has shown quality land surveying services on several capital improvement projects and the firm's hourly billing rate is consistent with the market rates of other surveying firms. The proposed contract extension is not to exceed the total amount of \$75,000 per year, and is for an additional one-year term with the option to renew for three (3) additional one-year terms.

FISCAL IMPACT: Sufficient funds are available in the Fiscal Year 2017-2018 General Engineering CIP Projects Account budget for the first year, and future costs will be budgeted in the General Fund Engineering CIP Projects budget, as appropriate.

PREPARED BY:

APPROVED BY:

For R. R.

Yazmin Arellano
DEPUTY DIRECTOR
OF PUBLIC WORKS/
CITY ENGINEER

Douglas Williford

Douglas Williford
CITY MANAGER

Attachment: Alyson Consulting Proposal and Hourly Billing Rates

HOURLY BILLING RATES

STRAIGHT RATES (NON-PREVAILING WAGE)	Hourly Rate
Principal Surveyor	\$155
Project Surveyor	\$135
AutoCAD Drafter/Survey Calculations	\$115
One-Person Robotic	\$155
Two-Person Conventional Crew	\$180
One-Person GPS Crew	\$155
Two-Person GPS Crew	\$190
GIS Technician	\$85
Administrative/Clerical	\$20
PREVAILING WAGE – FIELD CREW RATES	Hourly Rate
Two-Man Crew	\$265
One-Man Crew	\$175

PERFORMANCE STATEMENT

All work will be performed on a time and materials “not-to-exceed” basis for the agreed to price. No additional compensation will be received beyond price negotiated for each task in the Scope of Services unless changes are approved in advance by a Change Order signed by the City.

STATEMENT EXCEPTING AGREEMENT

Alyson has reviewed the RFP and the City of El Cajon professional service agreement. We take NO exceptions to either document, we can meet all the requirements of the agreement and are willing to enter into the agreement.

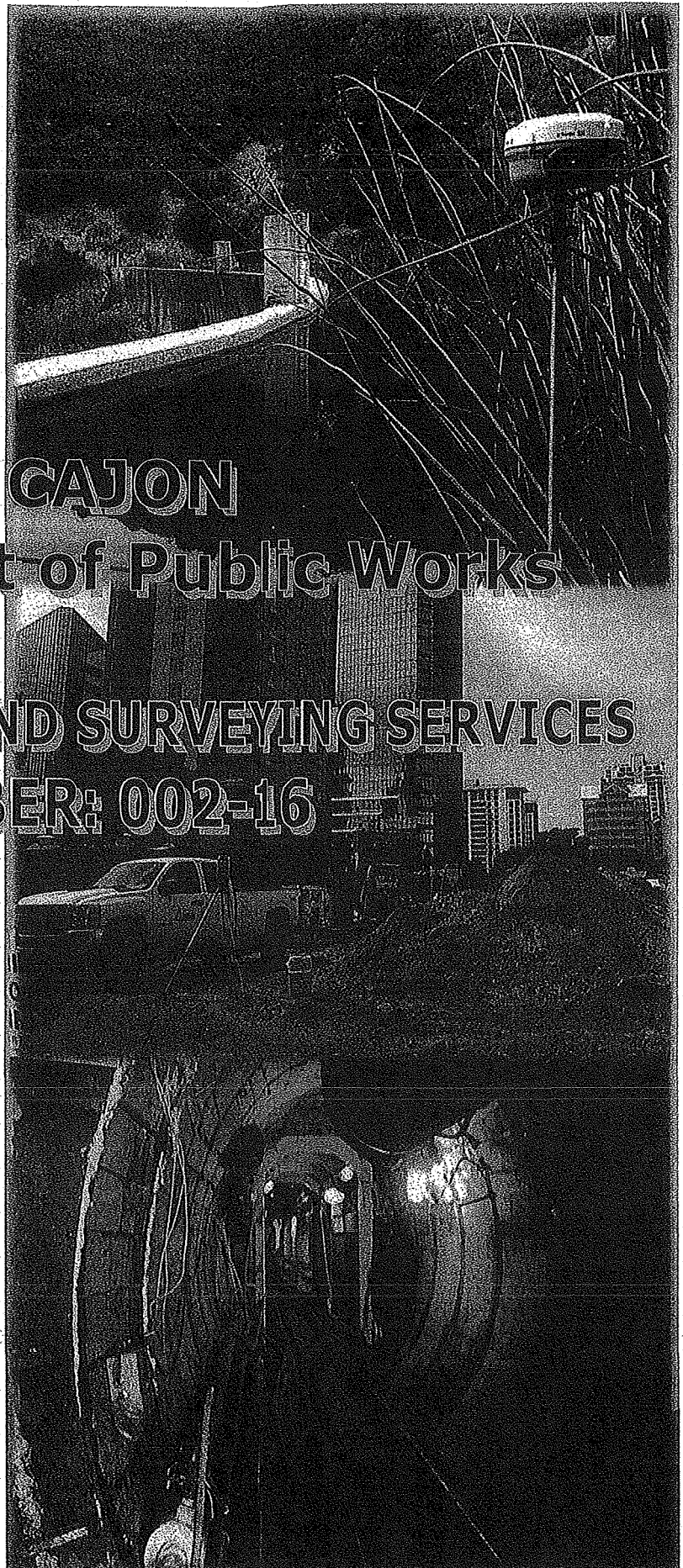


CITY OF EL CAJON Department of Public Works

AS-NEEDED LAND SURVEYING SERVICES PW RFP NUMBER: 002-16

June 27, 2016

Prepared by:





June 27, 2016

City of El Cajon
Department of Public Works
David Keltner, PE, Project Manager
200 Civic Center Way
El Cajon, CA 92020

RE: PW RFP Number: 002-16, As-Needed Land Surveying Services

Dear Mr. Keltner:

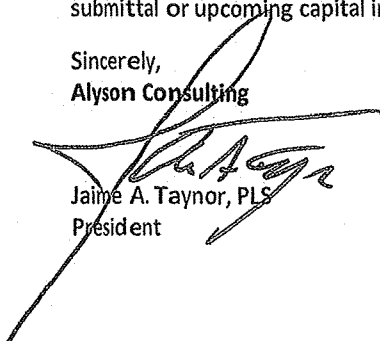
With over 50 years of local land surveying experience, Alyson has an excellent understanding of the scope of services required to make any task order awarded under this contract a success. Our team consists of surveying professionals that are familiar with providing these types of services, have done so within the framework of the as-needed project delivery method and understand the importance of these services to the overall operation of the City of El Cajon. The highlights of our team's capabilities include:

- Within the attached proposal, we will demonstrate our thorough understanding of the scope of work and a proactive team spirit approach to as-needed land surveying consulting services.
- Our field team has combined field experience of nearly 50 years and have been responsible for the successful completion of countless survey projects throughout Southern California.
- We are familiar with the local contracting community and have experience working on projects with all local agencies and many stakeholders associated with potential task orders that may be issued under this contract.

Our team is excited about the opportunity to work with the City of El Cajon and fulfill its land surveying consulting needs for years to come. We have assembled a highly qualified team of professionals with specific expertise in all key elements of the scope outlined within the City's RFP. Our team is committed to the common goal of providing the required services in a manner that exceeds all others and will promote the City's interests throughout the life of the contract. ***We have the team and the determination to accomplish this goal—we want this job!***

We look forward to presenting our team in person and further demonstrating our commitment to the City of El Cajon. Please do not hesitate to contact me at (619) 851-3331 or jaimet@alysonconsulting.com if you have any questions regarding our submittal or upcoming capital improvement projects.

Sincerely,
Alyson Consulting



Jaime A. Taynor, PLS
President

9968 Hibert St., Suite 109 – San Diego, California 92131
619-373-1676 – alysonconsulting.com



SERVICES PROVIDED

Surveying:

- Land Surveying
- CIP Support
- Boundary and R.O.W. Surveys
- Right-of-Way Management
- Aerial Topography
- Record Mapping
- ALTA Surveys
- Utility Location / Potholing
- USA Mark-out Support
- Construction Staking
- Construction Monitoring
- Dam Deformation Monitoring
- GPS Control Networks
- Digital Leveling Networks
- Datum Transformations
- Cadastral Mapping
- GIS Mapping

Engineering Design Services
Construction Management

NAME OF RESPONDER AND AUTHORITY
TO BIND FIRM IN CONTRACT

Jaime A. Taynor, PLS
 PRESIDENT
 Alyson Consulting
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 San Diego, CA 92131
 Cell: (619) 851-3331
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EXECUTIVE SUMMARY

Alyson Consulting is a local full service consulting firm providing surveying, mapping, construction management and inspection in addition to engineering, Project Processing/Permitting and related professional services. Our staff has amassed a wide array of experience partnering with municipal agencies within San Diego County, including the City of El Cajon, with whom we have worked closely in previous years under previous employers and under multiple important stand-alone projects and smaller projects where specific assistance was provided over the past 13 years.

Efficient and accurate execution of the City's task orders will require multi-faceted experience and expertise. The benefit of the Alyson team is that we offer precisely the requisite depth and breadth of knowledge needed, including:

- **A team familiar with specific requirements of City of El Cajon** through our recent and long-time experience serving as trusted consultants and advisors to the District on many past efforts.
- **An understanding of the critical project elements, challenges and considerations**, including timely and correct staffing for a wide variety of projects.
- **Streamlined, hands-on executive level Survey Management by Jaime Taynor** who has over over 30 years of local survey experience.
- **Advanced Leaders in Technologies** for field surveying. Our near paperless field crews utilize Tablet PCs and our Cloud-based network remaining in continuous contact with the most up-to-date plans and information from the District and office. In addition our field crews are outfitted with the latest Trimble R10 GNSS Receivers and Trimble S6 Robotic Instruments allowing for the most accurate and reliable solutions available.
- **Team with significant local CIP experience on numerous survey tasks.**

We have tailored our team with the requisite experience to provide the specific resources necessary to meet the District's project goals. We have aligned appropriately experienced personnel under our streamlined survey management structure to deliver projects that will be completed per the plans and specifications, on time and within budget, and mitigate risk throughout.

We are prepared to provide the experienced key personnel to accomplish the above tasks in the best interest of the District and the Project. We are confident in our abilities because we have completed the same scope of services outlined in your RFP on many challenging local projects.





LOCALLY AVAILABLE FACILITIES AND STAFF

Our local staff is comprised of seasoned personnel adept at providing land surveying services for projects of varying scales. Alyson Consulting possesses the full range of disciplines required to provide professional land surveying services to support the District's Capital Improvement Program (CIP), USA Mark-out Program (USA), Right-of-Way Management Program, and Cadastral Base Mapping in a timely manner and on an as-needed basis. Our Office is located within a short 20 minute drive to the offices of City of El Cajon allowing for an immediate response time for any last minute request. Staffing two full crews with the ability to field one more, allows for Alyson consulting to be available at any time that the District may require our services, and will sufficiently meet the 24-hour notification response window requested by the City. Our staff will be available to handle several projects simultaneously to "ensure task continuity, prompt delivery of service and completions of assigned tasks" as requested by the City of El Cajon.

LAND SURVEYING CONSULTING CAPABILITIES

Alyson is "right-sized" to provide for the various projects the City will undertake during the Contract period, from the smallest of topographic surveys to full scale CIP design and construction projects. Our team members are diverse and experienced in all types of surveying and represented by individuals with extensive experience in public works and construction projects. Our management team consists of skilled professionals with understanding in administering all types of contracts, whether large or small, including management for as-needed task order contracts.

The list of Alyson's services presented on the preceding pages speaks to our firm's ability to not only provide all of the services called for under this contract, but also draw on the experience and knowledge of our surveying and support staff to enrich the quality and range of land surveying consulting services. At Alyson, our staff is our most valuable resource. It is through the collaboration of our management team and field personnel that both our firm's and our clients' greatest successes have been forged.

A key element to our approach is the incorporation of our knowledge of proven survey field practices, based on over 50 years of hands-on, in the field experience. This background knowledge will be instrumental in the completion of each task assignment, particularly in our accuracy and quality control checks for consistency with the City's standards, as well as those of the County of San Diego. It is this field knowledge coupled with our integrated approach that combines the talents of our highly experienced survey management and field surveyors resulting in experience that no other firm can match. Experience that Alyson Consulting will bring to each task.

COMMITMENT TO MBE/DBE

Alyson is committed to Affirmative Action in every aspect of our business, from recruiting, retention and promotion of our staff, to our dealings with subcontractors, vendors and suppliers. Alyson is dedicated to working with certified disadvantaged and veteran owned firms on both public and private sector projects. In all external communications, including employment applications, advertising, contracts and purchase orders, our commitment to equal opportunity is also emphasized. Alyson Consulting is certified as a DBE/MBE/SBE and SLBE firm.



TASK UNDERSTANDING

SITE INVESTIGATIONS

Using a survey crew to provide site investigations can be advantageous. Surveyors are trained to notice areas of flooding or ponding, encroachments, damage to concrete walks and asphalt driveways or parking areas.

SURVEY AND DATA COLLECTION

Alyson Consulting survey crews are equipped with both Trimble GPS systems utilizing real time VRS networks and the ability to perform static surveys. Field crews also have Trimble S6 robotic stations. Once data has been collected, it can be transferred in raw form such as txt or csv file formats or processed and delivered in AutoCAD. Alyson Consulting has the ability to change feature code libraries to adapt to the City of El Cajon symbols and layering formats.

FINAL MAP AND PARCEL MAP REVIEW

Jaime A. Taynor, PLS has acted as the City Surveyor for Del Mar, Carlsbad and Coronado. Final maps, parcel maps, corner records and legal descriptions were reviewed prior to recording at the County of San Diego.

BOUNDARY SURVEY

Alyson Consulting performs a boundary survey prior to the completion of a topographic map or aerial survey. A boundary survey is performed prior to any staking on construction projects. Research performed prior to any field work includes obtaining the title report, finding pertinent maps and records at the County and local municipalities. Once a plan is decided upon, field investigations take place to find and locate all existing monumentation. Once the field work is completed, a boundary is solved. If additional field work is required, then it is authorized regardless of budget constraints.

ALTA SURVEYS

All aspects of surveying are employed in completing an ALTA survey. Extensive research is performed; field surveys to obtain boundary, encroachments and topographic features are then completed. A review of the title report is required, easements are plotted and utilities and appurtenances located in the field are checked to ensure they are within the easements. All encumbrances contained within the title report are listed. A full accounting of the property including zoning and set-backs is then delivered to the client.

TOPOGRAPHIC SURVEYS

Typically a boundary survey is performed as part of a topographic survey. Exceptions may include areas within schools, military holdings, parks or other facilities both public and private where the crossing of property boundaries is not a concern. The first focus of a topographic survey is to identify and locate hard features that are break lines. Edges of asphalt, concrete, tops and toes of slopes, grade breaks, etc. These break lines control contours. The next focus would be on buildings, fences and other hard scape features that do not form break lines. Utilities and all other visible features are then located. Processing can be performed using customized feature code libraries. We are able to customize the codes and layering formats to suit the City of El Cajon.

AERIAL PHOTOGRAMMETRY

Alyson Consulting does not perform aerial photogrammetry in house. We employ the assistance of several local businesses with stellar reputations and long histories in San Diego County. The procedures for an aerial survey are exactly the same as a topographic survey. Alyson Consulting will determine the Basis of Horizontal and Vertical Control, set all aerial panels and most importantly checking the accuracy of the final product.



PREPARATION AND REVIEW OF GRANT DEEDS

Alyson Consulting has extensive experience is writing and checking legal descriptions including holding seminars on the subject. We understand that using clear language is key to a legal description. Knowing exactly the meaning of each word used is paramount to a correct description. Recognizing junior and senior rights, bounding your description with lines that are found on record maps, and describing monuments are all features that assist anyone retracing your description.

CONDUCT FIELD SURVEY WORK

The Consultant's responsibility is to have a clear understanding of the City of El Cajon's needs and requirements. It is important to also know the purpose of the final product. Prior to providing a fee, the Consultant will ask whatever questions are necessary to fully understand the scope of work. Prior to any field work, all members of the project team will have an understanding of what is required. If changes to the scope are required due to conditions, work will stop, the Client will be notified and work will not proceed until authorization is given. Before a project is completed, the Client will review and accept all submittals. Alyson Consulting has experience in a wide variety of survey field work as illustrated in our Project Experience.

CONSTRUCTION STAKING

Alyson Consulting has extensive experience is all types of construction. Regardless of what is being constructed, the boundary of the site is surveyed or the limits of the project are verified. Once the limits are confirmed, calculations and staking is performed. The correct equipment is used in order to maintain accuracy. When time is the focus and accuracy is secondary, GPS will be used. Total stations are used when time and accuracy are needed. Total stations, steel tapes and levels are used when accuracies are the focus. Regardless of what tools are used, checks between points are taken, clearances to project limits are verified and a general inspection is performed prior to turning the project over to the construction company. At this time, cut sheets are provided to the client and constructors, and discussions take place so that everyone is clear as to what is being staked and the offsets being used.

MONUMENT RECOVERY AND INSTALLATION

Monuments that could possibly be lost or destroyed by construction are referenced and corner records are recorded at the County of San Diego. When property boundary corners are reset, corner records or records of surveys are performed and recorded.

CORNER RECORD PREPARATION AND FILING

Alyson Consulting has prepared and filed various corner records and record maps with the County of San Diego.

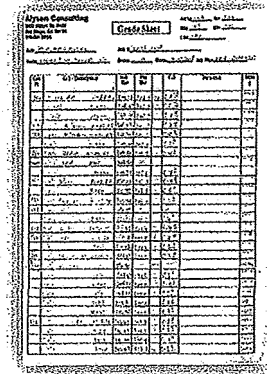


PROJECT MANAGEMENT APPROACH AND METHODOLOGY

SURVEY PROJECT MANAGEMENT APPROACH

Our general approach is based on the belief that well integrated project teams and successful projects do not occur naturally. Success is the result of our focused survey project management effort. We foresee instituting the following management focus:

- Safety / Health Requirements
- City of El Cajon and County of San Diego Standards
- Identifying and Addressing Key Factors Affecting Project Success
- Project Specific Organizational Teaming
- Community Relations / "Good Neighbor"
- Contract Administration
- Correspondence / Records Documents
- Quality Assurance / Quality Control Checks
- Project Images (Field photographs of site conditions)
- Electronic submissions of Field Data (including; Cut Sheets, Notes and Sketches)



Our successful approach to typical project issues can be highlighted as follows:

Typical Issue

Alyson Solution

Maintaining Schedule/Budget

Alyson's experienced survey management team will develop detailed work scopes with the capability to quickly assess alternatives and make accurate recommendations.

Superseded Design Plans

Alyson's near paperless field crews utilize Tablet PCs and our Cloud based network remaining in continuous contact with the most up-to-date plans and information from the District.

Accurate Field Surveying

Along with proven field surveying techniques, Alyson understands the importance of accurate field surveying and the need to identify all existing features that will impact the design and construction. Even if it requires going outside the given area to locate additional features.

Construction Staking Techniques

Alyson's extensive alignment construction staking experience will provide the City with the proficiency to evaluate the technical site conditions, social, community, traffic and cost issues associated with any project and recommend appropriate construction staking techniques. Recent projects have been completed on time, within budget, and without claims. ***Our survey management team will ensure that all Contract Accuracy and Quality requirements are achieved.***

Vintage As-Built

Applying Alyson's wide-ranging utility surveying experience will provide the City with the expertise necessary to turn any Vintage As-built into their accurate electronic counterparts, as recently performed on the NAS Lemoore and Barrett Camp projects.

Eye on Quality and Accuracy

As part of our standard field work routine we perform QA/QC checks manytimes throughout the day. This aspect is critical to the overall success of the project to ensure field surveying accuracy and quality meets the City expectations and Alyson's objectives.

Task-Specific Proposals

Alyson's Task-Specific Proposals form the cornerstone of our project control activity and are integral to any budget minded agency. Our detailed proposals follow a chronological plan that includes detailed task descriptions and associated deliverables. This approach will demonstrate our understanding and approach of the scope. Each Task within the proposal will have an associated fee designed to stay within budget. Additionally, Alyson Consulting will provide back-up with an outline of estimated hours per category of service. The City will use our proposals as a tool for further clarification between Alyson Consulting and the City to insure the City of El Cajon receives the project detail they are anticipating. Having this complete understanding on the proposed service will cut down on any return visits.

Weather and Environmental Issues are Key Factors

The fact that virtually every project site is exposed to weather and environmental considerations, each weather season could bring favorable or unfavorable factors, depending on actual rainfall. Particular attention should be given to the January-through-March time frame for potential weather impacts especially considering the possible "El Nino". Although each project will contain unique characteristics, during this period, we will work closely with the City and/or the contractor's construction schedule to minimize any loss in productivity and/or work product.

METHODOLOGY

Given the foregoing, Alyson's methodology for executing tasks under the City of El Cajon As-Needed Land Surveying Services contract is fairly straightforward.

The professionals that make up Alyson Consulting and those that contribute their knowledge and experience are committed to providing you with the very best Survey and Mapping services available. We approach every project with a unique perspective and integrity while focusing on how best to proceed towards the final product expected by our clients. Communication is key throughout each phase of a project and making our clients aware of any deviations along the way is of utmost importance to us.

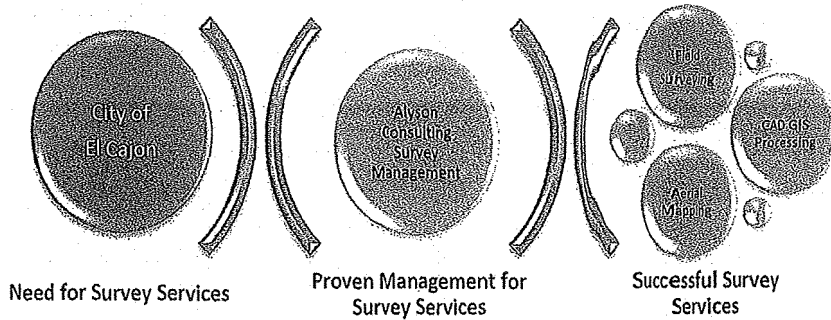
Project Organization

We are an enterprising company that continually looks for ways to adapt advances in technology in order to perform measurements more accurately leading to precise data being collected. We can also expect to complete the job faster with a more efficient use of personnel. Depending on what the project calls for, a one man crew is typically sufficient and can utilize the full potential of our Trimble R8 and R10 RTK-GNSS receiver systems with GLONASS and when necessary, can easily switch over to the Trimble S6 Robotic Total Stations that they also carry. Other projects may require a two man crew or a combination of two one man crews, which can work together or independently to maximize the amount of data collected while keeping costs low by not having a second person sitting idle. The most

efficient way to complete a job is to have the most experienced personnel using the best suited equipment. Experience that Alyson Consulting will bring to each task.

Line of Communication

Alyson’s proposed line-of-communication will flow through our surveymanagement team. Tasks or questions that come from the City will initially be addressed by our Survey Management Team then seamlessly flow to our well trained staff or sub-consultants. Once that task has reached successful completion that information will flow back to the City via our Survey Management Team. During every task, open lines of communication between our field crews and District personnel is top priority for Alyson Consulting; we are one team.



Easy Access Electronic Files / Communication

Alyson utilizes smart phones and tablet PCs for communications between all field employees, enabling rapid communication between office staff and field personnel including sharing of plans, specifications and necessary documents. Instead of thumbing through stacks of plans and cabinets full of files, our Cloud-Based server provides our team members with searchable up-to-date electronic storage systems. These efficient, time-saving systems provide all team members simultaneous access to information at any time - plus we save a few trees in the process.

Additionally, depending upon project size, our field staff has the flexibility to work from our office or directly from the field and will be equipped with full data communication access to Alyson’s server, project website and e-mail system, which will expedite off-site communications among the City and contractors.

Knowledge of jurisdictional Agencies

Alyson's team provides a strong combination of Land Surveying experience in San Diego County and knowledge of jurisdictional agencies and regulatory requirements. Our staff has provided design level topographic surveys and construction staking in the past 5 years and has coordination experience with all the major agencies within the County.

PROJECT EXPERIENCE

A varied sampling of Alyson's past successful project experience is submitted for your review as an example of our level of qualification for possible tasks assigned under this as-needed contract. The experience varies from all levels of survey services and include CIP work that required our expertise in the submittal of Certified Payroll. We will be happy to provide additional examples of our previous relevant project experience upon request should the District deem it helpful in its selection process.

HARRAH'S RINCON CASINO PHASE 7 EXPANSION

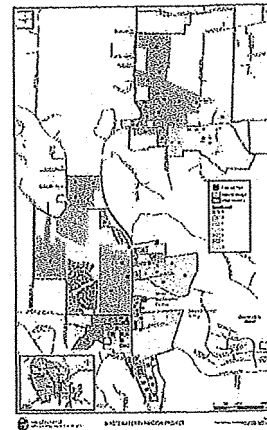
Rincon Indian Reservation

Provide surveying services from the beginning of the Casino Expansion through to the Phase 7 portion. Project includes two, 22 story hotel towers, large banquet hall, renovation to existing pool area including swim up bar, restaurant, and lazy river. Additionally provided Survey services to support the extensive improvements to infrastructure to accommodate the various improvements associated with an expansion of such a large scale.

VALLEY CENTER MWD NORTH AND SOUTH VILLAGE SEWER COLLECTION SYSTEM

Valley Center, California

Alyson Consulting provided horizontal and vertical control survey on approximately 5 miles of low pressure wastewater collection lines, expansion of treatment capacity, multiple lift stations, and wet weather storage basins including 600 linear feet of recycled water distribution pipe. Additional survey services included Aerial Topography of the entire pipeline alignment, as well as utility potholes, storm drain locations, and field survey of exiting manholes, curb inlets, exposed pipes, and additional surface features. Alyson Consulting also located the property boundary monumentation to determine the right-of-way for the entire pipeline alignment. Four Legal Descriptions and Plats for the new right-of-way along the pipeline route were also prepared to finalize the survey efforts.



GRAND DEL MAR TOPOGRAPHIC SURVEY AND SUPPLEMENTAL ALTA

San Diego, CA

Provided horizontal and vertical survey control and topographic survey of two parking areas including the location of all visible hardscape, utilities, and trees. Additional Survey efforts included the preparation of 18 conservation easements and legal description for each. Alyson Consulting provided supplemental ALTA for the location of the horse corrals and associated hardscape.

MAGDALENA ECKE FAMILY YMCA

Encinitas, CA

Professional Survey Services horizontal and vertical survey control, boundary survey, aerial topographic survey, and field location of visible surface utilities. The renovations and expansion of the exiting skatepark and surrounding areas of the 20 acre plot of the Ecka YMCA making it one of the largest facilities in the nation.

CAMP BARRETT YOUTH CORRECTION FACILITY UTILITY MAPPING Alpine, California



Alyson Consulting provided complete Utility Mapping for the entire 30 acre campus of Camp Barrett; a boys only juvenile detention facility for the County of San Diego Probation Department located in the rural community of Alpine, near Descanso. Services included bringing in Horizontal and Vertical control acceptable to County of San Diego using GPS equipment. Performed Survey on all buildings and fencing on the property. We worked closely with facility maintenance personnel and utility crews to provide Ground Penetrating Radar and Potholing to create a utility Base map of the entire facility.

UCSD MESA HOUSING San Diego, CA

Providing horizontal and vertical survey control acceptable to the UCSD Engineering Department and its ongoing maintenance through the active contract. Additional tasks includes topographic surveying the location of hardscape and utilities as requested. The final deliverables are AutoCAD drawings at 20-scale with 1-foot contour intervals. Lastly utility location, pothole layout and location was provided for multiple utility pothole locations.

DESIGN BUILD OPERATE MAINTAIN – INFRASTRUCTURE REPLACEMENT Marine Corps Base, Camp Pendleton, California

Alyson personnel served as the survey project manager for the mapping, construction survey and layout, as-built locations, and recording of over 40-miles varying pipelines such as gravity sewer, force main, and reclaimed water pipelines. GPS/GNSS and conventional survey means were used in the collection of data and construction layout. This work covered extremely differing terrains, including; active streets and developed areas, over rugged hills in isolated area, across golf courses, and areas with highly sensitive environmental and wild life concerns. By insuring the lines of communication remained open between Navy Facility Managers, Underground Contractors and Staff Biologists prior to construction and during construction, our resulting effort was a successfully completed project, within budget, on time and with minimal impact to the sensitive environment and Marine Corp Operations.





CONSTRUCTION STAKING & AS-BUILTS OF THE DEL MAR HEIGHTS PIPELINE -- CIP PROJECT **San Diego, California**

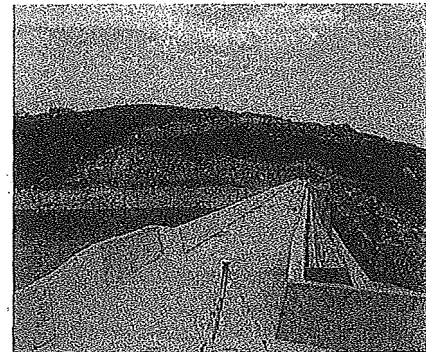
Alyson Consulting provided the final staking of approximately 3,000LF of various portions of the 36" Pipeline along Carmel Valley Road in combination with the widening of Carmel Valley Road. Additionally, Alyson Consulting provided the final staking for the constructed Recycled waterline in the same location. Worked closely with the Developer, Pardee Homes, the design engineering for the pipeline, a separate design engineer for the road improvements and the builder. Involved working within City of San Diego Right-of-Way and Caltrans Right-of-Way.

SAN DIEGO CENTRAL COURTHOUSE **San Diego, California**

The San Diego Central Courthouse is the region's largest current government construction project which consists of a 22 story, 389 foot tall skyscraper with a total project area of 704,000 Sqft. Alyson Consulting is responsible for the construction staking of the shoring layout and ongoing monitoring during construction. The Courthouse will feature 71 courtrooms, jury administration facilities, secure areas for detainee transport, and a pedestrian bridge connecting the new courthouse to the Hall of Justice. Additionally, the Courthouse will provide the surrounding community with a larger more modern facility offering greater security.

OLIVENHAIN DAM DEFORMATION MONITORING **Escondido, California**

Alyson personnel performed high precision GPS and vertical survey for surface monitoring and deformation for the San Diego County Water Authority. Project consisted of monitoring 12 monuments on the dam, 4 existing control points adjacent to the dam, and establishing 4 additional control points outside of any possible influence of movement from the dam. Static GPS observations and digital levels were used to control the project. Then yearly measurements were used to compare against control values to identify any movement. Considering a 15 minute observation and occupation we were able to reduce field time by days due to the number of GPS/GNSS receivers in our service.



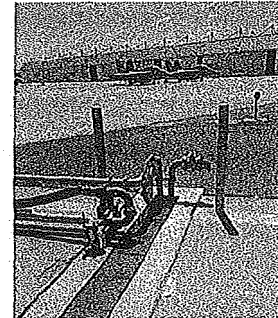
DESIGN BUILD IMPERIAL BEACH LIBRARY TOPO, BOUNDARY, AND CONSTRUCTION STAKING **Imperial Beach, California**

Alyson Consulting is currently providing the Construction Staking for the Design-Build Construction of a new 14,000 square foot state of the art Net-Zero library located in Imperial Beach. Staking includes all wet utilities, electrical transformer, building, curb and sidewalk stakes, as well as Preliminary and Final building stakes. Building Pad certification is included within this contract. As a sub to TB Penick, Alyson Consulting transferred horizontal and vertical survey control acceptable to the City of Imperial Beach. Additionally, provided all preliminary topographic and boundary survey to locate sufficient monumentation for property lines.

NAS LEMOORE TOPOGRAPHIC SURVEY AND UTILITY LOCATION

Lemoore, California

Alyson Consulting provided a Topographic Survey of a large area along the airfield at NAS Lemoore. Topography included locating all visible features and utilities. Additionally, Alyson plotted from existing as-builts all water, sewer, gas, industrial sewer and storm drain. Alyson Consulting worked closely with the Utility Mark-out sub for utility GPR and potholing. Once the GPR locations were completed, Alyson field crews located the mark outs and added them to the final CADD deliverable. Alyson Consulting provided sketches in plan-view and a photo of all sewer and storm drain manholes with measurements to inlets and outlets for Engineering design use.



PORT OF SAN DIEGO -- ADA PHASE III IMPROVEMENTS

Various Locations

Alyson Consulting provided Topographic Surveys for approximately 75 various ADA ramps on Port of San Diego property along Shelter Island Shoreline Park, Harbor Island Park, Seaport Village, and Chula Vista Marina View Park. The topographic survey included the locating of above ground improvements including concrete/asphalt sidewalks, dirt paths buildings, fences parking, roadways, utilities, and vegetation. The work was required to provide civil engineering and design improvements to areas that were out of ADA compliance and no to Port of San Diego standards. Survey services included providing Port approved Vertical and Horizontal control. Alyson Consulting was a subconsultant to Atkins North America, Inc.

List of Additional Specific Experience:

- ✓ County of San Diego As-Needed Survey and Staffing (Multiple) – with previous company
- ✓ San Diego County Water Authority As-Needed Survey (Multiple) –with previous company
- ✓ San Diego Port District As-Needed Survey – with previous company
- ✓ City Surveyor for the City of Del Mar – with previous company
- ✓ Naval Southwest Division IDIQ Contracts (Multiple) – with previous company
- ✓ Sanitary Sewer GIS Survey – City of San Diego – with previous company
- ✓ NAS Point Mugu Topo and Utility Mark-out
- ✓ MCAS Yuma Topo and Utility Mark-out
- ✓ NCTD Engineering As-Needed (Survey Sub) – Current Contract
- ✓ Port of San Diego As-Needed Environmental Investigation Services (Survey Sub) – Current Contract
- ✓ San Diego County Regional Airport Authority – On-Call Material Testing, Special Inspection and Geotechnical Services (Survey Sub) – Current Contract

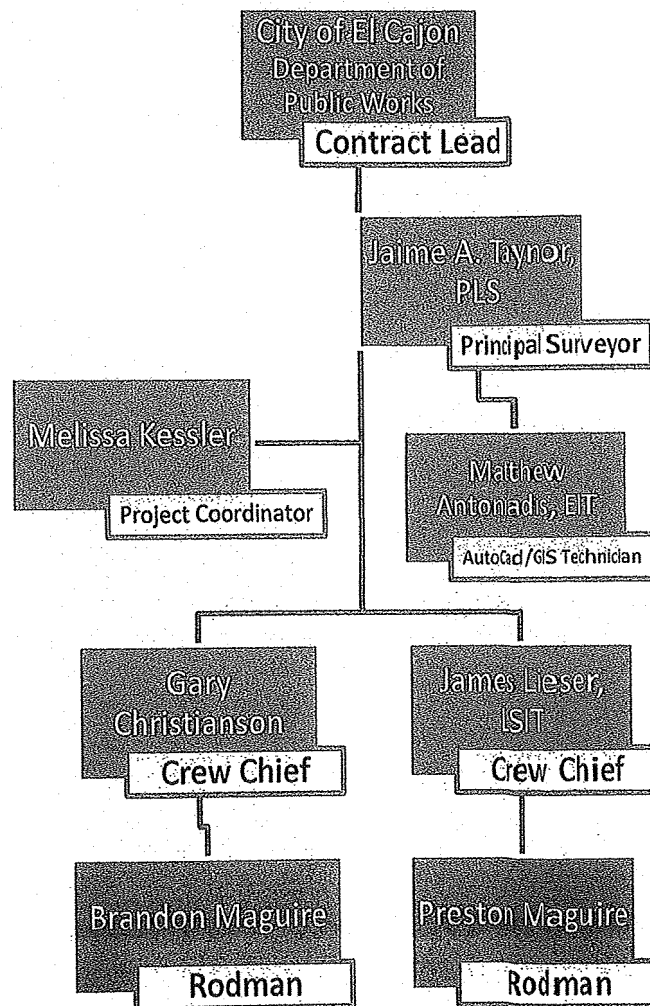
List of Additional Relevant Experience:

- ✓ CSULB Hillside Dining Remodel & Los Cerritos Renovations (CIP) – CSU Long Beach
- ✓ Devonshire Road Improvements – Scripps Health
- ✓ North Side Utility Corridor - San Diego International Airport
- ✓ CSULB Campus Utility Mapping and Sewer & Area Drain Locating/Details

PROJECT TEAM

ORGANIZATIONAL CHART

Alyson Consulting will provide a Full-Service, Turnkey Survey and Mapping Team for the City of El Cajon Department of Public Works As-Needed Land Surveying Services contract. Alyson Consulting's Project Team members are very diverse and experienced in all types of survey projects. Our team will consist of a small, yet highly experienced core group of professionals with over 100 years of combined experience in the San Diego region. We propose to utilize specialty consultants, as necessary, to address specific needs of this contract. The Alyson team has the capability of managing this as-needed contract in the most cost efficient manner. The organizational chart that follows states their respective roles and the overall structure of our team.





Jaime A. Taynor, PLS Principal in Charge

YRS EXPERIENCE: 33

LICENSES:

Professional Land
Surveyor
CA (1994) PLS #7130
AZ (1995) PLS #29275
UT (2001)

PROFESSIONAL AFFILIATIONS:

Member American Council
of Engineering Companies
(ACEC)
California Land Surveyors
Association (CLSA)
Society of Military
Engineers (SAME)

SPECIAL TRAINING:

OSHA Construction Safety
& Health - 10 Hour
Certification

Jaime is the founding principal of Alyson Consulting and has thirty-three (33) years of practical survey experience including starting a successful construction management, civil engineering and land surveying practice. His experience includes but is not limited to; topographic surveys for design, construction layout, as-built surveys outside and within pipelines, easement documents for acquisition of right of way, 3D AutoCAD modeling and horizontal alignment calculations and drawings for design. Jaime also has twelve (12) years of experience teaching at the community college level. Classes taught include AutoCAD Drafting as it applies to Survey/Mapping, Boundary and Legal Principles, and Beginning and Advanced field Surveying with responsibilities for the development of class structure, lesson plans, grading, and promotion for each subject and class. This experience brings a strong understanding to provide plan check review of survey and mapping deliverables that may be useful to the District.

Relevant Project Experience:

San Ysidro Land Port of Entry (San Diego, CA) - This survey is for the busiest Port of Entry into the United States and also the busiest in the world which consisted of the survey and mapping of 20 parcels owned by the Federal Government, City of San Diego, County of San Diego, CalTrans, MTDB, and private parties. Full topographic design surveys and ALTA surveys were performed on each parcel. Condemnation plats and legal descriptions were written for affected portion of Interstate 5, San Ysidro Blvd. and all of Camiones Way. Legal descriptions and exhibits were created for obtaining and partial/full abandonment of utilities for the City of San Diego water, sewer, traffic loops, SDG&E, Caltrans, drainage structures and partial takings of properties. Extensive detail surveys were performed on Interstate 5, over crossing structures for traffic and pedestrians, the current Port Building and the Historic Port building, MTDB passenger platforms and tracks, and surface streets. Project was controlled using RTK-GPS and conventional survey means. Topography was created using a combination of aerial photogrammetry and conventional means.

Rincon Del Diablo Reclaimed Water (CIP) - (Valley Center, CA) - Served as the project manager for the reclaimed water pipeline staking and constructed as-built. The project consisted of replacing approximately 3,500 feet of aging 6-inch pipeline.

Rancho Santa Fe Irrigation District As-Built (Rancho Santa Fe, CA) - Served as the survey project manager for final staking of various pipelines throughout the Rancho Santa Fe Irrigation District. Provided final staking for 10 pressure reducing stations and the PRS 320-6 pipeline. Additionally provided horizontal and vertical field locations for pre-fab pressure reducing stations.

Complex E Demolition, San Diego International Airport (San Diego, CA) - Performed underground service alert (USA) and utility pothole location survey to verify the existing horizontal and position of sewer, water, electric and communication lines serving the Southeast portion of the airport. Services also included a topographic surveying at the entrance to the Commuter terminal for the relocation of the entrance sign. The basis of horizontal and vertical survey control for the project was established using Airport Authority approved monuments.





Matthew Antoniadis, EIT **Survey Associate / CADD-GIS Technician – Alyson Consulting**

YRS EXPERIENCE: 8

CERTIFICATES:
California EIT (2010)

EDUCATION:
BS in Civil Engineering,
San Diego State
University

Matthew has over 8 years of experience in office/field operations and surveying activities within the state of California. His abilities include the use of Trimble GPS/GNSS and Robotic Total Stations, AutoCad Civil 3D and GIS with ESRI Shape Files. He carries extensive experience in survey computations, analysis of field locations, preparation of survey crew pre-calcs, boundary resolution, deed interpretation, property research, check of record plats for completeness and accuracy for submittal. Mr. Antoniadis is a vital component of day to day survey activities in both the office and the field.

James Lieser, LSIT **Survey Crew Chief – Alyson Consulting**

YRS EXPERIENCE: 20

LICENSES:
Land Surveyor in
Training – CA July
2006. LSIT #1700

**PROFESSIONAL
AFFILIATIONS**
Member, Local 12 San
Diego

SPECIAL TRAINING:
OSHA Construction Safety
& Health – 30 Hour
Certification

James is Alyson's Crew Chief with over two decades of diverse survey experience and expertise on various aspects of survey field work. He has provided boundary surveys, construction staking, and topo on multiple major projects and numerous SDG&E jobs. Such projects have enabled James to securely deem himself of as a knowledgeable Crew Chief and brings the experience to complete all City of El Cajon job tasks. James is a problem solver who focuses on root causes, and delivers customer oriented solutions. He is reliable and dependable in timely project delivery and is responsible for ensuring best practices are followed and quality assurance goals are obtained. He prides himself in the importance and value of safety in all components of the job and personnel.

Gary Christianson **Survey Crew Chief – Alyson Consulting**

YRSEXPERIENCE: 25

SPECIAL TRAINING:
CLSA Tailgate Safety
Program

Gary has over 25 years of experience in field operations and surveying activities throughout the state of California. His specialties include the ability to operate Trimble GPS and Robotic Total Stations. He carries extensive experience in ALTA Surveys, Topographic Surveys, and Boundary Survey. Gary is well versed in all aspects of surveying services, including location of underground utilities. He focuses on project thoroughness and completion. He emphasizes the importance of teamwork and communication as components of a successful deliverable.





REFERENCES

We encourage you to contact our clients to get a clear understanding of our team's ability to meet the demands of various projects.

<i>Client</i>	<i>Reference</i>	<i>Phone Number and Email/Address</i>
<i>San Diego County Water Authority</i>	<i>Marvin Sylakowski Supervising Land Surveyor</i>	<i>(858) 522-6907, msylakowski@sdcwda.org 4677 Overland Ave., San Diego, CA 92123</i>
<i>Kennedy/Jenks Consultants</i>	<i>Corey Young, PE Project Manager</i>	<i>(858) 676-7505, coreyyoung@kennedyjenks.com 9665 Granite Ridge Dr., #210, San Diego, CA 92123</i>
<i>Trevet, Inc.</i>	<i>Kevin Vogelsang, PE Director of Engineering</i>	<i>(858) 578-8859, kvogelsang@trevetinc.com 9888 Carroll Centre Road, San Diego, CA 92126</i>
<i>Otay Water District</i>	<i>Rod Posada, PE, PLS, CCM Chief, Engineering</i>	<i>(619) 670-1293, rposada@otaywater.gov 2554 Sweetwater Springs Blvd., Spring Valley, CA 91978</i>
<i>City of San Diego Public Works Department</i>	<i>John Butcher, PLS Senior Land Surveyor</i>	<i>(858) 627-3208, jbutcher@sandiego.gov 9485 Aero Dr., San Diego, CA 92123</i>

DIR REGISTRATION AND CERTIFICATION EVIDENCE

Alyson Consulting is registered with the State of California, Department of Industrial Relations (DIR).
DIR Registration No. 1000019979.

Alyson Consulting has met the requirements of the State of California, California Unified Certification Program (CUCP) Disadvantaged/Minority Business Enterprise (DBE/MBE) certification. UCP Firm Number 39633

Alyson Consulting has met the requirements of the State of California, Department of General Services, Small Business Enterprise and Minority Business Enterprise. SBE Supplier Number 1756651. MBE VON 11060019

Alyson Consulting is a Certified Small Business Enterprise with the San Diego County Water Authority and the Port of Long Beach, Account Number 39408.

Alyson Consulting has met the requirements of the City of San Diego, Small Local Business Enterprise Certification program (SLBE) certification number 12AC0706.





EVIDENCE OF INSURANCE

Listed below is evidence of Alyson's commercial general liability, business automobile liability, and professional liability insurance. Alyson's Liability policies will be endorsed to name the City of El Cajon, its' officers, and employees as additional insured and such insurance will be deemed primary such that any other insurance carried by the City will be excess thereto. The City will be named as an additional insured with an endorsement indicating that minimum 30 days notice will be provided to the District upon cancellation of any policy.

Workers' Compensation and Employer's Liability Insurance: Workers' Compensation in compliance with the applicable State and Federal laws. Employer's Liability. Limit \$1,000,000.

Comprehensive General Liability Insurance, including Contractual, Broad Form Property Damage, Completed Operations, and Independent Contractor's Liability, all applicable to Personal Injury, Bodily Injury and Property Damage to a combined single limit of \$1,000,000 each occurrence, subject to a \$2,000,000 annual aggregate for General Liability, Completed Operations, and Personal Injury other than Bodily Injury.

Comprehensive Automobile Liability Insurance, including owned, hired and non-owned automobiles, Bodily Injury and Property Damage to a combined single limit of \$1,000,000 each occurrence.

Architects & Engineers Professional Liability Insurance (errors and omission insurance) affording professional liability, if any, to a combined single limit of \$1,000,000 each occurrence/claim, subject to \$1,000,000 annual aggregate.

STATEMENT EXCEPTING AGREEMENT

Alyson has reviewed the RFP and the City of El Cajon Professional Service Agreement. We take NO exceptions to either document, can meet all the requirements of the agreement and are willing to enter into the agreement.

**WE ARE EXCITED ABOUT THE OPPORTUNITY
TO WORK WITH THE CITY ON THIS CONTRACT**



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CITY CLERK
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City of El Cajon Agenda Report

MEETING: June 27, 2017

ITEM NO: 1.13



TO: Mayor Wells, Mayor Pro Tem McClellan,
Councilmembers Goble, Kalasho and Kendrick

FROM: Nahid Razi, Purchasing Agent

SUBJECT: Disposal of Computer Equipment

RECOMMENDATION: That the City Council declares the listed property surplus and authorizes disposal in accordance with policy.

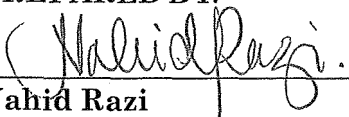
BACKGROUND: In accordance with Municipal Code 3.16.090, departments shall submit to the purchasing agent reports showing supplies and equipment that are no longer used or have become obsolete or worn out. The City of El Cajon's IT Division has deemed the attached list of computer equipment obsolete and shall erase all sensitive data from computer hard drives prior to disposal.

Surplus computer equipment has no value at auction, and the City has incurred expense to properly dispose of previous surplus computers. Current state law requires that surplus computer equipment be recycled to keep hazardous materials out of the solid waste system. The state charges a fee at the time of purchase on certain items to help support the cost of recycling programs, however most items must be recycled at a cost to the City. The City has previously attempted to donate surplus computer equipment to non-profit organizations, however the organizations typically only want equipment that is still in good working order and is less than three year old technology.

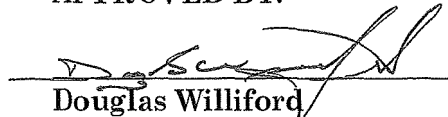
The San Diego Futures Foundation, a non-profit charitable organization, accepts all surplus computer equipment, working or not, current or obsolete. Equipment which can be salvaged is repaired/refurbished and donated back to non-profit organizations in the community. Equipment which cannot be reused is recycled, generating money for their educational programs. Local programs that have benefitted in the past from San Diego Futures Foundation donations include the McAlister Institute, Cajon Valley School District, Grossmont High School, and El Cajon Youth Football and Cheer. Donation to the San Diego Futures Foundation will save the City disposal costs and benefit the community through the donations and educational programs of the foundation.

FISCAL IMPACT: Minor cost savings.

PREPARED BY:


Nahid Razi
PURCHASING AGENT

APPROVED BY:


Douglas Williford
CITY MANAGER

Surplus Computer Equipment

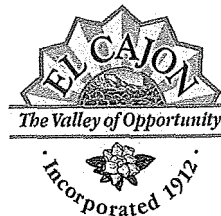
<u>Quantity</u>	<u>Description</u>	<u>Serial #</u>
1	HP Z210 CMT Computer	2UA2310H63
1	HP Z210 CMT Computer	2UA2310H93
1	HP Z210 CMT Computer	2UA2310H95
1	HP Z210 CMT Computer	2UA2310H77
1	HP Z210 CMT Computer	2UA2310H84
1	Mercom Systems Max-Pro Server	M-3479 / 11808
1	Cassidian Sam Sound Arbitration Module	G6FOTNANSAM / 850808-00902 SN 00767
1	Genovation 5855-12 Control Pad	5855-12-113010 0012
1	Genovation 5855-12 Control Pad	5855-12-113010 0068
1	Genovation 5855-12 Control Pad	5855-12-111910 0071
1	Genovation 5855-12 Control Pad	5855-12-091608 0022
1	Genovation 5855-12 Control Pad	5855-12-113010 0012
1	Genovation 5855-12 Control Pad	5855-12-113010 0035
5	Monitors	N/A
LOT	Miscellaneous Cables and Cords	N/A

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City of El Cajon Agenda Report

MEETING: June 27, 2017

ITEM NO: 1.14



TO: Mayor Wells, Mayor Pro Tem McClellan,
Councilmembers Goble, Kalasho and Kendrick

FROM: Yazmin Arellano, City Engineer/Deputy Director of Public Works

SUBJECT: Subdivision Agreement and Final Map for Tentative Subdivision
Map (TSM) 653; Lincoln Avenue; Engineering Job No. 3331

RECOMMENDATION: That the City Council approves the Subdivision Agreement and Final Map for Tentative Subdivision Map (TSM) 653, Lincoln Square, Engineering Job No. 3331.


BACKGROUND: On May 25, 2010, the City Council approved TSM 653 for a sixteen (16) lot subdivision with fifteen (15) single-family lots and one (1) common interest lot subdivision, by Resolution No. 56-10, subject to conditions. The subdivision is located at 619 and 623 South Lincoln Avenue (APNS: 488-371-01 and 493-101-01).


All conditions have been satisfied or are guaranteed by the Subdivision Agreement. All fees and securities have been paid. Therefore, the Final Map is ready to be recorded.

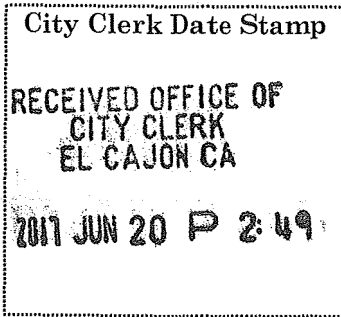
FISCAL IMPACT: None. The property owner has paid all required fees.

PREPARED BY:

APPROVED BY:


Yazmin Arellano
CITY ENGINEER/
DEPUTY DIRECTOR
PUBLIC WORKS


Douglas Williford
CITY MANAGER



City of El Cajon Agenda Report

MEETING: June 27, 2017

ITEM NO: 1.15



TO: Mayor Wells, Mayor Pro Tem McClellan,
Councilmembers Goble, Kalasho and Kendrick

FROM: Nahid Razi, Purchasing Agent

SUBJECT: Award of Bid No. 002-18, Pest Control Services

RECOMMENDATION: That the City Council:

1. Finds the ninth low bidder non-responsive for the reason set forth in this agenda report; and
2. Adopts the next resolution in order awarding the bid to the lowest responsive, responsible bidder, Annex Pest Control, Inc., in the amount of \$16,792.00 for the first year, with the option to renew for four (4) additional one-year periods.

BACKGROUND: Pest control services for the City of El Cajon facilities were solicited and will be awarded contingent upon the City Council's approval of the Fiscal Year 2017-2018 annual budget. Nine responses were received and opened at 2:00 p.m. on May 17, 2017.

The bid response from Aardvark Ant & Pest Control, Inc. provided pricing for a portion of the specifications. Upon review, they were not the low bidder on these items.

The bid included two addendums. The fourth low bidder, Dewey Services, Inc. dba Dewey Pest Control did not acknowledge Addendum No. 1. City staff has reviewed the submission and considers this a minor irregularity since the addendum provided no advantage to the low bidder.

The ninth low bidder, Habitat Protection dba Pestmaster Services did not acknowledge Addendum No. 1 or Addendum No. 2. Addendum No. 2 was material to the bid as revised bid pages were issued to prospective bidders which would change their total bid dollar amount. Pestmaster Services did not submit the revised bid pages and therefore will be deemed non-responsive.

FISCAL IMPACT: The fiscal impact of this service for the initial year is \$16,792.00 and subsequent 4 year costs are estimated to be \$70,600.00 (with inflation). Funds have been proposed in the Fiscal Year 2017-18 budget in Activities: Public Works' Facilities Operations and Parks Operations (123000 and 160000); Police Department's Animal Shelter and Ancillary & Auxiliary units (135000 and 130120); Fire Suppression (141000); Recreation Department's General Fund (165000); and Vehicle and Equipment Maintenance (601000).

PREPARED BY:

Nahid Razi
PURCHASING AGENT

REVIEWED BY:

Dennis Davies
DEPUTY DIRECTOR OF
PUBLIC WORKS

APPROVED BY:

Douglas Williford
CITY MANAGER

BID SUMMARY – BID NO. 002-18

BIDDER

TOTAL BID AMOUNT

Aardvark Ant & Pest Control, Inc. (El Cajon, CA)	\$11,902.00
Annex Pest Control, Inc. (El Cajon, CA)	\$16,792.00*
Agricultural Pest Control Services (Lakeside, CA)	\$18,474.00
Dewey Services, Inc. dba Dewey Pest Control (San Diego, CA)	\$21,774.01
Cartwright Termite & Pest Control, Inc. (El Cajon, CA)	\$23,194.20
Western Exterminator Co. (Escondido, CA)	\$23,764.00
Corky's Pest Control, Inc. (San Marcos, CA)	\$24,069.00
Griffin Pest Management (Santa Ana, CA)	\$25,080.00
Habitat Protection dba Pestmaster Services (Escondido, CA)	Non-responsive

*** RECOMMEND AWARD**

RESOLUTION NO. -17

RESOLUTION AWARDING BID FOR
PEST CONTROL SERVICES
(Bid No. 002-18)

WHEREAS, bids for pest control services for City of El Cajon facilities, for a one (1) year term with the option to renew for four (4) additional one-year periods, were solicited and will be awarded contingent upon the City Council's approval for the Fiscal Year 2017-2018 annual budget; and

WHEREAS, nine (9) responses to the Invitation to Bid for Pest Control Services, including Addendum #1 and Addendum #2, were received and publicly opened at 2:00 p.m. on May 17, 2017; and

WHEREAS, the bid response from Aardvark Ant & Pest Control, Inc. provided pricing for a portion of the specification, but, upon review, was found not to be the low bidder on these items; and

WHEREAS, the fourth low bidder, Dewey Services, Inc. dba Dewey Pest Control, did not acknowledge Addendum #1; however, city staff reviewed the submission and considers this to be a minor irregularity as the addendum provided no advantage to the low bidder; and

WHEREAS, the ninth low bidder, Habitat Protection dba Pestmaster Services ("Pestmaster"), did not acknowledge Addendum #1 or Addendum #2. Addendum #2 was material to the bid, as revised bid pages were issued to prospective bidders which would change their total bid dollar amount, but Pestmaster did not submit the revised pages and is therefore deemed non-responsive; and

WHEREAS, six (6) of the bids submitted met the necessary requirements; and

WHEREAS, Purchasing, in concurrence with the Assistant City Manager, recommends award of the bid to the lowest responsive, responsible bidder; and

WHEREAS, the City Council believes it to be in the best interests of the City to award the contract to the lowest responsive, responsible bidder.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. The City Council does hereby reject all other bids and proposals except that herein mentioned, and awards the bid for Pest Control Services to:

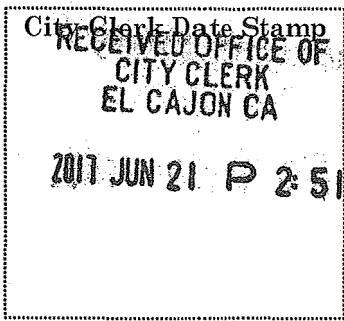
Annex Pest Control, Inc.

in the amount of \$16,792.00 for the first year.

2. The Mayor and City Clerk are authorized and directed to execute a contract for said project on behalf of the City of El Cajon.

06/27/17 (Item 1.15)

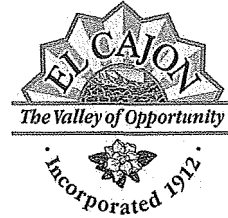
Bid 002-18 – Pest Control Services (Annex Pest Control) awd 062117



City of El Cajon Agenda Report

MEETING: June 27, 2017

ITEM NO: 1.16



TO: Mayor Wells, Mayor Pro Tem McClellan,
Councilmembers Goble, Kalasho and Kendrick

FROM: Jim Lynch, Director of Administrative Services

SUBJECT: Approval of Side Letter Agreement with the El Cajon Police Officers' Association (ECPOA) for modification of 2015-2019 Memorandum of Understanding (MOU)

RECOMMENDATION: That the City Council approve the Side Letter Agreement reached with the El Cajon Police Officers' Association (ECPOA) and attached to this agenda report.

BACKGROUND: In 2015, the City and the ECPOA entered a four-year agreement that covers the period through June 30, 2019. This agreement includes annual "non-PERSable" stipends of approximately two percent (2%) in lieu of general salary increases. In late 2016, the City was notified by its labor relations counsel that CalPERS had issued a ruling that in order for a stipend to be considered "non-PERSable", it must be accompanied by some amount of general salary increase. Consequently, the City and the ECPOA reached a tentative agreement whereby the City would convert approximately 0.50% of the stipends to approximately the same amount of general salary increases.

Additionally, the City and the ECPOA agreed to modify the cafeteria plan language in the MOU to ensure compliance with the Affordable Care Act and to ensure that, under the conditions noted, employees will continue to be able to "cash out" some or all of their cafeteria plan allocation. Finally, the City and the ECPOA agreed to slightly alter the MOU by increasing the number of training hours to be designated as CTO from 16 to 24.

FISCAL IMPACT: The approximate annual cost increases will be modest since the changes to the salaries and stipends generally offset each other. The maximum estimated costs will be \$35,000 in both fiscal years 2017-18 and 2018-19.

PREPARED BY:

APPROVED BY:

Jim Lynch
DIRECTOR OF
ADMINISTRATIVE SERVICES

Douglas Williford
CITY MANAGER

Side Letter Agreement between the El Cajon Police Officers' Association (ECPOA) and The City of El Cajon

This side letter agreement modifies the existing Memorandum of Understanding (MOU) between the parties approved by the City Council on January 12, 2016 that expires on June 30, 2019. The El Cajon Police Officers' Association (ECPOA) and the City of El Cajon (City) agree to modify the MOU by adding and/or revising the terms as follows:

1. Article 3, Section A ("Salary") is revised to reflect the addition of a cost of living adjustment of 0.50% for all ECPOA members effective first full pay period after July 1, 2017 or, the first full pay period after the date on which the agreement is approved by the El Cajon City Council, whichever is later. An additional cost of living adjustment of 0.50% for all for all ECPOA members will be effective first full pay period after July 1, 2018. These adjustments are intended to replace approximately 0.50% of the original 2.0% annual non-PERSable stipend.
2. Article 3, Section B ("Non-PERSable Stipends") is revised to reflect the reduction of the non-PERSable stipends as follows:
 - (a) \$1,600 (Sergeants) or \$1,300 (Police Officers) for all ECPOA members employed in the applicable rank at the time of payment; payment to be made as follows: one-half during the first full pay period after July 1, 2017 and one-half during the first full pay period after December 1, 2017.
 - (b) Non-PERSable Stipend of \$3,200 (Sergeants) or \$2,600 (Police Officers) for all ECPOA members employed in the applicable rank at the time of payment; payment to be made as follows: one half during the first full pay period after July 1, 2018 and one-half during the first full pay period after December 1, 2018.
3. Article 4, Section C is revised to increase the number of training hours to be designated as CTO from 16 to 24. The existing language is hereby replaced with the text as follows:

SECTION C. Compensatory Time

EMPLOYEES covered by this MOU shall be paid for overtime in either cash or compensatory time off (CTO) at a time and one-half rate at the EMPLOYEE'S option. EMPLOYEES shall not accumulate more than 80 hours of CTO. Once 80 hours have accrued, all additional overtime hours shall only be taken in cash. However, an additional 24 hours of CTO can be accrued above the 80 hour cap (104 hours in total), when those hours are the result of mandatory training during off-duty hours.

4. Article 6, Section D is modified to add the following language regarding the City's cafeteria plan:

All employees must enroll in an available City health program unless they opt out. An employee may receive cash in lieu for opting out of the City's health program if he/she:

- (1) provides proof that the employee and all individuals for whom the employee intends to claim a personal exemption deduction for the taxable year or years that begin or end in or with the City's plan year to which the opt out applies ("tax family"), have or will have minimum essential coverage through another source (other than coverage in the individual market, whether or not obtained through Covered California) for the plan year to which the opt out arrangement applies ("opt out period"); *and*
- (2) signs an attestation that the employee and his/her tax family have or will have such minimum essential coverage for the opt out period. An employee must provide the attestation every plan year at open enrollment or within 30 days after the start of the plan year. The opt-out payment cannot be made and the City will not in fact make payment if the employer knows or has reason to know that the employee or tax family member doesn't have such alternative coverage, or if the conditions in this paragraph are not otherwise satisfied.

The City may reopen negotiations on the issue of health insurance benefits or cafeteria plan (including, as to both, but not limited to, plan benefits or structure, City or employee contributions and/or opt out amount or requirements) in order to avoid penalties or taxes under the ACA or other statutory scheme that may result from an interpretation of the ACA or other statutory scheme by the Internal Revenue Service or other federal agency (including, but not limited to, a revenue ruling, regulation or other guidance) or state agency, or a ruling by a court of competent jurisdiction.

5. All other provisions of the current 2015-2019 MOU remain in full force and effect.



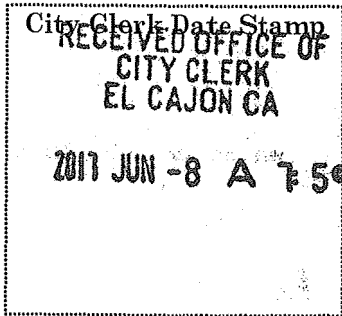
Travis Howard, President
El Cajon Police Officers' Assoc.



Douglas Williford, City Manager
City of El Cajon

Date: 6/19/2017

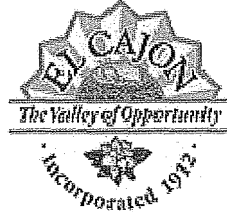
Date: 6/20/17



City of El Cajon Agenda Report

MEETING: 6/27/17

ITEM NO: 3.1



TO: Mayor Wells, Mayor Pro Tem McClellan,
Councilmembers Goble, Kalasho and Kendrick

FROM: Douglas Williford, City Manager

SUBJECT: Fiscal Year 2017-18 Annual City, Housing Authority, and Successor Agency Budgets

RECOMMENDATION: That the City Council, Housing Authority, and the City of El Cajon as Successor Agency to the former Redevelopment Agency hold a joint public hearing to consider the Fiscal Year 2017-18 Proposed Budgets. After closing the public hearing:

1. Acting as the City Council, adopt resolutions titled:
 - *Resolution of the City of El Cajon Adopting the Fiscal Year 2017-18 Annual Budget.*
 - *Resolution Approving and Adopting the Annual Appropriations Limit for Fiscal Year 2017-18.*

2. Acting as the Housing Authority Board of Directors, adopt resolution titled:
 - *Resolution of the El Cajon Housing Authority Adopting the Fiscal Year 2017-18 Budget.*

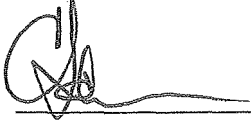
3. Acting as the Successor Agency to the former Redevelopment Agency Board of Directors, adopt resolution titled:
 - *Resolution of the City Council of the City Of El Cajon as the Successor Agency to the former El Cajon Redevelopment Agency Adopting the Fiscal Year 2017-18 Budget.*

BACKGROUND: Presented for adoption are the Fiscal Year 2017-18 Budgets for the City, Housing Authority, and the Successor Agency to the former Redevelopment Agency. Prior to the regular City Council meeting on June 13, 2017, the City Council held an Advisory Meeting to review and discuss the budgets with staff and the community. After today's public hearing, it is requested that the Council/Board approve City, Housing Authority, and Successor Agency Resolutions to adopt the Fiscal Year 2017-18 Budgets and the City's Annual Appropriations Limit for Fiscal Year 2017-18.

The Successor Agency budget and a Recognized Obligations Payment Schedule (ROPS) must be prepared by the Successor Agency and presented to the Oversight Board and State Department of Finance for approval. The annual budget and ROPS for Fiscal Year 2017-18 was approved by the Oversight Board on January 18, 2017, and subsequently submitted to the State and County Auditor-Controller for allocation of funding.

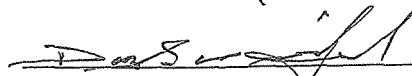
FISCAL IMPACT: Appropriations totaling \$155,711,408 will be established for City of El Cajon and Housing Authority funds in addition to \$6,788,377 for the Successor Agency of the former El Cajon Redevelopment Agency.

PREPARED BY:



Clay Schoen,
DIRECTOR OF FINANCE

APPROVED BY:



Douglas Williford,
CITY MANAGER

**PRELIMINARY ANNUAL BUDGET
SUMMARY
FISCAL YEAR 2017-2018**

**Due to the size of the Preliminary Budget
Attachments are available at the
City Clerk's Office
200 Civic Center Way.**

Online: <http://cityofelcajon.us/your-government/departments/finance/budgets-financial-policies>

RESOLUTION NO. -17

RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF EL CAJON ADOPTING THE
FISCAL YEAR 2017-2018 ANNUAL BUDGET

WHEREAS, the City Council of the City of El Cajon has held a special meeting on June 13, 2017, to review the proposed 2017-2018 annual budget, and to accept public comments to the proposed budget; and

WHEREAS, the annual budget includes all City grants and annual capital improvement budgets; and

WHEREAS, copies of the budget have been provided on the City's website, at various City Hall locations, and made available to the public.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

The City Council does hereby approve and adopt the City of El Cajon budget titled *City of El Cajon Annual Budget 2017-2018*, incorporated herein by reference.

06/13/17 (Item 3.1)

Budget – Adopt City FY 17-18 Budget 051817

RESOLUTION NO. -17

RESOLUTION APPROVING AND ADOPTING THE
ANNUAL APPROPRIATIONS LIMIT FOR
FISCAL YEAR 2017-2018

WHEREAS, Article XIII (B) of the State Constitution places various limitations on the appropriations of the state and local governments; and

WHEREAS, Article XIII (B) provides that the appropriations limit for the fiscal year 2017-2018 is calculated by adjusting the appropriations of the fiscal year 2016-2017 for changes in the price and population; and

WHEREAS, the information necessary for making these adjustments is attached in Exhibit "A," and made a part hereof; and

WHEREAS, the City of El Cajon has complied with all of the provisions of Article XIII (B) in determining the appropriations limit for fiscal year 2017-2018.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

That the appropriations subject to limitations in fiscal year 2017-2018 shall be \$152,755,108 for the City of El Cajon.

06/13/17 (Item 3.1)

Budget – Annual Appropriations Limit for FY 17-18 051817

EXHIBIT "A"

DETERMINATION OF 2017-2018 APPROPRIATIONS LIMIT
CONSTITUTIONAL SPENDING LIMITS

Article XIII (B) of the California Constitution provides that the City's annual appropriations be subject to certain State limitations. This appropriations limit is often referred to as the Gann Limitation. The City's limitation is calculated each year and is established by a resolution of the City Council as a part of the Annual Operating Budget.

The Article XIII (B) limitation for Fiscal Year 2017-2018 is \$152,755,108. The Gann spending limitation is calculated by taking the prior year's limitation of \$145,976,056 and adjusting it by the growth factor in the California Per Capita Personal Income and change in the population within the County of San Diego.

The Article XIII (B) limitation is not a restricting factor for the City of El Cajon due to the population growth during the past several years.

Basic References:

- (1) City of El Cajon Resolution No. 053-16 (established 2016-2017 appropriations limit)
- (2) Article XIII (B), State Constitution, as implemented by SB 1352 of 1980 and amended by Proposition 111 and SB 88 of 1990
- (3) "Price and Population Data for Local Jurisdictions," Department of Finance, State of California, May 2017

Raw Data:

California per Capita Personal Income	Non-Residential New Construction	Population Growth County of San Diego	Population Growth City of El Cajon
3.69%	*	.92%	.51%
CORRECTED APPROPRIATIONS LIMIT 2016-2017			\$145,976,056

Calculation:

2017-2018 $1.0369 \times 1.0092 = 1.04643948 \times \$145,976,056$ \$152,755,108

* Unavailable at this time.

RESOLUTION NO. ECHA-

RESOLUTION OF THE EL CAJON HOUSING AUTHORITY
APPROVING THE FISCAL YEAR 2017-2018 BUDGET

WHEREAS, on March 9, 2011, the City Council for the City of El Cajon (the "City Council") established the El Cajon Housing Authority (the "Housing Authority") in order to transfer the affordable housing functions of the Agency, to the Housing Authority; and

WHEREAS, the Housing Authority anticipates the periodic return of Low- and Moderate-Income Housing Asset Funds through the repayment of outstanding Agency contracts, loans, other receivables, release of unencumbered reserve balances approved by the Oversight Board, or other sources borrowed or generated by the Housing Authority.

NOW, THEREFORE, BE IT RESOLVED BY THE EL CAJON HOUSING AUTHORITY BOARD OF DIRECTORS AS FOLLOWS:

1. The foregoing recitals are true and correct and constitute findings of the Housing Authority Board of Directors.

2. The Housing Authority Board of Directors hereby further finds and determines that the planning and administrative costs paid with Low and Moderate Housing Asset Funds or other funds as may be received, as described in the Low- and Moderate-Income Housing Asset Fund Administration and Capital Improvement Budgets are necessary for the production, improvement or preservation of low- and moderate-income housing as required by subdivision (d) of section 33334.3 or 34200 et. seq. of the California Health and Safety Code.

3. The Housing Authority Board of Directors hereby further finds and determines that the acquisition of properties to be owned by the Authority, assistance to Low- and Moderate-Income Households and improvements to properties, including the California Dream First-Time Homebuyer Program, the Cornerstone Place project, the 812/814 Grossmont project, and the Housing Authority Development and Revitalization Project, are of benefit to the project area by helping to eliminate both physical and economic blight by producing and/or replacing affordable housing units, renovating facilities with substandard, defective or obsolete design or construction, and stimulating economic activity.

4. The Housing Authority Board of Directors hereby further finds and determines that no other reasonable means of financing the proposed activities are available to the community to fund these projects at this time.

5. The Fiscal Year 2017-2018 Low and Moderate-Income Housing Asset Fund Budget, including the Administration and Capital Improvement Budget included in the City of El Cajon fiscal year 2017-2018 annual budget, incorporated herein by reference, is hereby approved.

RESOLUTION NO. -17

RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF EL CAJON
AS THE SUCCESSOR AGENCY TO THE
EL CAJON REDEVELOPMENT AGENCY
ADOPTING THE FISCAL YEAR 2017-2018 BUDGET

WHEREAS, the City of El Cajon formed the El Cajon Redevelopment Agency (the "Agency"), which has continuously engaged in redevelopment activities under the Community Redevelopment Law (Health and Safety Code sections 33000 *et seq.*) (the "Redevelopment Law"); and

WHEREAS, Assembly Bill 1X 26 (the "Dissolution Act") was enacted on June 28, 2011, to significantly modify the Redevelopment Law; and

WHEREAS, the Dissolution Act dissolved all redevelopment agencies in the state of California, including the El Cajon Redevelopment Agency, effective February 1, 2012; and

WHEREAS, section 34173 of the Redevelopment Law, as amended by the Dissolution Act, provides that the City, as the agency authorizing the creation of the Agency, is the successor entity to the Agency upon its dissolution (the "Successor Agency"), and is responsible for those obligations set forth in section 34177 of the Redevelopment Law, which include collecting obligations to the Agency, disposing of assets, winding down the affairs of the Agency, and otherwise performing such functions as required under the Dissolution Act; and

WHEREAS, the Oversight Board of the Successor Agency to the El Cajon Redevelopment Agency adopted a Recognized Obligation Payment Schedule ("ROPS") for expenditures for the period of July 1, 2017 through June 30, 2018 on January 18, 2017; and

WHEREAS, in order for the Successor Agency to act as contemplated herein the Agency must adopt an operating budget for the Fiscal Year 2017-2018 of \$6,788,377 for the Successor Agency; and

WHEREAS, the proposed budget is based on the anticipated level of responsibilities transferred to the Successor Agency; and

WHEREAS, the absence of any particular contract or other obligation, from a ROPS does not in any way waive the legal rights of the City of El Cajon to challenge the purported validity of such contracts or obligations under the Dissolution Act.

NOW, THEREFORE, BE IT RESOLVED BY THE EL CAJON CITY COUNCIL AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct.

Section 2. Approval of Budget. The City Council, solely in its capacity as the Successor Agency, hereby approves the operating budget of \$6,788,377 for the Fiscal Year 2017-2018.

Section 3. Appropriations. The appropriations listed in Exhibit "A," establishing the operating and project administrative budgets for the City of El Cajon as Successor Agency to the former El Cajon Redevelopment Agency, consistent with the ROPS for the period of July 1, 2017 through June 30, 2018, are to be made.

06/13/17 (Item 3.1)

Budget – Adopt Successor Agency FY 17-18 Budget 051817

**SUCCESSOR AGENCY TO THE EL CAJON REDEVELOPMENT AGENCY
ADOPTED BUDGET
FISCAL YEAR 2017-18**

Activity/Project		ROPS 2017-18		Total Fiscal Year 2017-18
		July-Dec 2017	Jan-Jun 2018	
<u>Bond Proceeds</u>				
HA1501	Housing Authority Development & Revitalization Projects	\$ 700,000	\$ -	\$ 700,000
RD1503S	Ronald Reagan Community Center Renovation	50,000	-	50,000
RD1504S	El Cajon Performing Arts Center Improvements	500,000	420,000	920,000
		<u>\$ 1,250,000</u>	<u>\$ 420,000</u>	<u>\$ 1,670,000</u>
<u>Reserve Funds</u>				
0490000	Successor Agency Debt Service	\$ 835,000	\$ -	\$ 835,000
RD0705S	Hazardous Materials Testing-Prescott Promenade	6,000	6,000	12,000
RDR0703S	Civic Center Complex Revitalization Project	-	5,000	5,000
		<u>\$ 841,000</u>	<u>\$ 11,000</u>	<u>\$ 852,000</u>
<u>Other Funds</u>				
RD0704S	Hazardous Materials Testing-Park & Ballantyne	40,000	40,000	80,000
RD0801S	Former Police Station (100 Fletcher Parkway)	27,500	26,500	54,000
RDR0703S	Civic Center Complex Revitalization Project	11,000	5,000	16,000
		<u>\$ 78,500</u>	<u>\$ 71,500</u>	<u>\$ 150,000</u>
<u>RPTTF - Non Administrative</u>				
0490000	Successor Agency Debt Service	\$ 2,373,658	\$ 1,492,719	\$ 3,866,377
<u>RPTTF - Administrative</u>				
0590110	Successor Agency Administration	\$ 125,000	\$ 125,000	\$ 250,000
Total Fiscal Year 2017-18 Budget		\$ 4,668,158	\$ 2,120,219	\$ 6,788,377

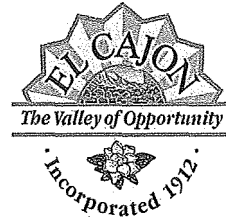
EXHIBIT "A"

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CITY CLERK
EL CAJON CA
2017 JUN 22 A 9 31

City of El Cajon Agenda Report

MEETING: June 27, 2017

ITEM NO: 4.1



TO: Mayor Wells, Mayor Pro Tem McClellan,
Councilmembers Goble, Kalasho and Kendrick

FROM: Douglas Williford, City Manager

SUBJECT: Revision to City Council Policy A-29, *Compensation Plan for Executive and Unrepresented Employees and the City Attorney*; Acknowledgment of Annual Adjustment to City Manager Compensation

RECOMMENDATION: That the Mayor provide an oral report summarizing recommended changes in compensation for the City's "local agency executives"; and following the report that the City Council (1) approve the changes to City Council Policy A-29 described below and reflected on the attachment; and (2) acknowledge the adjustment to the City Manager's compensation in accordance with the terms of his contract.

BACKGROUND: City Council Policy A-29 details the compensation for all employees not represented by any of the City's recognized bargaining groups. The affected employees include all Department Directors, the City Attorney, confidential and other unrepresented employees, and part-time/seasonal/temporary (PST) employees. It should be noted that the policy includes multiple classifications that are currently not utilized (i.e., filled) and, consequently, are not funded in the 2017-18 budget.

SB 1436 was adopted last year and now requires that the City Council provide an oral report with a summary of recommendations for a final action on the salaries or compensation of certain "local agency executives." This oral report must be given by the Mayor during the open meeting where the final action on compensation, salaries, and benefits is to be taken.

A "local agency executive" is defined as those employees of a local agency not subject to the Meyers-Milias-Brown Act and who is either (1) the chief executive officer, deputy or assistant chief executive officer, (2) the head of a department of a local agency, or (3) is employed under a contract with the local agency. For the City this "local agency executives" subject to SB 1436 are: City Manager, City Attorney, Assistant City Manager, Police Chief, Fire Chief, City Clerk, Director of Administrative Services, Director of Finance/City Treasurer, and the Director of Recreation.

As recommended, all of the miscellaneous (non-safety) employees in this group will receive a general salary increase of 2.5% effective the first full pay period after July 1, 2017, the same increase in pay received by their respective employees. The affected Fire safety employees (i.e., Fire Chief, Deputy Fire Chief, Fire Division Chiefs) and the Police Chief will receive the

same general salary increase as their represented Fire and Police safety employees– i.e., general salary increase 0.5% effective the first full pay period after July 1, 2017, addition of Step E¹, 2.25% above current top step, and a non-PERSable stipend equal to approximately 1.50% of the applicable classification's top step, payable in equal halves in July and December. The Fire Chief's salary is proportionately shared by the three member cities of Heartland Fire and Rescue. Additionally, the Fire safety employees and Police Chief will receive a non- PERSable stipend of \$3,000/Police Chief, \$3,000/Fire Chief, \$2,200/Deputy Fire Chief and \$2,100/Fire Division Chief. The stipends will be paid one-half on the first full pay period after July 1, 2017 and one-half on the first full pay period after December 1, 2017.

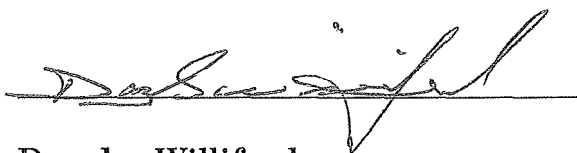
The revised A-29 policy will also incorporate an increase in uniform allowance for the Fire safety employees to that of their represented Fire safety peers. It will modify current Affordable Care Act (ACA) language regarding its "opt out/cash out" provisions with changes required by the IRS for any employees seeking to cash out some or all of their cafeteria balances. Finally, it is recommended that all benefitted classifications/positions covered by this policy receive a \$50 per month increase in cafeteria benefits effective January 2018.

In addition to those recommended changes reflected in the revised A-29 policy, the City Manager's contract provides a specific methodology for annual adjustments to his compensation (i.e. – 15% above next highest paid employee), which are automatic and do not require further formal approval by the City Council. Because the City Manager's employment is based on the previously negotiated employment agreement adjustments are not reflected in the A-29 policy.

Even though changes in the City Manager's compensation for the coming year require no formal action, it is appropriate and consistent with recent legislation (SB 1436, discussed above) that the City Council formally acknowledge this year's adjustment of an increase of 2.5% to his current annual base salary of \$230,537. The new annual base salary would be \$236,300.

FISCAL IMPACT: It is estimated that the cost of the increases identified above will be approximately \$190,000 in fiscal year 2017-18, including ancillary costs such as CalPERS' retirement.

PREPARED BY:

A handwritten signature in black ink, appearing to read "Douglas Williford", is written over a horizontal line.

Douglas Williford
CITY MANAGER

**CITY OF EL CAJON
CITY COUNCIL POLICY**

SUBJECT: Compensation Plan for Executive and Unrepresented Employees, and the City Attorney

POLICY
A-29

REFERENCE :

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PURPOSE

To outline in one document the salary and benefits of employees who work in positions not represented by a recognized bargaining group.

A. SALARY – Effective pay period ending ~~07/15/2016~~ 07/14/2017

**Positions not being utilized and therefore are not budgeted

EXECUTIVE MANAGEMENT AND CONTRACT CLASSIFICATIONS ARE AS FOLLOWS:

<u>CLASSIFICATION</u>	<u>SALARY RANGE</u>	<u>ANNUAL SALARY</u>
Assistant City Manager	134.5 135.5	\$164,403.20 - \$200,324.80 \$168,521.60 - \$205,337.60
Police Chief	132.3 132.5	\$155,708.80 - \$189,716.80 \$156,499.20 - \$194,937.60
Fire Chief	132.1 132.3	\$154,939.20 - \$188,780.80 \$155,708.80 - \$193,980.80
<u>**Deputy City Manager / Director of Finance</u>	127.7 128.7	\$139,006.40 - \$169,374.40 \$142,480.00 - \$173,596.80
Director of Public Works	125.8 126.8	\$132,641.60 - \$161,616.00 \$135,948.80 - \$165,651.20
Director of Finance/City Treasurer	125.3 126.3	\$130,998.40 - \$159,598.40 \$134,264.00 - \$163,592.00

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CITY COUNCIL POLICY**

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Director of Administrative Services	122.8 123.8	\$123,177.60 - \$150,072.00 \$126,256.00 - \$153,816.00
Director of Community Development	122.5 123.5	\$122,241.60 - \$148,948.80 \$125,299.20 - \$152,672.00
City Attorney (Contract)	N/A N/A	\$147,737.18 \$151,430.61
**Director of Human Resources \$143,187.20	120.9 121.9	\$117,520.00 \$120,473.60 - \$146,764.80
Director of Recreation	116.8 117.8	\$106,225.60 - \$129,396.80 \$108,888.00 - \$132,641.60
City Clerk	114.2 115.2	\$ 99,590.40 - \$121,326.40 \$102,065.60 - \$124,363.20

UNREPRESENTED GENERAL CLASSIFICATIONS ARE AS FOLLOWS:

<u>CLASSIFICATION</u>	<u>SALARY RANGE</u>	<u>ANNUAL SALARY</u>
Deputy Fire Chief	119.2 119.4	\$112,673.60 - \$137,280.00 \$113,235.20 - \$141,065.60
Fire Division Chief	117.2 117.4	\$107,265.60 - \$130,665.60 \$107,806.40 - \$134,264.00
Financial Operations Manager	116.2 117.2	\$104,644.80 - \$127,483.20 \$107,265.60 - \$130,665.60

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Deputy Director of Administrative Services	116.0 117.0	\$104,124.80 \$106,724.80 - \$130,020.80
Principal Human Resources Analyst	110.2 111.2	\$ 90,230.40 \$ 92,476.80 - \$112,673.60
<u>**Assistant to the City Manager</u>	108.0 109.0	\$ 85,446.40 \$ 87,588.80 - \$106,724.80
<u>**Senior Human Resources Analyst</u>	102.2 103.2	\$ 74,048.00 \$ 75,899.20 - \$ 92,476.80
Senior Management Analyst (Administrative Services and Finance)	102.2 103.2	\$ 74,048.00 \$ 75,899.20 - \$ 92,476.80
<u>**Senior Risk Management Analyst</u>	102.2 103.2	\$ 74,048.00 \$ 75,899.20 - \$ 92,476.80
Human Resources Analyst	95.0 96.0	\$ 61,984.00 \$ 63,544.00 - \$ 77,417.60
Police Recruit	93.0 94.0	\$ 59,009.60 \$ 60,486.40 - \$ 73,694.40

CONFIDENTIAL CLASSIFICATIONS ARE AS FOLLOWS:

CLASSIFICATION

SALARY RANGE

ANNUAL SALARY

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Executive Assistant to the City Manager/City Attorney	92.1	\$ 57,699.20	\$ 70,304.00	
	93.1	\$ 59,155.20	\$ 72,072.00	

Administrative Secretary (Administrative Services and City Manager's Office)	82.0	\$ 44,969.60	\$ 54,787.20	
	83.0	\$ 46,092.80	\$ 56,160.00	

PART-TIME / SEASONAL TEMPORARY (PST) CLASSIFICATIONS ARE AS FOLLOWS:

**PST classifications do not receive any benefits described in this policy with the exception of the City contribution to the appropriate retirement plan in lieu of CalPERS/Social Security and sick leave benefits required by Labor Code §233 .*

<u>CLASSIFICATION</u>	<u>SALARY RANGE</u>	<u>HOURLY SALARY</u>
Administrative Intern	67.9	\$15.26 - \$18.60
	68.9	\$15.64 - \$19.06
Emergency Medical Technician/BLS	62.4	\$13.33 - \$16.24
Maintenance Aide	56.1	\$11.41 - \$13.90
	57.1	\$11.69 - \$14.24
Public Safety Background Investigator	95.7	\$30.32 - \$36.95
Recreation Specialist I	50.3	\$10.38 - \$12.04
	51.3 (B-E)	\$10.64 - \$12.34
Recreation Specialist II	59.2	\$12.31 - \$15.00
	60.2	\$12.62 - \$15.38
Recreation Specialist III	68.0	\$15.30 - \$18.64

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	69.0	\$15.68 - \$19.11
Recreation Specialist IV	77.0	\$19.11 - \$23.28
	78.0	\$19.59 - \$23.86
Recreation Specialist V	85.9	\$23.81 - \$29.00
	86.9	\$24.40 - \$29.73
Weed Abatement Inspector	85.3	\$23.46 - \$28.58
	86.3	\$24.04 - \$29.29

B. PERQUISITES

1. UNIFORM ALLOWANCE

~~a. The annual uniform and equipment allowance shall be \$775 per year. The uniform allowance policy for newly hired Police Recruits shall be prorated over the twelve month period beginning from the actual hire date to the following July 1st. Yearly distribution will be made during the month of July.~~

21. EDUCATIONAL INCENTIVE PROGRAM

Executive and unrepresented management employees (except the City Attorney) are eligible for five percent (5.0%) additional compensation when they possess any of the following:

- Master's degree directly related to position with the City, but not required by the classification specification applicable to position;
- Current California registration certificate as a Professional Civil or Traffic Engineer; or
- Current California designation as a Certified Public Accountant.

Employees are not eligible to receive more than 5.0% additional compensation where the employee possesses more than one Master's degree and/or certification.

The Fire Chief, Deputy Fire Chief and Fire Division Chief are eligible for two and one half percent

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(2.5%) additional compensation when possessing an Associate's degree in Fire Science or a related field, or five percent (5.0%) additional compensation when possessing a Bachelor's degree in any field. This additional incentive is applicable to the Fire Chief, Deputy Fire Chief and Fire Division Chief only, and is not available to employees hired by the City after July 1, 2001.

The Police Chief is eligible for the following educational incentives (not to exceed 13%):

1. Two and one half percent (2.5%) additional compensation when possessing an Associate's degree in Criminology, Police Science or a related field, or six percent (6.0%) additional compensation when possessing an Advanced P.O.S.T certificate.
2. Two and one half percent (2.5%) additional compensation when possessing a P.O.S.T. Management Certificate and completion of one of the following:
 - (a) FBI Academy;
 - (b) P.O.S.T. Command College;
 - (c) Senior Management Institute for Police; or
 - (d) Other management classes/educational programs as approved by the City Manager.
3. Two and one half percent (2.5%) additional compensation when possessing a Bachelor's degree.
4. Three percent (3.0%) additional compensation when possessing a Master's degree or other advanced degree related to the position.

C. HEALTH AND WELFARE BENEFITS

1. Cafeteria Plan

The City's cafeteria plan benefits are primarily designated for enrollment in any of the City's CalPERS' health plans or other eligible benefit programs (e.g., dental, vision, etc.). Any cafeteria plan balances that remain after an employee has paid for his or her health insurance premiums and other eligible benefit programs benefits may be received as taxable cash.

Any employee who is not enrolled in a City CalPERS health insurance plan, and does not provide proof of enrollment in another group health insurance plan (e.g., coverage under a

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spouse's employer plan) on or before the closing date of open enrollment period will be automatically enrolled in the lowest cost, "employee only", health plan provided under the CalPERS' health program applicable to San Diego County for the applicable plan year. The cost of the premium for this health plan will then be deducted from the employee's cafeteria plan allocation.

~~Any employee currently enrolled in a City CalPERS' health insurance plan will not be permitted to discontinue coverage during employment unless proof of enrollment in another group health insurance plan is provided to, and verified by, the City.~~

All benefitted employees must enroll in an available City health program unless they opt out. An employee may receive cash in lieu for opting out of the City's health program if he/she:

- (1) Provides proof that the employee and all individuals for whom the employee intends to claim a personal exemption deduction for the taxable year or years that begin or end in or with the City's plan year to which the opt out applies ("tax family"), have or will have minimum essential coverage through another source (other than coverage in the individual market, whether or not obtained through Covered California) for the plan year to which the opt out arrangement applies ("opt out period"); and
- (2) Signs an attestation that the employee and his/her tax family have or will have such minimal essential coverage for the opt out period. An employee must provide the attestation every plan year at open enrollment or within 30 days after the start of the plan year. The opt out payment cannot be made and the City will not in fact make payment if the employer knows or has reason to know that the employee or tax family member doesn't have such alternative coverage, or if the conditions in this paragraph are not otherwise satisfied.

The City may modify health insurance benefits or cafeteria plan (including, as to both, but not limited to, plan benefits or structure, City or employee contributions and/or opt out amount or requirements) in order to avoid penalties or taxes under the ACA or other statutory scheme that may result from an interpretation of the ACA or other statutory scheme by the Internal Revenue Service or other federal agency (including, but not limited to, a revenue ruling, regulation or other guidance) or state agency, or a ruling by a court of competent jurisdiction.

~~For calendar year 2017, the amount of the cafeteria benefit shall be \$1,050 per month (\$12,600 per year).~~From July 1, 2017 through December 31, 2017, the amount of cafeteria

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benefit shall be \$1,050 per month (\$12,600 per calendar year). From January 1, 2018 through June 30, 2018, the amount of the cafeteria benefit shall be \$1,100 per month (\$13,200 per calendar year).

2. Medical Insurance

The City is continuing the CalPERS' Health Benefits program that was adopted on January 1, 1986. From the total allotted under the cafeteria plan, the City will pay to CalPERS the statutorily required minimum employer contribution per month toward the cost of any CalPERS' health plan that the employee chooses to enroll. The employee agrees to be liable for the difference between the total cost of the health plan chosen and the City's contribution if he/she elects to obtain coverage under the CalPERS' health program. This amount shall be included in the total amount of the City's contribution to the employee's Section 125 Cafeteria Plan.

Employees who elect not to be covered under the City's medical insurance plan must have on file with the City a signed waiver of medical benefits. Employees will be provided an opportunity at least once annually to enroll in the City's medical insurance plan.

3. Retirement Benefits

All executive, unrepresented management, confidential employees and the City Attorney are members of the California Public Employees' Retirement System (CalPERS). Those employees who are "classic members" as defined under the Public Employees' Pension Reform Act of 2013 (PEPRA) pay the employee's share of the retirement cost (8% for Miscellaneous and 9% for Safety Employees), and receive the following contracted benefits:

Miscellaneous Employees <i>("Classic" Members)</i>	Safety Employees <i>("Classic" Members Hired on or before March 10, 2011)</i>
A. 3% at 60 Benefit Formula (\$21354.3)	A. 3% at 50 Benefit Formula (\$21362.2)
B. Final Compensation: One Year (\$20042)	B. Final Compensation: One Year (\$20042)

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REFERENCE:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center; padding: 5px;">EFFECTIVE 07/01/16 07/01/17</td> <td style="width: 40%; text-align: center; padding: 5px;">PAGE TBD</td> </tr> </table>	EFFECTIVE 07/01/16 07/01/17	PAGE TBD
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C. Prior Service (§20055)	C. Prior Service (§20055)
D. [Reserved]	D. [Reserved]
E. Additional Service Credit 2 Years (§20903)	E. [Reserved]
F. Unused Sick Leave Credit (§20965)	F. Unused Sick Leave Credit (§20965)
G. Military Service Credit as Public Service (§21024)	G. Military Service Credit as Public Service (§21024)
H. 2% Annual Cost of Living Allowance Increase (§21329)	H. 2% Annual Cost of Living Allowance Increase (§21329)
I. Pre-Retirement Death Benefits to Continue After Remarriage of Survivor (§21551)	I. Pre-Retirement Death Benefits to Continue After Remarriage of Survivor (§21551)
J. 1959 Survivor Benefit Level Four (§21574)	J. 1959 Survivor Benefit Level Three (§21573)
K. \$5,000 Retired Death Benefit (§21623.5)	K. \$500 Retired Death Benefit (§21620)
L. [Reserved]	L. Post-Retirement Survivor Allowance (§21624/26/28)
M. [Reserved]	M. Post-Retirement Survivor Allowance to Continue After Remarriage (§21635)
	Local Safety Employees (Hired on or after March 11, 2011)
	A. 3% at 55 Benefit Formula (§21362.2)
	B. Final Compensation: Three Years – Career Average (§20042)

Those employees who are “new members” as defined under the Public Employees’ Pension Reform Act of 2013 (PEPRA) pay the employee contributions equal to 50% of normal cost (currently 6.25% for Miscellaneous and 12.25% for Safety Employees), and receive the above listed benefits with the exception of the following:

Miscellaneous Employees (“New” Members Hired on or after January 1,	Safety Employees (“New” Members Hired on or after January 1, 2013)
A. 2% at 62 Benefit Formula (§7522.20)	A. 2.7% at 57 Benefit Formula (§7522.25(d))
B. Final Compensation: Three Years – Career Average (§20037)	B. Final Compensation: Three Years – Career Average (§20037)

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PST Employees: In lieu of enrollment in the CalPERS' retirement program, most PST employees will be enrolled in the ~~Nationwide~~ an IRS §457 retirement plan. The City contributes 7.5% of the employee's salary to the IRS §457 Nationwide plan in lieu of CalPERS and Social Security. PST employees who qualify for membership will be enrolled in the CalPERS retirement program and City contributions to the IRS §457 Nationwide plan will terminate.

4. Deferred Compensation

All executive, unrepresented management, confidential employees and the City Attorney are Employees are eligible to participate in any of the City's Internal Revenue Code Section 457 Deferred Compensation Plans. The City offers two plans: one is administered by the International City/County Managers' Association Retirement Corporation (ICMA-RC) and the other is administered by Nationwide Retirement Solutions. Participation is handled through payroll deductions.

The City shall contribute \$500 per month (\$6,000 per year) in deferred compensation on behalf of the City Attorney to one of the City approved plans as selected by the City Attorney. Amounts contributed by the City shall be to the benefit of the City Attorney in accordance with the Deferred Compensation Plan participation agreement.

The City shall contribute \$300 per month (\$3,600 per year) in deferred compensation on behalf of the Assistant City Manager to one of the City approved plans as selected by the Assistant City Manager. Amounts contributed by the City shall be to the benefit of the Assistant City Manager in accordance with the Deferred Compensation Plan participation agreement.

~~PST employees are not eligible to participate in the deferred compensation plans.~~

5. Disability Insurance

The City provides executive management employees, unrepresented general management employees, and the City Attorney with fully paid short-term and long-term disability plans ~~with the exception of Police Recruit(s).~~

Exclusion: Confidential employees, ~~part-time benefitted~~ PST employees, and Police Recruit(s) participate in the State Disability Insurance (SDI) Program at their expense.

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6. Life and Accidental Death & Dismemberment (AD&D) Insurance [Applies to City Attorney]

The City provides fully paid life insurance and AD&D to executive and unrepresented management employees in the amount of one and one half times the employee's annual salary plus \$25,000.

The City provides fully paid life insurance and AD&D to confidential and part-time benefitted employees in the amount of \$25,000.

D. LEAVES

1. Vacation Accrual

All executive, unrepresented management and confidential employees (excluding the City Attorney) shall accrue vacation in accordance with the following schedule:

- a. 3.07 hours of vacation accrued and credited bi-weekly from the date of hire until completion of the 60th month;
- b. 4.60 hours of vacation accrued and credited bi-weekly following completion of the 60th month through the 132nd month;
- c. 4.91 hours of vacation accrued and credited bi-weekly following completion of the 132nd month through the 144th month;
- d. 5.21 hours of vacation accrued and credited bi-weekly following completion of the 144th month through the 156th month;
- e. 5.52 hours of vacation accrued and credited bi-weekly following completion of the 156th month through the 168th month;
- f. 5.83 hours of vacation accrued and credited bi-weekly following completion of the 168th month through the 180th month;
- g. 6.14 hours of vacation accrued and credited bi-weekly following completion of the 180th month.

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New hires in executive and unrepresented management classifications (excluding the City Attorney) may accrue vacation leave at a rate greater than the entry rate at the discretion of the City Manager.

Vacation accrual shall be capped at 600 hours for all executive management employees, 540 hours for all unrepresented management employees, and 480 hours for all confidential employees. No employee shall accrue vacation beyond the established cap unless specifically authorized by the City Manager.

Employees have the option of 100% cash reimbursement for unused paid vacation at any time provided that they have used at least 80 hours of vacation/administrative leave during the preceding year (26 pay periods).

2. Administrative Leave

Executive management employees (excluding the City Attorney) receive eighty (80) hours administrative leave per year accrued as vacation leave.

Unrepresented management employees receive sixty (60) hours administrative leave per year accrued as vacation leave.

3. Holidays

Executive and unrepresented management and confidential employees (excluding the City Attorney) receive the following paid holidays:

New Years' Day	January 1
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Admissions Day*	September 9 (floating holiday)
Columbus Day*	Second Monday in October (floating holiday)
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24

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Christmas Day
New Year's Eve

December 25
December 31

and every day proclaimed by the City Council as a public holiday.

*Two (2) floating holidays in lieu of celebrating Columbus Day and Admissions Day. City facilities shall remain open on both days. 0.62 hours of vacation shall accrue and be credited bi-weekly to compensate for the two floating holidays.

City Hall will be closed between the observed Christmas Eve holiday in ~~2015-2017~~ and the observed New Years' Day holiday in ~~2016-2018~~. Use of paid leave will be required for the following dates: ~~Monday, December 28, 2015~~ Tuesday, December 26, 2017 (9 hours), ~~Tuesday, December 29, 2015 (9 hours)~~ Wednesday, December 27, 2017 (9 hours), and ~~Wednesday, December 30, 2015~~ Thursday, December 28, 2017 (9 hours).

All EMPLOYEES working the 9/80 schedule will be required to use one hour of vacation leave for all observed holidays falling on nine hour work days. Payroll will automatically deduct the one hour from each employee's vacation leave. An EMPLOYEE working the 9/80 schedule whose day off falls on an observed City holiday (e.g., Friday holiday) will accrue eight hours of vacation leave.

4. Sick Leave

Executive, unrepresented management and confidential employees (excluding the City Attorney) accrue sick leave at the rate of 3.68 hours per bi-weekly pay period. Accrual is unlimited. Part-Time/Seasonal/Temporary employees accrue and use sick leave upon commencement of employment at the rate prescribed by Labor Code § 246. PST employees are entitled to no other leave benefits under this policy.

Sick leave with pay shall be granted to all EMPLOYEES covered by this Policy in accordance with this section. Sick leave shall not be considered as a right which an EMPLOYEE may use at his/her discretion, but shall be allowed only in case of necessity and actual personal sickness or disability or (2) to attend to an illness or injury, including time for scheduled doctor or dentist appointment, of a person who is in the relationships to the employee as described in the California Labor Code §233, which currently includes:

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Child	Parent	Spouse
Grand Child	Foster Child	Adopted Child
Step Child	Legal Ward	Child of Domestic Partner
Step Parent	Legal Guardian	Adoptive Parent
Foster Parent	Sibling	Parent-in-Law
Grand Parent	Registered Domestic Partner	Child of Person Standing in Loco Parentis

a. Sick Leave Conversion Privileges

Any EMPLOYEE who has taken 40 hours sick leave or less during the calendar year ending December 30 of each year shall be entitled to either convert up to 40 hours of unused sick leave to vacation or receive a cash payment for up to 24 hours, based upon the current compensation rate on an hour-for-hour basis.

In no event may an EMPLOYEE select a combination of two options or reduce the accumulated sick leave balance below 192 hours. No prorations shall be made for EMPLOYEES terminating on or before December 30 of the calendar year.

b. Unused Sick Leave at Retirement for Health Insurance

For employees hired before July 1, 2013, upon retirement from City employment within 120 days of separation, for service or disability, an employee may elect to use unused sick leave at its dollar value at retirement (hourly base rate plus any regularly recurring bi-weekly premium pay, i.e., differential pay for Master's Degrees) to pay health insurance premiums in retirement according to the following schedule:

10 through 14 years of service: 25% of the sick leave balance at retirement;

15 through 19 years of service: 50% of the sick leave balance at retirement;

20 + years of service: 75% of the sick leave balance at retirement.

This benefit will be in addition to the monthly contribution the City makes, as determined by PERS, to the Public Employees' Retirement System for retiree health insurance benefits. The supplemental benefits described above shall be used to pay health insurance premiums for the retiree and dependents, if applicable. However, if the employee is deceased before

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the funds are exhausted, the supplemental benefits shall cease and the remaining funds shall be the City's property.

The City elects to self-administer this plan at this time. The City will pay the annualized dollar equivalent of the Kaiser two-party health insurance premium once per year in January of each year.

This benefit may be used in combination with service credit for unused sick leave as described in Section C – Health and Welfare Benefits – Retirement Benefits.

5. Bereavement Leave

Up to twenty-four hours special leave with pay may be granted to executive and unrepresented management and confidential employees (excluding the City Attorney) in order to discharge the customary obligations arising from the death of a relative who is a member of employee's household or a parent, step-parent, grandparent, sibling or child of the employee or the employee's spouse/domestic partner (not required to be a member of the household). Sixteen (16) additional hours to be charged to sick leave may be approved at the discretion of the City Manager.

6. Military Leave

Any employee who is or becomes a member of the Armed Services, Militia or Organized Reserves of California or the United States shall be entitled to the leaves of absence and employment rights and privileges provided by the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Military and Veterans Code of the State of California.

7. Jury and Witness Leave

All executive, unrepresented management and confidential employees (excluding the City Attorney) are entitled to be absent from duty when called to serve as a trial juror or as a witness called by a subpoena before a court of law. Under such circumstances, the EMPLOYEE is paid the difference between full salary and any payment received by them, except travel pay, for such duty.

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8. Stand-by Time

The Fire Chief, Deputy Fire Chief, and Fire Division Chief shall receive eight (8) hours of vacation leave for every week he/she is required to participate in the back-up duty chief rotation for Heartland Fire & Rescue. For each holiday occurring during the assigned week, (Saturdays and Sundays are not considered holidays), an additional four (4) hours of vacation will be credited.

E. UNIFORM AND EQUIPMENT ALLOWANCE

The Police Chief receives an annual uniform and equipment allowance of \$675. The Fire Chief, Deputy Fire Chief and Fire Division Chief receive an annual uniform and equipment allowance of ~~\$350~~ \$500. The allowance is paid in the month of July.

Newly Hired Police Recruits: The annual uniform and equipment allowance for newly hired Police Recruits shall be \$775 per year. The uniform allowance shall be prorated over the twelve month period beginning from the actual hire date to the following July 1st. Yearly distribution will be made during the month of July.

F. TUITION AND BOOK REIMBURSEMENT

The City provides an allowance of \$750 per fiscal year for executive and unrepresented management and confidential employees (excluding the City Attorney) to use to defray the cost of attendance at seminars, workshops, conferences and/or classes, which promote professional growth. Executive and unrepresented management employees may use this allowance for lodging, meals, and other travel expenses.

Executive and unrepresented management employees (excluding the City Attorney) may also use the allowance to cover the costs of membership fees for job related professional associations.

G. OTHER CERTIFICATIONS AND SPECIAL COMPENSATION

1. Notary Public Pay

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The Executive Assistant to the City Attorney shall receive Notary Public Pay in the amount of \$60/month if he/she is a Notary Public in the State of California. The City shall also pay the cost of bonding of this employee while he/she is serving as Notary Public for the benefit of the City. The Executive Assistant to the City Attorney shall perform notary services only as directed by his/her supervisor.

2. Automobile Allowance

The Assistant City Manager shall be provided a monthly automobile allowance of \$400 in exchange for making a vehicle available for his/her own use and for City-related business and/or functions during, before and after normal work hours. By the Assistant City Manager making his/her personal vehicle available for use, he/she is not precluded from using City vehicles for City business, during, before and after the normal workday on occasion, when appropriate.

3. Cellular Telephone Allowance

The Assistant City Manager shall receive as compensation the sum of \$120 per month for use as an allowance for his/her cellular telephone service.

4. Technology Allowance

The Assistant City Manager shall be provided with an amount not to exceed \$2,500 every two years, beginning with the year of his/her initial appointment, for use to purchase technology equipment such as a personal laptop computer, etc. The payment shall be made upon submission of receipts documenting the purchase(s). The equipment purchased shall become the property of the Assistant City Manager.

5. Non-PERSable Stipend

A non-PERSable stipend of \$3,000/Police Chief, \$3,000/Fire Chief, \$2,200/Deputy Fire Chief and \$2,100/Fire Division Chief effective the first full pay period after the date on which agreement is approved by the El Cajon City Council. Stipend to be paid one-half on the first full pay period after July 1, 2017 and one-half on the first full pay period after December 1, 2017

H. RELOCATION ALLOWANCE

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CITY COUNCIL POLICY**

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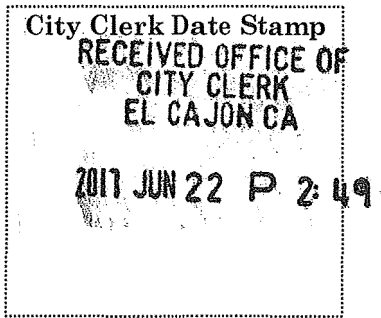
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The City Manager may authorize an allowance up to \$10,000 for relocation expenses to the San Diego area.



City of El Cajon Agenda Report

MEETING: 6/27/17

ITEM NO: 4.2



TO: Mayor Wells, Mayor Pro Tem McClellan,
Councilmembers Goble, Kalasho and Kendrick

FROM: Douglas Williford, City Manager

SUBJECT: Proposal to Fund Neighborhood Watch Signs

RECOMMENDATION: That the City Council consider funding the purchase and installation of a Neighborhood Watch sign for new Neighborhood Watch groups.

BACKGROUND: On June 13, 2017, the City Council directed staff to place on the agenda an item regarding the provision of Neighborhood Watch signs for neighborhoods that wish to launch a Neighborhood Watch program.

For background information, the Police Department works with between 100 and 120 existing Neighborhood Watch groups throughout the City. During a given year, between five and seven new groups are formed while existing groups become inactive. Groups may contact the Police Department's Community Relations Officer anytime to request a meeting or provide information on how to start a program in a neighborhood. When a new group is being formed, the Police Department spends an average of three hours in Community Relations Officer time to assist in that effort. Currently, the City does not provide signage for newly formed groups. However, the City does direct them to the National Neighborhood Watch Institute to obtain signs and other materials.

There are three costs associated with providing a sign and helping to establish a new Neighborhood Watch group: purchase of the sign, labor to install the sign, and Community Relations Officer time.

The table on the next page identifies the costs associated with providing signs and supporting a new Neighborhood Watch group.


SIGN COSTS	
Neighborhood Watch Sign w/ "Boris the Burglar" Logo	\$44.22
12' Sign Post	21.86
36" Anchor Post, Sleeve & Rivets	10.84
Subtotal	\$76.92
SIGN INSTALLATION	
PW Equipment Operator	\$74.49
PW Maintenance Worker II	63.62
Sign Truck (per hour)	20.29
Subtotal	\$158.40
COMMUNITY RELATIONS OFFICER SUPPORT	
Average of 3 hours for kickoff meeting	\$184.86
TOTAL	\$420.18

The overall cost to support a new Neighborhood Watch group, including the purchase and installation of a Neighborhood Watch sign is \$420.18. Note that the City currently provides the cost of the Community Relations Officer support to help new groups become established. If the City Council directed staff to pay for the one new sign and installation, the additional cost incurred would be approximately \$235.

FISCAL IMPACT:

Assuming five to seven new Neighborhood Watch groups are formed each year, the annual total cost of providing and installing a sign, along with Police Department staff support, is between \$2,100 and \$2,900. Excluding the Police Department staff support, which is currently being offered, the annual cost is between \$1,175 and \$1,600.

SUBMITTED BY:



 Douglas Williford
 CITY MANAGER)

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City of El Cajon Agenda Report

MEETING: June 27, 2017

ITEM NO: 4.3



TO: Mayor Wells, Mayor Pro Tem McClellan,
Councilmembers Goble, Kalasho and Kendrick

FROM: Graham Mitchell, Assistant City Manager

SUBJECT: Proposed Strategies to Address Homelessness

RECOMMENDATION: That the City Council consider recommended strategies to address homelessness in the City of El Cajon.

BACKGROUND: On January 10, 2017, the City Council discussed possible services and programs to address homelessness in El Cajon. That discussion resulted in the City Council directing staff to return with information regarding a City Council sub-committee on homelessness. That report was presented to the City Council on March 28, 2017. At the March 28th meeting, the City Council opted to wait for the results of the East County Regional Homeless Task Force, rather than duplicate efforts. The March 28th staff report also indicated that the City Attorney would continue to work on an anti-panhandling ordinance and that staff would continue to determine how to maximize participation in the County's Project One for All program (a comprehensive program to assist with housing and services to the seriously mentally ill homeless population).

On May 23, 2017, the City Council discussed and directed staff to present a report on a proposal to implement a one-year pilot program to fund a housing navigator through Crisis House and explore offering rental assistance to 25 individuals by July 2018.

On June 13, 2017, the East County Homeless Task Force (Task Force) presented its findings and recommendations to the City Council. In summary, the Task Force recommended nine actions, most of which included some level of City participation.

This staff report presents data regarding homelessness in the community and presents a plan to address homelessness in the City, which relies on recommendations from the Task Force and City Council direction from the past few months.

The Challenge of Homelessness

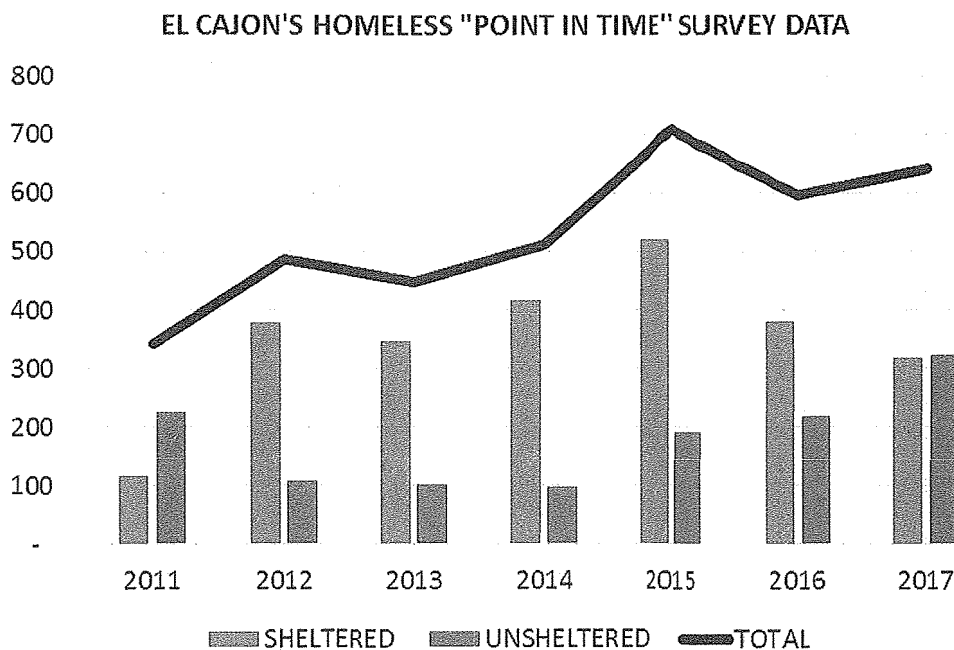
Homelessness is a persistent challenge in the City of El Cajon. The community, over the years, has employed and supported innovative programs such as the East County Transitional Living Center and Crisis House to address this issue. Despite efforts, the

challenge persists. The City does not face this issue alone; homelessness has caught the attention of most government agencies in California.

The San Diego Regional Task Force on the Homeless conducts an annual “point in time” survey to determine the number of homeless persons in the region and within each City. This report provides useful data to better understand the scope of the homeless problem and insights into homeless populations. The 2017 survey, conducted in January, determined that there are 9,116 homeless individuals throughout the County—this is an overall increase of 5 percent since the survey in 2016. Of those counted, 5,621 were “unsheltered” and 3,495 were “sheltered”—this represents a 14 percent increase for unsheltered homeless persons and a 6 percent decrease for those sheltered.

The 2016 and 2017 “point in time” surveys did not include sheltered homeless at the East County Transitional Living Center (ECTLC) facility. Combining those sheltered in ECTLC and the “point in time” survey, in January 2017 there were 642 homeless residing in El Cajon—a 7 percent increase over the previous year. The City has experienced a 16 percent decrease in sheltered homeless and a 48 percent increase in those without shelter.

The following graph illustrates the number of homeless counted in the “point in time” survey along with those sheltered through ECTLC in 2016 and 2017.



During its June 13th meeting, the City Council asked for profile data about the homeless population in El Cajon. The following data about the City’s homeless population was gathered from the 2017 “point in time” count:

- Chronically homeless: 34% (up from 28% in 2016),
- On Probation/parole: 22% (down from 24% in 2016), and
- Veteran: 7% (down from 9% in 2016).

Based on local homeless professionals, it is believed that more than half of the City’s homeless populations suffers from substance abuse.

Homelessness has a significant impact on the City. The demand on the City's public safety services caused by homelessness is substantial. For the Police Department, between 2013 and 2016, homeless related calls for service increased by 140 percent. Last year, the department responded to 6,487 homeless related calls for service, equating to almost 18 calls per day. The Fire Department has experienced similar trends in calls for service. In 2016, the Fire Department responded to approximately 2,900 calls from homeless patients—approximately eight calls per day. Chronic 9-1-1 use associated with the homeless is often a result of physical and mental health issues, drug and alcohol dependency, and effects from harsh environmental and weather conditions. Further, the congregation of homeless in City parks has a negative impact on park usage by residents. Also, homeless activity (panhandling, intoxication in public, defecating in public, etc.) has a negative impact on businesses in the City. Ultimately, the quality of life of those with and without a home suffer over time.

Current City Efforts

Over the years the City has made a concerted effort to address homelessness and community challenges occurring from homelessness. From a law enforcement perspective, the Police Department currently addresses stolen shopping carts, enforces illegal lodging complaints, enforces stay away orders, responds to complaints at parks and City facilities, responds to complaints from residents and businesses, and interacts with the homeless community through the Homeless Outreach Team (HOT) as well as through day-to-day police calls.

Currently, HOT includes two officers and two clinicians that work together in teams. Through the two teams, between 32 and 40 hours are dedicated each month to providing non-enforcement approaches to the homeless. Much of the time spent by those in HOT is providing information to homeless and helping them access services. Staff estimates that between 80 and 100 homeless are contacted each month, resulting in multiple interactions with some of the same residents over time.

The City also provides financial assistance to organizations that provide homeless services in the community. The FY 2017-18 budget includes City financial support for ECTLC (\$100,000), Crisis House (\$117,000 in funds and in-kind support, including reduced rent and shared cellular tower revenue), and Interfaith Shelter Network (\$7,000). Lastly, the City allocates staff time to participate in community and regional committees and task forces to address homelessness from a regional perspective.

Homeless Program Recommendations

Prior to detailing staff's recommendation, it is important to draw attention to the reality that homelessness is a regional, state, and national challenge. As such, there needs to be solutions and funding participation at all levels of government. Staff believes that the County of San Diego must take a stronger regional leadership role by increasing its financial participation in helping to solve this regional issue. Until that time, staff recommends that the City take the initiative in addressing issues that it has the ability to confront.

Staff recommends that the City Council consider four strategies that address homelessness in the community; these strategies are drawn from the Task Force's report as well as from City Council direction. Each strategy includes various programs for consideration that address short-term as well as long-term solutions. Of the programs recommended by staff, a City cost estimate for each proposal is provided.

The recommended strategies include:

- 1) Launching an anti-panhandling campaign,
- 2) Improving access to existing homeless services,
- 3) Providing additional housing opportunities, and
- 4) Encouraging comprehensive community and regional approaches.

Anti-Panhandling Campaign – The Task Force recommended the use of panhandling signage and posters in retail locations. The recommendation also included exempting anti-panhandling signage from the City’s sign regulations. Staff recommends that the City Council consider a comprehensive plan regarding panhandling that would include:

- Adopting an anti-panhandling ordinance,
- Purchasing and installing signage in targeted retail areas,
- Exempting approved anti-panhandling posters from City sign regulations, and
- Initiating a public information campaign (newsletter article, press releases, social media, etc.).

Staff estimates the cost to purchase and install signs to be roughly \$4,500 for about 20 signs. In addition, there would be an ongoing nominal cost to promote the campaign.

Accessing Services – A percentage of the homeless individuals do not access programs designed to provide aid. As an example, the 2017 “point in time” survey determined that only 42 percent of homeless veterans access VA medical services. To address the issue of accessing the complicated network of services, staff recommends the use of four potential programs.

First, staff recommends that the City fund the “homeless services app” recommended by the Task Force. The app will help link those with phones to a menu of services offered regionally and locally. The cost associated with this support is \$3,550. Using a housing navigator and HOT staff, the app could be promoted to the homeless community.

Second, staff recommends that the City Council consider funding a housing navigator, employed through Crisis House as a one-year pilot program. The housing navigator will work with County-funded navigators to ensure that there is coordination of efforts. The annual cost to fund this position is approximately \$70,000.

Third, staff recommends that up to four spaces at the animal shelter be reserved for animals of homeless as they seek assistance that would separate them from their pet. The Task Force recommended kenneling pets for up to 90 days. The rationale for the recommendation is that some homeless do not access services because it would require separation from their pet for a period of time. Providing kenneling services would provide a homeless individual receiving assistance security knowing their pet was being cared for by a reputable agency.

Staff is concerned that there could be considerable costs associated with feeding, providing medical attention, vaccinating, quarantining, and kenneling animals for such an extended period of time. If the City Council wishes to offer this service to the homeless, staff will develop appropriate criteria to manage costs, including a reduced time in which a pet can be kenneled. The annual cost for this program is undetermined at this time.

Fourth, staff recommends continuing the use of the Homeless Outreach Team at its current staffing level. The Task Force recommended a full-time team of HOT employees. At this time, staff believes that this is unwarranted. The FY 2017-18 budget increases Police Department staffing levels, enabling the City to deploy additional law enforcement staff to HOT if needed.

Additional Transitional Housing – In addition to enforcement efforts and helping the homeless access services, a key element to reducing homelessness is to provide housing opportunities. Both short-term (emergency shelters and transitional housing) and long-term housing solutions are needed region-wide. Housing solutions include providing additional units for housing in the form of building new units or converting existing uses into housing. Solutions also include incentivizing existing owners of units to rent to those transitioning out of homelessness.

The Task Force made two housing recommendations that staff supports. First, staff recommends providing up to \$80,000 in rental assistance that could assist as many as 25 families. Second, staff recommends working to convert a motel into a short-term shelter to be operated by an appropriate and capable organization.

In addition to the Task Force recommendations, staff recommends that the City work with the County's Project One for All. Through this program, the County has allocated a certain number of housing vouchers to assist those with serious mental illness. The County also offers landlord incentives as part of their program. The new housing navigator would ensure that those that qualify for the vouchers are connected with the County's program.

Staff also recommends seeking private and non-profit housing solutions as they present themselves, such as a provider of Programs of All-Inclusive Care for the Elderly (PACE) or a Veterans housing project.

Community & Partnership Approaches – An effective and sustainable solution requires many community partners. There are services and programs that the private or non-profit sectors can accomplish more effectively than the City. As such, staff recommends that the Task Force continue to function and that the City be a part of that community group.

Staff also recommends financially partnering, on a case-by-case basis, with organizations that can provide effective homeless services. One partnership that staff recommends pursuing is with the Salvation Army in its reunification program. This would entail \$10,000 in financial support to assist up to 20 homeless individuals reunite with relatives.

Finally, staff recommends that the City and the County of San Diego establish a partnership in addressing homeless challenges in the City. Staff has engaged with County staff about a potential partnership in which both agencies can leverage resources to best serve the City's homeless population. The County offers its Project One for All, funded by the federal government; this program offers outreach, treatment and housing to only the severely mentally ill. Ideally, the City could augment the County's program in order to serve a wider population.

It is understood from staff's recent conversations with them, that the County envisions a

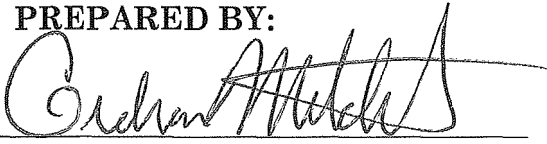
partnership that would require a significant financial commitment from the City. In addition, there could be limitations on how the City could allocate its homeless funding. From these discussions, it is clear that there is a need for ongoing dialogue and negotiations between the City and the County. Staff recommends that the City Council direct staff to negotiate a partnership with the County and return to report progress.

Other Items Not Recommended – Staff recommends implementing what it believes are the six highest priorities and most effective recommendations from the Task Force. At this time, staff does not recommend that the City Council pursue the Task Force recommendations to fund a director position for the Task Force (\$20,000), help pay for portable showers (\$13,000), or deploy a full-time Homeless Outreach Team (approximately \$482,000). The City Council may wish to consider these programs at a later date if the first phase of efforts are determined to be ineffective or if outside funding becomes available.

FISCAL IMPACT:

Staff has estimated that the cost associated with implementing all of the recommended programs is \$167,500—this does not include the cost for kenneling pets or participating in a potential motel conversion project. The FY 2017-18 budget does not reflect these potential expenditures.

PREPARED BY:

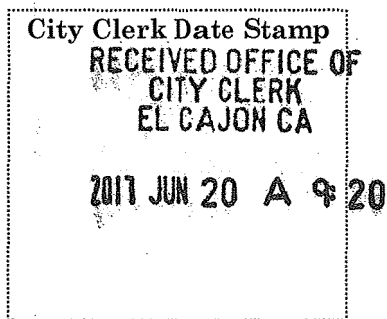


Graham Mitchell
ASSISTANT CITY MANAGER

APPROVED BY:



Douglas Williford
CITY MANAGER



City of El Cajon Agenda Report

MEETING: 6/27/17

ITEM NO: 6.1



TO: Mayor Pro Tem McClellan, and Councilmembers Goble, Kalasho and Kendrick

FROM: Mayor Wells

SUBJECT: Council Activities Report

RECOMMENDATION: That the City Council accept and file the following report of Council/Mayor activities attended during the current agenda period.

BACKGROUND:

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

- June 19, 2017 - Town Hall Meeting – Homeless Issues
- June 23, 2017 - SANDAG Board Meeting
- June 27, 2017 - City Council Meeting at 3:00 p.m.

I will be happy to answer any questions you may have.

SUBMITTED BY,

Bill Wells
Mayor

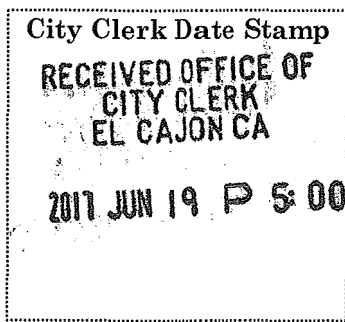


LEGISLATIVE REPORT 2017-2018



6.2

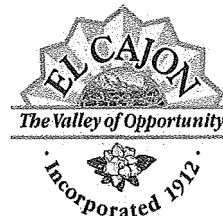
BILL	NO.	SPONSOR	SUBJECT	COUNCIL DATE	POSITION	COMMITTEE	BILL STATUS / LAST ACTION DATE
SB	54	De Leon	Law enforcement: sharing data. (Amended: 6/19/2017)	2/14/2017	Oppose	Senate	6/19/2017-From committee with author's amendments. Read second time and amended. Re-referred to Com. on JUD.
AB	805	Gonzalez Fletcher	County of San Diego: transportation agencies. (Amended 5/30/2017)	3/28/2017	Oppose	Assembly	6/14/2017-Referred to Coms. on GOV. & F. and T. & H.
AB	1250	Jones Sawyer	Counties and cities: contracts for personal services. (Amended: 6/21/2017)	5/9/2017	Oppose	Assembly	6/21/2017-From committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Com. on GOV. & F.



City of El Cajon Agenda Report

MEETING: 6/27/17

ITEM NO: 7.1



TO: Mayor Wells, Mayor Pro Tem McClellan, and Councilmembers Goble and Kalasho

FROM: Councilmember Kendrick

SUBJECT: Council Activities Report

RECOMMENDATION: That the City Council accept and file the following report of Council/Mayor activities attended during the current agenda period.

BACKGROUND:

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

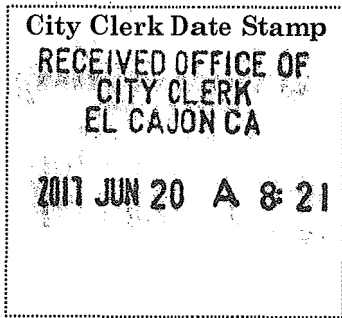
- June 23, 2017 - Meeting w/ City Manager
- June 27, 2017 - City Council Meeting at 3:00 p.m.

I will be happy to answer any questions you may have.

SUBMITTED BY,

Gary Kendrick

 Gary Kendrick
 Councilmember



City of El Cajon Agenda Report

MEETING: 6/27/17

ITEM NO: 8.1



TO: Mayor Wells and Councilmembers Goble, Kalasho and Kendrick

FROM: Mayor Pro Tem McClellan

SUBJECT: Council Activities Report

RECOMMENDATION: That the City Council accept and file the following report of Council/Mayor activities attended during the current agenda period.

BACKGROUND:

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

REPORT:

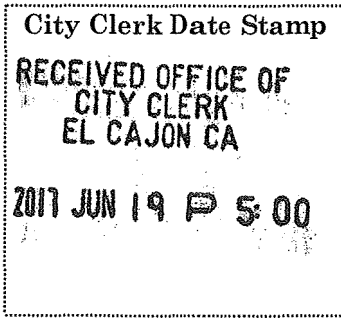
Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

June 16, 2017 - Meeting w/ City Attorney

I will be happy to answer any questions you may have.

SUBMITTED BY,

Bob McClellan
Mayor Pro Tem



City of El Cajon Agenda Report

MEETING: 6/27/17

ITEM NO: 9.1



TO: Mayor Wells, Mayor Pro Tem McClellan and Councilmembers Goble and Kendrick

FROM: Councilmember Kalasho

SUBJECT: Council Activities Report

RECOMMENDATION: That the City Council accept and file the following report of Council/Mayor activities attended during the current agenda period.

BACKGROUND:

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

- June 9, 2017 - Graduation Speech to Lemon Grove Elementary
- June 12, 2017 - Lunch with John Dadian
- June 15, 2017 - ECEDC Meeting
- June 17, 2017 - Clean El Cajon Day
- June 21, 2017 - ECEDC Board Meeting
- June 26, 2017 - City Council Meeting

I will be happy to answer any questions you may have.

SUBMITTED BY,

Ben Kalasho

**Ben Kalasho
Councilmember**

City Clerk Date Stamp

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City of El Cajon Agenda Report

MEETING: 6/27/17

ITEM NO: 10.1



TO: Mayor Wells, Mayor Pro Tem McClellan, and
Councilmembers Kalasho and Kendrick

FROM: Councilmember Goble

SUBJECT: Council Activities Report

RECOMMENDATION: That the City Council accept and file the following report of Council/Mayor activities attended during the current agenda period.

BACKGROUND:

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

- June 15, 2017 - Emerald Middle School Promotion Ceremony
- June 15, 2017 - Happy Paws Grooming Ribbon Cutting
- June 15, 2017 - Point Loma Credit Union Welcome Event
- June 15, 2017 - ACES Animal Shelter Fundraiser
- June 17, 2017 - FireOps 101 by Heartland Fire Firefighters
- June 26, 2017 - San Diego Leadership Forum
- June 26, 2017 - Meeting with City Manager
- June 27, 2017 - East County Chamber Government Affairs Committee Meeting
- June 27, 2017 - City Council Meeting

I will be happy to answer any questions you may have.

SUBMITTED BY,

Steve Goble

Steve Goble
Councilmember

A handwritten signature of Steve Goble, consisting of a stylized 'S' and 'G' followed by the name 'Goble'.

ORDINANCE NO. _____

AN ORDINANCE APPROVING ZONE RECLASSIFICATION NO. 2302 FOR THE REZONING OF PROPERTY LOCATED ON THE EAST SIDE OF SOUTH LINCOLN AVENUE BETWEEN EAST CAMDEN AND EAST WASHINGTON AVENUES FROM THE RS-6 (RESIDENTIAL SINGLE-FAMILY, 6,000 SQUARE FEET) ZONE TO THE RM-4300 (RESIDENTIAL, MULTI-FAMILY, 4,300 SQUARE FEET) ZONE; APNS: 488-371-01 & 493-101-01; GENERAL PLAN DESIGNATION: MEDIUM DENSITY RESIDENTIAL (MR)

WHEREAS, the El Cajon Planning Commission held a duly advertised public hearing on April 26, 2010, to consider Zone Reclassification No. 2302, Planned Unit Development No. 339, and Tentative Subdivision Map No. 653, for a change in the zoning designation of the subject properties from the RS-6 zone to the RM-4300 zone, and the entitlement of the same properties for a common interest development for 15 detached single-family homes, as submitted by Juan Pinto for the properties on the east side of South Lincoln Avenue between East Camden and East Washington Avenues, and addressed 619 and 623 South Lincoln Avenue; and

WHEREAS, in accordance with CEQA Guidelines section 15061(b)(2), and prior to making a recommendation to the City Council, the Planning Commission reviewed and considered the information contained in the project staff report; and

WHEREAS, the El Cajon Planning Commission adopted Resolution No. 10610 recommending City Council approval of Zone Reclassification No. 2302, for a change in the zoning designation from the RS-6 to the RM-4300 zone for properties located on the east side of South Lincoln Avenue between East Camden and East Washington Avenues, and addressed 619 and 623 South Lincoln Avenue; and

WHEREAS, the rezoning of the subject properties is exempt from CEQA under section 15061(b)(3), (General Rule) of CEQA Guidelines where it can be seen with certainty the rezoning does not have the potential to cause a significant effect on the environment, and the potential subsequent development consistent with the RM-4300 zone would also be exempt under section 15332 Class 32 (Infill Development) of the CEQA Guidelines; and

WHEREAS, the City Council held a duly advertised public hearing on May 25, 2010, and at the public hearing the City Council received evidence through public testimony and comment in the form of verbal and written communications and reports prepared and presented to the City Council, including (but not limited to), evidence such as the following:

- A. The proposed RM-4300 zone is consistent with the General Plan Land Use designation of Medium Density Residential as indicated in the General Plan Zoning Consistency Chart.

- B. The subject property is not governed by any specific plan and, therefore, no inconsistency exists. The proposed RM-4300 zone is consistent with the Medium Density Residential General Plan Designation that applies to the site. The site will be subject to the underlying zone requirements and architectural standards.
- C. The RM-4300 zone is consistent with the objectives, policies, general land uses, and programs specified in the General Plan because they facilitate the implementation of General Plan Goal 5 to provide a broad range of housing types that will be made available to meet the housing needs of various age and income groups. The rezone of the site creates more housing opportunities.

WHEREAS, after considering such evidence and facts the El Cajon City Council did consider Zone Reclassification No. 2302 as presented at its meeting on May 25, 2010.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF EL CAJON DOES ORDAIN AS FOLLOWS:

Section 1. That the foregoing recitals are true and correct, and are findings of fact of the El Cajon City Council in regard to Zone Reclassification No. 2302.

Section 2. That based upon said findings of fact, the El Cajon City Council hereby approves Zone Reclassification No. 2302 to rezone the subject properties from the RS-6 zone to the RM-4300 zone, located on the east side of South Lincoln Avenue between East Camden and East Washington Avenues, and addressed 619 and 623 South Lincoln Avenue, in accordance with attached Exhibit "A."

06/13/17 (Item No. 13.1) 1st Reading
06/27/17 (Item No. 14.1) 2nd Reading

ZR 2302 – 619 & 623 S Lincoln Ave 060717

Exhibit "A"

Zone Reclassification No. 2302

