



CITY COUNCIL
HOUSING AUTHORITY AND
SUCCESSOR AGENCY TO THE EL CAJON
REDEVELOPMENT AGENCY

Council Chamber
200 Civic Center Way
El Cajon, CA 92020

Agenda NOVEMBER 9, 2021, 3:00 p.m.

Bill Wells, Mayor

Gary Kendrick, Mayor Pro Tem

Michelle Metschel, Councilmember

Steve Goble, Councilmember

Phil Ortiz, Councilmember

Graham Mitchell, City Manager

Vince DiMaggio, Assistant City Manager

Morgan Foley, City Attorney

Angela Cortez, City Clerk

CALL TO ORDER: Mayor Bill Wells

ROLL CALL: City Clerk Angela Cortez

PLEDGE OF ALLEGIANCE TO FLAG AND MOMENT OF SILENCE

POSTINGS: The City Clerk posted Orders of Adjournment of the October 26, 2021, Meeting and the Agenda of the November 9, 2021, Meeting in accordance to State Law and Council/Authority/Successor Agency to the Redevelopment Agency Policy.

PRESENTATIONS:

- **New Station Dog: Jax**
- **EDCO Recycling Awards**
- **We Are One Committee**

AGENDA CHANGES:

CONSENT ITEMS:

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. Minutes of the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Meeting

RECOMMENDATION:

That the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency approves Minutes of the October 26, 2021, Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency.

2. Warrants

RECOMMENDATION:

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

3. Approval of Reading Ordinances by Title Only

RECOMMENDATION:

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

4. Accept County of San Diego CDBG Funds - Broadway Creek Phase B

RECOMMENDATION:

That the City Council:

1. Authorizes the City Manager, or approved designee, to accept, appropriate, and expend \$482,713 from the County of San Diego's Community Development Block Grant program for Broadway Creek Restoration Phase B (WW3756); and
2. Authorizes the City Manager to amend Agreement No. 565034, and any subsequent amendments, between the City of El Cajon and the County of San Diego, for cooperative work on the Broadway Creek Restoration Phase B (WW3756).

5. Reassignment of Funding Sources for ADA Concrete Improvement Projects

RECOMMENDATION:

That the City Council transfers TransNet funds and Community Development Block Grant (CDBG) funds between existing ADA Concrete Improvement Capital Projects (PW53020, PW53021).

6. New Classification Specification and Salary Setting for Management Assistant

RECOMMENDATION:

That the City Council approves and authorizes the classification specification and salary setting for Management Assistant.

7. Wildfire Early Action Plan Grant Award

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, to:

1. Authorize the City Manager, or approved designee, to accept grant funding as provided through the San Diego River Conservancy's Wildfire Early Action Plan Grant Program;
2. Authorize the City Manager, or approved designee, to execute the grant agreement and such other documents necessary, with the San Diego River Conservancy to accept any awards of grants; and
3. Accept, appropriate, and expend \$500,000 for the purposes of the Vegetation Management and Restoration Program.

8. Award of Bid No. 006-22 – Weed Abatement and Channel Clearing

RECOMMENDATION:

That the City Council adopts the next Resolutions, in order, to:

1. Approve Plans and Specifications for Weed Abatement and Channel Clearing, Bid No. 006-22; and
2. Award the bid to the sole responsive, responsible bidder, Natures Image, Inc., in the amount of \$156,231.27 for the initial one-year term, with up to four additional one-year renewal options.

9. Approval and Authorization of the Execution of a Caltrans Program Supplement Agreement for Madison Avenue Safety Improvements

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, approving and authorizing the execution of Caltrans Program Supplement Agreement No. F056 Rev. 2 for the Madison Avenue Safety Improvements Project (Ref. HSIPL 5211(041)).

10. Event in the Right of Way - Holiday Lights on Main

RECOMMENDATION:

That the City Council reviews and approves the submitted road closures and traffic control plan for the Holiday Lights on Main.

11. Disposal of Retired Property

RECOMMENDATION:

That the City Council declares the listed property retired and authorizes disposal in accordance with policy.

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 docket 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.

WRITTEN COMMUNICATIONS:

PUBLIC HEARINGS:

ADMINISTRATIVE REPORTS:

12. State Redistricting Commission

RECOMMENDATION:

That the City Council provides direction on allocation of staff time, use of consulting services, and endorsement of alternative district maps.

13. Relaxation of Certain Zoning Code Standards

RECOMMENDATION:

That the City Council considers whether to continue to relax certain zoning standards into 2022 and, if so, adopts the next Resolution, in order, affirming the continued relaxation of certain zoning code standards; the allowance of temporary signs; and allowing a no-fee temporary use permit; all until June 30, 2022.

COMMISSION REPORTS:

ACTIVITIES REPORTS/COMMENTS OF MAYOR WELLS

SANDAG (San Diego Association of Governments) Board of Directors; SANDAG – Audit Committee, San Diego Division; LAFCO.

14. Council Activity Report

ACTIVITIES REPORTS/COMMENTS OF COUNCILMEMBERS:

15. **COUNCILMEMBER STEVE GOBLE**
MTS (Metropolitan Transit System Board); East County Advanced Water Purification Joint Powers Authority Board; Chamber of Commerce – Government Affairs Committee; SANDAG – Board of Directors – Alternate; SANDAG Public Safety Committee – Alternate; METRO Commission/Wastewater JPA – Alternate.
16. **MAYOR PRO TEM GARY KENDRICK**
METRO Commission/Wastewater JPA; Heartland Communications; Heartland Fire Training JPA.
17. **COUNCILMEMBER MICHELLE METSCHEL**
Harry Griffen Park Joint Steering Committee; Heartland Communications – Alternate; Heartland Fire Training JPA – Alternate.
18. **COUNCILMEMBER PHIL ORTIZ**
League of California Cities, San Diego Division; East County Economic Development Council; MTS (Metropolitan Transit System Board) – Alternate; East County Advanced Water Purification Joint Powers Authority Board – Alternate; Chamber of Commerce – Government Affairs Committee – Alternate.

JOINT COUNCILMEMBER REPORTS:

GENERAL INFORMATION ITEMS FOR DISCUSSION:

ORDINANCES: FIRST READING

ORDINANCES: SECOND READING AND ADOPTION

CLOSED SESSIONS:

19. Closed Session - Conference with Legal Counsel - Existing Litigation - pursuant to paragraph (1) of subdivision (d) of Government Code section 54956.9: National Prescription Opiate Litigation, 1:17-md-2804 (N.D. Ohio)

ADJOURNMENT: The Regular Joint Meeting of the El Cajon City Council/ El Cajon Housing Authority/Successor Agency to the El Cajon Redevelopment Agency held this 9th day of November 2021, is adjourned to Tuesday, December 14, 2021, at 3:00 p.m.



City Council
Agenda Report

Agenda Item 1.

DATE: November 9, 2021

TO: Honorable Mayor and City Councilmembers

FROM: Angela Cortez, City Clerk

SUBJECT: Minutes of the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Meeting

RECOMMENDATION:

That the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency approves Minutes of the October 26, 2021, Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency.

Attachments

10-26-21DRAFT minutes - 3PM

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



MINUTES

CITY OF EL CAJON EL CAJON, CALIFORNIA

October 26, 2021

An Adjourned Regular Joint Meeting of the El Cajon City Council/Housing Authority/ Successor Agency to the El Cajon Redevelopment Agency, held Tuesday, October 26, 2021, 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, Metschel, and Ortiz
Council/Agencymembers absent: None
Deputy Mayor/Vice Chair present: Kendrick
Mayor/Chair present: Wells
Other Officers present: Mitchell, City Manager/Executive Director
DiMaggio, Assistant City Manager
Foley, City Attorney/General Counsel
Cortez, City Clerk/Secretary

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 October 12, 2021, Meeting and the Agenda of the October 26, 2021, Meeting in accordance with State Law and El Cajon City/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Policy.

PRESENTATIONS:

- HauntFest on Main

AGENDA CHANGES: None

CONSENT ITEMS: (1 – 8)

MOTION BY WELLS, SECOND BY KENDRICK, to APPROVE Consent Items 1 to 8.

MOTION CARRIED BY UNANIMOUS VOTE.

1. Minutes of El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Meetings

Approves Minutes of the October 12, 2020, Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency.

2. Warrants

Approves payment of Warrants as submitted by the Finance Department.

3. Approval of Reading Ordinances by Title only

Approves the reading by title and waives the reading in full of all Ordinances on the Agenda.

4. Agreement for Construction Management Services

Adopts Resolution No. 084-21 to enter into a Professional Services Agreement with Schneider CM, Inc., to perform construction management services for the Broadway Creek Restoration Project in the not-to-exceed amount of \$111,456 for a term effective through December 31, 2022.

5. Travel Expenses for the League of California Cities Annual Conference - Ortiz

Reviews and approves the attached claims for advance/reimbursement of travel expense form for City Councilmember Phil Ortiz submitted in accordance with City Council Policy G-1.

CONSENT ITEMS: (Continued)

6. Reject and Re-Bid of Bid No. 009-22 – Fire Admin Offices at Public Safety Center

Adopts Resolution No. 085-21 to reject all bids and authorize re-bidding of the project with revised plans and specifications.

7. 2021-2022 Office of Traffic Safety (OTS) Selective Traffic Enforcement Program (STEP) Grant

1. Authorizes the City Manager or designee to accept the California Office of Traffic Safety STEP Grant in the amount of \$133,000 and to execute any grant documents and agreements necessary for the receipt and use of these funds.
2. Appropriates the California Office of Traffic Safety STEP Grant funds in the amount of \$89,873 for overtime, \$2,105 for training and travel, \$1,022 for supplies, and \$40,000 for equipment including motorcycle, for a total grant award of \$133,000.

8. FY 2021 U.S. Department of Justice Edward Byrne Memorial Justice Assistance Grant (JAG) Award

1. Authorizes the City Manager, or designee, to accept the FY 2021 U.S. Department of Justice Edward Byrne Memorial JAG Grant in the amount of \$37,472 and to execute any grant documents and agreements necessary for the receipt and use of these funds.
2. Appropriates \$36,596 of the FY 2021 U.S. Department of Justice JAG Grant to retrofit the Police Department's Command Vehicle Monitors and Legacy technology and to fund \$876 for 20 hours of National Incident Based Reporting System (NIBRS) compliance research, which is a requirement of the grant award.

PUBLIC COMMENT: None

WRITTEN COMMUNICATIONS: None

PUBLIC HEARINGS: None

ADMINISTRATIVE REPORTS:

9. Update on El Cajon 2.0 Request for Innovation Process

RECOMMENDATION:

That the City Council provides direction to staff regarding City priorities for proposed innovation solutions.

DISCUSSION

City Manager Mitchell introduced Information Technology Administrator, Jay Santos, and Director of Information Technology, Sara Diaz, who provided detailed information of the Item.

Discussion ensued among Council and Staff in regards to the following:

- Cost to do a pilot program;
- Inability to use American Rescue Plan Act (ARPA) funds for the proposed project; and
- Regulations for drone usage.

No comments were received for the Item.

Council directed to proceed with the process as recommended per staff.

10. Legislative Update

DISCUSSION

Assistant City Manager DiMaggio provided detailed information of the current Assembly and Senate bills of interest to the City.

No comments were received for the Item

11. Redistricting Process and Census Update

RECOMMENDATION: That the City Council:

1. Receives a report about:
 - a. The City's redistricting process,
 - b. A summary of the second Redistricting Hearing, and
 - c. A summary of the State's adjusted U.S. Census data.

Provides direction to staff whether to:

- a. Proceed with the existing district map, or
- b. Draft and accept alternative election district maps for consideration, and
- c. Purchase Maptitude, an online redistricting software.

ADMINISTRATIVE REPORTS: (Item 11 – Continued)

DISCUSSION

Assistant to the City Manager, David Richards, provided detailed information of the Item.

Brief discussion ensued amongst Councilmembers and Staff regarding the current district maps.

Ramah Awad, Program Manager at the Majdal Community Center spoke in support of the full re-districting process, and to adopt a new map for the City of El Cajon, to allow the Middle Eastern citizen to be better represented.

Discussion ensued amongst Council and Ms. Awad regarding the following:

- Using the 'other languages spoken at home' from the U.S. Census data to determine where the Middle Eastern population is in the City;
- Request for clarification of the Middle Eastern population's needs, not met by the current maps;
- Request to keep the Community of Interest (Middle Eastern Population) in one district; and
- Concern for lack of representation for Arabic families that live in other areas of the city and not in the proposed district.

Discussion continued amongst Council and Staff regarding the following:

- Clarification that the City will hold the four (4) required Public Hearings as per the Fair Maps Act;
- The current maps show the majority of the Middle Eastern population living in District Four (4);
- Acknowledgement of other communities of interest and the need to consider all equally;
- Pricing for National Demographics Corporation (NDC) to provide analytical information on each map submitted; and
- Data from the U.S. Census showed a balanced growth in all districts.

MOTION BY GOBLE, SECOND BY METSCHEL, to EMPLOY National Demographics Corporation for detailed information on each map submitted.

To answer a question by Councilmember Ortiz, staff clarified that maps will be accepted through January 22, 2022.

**MOTION FAILED BY A 3 – 2 VOTE
(KENDRICK, ORTIZ, WELLS – NO).**

ADMINISTRATIVE REPORTS: (Item 11 – Continued)

MOTION BY WELLS, SECOND BY KENDRICK, to DIRECT Staff to Proceed with the existing district map while continue to accept map submittals through January 22, 2022 and DECLINE demographic evaluation by NDC of each submittal.

MOTION CARRIED BY A 4 – 1 VOTE (GOBLE – NO).

COMMISSION REPORTS: None

ACTIVITIES REPORTS/COMMENTS OF MAYOR WELLS:

SANDAG (San Diego Association of Governments) Board of Directors; SANDAG – Audit Committee; LAFCO.

12. Council Activities Report/Comments

Report as submitted.

ACTIVITIES REPORTS OF COUNCILMEMBERS:

13. COUNCILMEMBER STEVE GOBLE
MTS (Metropolitan Transit System Board); East County Advanced Water Purification Joint Powers Authority Board; Chamber of Commerce – Government Affairs Committee; SANDAG – Board of Directors – Alternate; SANDAG Public Safety Committee – Alternate; METRO Commission/Wastewater JPA – Alternate.

Council Activities Report/Comments.

Report as submitted.

14. MAYOR PRO TEM GARY KENDRICK
METRO Commission/Wastewater JPA; Heartland Communications; Heartland Fire Training JPA.

Council Activities Report/Comments.

Report as submitted.

ACTIVITIES REPORTS OF COUNCILMEMBERS: (Continued)

15. COUNCILMEMBER MICHELLE METSCHEL
Harry Griffen Park Joint Steering Committee; Heartland Communications – Alternate; Heartland Fire Training JPA – Alternate.

Council Activities Report/Comments.

Report as submitted.

16. COUNCILMEMBER PHIL ORTIZ
League of California Cities, San Diego Division; East County Economic Development Council; MTS (Metropolitan Transit System Board) – Alternate; East County Advanced Water Purification Joint Powers Authority Board – Alternate; Chamber of Commerce – Government Affairs Committee – Alternate.

Council Activities Report/Comments.

Report as submitted.

JOINT COUNCILMEMBER REPORTS:

17. State and Federal Redistricting Mapping Process

RECOMMENDATION:

That the City Council directs staff to monitor the 2020 California Citizens Redistricting Commission draft maps and recommends that the City Council take an active role in advocating for El Cajon's and the region's interests by promoting fair maps that comply with district boundary guidelines and are sensitive to communities of interest.

DISCUSSION

Councilmember Ortiz provided detailed information of the Item.

Discussion ensued amongst Council and Staff regarding the following:

- State of California losing a Congressional Seat;
- Radical boundaries for Congressional seats set by the State of California;
- State should consider the needs of the urban and rural communities; and
- Communities of interest not being represented.

JOINT COUNCILMEMBER REPORTS: (Item 17 – Continued)

Councilmember Goble expressed concerned to a comment made by City Manager Mitchell that some City Council priorities may be postponed to address the State and Federal Redistricting Mapping Process. To be able to notify the City Council of what may be postponed, City Manager Mitchell recommends continuing the Item to a future agenda.

No comments were received for the Item.

GENERAL INFORMATION ITEMS FOR DISCUSSION: None

ORDINANCES: FIRST READING - None

ORDINANCES: SECOND READING AND ADOPTION - None

CLOSED SESSIONS:

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

18. Closed Session - Conference with Legal Counsel - Anticipated Litigation - Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code section 54956.9: One potential case
19. Closed Session - Conference with Legal Counsel - Anticipated Litigation – Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code section 54956.9: One (1) potential case: Todd Abbott, Esq., representing 1034 N. Magnolia, LLC, has delivered to the City of El Cajon (the "City") a demand letter alleging losses suffered by his client in the purchase of the commercial property located at 1034 North Magnolia Avenue, El Cajon. The claim alleges that the losses are due to the failure of the City and Commercial Properties Group to make all necessary disclosures on or before September 4, 2020, to allow his client to make an informed decision within the due diligence period to decide whether to purchase the property.

Councilmember Metschel recused herself from Item 18 as she lives within 300 feet of the potential case of anticipated litigation.

City Attorney Foley stated that Item 19 will be considered first, then Councilmember Metschel will remove herself from the meeting for Council to consider Item 18.

CLOSED SESSIONS: (Continued)

MOTION BY WELLS, SECOND BY KENDRICK, to ADJOURN to Closed Session at 4:38 p.m.

MOTION CARRIED BY UNANIMOUS VOTE.

Councilmember Metschel returned to the Council Chamber at 4:52 p.m.

RECONVENE TO OPEN SESSION AT 4:56 p.m.

City Attorney Foley reported the following actions:

- Item 18: Direction was given to the City Attorney and Staff (Metschel Disqualified)
- Item 19: Direction was given to the City Attorney

Adjournment: Mayor Wells adjourned the Adjourned Regular Joint Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency held this 26th day of October, 2021, at 4:57 p.m., to Tuesday, November 9, 2021, at 3:00 p.m.

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ANGELA L. CORTEZ, CMC
City Clerk/Secretary



City Council
Agenda Report

Agenda Item 4.

DATE: November 9, 2021
TO: Honorable Mayor and City Councilmembers
FROM: Yazmin Arellano, Director of Public of Works
SUBJECT: Accept County of San Diego CDBG Funds - Broadway Creek Phase B

RECOMMENDATION:

That the City Council:

1. Authorizes the City Manager, or approved designee, to accept, appropriate, and expend \$482,713 from the County of San Diego's Community Development Block Grant program for Broadway Creek Restoration Phase B (WW3756); and
2. Authorizes the City Manager to amend Agreement No. 565034, and any subsequent amendments, between the City of El Cajon and the County of San Diego, for cooperative work on the Broadway Creek Restoration Phase B (WW3756).

BACKGROUND:

On October 12, 2021, the City Council established the Wastewater program capital improvement project, Broadway Creek Restoration Phase B, in the amount of \$1,425,000. The project intends to rehabilitate 450 linear feet of existing natural creek west of Ballantyne Street and north of Broadway. Under the project scope, side slopes will be reinforced, and flood conveyance capacity will be increased for this portion of the natural creek. Ownership and maintenance of the creek are split between the City of El Cajon and the County. In an effort to properly restore the creek, the City has partnered with County officials to obtain additional funding to support the project.

In March 2021, a County public hearing was held for the allocation of County CDBG funds for Broadway Creek Restoration Phase B as presented by the Department of Health and Human Services. The County's Board of Supervisors approved the allocation and accepted the City of El Cajon as the lead agency for this project. The City intends to use County CDBG funds for construction improvements. The project was selected to receive this grant funding as it provides a plethora of benefits for neighborhoods designated by the State as disadvantaged communities.

In April 2021, in a noticed public hearing, the City Council awarded \$525,000 in El Cajon CDBG funds for Broadway Creek Phase B. The City and County CDBG funds will be leveraged with Wastewater Enterprise Funds to complete the project.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

This action is statutorily exempt from CEQA.

FISCAL IMPACT:

This action would accept, appropriate, and expend \$482,713 of County of San Diego CDBG funds for Wastewater infrastructure improvements at Broadway Creek Restoration Phase B (WW3756). No impact to the General Fund is anticipated.

Prepared By: Yazmin Arellano, Director of Public Works

Reviewed By: Vince DiMaggio, Assistant City Manager

Approved By: Graham Mitchell, City Manager

Attachments

FY22 County Annual Plan

03-16-2021 County Resolution 21-033

Agreement No. 565034



COUNTY OF SAN DIEGO CONSORTIUM 2020-2024 CONSOLIDATED PLAN AND 2021-2022 ANNUAL PLAN



COUNTY OF SAN DIEGO HOUSING AND COMUNITY
DEVELOPMENT SERVICES

DRAFT - MARCH 16, 2021

	Estimate the number and type of families that will benefit from the proposed activities	Approximately 2,490 persons and families, of which 58.43% are low to moderate income, will be served by this activity.
	Location Description	North side of East 32nd Street to Cypress Street.
	Planned Activities	Design and construct 581 feet of concrete sidewalk and four (4) ADA compliant pedestrian ramps on the north side of East 32nd Street from 75 feet east of Olive Street to Cypress Street in the community of Lincoln Acres.
3	Project Name	2021-22 Broadway Channel Drainage Improvements
	Target Area	Urban County Area
	Goals Supported	Enhance community infrastructure and facilities to provide a suitable and sustainable living environment
	Needs Addressed	Public Facilities and Infrastructure
	Funding	CDBG: \$486,344
	Description	The Broadway Creek Restoration project will improve portions of a natural creek channel to prevent erosion and to protect residents from flooding in the surrounding community of El Cajon (unincorporated area).
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 2,485 persons and families, of which 79.28% are low to moderate income, will be served by this activity.
	Location Description	South of Hart Drive and west of Ballantyne Street, El Cajon, 92021
	Planned Activities	Funds will be utilized to improve the Broadway Channel and increase capacity through flood control and vegetation enhancements. The project begins approximate 200 feet downstream and west of Ballantyne Street at Hart Drive. The proposed improvements continue upstream and south and connect to earlier channel improvements.
4	Project Name	2021-22 Fallbrook Local Park Development
	Target Area	Urban County Area
	Goals Supported	Enhance community infrastructure and facilities to provide a suitable and sustainable living environment

Resolution No.: 21-033
Meeting Date: March 16, 2021 (10)

A RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF SAN DIEGO
APPROVING THE FISCAL YEAR 2021-22 ANNUAL PLAN

WHEREAS, the County of San Diego has prepared the Fiscal Year 2021-22 Annual Plan for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grant (ESG), State Emergency Solutions Grant (State ESG) and Housing Opportunities for Persons with AIDS (HOPWA) programs, pursuant to the Housing and Community Development Act of 1974, as amended; and

WHEREAS, cities that choose to join with the HOME Consortium, and cities and smaller communities within San Diego County that do not qualify as CDBG metropolitan cities may join the San Diego Urban County in said Annual Plan; and

WHEREAS, one responsibility of the County as applicant is to provide certain certifications to the U.S. Department of Housing and Urban Development both with respect to the County itself and with respect to the cities and communities that participate in the HOME Consortium and San Diego Urban County in its Annual Plan; and

WHEREAS, the certifications required to be executed by the County include, but are not limited to, documents entitled "Certifications," "Specific CDBG Certifications," "Optional Certification-CDBG," "Specific HOME Certifications," "HOPWA Certifications", "ESG Certifications," and "Appendix to Certifications" (hereinafter referred to as Certifications); and

WHEREAS, it is the intent of the Board of Supervisors to authorize and direct the Agency Director or designee, Health and Human Services Agency, to execute the Fiscal Year 2021-22 Annual Plan Agreements for the CDBG, HOME, HOPWA and ESG, and to execute Certifications on behalf of the County and on behalf of any participating city or smaller community that has made the same findings and promises as are made herein by the Board of Supervisors, and has authorized its mayor and city attorney or legal advisor to execute Certifications; and

WHEREAS, the Agency Director or designee, Health and Human Services Agency, is authorized to execute the Fiscal Year 2021-22 Annual Plan Agreements for the CDBG, HOME, HOPWA and ESG programs in reliance upon such findings and promises and in reliance upon the signature of such mayor and city attorney or legal advisor.

NOW, THEREFORE, IT IS RESOLVED that the Board of Supervisors hereby certifies compliance with the Housing and Community Development Act of 1974 and authorizes transmittal of the Fiscal Year 2021-22 Annual Plan to the U.S. Department of Housing and Urban Development.

IT IS FURTHER RESOLVED that the Board of Supervisors consents to the Agency Director or designee, Health and Human Services Agency, assuming on its behalf the status of the responsible federal official under the National Environmental Policy Act pursuant to Certifications, and authorizes and directs the Director, or designee, to perform any acts required as a result of assuming the said responsibility.

IT IS FURTHER RESOLVED that the Board of Supervisors authorizes and directs the Agency Director or designee, Health and Human Services Agency, to execute the Fiscal Year 2021-22 Annual Plan Agreements for the CDBG, HOME, HOPWA and ESG programs on behalf of any participating city in reliance on a resolution adopted by the legislative body of said city making the same findings and promises which are made herein and in reliance on the execution of the promises in Certifications, executed by the authorized city representative and city attorney.

Approved as to Form and Legality

DAVID J. SMITH, County Counsel
By David Stotland, Senior Deputy

ON MOTION of Supervisor Fletcher, seconded by Supervisor Vargas, the above Resolution was passed and adopted by the Board of Supervisors, County of San Diego, State of California, on this 16th day of March 2021, by the following vote:

AYES: Vargas, Anderson, Lawson-Remer, Fletcher, Desmond

- - -

STATE OF CALIFORNIA)
County of San Diego)^{SS}

I hereby certify that the foregoing is a full, true and correct copy of the Original Resolution entered in the Minutes of the Board of Supervisors.

ANDREW POTTER
Clerk of the Board of Supervisors

By: 
Grace Caro, Deputy



Resolution No. 21-033
Meeting Date: 03/16/2021 (10)

**AGREEMENT BETWEEN THE
CITY OF EL CAJON AND THE COUNTY OF SAN DIEGO FOR
COOPERATIVE WORK ON BROADWAY CREEK IMPROVEMENTS**

Parties

This Agreement Between the City of El Cajon and the County of San Diego for Cooperative Work on Broadway Creek Improvements ("Agreement") is made by and between the City of El Cajon, a charter city and municipal corporation (the "City"), and County of San Diego, a political subdivision of the State of California ("County"), regarding the improvement of Broadway Creek in the City of El Cajon, California. The City and County may be referred to herein each as a "Party," and together as the "Parties".

Recitals

WHEREAS, the Parties intend to improve earthen channels within Broadway Creek (the "Creek") as depicted in **Exhibit A**, for Phases A and B only, with an option to include future Phases C through E, ("Project"); and

WHEREAS, the Project requires cooperation between the Parties to implement a comprehensive, coordinated project to improve flood conveyance, minimize erosion, improve water quality, enhance educational opportunities relating to the Creek, and restore the natural habitat; and

WHEREAS, the Parties intend to continue to pursue grant funding for the construction and restoration of the Creek, with the belief that the likelihood of receiving grant awards is greatly increased through cooperation and presentation of a unified and comprehensive approach to improve the Creek; and

WHEREAS, grant funding is more available if the Project is "shovel ready", which necessitates completion of plans and specifications, environmental review and documentation in accordance with the California Environmental Quality Act ("CEQA") and the National Environmental Policy Act ("NEPA"), and permitting with the various State and federal resource agencies that maintain jurisdiction over the Project; and

WHEREAS, the Parties need to fund and account for Project development costs to make the Project shovel ready and to equitably share the costs that ultimately represent each Party's contribution for match funding for any grant award; and

WHEREAS, the City will act on behalf of the Parties as lead agency representing the Project as applicant and advocate with the various oversight and permitting entities having jurisdiction over the Project; and

WHEREAS, the Parties desire to enter into this Agreement to memorialize their understanding regarding certain aspects of the Project and the Parties' respective responsibilities.

Agreement

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises set forth below, and for other good and valuable consideration, receipt of which is hereby acknowledged, the Parties hereto agree as follows:

1. **Administration of Agreement:** Each Party identifies the following individual to serve as the authorized representative for that Party (hereinafter “Administrator”). Any Party may change its representative by notifying the other Party in writing of such change.

City of El Cajon: Graham Mitchell, City Manager

County of San Diego: Jeff Moneda, Director, Department of Public Works

2. Parties’ Responsibilities

2.1. Responsibilities of the County:

- 2.1.1. The County has been provided with a scope of work of these activities as more fully detailed in **Exhibit B** hereto.

- 2.1.2 County is responsible for payment of its proportional share of Project costs as detailed in **Exhibit C**. Proportional shares have been determined by area, in square feet, of each Party’s ownership or control, and serve as fully expected costs to render the Project shovel ready for construction. The designation of percentage ownership and control in this Agreement shall not be evidence of actual ownership or control and merely represents a negotiated cost share for purposes of facilitating the work contemplated by this Agreement. This includes the costs identified under the subheadings “County”. The City will provide copies of invoices for Project costs identifying the County’s proportional share of the invoice subject to limitations as follows:

- 2.1.2.1 The County will pay up to \$170,000 as invoiced by City until the County is able to identify an alternative source of additional funding (e.g., Community Development Block Grants, or other grants). The County’s liability shall be limited to \$170,000 and the amount of any additional available funding identified by County for the Project. County will make payments within thirty (30) working days of the receipt of an invoice from City up to the maximum funding amount identified by County. In no event shall County’s liability exceed the maximum identified funding.

- 2.1.2.2 The County will diligently seek other funding opportunities and periodically apprise the City of its efforts and notify the City when additional funding is available.

- 2.1.2.3 If the County is unable to completely pay its fair share, the City will be reimbursed for the unpaid County portion directly from any grant funds received for the Project, provided such reimbursement is consistent with the terms of the grant. Any cost paid by the City benefitting the County and not reimbursed by grant funds will be applied to the City’s match requirement, and the City is under no obligation to construct the County’s portion of the Creek improvements.

- 2.1.3 The County will assist in every way practical to help with the Project development, including providing expertise and technical help, attending

interagency meetings, participating in periodic design development meetings, and attending construction meetings as necessary.

- 2.1.4 The County will assist with communications with private and public entities affected by the Project and assist with negotiations to acquire easements and rights-of-entry when necessary.
 - 2.1.5 The County will review and approve all deliverables produced for the Project and will return comments within sixty (60) calendar days. This clause does not apply to submittals or deliverables that require review and/or approvals by County Counsel, the Chief Operating Officer, the County Board of Supervisors, or other County department besides the County Department of Public Works.
 - 2.1.6 The County will not withhold plan approval unnecessarily unless the Project is unable to meet County Flood Control design standards, Airport operation and design requirements, environmental regulations, or permitting requirements.
 - 2.1.7 County approval, which shall not be unreasonably conditioned or delayed, shall be obtained for any of the following documents, if reasonably required by County for any portion of the Project area owned or under the control of County:
 - 2.1.7.2 Streambed jurisdictional delineation;
 - 2.1.7.3 Environmental Document(s) and Determination;
 - 2.1.7.4 Mitigation Monitoring and Reporting Plan;
 - 2.1.7.5 Channel hydraulics and any map amendments or revisions required;
 - 2.1.7.6 Plans and Specifications;
 - 2.1.7.7 Grant Agreements;
 - 2.1.7.8 Regulatory Permits; and
 - 2.1.7.9 Airport Layout Plan, Airport Land Use Compatibility Plan, and other Airport related planning documents.
 - 2.1.8 Nothing herein is intended to alter or change any responsibility a Party may have for the ownership or control of portions of the Creek. This Agreement does not provide easements in or otherwise transfer ownership of the Creek between the Parties. The County does, hereby, grant a license to City, and City's agents, employees and contractors ("City Parties"), to enter onto portions of the Creek that may be owned or under the control of County, provided City Parties assume all risk of harm or loss resulting from such entry; agree to repair or restore any damage caused by such entry except to the extent associated with County approved construction work within the Creek, and then only if such damage would effectively be repaired by the work; and that City's defense and indemnification obligations established herein apply to any claim, cause of action, lawsuit or other demand against County resulting from such entry.
- 2.2 Responsibilities of the City:
- 2.2.1 The City will negotiate all agreements and contracts needed to implement the Project.
 - 2.2.2 The City has entered into a professional services agreement with NV5, Inc. to prepare shovel ready plans and specifications, necessary environmental document(s), and permits as required by jurisdictional agencies. The City has provided the County with a scope of work of these activities as more fully

detailed in **Exhibit B** hereto. The City will also prepare any flood map revisions. City will also identify grant funding opportunities for the Project.

- 2.2.3 The City will administer the design and construction of the Project, including construction inspection and testing. Costs for such work will be reimbursed to the City through funds allocated by County up to the maximum amount provided by County and any grant proceeds when such costs are eligible for reimbursement from the grant.
 - 2.2.4 The City, with assistance from the County, will negotiate environmental permitting requirements with the jurisdictional resource agencies, and will act jointly with the County with regards to requirements, covenants and restrictions enumerating with such permits when applicable to portions of the Project owned or controlled by County.
 - 2.2.5 Upon the completion of construction of any one phase of the Project, the City will administer the monitoring and maintenance requirements for that phase. The costs for monitoring and maintenance will be proportionally shared by each Party's respective square footage of the constructed Project within the Party's ownership or control. This does not preclude the use of grant funding proceeds for such monitoring and maintenance.
 - 2.2.6 As a part of the Project, the City will include measures to address soil erosion in the final construction drawings, or Storm Water Pollution Prevention Plan (SWPPP) or similar required document for the Project, including appropriate erosion control, stabilization and screening, pavement cleaning and dust control, and construction vehicle access during construction of the Project.
 - 2.2.7 In the event a private property is damaged during the course of construction, the City will repair or arrange for the repair of all damage incurred, and will ensure that the private property is restored to its previous condition, at no cost to the owner. All contracts and agreements between the City and third parties for work related to the Project shall include a provision requiring prompt repair of any incidental damage to private property as a result of construction, including damage to buildings, sidewalks and parking lots. All repair work shall include a one-year warranty period, backed by surety bonds.
- 3. No Additional Funding Responsibility:** It is expressly understood that completion of the Project design beyond the funds already allocated and construction of the Project is subject to the receipt of additional funding from the Parties. There is no promise made that such additional funding will be provided.
- 3.1. **Exhibit B** may be changed from time-to-time by approved amendments in writing signed by the designated Administrator for each Party. Exhibit B assumes certain levels of work will be required to design and entitle the Project for funding purposes. This does not evidence a commitment to a certain level of review for CEQA, NEPA or other purposes. If, during the course of completing the tasks identified in Exhibit B, it is determined that more or additional work is needed to comply with applicable law (e.g., CEQA to prepare an EIR as opposed to a negative declaration or a mitigated negative declaration), the cost of this additional work will be estimated and costs divided equitably between the City and County by written amendment.

3.2. **Exhibit C** may need to be updated in the event any of the Parties receive additional grant funding for the Project.

4. **Conformance with Rules and Regulations:** The Parties shall comply with all applicable federal, State, County, and local laws, rules, and regulations, current and hereinafter enacted, in connection with the Project and their performance under this Agreement.
5. **Third Party Beneficiaries Excluded:** This Agreement is intended solely for the benefit of the named parties. Any benefit to any third party is incidental and does not confer on any third party any rights whatsoever regarding the performance of this Agreement. Any attempt to enforce provisions of this Agreement by third parties is specifically prohibited.
6. **Governing Law and Venue:** This Agreement shall be governed, interpreted, construed and enforced in accordance with the laws of the State of California. Venue over any disputes concerning this Agreement shall be in the Superior Court of San Diego County located in downtown San Diego, California.
7. **Amendments to Agreement:** Any Party may propose amendments to this Agreement by providing written notice of such amendments to the other Party. This Agreement may only be amended by a written document signed by each Party's authorized representative; provided the amendment is within the scope of authority delegated by the governing board of the agency to the Authorized representative.
8. **Severability:** If any terms or provisions of this Agreement or the application thereof to any person or circumstance shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such term and provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and every other term and provision of this Agreement shall be valid and enforced to the maximum extent permitted by law.
9. **Integration:** This Agreement represents the full and entire agreement between the Parties and supersedes any prior written or oral agreements that may have existed.
10. **Scope of Agreement:** This Agreement only applies to the Project described herein and does not set forth any additional current or future obligations or agreements between the parties.
11. **Counterparts:** This Agreement may be executed in any number of separate counterparts, each of which shall be deemed an original but all of which when taken together shall constitute one and the same instrument.
12. **Defense and Indemnity:**
 - 11.1. **City Responsibility:** City shall defend and indemnify County, and County's officers, agents, employees, and contractors from any claims, demands, lawsuits, regulatory enforcement, and costs of any kind or character, including without limitation any attorney's fees and court costs (collectively "Claims"), resulting from City's performance of Project work; provided, City's obligation shall not extend to or include any Claims resulting from County's negligence or willful misconduct.
 - 11.2. **County Responsibility:** County shall defend and indemnify City, and City's officers, agents, employees, and contractors from any claims, demands, lawsuits, regulatory enforcement, and costs of any kind or character, including without limitation any attorney's

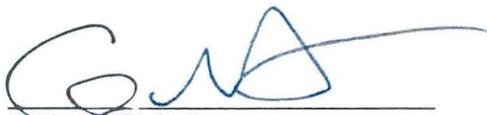
fees and court costs (collectively "Claims"), resulting from County's performance of Project work; provided, County's obligation shall not extend to or include any Claims resulting from City's negligence or willful misconduct.

13. Insurance:

City shall cause its Project contractor identified in Exhibit B, and any subsequent contractors, to name the County and the County's Board of Supervisors, officers, agents and employees as additional insured under any policy or policies of insurance obtained for Project work.

CITY OF EL CAJON

COUNTY OF SAN DIEGO

By: 
Graham Mitchell
City Manager

By: 
JOHN M. PELLEGRINO, Director
Department of Purchasing and Contracting

Dated: July 1, 2021

Dated: 7/27/21

ATTEST:

APPROVED AS TO FORM AND LEGALITY

By: 
Angela L. Cortez, *CME*
City Clerk

By: Thomas L. Bosworth
Thomas L. Bosworth, Sr. Deputy

APPROVED AS TO FORM:

By: 
Morgan L. Foley
City Attorney

Exhibit A

Project Location and Ownership



Phase E
(Future Phase)

Phase D
(Future Phase)

Phase C
(Future Phase)

Phase B

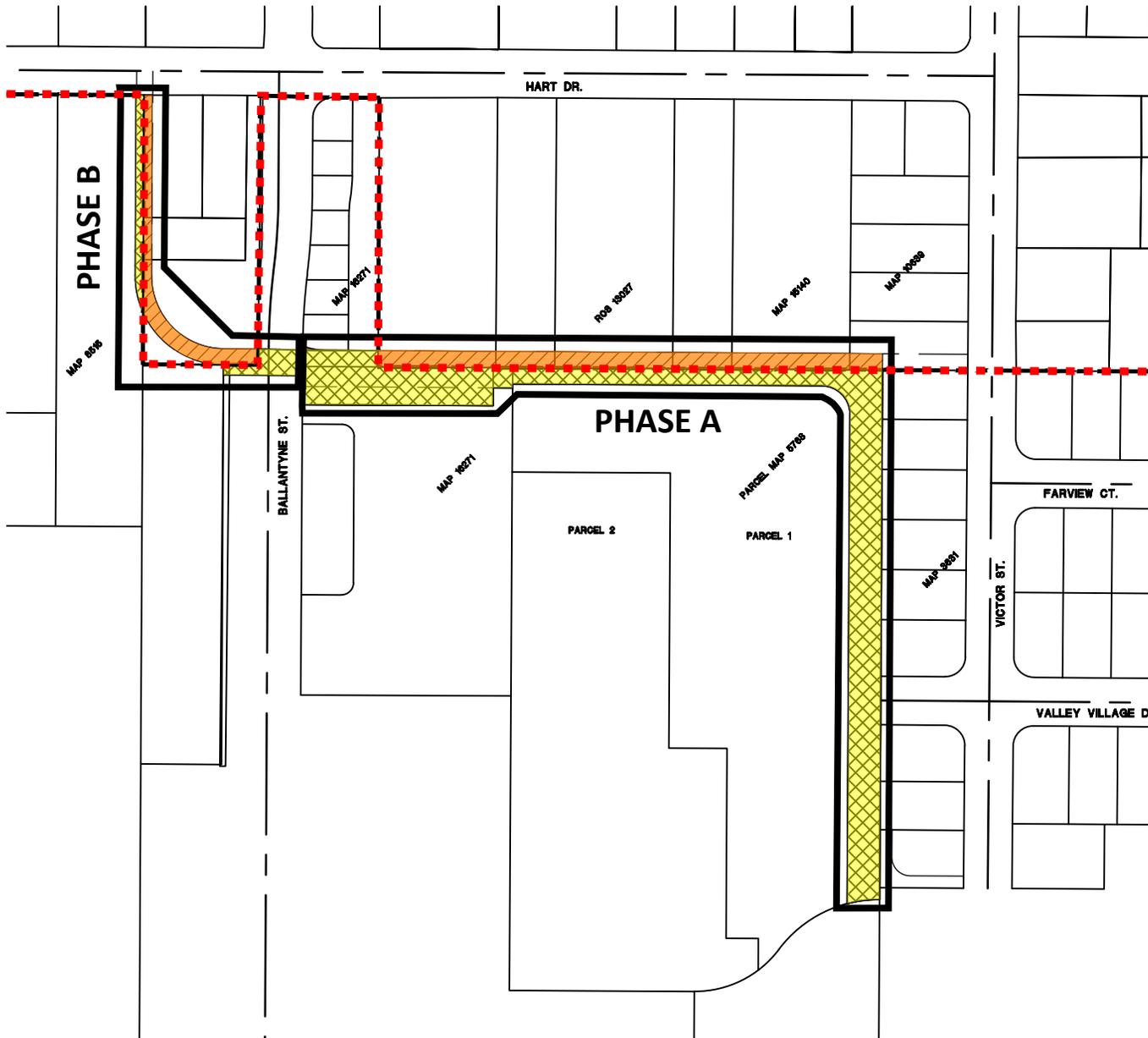
Phase A

LEGEND

- City of El Cajon
- San Diego County

City of El Cajon
Broadway Channel Improvements
Project Site Limits

N:\19-0000678-02 EL CAJON BROADWAY CHANNEL\CADD\EXHIBIT\CITY_COUNTY.DWG



- PHASE A/B**
- CITY/COUNTY LINE**
- SAN DIEGO COUNTY**
- 12,507 SF - PHASE A
- 5,934 SF - PHASE B
- EL CAJON**
- 48,443 SF - PHASE A
- 4,914 SF - PHASE B

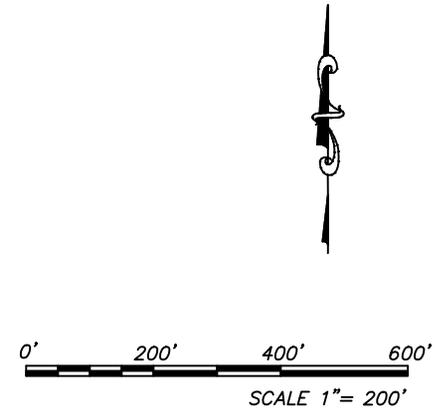


EXHIBIT ONLY
NOT FOR CONSTRUCTION

N|V|5

15092 AVENUE OF SCIENCE, SUITE 200
SAN DIEGO, CA 92128
P: 858.385.0500 WWW.NV5.COM

DATE: _____ TIME: _____
NETWORK: _____
PATH: _____
DWG NAME: _____
LAYOUT: _____
DESIGNER: _____ MGR: _____

**BROADWAY CREEK RESTORATION
CITY / COUNTY PORTIONS**

PREPARED FOR: CITY OF EL CAJON

DATE SUBMITTED: 11/3/20

SHEET NUMBER
1
OF **1** SHEETS
JOB NUMBER
227519-0000678



City Council
Agenda Report

Agenda Item 5.

DATE: November 9, 2021
TO: Honorable Mayor and City Councilmembers
FROM: Yazmin Arellano, Director of Public of Works
SUBJECT: Reassignment of Funding Sources for ADA Concrete Improvement Projects

RECOMMENDATION:

That the City Council transfers TransNet funds and Community Development Block Grant (CDBG) funds between existing ADA Concrete Improvement Capital Projects (PW53020, PW53021).

BACKGROUND:

The Americans with Disabilities Act (ADA) Concrete Improvement Projects are intended to install compliant pedestrian curb ramps, sidewalks, curbs, gutters, and other concrete street improvements. There are currently two budgeted projects under the purview of the concrete program that are funded by local TransNet funds and Federal Community Development Block Grants. To better align with funding requirements, staff recommends transferring TransNet and CDBG funds between PW53021 and PW53020. The reassignment of funding allows for uniform procurement under local and federal guidelines.

FISCAL IMPACT:

This action transfers \$200,000 of TransNet funds from PW53021 to PW53020 and \$235,213 of CDBG funds from PW53020 to PW53021 for Transportation infrastructure improvements. No impact to the General Fund is anticipated.

Prepared By: Yazmin Arellano, Director of Public Works
Reviewed By: Vince DiMaggio, Assistant City Manager
Approved By: Graham Mitchell, City Manager

Attachments

PW53020
PW53021

REVISION 1
CAPITAL IMPROVEMENT PROJECT
FISCAL YEAR 2021 - 2022

PROJECT NAME: ADA Concrete Improvements 2020

ACTIVITY: 550000
PROJECT NO: PW53020

Description:

Americans with Disabilities Act (ADA) improvements related to the 25-year work plan have been identified. Project locations include design work for unimproved streets, noncompliant ADA curb ramps and utility conflicts. Concrete improvements includes sidewalk, curb and gutter, ramps, cross gutter and other various structures.

Justification:

The City is required to implement the proposed concrete improvements in order to comply with ADA requirements.

Scheduling:

Design and construction is anticipated to be completed in Fiscal Year 2021-2022.

Operating Budget Impact:

This project is expected to have a minimal increase in maintenance costs.

	Original Project Budget	Current Project Budget	Proposed Project Amendment	Proposed Project Budget
Architectural Services (8315)	-	-	-	-
Consulting Services (8325)	-	-	-	-
Engineering Services (8335)	-	-	-	-
Engineering Services-Internal (8336)	19,500	19,500	-	19,500
Inspection Services-Internal (8337)	20,000	20,000	-	20,000
Legal Services (8345)	-	-	-	-
Other Prof/Tech Services (8395)	-	-	-	-
Advertising (8522)	450	450	-	450
Janitorial Services (8544)	-	-	-	-
Permits & Fees (8560)	50	50	-	50
Printing & Binding (8570)	-	-	-	-
Furniture, Machinery & Equipment (9035)	-	-	-	-
Land Improvements (9055)	-	-	-	-
Construction-Buildings (9060)	25,000	-	-	-
Infrastructure (9065)	430,213	351,213	(35,213)	316,000
Contingency (9060)	-	-	-	-
PROJECT COST TOTAL:	495,213	391,213	(35,213)	356,000

Source(s) of Funds:				-
				-
TransNet Project ID #EL11	260,000	156,000	200,000	356,000
Community Development Block Grant C0925	235,213	235,213	(235,213)	-
FUNDING TOTAL:	495,213	391,213	(35,213)	356,000

REVISION 2
CAPITAL IMPROVEMENT PROJECT
FISCAL YEAR 2021 - 2022

PROJECT NAME: ADA Concrete Improvements 2021

ACTIVITY: 550000

PROJECT NO: PW53021

Description:

Americans with Disabilities Act (ADA) improvements related to the 25-year work plan have been identified. Project locations include design work for unimproved streets, noncompliant ADA curb ramps and utility conflicts. Concrete improvements includes sidewalk, curb and gutter, ramps, cross gutter and other various structures.

Justification:

The City is required to implement the proposed concrete improvements in order to comply with ADA requirements.

Scheduling:

Design and construction is anticipated to be completed in Fiscal Year 2021-2022.

Operating Budget Impact:

This project is expected to have a minimal increase in maintenance costs.

	Original Project Budget	Current Project Budget	Proposed Project Amendment	Proposed Project Budget
Architectural Services (8315)				-
Consulting Services (8325)				-
Engineering Services (8335)				-
Engineering Services-Internal (8336)	25,000	25,000		25,000
Inspection Services-Internal (8337)	25,000	25,000		25,000
Legal Services (8345)				-
Other Prof/Tech Services (8395)				-
Advertising (8522)	300	300		300
Janitorial Services (8544)				-
Permits & Fees (8560)	50	50		50
Printing & Binding (8570)				-
Furniture, Machinery & Equipment (9035)				-
Land Improvements (9055)				-
Construction-Buildings (9060)				-
Infrastructure (9065)	224,650	934,650	35,213	969,863
Contingency (9060)				-
PROJECT COST TOTAL:	275,000	985,000	35,213	1,020,213

Source(s) of Funds:				
TransNet Project ID #EL 11		200,000	(200,000)	-
Community Development Block Grant (C0926)	275,000	275,000		275,000
Community Development Block Grant (Crisis House Property Sale)		510,000		510,000
Community Development Block Grant (C0925)			235,213	235,213
FUNDING TOTAL:	275,000	985,000	35,213	1,020,213



City Council
Agenda Report

Agenda Item 6.

DATE: November 9, 2021
TO: Honorable Mayor and City Councilmembers
FROM: Marisol Thorn, Director of Human Resources
SUBJECT: New Classification Specification and Salary Setting for Management Assistant

RECOMMENDATION:

That the City Council approves and authorizes the classification specification and salary setting for Management Assistant.

BACKGROUND:

As part of the City's Fiscal Year 2021-22 Annual Budget first quarter changes, the City reclassified existing positions to Management Assistant to better align duties with the needs of the various departments while enhancing internal Citywide delivery of services. The new classification is represented by the Mid-Management and Professional Employees' Group (MMPEG). The proposed classification specification draft was provided to MMPEG for review on October 7, 2021, and subsequently approved by MMPEG on October 25, 2021. The designated hourly rate of \$25.96 - \$31.62 (range 89.4) aligns with comparable classifications within the City positions and other comparable agencies.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

N/A

FISCAL IMPACT:

There is no fiscal impact as the cost has already been approved as part of the Fiscal Year 2021-22 Annual Budget first quarter changes.

Prepared By: Marisol Thorn, Director of Human Resources

Reviewed By:

Approved By: Graham Mitchell, City Manager

Attachments

Classification Specification and Salary

CITY OF EL CAJON

MANAGEMENT ASSISTANT (MMPEG)

Range 89.4, \$25.96 - 31.62 Hourly

CLASSIFICATION DESCRIPTION

Function: Under immediate supervision, performs a variety of entry-level administrative and programmatic duties in connection with research, budget, and other administrative functions of the City; and performs related work as required.

Class Characteristics: This is the entry-level to the management analyst series. Employees in this class perform a variety of basic analytical and technical work in support of departments and/or programs. These positions typically perform the same duties required of Management Analyst but at a level that usually exercises less independent discretion and judgment in matters related to work procedures and methods.

Representative Duties:

Duties listed below vary by department assignment.

- Coordinates and performs entry-level administrative and programmatic work in such areas as financial administration and reporting, grants, purchasing, contract administration, management analysis, and program evaluation;
- Plans, designs, develops, organizes, oversees, and administers department-specific programs and projects;
- Develops and manages program budgets, including revenue projections, multi-year cash flow analysis, cost containment, and grant funds disbursement;
- Serves as a liaison with employees, the public, vendors/contractors, community groups, and other organizations;
- Participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation;
- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities, including financial, budget, personnel, operational, and administrative issues or questions;
- Evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval;
- Prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.

City of El Cajon
Management Assistant

- Reviews and audits purchase order requisitions for compliance with budget requirements, public funding purchasing requirements, and City approvals;
- Prepares and submits City Council agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities;
- Confers with other management staff regarding provision of administrative and support services, including contracts, agreements, and grant reporting;
- Maintains accurate records and files, and develops storage of records and retention schedules;
- Assists with, and coordinates and organizes, community events;
- Provides outreach and public education programs to the community;
- Plans and develops media programs and campaigns designed to keep the public informed of City services, accomplishments, and/or programs;
- Plans, organizes, and oversees special projects that require coordination with and direction of contract consultants;
- Participates on a variety of interdisciplinary committees and commissions, and represents the City to a variety of community and stakeholder groups;
- Designs and produces public information materials such as displays, advertisements, brochures, flyers, direct mailers, newsletter articles, City bulletin boards, information kiosks, and videos;
- Develops website content, graphics, and pages; and/or
- Performs other duties as assigned.

Contacts and Relationships: Contacts are primarily with other City employees or other agencies while conducting studies; however, some studies will involve public contact.

Accountability: The employee is accountable for thoroughness in research and completion of analyses, studies, and reports in an accurate and timely manner.

Working Conditions: A major part of the employee's work is spent in the office; however, field work may occur.

QUALIFICATIONS GUIDELINES

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

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

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

Experience: None required. Preferably one year providing administrative and analytical support.

Education: Equivalent to at least a Bachelor's degree (minimum completed California units = 120 semester/180 quarter) with a major in public or business administration or a related field (in line with hiring department).

Abilities/Skills/Knowledge:

- Working knowledge of the principles and practices of public administration and governmental organizations;
- Working knowledge and ability to learn various research methods and techniques, statistical analyses, and report presentation;
- Working knowledge of various computer applications;
- Ability to apply basic principles, theories, concepts used, and a basic understanding of the City's policies and procedures;
- Ability to conduct studies, prepare reports, and present information;
- Ability to establish and maintain effective working relationships with City employees and the general public;
- Ability to learn specialized database and web-based software and applications; and
- Good oral and written communications skills.

Special Requirements: A Valid California class C driver's license or the ability to arrange alternate and timely means of transportation in the performance of assigned duties.



City Council
Agenda Report

DATE: November 9, 2021
TO: Honorable Mayor and City Councilmembers
FROM: Yazmin Arellano, Director of Public of Works
SUBJECT: Wildfire Early Action Plan Grant Award

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, to:

1. Authorize the City Manager, or approved designee, to accept grant funding as provided through the San Diego River Conservancy's Wildfire Early Action Plan Grant Program;
2. Authorize the City Manager, or approved designee, to execute the grant agreement and such other documents necessary, with the San Diego River Conservancy to accept any awards of grants; and
3. Accept, appropriate, and expend \$500,000 for the purposes of the Vegetation Management and Restoration Program.

BACKGROUND:

In May 2021, City staff was notified that the San Diego River Conservancy was preparing to recommend a direct disbursement of grant funding for the City of El Cajon to assist with fuel reduction, wildfire prevention, training, vegetation management plan, and habitat restoration of existing park and open space. Funding for the grant program is provided through State Senate Bill 85, which intends to allocate short- and long-term funding for wildfire, fire-resiliency workforce training, and community hardening.

Subsequently, in September 2021, the San Diego River Conservancy Board approved the Vegetation Management and Restoration Program project and allocated \$500,000 of grant funding. Staff presented the scope of work for the project, which, at the time, included the following: 1) develop a vegetation and wildfire management plan; 2) establish a training and education program for fire suppression personnel (administered by Heartland Fire and Rescue); and 3) implement a project centered around (i) clearing existing invasive species, and (ii) restoring forty (40) acres of native, drought-tolerant vegetation. The multi-benefit project aligns well with the grant program's objectives and the overarching mission of the aforementioned senate bill. Grant funding allocated to the project is required to be expended by March 2024 to comply with the terms and conditions inherent with such.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

This item is statutorily exempt from CEQA.

FISCAL IMPACT:

Grant funding in the amount of \$500,000 will be accepted, appropriated, and expended for the Vegetation Management and Restoration Program.

Prepared By: Jeffrey Manchester, Deputy Director / City Engineer

Reviewed By: Yazmin Arellano, Director of Public Works

Approved By: Graham Mitchell, City Manager

Attachments

Resolution

RESOLUTION NO. __-21

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF EL CAJON ACCEPTING A GRANT FROM
THE SAN DIEGO RIVER CONSERVANCY'S
WILDFIRE EARLY ACTION PLAN GRANT PROGRAM;
AUTHORIZING THE CITY MANAGER TO EXECUTE THE
GRANT AGREEMENT AND SUCH OTHER DOCUMENTS NECESSARY;
APPROVING APPROPRIATION OF FUNDS TO ESTABLISH THE
VEGETATION MANAGEMENT AND RESTORATION PROGRAM;
AND ADOPTING THE PROGRAM BUDGET

WHEREAS, in May 2021, the City of El Cajon (the "City") was notified that the San Diego River Conservancy (the "Conservancy") was recommending a direct disbursement of grant funding to the City for assistance with fuels reduction, wildfire prevention, training, vegetation management planning, and habitat restoration of existing park and open space (the "Grant"); and

WHEREAS, funding for the Grant is provided through the State of California Senate Bill 85 ("SB 85"), which intends to allocate short and long-term funding for wildfire, fire-resiliency workforce training, and structure modifications to reduce the risk of damage due to wildfires; and

WHEREAS, in September 2021, the Conservancy Board approved the City's Vegetation Management and Restoration Program project (the "Project") and allocated \$500,000 of Grant funding; and

WHEREAS, the scope of work for the Project includes (1) development of a vegetation and wildfire management plan; (2) establishment of a training and education program for fire suppression personnel (administered by Heartland Fire and Rescue); and (3) implementation of a capital improvement project centered around clearing existing invasive species, and restoring 40 acres of native, drought tolerant vegetation; and

WHEREAS, Grant funding allocated to the Project is required to be expended by March 2024 in order to comply with the terms and conditions included in the Grant program, and no general fund monies will be appropriated for this Project; and

WHEREAS, this Project is statutorily exempt from the California Environmental Quality Act; and

WHEREAS, the City Council believes it to be in the City's best interests to accept the Grant in the amount of \$500,000 from the Conservancy for the Project, and to appropriate the funds to the Vegetation Management and Restoration Program.

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 accepts the Grant funding as provided through the San Diego River Conservancy's Wildfire Early Action Plan Grant Program.
3. The City Council certifies that (based on representations of City personnel) it understands the assurances and certifications in its application for Grant funding.
4. The City Council certifies that the City will have sufficient funds to complete the Project on property under the control of the City.
5. The City Manager, or designee, is hereby authorized to execute the Grant agreement, and any such other documents, reports, and agreements necessary to accept the Grant award.
6. The City Council hereby appropriates \$500,000 for the purpose of establishing the Vegetation Management and Restoration Program, and adopts the Project Budget.



City Council
Agenda Report

DATE: November 9, 2021
TO: Honorable Mayor and City Councilmembers
FROM: Mara Romano, Purchasing Agent
SUBJECT: Award of Bid No. 006-22 – Weed Abatement and Channel Clearing

RECOMMENDATION:

That the City Council adopts the next Resolutions, in order, to:

1. Approve Plans and Specifications for Weed Abatement and Channel Clearing, Bid No. 006-22; and
2. Award the bid to the sole responsive, responsible bidder, Natures Image, Inc., in the amount of \$156,231.27 for the initial one-year term, with up to four additional one-year renewal options.

BACKGROUND:

The Weed Abatement and Channel Clearing contract provides for the abatement of trash, rubbish, debris, and/or combustible material from fuel modification zones within City-owned open space and vegetation clearing from select drainage channel management zones. The bid includes an opportunity to renew the contract for up to four optional one-year terms. Funds for the renewal terms will be in accordance with the approved budget for each fiscal year.

This project was advertised on August 12, 2021. One response was received and evaluated on September 16, 2021.

Staff recommends award of the bid to the sole responsive, responsible bidder, Natures Image, Inc., in the amount of \$156,231.27. The summary of bids is attached and complete proposals are on file in the Purchasing Division.

FISCAL IMPACT:

The fiscal impact for the initial one-year term is \$156,231.27. Sufficient funds are available for this service in Fiscal Year 2021-22 Annual Budget: Public Works Parks (160000); Wastewater (650720); and Broadway Creek Restoration Phase A (WW3586). Subsequent 4-year costs are estimated to total \$707,045.12.

Prepared By: Mara Romano, Purchasing Agent

Reviewed By: Yazmin Arellano, Director of Public Works

Approved By: Graham Mitchell, City Manager

Reso - Approve Plans & Specs

Reso - Award of Bid

Bid Summary - 006-22

RESOLUTION NO. __-21

RESOLUTION APPROVING
PLANS AND SPECIFICATIONS FOR
WEED ABATEMENT AND CHANNEL CLEARING
(Bid No. 006-22)

WHEREAS, the Director of Public Works has submitted plans and specifications for the Weed Abatement and Channel Clearing project (the "Project"); and

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

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

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

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

RESOLUTION NO. __-21

RESOLUTION AWARDING BID FOR
WEED ABATEMENT AND CHANNEL CLEARING
(Bid No. 006-22)

WHEREAS, the Weed Abatement and Channel Clearing project (the "Project") provides for the abatement of trash, rubbish, debris, and/or combustible material from fuel modification zones within open-space owned by the City of El Cajon (the "City"), and vegetation clearing from select drainage channel management zones; and

WHEREAS, the bid includes an opportunity to renew the contract for up to four optional one-year terms, and funds for the renewal terms will be in accordance with the approved budget for each fiscal year; and

WHEREAS, the City advertised the bid solicitation on August 12, 2021, and one response was received on September 16, 2021; and

WHEREAS, after evaluation, staff recommends award of the bid to the sole responsive, responsible bidder, Natures Image, Inc., in the amount of \$156,231.27; and

WHEREAS, the fiscal impact for the initial one-year term is \$156,231.27, and sufficient funds are available for the Project in Fiscal Year 2021-22 Annual Budget: Public Works Parks; Wastewater; and Broadway Creek Restoration Phase; and

WHEREAS, if renewed for the entire four (4) year terms, subsequent four-year costs are estimated to total \$707,045.12; and

WHEREAS, the City Council believes it to be in the best interests of the City to award the bid to the sole responsive, responsible bidder for a one-year term in the amount of \$156,231.27, with the option to renew for four additional one-year terms.

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 awards the bid for the Project to the lowest responsive, responsible bidder:

Natures Image, Inc.

for a one-year term in an amount not to exceed \$156,231.27, with the option to renew for four additional one-year terms.

3. The City Manager and City Clerk are authorized and directed to execute a contract for the Project on behalf of the City of El Cajon, with such changes or amendments

as maybe approved by the City Manager. In addition, the City Manager and the City Clerk are further authorized to execution such amendments to renew the contract with Natures Image, Inc., for the Project, not more than four times, with each renewal term not to exceed one (1) year in duration.

10/26/21 CC Agenda

Reso – Bid 006-22 – Weed Abatement & Channel Clearing – Awd (Natures Image) 102021



City of El Cajon – Purchasing Division

BID EVALUATION

(To be included as an attachment to the agenda report.)

Bid No. 006-22	Bid Name: Weed Abatement and Channel Clearing
Solicitation Due Date/Time: September 16, 2021/ 2:00 p.m.	Initial Date of Advertisement: August 12, 2021
Number of Responses Received: 1	Bid Estimate: \$147,250.00

SUMMARY OF BIDS (INCLUDE ANY ADD. ALTS.):

Vendor	Vendor Type	Bid Amount	Format	Submit Date	Status
Natures Image, Inc.		\$156,231.2650	Electronic	09/16/2021 12:19:03 PM	Submitted

BID EVALUATION (TOP THREE LOWEST RESPONSES):

Bidder	Bid Responsiveness	Notes
Nature's Image, Inc.	Yes	Did not include the Designation of Subcontractors form, rather "No Subcontractors" was selected under the "Subcontractors" tab on PlanetBids, which satisfies PCC 4104 requirements.

LEGAL REVIEW REQUIRED: YES NO **IF YES, DATE LEGAL REVIEW COMPLETED:** September 20, 2021

RENEWAL OPTIONS: YES NO **IF YES, SPECIFY TERM W/RENEWAL OPTIONS:** INITIAL ONE YEAR TERM WITH THE OPTION TO RENEW FOR FOUR ADDITIONAL ONE YEAR PERIODS

LOWEST, RESPONSIVE, RESPONSIBLE BIDDER NAME AND AMOUNT: NATURE'S IMAGE, INC. - \$156,231.27

TENTATIVE CITY COUNCIL AWARD DATE: OCTOBER 26, 2021

PURCHASING DIVISION:

Review Completed By: Mara Romano

Date: September 20, 2021



City Council Agenda Report

Agenda Item 9.

DATE: November 9, 2021
TO: Honorable Mayor and City Councilmembers
FROM: Yazmin Arellano, Director of Public of Works
SUBJECT: Approval and Authorization of the Execution of a Caltrans Program Supplement Agreement for Madison Avenue Safety Improvements

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, approving and authorizing the execution of Caltrans Program Supplement Agreement No. F056 Rev. 2 for the Madison Avenue Safety Improvements Project (Ref. HSIPL 5211(041)).

BACKGROUND:

In 2019, the City was awarded a Caltrans Highway Safety Improvement Program (HSIP) Cycle 9 grant in the amount of \$2,285,369. The project intends to install pedestrian and bicycle safety improvements along Madison Avenue from Johnson Avenue easterly to North Second Street (approximately 2.1 miles). Along the corridor, the improvements will include installation of new streetlights, street resurfacing, bicycle lanes, traffic signal modifications, and enhanced pedestrian crossings at uncontrolled intersections. Madison Avenue is a heavily used pedestrian corridor that includes schools, parks, and an abundance of residential housing.

The purpose of the Caltrans Program Supplement Agreement is to establish terms and conditions that the City must comply with in order to receive federal funds for the project. Further, these agreements are required for the reimbursement of expended costs related to each phase of the project, which are typically design and construction. In late 2019, staff brought to City Council a program supplement agreement for the design phase of this project. The attached agreement is for the construction phase of the project which is planned for late spring 2022.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

This item is statutorily exempt from CEQA.

FISCAL IMPACT:

Grant funds in the amount of \$2,285,369 have been appropriated for the project. The project budget has been approved by City Council in the adopted Fiscal Year 2021-22 Budget (Ref. Project No. PW3689). No general funds will be expended on this project.

Prepared By: Mario Sanchez, City Traffic Engineer

Reviewed By: Yazmin Arellano, Director of Public Works

Approved By: Graham Mitchell, City Manager

Attachments

Resolution

Program Supplement Agreement

RESOLUTION NO. _____

RESOLUTION OF THE CITY OF EL CAJON
APPROVING AND AUTHORIZING THE EXECUTION OF A
PROGRAM SUPPLEMENT AGREEMENT WITH CALTRANS
FOR A HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)
GRANT PROJECT MADISON AVENUE SAFETY IMPROVEMENTS
HSIPSL- 5211(041)

WHEREAS, the City of El Cajon (the "City") was recently awarded a federal-aid grant from the California Department of Transportation ("Caltrans") for the purpose of installing new street lights, street paving, bicycle lanes, traffic signal modifications, and enhanced pedestrian crossings at uncontrolled intersections along the Madison Avenue corridor (the "Project"); and

WHEREAS, the Program Supplement Agreement No. F056 Rev. 2 to Administering Agency-State Agreement for Federal-aid projects No. 11-5211F15, with Caltrans for a Highway Safety Improvement Program ("HSIP") Grant Project (the "Agreement") is required for the reimbursement of expended costs for the Project, and establishes terms and conditions the City must meet and comply with in order to receive federal funds to implement transportation improvement projects; and

WHEREAS, the Project will install new street lights, street paving, bicycle lanes, traffic signal modifications, and enhanced pedestrian crossings at uncontrolled intersections along the Madison Avenue corridor to improve safety; and

WHEREAS, the parties desire to enter into the Agreement to set forth the terms and conditions for the successful completion of the Project.

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

1. The City Council hereby approves the Agreement, substantially in the form as presented at this meeting.

2. The City Council hereby authorizes the City Manager to execute the Agreement on behalf of the City, with such changes as may be approved by the City Manager, and to take all actions and to execute all documents, attachments to the Agreement, and other documents necessary or appropriate to carry out the terms of the Agreement.

3. The City Council hereby further authorizes the City Clerk to attest to the signature of the City Manager in executing the Agreement and such documents as authorized in Section 2, above.

PROGRAM SUPPLEMENT NO. F056 Rev. 2
 to
 ADMINISTERING AGENCY-STATE AGREEMENT
 FOR FEDERAL-AID PROJECTS NO 11-5211F15

Adv. Project ID
 1119000213

Date: October 04, 2021
 Location: 11-SD-0-ECJ
 Project Number: HSIPL-5211(041)
 E.A. Number:
 Locode: 5211

This Program Supplement hereby adopts and incorporates the Administering Agency-State Agreement for Federal Aid which was entered into between the Administering Agency and the State on 12/02/2016 and is subject to all the terms and conditions thereof. This Program Supplement is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. approved by the Administering Agency on (See copy attached).

The Administering Agency further stipulates that as a condition to the payment by the State of any funds derived from sources noted below obligated to this PROJECT, the Administering Agency accepts and will comply with the special covenants or remarks set forth on the following pages.

PROJECT LOCATION: Madison Avenue from N. Johnson Avenue to 670 ft east of N. 2nd Street.

TYPE OF WORK: Install new Class 2 bike lanes, uncontrolled pedestrian crossings, and street lighting. **LENGTH:** 0.0(MILES)

Estimated Cost	Federal Funds		Matching Funds		
			LOCAL		OTHER
\$2,539,298.00	MS3E	\$1,952,369.00			
	ZS30	\$25,166.76			
	ZS3E	\$307,833.24	\$253,929.00		\$0.00

CITY OF EL CAJON

STATE OF CALIFORNIA
 Department of Transportation

By _____
 Title _____
 Date _____
 Attest _____

By _____
 Chief, Office of Project Implementation
 Division of Local Assistance
 Date _____

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer Jennie Yee Date 10/7/2021 \$2,285,369.00

SPECIAL COVENANTS OR REMARKS

1. A. The ADMINISTERING AGENCY will advertise, award and administer this project in accordance with the current published Local Assistance Procedures Manual.

B. ADMINISTERING AGENCY agrees that it will only proceed with work authorized for specific phase(s) with an "Authorization to Proceed" and will not proceed with future phase(s) of this project prior to receiving an "Authorization to Proceed" from the STATE for that phase(s) unless no further State or Federal funds are needed for those future phase(s).

C. STATE and ADMINISTERING AGENCY agree that any additional funds which might be made available by future Federal obligations will be encumbered on this PROJECT by use of a STATE-approved "Authorization to Proceed" and Finance Letter. ADMINISTERING AGENCY agrees that Federal funds available for reimbursement will be limited to the amounts obligated by the Federal Highway Administration.

D. Award information shall be submitted by the ADMINISTERING AGENCY to the District Local Assistance Engineer within 60 days of project contract award and prior to the submittal of the ADMINISTERING AGENCY'S first invoice for the construction contract.

Failure to do so will cause a delay in the State processing invoices for the construction phase. Attention is directed to Section 15.7 "Award Package" of the Local Assistance Procedures Manual.

E. ADMINISTERING AGENCY agrees, as a minimum, to submit invoices at least once every six months commencing after the funds are encumbered for each phase by the execution of this Project Program Supplement Agreement, or by STATE's approval of an applicable Finance Letter. STATE reserves the right to suspend future authorizations/obligations for Federal aid projects, or encumbrances for State funded projects, as well as to suspend invoice payments for any on-going or future project by ADMINISTERING AGENCY if PROJECT costs have not been invoiced by ADMINISTERING AGENCY for a six-month period.

If no costs have been invoiced for a six-month period, ADMINISTERING AGENCY agrees to submit for each phase a written explanation of the absence of PROJECT activity along with target billing date and target billing amount.

ADMINISTERING AGENCY agrees to submit the final report documents that collectively constitute a "Report of Expenditures" within one hundred eighty (180) days of PROJECT completion. Failure of ADMINISTERING AGENCY to submit a "Final Report of Expenditures" within 180 days of PROJECT completion will result in STATE imposing sanctions upon ADMINISTERING AGENCY in accordance with the current Local Assistance Procedures Manual.

SPECIAL COVENANTS OR REMARKS

F. Administering Agency shall not discriminate on the basis of race, religion, age, disability, color, national origin, or sex in the award and performance of any Federal-assisted contract or in the administration of its DBE Program Implementation Agreement. The Administering Agency shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of Federal-assisted contracts. The Administering Agency's DBE Implementation Agreement is incorporated by reference in this Agreement. Implementation of the DBE Implementation Agreement, including but not limited to timely reporting of DBE commitments and utilization, is a legal obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notification to the Administering Agency of its failure to carry out its DBE Implementation Agreement, the State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

G. Any State and Federal funds that may have been encumbered for this project are available for disbursement for limited periods of time. For each fund encumbrance the limited period is from the start of the fiscal year that the specific fund was appropriated within the State Budget Act to the applicable fund Reversion Date shown on the State approved project finance letter. Per Government Code Section 16304, all project funds not liquidated within these periods will revert unless an executed Cooperative Work Agreement extending these dates is requested by the ADMINISTERING AGENCY and approved by the California Department of Finance.

ADMINISTERING AGENCY should ensure that invoices are submitted to the District Local Assistance Engineer at least 75 days prior to the applicable fund Reversion Date to avoid the lapse of applicable funds. Pursuant to a directive from the State Controller's Office and the Department of Finance; in order for payment to be made, the last date the District Local Assistance Engineer can forward an invoice for payment to the Department's Local Programs Accounting Office for reimbursable work for funds that are going to revert at the end of a particular fiscal year is May 15th of the particular fiscal year. Notwithstanding the unliquidated sums of project specific State and Federal funding remaining and available to fund project work, any invoice for reimbursement involving applicable funds that is not received by the Department's Local Programs Accounting Office at least 45 days prior to the applicable fixed fund Reversion Date will not be paid. These unexpended funds will be irrevocably reverted by the Department's Division of Accounting on the applicable fund Reversion Date.

H. As a condition for receiving federal-aid highway funds for the PROJECT, the Administering Agency certifies that NO members of the elected board, council, or other key decision makers are on the Federal Government Exclusion List. Exclusions can be found at www.sam.gov.

SPECIAL COVENANTS OR REMARKS

2.
 - A. ADMINISTERING AGENCY shall conform to all State statutes, regulations and procedures (including those set forth in the Local Assistance Procedures Manual and the Local Assistance Program Guidelines, hereafter collectively referred to as "LOCAL ASSISTANCE PROCEDURES") relating to the federal-aid program, all Title 23 Code of Federal Regulation (CFR) and 2 CFR Part 200 federal requirements, and all applicable federal laws, regulations, and policy and procedural or instructional memoranda, unless otherwise specifically waived as designated in the executed project-specific PROGRAM SUPPLEMENT.
 - B. Invoices shall be formatted in accordance with LOCAL ASSISTANCE PROCEDURES.
 - C. ADMINISTERING AGENCY must have at least one copy of supporting backup documentation for costs incurred and claimed for reimbursement by ADMINISTERING AGENCY. ADMINISTERING AGENCY agrees to submit supporting backup documentation with invoices if requested by State. Acceptable backup documentation includes, but is not limited to, agency's progress payment to the contractors, copies of cancelled checks showing amounts made payable to vendors and contractors, and/or a computerized summary of PROJECT costs.
 - D. Indirect Cost Allocation Plan/Indirect Cost Rate Proposals (ICAP/ICRP), Central Service Cost Allocation Plans and related documentation are to be prepared and provided to STATE (Caltrans Audits & Investigations) for review and approval prior to ADMINISTERING AGENCY seeking reimbursement of indirect costs incurred within each fiscal year being claimed for State and federal reimbursement. ICAPs/ICRPs must be prepared in accordance with the requirements set forth in 2 CFR, Part 200, Chapter 5 of the Local Assistance Procedural Manual, and the ICAP/ICRP approval procedures established by STATE.
 - E. STATE will withhold the greater of either two (2) percent of the total of all federal funds encumbered for each PROGRAM SUPPLEMENT or \$40,000 until ADMINISTERING AGENCY submits the Final Report of Expenditures for each completed PROGRAM SUPPLEMENT PROJECT.
 - F. Payments to ADMINISTERING AGENCY for PROJECT-related travel and subsistence (per diem) expenses of ADMINISTERING AGENCY forces and its contractors and subcontractors claimed for reimbursement or as local match credit shall not exceed rates authorized to be paid rank and file STATE employees under current State Department of Personnel Administration (DPA) rules. If the rates invoiced by ADMINISTERING AGENCY are in excess of DPA rates, ADMINISTERING AGENCY is responsible for the cost difference, and any overpayments inadvertently paid by STATE shall be reimbursed to STATE by ADMINISTERING AGENCY on demand within thirty (30) days of such invoice.

SPECIAL COVENANTS OR REMARKS

G. ADMINISTERING AGENCY agrees to comply with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards.

H. ADMINISTERING AGENCY agrees, and will assure that its contractors and subcontractors will be obligated to agree, that Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual PROJECT cost items.

I. Every sub-recipient receiving PROJECT funds under this AGREEMENT shall comply with 2 CFR, Part 200, 23 CFR, 48 CFR Chapter 1, Part 31, Local Assistance Procedures, Public Contract Code (PCC) 10300-10334 (procurement of goods), PCC 10335-10381 (non-A&E services), and other applicable STATE and FEDERAL regulations.

J. Any PROJECT costs for which ADMINISTERING AGENCY has received payment or credit that are determined by subsequent audit to be unallowable under 2 CFR, Part 200, 23 CFR, 48 CFR, Chapter 1, Part 31, and other applicable STATE and FEDERAL regulations, are subject to repayment by ADMINISTERING AGENCY to STATE.

K. STATE reserves the right to conduct technical and financial audits of PROJECT WORK and records and ADMINISTERING AGENCY agrees, and shall require its contractors and subcontractors to agree, to cooperate with STATE by making all appropriate and relevant PROJECT records available for audit and copying as required by the following paragraph:

ADMINISTERING AGENCY, ADMINISTERING AGENCY'S contractors and subcontractors, and STATE shall each maintain and make available for inspection and audit by STATE, the California State Auditor, or any duly authorized representative of STATE or the United States all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts and ADMINISTERING AGENCY shall furnish copies thereof if requested. All of the above referenced parties shall make such AGREEMENT, PROGRAM SUPPLEMENT, and contract materials available at their respective offices at all reasonable times during the entire PROJECT period and for three (3) years from the date of submission of the final expenditure report by the STATE to the FHWA.

L. ADMINISTERING AGENCY, its contractors and subcontractors shall establish and maintain a financial management system and records that properly accumulate and segregate reasonable, allowable, and allocable incurred PROJECT costs and matching funds by line item for the PROJECT. The financial management system

SPECIAL COVENANTS OR REMARKS

of ADMINISTERING AGENCY, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles, enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices set to or paid by STATE.

M. ADMINISTERING AGENCY is required to have an audit in accordance with the Single Audit Act of 2 CFR 200 if it expends \$750,000 or more in Federal Funds in a single fiscal year of the Catalogue of Federal Domestic Assistance.

N. ADMINISTERING AGENCY agrees to include all PROGRAM SUPPLEMENTS adopting the terms of this AGREEMENT in the schedule of projects to be examined in ADMINISTERING AGENCY's annual audit and in the schedule of projects to be examined under its single audit prepared in accordance with 2 CFR, Part 200.

O. ADMINISTERING AGENCY shall not award a non-A&E contract over \$5,000, construction contracts over \$10,000, or other contracts over \$25,000 [excluding professional service contracts of the type which are required to be procured in accordance with Government Code sections 4525 (d), (e) and (f)] on the basis of a noncompetitive negotiation for work to be performed under this AGREEMENT without the prior written approval of STATE. Contracts awarded by ADMINISTERING AGENCY, if intended as local match credit, must meet the requirements set forth in this AGREEMENT regarding local match funds.

P. Any subcontract entered into by ADMINISTERING AGENCY as a result of this AGREEMENT shall contain provisions B, C, F, H, I, K, and L under Section 2 of this agreement.

3. Appendix E of the Title VI Assurances (US DOT Order 1050.2A)

During the performance of this agreement, the ADMINISTERING AGENCY, ADMINISTERING AGENCY'S contractors and subcontractor, (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities:

A. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.

B. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

C. Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.), (prohibits discrimination on the basis of sex);

D. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), as

SPECIAL COVENANTS OR REMARKS

amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;

E. The Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);

F. Airport and Airway Improvement Act of 1982, (49 U.S.C. 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);

G. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not);

H. Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;

I. The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

J. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

K. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

L. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).



City Council Agenda Report

Agenda Item 10.

DATE: November 9, 2021
TO: Honorable Mayor and City Councilmembers
FROM: Frank Carson, Director of Parks & Recreation
SUBJECT: Event in the Right of Way - Holiday Lights on Main

RECOMMENDATION:

That the City Council reviews and approves the submitted road closures and traffic control plan for the Holiday Lights on Main.

BACKGROUND:

Downtown El Cajon Business Partners, the management company for the Downtown El Cajon Property-Based Improvement District (PBID), in celebration of Small Business Saturday, is presenting a holiday-themed event in the downtown area. The intent of the event is to provide economic enhancements to the Downtown District.

Holiday Lights on Main will be held on Saturday, November 27, 2021, from 2:00 p.m. to 8:00 p.m. in Downtown El Cajon. The event includes the annual lighting of a 24-foot tree on private property at the corner of Main and Magnolia at 6:00 p.m. Holiday string lighting will be illuminated on Main Street between Magnolia and Claydelle and throughout the Prescott Promenade during the event. Activities will be held in the Prescott Promenade, to include an ice skating rink, amplified music, inflatables, food, retail vendors, craft and informational booths. This event will be free and open to the public. Limited street closures are requested.

In accordance with El Cajon Municipal Code Chapter 12.24, the event is not for the sole purpose of advertising products, goods, or for private profit. Instead, the event will provide a central venue to promote community involvement, City awareness and public camaraderie.

The Special Event Committee will notify the Downtown El Cajon Business Partners of the additional conditions to be met no later than two weeks prior to the event. Requirements will include approved Certificates of Insurance and any necessary permits or licenses.

Approval for phased street closures are requested as follows:

Saturday, November 27, 2021

5:00 a.m. – 11:00 p.m. Prescott Promenade

5:00 a.m. – 11:00 p.m. Alley at Prescott Promenade

5:00 a.m. – 11:00 p.m. Prescott Promenade Parking Lot

5:30 p.m. – 6:30 p.m. Main Street and Magnolia Avenue Intersection

FISCAL IMPACT:

Applicable fees to be paid by the applicant.

Prepared By: Frank Carson, Director of Parks & Recreation

Reviewed By:

Approved By: Graham Mitchell, City Manager



City Council
Agenda Report

DATE: November 9, 2021
TO: Honorable Mayor and City Councilmembers
FROM: Mara Romano, Purchasing Agent
SUBJECT: Disposal of Retired Property

RECOMMENDATION:

That the City Council declares the listed property retired and authorizes disposal in accordance with policy.

BACKGROUND:

In accordance with Municipal Code 3.16.090, departments shall submit to the purchasing agent reports displaying supplies and equipment that are no longer used or have become obsolete or worn out.

The attached items are recommended for disposal as City retired equipment as they have become unsuitable for City use.

Obsolete computer equipment shall be donated to the non-profit charitable organization: San Diego Futures Foundation. Equipment which can be salvaged is repaired/refurbished and donated back to non-profit organizations in the community. Equipment which cannot be reused is recycled, generating money for their educational programs. Local programs that have benefited in the past from San Diego Futures Foundation donations include the McAlister Institute, Cajon Valley School District, Grossmont High School, and El Cajon Youth Football and Cheer.

The City of El Cajon's IT Department shall erase all sensitive data from computer hard drives prior to disposal.

FISCAL IMPACT:

None.

Prepared By: Mara Romano, Purchasing Agent
Reviewed By: N/A
Approved By: Graham Mitchell, City Manager

Attachments

Retired Property List

Retired Property List
City Council Meeting: November 9, 2021

Equipment for Donation

Quantity	Description
59	Desktop Computer
1	Printer
	Misc. Computer Equipment: Keyboards, Monitors, Mice, Cables, Power Supplies, Toner, Tablet, etc.



**City Council
Agenda Report**

DATE: November 9, 2021
TO: Honorable Mayor and City Councilmembers
FROM: Graham Mitchell, City Manager
SUBJECT: State Redistricting Commission

RECOMMENDATION:

That the City Council provides direction on allocation of staff time, use of consulting services, and endorsement of alternative district maps.

BACKGROUND:

On October 26, 2021, during its meeting, the City Council discussed the Statewide redistricting process for federal and statewide office districts. Concerns were expressed that communities of interest within the San Diego region were not being considered as reflected in a conceptual map released by the California Citizens Redistricting Commission (CRC).

Prior to committing staff time to track CRC activities, the City Council asked for a better understanding of the amount of staff time this would require and the impacts on workload. Also, since the October 26th meeting, the City has been contacted by Core Strategic Group, offering services to assist the City in lobbying for district maps that reflect the City's interests. Also, since the last City Council meeting, staff has learned of a map prepared by the Escondido and Lakeside Chambers of Commerce that keeps East County communities of interest together. Staff will present this map during its presentation to the City Council and seek feedback.

The purpose of this agenda item is to report on the staff time required to complete this project and to recommend that the City Council take an active role in advocating for El Cajon's and the region's interests by promoting fair maps that comply with district boundary guidelines and are sensitive to communities of interest and to introduce the alternative maps.

For background purposes, the CRC announced the following important deadlines:

- Release preliminary draft district maps no later than November 15, 2021 (it is important to note that 14 days following the release of Preliminary Draft District Maps, the Commission may not display any other maps for public comment during this period);
- Take public comments on draft maps (November 15 to December 1, 2021);
- Display of Commission Approved Final Maps no later than December 23, 2021;
- Final district maps certified by Secretary of State no later than December 23, 2021;
- Adopt final district maps on January 22, 2022.

Allocation of Staff Time

Staff believes that much of the CRC tracking work can be accomplished by SDSU interns currently working in the City Manager's Office with oversight by the city manager. After looking at the CRC's schedule and considering the work that would need to be done to review maps, coordinate with other entities, propose alternative maps, and prepare correspondence to the CRC, staff believes this can be done with 10 to 15 hours of intern time and under five hours of City Manager's Office staff time. The cost of committing time to this activity will be several delays in several internal projects or shifting workloads to other staff.

Consulting Services

Also, as stated above, the City received an unsolicited scope of work from the Core Strategic Group. The proposal (attached) would include the following services:

- Build and maintain a website where residents can view current preferred map proposals and access an easy platform to submit comments to the Commission.
- Obtain and submit to CRC letters from various community groups that identify problems with CRC proposed maps with respect to placement of El Cajon and make counter-proposals for placement of El Cajon.
- Work with diversity groups to ensure their voice is heard pursuant to the Voting Rights Act (VRA), showing how supporting the position of El Cajon is fully in alignment with their goals.
- Collaborate with neighboring local governments and community groups that would like to be in the same districts as El Cajon.
- Generate comments to CRC from residents of El Cajon through a text-and-call program to a targeted list of community members most likely to participate in this process and submitting feedback to CRC.

The proposed cost of this service is \$24,950 and Core Strategic Group is attempting to secure agreements with other cities in the region. As of writing this report, staff is unaware of any other cities that have entered into an agreement. Given the deadlines to generate and receive comments, staff recommends that much of the outreach work be done in-house with City staff.

Alternative Maps – Escondido & Lakeside Chambers of Commerce

Staff has learned of alternative maps for State Assembly, State Senate, and Congressional districts that were prepared in collaboration with the Escondido Chamber of Commerce and the Lakeside Chamber of Commerce. The alternative maps include the entire region.

The State Assembly maps create an East County map which keeps the following communities together: El Cajon, Santee, Lakeside, Alpine, Poway, Rancho San Diego, Rancho Bernardo, Ramona, and Julian.

The State Senate maps create a map that includes El Cajon, Santee, Lakeside, Alpine, Poway, Rancho Bernardo, Ramona, Julian, Rancho San Diego, areas of San Marcos, Escondido, Rancho Santa Fe, Bonsall, Fallbrook, and Valley Center.

The Congressional maps include a district map with El Cajon, Santee, Poway, Lakeside, Alpine, Jamul, Rancho San Diego, Julian, Ramona, Rancho Bernardo, Rancho Santa Fe, Fairbanks Ranch, Escondido, and San Marcos.

Staff believes that these maps are more reflective of existing communities of interest and serve El Cajon's needs more effectively than the conceptual maps initially presented by the CRC. As such, staff recommends that the City Council endorse these series of maps.

Staff seeks direction on the following three issues:

1. Whether to allocate staff time to ensure El Cajon and other east County communities of interests are reflected in district maps being developed and approved by the CRC by tracking maps, expressing concerns with maps that split up East San Diego County, and encourage other stakeholders and the public to submit comments to the CRC;
2. Whether the City should enter into an agreement for up to \$24,950 with Core Strategic Group for services identified in the attached proposal; and
3. Whether to promote the alternative maps prepared by the Escondido and Lakeside Chambers of Commerce.

Prepared By: Graham Mitchell, City Manager

Reviewed By: N/A

Approved By: Graham Mitchell, City Manager



City Council
Agenda Report

DATE: November 9, 2021
TO: Honorable Mayor and City Councilmembers
FROM: Anthony Shute, Director of Community Development
SUBJECT: Relaxation of Certain Zoning Code Standards

RECOMMENDATION:

That the City Council considers whether to continue to relax certain zoning standards into 2022 and, if so, adopts the next Resolution, in order, affirming the continued relaxation of certain zoning code standards; the allowance of temporary signs; and allowing a no-fee temporary use permit; all until June 30, 2022.

BACKGROUND:

In April 2020, at the beginning of the Covid-19 Pandemic, the El Cajon City Council allowed businesses to take advantage of their outdoor areas, to operate outdoors in parking lots or other areas that were deemed safe and accessible. The City Council also indicated that businesses could display temporary signs as a means to inform the public that they were open, and waived the Temporary Use Permit (TUP) fee that is used to permit outdoor businesses whose indoor operations were limited or prohibited due to public health orders (e.g. restaurants, salons, barbershops, and personal fitness centers). On April 13, 2021, these measures were formally recognized in City Council Resolution No. 029-21, which are set to expire on December 31, 2021. Moreover, on June 15, 2021, the State of California reopened the economy allowing businesses to fully reopen with capacity limits and social distancing requirements ending.

DISCUSSION

In El Cajon, most businesses that were operating outdoors have since moved their operations inside. However, some eateries have continued to utilize much of their outdoor areas in addition to serving indoors. Temporary signage in various forms (e.g. banners and sandwich boards) continue to be displayed throughout the city and the last no fee TUP was submitted and approved in March 2021.

If the City Council chooses not to extend the relaxation of certain zoning standards into 2022, then those businesses operating outdoors or displaying temporary signs would have to come into compliance with the Zoning Code and the Downtown Master Plan. If the temporary abeyance of the codes is lifted, Code Compliance staff would then take an incremental informative approach guiding businesses to restore their operations to be in conformance with applicable codes and ordinances effective January 1, 2022.

City Council Consideration

No action is required if the City Council does not wish to extend the relaxation of certain Zoning Code standards. The enabling City Council Resolution will sunset on December 31, 2021. If the City Council determines that the relaxation of certain Zoning Code standards should continue beyond the end of 2021 through June 30, 2022, then a proposed resolution is attached to this report for consideration and adoption.

Prepared By: Anthony Shute, Director of Community Development

Reviewed By: Vince DiMaggio, Assistant City Manager

Approved By: Graham Mitchell, City Manager

Attachments

City Council Resolution No. 029-21

Proposed Resolution

RESOLUTION NO. 029-21

A RESOLUTION RELAXING CERTAIN ZONING CODE STANDARDS,
CONTINUED ALLOWANCE OF TEMPORARY SIGN DISPLAY,
AND NO FEE TEMPORARY USE PERMIT FOR SPECIFIC
OUTDOOR USES THROUGH DECEMBER 31, 2021

WHEREAS, on April 14, 2020, the City Council of the City of El Cajon determined the need for businesses to re-open or stay open during the Covid-19 pandemic by using specific outdoors areas; and

WHEREAS, strict application of the El Cajon Zoning Code would make it difficult, if not impossible, for businesses to operate within the Public Health Order Guidelines for safe operations; and

WHEREAS, the temporary relaxation of certain Zoning Code standards allows El Cajon businesses to utilize outdoor areas such as parking lots to offer services during the period of time that the County Health Department's orders remain in place; and

WHEREAS, allowance of temporary sign (banners) display by El Cajon businesses will inform the public that their respective business is open; and

WHEREAS, a no-fee Temporary Use Permit promotes business activity and ensures El Cajon businesses operate within the County Health Department's Guidelines and other applicable codes in safe and accessible areas.

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

SECTION 1. That the relaxation of certain Zoning Code Standards for uses conducted outdoors during the Covid-19 pandemic shall continue until December 31, 2021.

SECTION 2. That the display of business-oriented temporary signs (banners) may continue until December 31, 2021.

SECTION 3. That a no-fee Temporary Use Permit for outdoor business services shall continue until December 31, 2021.

PASSED AND ADOPTED by the City Council of the City of El Cajon, California, at a Regular Joint City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Meeting held this 13th day of April 2021, by the following vote to wit:

AYES	:	Goble, Kendrick, Metschel, Ortiz, Wells
NOES	:	None
ABSENT	:	None
DISQUALIFY	:	None

BILL WELLS
Mayor of the City of El Cajon

ATTEST:

ANGELA L. CORTEZ, CMC
City Clerk

I hereby certify that the above and foregoing is a full and true copy of Resolution No. 029- 21 of the Resolutions of the City of El Cajon, California, as adopted by the City Council at the Regular Joint Meeting of the City Council/Housing Authority/Successor Agency to the Redevelopment Agency on the 13th day of April 2021.


Angela L. Cortez, CMC, City Clerk

CC Agenda 04/13/21
Reso -- Extending Certain Covid19 Business Friendly Provisions 040521

RESOLUTION NO. __-21

A RESOLUTION RELAXING CERTAIN ZONING CODE STANDARDS,
CONTINUED ALLOWANCE OF TEMPORARY SIGN DISPLAY,
AND NO FEE TEMPORARY USE PERMIT FOR SPECIFIC
OUTDOOR USES THROUGH JUNE 30, 2022

WHEREAS, on April 14, 2020, the City Council of the City of El Cajon determined the need for businesses to re-open or stay open during the Covid-19 pandemic by using specific outdoors areas; and

WHEREAS, strict application of the El Cajon Zoning Code would make it difficult, if not impossible, for businesses to operate within the Public Health Order Guidelines for safe operations; and

WHEREAS, the temporary relaxation of certain Zoning Code standards allows El Cajon businesses to utilize outdoor areas such as parking lots to offer services during the period of time that the County Health Department's orders remain in place; and

WHEREAS, allowance of temporary sign (banners) display by El Cajon businesses will inform the public that their respective business is open; and

WHEREAS, a no-fee Temporary Use Permit promotes business activity and ensures El Cajon businesses operate within the County Health Department's Guidelines and other applicable codes in safe and accessible areas; and

WHEREAS, on November 9, 2021, the City Council determined the need to continue the relaxation of certain code standards, the allowance of temporary sign display and no fee temporary use permit for specific outdoor uses through June 30, 2022.

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

SECTION 1. That the relaxation of certain Zoning Code Standards for uses conducted outdoors during the Covid-19 pandemic shall continue until June 30, 2022.

SECTION 2. That the display of business-oriented temporary signs (banners) may continue until June 30, 2022.

SECTION 3. That a no-fee Temporary Use Permit for outdoor business services shall continue until June 30, 2022.



City Council
Agenda Report

DATE: November 9, 2021
TO: Honorable Mayor and City Councilmembers
FROM: Mayor Wells
SUBJECT: Council Activity Report

RECOMMENDATION:

That the City Council accepts and files 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:

October 28, 2021 – BIA Dinner
October 28, 2021 – KUSI Interview
October 29, 2021 – SANDAG Board of Directors Meeting
October 29, 2021 – Fox 5 Interview
October 29, 2021 – KUSI Interview
November 2, 2021 – Meeting with San Diego Humane Society
November 4, 2021 – Attend City Council Meeting – Special - Redistricting
November 4, 2021 – East County Mayors' Meeting
November 9, 2021 – Attend City Council Meeting(s)

I am available to answer questions.

Submitted By: Bill Wells, Mayor



City Council Agenda Report

Agenda Item 15.

DATE: November 9, 2021

TO: Honorable Mayor and City Councilmembers

FROM: Councilmember Goble

SUBJECT: COUNCILMEMBER STEVE GOBLE

MTS (Metropolitan Transit System Board); East County Advanced Water Purification Joint Powers Authority Board; Chamber of Commerce – Government Affairs Committee; SANDAG – Board of Directors – Alternate; SANDAG Public Safety Committee – Alternate; METRO Commission/Wastewater JPA – Alternate.

RECOMMENDATION:

That the City Council accepts and files 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:

- October 23, 2021 - Meet with Ruth T at Villa Novia
- October 26, 2021 - Trash pickup on Walter Way/Alley behind KFC
- October 27, 2021- Email with Dustin S at AGC re: Nov event
- October 28, 2021 - Attend BIA reception
- October 29, 2021 - Post on NextDoor re: Signal problems at Greenfield/Main
- October 29, 2021 - Email Marcelo @ CalTrans re: signal problems
- October 29, 2021 - Judge costume contests at Hauntfest
- November 1, 2021 - Send letters of support on behalf of MTS
- November 1, 2021 - Email with Harold B re: living in autos
- November 2, 2021 - Attend Chamber Gov't Affairs Committee Mtg
- November 2, 2021 - Phone call with Ivan A re: living in autos
- November 2, 2021 - Phone call with Karina H re: living in autos
- November 2, 2021 - Attend County Parks and Red Champion Awards
- November 2, 2021 - Email with Ramah re: redistricting
- November 3, 2021 - Phone call with Jeremy D re: working families ordinance
- November 3, 2021 - Emails with City Attorney

November 3, 2021 - Trash Pickup on Broadway
November 4, 2021 - Attend Redistricting Meeting #3 of 4
November 5, 2021 - Attend Chamber 1st Friday Breakfast
November 6, 2021 - Participate in work party at Villa Novia
November 8, 2021 - Meeting with City Mgr
November 9, 2021 - City Council Meeting(s)

I am available to answer questions.

Submitted By: Steve Goble, Councilmember



City Council
Agenda Report

DATE: November 9, 2021
TO: Honorable Mayor and City Councilmembers
FROM: Mayor Pro Tem Kendrick
SUBJECT: MAYOR PRO TEM GARY KENDRICK
METRO Commission/Wastewater JPA; Heartland Communications;
Heartland Fire Training JPA.

RECOMMENDATION:

That the City Council accepts and files 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:

October 28, 2021 – Heartland Fire Communications Meeting
November 4, 2021 – Attend City Council Meeting – Special – Redistricting
November 4, 2021 – Metro Wastewater JPA
November 9, 2021 – Attend City Council Meeting(s)

I am available to answer questions.

Submitted By: Gary Kendrick, Mayor Pro Tem



City Council
Agenda Report

DATE: November 9, 2021

TO: Honorable Mayor and City Councilmembers

FROM: Councilmember Metschel

SUBJECT: COUNCILMEMBER MICHELLE METSCHEL

Harry Griffen Park Joint Steering Committee; Heartland Communications – Alternate; Heartland Fire Training JPA – Alternate.

RECOMMENDATION:

That the City Council accepts and files 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:

- October 27, 2021 – Graduated from Citizen’s Police Academy
- October 29, 2021 – Zoom call with EC Chamber and ECTL
- October 29, 2021 – Hauntfest Judge
- October 30, 2021 – Discussion with Chamber regarding Food Drive
- November 4, 2021 – Attend City Council Meeting – Special – Redistricting
- November 6, 2021 – Ride Along with ECPD
- November 9, 2021 – Attend City Council Meeting(s)

I am available to answer questions.

Submitted By: Michelle Metschel, Councilmember



City Council
Agenda Report

DATE: November 9, 2021

TO: Honorable Mayor and City Councilmembers

FROM: Councilmember Ortiz

SUBJECT: COUNCILMEMBER PHIL ORTIZ

League of California Cities, San Diego Division; East County Economic Development Council; MTS (Metropolitan Transit System Board) – Alternate; East County Advanced Water Purification Joint Powers Authority Board – Alternate; Chamber of Commerce – Government Affairs Committee – Alternate.

RECOMMENDATION:

That the City Council accepts and files 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:

- October 26, 2021 – Speak at BIA Urban Council Committee
- October 27, 2021 – Meeting with Supervisor Nora Vargas
- October 28, 2021 – Economic Work Group (City of El Cajon)
- October 28, 2021 – BIA Event
- November 4, 2021 – Attend City Council Meeting – Special – Redistricting
- November 8, 2021 – League of California Cities Meeting
- November 9, 2021 – Attend City Council Meeting(s)

I am available to answer questions.

Submitted By: Phil Ortiz, Councilmember



City Council
Agenda Report

Agenda Item 19.

DATE: November 9, 2021

TO: City Clerk

FROM: City Attorney/General Legal Counsel

SUBJECT: Closed Session - Conference with Legal Counsel - Existing Litigation - pursuant to paragraph (1) of subdivision (d) of Government Code section 54956.9: National Prescription Opiate Litigation, 1:17-md-2804 (N.D. Ohio)

RECOMMENDATION:

That the following Closed Session be scheduled for the Joint City Council / Housing Authority / Successor Agency to the El Cajon Redevelopment Agency meeting on Tuesday, November 9, 2021, at 3:00 p.m.

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – pursuant to paragraph (1) of subdivision (d) of Government Code section 54956.9

NAME OF CASE:

National Prescription Opiate Litigation, 1:17-md-2804 (N.D. Ohio)

Morgan L. Foley
City Attorney / General Legal Counsel

MLF:hms
