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CITY OF EL CAJON

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

AGENDA



September 26, 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

Daryl A. Betancur
City Clerk



**September 26, 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.

- **CALL TO ORDER:** Mayor Bill Wells
- **ROLL CALL:** City Clerk Daryl A. Betancur



PLEDGE OF ALLEGIANCE TO FLAG AND MOMENT OF SILENCE

- **POSTINGS:** The City Clerk posted Orders of Adjournment of the September 12, 2017, Meetings and the Agenda of the September 26, 2017, Meeting in accordance to State Law and Council/Authority/Successor Agency to the Redevelopment Agency Policy.
- **PRESENTATIONS:**
 - **PROCLAMATION:** German American Month
 - **COMMENDATION:** Jerome's Furniture Mattress Donation to ECTLC
 - **COMMENDATION:** East County Homeless Task Force
 - **Recreation Enhances Our Community Presentation**

* Asterisk indicates agenda item includes back up information that is available for review

- **AGENDA CHANGES:**

CONSENT ITEMS: (1.1 – 1.12)

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 September 12, 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.

***1.4 FISCAL YEAR 2017/2018 YOUTH LEAGUE UTILITY SUPPORT RECOMMENDATION
(Report: Julie Alon, Recreation Services Manager)**

RECOMMENDATION: That the City Council approves the Recreation Council recommendation to provide utility support to eight Executive Member youth leagues.

CONSENT ITEMS: (Continued)

- *1.5 RESOLUTION: REJECTION AND RE-BID OF BID NO. 005-18 - ADA PEDESTRIAN CURB RAMPS IMPROVEMENTS AND SIDEWALK REPAIR 2017**
(Report: Nahid Razi, Purchasing Agent)

RECOMMENDATION: That the City Council:

- Consents to the withdrawal of the first low bidder, Ramona Paving and Construction Corp; and
- Finds the second, third, fifth, sixth, seventh, and eighth low bidders non-responsive, each for the reasons set forth in this report; and
- Adopts the next RESOLUTION in order rejecting all bids and authorizes re-bidding the project with revised specifications

- *1.6 APPROVE CONTRACT CHANGE ORDER FOR THE OVERLAY THOROUGHFARES 2017 PROJECT, PW3576, BID NUMBER 008-17**
(Report: Dirk Epperson, Director of Public Works)

RECOMMENDATION: That the City Council authorizes the City Manager to approve Contract Change Order for the Overlay Thoroughfares 2017 Project, Contract Bid Number 008-17, in the amount of \$16,226.40, for the repair of a storm drain inlet and replacement of Caltrans-approved traffic signal loop detectors within Caltrans right of way.

- *1.7 TRAVEL EXPENSES TO ATTEND THE 2017 LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE - WELLS**
(Report: Graham Mitchell, Assistant City Manager)

RECOMMENDATION: That the City Council review and approve the attached Claim for Advance/Reimbursement of Travel Expense form for Mayor Bill Wells submitted in accordance with City Council Policy G-1.

- *1.8 RESOLUTIONS: ANNUAL INVESTMENT POLICY UPDATE**
(Report: Clay Schoen, Director of Finance and Treasurer)

RECOMMENDATION: That the City Council, Housing Authority, and the City of El Cajon as Successor Agency to the former Redevelopment Agency, respectively, adopt the next RESOLUTIONS, in order, adopting City of El Cajon Investment Policy and delegating investment authority to the Director of Finance/Agency Treasurer.

CONSENT ITEMS: (Continued)

- *1.9 HOUSING AUTHORITY ANNUAL REPORT FY 2016-17
(Report: Anthony Shute, Director of Community Development)**

RECOMMENDATION: That the El Cajon Housing Authority:

1. Approves the attached Annual Report; and
2. Authorizes the Executive Director to transmit it, in a form substantially as presented, to the California Department of Housing and Community Development as required by state law.

- *1.10 OUTDOOR MOVIE SCREEN PURCHASE
(Report: Frank Carson, Director of Recreation)**

RECOMMENDATION: That the City Council approves the purchase of an outdoor movie screen for use at City events.

- *1.11 RECREATION ENHANCES OUR COMMUNITY (R.E.C.) CAMPAIGN REPORT
(Report: Frank Carson, Director of Recreation)**

RECOMMENDATION: That the City Council receives and files report as information only to share highlights, contributions and distribution of the Fiscal Year 2016/2017 R.E.C. Campaign.

- *1.12 RESOLUTION: REJECTION OF BID NO. 011-18, BACKFLOW PREVENTION ASSEMBLY TESTING, CERTIFICATION, MAINTENANCE AND REPAIR SERVICE
(Report: Nahid Razi, Purchasing Agent)**

RECOMMENDATION: That the City Council adopts the next RESOLUTION in order rejecting the bid due to the absence of bid submissions and directs the Purchasing Agent to proceed with an open market purchase.

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: None

4. ADMINISTRATIVE REPORTS:

***4.1 EAST COUNTY PERFORMING ARTS CENTER – PROPOSED KEY BUSINESS POINTS WITH LIVE NATION ENTERTAINMENT (Report: Douglas Williford, City Manager)**

RECOMMENDATION: That the City Council review the report, provide comments, and direct the City Manager to agendaize the final draft contract and list of improvements for City Council review and approval, once complete.

***4.2 CITY OF EL CAJON'S RESPONSE TO SAN DIEGO COUNTY HEPATITIS A OUTBREAK (Report: Douglas Williford, City Manager)**

RECOMMENDATION: That the City Council receive a report regarding the City's efforts to address the San Diego County Hepatitis A outbreak.

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**

ACTIVITIES REPORTS OF MAYOR WELLS: (CONTINUED)

***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**

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**

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 NO. 5064 REZONING PROPERTY LOCATED ON BALLANTYNE STREET BETWEEN INTERSTATE 8 AND EAST MADISON AVENUE, APNS: 483-351-35 AND -36, FROM THE RS-6 (SINGLE-FAMILY RESIDENTIAL, MINIMUM 6,000 SQUARE FEET) TO RM-2200 (RESIDENTIAL, MULTI-FAMILY, 2,200 SQUARE FEET); GENERAL PLAN DESIGNATION: MEDIUM DENSITY RESIDENTIAL (MR)**

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

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EL CAJON, CALIFORNIA, REZONING PROPERTY LOCATED ON BALLANTYNE STREET BETWEEN INTERSTATE 8 AND EAST MADISON AVENUE, APNS: 483-351-35 AND -36, FROM THE RS-6 (SINGLE-FAMILY RESIDENTIAL, MINIMUM 6,000 SQUARE FEET) TO RM-2200 (RESIDENTIAL, MULTI-FAMILY, 2,200 SQUARE FEET); GENERAL PLAN DESIGNATION: MEDIUM DENSITY RESIDENTIAL (MR)

- **MOTION to adopt Ordinance**

15. CLOSED SESSIONS: None

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

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 26th day of September 2017, is adjourned to Tuesday, October 10th, 2017, at 3:00 p.m.

***** **NO EVENING MEETING** *****

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

**THE 7:00 P.M. MEETING
HAS BEEN CANCELLED.**

The Public Hearing for the following Item has been rescheduled to
October 10, 2017 at 3:00 p.m.:

ZONING CODE UPDATE - MARIJUANA



Upcoming Events in El Cajon City Council Meeting for September 26, 2017



Cajon Classic Cruise Car Show - *Wednesday September 27, 5 p.m. - 8 p.m.*

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

The El Cajon Farmers' Market - *Thursday September 28, 3 p.m. to 7 p.m.*

Enjoy fresh fruit, vegetables, vendors and more! The market is hosted every Thursday from 3 p.m. to 7 p.m. in the Prescott Promenade, located at 201 East Main Street. For more information please visit www.elcajonfarmersmarket.org.

Dinner & a Concert – The Mighty Untouchables (Contemporary music) - *Friday September 29, 6 p.m. to 8 p.m. – the last concert of the season!*

Enjoy music and dancing from 6 p.m. to 8 p.m., in the Prescott Promenade. The Promenade is at 201 E. Main Street in Downtown El Cajon. For more information, visit www.downtownelcajon.com.

Oktoberfest! *September 29 - October 1 and October 6 - 8*

Come experience an authentic Oktoberfest complete with traditional German food and music! Oktoberfest is hosted by the German American Societies of San Diego. Adult admission, 21 and up, is \$10 Fridays & Saturdays and \$5 on Sundays. No entry fee for those under age 21 and for active duty military. This event is located at 1017 S. Mollison Avenue. Free shuttle service will be available from the MTS station on Marshall Avenue. For more information, visit www.oktoberfestelcajon.com or call (619) 442-6637.

City Hall Closed (Alternate Fridays) - *Friday October 6*

For a full calendar of City Hall office hours, visit www.cityofelcajon.us.

Heartland Fire Open House – *Saturday October 7, 10 a.m. to 2 p.m.*

Enjoy free family fun and numerous health and safety displays during the Heartland Fire Open House. The open house will be hosted at Fire Station 6, located at 100 East Lexington Avenue. For more information, call (619) 441-1737 or visit: www.heartlandfire.org.

City Council Meeting - *Tuesday October 10, 3 p.m. and 7 p.m. (as needed)*

Meetings are held on the second and fourth Tuesday of the month as needed in the Council Chamber, located at 200 Civic Center Way. For information, and to view the full agenda, visit www.cityofelcajon.us.

Antique & Collectible Show - *Wednesday October 11, 12 p.m. - 4 p.m.*

Come see unique collectibles from artwork to jewelry. Appraisals are available for \$5 an item. Parking and admission are free. The event will be held at the Unity Church located at 311 Highland Avenue, El Cajon. For more information, please call (619) 368-2055.

HauntFest on Main - *Friday October 20 5 p.m. to 10 p.m.*

This family-friendly Halloween themed event features live music, costume contests, a haunted car show, Candy Trail, local vendors, carnival rides and excellent dining at local restaurants. For more information, visit www.Hauntfest.org or call (619) 441-1754.

Happy Halloween - October 31

The Fall City News & Recreation Guide - Now Available!

The guide is available online by visiting www.cityofelcajon.us and selecting the "In The Spotlight" link. 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. Register for the "E-NOTIFICATION."

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



MINUTES

**CITY OF EL CAJON
EL CAJON, CALIFORNIA**

September 12, 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, September 12, 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:	Betancur, City Clerk/Secretary Foley, City Attorney/General Counsel Williford, City Manager/Executive Director Mitchell, Assistant City Manager

DRAFT

PLEDGE OF ALLEGIANCE TO FLAG led by Mayor Wells 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 City Clerk posted Orders of Adjournment of the August 8, 2017, meeting and the Agenda of the September 12, 2017, meetings in accordance with State Law and Council/Authority/Successor Agency to the Redevelopment Agency Policy.

PRESENTATIONS:

- **PROCLAMATION: National Preparedness Month - September 2017**
- **PROCLAMATION: National IT Professionals Day – September 19**

AGENDA CHANGES: City Manager Williford requested Item 15.2 be removed from the agenda.

MOTION BY WELLS, SECOND BY McCLELLAN, to REMOVE Item 15.2 from the Agenda.

MOTION CARRIED BY UNANIMOUS VOTE.

CONSENT ITEMS: (1.1 – 1.20)

MOTION BY WELLS, SECOND BY McCLELLAN, to APPROVE Consent Items 1.1 to 1.20, pulling item 1.11 as requested by Councilmember Goble, and item 1.14, as requested by Councilmember Kalasho.

MOTION CARRIED BY UNANIMOUS VOTE.

1.1 MINUTES OF CITY COUNCIL/REDEVELOPMENT AGENCY MEETINGS

Approve Minutes of the August 8, 2017 Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency by Minute Order No. 2017-26.

1.2 WARRANTS

Approve payment of Warrants as submitted by the Finance Department by Minute Order No. 2017-27.

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 by Minute Order No. 2017-28.

CONSENT ITEMS: (Continued)

1.4 RESOLUTION: AWARD OF RFP No. 008-18 AUDIO VISUAL SUPPORT SERVICES (Report: Nahid Razi, Purchasing Agent)

Adopts RESOLUTION NO. 075-17 to enter into an agreement for Audio Visual Support Services with Audio Associates of San Diego in the annual not-to-exceed amount of \$168,042.00, for a period of one (1) year with four (4) one-year renewal options.

1.5 REPLACEMENT APPOINTEE TO OVERSIGHT BOARD (Report: Anthony Shute, Director of Community Development)

Appoints **Dan Pavao** to serve as a member of the Oversight Board of the Successor Agency to the El Cajon Redevelopment Agency, replacing **Anthony Shute** as the prior appointee, representing the employees from the recognized employee organization with the largest number of former redevelopment agency employees by Minute Order No. 2017-29.

1.6 REQUEST FROM MOTHER GOOSE PARADE ASSOCIATION TO PARTICIPATE AS A SPONSOR AND PROVIDE IN-KIND SUPPORT FOR THE 2017 PARADE (Report: Frank Carson, Director of Recreation)

Approves the request from the Mother Goose Parade Association to participate as a sponsor and provide in-kind support for the 2017 Mother Goose Parade by Minute Order No. 2017-30.

1.7 COMMUNITY EVENT IN THE RIGHT-OF-WAY: HAUNTFEST (Report: Adam Tronerud, Acting Recreation Services Manager)

Approves the use of the public right-of-way for the 6th Annual Haunt Fest by Minute Order No. 2017-31.

1.8 SUBDIVISION AGREEMENT AND FINAL MAP FOR TENTATIVE SUBDIVISION MAP 661; ENGINEERING JOB NO. 3540 (Report: Yazmin Arrellano, City Engineer/Deputy Director of Public Works)

Approves the Subdivision Agreement and Final Map for Tentative Subdivision Map (TSM) 661, City of El Cajon PRD 69, Engineering Job No. 3540 by Minute Order No. 2017-32.

CONSENT ITEMS: (Continued)

**1.9 APRIL – JUNE 2017 QUARTERLY TREASURER’S REPORT
(Report: Clay Schoen, Director of Finance and Treasurer)**

Receives the Treasurer’s Report for the quarter ending June 30, 2017 by Minute Order No. 2017-33.

**1.10 FIRST QUARTER BUDGET AMENDMENTS FOR FISCAL YEAR 2017-2018
(Report: Clay Schoen, Director of Finance)**

Appropriates carry-over funding of \$3,270,288.00 from Fiscal Year 2016-2017 approved Capital Improvement Projects, capital outlay requests, and programs, to be expended in Fiscal Year 2017-2018 (Table 1), by Minute Order No. 2017-34.

1.11 PULLED FOR DISCUSSION

1.12 RESOLUTION: AUTHORIZATION FOR THE EXECUTION OF A PROGRAM SUPPLEMENT AGREEMENT WITH CALTRANS FOR THE WASHINGTON AVENUE COMPLETE STREETS PROJECT (HSIPL 5211 (037) – PW3617) FEDERAL-AID GRANT PROJECT (Report: Yazmin Arrellano, City Engineer/Deputy Director of Public Works)

Adopts RESOLUTION NO. 076-17 to approve a Program Supplement Agreement No. 054-F, HSIPL 5211 (037), for a Federal-Aid grant project for the Washington Avenue Complete Streets Project (PW3617).

1.13 2017-2018 SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) GRANT (Report: Jeff Davis, Chief of Police)

- Authorizes the City Manager or designee to accept the California Office of Traffic Safety STEP Grant in the total amount of \$200,000.00 and to execute any grant documents and agreements necessary for the receipt and use of these funds; and
- Appropriates California Office of Traffic Safety STEP Grant funds in the amount of \$153,012.00 for overtime, \$4,239.00 for training, \$42,749.00 for supplies, services and equipment, for a total of \$200,000.00.

Approved by Minute Order No. 2017-35.

CONSENT ITEMS: (Continued)

1.14 PULLED FOR DISCUSSION

**1.15 RESOLUTION: AWARD OF BID NO. 006-18 – TRAFFIC SAFETY CALMING 2017 – EL CAJON VALLEY HIGH SCHOOL
(Report: Nahid Razi, Purchasing Agent)**

- Finds the fourth low bidder non-responsive for failure to submit a properly executed bid bond; and
- Adopts RESOLUTION NO. 077-17 awarding the bid to the lowest responsive, responsible bidder; T & M Electric, Inc. dba Perry Electric in the amount of \$281,617.50 for the base bid and additive alternates.

1.16 RESOLUTION: AWARD OF BID NO. 010-18 WELLS PARK FENCING RE-BID (Report: Nahid Razi, Purchasing Agent)

Adopts RESOLUTION NO. 078-17 contingent upon the approval of the First Quarter Budget Amendments, awarding the bid to the lowest responsive, responsible bidder, Ardmore Construction, in the amount of \$44,000.00.

1.17 RESOLUTION: REJECTION AND RE-BID OF BID NO. 009-18 – TRAFFIC SIGNAL MAINTENANCE, EMERGENCY REPAIRS, AND RELATED CONSTRUCTION SERVICES (Report: Nahid Razi, Purchasing Agent)

- Adopts RESOLUTION NO. 079-17 rejecting the sole bid received; and
- Authorizes re-bidding the project with revised specifications.

**1.18 RESOLUTION: AWARD OF BID NO. 007-18 – STONEY'S NEIGHBORHOOD PARK IMPROVEMENTS
(Report: Nahid Razi, Purchasing Agent)**

- Finds the second low bidder non-responsive for the reason set forth in this agenda report; and
- Adopts RESOLUTION NO. 080-17 awarding the bid to the lowest responsive, responsible bidder, Clean Cut Landscape, Inc. in the amount of \$434,867.10.

CONSENT ITEMS: (Continued)

1.19 SAN DIEGO GAS & ELECTRIC (SDG&E) EQUIPMENT DONATION TO FIRE DEPARTMENT (Report: Colin Stowell, Fire Chief)

Accept the donation of a Thermal Imaging Camera from San Diego Gas and Electric Company by Minute Order No. 2017-38.

1.20 UNITED STATES DEPARTMENT OF JUSTICE ASSISTANCE GRANT (JAG) FY2017 APPLICATION (Report: Jeff Davis, Chief of Police)

Accepts the United States DOJ Justice Assistance Grant FY2017 Application as informational only to meet the grant requirement to provide the JAG FY2017 Grant Application to the governing body. If the Police Department receives the award, Council action will be needed to accept and appropriate the grant by Minute Order No. 2017-39.

CONSENT ITEMS PULLED FOR DISCUSSION:

1.11 PROFESSIONAL SERVICES AGREEMENT WITH NV5 FOR PROFESSIONAL ENGINEERING SERVICES FOR THE WASTEWATER RATE STUDY (Report: Yazmin Arrellano, Deputy Director of Public Works/City Engineer)

RECOMMENDATION: That the City Council authorizes the City Manager to negotiate and execute a Professional Services Agreement with NV5, for Professional Engineering Services for a Wastewater Rate Study (Study) in the amount of \$99,000.00 for a one (1) year term with renewable options upon agreement of both parties.

DISCUSSION

Councilmember Goble expressed his concern about possibly adding sewer charges on property tax bills, as it would create a financial hardship for some citizens.

City Manager Williford acknowledged the concern by **Councilmember Goble**, and stated that it will be something considered as they review the Wastewater rate study.

CONSENT ITEMS PULLED FOR DISCUSSION: (Item 1.11 – Continued)

MOTION BY WELLS, SECOND BY McCLELLAN, AUTHORIZES the City Manager to negotiate and execute a Professional Services Agreement with NV5, for Professional Engineering Services for a Wastewater Rate Study (Study) in the amount of \$99,000.00 for a one (1) year term with renewable options upon agreement of both parties.

MOTION CARRIED BY UNANIMOUS VOTE.

1.14 CONTRACT AMENDMENT WITH PROJECT PROFESSIONALS CORPORATION FOR CONSTRUCTION OBSERVATION AND CONSTRUCTION INSPECTION SERVICES FOR THE EL CAJON ANIMAL SHELTER PROJECT (Report: Yazmin Arrellano, Deputy Director of Public Works/City Engineer)

RECOMMENDATION: That the City Council authorizes the City Manager to negotiate and execute an amendment to the Agreement for Professional Services with Project Professionals Corporation (PPC), approve PPC's cost proposal, and modify the not-to-exceed amount to \$217,840.00, as needed for the continuation of construction observation and construction inspection services for the El Cajon Animal Shelter Project (Project).

DISCUSSION

In answer to a question by **Councilmember Kalasho**, **City Manager Williford** stated that the change order was being considered for approval because it was for a consultant who had already been hired by the City. He added that the change order was requested by staff not by the consultant. **City Manager Williford** clarified that the initial amount was for a limited scope of work, and it was anticipated that the amount would change as services were expanded.

Discussion ensued amongst **Councilmembers** and **Staff** regarding:

- Request for an RFP for remainder of job;
- Work would have to stop if an RFP was requested;
- Concern that if work is stopped, and due to current market conditions, cost of material and labor would increase;
- City may be outbid by jobs to rebuild cities recently affected by hurricanes in the country;
- Source of materials used for the Animal Shelter Project.

Approved by Minute Order No. 2017-36.

CONSENT ITEMS PULLED FOR DISCUSSION: (Item 1.14 – Continued)

MOTION BY KALASHO to REJECT the proposed amendment to the Agreement for Professional Services with Project Professionals Corporation, and DIRECT Staff to return with an RFP for the balance of the project. Motion FAILED for lack of a SECOND.

MOTION BY WELLS, SECOND BY McCLELLAN, to AUTHORIZE the City Manager to negotiate and execute an amendment to the Agreement for Professional Services with Project Professionals Corporation (PPC), approve PPC's cost proposal, and modify the not-to-exceed amount to \$217,840.00, as needed for the continuation of construction observation and construction inspection services for the El Cajon Animal Shelter Project (Project).

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

Approved by Minute Order No. 2017-37.

PUBLIC COMMENT:

Richard Graydon urged the City Council to finish the work on the East County Performing Arts Center. He also mentioned the homeless problem in El Cajon.

Mayor Wells stated the City was still in negotiations with Live Nation. He added that the City was actively working on a situation to help the homeless population.

Councilmember Kendrick spoke in support of **Mayor Wells** comments.

Tom Courtney, representing ABC Youth Foundation spoke about the event '1 Million Punches from the Heart'. He introduced **Billy Moore** who was present in the audience.

Rebekah Basson, representing the Homeless Task Force, shared a success story of a woman and her four (4) children, who were reunited with her family in Mississippi.

Bonnie Price expressed concerned about the hepatitis outbreak amongst the homeless population.

Mayor Wells stated that the City, in combination with Diane Jacobs' office was bringing hand-washing stations into major parks of the City.

Stanley Sexton spoke about the positive improvements at Wells Park.

PUBLIC COMMENT: (Continued)

Tim McDougal, representing Rotary Club of El Cajon, announced they were celebrating their 90th anniversary, and to commemorate, they will be donating a four-face clock to the City.

Mayor Wells acknowledged **Lynn McDougal's** presence in the audience.

Mayor Wells acknowledged the students in the audience visiting from Valhalla High School, and **Mayor Pro Tem McClellan** invited them to introduce themselves.

2. WRITTEN COMMUNICATIONS: None

3. PUBLIC HEARINGS: None

4. ADMINISTRATIVE REPORTS:

**4.1 STATUS REPORT OF SOLTERRA SENIOR RESIDENCES
(Report: Douglas Williford, City Manager)**

RECOMMENDATION: That the City Council accepts and files the administrative report.

DISCUSSION

City Manager Williford provided a status report on the Item.

Debra Browner thanked the **Council** for their help. She expressed concern about the security of the complex.

Mayor Wells asked that the management group be given a couple months to address issues presented to them, if items were not fixed, he invited the residents to return to Council.

Evelyn Adside provided a letter to **City Manager Williford**, regarding her concerns at Solterra Sr. Apartments. She thanked everyone who has helped, and stated that issues remain and would like management to address. She stated that there were drugs and prostitution incidents happening outside their complex.

City Manager Williford stated he had addressed the issue of security with the management group, and results were expected as soon as possible.

ADMINISTRATIVE REPORTS: (Item 4.1 – Continued)

Councilmember Kalasho suggested inviting the management group to a Council meeting.

City Manager Williford stated they can be invited but replies to the submitted concerns have been received in writing and were included in staff report.

MOTION BY WELLS, SECOND BY KALASHO, to ACCEPT and file the administrative report.

MOTION CARRIED BY UNANIMOUS VOTE.

Received and filed by Minute Order No. 2017-40.

4.2 DONATION OF FOUR-DIAL STREET CLOCK FROM THE ROTARY CLUB OF EL CAJON (Report: Douglas Williford, City Manager)

RECOMMENDATION: That the City Council agrees to support and accept the donation, in concept, of a Four-Dial Street Clock from the Rotary Club of El Cajon.

DISCUSSION

City Manager Williford provided a summary of the Item.

MOTION BY , McCLELLAN SECOND KALASHO BY , to ACCEPT and the donation, in concept, of a Four-Dial Street Clock from the Rotary Club of El Cajon.

MOTION CARRIED BY UNANIMOUS VOTE.

Approved by Minute Order No. 2017-41.

4.3 GRANT AGREEMENTS WITH CRISIS HOUSE FOR FUNDING A HOUSING NAVIGATOR AND DISTRIBUTION OF HOUSING ASSISTANCE FUNDS (Report: Graham Mitchell, Assistant City Manager)

RECOMMENDATION: That the City Council approves:

1. A grant agreement with Crisis House to fund a housing navigator position; and
2. A grant agreement with Crisis House to distribute housing assistance funds.

ADMINISTRATIVE REPORTS: (Item 4.3 – Continued)

DISCUSSION

Assistant City Manager Mitchell provided a summary of the Item, and announced that Assistant Executive Director for Crisis House, **Jack Micklos** was in the audience to answer any questions from **Council**.

Eric Lund, representing the East County Homeless Task Force, stated that about 65-70 % of homeless were locals, any help by the City would be helping the local people.

Mayor Pro Tem McClellan spoke about an article in a newspaper regarding Veterans' Affairs helping people stay in their homes.

Jack Micklos stated that funding streams have prevention dollars set aside to avoid periods of homelessness.

In answer to a question by **Councilmember Goble**, **Assistant City Manager Mitchell** stated that there was no record of how many people turn down assistance, but it can be added to the data gathered.

In answer to a question by **Councilmember Kalasho**, **Assistant City Manager Mitchell** stated that there were no current housing navigators assigned to El Cajon.

Discussion ensued amongst Councilmembers and Staff regarding:

- Major metrics collection;
- Benefits of what the \$70,000.00 provided by City of El Cajon will bring;
- Education required for the Housing Navigator position.

MOTION BY GOBLE, SECOND BY KENDRICK, to APPROVE a grant agreement with Crisis House to fund a housing navigator position; and a grant agreement with Crisis House to distribute housing assistance funds.

MOTION CARRIED BY UNANIMOUS VOTE.

Approved by Minute Order No. 2017-42.

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 – Continued Opposition to Assembly Bill (AB) 805 (Gonzalez-Fletcher)

RECOMMENDATION: That the City Council continues to oppose Assembly Bill 805 (Gonzalez-Fletcher).

DISCUSSION

Mayor Wells stated that AB 805 (Gonzalez-Fletcher) had been approved by the Assembly and was now pending Governor’s approval, the City will continue to monitor and provide updates.

Mayor Pro Tem McClellan asked what options the City had if the bill continues moving forward, and he suggested not participating in SANDAG as an option.

Received and filed by Minute Order No. 2017-43.

ACTIVITIES REPORTS OF COUNCILMEMBERS

7.

COUNCILMEMBER GARY KENDRICK

Heartland Communications JPA; Heartland Fire Training JPA.

7.1 Council Activities Report/Comments

REPORT AS STATED.

Remainder of page intentionally left blank.

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

In addition to the submitted report, **Mayor Pro Tem McClellan**, stated he would like to see a commendation given to Grossmont Health Care District for their support to El Cajon Transitional Living Center. He also mentioned a commendation to Jerry Navarra and **City Manager Williford** stated it was scheduled for the September 26, 2017 meeting.

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

In addition to the submitted report, **Councilmember Kalasho**, stated he had been working with the property owner at a vacant lot at Magnolia Avenue and Madison Avenue, which was being sold to San Ysidro Medical.

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

Councilmember Goble, clarified he did not attend the Madeline Sophie's Ribbon Cutting event, and added that he attended a Law Enforcement Appreciation Dinner event on September 7, 2017.

- 11. **JOINT COUNCILMEMBER REPORTS: None**
- 12. **GENERAL INFORMATION ITEMS FOR DISCUSSION:**
- 13. **ORDINANCES: FIRST READING – None**
- 14. **ORDINANCES: SECOND READING AND ADOPTION - None**
- 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 LEGAL COUNSEL – EXISTING LITIGATION –
 Pursuant to paragraph (1) of subdivision (d) of Government Code Section 54956.9:

Name of Case: City of El Cajon v. 905 West Main, LLC, et al.
 San Diego Superior Court
 Case No. 37-2015-00040836-CU-OR-CTL

Removed by City Manager Williford under Agenda Changes:

15.2 CONFERENCE WITH REAL PROPERTY NEGOTIATOR – Pursuant to Section 54956.8 of the Government Code:

Property	Negotiating Parties	Agency Negotiators
APN#488-083-03 115 Rea Avenue	Sennan "Scott" Salmu	City Manager Assistant City Manager City Attorney Cameron Czubernat Kerry A. Schimpf

Under negotiation: For the Successor Agency Board to provide instructions to its negotiators regarding the price and terms for payment for the potential sale of property owned by the Successor Agency.

CLOSED SESSION ITEMS: (Continued)

15.3 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION –
Pursuant to paragraph (1) of subdivision (d) of Government Code Section
54956.9:

Name of Case: Larry Hauser et al. v. City of El Cajon, et al.

United States District Court
Southern District of California
Case No. 16cv3091-W-MDD

**MOTION BY WELLS, SECOND BY McCLELLAN, to ADJOURN to Closed
Session at 4:35 p.m.**

MOTION CARRIED BY UNANIMOUS VOTE.

16. RECONVENE TO OPEN SESSION AT 5:00 P.M.

City Attorney Foley reported the following actions:

- 15.1 City Council Approved of Settlement Agreement, pending approval by all sides.**
- 15.2 Removed from Agenda.**
- 15.3 Direction to Legal Counsel was given by City Council.**

Adjournment: Mayor Wells adjourned the Regular Joint Meeting of the City Council/Housing Authority/Successor Agency to the Redevelopment Agency held this 12th day of September 2017, at 5:02 p.m. to Tuesday, September 12, 2017, at 7:00 p.m.

DARYL A. BETANCUR, MPA, MMC
City Clerk/Secretary

GENERAL INFORMATION:

The following item(s) are informational and are not discussed unless the Council/Authority brings the items forward for discussion under Item No. 12 of the agenda.

A. July 2017 Donations to the El Cajon Animal Shelter

**07/07/17 (Anonymous Donation) (\$728.46)
United Way of San Diego County ID #159327**

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

September 12, 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, September 12, 2017, was called to order by Mayor/Chair

Bill Wells at 7:00 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 September 12, 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:	Betancur, City Clerk/Secretary Foley, City Attorney/General Counsel Williford, City Manager/Executive Director Mitchell, Assistant City Manager

PLEDGE OF ALLEGIANCE TO FLAG and MOMENT OF SILENCE.

(The Courts have concluded that sectarian prayer as part of City Council meetings is not permitted under the Constitution)

PRESENTATIONS:

- **PROCLAMATION: El Cajon Main Street Flag Program 15th Anniversary**

AGENDA CHANGES: None

PUBLIC COMMENT:

PUBLIC HEARINGS:

- *100 RESOLUTIONS: HABITAT FOR HUMANITY ON BALLANTYNE – PROPOSED GENERAL PLAN AMENDMENT, ZONE RECLASSIFICATION, AND TENTATIVE SUBDIVISION MAP FOR A FIVE-LOT RESIDENTIAL AFFORDABLE HOUSING SUBDIVISION – 585 BALLANTYNE STREET (Report: Anthony Shute, 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 ADOPTING the Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program;
- Moves to ADOPT the next RESOLUTION in order APPROVING the General Plan Amendment;
- Moves to INTRODUCE the next ORDINANCE in order APPROVING the Zone Reclassification;
- Moves to ADOPT the next RESOLUTION in order APPROVING the site Development and Tentative Subdivision Map; and

Directs the **City Clerk** to recite the title of the Ordinance

DISCUSSION

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

Mayor Wells opened the Public Hearing.

PUBLIC HEARINGS: (Item 100 – Continued)

Anne Kilpatrick, representing San Diego Habitat for Humanity, gave information about the project.

Discussion amongst **Council** and **Ms. Kilpatrick**:

- Qualification requirements;
- Reliable income;
- Limited debt;
- Currently in substandard living conditions;
- Price range for homes is between \$250,000.00 to \$350,000.00.

Councilmembers spoke in support of the project.

No further comments were offered.

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

MOTION CARRIED BY UNANIMOUS VOTE.

MOTION BY McCLELLAN, SECOND BY KALASHO, to ADOPT RESOLUTION NO. 081-17 ADOPTING the Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program; Moves to ADOPT RESOLUTION NO. 082-17 APPROVING the General Plan Amendment; Moves to INTRODUCE the next ORDINANCE in order APPROVING the Zone Reclassification; Moves to ADOPT RESOLUTION NO. 083-17 APPROVING the site Development and Tentative Subdivision Map.

MOTION CARRIED BY UNANIMOUS VOTE.

Mayor Wells Directed the **City Clerk** to recite the title of the Ordinance.

AN ORDINANCE REZONING PROPERTY LOCATED ON BALLANTYNE STREET BETWEEN INTERSTATE 8 AND EAST MADISON AVENUE, APNS: 483-351-35 AND -36, FROM THE RS-6 (SINGLE-FAMILY RESIDENTIAL MINIMUM 6,000 SQUARE FEET) TO RM-2200 (RESIDENTIAL, MULTI-FAMILY, 2,000 SQUARE FEET); GENERAL PLAN DESIGNATION: MEDIUM DENSITY RESIDENTIAL (MR)

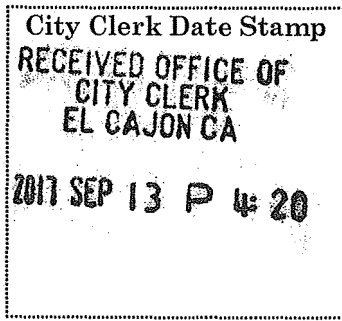
ADJOURNMENT: Mayor Wells adjourned the Adjourned Regular Joint Meeting of the City Council/Housing Authority/Successor Agency to the Redevelopment Agency held this 12th day of September 2017, at 7:28 p.m. to Tuesday, September 26, 2017, at 3:00 p.m.

DARYL A. BETANCUR, MPA, MMC
City Clerk/Secretary

DRAFT

**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: 09/26/17

ITEM NO: 1.4



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

FROM: Julie Alon, Recreation Services Manager

SUBJECT: Fiscal Year 2017/2018 Youth League Utility Support Recommendation

RECOMMENDATION: That the City Council approves the Recreation Council recommendation to provide utility support to eight Executive Member youth leagues.

BACKGROUND: As per City Council Policy E-8, Youth Sport League Utility Support Program, youth leagues will receive financial support for their utility use in accordance with the established eligibility requirements.

- The league must be a non-profit organization and play on a field located within the city limits of El Cajon.
- The league must work in close cooperation with the El Cajon Recreation Council and be represented at 75% of the monthly Recreation Council meetings.
- Leagues must have an Executive Member status per the Recreation Council By-Laws.

At the Recreation Council meeting on July 20, 2017, the Recreation Council found that the following leagues met attendance requirements in Fiscal Year 2016/2017 and unanimously approved these leagues for utility support for Fiscal Year 2017/2018.

- | | |
|---------------------------------|------------------------------------|
| East County ASA | American Youth Soccer Organization |
| Emerald Pony League | Fletcher Hills Little League |
| Singing Hills Little League | El Cajon Western Little League |
| El Cajon National Little League | El Cajon Youth Football |

FISCAL IMPACT: Funds to cover utility use by youth leagues are included in the Recreation Department budget for Fiscal Year 2017/2018.

PREPARED BY:

Julie Alon
RECREATION
SERVICES MANAGER

REVIEWED BY:

Frank Carson
DIRECTOR
OF RECREATION

APPROVED BY:

Douglas Williford
CITY MANAGER

City Clerk Date Stamp

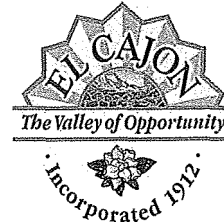
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City of El Cajon Agenda Report

MEETING: Sept. 26, 2017

ITEM NO: 1.5



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

FROM: Nahid Razi, Purchasing Agent

SUBJECT: Rejection and Re-Bid of Bid No. 005-18 – ADA Pedestrian Curb Ramps
Improvements and Sidewalk Repair 2017

RECOMMENDATION: That the City Council:

1. Consents to the withdrawal of the first low bidder, Ramona Paving and Construction Corp.; and
2. Finds the second, third, fifth, sixth, seventh, and eighth low bidders non-responsive, each for the reasons set forth in this agenda report; and
3. Adopts the next RESOLUTION in order rejecting all bids and authorizes re-bidding the project with revised specifications.

BACKGROUND: On April 25, 2017, the City Council approved the plans and specifications for the installation of new pedestrian curb ramps and sidewalk repairs. The project locations were selected based on the needs identified in the Community Development Block Grant (CDBG) eligible census tracts. Eight responses were received and opened at 2:00 p.m. on August 9, 2017.

On August 10, 2017, Ramona Paving and Construction Corp. submitted a written request to withdraw its bid, citing a clerical error. The grounds for relief were established in accordance with Public Contract Code Sections 5101 and 5103. Therefore, it is recommended that Ramona Paving and Construction Corp. be relieved from its bid.

The second low bidder failed to acknowledge the issued addenda. Addendum No. 2 was material to the bid as it provided updated Davis Bacon Wage Determination rates. In addition, the second, third, fifth, sixth, seventh, and eighth low bidders had an inactive registration status on the System for Award Management (SAM) for the general contractor and/or subcontractor(s). Active SAM registration is required for all general contractors and subcontractors listed on a bid response in order to be eligible for federal funding. Bidders were provided until September 6, 2017 to submit proof of active registration. The bidders referenced above failed to provide proof of registration before the deadline specified, and are therefore considered non-responsive.

An additional requirement for bid submittals, and in order to receive CDBG funding, a copy of the *Bidder's Outreach Plan/Good Faith Effort* must be submitted. Failure to include this

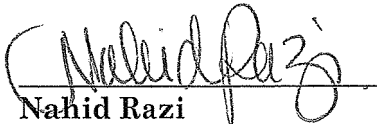
document indicates non-compliance with federal regulations, which may result in the City repaying any federal funds spent on this project. This requirement was also identified in the bid specifications as an item that must be completed and returned with each bid. The third and seventh low bidders failed to submit the required documentation and were thereby considered non-responsive.

The lowest responsive, responsible bidder, New Century Construction, Inc., submitted a bid response that was approximately 46% higher than the engineer's estimate. At this time, staff proposes to revise the bid specifications and re-bid the project to remain within the project budget.


The Purchasing Division, in concurrence with the Director of Public Works, recommends rejecting all bids and re-bidding this project. The complete proposal is on file in the Purchasing Division.

FISCAL IMPACT: None.


PREPARED BY:


Nahid Razi
PURCHASING AGENT

REVIEWED BY:


Dirk Epperson
DIRECTOR OF
PUBLIC WORKS

APPROVED BY:


Douglas Williford
CITY MANAGER

BID SUMMARY – BID NO. 005-18

BIDDER

TOTAL BID AMOUNT

Ramona Paving and Construction Corp. (Ramona, CA)	NON-RESPONSIVE
Miramar General Engineering (San Diego, CA)	NON-RESPONSIVE
PAL General Engineering, Inc. (San Diego, CA)	NON-RESPONSIVE
New Century Construction, Inc. (Lakeside, CA)	\$277,506.00
Crest Equipment, Inc. (El Cajon, CA)	NON-RESPONSIVE
LC Paving & Sealing, Inc. (San Marcos, CA)	NON-RESPONSIVE
Blue Pacific Engineering & Construction (San Diego, CA)	NON-RESPONSIVE
Tri-Group Construction and Development, Inc. (San Diego, CA)	NON-RESPONSIVE

RESOLUTION NO. -17

RESOLUTION REJECTING BIDS FOR
ADA PEDESTRIAN CURB RAMPS IMPROVEMENTS
AND SIDEWALK REPAIR 2017 PROJECT,
AND AUTHORIZING RE-BIDDING OF THE PROJECT
(Bid No. 005-18, Job No. PW 3575)

WHEREAS, on April 25, 2017, the City Council approved the plans and specifications for the installation of new pedestrian curb ramps and sidewalk repairs at locations selected based on the needs identified in the Community Development Block Grant ("CDBG") eligible census tracts (the "Project"); and

WHEREAS, eight (8) responses were received and opened at 2:00 p.m. on August 9, 2017; and

WHEREAS, on August 10, 2017, the first low bidder, Ramona Paving and Construction Corp. ("Ramona Paving") submitted a written request to withdraw its bid, citing a clerical error; and

WHEREAS, the grounds for relief were established in accordance with Public Contract Code Sections 5101 and 5103, and therefore, it is recommended that Ramona Paving be relieved from its bid; and

WHEREAS, the second low bidder failed to acknowledge the issued Addendum No. 2, which was material to the bid as it provided updated Davis Bacon Wage Determination rates; and

WHEREAS, the second, third, fifth, sixth, seventh, and eighth low bidders each had inactive registration status for the general contractor and/or subcontractor(s) on the System for Award Management ("SAM"), and active SAM registration is required for all general contractors and subcontractors listed on a bid response in order for the City to be eligible for federal funding; and

WHEREAS, the second, third, fifth, sixth, seventh, and eighth low bidders were given until September 6, 2017 to provide proof of active registration but failed to submit the necessary documentation before the deadline passed, and were each therefore considered non-responsive; and

WHEREAS, in order for the City to receive CDBG funding, the bid specifications identified an additional requirement for bidders to include a copy of the *Bidder's Outreach Plan/Good Faith Effort* be submitted with any bids, and failure to include said documents would indicate non-compliance with federal regulations; and

WHEREAS, the third and seventh low bidders failed to submit the required documentation and were thereby considered non-responsive; and

WHEREAS, the fourth low bidder, New Century Construction, Inc., submitted a bid response that was approximately 46% higher than the engineer's estimate; and

WHEREAS, the Purchasing Division, in concurrence with the Director of Public Works, recommends rejecting the sole responsive, responsible bid and re-bidding of this project with revisions to the bid specifications; and

WHEREAS, the City Council believes it to be in the best interests of the City to reject the sole responsive, responsible bid received for the Project and to authorize re-bidding of the Project with revised specifications.

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

1. The above recitals are true and correct and are the findings of the City Council.
2. The City Council hereby rejects all non-responsive bids and the sole responsive, responsible bid received, for the reasons stated above, and authorizes re-bidding of the Project with revisions to the specifications, as approved by the City Manager.
3. The City Manager is hereby authorized to approve the final plans and revised specifications prior to re-bidding for and on behalf of the City of El Cajon.

09/26/17 (Item 1.4)

Bid 005 – ADA Ped Curb Ramps & Sidewalks 2017 reject all & rebid 091817

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City of El Cajon Agenda Report

MEETING: Sept. 26, 2017

ITEM NO: 1.6



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

FROM: Dirk Epperson, Director of Public Works

SUBJECT: Approve Contract Change Order for the Overlay Thoroughfares 2017
Project, PW3576, Bid Number 008-17

RECOMMENDATION: That the City Council authorizes the City Manager to approve Contract Change Order for the Overlay Thoroughfares 2017 Project, Contract Bid Number 008-17, in the amount of \$16,226.40, for the repair of a storm drain inlet and replacement of Caltrans-approved traffic signal loop detectors within Caltrans right of way.

BACKGROUND: City Council awarded Contract Bid Number 008-17 to PAL General Engineering, Incorporated, in the amount of \$1,395,896.64. The contract scope of work included the asphalt rehabilitation of several streets in El Cajon. During construction there was a need to repair a broken storm drain inlet and modify the traffic signal loop detectors within Caltrans right of way. These field contract changes resulted in an increase to the contract in the amount of \$16,226.40. Staff evaluated the costs associated with this change and approval is recommended.

On May 9, 2017, the City Council authorized an increase to the contract amount by \$150,000.00 to include the paving of Washington Avenue between El Cajon Boulevard and Johnson Avenue, thus exceeding the \$100,000.00 limit for change orders under the City Manager's authority. Council Policy B-4, "Contract Change Orders" requires approval by Council if the proposed contract price change exceeds the \$100,000.00 threshold. Therefore, City Council approval is also required for this proposed Change Order.

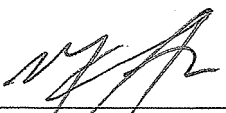
FISCAL IMPACT:

Sufficient TransNet funding is available in Account Number 550000-PW3576 for proposed Contract Change Order.


PREPARED BY:

REVIEWED BY:

APPROVED BY:



Yazmin Arellano
DEPUTY DIRECTOR
OF PUBLIC WORKS/
CITY ENGINEER



Dirk Epperson
DIRECTOR OF
PUBLIC WORKS



Douglas Williford
CITY MANAGER

CITY OF EL CAJON, CALIFORNIA

CONTRACT CHANGE ORDER NO: 3 DATE: September 12, 2017

PROJECT: Overlay Thoroughfares 2017, Bid No. 008-17

CONTRACT RESOLUTION NO: 093-16 JOB NO: 3576

CHANGE REQUESTED BY: City of El Cajon

TO: PAL General Engineering, Inc., CONTRACTOR

You are hereby directed to make the herein described change from the plans and specifications or do the following described work not included in the plans and specifications on this contract:

DESCRIPTION OF CHANGE:

- 1) This Item provides additional compensation to the Contractor for installation of Type "D" Loops. (\$5264.40)
- 2) This Item provides additional compensation to the Contractor for a broken inlet repair. (Cost is \$10,602.00)

The amount payable under the Change Order has been negotiated and is believed to be fair and equitable compensation for the work.

This change will (1) not change ()
 (2) increase (X) the amount payable under the Contract by :
 (3) decrease ()

(A) \$16,226.40 based on: (1) Agreed lump sum _____ ()
 (2) Unit prices in bid _____ ()
 (3) Unit prices agreed upon \$16,226.40 (X)

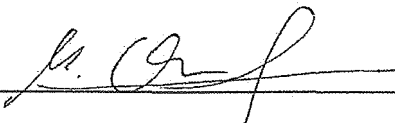
SCHEDULE OF PRICES

Item (or Equip.)	Quantity or Time	Unit Price	Total
Item #1, Installation of Type "D" Loops	4 EA	\$1,316.00	\$5,264.40
Item #2, Broken Inlet Repair	1 LS	\$10,602.00	\$10,602.00
Total Increase to the Contract:		<u>\$16,226.40</u>	
UNIT PRICES AND LUMP SUMS ARE DETAILED IN "ATTACHMENT A"			
TOTAL			\$16,226.40

I, the undersigned Contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that I will include direct and indirect overhead costs, mobilization costs, provide all

equipment, furnish all materials (except as may otherwise be noted above), and perform all services necessary for the work specified above. The unit costs and payment on the basis of time and materials as indicated in the SCHEDULE OF PRICES will be accepted as full payment for this change including any costs for delay. By signing below, I acknowledge that I have read and understood the foregoing and that this Contract Change Order fully compensates PAL General Engineering, Inc. for all above-mentioned costs: PAL General Engineering, Inc. does hereby waive any future claim for these costs arising from this Contract Change Order.

Accepted, Date 9/13/17 Contractor PAL General Engineering, Inc.

By  Title Project manager

NOTE: This change is not effective until approved by the Superintendent of Streets or Deputy Director of Public Works.

Approved: CITY OF EL CAJON

By: _____
DEPUTY DIRECTOR OF PUBLIC WORKS

Date: _____

Attached: Attachment A

Distribution of Executed Signed Originals of CCO:
Contractor, City Clerk, and Engineering Job File.

Distribution of Copies of the Executed Signed Originals of CCO: Inspector, PW Administrative Analyst, Finance.

RECEIVED OFFICE OF
CITY CLERK
EL CAJON CA
Stamp
2017 SEP 20 A 8:31

City of El Cajon Agenda Report

MEETING: 9/26/17

ITEM NO: 1.7



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

FROM: Graham Mitchell, Assistant City Manager

SUBJECT: TRAVEL EXPENSES TO ATTEND THE 2017 LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE - WELLS

RECOMMENDATION: That the City Council review and approve the attached Claim for Advance/Reimbursement of Travel Expense form for Mayor Bill Wells submitted in accordance with City Council Policy G-1.


BACKGROUND:

September 13 through September 15, 2017, Mayor Bill Wells represented the City at the League of California Cities Annual Conference held this year in Sacramento. Councilmembers participate in League events to represent the interests of the City of El Cajon and vote on matters affecting the City and the region. Mayor Wells served as the voting delegate for the City of El Cajon, voting on resolutions presented at the League Conference during a session held on September 15, 2017.


FISCAL IMPACT:

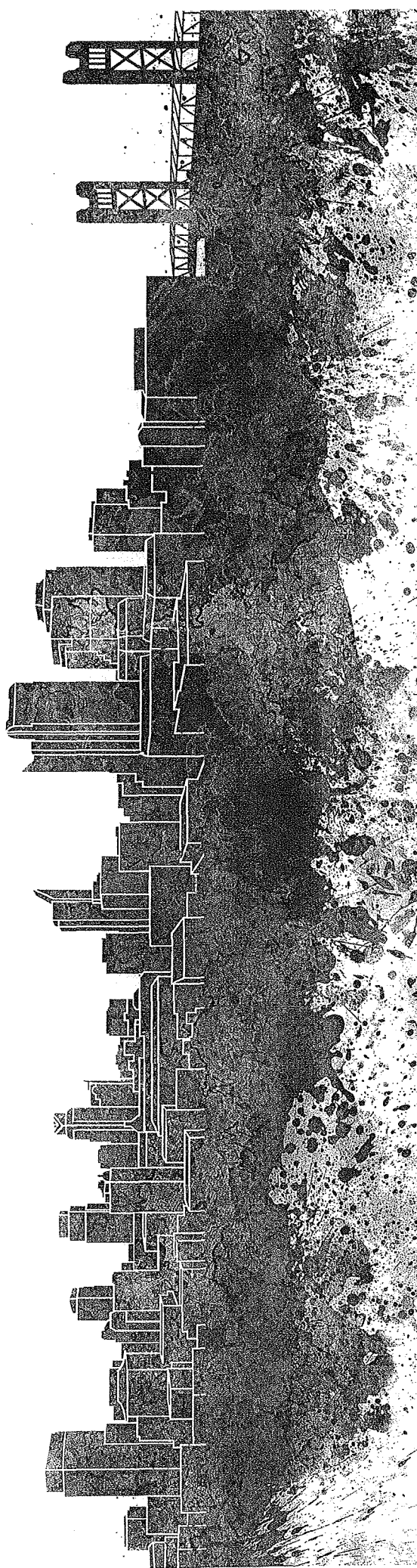
The total cost of \$1,128.83 is included in the Fiscal Year 2017-18 Budget. Conference registration, lodging and airfare expenses were paid in advance by City Credit Card. Reimbursement in the amount of \$16.94 is owed to the attendee for airport transportation.

PREPARED BY:


Graham Mitchell
ASSISTANT CITY MANAGER

APPROVED BY:


Douglas Williford
CITY MANAGER



ANNUAL CONFERENCE & EXPO



September 13 - 15, 2017



SACRAMENTO CONVENTION CENTER
EARLY BIRD REGISTRATION
DEADLINE: AUGUST
WWW.CACITIES.ORG/

INFORMATION

Registration Includes:

- Admission to educational sessions as well as daily and nightly networking events
- Wednesday host city reception and Expo; Thursday lunch with exhibitors; Friday closing luncheon

Online Registration (credit card) - Visit www.cacities.org/AC

Mail-in Registration (pay by check) - Contact mdunn@cacities.org to request a registration form.

Advanced registration will close August 23. After your registration for the conference is received and processed, a confirmation email will be sent containing the links for housing reservations.

On-site Badge Pick Up

Conference badges will be available at the registration desk in the Sacramento Convention Center.

Registration hours:

Wednesday, September 13 8:00 a.m. - 6:00 p.m.
 Thursday, September 14 7:00 a.m. - 4:00 p.m.
 Friday, September 15 7:30 a.m. - 12:00 p.m.



Questions or special needs?

Contact our conference registrar at mdunn@cacities.org before Wednesday, August 23.

Full Conference Registration Fees

	Early Bird Before August 11	After August 11 and on-site
CITY DELEGATE		
Member City	\$ 525	\$ 575
Non-member City	\$ 1525	\$ 1575
PUBLIC OFFICIAL		
County/State	\$ 600	\$ 650
PARTNER/EXHIBITOR/ALL OTHERS		
Company Representative	\$ 700	\$ 750

One-Day Registration

(Early bird rates are not available for one-day registrations)

CITY DELEGATE	
Member City	\$ 300
Non-member City	\$ 1300
PUBLIC OFFICIAL	
County/State	\$ 350
PARTNER/EXHIBITOR/ALL OTHERS	
Company Representative	\$ 400

NOTE: Conference registration is required to attend department business meetings, Annual Conference general assembly and/or to be a voting delegate

Optional Registration Add-ons (non-refundable)

City Clerks Workshop - \$150 member cities,
\$300 non-member cities

Guest Registration - \$125

Guest rate is restricted to those who are not city/public officials, are not related to any Partner/Expo company, and would have no professional reason to attend for learning or business. Rate includes admission to the Expo and receptions only. Session seats are reserved for conference registrants. There is no refund for the cancellation of a guest registration. It is not advisable to use city funds to register a guest.

Refund Policy

Advance registrants unable to attend will receive a refund of rate paid, minus a \$75 processing charge, only when a written request is submitted to the League of California Cities®, Conference Registration, 1400 K Street, Sacramento, CA. 95814 or mdunn@cacities.org and received before 5:00 p.m. on Wednesday, August 23. Refunds will not be available after this date. If you are unable to attend, you may substitute a colleague for your entire registration. Please note: sharing of registration is prohibited.

**CITY OF EL CAJON, CALIFORNIA
CLAIM FOR REIMBURSEMENT OF TRAVEL EXPENSE**

Employee Name: Bill Wells	Position: Mayor	Department: Mayor & Council	Date of Claim: 9/26/2017
Purpose of Trip: League of California Cities-Sacramento 9/13-9/15/17		Authorized By - Date:	

Method of Transportation	Depart From			Arrive At		
	Name of City	Date	Time	Name of City	Date	Time
Air	San Diego	9/13/2017		Sacramento	9/13/2017	
Air	Sacramento	9/13/2017		San Diego	9/18/2017	

EXPENSE REPORT ATTACH ALL RECEIPTS TO THIS FORM FOR EXPENDITURES REPORTED

Item Description	Day 1 9/13/17	Day 2 9/14/17	Day 3 9/15/17	Day 4 xx/xx/xx	Day 5 xx/xx/xx	Day 6 xx/xx/xx	Day 7 xx/xx/xx	Total Expense	Prepaid / Reimb / Inv
1. Meals								\$0.00	
2. Lodging	\$214.46	\$214.46						\$428.92	P
3. Fare (Air, etc.)	\$157.97							\$157.97	P
4. Taxi, Limo, Bus	\$16.94							\$16.94	R
5. Telephone								\$0.00	
6. Auto Expense								\$0.00	
7. Registration	\$525.00							\$525.00	P
8. Airport Shuttle								\$0.00	
9. Personal Mileage								\$0.00	
10.								\$0.00	
Totals	\$914.37	\$214.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,128.83	

Items 6 through 10 require an explanation below.

TOTAL ALLOWABLE EXPENSES ABOVE

Item # & Co.	Explanation / Description	Traveler's Reconciliation	
#2. Sheraton-Sacramento	Lodging for League of CA Cities Conference	Total Allowable Expenses	\$1,128.83
#3. Southwest-Airfare	Airfare to League of CA Cities Conference	Adv/Prepaid/Invoiced Expenses	\$1,111.89
#4. Uber	Transportation to airport	Balance Due to (City)/Employee	\$16.94
#7 League of CA Cities	Annual Conference Registration		

THE UNDERSIGNED STATES, UNDER PENALTY OF PERJURY, THAT THE ABOVE CLAIM IS TRUE AND CORRECT:	Account Number	Amount
	101000-8594	\$1,128.83

APPROVAL OF DEPARTMENT HEAD:	APPROVAL OF DIRECTOR OF FINANCE:

Teresa Bussey

From: mdunn@cacities.org
Sent: Tuesday, June 06, 2017 1:39 PM
To: Teresa Bussey
Subject: 2017 Annual Conference & Expo Registration Confirmation

Thank you for registering for the 2017 Annual Conference & Expo, September 13 - 15 at the Sacramento Convention Center. Please keep this confirmatin for your records. To make hotel reservations, please use the link below:

Annual Conference Hotels: <https://aws.passkey.com/go/cacities2017ATTENDEE>

El Cajon
Bill Wells
Mayor
tbussey@cityofelcajon.us

2017 Annual Conference & Expo
Sacramento
Date: September 13, 2017 to September 15, 2017

Early Bird Full Conference \$525.00

Sub Total: \$525.00
Amount Paid: \$525.00
Balance: \$0.00

If you have special needs related to diet, facility access, transportation, or communication, please contact the Conference Registrar at mdunn@cacities.org before Wednesday, August 23.

Advance registrants unable to attend will receive a refund of rate paid, minus a \$75 processing charge, only when a written request is submitted to the Conference Registrar at mdunn@cacities.org before 5:00 pm on Wednesday, August 23. Refunds will not be available after this date. If you are unable to attend, you may substitute a colleague for your entire registration. Please note, sharing of registrations is prohibited.

Sheraton Grand Sacramento Hotel
 1230 J Street
 Sacramento, CA 95814
 United States
 Tel: 916-447-1700 Fax: 916-447-1701



Sheraton®

Bill Wells
 L2I12A - LCC 2017 Annual Conference Att

Page Number : 1 Invoice Nbr : 632636
 Guest Number : 1972781
 Folio ID : A
 Arrive Date : 13-SEP-17 10:24
 Depart Date : 15-SEP-17 08:30
 No. Of Guest : 1
 Room Number : 1110
 Club Account : SPG -A0645

Copy Tax Invoice

Tax ID :

Sheraton Sacramento SEP-19-2017 08:30 ZAHEDA

Date	Reference	Description	Charges (USD)	Credits (USD)
13-SEP-17	DEPOSIT	Deposit-VM-6992		-429.29
13-SEP-17	RT1110	Group Association	186.00	
13-SEP-17	RT1110	California Tourism Tax	0.56	
13-SEP-17	RT1110	Sac Tourism Tax	5.58	
13-SEP-17	RT1110	Occupancy Tax	22.32	
14-SEP-17	00:24:11	19165043399 0:02	1.50	
14-SEP-17	RT1110	Group Association	186.00	
14-SEP-17	RT1110	California Tourism Tax	0.56	
14-SEP-17	RT1110	Sac Tourism Tax	5.58	
14-SEP-17	RT1110	Occupancy Tax	22.32	
15-SEP-17	VM	Visa/Mastercard-8671		-1.13
For Authorization Purpose Only				
xxxxxx8671				
Date	Code	Authorized		
13-SEP-17	05723Z	1		
13-SEP-17	06402Z	127.71		

Continued on the next page

Sheraton Grand Sacramento Hotel
1230 J Street
Sacramento, CA 95814
United States
Tel: 916-447-1700 Fax: 916-447-1701



Sheraton®

Bill Wells
L2I12A - LCC 2017 Annual Conference Att

Page Number	:	2	Invoice Nbr	:	632636
Guest Number	:	1972781			
Folio ID	:	A			
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Depart Date	:	15-SEP-17	08:30		
No. Of Guest	:	1			
Room Number	:	1110			
Club Account	:	SPG - A0645			

Approve EMV Receipt for VM - 8671: Signature Captured
TC:7BC91F836DCC9A69 TVR:000008000 AID:A0000000041010
Application Label:CAPITAL ONE

** Total	430.42	-430.42
*** Balance	0.00	

I agreed to pay all room & incidental charges.

When you stay with us, we Go Beyond so you can too with thoughtful service, exceptional experiences and everything you seek when traveling. Book your next stay at Sheraton.com

As a Starwood Preferred Guest you have earned at least 747 Starpoints for this visit A0645

Tell us about your stay. www.sheraton.com/reviews

Continued on the next page

Sheraton Grand Sacramento Hotel
 1230 J Street
 Sacramento, CA 95814
 United States
 Tel: 916-447-1700 Fax: 916-447-1701



Sheraton

Bill Wells
 L2I12A - LCC 2017 Annual Conference Att

Page Number : 3 Invoice Nbr : 632636
 Guest Number : 1972781
 Folio ID : A
 Arrive Date : 13-SEP-17 10:24
 Depart Date : 15-SEP-17 08:30
 No. Of Guest : 1
 Room Number : 1110
 Club Account : SPG -A0645

EXPENSE SUMMARY REPORT

Currency: USD

Date	Rm Charge	Taxes	Telephone	Other	Total	Payment
09-13-2017	186.00	28.46	0.00	-429.29	-214.83	0.00
09-14-2017	186.00	28.46	1.50	0.00	215.96	0.00
09-15-2017	0.00	0.00	0.00	0.00	0.00	-1.13
	-----	-----	-----	-----	-----	-----
Total	372.00	56.92	1.50	-429.29	1.13	-1.13

2017 League of California Cities Annual Conference & Expo

Sep 13, 2017 - Sep 15, 2017

Reservation Details

ACKNOWLEDGEMENT NUMBER:32JX7ZW3

EBUK9AEV



SHERATON GRAND SACRAMENTO HOTEL

1230 J Street , Sacramento , CA 95814 , UNITED STATES

<http://www.sheratonsacramento.com/>

KING

DATES: Sep 13, 2017 - Sep 15, 2017

2 nights , 1 adult , 0 children

RATES USD 372.00

TAXES USD 57.60

TOTAL ROOM PRICE USD 429.60

ADD-ONS

SUBTOTAL USD 429.60

GUEST SUMMARY

EL CAJON BILL WELLS

200 Civic Center Way,

El Cajon, CA, 92020

US

tbussey@cityofelcajon.us

6194411788

Sep 13, 2017 - Sep 15, 2017

PAYMENT INFORMATION

Credit Card

VISA

*****7871

** / **

BILLING ADDRESS

El Cajon Bill Wells

200 Civic Center Way,

El Cajon, CA, 92020

US

6194411788

RATES

Sep 13, 2017 - USD 186.00

Sep 14, 2017 - USD 186.00

OTHER INFORMATION

SMOKING PREFERENCE: Non-Smoking

ACCESSIBLE: No

POLICIES

ROOM POLICIES

- Tax is not included

TAX POLICY

Rates do not include the current tax rate of 15% state and local tax, in addition to a \$0.90 CA Tourism Fee (subject to change).

CANCEL POLICY

A deposit equal to one night's stay is required to guarantee each individual reservation. Personal chec, money order or a valid credit card (AMEX, MC, VISA, Diner's Club, Carte Blanche) are acceptable to guarantee the reservation. Should a guest cancel the reservation, the deposit will be refunded if reservation is canceled **at least 72 hours prior to date of arrival**.

CHILDREN POLICY

Children 17 and younger stay free with adult.

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Privacy Policy, Terms and Conditions.PFLSH-05232017-prod aws02b

No Show Policy: If you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to the scheduled departure of your flight. Customers who fail to cancel reservations for a Wanna Get Away fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no show, and all remaining unused Wanna Get Away funds will be forfeited. All remaining unused Business Select and Anytime funds will be converted to reusable travel funds for the originally ticketed Passenger only. If you no show your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of reusable travel funds under the name of the traveler(s).

Applying Travel Funds: In the event your travel plans change and you need to apply travel funds to future trips, please make note of your confirmation number. Customers calling Southwest to request a refund or to research travel funds for a specific ticket must provide their confirmation number, ticket number or flight information (date, origin and destination).

Prohibition of Multiple/Conflicting Reservations: To promote seat availability for our Customers, Southwest prohibits multiple reservations for the same Passenger departing from the same city on the same date, or any multiple reservations containing conflicting or overlapping itineraries (such as departures for the same Customer from multiple cities at the same time). Furthermore, without advance notice to the Passenger or purchaser, Southwest may cancel such reservations, or any other reservations that it believes, in its sole discretion, were made without intent to travel. With the exception of Southwest gift cards, funds from proactively cancelled reservations by Southwest will be returned to the original form of payment. Reservations paid for with a Southwest gift card will have the amount applied from the gift card held as travel funds for use by the Customer on a future Southwest Airlines flight.

Booking with Rapid Reward Points:

When booking with Rapid Rewards points, your point balance may not immediately update in your account.

PRICE: ADULT

Trip	Routing	Fare Type View Fare Rules	Fare Details	Quantity
Depart	SAN-SMF	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable unless purchased with Points 	1
Return	SMF-SAN	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable unless purchased with Points 	1

Earn at least 724 points for this flight.
Enroll in Rapid Rewards after you book, then add your new number to this reservation.

Subtotal \$157.97
Fare Breakdown

Carry-on Items: 1 bag + 1 small personal item are free, [see full details](#).
Checked Items: First and second bags are free, [size and weight limits apply](#).

Bag Charge \$0.00

Air Total:
\$157.97

Gov't taxes & fees now included

Purchaser Name Graham Mitchell

Billing Address 200 Civic Center Way
El Cajon, CA US 92020

Form of Payment


Amount Applied

Visa - XXXXXXXXXXXX-7871

\$157.97

Amount Paid
\$157.97

Trip Total
\$157.97

 Indicates external site which may or may not meet accessibility guidelines.

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Teresa Bussey

From: Bill Wells <williamdwells@yahoo.com>
Sent: Friday, September 15, 2017 1:11 PM
To: Teresa Bussey
Subject: Fwd: Your Friday morning trip with Uber

This is my Uber receipt for trip to airport

Dr. Bill Wells
Sent from my iPhone

Begin forwarded message:

From: Uber Receipts <uber.us@uber.com>
Date: September 15, 2017 at 8:52:11 AM PDT
To: williamdwells@yahoo.com
Subject: Your Friday morning trip with Uber



\$16.94

Thanks for choosing Uber, Bill

September 15, 2017 | uberX

08:36am | 1230 J St, Sacramento, CA

08:51am | 6327 Aviation Dr, Sacramento, CA



You rode with Michael

10.91
miles

00:15:06
Trip time

uberX
Car



[Add a tip](#)

Your Fare

Base Fare	1.15
Distance	9.38
Time	2.11



Subtotal	\$12.64
Booking Fee (?)	2.30
SMF Airport Fee Surcharge (?)	2.00

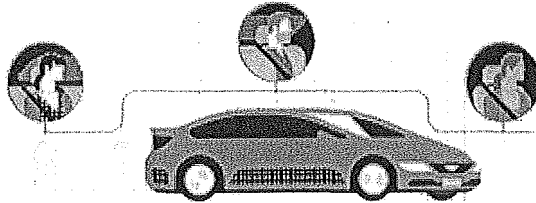
CHARGED

\$16.94

Personal **** 9925



Transportation Network Company: Rasier-CA, LLC.



Invite your friends and family. Get a free ride worth up to \$5 when you refer a friend to try Uber.

Share code:
billw10643ue

UBER



Need help?

Tap Help in your app to contact us with questions about your trip.

Leave something behind? Track it down.

Read about our zero tolerance policy. Report a zero tolerance complaint by visiting help.uber.com.

RECEIVED OFFICE OF
CITY CLERK
EL CAJON CA
2017 SEP 20 A 11: 04

City of El Cajon Agenda Report

MEETING: 09/26/2017

ITEM NO: 1.8



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

FROM: Director of Finance and Treasurer

SUBJECT: Annual Investment Policy Update

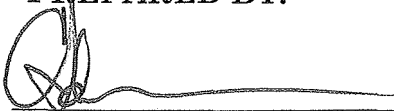
RECOMMENDATION: That the City Council, Housing Authority, and the City of El Cajon as Successor Agency to the former Redevelopment Agency, respectively, adopt the next Resolutions, in order, adopting City of El Cajon Investment Policy and delegating investment authority to the Director of Finance / Agency Treasurer.

BACKGROUND: The City's investment policy requires that the policy be reviewed and adopted annually. The City's policy was first adopted by the City Council on May 15, 1996. In 2002, the National Association of Public Treasurers in the United States and Canada certified the City's investment policy as meeting their established standards. The policy has since been reviewed for update every year thereafter to ensure compliance and sound investment practices.

In preparing the update, the City's investment advisor, Public Financial Management (PFM), was asked to review and provide comment. Their attached response offers revisions to consider, although not required. The proposed investment policy is presented for consideration and approval.

FISCAL IMPACT: Prudent investments provide for the safekeeping of funds and are an important revenue source.

PREPARED BY:



Clay Schoen
DIRECTOR OF FINANCE AND
TREASURER

APPROVED BY:



Douglas Williford
CITY MANAGER



September 11, 2017

Memorandum

To: Clay Schoen, Director of Finance
City of El Cajon

From: Richard Babbe, Senior Managing Consultant
PFM Asset Management LLC

Re: Investment Policy Review

We completed our annual review of City of El Cajon's (the "City") Investment Policy (the "Policy"). As written, the Policy is in compliance with the sections of the California Government Code (the "Code") that govern the investment of public funds. While no changes are required, we do, however, recommend that the City make a few changes to the Policy to incorporate a recent update to the Code

This memorandum summarizes our recommended revisions to the Policy. We have also attached a marked-up version of the Policy illustrating our recommendations.

Recommendations

Section 6. Authorized Investments

We recommend that the City update the credit rating language used in the Policy to reflect a revision to the Code. Senate Bill 974, which took effect on January 1, 2017, modified Code Sections 53601 et seq. to clarify that the Code's rating requirements specify the minimum credit rating category required at purchase, without regard to "+", "-", or 1, 2, 3 modifiers.

This Code revision did not change the minimum ratings required by the Code for the different investment types. The change simply codified the credit rating interpretation already used by most public agencies. This revision, and our related recommendations, apply to all of the authorized investments listed in the Policy that specify a credit rating requirement for purchase.

In the marked-up version of the Policy, we also included some related changes that we believe will better align the Policy's language with the Code. However, the changes do not change any of the Policy's current credit requirements.

We would be happy to discuss any questions regarding our recommended changes to the Policy.

1. Purpose

This Statement is intended to provide guidelines for the prudent investment of the City's temporarily idle cash, and outline the policies for maximizing the efficiency of the City's cash management system. The investment goal is to enhance the economic condition of the City while insuring the safety of funds invested.

2. Scope

This investment policy applies to all financial assets of the City of El Cajon. Funds applicable are as accounted for in the City's Comprehensive Annual Financial Report and include:

- 2.1 Major Governmental Funds
- 2.2 Non-Major Governmental Funds
- 2.3 Enterprise Fund
- 2.4 Internal Service Funds
- 2.5 Agency Funds

Additionally, the City provides cash management and investment services for:

- 2.1 El Cajon Housing Authority
- 2.2 Heartland Fire Training Facility Authority Funds
- 2.3 Heartland Communication Facility Authority Funds
- 2.4 Successor Agency to the Former El Cajon Redevelopment Agency

3. Objective

The City's cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the City to invest funds to the fullest extent possible. The City attempts to obtain the highest yield on its investments consistent with the criteria established for safety and liquidity.

4. Policy

It is the policy of the City of El Cajon to invest public funds in a manner that will provide maximum security with the highest investment return while meeting the daily cash flow demands of the City.

The primary objectives, in priority order, of the City's investment activities shall be:

- 4.1 **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to reduce the potential for loss of principal, interest or combination of

the two. The City invests only in those instruments that are considered very safe.

4.2 ~~Liquidity: The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements, which might be reasonably anticipated. Liquidity refers to the ability to convert an investment to cash promptly with minimum risk of losing some portion of principal or interest.~~

4.3 Yield: Yield is defined as the average annual return on an investment based on the interest rate, price, and length of time to maturity. The City attempts to obtain the highest yield possible, provided that the basic criteria of safety and liquidity have been met. The City's investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and cash flow characteristics of the portfolio.

5. Prudence

Investments will conform to all state and local statutes governing the investment of public funds. Investments shall be made with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the City. The standard of prudence to be used by investment officials shall be the "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Investment officers, acting in accordance with written procedures and the investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

6. Authorized Investments

The City is empowered by statute to invest in securities listed below.

Percentage holding limits listed in this section apply at the time the security is purchased. ~~Credit ratings, where shown, specify the minimum credit rating category required at purchase without regard to +/- or 1, 2, 3 modifiers, if any. In the event a security held by the City is subject to a credit rating change that brings it below the minimum credit ratings specified in this policy, the Director of Finance/Treasurer should notify the City Council of the change. The course of action to be followed will then be decided on a case-by-case basis, considering~~

such factors as the reason for the change, prognosis for recovery or further rate drops, and the market price of the security.

~~Bond reserves and proceeds shall be invested in securities permitted by the applicable bond documents. If the bond documents are silent as to permitted investments, bond proceeds will be invested in securities permitted by this Policy:~~

- 6.1 Bank Deposits FDIC insured or fully collateralized demand deposit accounts, savings accounts, market rate accounts, time certificates of deposits ("TCDs") and other types of bank deposits in financial institutions located in California. The amount on deposit in any financial institution shall not exceed the shareholder's equity. To be eligible to receive City deposits, the financial institution must have received a minimum overall satisfactory rating, under the Community Redevelopment Act, for meeting the credit needs of California Communities in its most recent evaluation. Bank deposits are required to be collateralized as specified under Government Code Section 53630 et seq. The Director of Finance/Treasurer, at his/her discretion, may waive the collateralization requirements for any portion that is covered by federal deposit insurance. The City shall have a signed agreement with any depository accepting City funds per Government Code Section 53649. The maturity of TCDs may not exceed 1 year in maturity. There is no limit on the percentage of the portfolio that may be invested in bank deposits. However, a maximum of 20 percent of the portfolio may be invested in TCDs.
- 6.2 Negotiable Certificates of Deposit Negotiable certificates of deposit (NCDs) issued by a nationally or state-chartered bank, a savings association or a federal association, a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Purchases are limited to institutions which have long-term debt rated ~~at least in the rating category of "A" category,~~ or its equivalent ~~or better,~~ by a Nationally Recognized Statistical Rating Organization ("NRSRO"); and/or have short-term debt rated ~~at least "A-1", or higher~~ or its equivalent, by a NRSRO. Purchases of Negotiable CDs may not exceed 30% of the City's investment portfolio.
- 6.3 Placement Service Deposits Bank deposits placed with a private sector entity that assists in the placement of deposits with eligible financial institutions located in the United States. The full amount of the principal and the interest that may be accrued during the maximum term of each deposit shall at all times be insured by federal deposit insurance. Placement Deposits shall meet all of the requirements of Government Code Section 53601.8. Purchases of Placement Service CDs may not exceed 30% of the City's investment portfolio.

- 6.4 Securities of the U.S. Government or its Agencies Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- 6.5 Treasury Bills and Notes U.S. Treasury Bills, Notes, Bonds or Certificates of indebtedness, or those for which the full faith and credit of the United States are pledged for the payment of principal and interest.
- 6.6 Medium-Term Notes Medium-term notes are defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Purchases are limited to securities rated ~~at least in the rating category of "A" category,~~ or its equivalent, ~~or better~~ by a NRSRO. A maximum of 30 percent of the portfolio may be invested in this category.
- 6.7 Municipal Debt Registered treasury notes or bonds of this or any of the other 49 United States, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of this state or any of the other 49 United States.

Bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.

Purchases are limited to securities rated ~~at least in the rating category of "A" category,~~ or its equivalent, ~~or better~~ by a NRSRO. A maximum of 20 percent of the portfolio may be invested in this category. The amount invested with any one issuer shall not exceed 10 percent of the portfolio.

- 6.8 Supranationals. United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of "AA" or its equivalent or better by an NRSRO and shall not exceed 30 percent of the portfolio.

- 6.9 Asset-Backed Securities. Asset-backed securities include mortgage pass-through securities, collateralized mortgage obligations, mortgage-backed or other pay-through bonds, equipment lease-backed certificates, consumer receivable pass-through certificates, and consumer receivable-backed bonds. Purchases are limited to securities rated ~~at least in in a rating category of the~~ "AA" category, ~~or its equivalent or better,~~ by a NRSRO. Additionally, securities must be issued by an issuer whose debt is rated ~~in a rating category of at least in the~~ "A" category, ~~or its equivalent or better,~~ by a NRSRO. A maximum of 20 percent of the portfolio may be invested in this category.
- 6.10 Local Agency Investment Fund (LAIF) Investment of funds in the California State Pool (LAIF), subject to the State's maximum investment regulation.
- 6.11 Bankers' Acceptance Bills of exchange or time drafts drawn on and accepted by a commercial bank, otherwise known as Bankers' Acceptances, which are eligible for purchase by the Federal Reserve System, the short term paper of which is rated in the highest category by a NRSRO. Purchases of Bankers' Acceptances may not exceed 180 days maturity or 30% of the City's investment portfolio.
- 6.12 Commercial Paper rated the highest ranking or of the highest letter and number rating as provided for by a NRSRO. The entity that issues the commercial paper shall meet all of the conditions in either paragraph (1) or paragraph (2):
- (1) The corporation shall be organized and operating within the United States, shall have total assets in excess of five hundred million dollars (\$500,000,000), and shall issue debt, other than commercial paper, if any, that is rated ~~at least in a rating category of "A,"~~ or its equivalent ~~or higher,~~ by a NRSRO.
 - (2) The corporation shall be organized with the United States as a special purpose corporation, trust, or limited liability company, has program wide credit enhancements including, but not limited to, over collateralizations, letters of credit, or surety bond; has commercial paper that is rated ~~at least "A-1" or higher,~~ or its equivalent, by a NRSRO.
- Purchases of commercial paper may not exceed 25% of the City's investment portfolio.
- 6.13 Repurchase Agreements (Repos) A purchase of securities by the City pursuant to an agreement by which the seller will repurchase such securities on or before a specified date, or on demand of either party, and

for a specified amount. Investments in repos will be used solely as short-term investments not to exceed 30 days or 30% of the City's investment portfolio. Prior to investing in repurchase agreements the City shall have properly executed a master repurchase agreement with each counterparty with which it enters into repurchase agreements.

The following collateral restrictions will be observed: Only U.S. Treasury securities or Federal Agency securities, as described in Section 6.4 and 6.5, will be acceptable collateral. All securities underlying Repurchase Agreements must be delivered to the City's custodian bank versus payment or be handled under a tri-party repurchase agreement. The total of all collateral for each Repurchase Agreement must equal or exceed, on the basis of market value plus accrued interest, 102 percent of the total dollar value of the money invested by the City for the term of the investment. Since the market value of the underlying securities is subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102 percent no later than the next business day. For any Repurchase Agreement with a term of more than one day, the value of the underlying securities must be reviewed on a regular basis. Market Value must be calculated each time there is a substitution of collateral.

The City or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to Repurchase Agreement.

The City may enter into Repurchase Agreements with (1) primary dealers in U.S. Government securities who are eligible to transact business with, and who report to, the Federal Reserve Bank of New York, and (2) California and non-California banking institutions having assets in excess of \$1 billion and in the highest short-term rating category as provided by a NRSRO.

- 6.14 Money Market Mutual Funds Mutual funds must consist of securities and obligations of the U.S. Treasury and agencies of the federal government, and repurchase agreements collateralized with U.S. Treasury and Federal Agency obligations. The management companies shall either (1) attain the highest ranking or the highest letters and numerical rating provided by not less than two of the three largest NRSRO, or (2) have an investment advisor registered with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations as authorized above and with assets under management in excess of five hundred million dollars (\$500,000,000). The purchase price of shares for beneficial interest purchase shall not include any commission and shall not exceed 15% of the City's surplus money, which may be invested.

- 6.15 County of San Diego Treasury (County Pool) Investment in the County of San Diego Treasury pool not to exceed 30% of the City's investment portfolio.
- 6.16 California Asset Management Trust Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized in Government Code. Investment in the Trust's Cash Reserve Portfolio (pool) not to exceed 30% of the City's investment portfolio.
- 6.17 Other investments that are, or may become, legal investments through the State of California Government Code and with prior approval of the City Council.

7. Diversification and Maturity

The investment portfolio shall be diversified among security types, individual financial institutions or maturity segments. In addition to the percentage limitation specified in Section 6 above, the maximum amount of the portfolio the City may invest with any one non-governmental issuer is 10%. Percentage limitations apply at time of purchase.

This investment policy limits maturities to five years unless the City Council has granted express authority to make that investment either specifically or as a part of an investment program approved by the City Council no less than three months prior to the investment. Bond reserve funds may be invested in securities exceeding five years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of funds.

8. Investment Reports

The Director of Finance/Treasurer shall submit a quarterly investment report to the City Manager and City Council as soon as practical but no later than 60 days after the close of the quarter, except at fiscal year-end when the report shall be submitted no later than 90 days after the close of the quarter. The report shall include performance, market sector and interest earnings, the state of the investment market, highlight changes since the last report, and discuss investment strategy. Reporting shall be on the basis of both cost and market. The report shall include:

- 8.1 A listing of individual securities held at the end of the reporting period by authorized investment category.
- 8.2 A listing of all investment types at par values, date of maturity, and the market value.

- 8.3 Quarterly historical data by investment category.
- 8.4 Pool investment portfolio make-up, by investment categories (BA's, CD's, Commercial Paper, Agencies, etc.).
- 8.5 Percentage of portfolio represented by each investment category.

The policy recognizes that reporting on a market basis will periodically cause market gains or losses to be reported. In most instances such gains or losses will not be realized since individual securities with specific maturities are purchased based upon projected cash flows and normally will not be liquidated prior to maturity.

The report shall state whether the investments comply with the investment policy, or manner in which the portfolio is not in compliance, and whether the City will be able to meet its needs for cash for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available.

9. Internal Controls

The Director of Finance/Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgment by management. The internal controls shall address the following points:

- 9.1 Control of Collusion - Collusion is a situation where two or more employees are working together to defraud their employer.
- 9.2 Separation of Duties - By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
- 9.3 Custodial Safekeeping - Securities purchased from any bank or dealer, including appropriate collateral, shall be placed and held by a third party custodian designated by the Director of Finance/Treasurer and evidenced by safekeeping receipts.
- 9.4 Avoidance of physical delivery securities - Book entry securities are much easier to transfer and account for since actual delivery of a document never takes place. All security transactions entered into by the City shall be conducted on a delivery-versus-payment (DVP) basis.

- 9.5 Clear Delegation of Authority - Subordinate staff members must have a clear understanding of their authority and responsibility to avoid improper actions.
- 9.6 Written Confirmation of Telephone Transactions for Investments and Wire Transfers - Due to the potential for error arising from telephone transactions, all telephone transactions shall be supported by written communications and approved by the appropriate person.
- 9.7 The Director of Finance/Treasurer shall establish an annual process of independent review by the external auditor. This review will provide internal control by assuring compliance with policies and procedures.
- 9.8 The Director of Finance/Treasurer shall establish a review process for government investment pools used by the City. At a minimum, the City shall maintain on file a copy of the pool's investment policy and its requirements for participation, including limitations on deposits or withdrawals. For any pools used by the City, the Director of Finance/Treasurer shall include a listing by report to the Board quarterly by percentage the amount the pool has invested by investment sector.

10. **Use of Professional Investment Manager**

The City has engaged an investment advisor to assist in its investment program. Investments made by the Investment Advisor will be under the direction of the Director of Finance/Treasurer and will conform to this policy and within limitations of the Government Code.

11. **Authorized Financial Dealers and Institutions**

For transactions executed by the City's Investment Advisor, the Investment Advisor shall select broker/dealers according to Investment Advisor's selection policy. The use of broker/dealers will conform to the Investment Advisor's approved list at the time of investment. For transactions executed directly by the City and not purchased from the issuer, the Director of Finance/Treasurer will maintain a list of financial institutions authorized to execute investment transactions.

12. **Safekeeping and Custody**

All security transactions entered into by the City shall be conducted on a delivery-versus-payment (DVP) basis. To protect against potential losses by collapse of individual securities dealers, and to enhance access to securities, interest payments and maturity proceeds, all securities owned by the City shall be held in

safekeeping by a third party bank trust department, acting as agent for the City under the terms of a custody agreement executed by the bank and by the City. The only exception to the foregoing shall be investments in: (i) depository accounts, (ii) LAIF, the county pool and other local government investment pools, and (iii) money market mutual funds, since the purchased securities are not deliverable. Evidence of each these investments will be held by the City.

13. **Other Constraints**

The City shall operate its investments within the many stated and self-imposed constraints. The City shall not leverage funds for investment purposes. It shall buy no stocks, shall not speculate, nor shall it deal in futures or options, or buy on the margin. Outside of participation in the State and County investment pools, the City shall not have any investments in exotic instruments such as inverse floaters, range notes, or mortgage-derived, interest-only strips, reverse repurchase agreements, or flexible repurchase agreements. The City will not purchase any security having an interest rate derived from an index, commodity price or other variable, i.e., securities commonly known as derivatives. The City may invest in floating rate securities.

14. **Performance Standards – Yield**

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and cash flow needs. The City may utilize either a passive or active management approach of portfolio assets. Accordingly, the City may from time to time sell securities that it owns in order to better reposition its portfolio assets in accordance with changes in cash flow schedules or market conditions. Given this strategy, the basis used by the Director of Finance/Treasurer to determine whether market yields are being achieved shall be to compare the City's portfolio yield to LAIF and two-year Treasury Note rates.

15. **Ethics and Conflict of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Manager any material financial interests in financial institutions that conduct business within their jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City.

16. **Investment Procedures**

The Director of Finance/Treasurer shall establish written investment policy procedures for the operation of the investment program consistent with this policy. The procedures include reference to: safekeeping, repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director of Finance/Treasurer.

17. Delegation of Authority

Management responsibility for the investment program is hereby delegated for a one-year period to the Director of Finance/Treasurer who shall have full responsibility until the delegation of authority is revoked or expires for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials, and their procedures in the absence of the Director of Finance/Treasurer.

18. Investment Policy Adoption

The City's investment policy shall be adopted by resolution of the City Council. The policy shall be reviewed annually by the City Council and any modifications made thereto must be approved by the City Council.

RESOLUTION NO. -17

A RESOLUTION ADOPTING THE
CITY OF EL CAJON
INVESTMENT POLICY AND
DELEGATING INVESTMENT AUTHORITY
TO THE DIRECTOR OF FINANCE

WHEREAS, the City of El Cajon Investment Policy is created for the purpose of establishing safekeeping of principal and prudent investment of City funds; and

WHEREAS, the policy has been updated to conform to state investment laws, enacted during the past year; and

WHEREAS, the policy has been prepared to standards promulgated by the Municipal Treasurers Association of the United States and Canada; and

WHEREAS, the investment policy has been reviewed by the City's investment advisors, Public Financial Management.

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

1. The City Council hereby adopts the City of El Cajon Investment Policy, dated September, 2017.

2. The City Council hereby delegates, to the Director of Finance, the authority to invest and reinvest funds of the City, and to sell and exchange securities so purchased, for the period of September 1, 2017, to and including August 31, 2018.

RESOLUTION NO. ECHA-

A RESOLUTION OF THE EL CAJON HOUSING AUTHORITY
ADOPTING BY REFERENCE THE CITY OF EL CAJON INVESTMENT POLICY
AND DELEGATING INVESTMENT AUTHORITY TO THE TREASURER

WHEREAS, the City of El Cajon Investment Policy is created for the purpose of establishing safekeeping of principal and prudent investment of Housing Authority funds; and

WHEREAS, the policy has been updated to conform to state investment laws, enacted during the past year; and

WHEREAS, the policy has been prepared to standards promulgated by the Municipal Treasurers Association of the United States and Canada; and

WHEREAS, the investment policy has been reviewed by the City's investment advisors, Public Financial Management.

NOW THEREFORE, BE IT RESOLVED BY THE EL CAJON HOUSING AUTHORITY AS FOLLOWS:

1. The Housing Authority adopts by this reference the City of El Cajon Investment Policy, dated September, 2017, as the Investment Policy for the Housing Authority.

2. The Housing Authority hereby delegates, to the Treasurer, the authority to invest and reinvest funds of the El Cajon Housing Authority, and to sell and exchange securities so purchased, for the period of September 1, 2017, to and including August 31, 2018.

09/26/17 (Item #1.8)

Annual Investment Policy - Housing Authority 090117

RESOLUTION NO. SA-00 -17

A RESOLUTION OF THE CITY OF EL CAJON
AS SUCCESSOR AGENCY TO THE
EL CAJON REDEVELOPMENT AGENCY
ADOPTING BY REFERENCE THE
CITY OF EL CAJON INVESTMENT POLICY AND
DELEGATING INVESTMENT AUTHORITY
TO THE DIRECTOR OF FINANCE

WHEREAS, the City of El Cajon Investment Policy is created for the purpose of establishing safekeeping of principal and prudent investment of Successor Agency funds; and

WHEREAS, the policy has been updated to conform to state investment laws, enacted during the past year; and

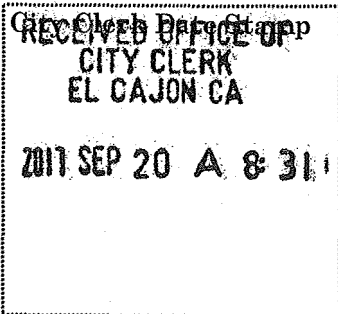
WHEREAS, the policy has been prepared to standards promulgated by the Municipal Treasurers Association of the United States and Canada; and

WHEREAS, the investment policy has been reviewed by the City's investment advisors, Public Financial Management.

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

1. The City of El Cajon as Successor Agency to the El Cajon Redevelopment Agency adopts by this reference the City of El Cajon Investment Policy, dated September, 2017, as the Investment Policy for the Successor Agency.

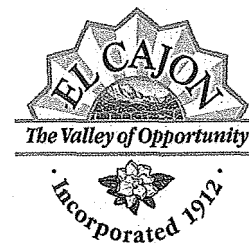
2. The City of El Cajon as Successor Agency to the El Cajon Redevelopment Agency hereby delegates, to the Director of Finance, the authority to invest and reinvest funds held by the Successor Agency to the El Cajon Redevelopment Agency, and to sell and exchange securities so purchased, for the period of September 1, 2017, to and including August 31, 2018.



City of El Cajon Agenda Report

MEETING: 09-26-17

ITEM NO: 1.9



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

FROM: Anthony Shute, Director of Community Development

SUBJECT: HOUSING AUTHORITY ANNUAL REPORT FY 2016-17

RECOMMENDATION: That the El Cajon Housing Authority:

1. Approves the attached Annual Report; and
2. Authorizes the Executive Director to transmit it, in a form substantially as presented, to the California Department of Housing and Community Development as required by State law.

BACKGROUND

On March 9, 2011, the City Council adopted Resolution No. 32-11 establishing the El Cajon Housing Authority (Housing Authority). In accordance with Health and Safety Code sections 34328 and 34328.1, the Housing Authority must prepare a report of its activities during the previous fiscal year by October 1st of each year. The annual report must be filed with the City Clerk and submitted to the California Department of Housing and Community Development (HCD).

The Annual Report provides background on the Housing Authority's formation, assets, budget, and activities from July 1, 2016, through June 30, 2017. The Housing Authority has continued to focus on providing affordable housing for low-income households through the continuation of its existing first-time homebuyer program, committing Low and Moderate Income Housing Asset Funds for the development of affordable housing for veterans and families, and identifying possible sites for acquisition/new construction of homebuyer housing.

The Annual Report also demonstrates compliance with the requirements of Health and Safety Code section 34312.3, which includes:

- Providing the minimum amount of housing units affordable to lower income households in housing projects assisted by the housing authority;
- Establishing base rents pursuant to Federal Section 8 requirements for lower income households; and

- Establishing maximum rental payments for lower income households pursuant to State and Federal requirements.

Based on existing documentation, the Housing Authority’s properties meet all of these requirements, as they align with California Community Redevelopment Law requirements regarding affordable housing with the use of Low and Moderate-Income Housing Funds of the former redevelopment agency.

The Annual Report also requires data on termination of tenancies and termination of Section 8 vouchers because of domestic violence in housing authority units, and a brief summary of steps taken by the Housing Authority to address termination of tenancies resulting from domestic violence. Between July 1, 2016, and June 30, 2017, no properties owned by the Housing Authority reported termination of tenancies for victims of domestic violence, nor has the Section 8 Division of the County of San Diego reported any such terminations.

FISCAL IMPACT

No impact to the General Fund. Per Health & Safety code 34328.1 (b), the Housing Authority may be required to reimburse HCD for the cost of processing the report under Project/Activity No. 298110-8395.

PREPARED BY:

REVIEWED BY:


APPROVED BY:



Jamie Kasvikis
SENIOR
MANAGEMENT
ANALYST



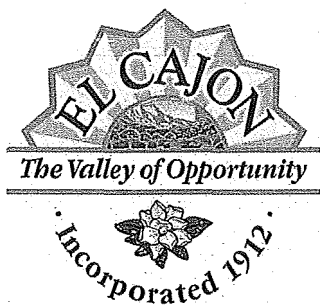
Anthony Shute
DIRECTOR OF
COMMUNITY
DEVELOPMENT



Douglas Williford
CITY MANAGER

Attachment:

1. Annual Report – City of El Cajon Housing Authority – FY 2016-2017



El Cajon Housing Authority

Annual Report

FY 2016-2017

SUMMARY

Pursuant to California Health & Safety Code ("HSC") Section 34328, all housing authorities must annually file a report of their activities for the preceding year ("Annual Report") with their respective City or County Clerk and with the California Department of Housing and Community Development ("HCD"). This Annual Report covers all activities of the El Cajon Housing Authority that occurred during the Fiscal Year 2016-2017, including housing unit compliance with affordability requirements, activities concerning existing debt obligations, as well as land transactions and development.

LEGAL AUTHORITY

The State legislature allows housing authorities to function as local entities with the primary responsibility of providing housing for very low and low income households. Housing Authorities are distinct, autonomous, legal entities that derive their power from State legislature. Under HSC Section 34200, the law provides the functioning of a local housing authority through a resolution of the local governing body.

In the case of the City of El Cajon ("City"), the City Council of the City of El Cajon ("City Council") adopted Resolution No. 32-11 on March 9, 2011, to establish the El Cajon Housing Authority ("Housing Authority") by confirming and finding: (1) that unsanitary or unsafe inhabited dwellings exist in the City; or (2) that there is a shortage of safe and sanitary dwellings accommodations in the City available to persons of low income at affordable rents.

On January 24, 2012, the El Cajon Redevelopment Agency ("Agency") adopted Resolution No. ECRA-427 to transfer title of the Agency's housing real property assets and loans receivable before February 1, 2012, to the Housing Authority and transfer all remaining housing assets to same entity, including, but not limited to: recorded or unrecorded leases, Deeds of Trust, intangible assets, fixtures and equipment, agreements, contracts, promises to pay, receivables and any/all other unspecified assets. The Housing Authority then adopted Resolution No. ECHA-1 to appoint the officers of the Housing Authority; to accept the Agency's housing real property assets and loans receivable before February 1, 2012; to accept transfer of all remaining housing assets, including, but not limited to: recorded or unrecorded leases, Deeds of Trust, intangible assets, fixtures and equipment, agreements, contracts, promises to pay, receivables and any/all other unspecified assets; and to authorize the Executive Director to pay enforceable obligations, and conduct day to day operations of the Housing Authority.

OBJECTIVES OF THE HOUSING AUTHORITY

Historically, the primary role of housing authorities has been to interact with the Department of Housing and Urban Development ("HUD") on behalf of their communities, and to function as the administrator of "Section 8" funds, as defined by Section 8 of the United States Housing Act of 1937. A housing authority's function under Section 8 entails determining applicants' eligibility to receive Section 8 assistance, maintain a waiting list of eligible participants, contracting with property owners and ensuring that contracted rent prices are reasonable.

However, a housing authority also serves to meet the affordable housing needs of a wider range of residents than Section 8 alone. Unlike the former Agency, the Housing Authority is able to own and operate housing developments, subject to Article XXXIV of the California Constitution ("Article 34") limitations, which alleviates the need to find prospective owners or operators for the units created. If political support permits, the Housing Authority is able to utilize eminent domain as a tool by which to assemble land for housing developments without the need to document blighting conditions.

The Housing Authority's future goals and objectives are to:

- Increase, improve or preserve housing stock available to low and very low income residents;
- Rehabilitate multi-family properties that exhibit unsafe or unhealthy characteristics;
- Increase the affordability of housing for low and very low income residents;
- Reduce overcrowding conditions in multi-family units;
- Fulfill obligations to produce and maintain affordable housing units pursuant to HSC Section 33000 et. seq., with housing assets transferred from the Agency; and
- Generate ongoing revenues to achieve Housing Authority self-sustainability.

CONTENTS OF THE HOUSING AUTHORITY'S ANNUAL REPORT

This Annual Report has been developed to address the following requirements:

- To provide a complete report of activities during FY 2016-17, including: any bond issuances; loans or finance agreements that the Housing Authority has entered into; and properties acquired, sold, developed, rehabilitated, or leased;
- To prove compliance with the requirements of HSC Section 34312.3 such as the minimum amount of housing units affordable to lower income in projects assisted by the Housing Authority, and establish base rents and/or maximum rental payments for lower income households; and
- To document any domestic violence tenancy terminations or Section 8 voucher terminations as required by HSC Section 34328.1.

HOUSING AUTHORITY DEBT OBLIGATIONS

Pursuant to HSC Section 34312.3, the Housing Authority must provide a complete report of its activities taken during the prior fiscal year, which includes bonds, loans and financing agreements for multifamily rental projects.

The Housing Authority was activated on March 9, 2011, and has not yet issued any bonds. Any future financing for the acquisition, construction, rehabilitation, or development of multi-family housing through the issuance of bonds, construction loans, mortgage loans, and/or financing agreements will be documented and provided in subsequent Annual Reports.

LAND TRANSACTIONS AND DEVELOPMENT ACTIVITIES

HSC Section 34312.3 also requires that all prior year's activities be recorded, which include not only debt obligations but activities related to the development, rehabilitation, or finance of housing projects, including: purchase, sale, lease, ownership, operation, or management of housing projects assisted by the Housing Authority; conveyance of surplus lands to a developer for permitted purposes; and establishment of a special trust fund or account funded with bond-loan issuance proceeds or developer fees.

During FY 2016-17, the Housing Authority undertook the following land transactions or development activities:

El Cajon Housing Authority Land Transactions and Development Activities				Table 1-A
Parcel #	Site Address	Type	Purpose	Status
492-643-09-00	812 - 816 Grossmont Avenue	Disposition and Development Agreement	Property was previously acquired and developed under the Greenovation Program, by James & Marcia Miller, dba Bay Kitchen & Bath Remodelers (Developer). In October of 2016, the property was deeded to the El Cajon Housing Authority in lieu of repayment of the development loan. In February of 2017, the El Cajon City Council approved the sale of the property to San Diego Habitat for Humanity (SDHAFH) in the total amount of \$640,000 for subsequent development and sale of 3 single-family homes for low-income homebuyers. The Housing Authority agreed to accept \$300,000 at close of escrow and a loan for the remaining \$340,000 to be repaid upon sale of the first two homes. Escrow closed and the property was transferred to SDHAFH in August of 2017.	Sale completed; development underway
487-342-03-00 487-342-06-00	230 S. Sunshine	Commitment of Funds	On December 8, 2015, the Housing Authority appropriated and committed \$608,000 LMIHAF and \$692,000 in 2005 Bond funds for development of 70 units of affordable housing for veterans and families.	Resolution ECHA-20 dated 12/8/15

HOUSING AUTHORITY ASSETS

Housing Authority assets include, but are not limited to: real property, recorded or unrecorded leases, Deeds of Trust, intangible assets, fixtures and equipment, agreements, contracts, promises to pay, receivables, transfers, and any/all other unspecified assets. All Real Property Assets owned and transferred to the Housing Authority are shown on **Table 1-B** and a summary of all Loans Receivable are shown on **Table 1-C**.

El Cajon Housing Authority Real Property Assets (Properties owned and transferred to the Housing Authority)				Table 1-B
Parcel #	Site Address	Date Acquired	Current Use	
487-180-09-00	151 Chambers Street	07/26/2007	DDA - Solterra Sr. Residences	
487-191-14-00	131 Chambers Street	07/25/2008	DDA - Solterra Sr. Residences	
488-111-35-00	Lot Adjacent to 146 Ballantyne Street	08/24/1973	Vacant	
488-212-21-00	250 E. Lexington Avenue	07/01/1994	Lease - Lexington Senior Apartments	
488-212-22-00	Prescott Promenade- Parking Lot	06/27/2014	Parking Lot	
493-643-09-00	812 - 816 Grossmont Ave	10/17/2016	Vacant (Sold in August of 2017)	

El Cajon Housing Authority Loans Receivable (Loans transferred to the Housing Authority)			Table 1-C
Loan Receivable Type	# of Outstanding Loans	Value of 6/30/2017	
Multi-Family Projects	2	\$ 5,398,622.00	
Single Family Units	78	\$ 4,333,991.00	
Single Family Development	0	\$ 0.00	
Total	80	\$9,732,613.00	

HOUSING UNIT COMPLIANCE

As set forth by HSC Sections 34328 and 34328.1, housing authorities are required to:

- To prove compliance with the requirements of HSC Section 34312.3 such as the minimum number of housing units affordable to lower income households in projects assisted by the Housing Authority and establish base rents and/or maximum rental payments for lower income households;
- Lower-income households are defined as a household with income not greater than 80% of the Area Median Income ("AMI") established by the U. S Department of Housing & Urban Development; and
- To document any domestic violence tenancy terminations or Section 8 voucher terminations as required by Health and Safety Code Section 34328.1.

The following subsections provide a summary of the Housing Authority's progress toward the requirements listed above.

HOUSING UNIT AFFORDABILITY REQUIREMENT

Pursuant to HSC Section 34312.3, not less than 20 percent of the units assisted by the Housing Authority, or 15 percent in targeted areas¹, as defined by Section 103(b) (12) (A) of Title 26 of the United States Code, must be affordable to persons of low income. Of that percentage, not less than one-half must be available to persons of very-low income, if the housing development is financed by bonds². Nevertheless, the power to finance, own, build, and/or operate a housing development allows the Housing Authority to take on a more active role in the creation and maintenance of housing for low income families.

Table 1-D provides a summary of the multi-family real estate assets owned or managed by the Housing Authority, and the breakdown of the current income levels that the units fall within, where known. **Table 1-D** shows how the current affordability mix of the Housing Authority's projects meet established requirements within HSC Section 34312.3, or the requirements of the funding sources at the time the assistance was provided.

El Cajon Housing Authority Multi-Family Residential Real Estate Assets (Owned or managed by the Housing Authority)						Table 1-D
Project Name/Location	Project Type	VL	Low	Mod	Mkt Unit	Total No. Units
Solterra Sr. Residences 131 Chambers Street 151 Chambers Street	Senior Rental Units Senior Rental Units (Ground Lease)	48	-----	1	-----	49
Lexington Senior Apts. 250 E. Lexington Avenue	Senior Rental Units (Ground Lease)	100	-----	-----	-----	100
El Cajon Senior Towers, L. P 180 Ballantyne Street	Senior Rental Units ³	13	-----	-----	-----	13

¹ CA Health & Safety Code Section 34312.3 (c)(1)(A)

² CA Health & Safety Code Section 34312.3 (2)(A)

³ The Housing Authority required 15% of the units in the El Cajon Senior Tower Apartments be restricted to very-low income households through the sale of 146 Ballantyne, and recording of a Notice of Affordability Restrictions on Transfer of Property.

During FY 2016-17, the Housing Authority did not issue any first time homebuyer loans with Low & Moderate Income Housing Asset Funds. **Table 1-E** provides a summary of the single family real estate assets assisted by the Housing Authority during this reporting fiscal year, and the breakdown of the current income level that the unit falls within.

El Cajon Housing Authority						Table 1-E
Single-Family Residential Real Estate Assets (Assisted by the Authority)						
Address	Project Type	VL	Low	Mod	Mkt Unit	Total No. Units
No activity	N/A	N/A	N/A	N/A	N/A	N/A
Total		0	0	0	0	0

BASE & MAXIMUM RENTS

HSC Section 34312.3 establishes a set of guidelines to determine the base and maximum rents that a housing authority can charge for units reserved for lower income households. According to HSC Section 34312.3, "rental payments shall not exceed the amount derived by multiplying 30 percent times 50 percent of the median adjusted gross income for the area, adjusted for family size, as determined pursuant to Section 8 of the United States Housing Act of 1937 (42 U. S. C. Sec. 1437f)." The Housing Authority does not currently have an adopted schedule of base rental payments; however, the following table provides a calculation of the maximum rental payments that the Housing Authority can charge for lower income household units. The Housing Authority monitors to ensure compliance of rental payments charged for its housing units and will make necessary adjustments to bring any rental payments that exceed the listed amounts in **Table 2** into compliance.

EL CAJON HOUSING AUTHORITY - 2016											Table 2	
Affordable Rental Housing Limits												
San Diego County												
Area Median Income		\$75,900		Very Low Income			Low Income			Moderate Income		
Change from 2015		No Change										
Median Income	Utility Allowance	HUD Fair Market Rents	Number of Persons / Bedrooms		Qualifying Income Limit	Max Rent 30% X 50%	Qualifying Income Limit	Max Rent 30% X 70%	Qualifying Income Limit	Max Rent 35% X 110%		
H&S Code 50052.5(b)(2)						H&S Code 50052.5(b)(3)			H&S Code 50052.5(b)(4)			
\$53,150	\$55	\$1,040	1	Studio	\$29,750	\$744	\$47,600	\$1,190	\$58,465	\$1,705		
\$60,700	\$75	\$1,153	2	One	\$24,000	\$600	\$54,400	\$1,360	\$66,770	\$1,947		
\$68,300	\$96	\$1,499	3	Two	\$38,250	\$956	\$61,200	\$1,530	\$75,130	\$2,191		
\$75,900	\$119	\$2,167	4	Three	\$42,500	\$1,063	\$68,000	\$1,700	\$83,490	\$2,435		
\$81,950	\$173	\$2,329	5	Four	\$45,900	\$1,148	\$73,450	\$1,836	\$90,145	\$2,629		
\$88,050	\$177	\$2,678	6	Five	\$49,300	\$1,233	\$78,900	\$1,973	\$96,855	\$2,825		

*Affordable Housing Cost for Very Low Income Households is the product of 30 percent times 50 percent of the area median income adjusted for family size appropriate to the unit. Health and Safety Code Section 50052.5(b)(2).

**Affordable Housing Cost for Lower Income Households is the product of 30 percent times 70 percent of the area median income adjusted for family size appropriate to the unit. Health and Safety Code Section 50052.5(b)(3).

***Affordable Housing Cost for Moderate Income Households is not less than 28 percent of the gross income of the household, and not more than the product of 35 percent times 110 percent of the area median income adjusted for family size appropriate to the unit. Health and Safety Code Section 50052.5(b)(4).

Utility Allowance reflects use of Gas for Heating, Cooking, and Water Heating per SD County of San Diego Section 8 Rental Assistance Program, effective 07/01/2015.

DOMESTIC VIOLENCE

State law requires that a housing authority annually report data related to domestic violence incidents in units owned or operated by the housing authority. Specifically, the report must include data on the following:

- Data on termination of tenancy and/or Section 8 vouchers' of victims of domestic violence in housing authority units.
- Summary of steps taken by the housing authority to address any termination of tenancies and/or Section 8 vouchers of victims of domestic violence.

Between July 1, 2016, and the end of the reporting year on June 30, 2017, no properties owned by the Housing Authority reported termination of any tenancies for victims of domestic violence. In addition, the Section 8 Division for the County of San Diego did not report any terminations of Section 8 vouchers of victims of domestic violence in El Cajon during the reporting period. In the future, information on any terminations of this kind will be limited to a summary of the number and non-specific information to protect the privacy of the parties involved.

FINANCIAL STATEMENT/BUDGET

Table 3 presents the revenues and expenditures within the Housing Authority's actual budget for FY 2016-2017 as well as the estimated budget for FY 2017-2018.

City of El Cajon Housing Authority		Table 3	
Schedule of Revenues and Expenditures and Changes in Fund Balances - Budgetary Basis			
	Actual 2016-2017 (unaudited)	Proposed Budget 2017-2018	
Beginning Fund Balance	\$ 3,382,281.00	\$ 3,404,984.00	
Revenues/Sources:			
Investment earnings	\$ 58,894.00	\$ 0.00	
Sale of Property	\$ 0.00	\$ 340,000.00	
Rental Income	\$ 0.00	\$ 75,001.00	
Other Revenues	\$ 312.00	\$ 420.00	
Loan Repayments	\$ 57,597.00	\$ 200,000.00	
Successor Agency Funds	\$ 0.00	\$ 692,000.00	
Transfers in -In-Lieu Funds	\$ 0.00	\$ 287,000.00	
Total Revenues	\$ 116,804.00	\$ 1,594,421.00	
Expenditure/Uses:			
Administration	\$ 81,813.00	\$ 178,760.00	
Material, services, and supplies	\$ 12,288.00	\$ 244,280.00	
Capital Outlay	\$ 0.00	\$ 3,317,621.00	
Loan Disbursement	\$ 0.00	\$ 300,000.00	
Total Expenditures	\$ 94,101.00	\$ 4,040,661.00	
Excess (deficiency) of revenues over (under) expenditures	\$ 22,703.00	\$(2,446,240.00)	
Ending Fund Balance	\$ 3,404,984.00	\$ 958,744.00	

Source: City of El Cajon, Revenue & Expenditure Status Reports Fiscal Year 2016-2017 & City of El Cajon Adopted Annual Budget Fiscal Year 2017-2018

FUTURE OF EL CAJON HOUSING AUTHORITY ACTIVITIES

Future Housing Authority activities to meet goals and objectives will be directed to undertaking activities that meet HSC and supplementary/leveraged funding regulatory requirements, maximize existing and new financial resources for the continued production of affordable housing for low-income households, generate ongoing revenues through affordable housing production to ensure Housing Authority self-sustainability, improve the quality of affordable housing stock in El Cajon, and eliminate conditions that lead to blight in affordable housing developments in El Cajon.

Specific activities that are anticipated or may be contemplated during FY 2016-17 include:

- **Acquisition-New Development/Multi-Family Affordable Housing Production:**
On July 28, 2015, the City of El Cajon appropriated and allocated \$1.2 million in

federal HOME funds for acquisition of vacant property at 230 S. Sunshine Avenue for the future development of a 70-unit affordable housing project (69 affordable units and 1 unrestricted manager's unit). On December 8, 2015, the El Cajon Housing Authority appropriated and committed LMIHAF and 2005 Bond funds, in the amounts of \$608,000 and \$692,000 respectively, for a total of \$1.3 million, to the project with developer Domus Development, LLC ("Domus"). The project is subject to Affordable Housing Regulatory Agreements which will require residency to be restricted to low-income veterans and families. Forty-eight (48) of the units will be 1-bedrooms with preference for veterans, and twenty-two (22) of the units will be 3-bedroom units targeted for families. This project is anticipated to commence construction in the fall of 2017, with completion expected in spring/summer of 2019.

- **812-816 Grossmont Avenue (formerly Greenovation Program):** Certificates of Occupancy were issued for two completed units at 814 and 816 Grossmont Avenue on December 9, 2015. Following that, the developer listed the homes for sale for low-income homebuyers. In October of 2016, the property was deeded over to the El Cajon Housing Authority in lieu of repayment of the development loan. In February of 2017, the El Cajon City Council approved the sale of the property to San Diego Habitat for Humanity, Inc., a non-profit housing development organization (SDHFH), for development of one additional single-family unit on the property and the sale of all three units to low-income homebuyers. Escrow closed and the property was transferred to SDHFH in August of 2017.
- **Leveraging of CalHome Funds:** On November 19, 2014, the City received notification from the California Department of Housing & Community Development ("HCD") that the City had been awarded CalHome funds. A Standard Agreement ("Agreement") was executed between the City and HCD as of December 5, 2014, for a grant in the amount of \$634,000. The Housing Authority and City will leverage these funds with existing or new HOME Funds to help approximately 10 low-income households purchase their first home under the American Dream First-Time Homebuyer Program. Through September of 2017, two new homebuyer households have been assisted with these two funding sources, and nine additional homebuyer applications have been received and are in various stages of review and underwriting.
- **Community Housing Development Organizations (CHDOs):** On July 26, 2016, the City appropriated and allocated \$1 million of federal HOME funds to SDHFH, a non-profit housing development organization and certified CHDO, to acquire available property located at 585 Ballantyne and for development of 5 units of affordable housing. This project is expected to start construction during the year and be completed by December 2018.
- **Revenue Generation:** Revenue generation continues to be essential for the Housing Authority into the future and will be limited to the preservation of current outstanding Housing Authority Assets, collection of Loans Receivable, and generation of lease revenues through the acquisition of property.

Current revenue and asset limitations will be the greatest challenge for the Housing Authority in its quest for the production of affordable housing units and achievement of self-

sustainability. As federal, state and local programs are being cut, downsized and dismantled, there are fewer subsidies and financial resources available to make affordable projects economically feasible. This trend of diminishing resources will cause the Housing Authority to become very strategic and deliberate in the types of projects for which it chooses to participate, or it must seek other viable alternatives to preserve or build housing that is affordable to all segments of society and not just low-income households.

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City of El Cajon Agenda Report

MEETING: 9/26/17

ITEM NO: 1.10



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

FROM: Frank Carson, Director of Recreation

SUBJECT: Outdoor Movie Screen Purchase

RECOMMENDATION: That the City Council approves the purchase of an outdoor movie screen for use at City events.

BACKGROUND:


On average, the City of El Cajon expends more than \$1,700 per year renting an outdoor movie screen for two events, Movies in the Park at Renette Park in August and HauntFest on Main in October. The purchase of an outdoor movie screen provides a long-term cost savings to the City and increases the ability to show movies at other City events.

FISCAL IMPACT:

Funding is available in the City's Special Event Budget (103000) for an expenditure not to exceed \$4,300 for the purchase of an outdoor movie screen inflatable with a blower.

PREPARED BY:

APPROVED BY:



Frank Carson
Director of Recreation



Douglas Williford
CITY MANAGER

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City of El Cajon Agenda Report

MEETING: 09/26/17

ITEM NO: 1.11



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

FROM: Frank Carson, Director of Recreation

SUBJECT: Recreation Enhances our Community (R.E.C.) Campaign Report

RECOMMENDATION: This report is submitted as information only to share highlights, contributions and distribution of the Fiscal Year 2016/2017 R.E.C. Campaign.

BACKGROUND: The "Recreation Enhances our Community" donation opportunity campaign continues to be a successful partnership between our community and the Recreation Department.

Highlights of R.E.C. Campaign Funded Programs

Campaign cash donations are as follows:

Golf Tournament (Net)	\$ 9,872.26
Stoney's Kids	5,000.00
<u>Tiny Tot Fundraiser</u>	<u>223.00</u>
TOTAL CASH CONTRIBUTION:	\$15,095.26

The popular *ALL FORE R.E.C. Golf Tournament* was held on September 16, 2016, at the Sycuan Resort and Golf Course. The annual fund-raising event netted \$9,872.26 and was coordinated in partnership with Crest Kiwanis Club.

Movies in the Park and three cooking programs held at City Recreation Centers, as well as after school programs held at Cajon Valley Middle School, were all funded through R.E.C. Campaign donations. Programs focused on health, nutrition, food preparation and safety for elementary school aged youth. As a result, youth were provided a safe place to recreate while staff presented positive adult role models, teaching valuable life skills.

Issued within the guidelines established by the City Council approved *Scholarship Program*, 368 youth were awarded program scholarships funded by the R.E.C. Campaign. Scholarship requests are received each year from families who report the value and benefits of the Recreation Department's instructional, aquatics, day camps and youth sports programs.

In-kind donations including gift certificates and coupons donated by various businesses were utilized during the live and silent auction at the ALL FORE R.E.C. Golf Tournament. In-kind donations for Fiscal Year 2016/2017 totaled \$6,200.

R.E.C. Campaign Major Sponsors

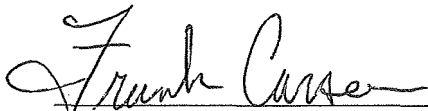
The Stoney's Kids organization is recognized as a *Golden Sneaker Award* for contributions of \$5,000 or more.

Waste Management, Inc. received a *Silver Cap Award* for contributions of \$2,000 or more.

Sycuan Band of the Kumeyaay Nation, the Warren-Neely Foundation, Inc., Sportland Team Sports and Crest Kiwanis each received *Bronze Bat Awards* for contributions of \$1,000 or more.

FISCAL IMPACT: In Fiscal Year 2016/2017, the R.E.C. Campaign had a total cash and in-kind benefit of \$21,295.26.

PREPARED BY:



Frank Carson
Director of Recreation

APPROVED BY:



Douglas Williford
CITY MANAGER

In-kind donations including gift certificates and coupons donated by various businesses were utilized during the live and silent auction at the ALL FORE R.E.C. Golf Tournament. In-kind donations for Fiscal Year 2016/2017 totaled \$6,200.

R.E.C. Campaign Major Sponsors

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Sycuan Band of the Kumeyaay Nation, the Warren-Neely Foundation, Inc., Sportland Team Sports and Crest Kiwanis each received *Bronze Bat Awards* for contributions of \$1,000 or more.


FISCAL IMPACT: In Fiscal Year 2016/2017, the R.E.C. Campaign had a total cash and in-kind benefit of \$21,295.26.

PREPARED BY:



Frank Carson
Director of Recreation

APPROVED BY:



Douglas Williford
CITY MANAGER

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City of El Cajon Agenda Report

MEETING: Sept. 26, 2017

ITEM NO: 1.12



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

FROM: Nahid Razi, Purchasing Agent

SUBJECT: Rejection of Bid No. 011-18, Backflow Prevention Assembly
Testing, Certification, Maintenance and Repair Service

RECOMMENDATION: That the City Council adopts the next RESOLUTION in order rejecting the bid due to the absence of bid submissions and directs the Purchasing Agent to proceed with an open market purchase.

BACKGROUND: On June 27, 2017, the City Council approved the Fiscal Year 2017-2018 budget for maintenance and repairs of backflow devices. The bid included four one-year renewal options. No responses were received at the bid opening held on August 30, 2017 at 2:00 p.m.

Pursuant to Public Contract Code Section 20166:

In its discretion, the legislative body may reject any bids presented and readvertise. If two or more bids are the same and the lowest, the legislative body may accept the one it chooses. If no bids are received, the legislative body may have the project done without further complying with this chapter.

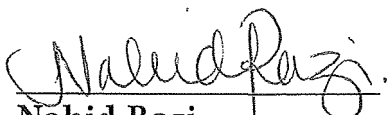
The Purchasing Division, in concurrence with the Director of Public Works, recommends rejection of the bid and authorization to perform an open market purchase concluding it is in the City's interest to waive the bidding requirement.


FISCAL IMPACT: The estimated value of the annual contract is \$10,000.00 and subsequent four-year costs are estimated to total \$40,000.00. Sufficient funds for this contract are included under maintenance and repairs of backflow devices in the Fiscal Year 2017-2018 budget.

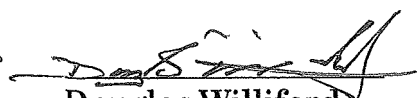
PREPARED BY:

REVIEWED BY:

APPROVED BY:


Nahid Razi
PURCHASING AGENT


Dirk Eppenson
DIRECTOR OF
PUBLIC WORKS


Douglas Williford
CITY MANAGER

RESOLUTION NO. -17

RESOLUTION REJECTING BIDS FOR
BACKFLOW PREVENTION ASSEMBLY TESTING,
CERTIFICATION, MAINTENANCE AND REPAIR SERVICE
(Bid No. 011-18)

WHEREAS, on June 27, 2017, the City Council approved the Fiscal Year 2017-2018 budget for maintenance and repairs of backflow devices (the "Project") for a one-year term with four (4) one-year renewal options; and

WHEREAS, no responses to the Invitation to Bid for the Project were received at the bid opening held at 2:00 p.m. on August 30, 2017; and

WHEREAS, pursuant to Public Contract Code Section 20166:

In its discretion, the legislative body may reject any bids presented and re-advertise. If two or more bids are the same and the lowest, the legislative body may accept the one it chooses. If no bids are received, the legislative body may have the project done without further complying with this chapter.

WHEREAS, the Purchasing Division, in concurrence with the Director of Public Works, believes it to be in the City's best interests to waive the bidding requirement, and authorize staff to perform an open market purchase; and

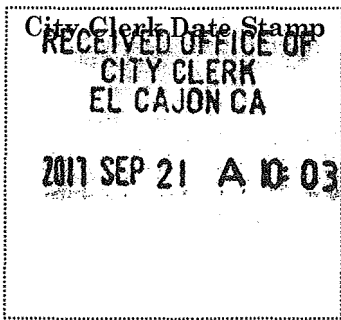
WHEREAS, the City Council agrees it is in the best interests of the City to waive the bidding requirement for the Project and authorize staff to perform an open market purchase.

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 the findings of the City Council.
2. The City Council hereby waives the bidding requirement for the Backflow Prevention Assembly Testing, Certification, Maintenance and Repair Service project, and authorizes staff to perform an open market purchase, as approved by the City Manager.
3. The City Manager is hereby authorized to approve the open-market purchase on behalf of the City of El Cajon.

09/26/17 (Item 1.12)

Bid 011-18 – Backflow Prevention Assembly Testing etc. - Reject & Waive Bidding 091517



City of El Cajon Agenda Report

MEETING: 9/26/17

ITEM NO: 4.1



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

FROM: Douglas Williford, City Manager

SUBJECT: EAST COUNTY PERFORMING ARTS CENTER - PROPOSED KEY
BUSINESS POINTS WITH LIVE NATION ENTERTAINMENT

RECOMMENDATION: That the City Council review the report, provide comments, and direct the City Manager to agendize the final draft contract and list of improvements for City Council review and approval, once complete.

BACKGROUND:

On February 14, 2017, the City Council authorized the City Manager to engage in negotiations with Live Nation for the purposes of arriving at a mutually agreed upon draft management agreement for the East County Performing Arts Center (ECPAC).

Since February, staff has met with Live Nation representatives on multiple occasions to discuss both the details of a proposed management agreement, as well as the extent and estimated costs of physical improvements to the building that would be necessary in order for them to successfully manage the facility. These discussions have been extensive in nature and have involved numerous technical staff, as well as legal review, from both Live Nation and the City.

The result of these discussions is a draft management contract that is now in its final stages of preparation for City Council review and a detailed list of agreed upon improvements to the building with estimated costs.

Basic Policy Issue in Pursuing an Agreement with Live Nation

Live Nation is the world’s and the nation’s largest live entertainment producer with nearing 200 venues in seven countries, focused primarily in the United States and Europe. In Southern California, the company operates or books numerous venues, including Chula Vista’s Mattress Firm Amphitheater, San Diego’s House of Blues and three venues owned by the City of Riverside, two of which have similarities to ECPAC. They also operate several venues in greater Los Angeles. Live Nation Entertainment, Inc., also owns Ticketmaster.

There is no more professional or successful live entertainment group anywhere in the United States.

The history of ECPAC has been varied and certainly in its earlier history played host to many major acts. However, in the more recent years that the facility was open, it was viewed by many as a local community event center, where primarily east county artists and organizations used the facility.

It must be recognized by both the City Council and the community at large that if we proceed into an agreement with Live Nation, ECPAC will be marketed on a national level as a major, high quality, professionally managed entertainment event venue of the highest caliber. Among many obvious positive things that this will bring to the community, there are two other outcomes that will also result.

First, as is detailed below in this report, bringing the facility up to this level of professional excellence and quality will be very expensive and more than we originally were planning for. The cost of improving the facility lies solely with the City of El Cajon.

Secondly, it is likely that not all the local organizations who once utilized ECPAC will be able to afford to do so in the future. The staff report also addresses how the City Council may wish to address this second point, below.

Key Business Points

Nature of the Agreement – This would be a management agreement with Live Nation, not a lease. Live Nation will not be paying a rental fee to the City, but rather we would hire and pay them to operate the facility on our behalf. Live Nation and their employees would essentially be contract staff to the City with specific authorities and financial arrangements that would go along with operating and managing ECPAC.

Term of the Agreement – The agreement's duration would be an initial term of five years with two additional five-year terms, making the agreement potentially effective for fifteen years. Agreement extensions would be subject to the mutual satisfaction of the City and Live Nation.

The term will begin at the point Live Nation needs to begin marketing and booking operations, which will be several months prior to the actual opening of the facility.

Management Fee – In exchange for Live Nation providing complete management of ECPAC, the City would pay a management fee of \$375,000 per year through the initial five year term of the agreement. Subsequent five year terms would be subject to future negotiation. Management of the facility includes booking events, negotiating entertainment contracts, managing rentals, marketing the venue, managing staff, preparing budgets and sales forecasts, obtaining and maintain a liquor license, and providing City with various reports.

Revenue, Expenditures, and Incentive Bonus – All operating revenues generated from ECPAC (ticket sales, rental revenue, concessions, etc.) would belong to the City. Also, all operating and capital expenditures related to ECPAC are the responsibility of the City. Each year, Live Nation and the City will agree upon a pro forma forecasting revenues and expenditures. If Live Nation is able to increase revenue above this pro forma, it would be entitled to an incentive bonus in which the additional revenue would be shared between the two parties. This creates a strong financial incentive for Live Nation to outperform the pro forma.

Venue – The agreement would define the space that can be programmed by Live Nation; it would include ECPAC and the outdoor space in front of ECPAC between it and City Hall. Live Nation has an interest in being able to utilize this large outdoor space as part of the ECPAC experience. It is intended that alcohol will be served both inside and outside the venue.

Day Use Fees – For the basic use of the facility, the City Council will be asked to adopt a “day fee”, based on current industry standards in the San Diego region. The City had always adopted such a fee when the facility was previously open. Typically, there is a higher fee for “For Profit” organizations than “Non-Profit” organizations. In addition to the day fee, it is important to note that all equipment operations (i.e. - soundboards, lighting, etc.) will be done by Live Nation employees, regardless of who is using the facility. Outside technicians will not be permitted to use the equipment.

Communication between City and Live Nation – The agreement would include sections that define communication between the parties. For example, each quarter, Live Nation would be required to present critical financial records such as budgets, audits, and profit projections, as well as day-to-day operational issues and schedule of events. Also, upon request of the City, Live Nation would be required to provide operational reports to help the City understand the management of ECPAC. These communications will allow staff to present periodic reports to the City Council regarding the partnership.

Traffic Control – Because the Civic Center area and adjacent parking structure were always intended to anticipate ECPAC usage (and for many years actually did), it is expected that existing traffic control infrastructure (i.e. – stoplights, stop signs, existing driveways, left hand turn pockets, etc.) will be sufficient. A full ECPAC (1145 seats) should produce no more automobiles than the courthouse, city hall and nearby uses produce every work weekday. The one possible time of conflict may be if early Friday evening event parking may temporarily overlap with Civic Center \ courthouse parking. Live Nation and staff will monitor this and will provide additional traffic control, as necessary.

Premises Upgrades and Consulting Fee – The agreement would indicate that the City will upgrade ECPAC to an agreed upon manner and that the City will consult with Live Nation so that upgrades meet the needs of both parties (see list of improvement, attached.) The agreement allows Live Nation to be the City’s representative on some of the improvements, which will ensure the appropriate equipment is installed according to Live Nation’s specifications.

Staffing – Live Nation is responsible for hiring and managing all staff necessary to operate and manage the facility. All Live Nation staff costs are part of the City’s operational expenditures as outlined above.

Number and Types of Events – The agreement would specify that Live Nation will schedule a wide variety of bookings that may include performing arts, cultural events, musical acts, film showing, comedy shows, etc. In the first year, Live Nation would commit to securing fifty events and by the fifth year, sixty-five events would be scheduled, at a minimum. While Live Nation will have full authority to book events without prior approval of the City, the City will have the right to prohibit events that may pose a demonstrable threat to public safety or

health. We do not actually expect this to ever become an issue and this provision is intended to be used only in very unusual circumstances wherein the police may have information of potential problems associated with a particular act or event. Also, non-ticketed political rallies or events would be prohibited. While political speakers would be permitted, they must be ticketed events.

Facility Maintenance Fee – The agreement would require Live Nation to charge a \$2.00 Facility Maintenance Fee with each ticket. The proceeds from this fee would be deposited into a City capital improvement fund to pay for future improvements and upgrades to ECPAC.

Use by Owner – The agreement would designate a certain number of days that the facility can be used by the City without it having to pay a user or rental fee. These dates will be made available only after Live Nation has chosen the dates it will need for its planned bookings. The details of this term are currently being negotiated. It may be that the City Council will wish to allocate some or all of these dates to non-profits who don't wish to pay the standard rental and operational costs for using ECPAC. The City Council may subsidize local non-profit usage if it wishes, although such requests could clearly get out of hand quickly and become very expensive to the City.

One possibility to consider is for the City Council to create a special fund with a cap (e.g. \$50,000 annually) and then allocate those funds to non-profits who may request such funding assistance. It is understood that there may be many local organizations who remember being able to use the facility for little cost, because the City was subsidizing virtually all events for many years. Staff does not believe this is financially feasible and the City will need to exercise financial discipline in how much it agrees to utilize taxpayer dollars to subsidize private entertainment organizations, even if they are non-profits.

Repair and Maintenance Obligations – All normal repair costs are the City's responsibility, unless the need for the repair was due to Live Nation's inappropriate use of the facility (i.e. – they break something.) The agreement would establish cost thresholds for who actually does the physical repairs and maintenance. The agreement would indicate that Live Nation will be responsible for general maintenance and repairs under \$10,000, while the City will be responsible to manage repairs greater than \$10,000.

Naming Rights – The agreement would include details on how naming rights for ECPAC could be secured and how the proceeds would be allocated. It is expected that these proceeds would be split approximately 50-50. Regardless of whether formal naming rights are achieved or not, both Live Nation and City staff strongly believes the facility must be renamed to reflect a more regional presence. This is something the City Council has discussed in recent years. No proposals have yet been made and this will be a future decision by the City Council. It is important to recognize, however, that Live Nation will be marketing ECPAC nationally as one of their San Diego venues, as they currently do with their 20,000 seat Mattress Firm Amphitheatre in Chula Vista.

Termination Options – The agreement would include various causes for termination ranging from default of the agreement, significant damage to the property caused by Live Nation, and failure to meet performance measurements. For each option, the agreement would contemplate cure provisions first.

Recommended Improvements and Estimated Costs

Live Nation and City staff have spent considerable time on determining necessary building improvements and estimating the costs for work to be done. A list of recommended improvements is attached. Our joint conclusion is that this work will cost significantly more than the figure of \$3.5 million (a figure that the City has been using as a guideline for the past few years) and more likely between the \$5 million - \$6 million range.

There are three primary reasons for this.

1. The City's previous cost estimate involved only limited repairs and improvements to the 40-year-old HVAC system, delaying full replacement costs to a later date, whereas the revised improvement list includes full HVAC replacement now. This represents a difference of approximately \$800,000 (\$400,000 vs \$1.2 million.)

It became clear during our discussions with Live Nation that it would not be consistent with their business plan to have an older HVAC system suddenly fail in the middle of an event season and that the full replacement of the system, although expensive, should be done now. Staff agrees with this.

2. As the world's leading producer of live entertainment, Live Nation clearly has certain standards of facility quality and capability that are greater than what we had been envisioning previously. While the City was planning for good industry standard quality, Live Nation's business plan anticipates a higher standard of excellence and capacity for certain key items. This includes such things as higher quality concession area, signage & graphics, electrical power, and production equipment (i.e. – sound, lighting, etc.)

Given the capacity and expertise that Live Nation will bring to ECPAC and the El Cajon community, staff believes that providing for these additional amenities and facilities is well worth the cost. Certain of these improvements, such as a higher quality concession area, will directly result in higher revenues to the City in the future.

3. Given the many revisions and additions to the City's previous construction plans for ECPAC, an architect will need to be again hired to complete revised plans. This cost is expected to be in the \$300,000- \$500,000 range.

Ultimately, we will not know the final costs of this work until we reach a construction agreement with a contractor and architect to do the work. In considering large and unique "one time only" costs, such as this, the City normally attempts to utilize one time only revenues (as opposed to on-going annual revenues such as sales tax) to the maximum extent possible. The primary sources of funding that have already been set aside for ECPAC improvements include revenue from the sale from the City to the Redevelopment Agency (several years ago) of the former Police Department building, CDGB funds specifically for ADA improvements, and remaining Redevelopment Funds.

The City has limited additional one time only revenue that is held within our General Fund Reserves. Staff proposes using that to assist with the expected additional costs. On-going annual revenues, such as sales or property tax, would only be used if all other funds proved to be insufficient. Final funding and sources of funds will be subject to final City Council approval.

Process and Timeline

Subsequent to City Council approval of a final management agreement with Live Nation, the following process will take place:

- Evaluate and hire construction firm and architect. This project will be done via a form of a “design-build” contracting format, with a guaranteed maximum price approved by the City Council prior to construction commencing,
- Construction firm and architect complete all necessary construction drawings for building permits,
- Once plans are complete, construction begins,
- As construction completion nears, Live Nation will commence marketing and booking the facility for future dates, and
- Facility opens.

Our current estimate is the facility will open sometime between late 2018 and early 2019. As we proceed through these various steps listed above, and particularly once we near actual construction, we will be able to present a more specific estimated opening date. Once we establish a contract with Live Nation, the City will erect a “Coming Soon”- type sign along Main Street in order for the public to understand major construction will be occurring inside the facility in preparation for its Grand Opening.

FISCAL IMPACT:

Estimated capital improvement costs are contained within the staff report. Staff will further detail expected costs for both capital improvements and first year operational costs at the time the Draft Agreement is brought before the City Council for consideration.

SUBMITTED BY:

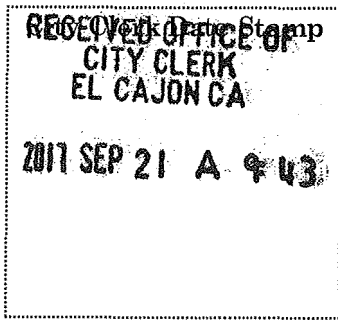


Douglas Williford
CITY MANAGER

**East County Performing Arts Center Improvements
(Building Infrastructure and Design Upgrades)**

IMPROVEMENT	NOTES
HVAC Replacement	Replace 40 year old HVAC system
Fire Sprinkler System Upgrades	Bring system up to current Codes
Fire Alarm System Upgrades	
Electrical Upgrades	Increase power capacity
General Building Refurbishments	*See notes below
Seating Upgrades & Cup Holders	
Concession Area Upgrades	Expand and new equipment
Phone & Data Systems	
Office Upgrades	
Signage & Graphics	Includes exterior lighting & signage
Operations Upgrades & Replacement	Lighting, sound upgrades
Backup Generator	
Architecture & Engineering Consulting	
Environmental Studies	
Permits	
Project/Construction Management	
Contingency	

**General Building Refurbishments* include: ADA improvements, repairing door hardware, new light fixtures and chandeliers, acoustical treatment in lobbies, new paint within building, dressing rooms/green rooms renovations, restroom renovations, updated accessories throughout building, and barricade for stage.



City of El Cajon Agenda Report

MEETING: 9/26/2017

ITEM NO: 4.2



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

FROM: Douglas Williford, City Manager

SUBJECT: City of El Cajon's Response to San Diego County Hepatitis A
Outbreak

RECOMMENDATION: That the City Council receive a report regarding the City's efforts to address the San Diego County Hepatitis A outbreak.

BACKGROUND: The purpose of this staff report is to provide the City Council with an informational report regarding its efforts and collaboration with the County to address the Hepatitis A outbreak that has had impacts throughout the County.

Earlier this summer, City and County staff began discussing strategic ways to address the outbreak. During this time, County officials were still working to understand the magnitude of the outbreak. These initial discussions yielded ideas for possible handwashing station locations. Since these discussions, the City has continued to work closely with the County and has taken an aggressive and proactive role in protecting the safety of the City's residents and visitors. Also, this summer the Police Department's Homeless Outreach Team began accompanying County health professionals in their effort to offer Hepatitis A vaccinations.

The County estimates that up to 75 percent of those that have contracted Hepatitis A are homeless and/or illicit drug users. As such, many of the City's efforts have focused on providing sanitary conditions for the homeless.

The following is a list of actions that the City has taken or is working on:

- There are currently 38 existing handwashing stations/sinks at City parks,
- Approved County installation of handwashing station at Prescott Promenade,
- Approved County installation of handwashing station outside of the County library,
- Recommended that the County work with MTS to install handwashing stations at Trolley Stations,
- Police Department's Homeless Outreach Team has and continues to accompany County health professionals as they provide in-the-field Hepatitis A vaccinations,

- Power washed bus stops, sidewalks, curbs and benches in areas where homeless congregate, including Prescott Promenade,
- The Downtown El Cajon Business Partners will power wash downtown sidewalks and provide ongoing power washing of Prescott Promenade,
- Requested MTS to power wash trolley platforms,
- Ensured that all City restrooms are being cleaned with effective Hepatitis A cleansers, and
- Launched a public information effort which includes a Hepatitis A webpage (www.cityofelcajon.us/resident-services/public-safety/hepatitis-a-outbreak) and staff is posting updated information on the City's social media sites.

In addition to these City efforts, the County has conducted nearly 20 vaccination events at private venues (homeless service providers, residential care facilities, churches and schools) and administered almost 500 Hepatitis A vaccinations to high risk individuals within the City. The City will work with the County to help publicize future events in the City.

The City will continue to seek to be involved in any additional preventive strategies that will be beneficial.

FISCAL IMPACT: There are no costs associated with the handwashing stations since those are provided by the County and there is minimal fiscal impact for the additional actions being taken by the City.

PREPARED BY:



Douglas Williford
CITY MANAGER

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City of El Cajon Agenda Report

MEETING: 9/26/17

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.

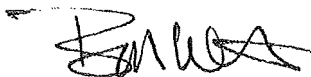
REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

- September 13-15, 2017 - League of California Cities Conference-Sacramento
- September 18, 2017 - Chamber of Commerce Golf Tournament
- September 20, 2017 - Interview Fox5 News – Hepatitis A
- September 21, 2017 - Interviews w/ Channel 10 and Channel 7/39 – Hepatitis A
- September 21, 2017 - El Cajon Valley Hall of Fame Dinner
- September 22, 2017 - Women in Leadership Luncheon
- September 22, 2017 - SANDAG Board of Directors Meeting
- September 26, 2017 - City Council Meeting(s)

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: 7/10/2017)	2/14/2017	Oppose	Senate	9/16/2017-Assembly amendments concurred in. (Ayes 27. Noes 11.) Ordered to engrossing and enrolling.
AB	805	Gonzalez Fletcher	County of San Diego: transportation agencies. (Amended: 8/21/2017)	3/28/2017	Oppose	Assembly	9/19/2017-Enrolled and presented to the Governor at 3 p.m.
AB	1250	Jones Sawyer	Counties and cities: contracts for personal services. (Amended: 9/5/2017)	5/9/2017	Oppose	Assembly	9/5/2017-Read second time and amended. Re-referred to Com. on RLS.
AB	1408	Calderon	Crimes: Supervised Release (Amended: 4/6/2017)	6/27/2017	Support	Assembly	9/13/2017-In Assembly. Concurrence in Senate amendments pending. May be considered on or after September 15 pursuant to Assembly Rule 77. Assembly Rule 77(a) suspended. Senate amendments concurred in. To Engrossing and Enrolling.

The Legislative Report tracks bills for the 2017-2018 Session of the California Legislature that the El Cajon City Council/Housing Authority/Successor Agency to the Redevelopment Agency has voted to monitor/watch, support or oppose. Updated September 20, 2017 at 10:45 a.m. for the September 26, 2017 City Council Meeting.

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City of El Cajon Agenda Report

MEETING: 9/26/17

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:

September 14, 2017 -	Meeting w/ City Manager
September 15, 2017 -	Judge – Alley Cat Art Walk
September 26, 2017 -	City Council Meeting(s)

I will be happy to answer any questions you may have.

SUBMITTED BY,

Gary Kendrick

Gary Kendrick
Councilmember

(Signature)

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City of El Cajon Agenda Report

MEETING: 9/26/17

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:

September 14, 2017 - MTS Board Meeting

I will be happy to answer any questions you may have.

SUBMITTED BY,

Bob McClellan

Bob McClellan
Mayor Pro Tem

A handwritten mark, possibly initials or a signature flourish, is located to the right of the typed name "Bob McClellan".

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City of El Cajon Agenda Report

MEETING: 9/26/17

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:

September 19, 2017 - Rotary Awards Dinner

September 26, 2017 - Rotary Speech

September 26, 2017 - City Council Meeting(s)

I will be happy to answer any questions you may have.

SUBMITTED BY,

Ben Kalasho

Ben Kalasho
Councilmember

BK

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City of El Cajon Agenda Report

MEETING: 9/26/17

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:

- September 14, 2017 - Meeting with City Manager
- September 14, 2017 - Lunch with Pastor Greg Hendricks, Rock Church
- September 15, 2017 - SANDAG Public Safety Meeting
- September 15, 2017 - Art Walk 2017 Art Judging
- September 16, 2017 - 1 Million Punches, ECPD & HFD
- September 17, 2017 - Meet with EC Fire Fighters Local 4603
- September 17, 2017 - Speak at Chaldean American Festival
- September 18, 2017 - San Diego Leadership Forum
- September 19, 2017 - Attend POA Meeting
- September 21, 2017 - MTS Board Meeting
- September 22, 2017 - Chamber Women in Leadership Luncheon
- September 22, 2017 - Attend Neighborhood Watch Meeting Olive Hills
- September 23, 2017 - Ride-A-Long with Station 6 Fire Fighters
- September 25, 2017 - Meeting with City Manager
- September 26, 2017 - City Council Meeting(s)

I will be happy to answer any questions you may have.

SUBMITTED BY,

Steve Goble

Steve Goble
Councilmember

A handwritten signature in black ink, appearing to read "SG", is written over a horizontal line.

ORDINANCE NO. _____

AN ORDINANCE REZONING PROPERTY LOCATED ON BALLANTYNE STREET BETWEEN INTERSTATE 8 AND EAST MADISON AVENUE, APNS: 483-351-35 AND -36, FROM THE RS-6 (SINGLE-FAMILY RESIDENTIAL, MINIMUM 6,000 SQUARE FEET) TO RM-2200 (RESIDENTIAL, MULTI-FAMILY, 2,200 SQUARE FEET); GENERAL PLAN DESIGNATION: MEDIUM DENSITY RESIDENTIAL (MR)

WHEREAS, the El Cajon Planning Commission held a duly advertised public hearing on August 15, 2017 to consider General Plan Amendment No. 2017-01, to redesignate the subject site from Low Density to Medium Density Residential, Zone; Reclassification No. 2325, to change the zoning classification from RS-6 (Single-Family Residential, minimum 6,000 square feet) to RM-2200 (Residential, Multi-Family, 2,200 square feet); and Tentative Subdivision Map No. 669, requesting an affordable five unit single-family residential subdivision for a development known as Habitat for Humanity on Ballantyne, on property located on the east side of Ballantyne Street south of Interstate 8 and north of East Madison Avenue; and

WHEREAS, the El Cajon Planning Commission adopted Resolution No. 10907 recommending City Council approval of the Zone Reclassification; and

WHEREAS, the El Cajon City Council reviewed and considered the proposed Initial Study and Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program in accordance with the California Environmental Quality Act (CEQA), and adopted Resolution No. 081-17; and

WHEREAS, the El Cajon City Council considered the proposed General Plan Amendment to change the land use designation from Low Density Residential (LR) to Medium Density Residential (MR) for the proposed project and adopted Resolution No. 082-17; and

WHEREAS, the El Cajon City Council held a duly advertised public hearing on September 12, 2017, to consider the proposed Zone Reclassification to rezone the subject site from RS-6 (Single-Family Residential, minimum 6,000 square feet) to RM-2200 (Residential, Multi-Family, 2,200 square feet); and

WHEREAS, at the public hearing the City Council received evidence through public testimony and comment, in the form of both verbal and written communications and reports prepared and presented to the City Council.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF EL CAJON DOES ORDAIN AS FOLLOWS:

Section 1. Based upon the record as a whole, the City Council hereby makes the following findings:

- A. The rezoning to the RM-2200 zone is consistent with the Medium Density Residential land use designation as indicated in the General Plan Zoning Consistency Chart. Furthermore, the proposed zone would provide for the utilization of this underutilized project site for residential uses and with development standards compatible with the surrounding neighborhood. The rezone would facilitate the development of the site for residential uses in conformance with Housing Element policies to increase the number of housing units available to all income levels.
- B. There are no applicable specific plans governing the subject property.
- C. The proposed zone change will facilitate the development of an underutilized property with additional residential units to create more housing opportunities for working families, which will also assist the City in meeting its share of regional housing needs.

Section 2. 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. 2325.

Section 3. The City Council hereby rezones the subject property located on the east side of Ballantyne Street south of Interstate 8 and north of East Madison Avenue from the RS-6 to the RM-2200 zone in accordance with the attached Exhibit "A," and subject to the condition that this zone reclassification shall become null and void if the accompanying Tentative Subdivision Map No. 669 is not recorded within the timeframe permitted under the Subdivision Map Act.

Section 4. This ordinance shall become effective thirty (30) days following its passage and adoption.

09/12/17 (Item No. 100 – 1st Reading)
09/26/17 (Item No. 14.1 – 2nd Reading)

ZR 2325 - 585 Ballantyne (Habitat for Humanity) 091517

Exhibit "A"
Zone Reclassification No. 2325

