



City Council Participation



Time and Location

2nd and 4th Tuesday of each month. 3:00 PM

Council Chambers
200 Civic Center Way
El Cajon, CA 92020



Watch Online

elcajon.gov/videostreaming
or Facebook Live (comments are not monitored)



In-Person Comments

Members of the public may address the City Council/Agency Members on any item listed on the agenda, or on matters which are not listed on the agenda but are within the subject matter jurisdiction of the City Council, Housing Authority and Successor Agency to the El Cajon Redevelopment Agency.

Public comments are limited to three (3) minutes per person, per agenda item.
[CLICK HERE](#) for additional instruction on in-person comments.



Written Comments

Comments must be emailed to acortez@elcajon.gov or mailed to the City Clerk at 200 Civic Center Way, El Cajon, CA 92020 and received by 4:00 pm the day prior to the City Council meeting for prompt distribution. Written public comments will be recorded in the public record and will be provided to the City Council in advance of the meeting for review.



Listening Devices and other Accommodations

ALDs are available from the City Clerk's office. As required by the Americans with Disabilities Act (ADA), requests for reasonable accommodations to facilitate meeting participation will be provided, please contact the City Clerk's office at least two (2) working days prior to the meeting at 619.441.1763.



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

Council Chamber
200 Civic Center Way
El Cajon, CA 92020

Agenda

MARCH 26, 2024, 3:00 p.m.

Bill Wells, Mayor

Steve Goble, Councilmember

Gary Kendrick, Councilmember

Michelle Metschel, Councilmember

Phil Ortiz, Deputy Mayor

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 THE FLAG AND MOMENT OF SILENCE

POSTINGS: The City Clerk posted Orders of Adjournment of the March 12, 2024, Meeting and the Agenda of the March 26, 2024, Meeting in accordance to State Law and City Council/Housing Authority/Successor Agency to the Redevelopment Agency Policy.

PRESENTATIONS:

- April Pool's Day

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 March 12, 2024, 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. Classification Specifications for Geographic Information Systems (GIS) Analyst I/II

RECOMMENDATION:

That City Council approves the classification specifications for Geographic Information Systems (GIS) Analyst I/II.

5. Contract Amendment for El Cajon Transit Center Community Improvements Construction Management Services

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, to approve a second amendment to the Public Works Contract with Project Professionals Corporation (PPC) for El Cajon Transit Center Community Improvements increasing construction management services by the not-to-exceed amount of \$135,801.51, for work to be performed through and including September 30, 2024.

6. Request for Additional Funds for Increased Vehicle Costs

RECOMMENDATION:

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

1. Appropriate \$204,540 of Fleet Replacement Fund (606) Balance for increased vehicle costs; and
2. Authorize the purchase of remaining replacement vehicles in the Fiscal Year 2023-24 Budget.

7. Continuation of Emergency for Storm Damage Repairs to Public Facilities

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, proclaiming the Continuation of Emergency for Storm Damage Repairs to Public Facilities.

8. Award of Bid No. 032-24 – Trunk Sewer Cleaning & Video Inspection

RECOMMENDATION:

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

1. Approve Plans and Specifications for Trunk Sewer Cleaning & Video Inspection, Bid No. 032-24; and
2. Award the bid to the sole responsive, responsible bidder, National Plant Services, Inc., in the amount of \$241,727.12.

9. Events in the Right of Way - Cajon Classic Cruise

RECOMMENDATION:

That the City Council reviews and approves the proposed road closures and traffic control plan for the "Cajon Classic Cruise" events.

10. Events in the Right of Way - Dinner and a Concert

RECOMMENDATION:

That the City Council reviews and approves the submitted road closures for the "Dinner and a Concert" events.

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:

11. Consideration of an Adjustment to the SANDAG Regional Transportation Congestion Improvement Program (RTCIP) Fee

RECOMMENDATION:

That the City Council:

1. Opens the Public Hearing and receives testimony;
2. Closes the Public Hearing; and
3. Adopts the next Resolution, in order, approving an adjustment to the Regional Transportation Congestion Improvement Program (RTCIP) Fee to the new amount of \$2,875.06, for each newly-constructed residential unit.

ADMINISTRATIVE REPORTS:

12. 2023 General Plan Annual Progress Report

RECOMMENDATION:

That the City Council:

1. Accepts the 2023 General Plan Annual Progress Report; and
2. Directs staff to forward the report to the Governor's Office of Planning and Research (OPR), the State Department of Housing and Community Development (HCD), and the San Diego Association of Governments (SANDAG).

13. A Summary of the Downtown Business Partners Review and Consideration of the Recommendations from the New City America Report on the Property Business Improvement District (PBID).

RECOMMENDATION:

This is an informational report only. No action is required.

14. Report on Implementing Fire Engine 208

RECOMMENDATION:

That the City Council receives a report on the status of implementing Fire Engine 208.

COMMISSION REPORTS:

ACTIVITIES REPORTS/COMMENTS OF MAYOR WELLS

SANDAG (San Diego Association of Governments) Board of Directors.

15. Council Activity Report

ACTIVITIES REPORTS/COMMENTS OF COUNCILMEMBERS:

16. **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.
17. **COUNCILMEMBER GARY KENDRICK**
METRO Commission/Wastewater JPA; Heartland Communications; Heartland Fire Training JPA.
18. **COUNCILMEMBER MICHELLE METSCHEL**
Harry Griffen Park Joint Steering Committee; METRO Commission/Wastewater JPA – Alternate; Heartland Communications – Alternate; Heartland Fire Training JPA – Alternate.
19. **DEPUTY MAYOR 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:

20. Maintenance of Bus Stops and Addition of New Bus Shelters

RECOMMENDATION:

That the City Council directs staff to provide an analysis of the pros and cons of turning over the bus stop shelter and maintenance program to MTS.

GENERAL INFORMATION ITEMS FOR DISCUSSION:

ORDINANCES: FIRST READING

ORDINANCES: SECOND READING AND ADOPTION

CLOSED SESSIONS:

ADJOURNMENT: The Adjourned Regular Joint Meeting of the El Cajon City Council/ El Cajon Housing Authority/Successor Agency to the El Cajon Redevelopment Agency held this 26th day of March 2024, is adjourned to Tuesday, April 9th, 2024, at 3:00 p.m.



City Council
Agenda Report

Agenda Item 1.

DATE: March 26, 2024

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 March 12, 2024, Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency.

Attachments

03-12-24DRAFTminutes - 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

March 12, 2024

A Regular Joint Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency, held Tuesday, March 12, 2024, was called to order by Mayor/Chair Bill Wells at 3:03 p.m., in the Council Chambers, 200 Civic Center Way, El Cajon, California.

ROLL CALL

Council/Agencymembers present: Kendrick, Metschel, and Ortiz
Council/Agencymembers absent: None
Deputy Mayor/Vice Chair present: Goble
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 THE FLAG led by Mayor Wells and MOMENT OF SILENCE.

POSTINGS: The City Clerk posted Orders of Adjournment of the February 27, 2024, meetings and the Agenda of the March 12, 2024, meeting in accordance with State Law and El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Policy.

PRESENTATIONS: None

AGENDA CHANGES: None

CONSENT ITEMS: (1 – 10)

MOTION BY WELLS, SECOND BY METSCHEL, to APPROVE Consent Items 1 to 10.

MOTION CARRIED BY UNANIMOUS VOTE.

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

Approve Minutes of the February 27, 2024, Meetings of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency.

2. Warrants

Approve payment of Warrants as submitted by the Finance Department.

3. Approval of Reading Ordinances by Title Only

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

4. Community Event - 2024 July 4th Picnic at Kennedy Park

Approve the use of the public right-of-way for the July 4th picnic and fireworks display and authorizes the City Manager, or designee, to execute the necessary agreements and forms for the associated fireworks display at Granite Hills High School.

5. Continuation of Emergency for Storm Damage Repairs to Public Facilities

Adopt Resolution No. 024-24 proclaiming the Continuation of Emergency for Storm Damage Repairs to Public Facilities.

CONSENT ITEMS: (Continued)

6. Disposal of Retired Property

Declare the listed property retired and authorizes disposal in accordance with policy.

7. Purchase of Latent Fingerprint Technology System & Related Training Services

Adopt Resolution No. 025-24 to authorize the Purchasing Agent to waive the bidding requirements in accordance with El Cajon Municipal Code section 3.20.010(C)(5), and to execute a purchase agreement with Foster & Freeman USA, Inc (F&F) for the purchase of Recover® Latent Fingerprint Technology System & related training services in the not-to-exceed amount of \$103,372.21.

8. Contract Amendment for RFP No. 012-23 – Oakdale Alameda Beautification Project Professional Services

Adopt Resolution No. 026-24 to increase the Agreement for Professional Services with Chen Ryan & Associates, Inc. for Oakdale Alameda Beautification Project Professional Services in the not-to-exceed amount of \$97,500 through January 11, 2025.

9. Reject & Re-Bid of RFP No. 029-24 – East County Market Nights Management Services

Adopt Resolution No. 027-24 to reject the sole proposal and authorize re-bidding the service with revised specifications.

10. Appropriation of funds for Replacement In-Car Laptops in Police Vehicles

Appropriate \$305,100 of available IT Services Fund balance (615) for the purpose described in the report.

PUBLIC COMMENT:

Barbie Bates spoke about cars driving dangerously fast on Taft Avenue.

Eleanor Hankin also shared information about cars speeding on Taft Avenue.

Brenda Hammond spoke about harassment from agencies who are supposed to be helping homeless individuals.

PUBLIC COMMENT: (Continued)

Jessica Johnson spoke about a vehicle losing control, due to speeding and ending up in her front yard. Ms. Johnson resides on Taft Avenue.

Shannon Bell spoke about the homeless problem in the City.

Mayor Wells invited Ms. Bell to schedule a meeting with him to further discuss the homeless situation.

WRITTEN COMMUNICATIONS: None

PUBLIC HEARINGS: None

ADMINISTRATIVE REPORTS:

11. City Council Action Plan (2024)

RECOMMENDATION:

That the City Council reviews the draft City Council Action Plan, provides feedback, and approves the document.

DISCUSSION

City Manager Mitchell provided detailed information of the Item.

No public comment was received for the Item.

Discussion ensued among Council and Staff concerning the following:

- Possibility of a sensor or monitor to detect roads that need resurfacing;
- Illegal activities after dark;
- Importance of an Economic Development Manager;
- Importance of the passage of Measure J to implement some of the City Council requests; and
- Grants from the East County Development Council.

No Motion was required for the Item.

Mayor Wells acknowledge the students from Valhalla High School in the audience.

COMMISSION REPORTS: None

ACTIVITIES REPORTS/COMMENTS OF MAYOR WELLS:

SANDAG (San Diego Association of Governments) Board of Directors.

- 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.

Council Activities Report/Comments.

Councilmember Goble Reported he was not able to attend the Arbor Day Event, as previously submitted on the report.

- 14. COUNCILMEMBER GARY KENDRICK
METRO Commission/Wastewater JPA; Heartland Communications; Heartland Fire Training JPA.

Council Activities Report/Comments.

Report as submitted.

- 15. COUNCILMEMBER MICHELLE METSCHEL
Harry Griffen Park Joint Steering Committee; Heartland Communications – Alternate; Heartland Fire Training JPA – Alternate; METRO Commission/Wastewater JPA – Alternate.

Council Activities Report/Comments.

Report as submitted.

ACTIVITIES REPORTS OF COUNCILMEMBERS: (Continued)

- 16. DEPUTY MAYOR 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. Modifying Regulations Related to Fences in Residential Zones

RECOMMENDATION:

That the City Council directs staff to analyze Municipal Code 17.130.170 regarding fence regulations and refer a recommendation to the Planning Commission and then the City Council for consideration.

DISCUSSION

Councilmember Goble stated that some of the requirements in Municipal Code 17.130.170 were outdated and City Manager Mitchell provided detailed information of the Item.

No public comment was received for the Item.

MOTION BY WELLS, SECOND BY METSCHEL, to DIRECT staff to analyze Municipal Code 17.130.170 regarding fence regulations and refer a recommendation to the Planning Commission and then the City Council for consideration.

MOTION CARRIED BY UNANIMOUS VOTE.

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 adjourns to Closed Session as follows:

18. Closed Session - Conference with Labor Negotiators pursuant to Government Code section 54957.6:

Agency Designated Representatives:

Graham Mitchell, City Manager
Vince DiMaggio, Assistant City Manager
Clay Schoen, Director of Finance
Marisol Thorn, Director of Human Resources
Morgan Foley, City Attorney

Employee Organizations:

El Cajon Police Officers' Association
El Cajon Police Officers' Association Management Group

19. Closed Session - Conference with Real Property Negotiators - pursuant to Government Code section 54956.8:

Property:

APN 487-331-22-00
425 W. Main Street

Negotiating Party:

Jala, Inc.
Hitesh C. Patel, CEO

City Negotiators:

City Manager
Assistant City Manager
City Attorney

Under Negotiation:

Price and terms of payment for acquisition of property

MOTION BY WELLS, SECOND BY METSCHEL, to ADJOURN to Closed Session at 4:02 p.m.

MOTION CARRIED BY UNANIMOUS VOTE.

RECONVENED to Open Session at 4:43 p.m.

CLOSED SESSIONS: (Continued)

City Attorney Foley reported the following actions:

Item 18: Approved for negotiators to prepare tentative agreements

Item 19: No action was taken

Adjournment: Mayor Wells adjourned the Regular Joint Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency held this 12th day of March, 2024, at 4:44 p.m., to Tuesday, March 26, 2024, at 3:00 p.m.

ANGELA L. CORTEZ, CMC
City Clerk/Secretary

D R A F T



City Council
Agenda Report

Agenda Item 4.

DATE: March 26, 2024
TO: Honorable Mayor and City Councilmembers
FROM: Megan Blake, Senior Human Resources Analyst
SUBJECT: Classification Specifications for Geographic Information Systems (GIS) Analyst I/II

RECOMMENDATION:

That City Council approves the classification specifications for Geographic Information Systems (GIS) Analyst I/II.

BACKGROUND:

Staff proposes updating the classification specification for Geographic Information Systems (GIS) Analyst to create a series - Geographic Information Systems (GIS) Analyst I/II. This new classification specification series will help capture a larger applicant pool for a position that can be difficult to recruit for by creating two levels of required experience. Attached are the proposed classification specifications. Copies of the classification specifications were reviewed and approved by the El Cajon Mid-Management and Professional Employee Group.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

City Council approval of the proposed classification specification and salary is exempt from the California Environmental Quality Act (CEQA) in accordance with section 15378(b)(2) of the state CEQA Guidelines because it is a personnel-related action and is therefore not a project.

FISCAL IMPACT:

There is no fiscal impact.

Prepared By: Megan Blake

Reviewed By: Marisol Thorn, Director of Human Resources

Approved By: Graham Mitchell, City Manager

Attachments

Proposed GIS Analyst I

Proposed GIS Analyst II

CITY OF EL CAJON

GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST I

(Non-Classified)

CLASSIFICATION DESCRIPTION

Function: Under administrative direction, performs professional level analytical duties in support of the City's Geographic Information System (GIS) programs, including the development, maintenance, and complex analysis of digital spatial data to support decision-making; performs related work as required.

Class Characteristics: This is a journey level professional classification. This class is responsible for the design and maintenance of the GIS data structure, data dictionary, and access systems. Employees may be assigned lead and/or supervisory duties.

Representative Duties:

- Designs and maintains the GIS data structure, data dictionary, and access systems;
- manages assigned projects related to GIS operations, which includes: interpreting and completing, work requests, analyzing situations, preparing related documentation, and performing other related tasks;
- maintains and quality controls GIS data layers, which includes updating current data layers and business tables, and building new layers based on user needs and organizational growth;
- translates staff requirements and specifications into functional GIS solutions;
- creates digital maps and/or hard copy maps, plots, and charts;
- prepares online mapping services of GIS data and analytical files available on the intranet/internet;
- develops computer application tools designed to assist employees in the use of spatial data;
- develops scripts and implements tools to automate the input and maintenance of GIS data;
- manipulates and analyzes geographic data; and creates and maintains metadata.
- assists with GIS and GIS related software upgrades and installs.
- creates, maintains, or quality control checks GIS procedures;
- provides technical support to system users, which includes instructing employees on system use and use of related applications and equipment;
- operates and maintains a variety of GIS equipment, including plotters, global positioning system (GPS) receivers, and other related equipment.

Contacts and Relationships: Contacts are primarily with other City employees. Employees serve as the technical liaison with Information Technology staff for all matters related to GIS database and software systems. Employees may interact with consultants, vendors, and GIS staff from other agencies in the region.

Accountability: Employees are responsible for creating, manipulating, and analyzing geographic data; producing cartographic mapping products; and training and assisting staff in the use of GIS and GIS related applications.

Working Conditions: The major part of the employees work takes place in an office setting. Occasional outdoor fieldwork may also 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, employees are frequently required to sit, talk, and hear. Employees are occasionally required to move about an office; use hands to finger, handle or feel objects, tools or controls; and reach with hands. Employees must occasionally lift and/or move up to 35 pounds. Specific vision abilities required include close vision and the ability to focus.

Education: Educational achievement equivalent to a Bachelor's Degree in computer science, geographic information systems, geography, urban planning, civil engineering or a related field.

Experience: ~~Three~~Two years professional level GIS experience. Supervisory experience is desirable.

Abilities/Skills/Knowledge:

- Ability to provide technical guidance to staff on GIS applications;
- ability to analyze a variety of geographic and mapping data and develop logical conclusions and solutions;
- ability to create fields and analytical files for maps, plots, and charts;
- ability to communicate effectively, orally, and in writing;
- ability to establish and maintain effective working relationships with other City employees;
- considerable knowledge of ESRI GIS software;
- considerable knowledge of GPS data processing software;
- considerable knowledge of spatial technologies;

City of El Cajon
Geographic Information Systems Analyst

- considerable knowledge of geographic concepts;
- considerable knowledge of GIS concepts;
- considerable knowledge of research methods and techniques related to collecting, analyzing, and evaluating geographic related data;
- considerable knowledge of the methods and techniques used for interpreting maps of various media and digitizing data for conversion to GIS usable formats.
- knowledge of GIS ethics;
- knowledge of GPS principles;
- skill in using a computer and related software applications;
- skill in utilizing current releases of GIS software;
- skill in performing spatial analysis;
- skill in producing cartographic materials;
- skill in operating GPS equipment;
- skill in creating, editing, and updating data and maps;
- skill in gathering and compiling data.

Special Requirements: Possession of, or ability to obtain prior to employment, a valid Class C California driver's license with a safe driving record.

Established: 07/21/09
Reviewed by City Manager: 07/21/09
Approved by City Council: 07/28/09
Reviewed by Union: March 2024

CITY OF EL CAJON

GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST **II**

(Non-Classified)

CLASSIFICATION DESCRIPTION

Function: Under administrative direction, performs professional level analytical duties in support of the City's Geographic Information System (GIS) programs, including the development, maintenance, and complex analysis of digital spatial data to support decision-making; performs related work as required.

Class Characteristics: This is a journey level professional classification. This class is responsible for the design and maintenance of the GIS data structure, data dictionary, and access systems. Employees may be assigned lead and/or supervisory duties.

Representative Duties:

- Manages the assignment of work (projects and department requests) to other GIS staff, including GIS Analyst I and GIS Technician;
- monitors emerging trends in the GIS field and recommends improvements, modifications, and automated solutions;
- researches and recommends utilization of new or untapped functionality in software to achieve desired results and solutions;
- performs high level technical troubleshooting;
- takes corrective action to resolve problems;
- assists with problem and/or process identification, definition, and solution development;
- retains and utilizes expertise in at least two of the following areas: geoprocessing, advanced edit techniques, advanced data manipulation, advanced cartography;
- designs and maintains the GIS data structure, data dictionary, and access systems;
- maintains and quality controls GIS data layers, which includes updating current data layers and business tables, and building new layers based on user needs and organizational growth;
- translates staff requirements and specifications into functional GIS solutions;
- creates digital maps and/or hard copy maps, plots, and charts;
- prepares online mapping services of GIS data and analytical files available on the intranet/internet;
- develops computer application tools designed to assist employees in the use of spatial data;

City of El Cajon
Geographic Information Systems Analyst

- develops scripts and implements tools to automate the input and maintenance of GIS data;
- manipulates and analyzes geographic data; and creates and maintains metadata.
- assists with GIS and GIS related software upgrades and installs.
- creates, maintains, or quality control checks GIS procedures;
- provides technical support to system users, which includes instructing employees on system use and use of related applications and equipment;
- operates and maintains a variety of GIS equipment, including plotters, global positioning system (GPS) receivers, and other related equipment.

Contacts and Relationships: Contacts are primarily with other City employees. Employees serve as the technical liaison with Information Technology staff for all matters related to GIS database and software systems. Employees may interact with consultants, vendors, and GIS staff from other agencies in the region.

Accountability: Employees are responsible for creating, manipulating, and analyzing geographic data; producing cartographic mapping products; and training and assisting staff in the use of GIS and GIS related applications.

Working Conditions: The major part of the employees work takes place in an office setting. Occasional outdoor fieldwork may also 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, employees are frequently required to sit, talk, and hear. Employees are occasionally required to move about an office; use hands to finger, handle or feel objects, tools or controls; and reach with hands. Employees must occasionally lift and/or move up to 35 pounds. Specific vision abilities required include close vision and the ability to focus.

Education: Educational achievement equivalent to a bachelor's degree in computer science, geographic information systems, geography, urban planning, civil engineering or a related field.

Experience: ~~Three~~ Four years of progressively responsible professional level GIS experience. Supervisory experience is desirable.

Abilities/Skills/Knowledge:

- Ability to manage multiple work assignments;

City of El Cajon
Geographic Information Systems Analyst

- ability to apply GIS concepts to real-world scenarios;
- ability to analyze and troubleshoot complex issues and provide a recommended course of action;
- ability to provide technical guidance to staff on GIS applications;
- ability to analyze a variety of geographic and mapping data and develop logical conclusions and solutions;
- ability to create fields and analytical files for maps, plots, and charts;
- ability to communicate effectively, orally, and in writing;
- ability to establish and maintain effective working relationships with other City employees;
- considerable knowledge of ESRI GIS software;
- considerable knowledge of GPS data processing software;
- considerable knowledge of spatial technologies;
- considerable knowledge of geographic concepts;
- considerable knowledge of GIS concepts;
- considerable knowledge of research methods and techniques related to collecting, analyzing, and evaluating geographic related data;
- considerable knowledge of the methods and techniques used for interpreting maps of various media and digitizing data for conversion to GIS usable formats.
- considerable knowledge of GIS ethics;
- considerable knowledge of GPS principles;
- skill in using a computer and related software applications;
- skill in utilizing current releases of GIS software;
- skill in performing spatial analysis;
- skill in producing cartographic materials;
- skill in operating GPS equipment;
- skill in creating, editing, and updating data and maps;
- skill in gathering and compiling data.

Special Requirements: Possession of, or ability to obtain prior to employment, a valid Class C California driver's license with a safe driving record.

Established: 07/21/09
Reviewed by City Manager: 07/21/09
Approved by City Council: 07/28/09
Reviewed by Union: March 2024



City Council
Agenda Report

DATE: March 26, 2024
TO: Honorable Mayor and City Councilmembers
FROM: Mara Romano, Purchasing Agent
SUBJECT: Contract Amendment for El Cajon Transit Center Community Improvements Construction Management Services

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, to approve a second amendment to the Public Works Contract with Project Professionals Corporation (PPC) for El Cajon Transit Center Community Improvements increasing construction management services by the not-to-exceed amount of \$135,801.51, for work to be performed through and including September 30, 2024.

BACKGROUND:

On July 26, 2022, the City Council authorized the City Manager to enter into an agreement for construction management services with PPC to provide plans and specifications review, construction management, and inspection services. This project is funded by the SANDAG Smart Growth Incentive Program grant funds.

Construction of the El Cajon Boulevard Streetscape is projected to continue through September of this year. The construction phase began in February of 2023 and was originally targeted for completion by March of 2024. Accordingly, the agreement for construction management services was extended by a first amendment to the agreement. On January 1, 2024, the hourly rates for work to be performed increased due to cost of living adjustments. Staff is requesting an increase in compensation to PPC in an amount of \$135,801.51, which will address additional time required for construction management and inspection services.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

The City Council approved the El Cajon Boulevard Streetscape Project on July 26, 2022, in accordance with the El Cajon Transit District Specific Plan Final Program EIR (SCH No. 2017041047). The proposed increase in project management funding does not require further CEQA review.

FISCAL IMPACT:

Approval of the \$135,801.51 increase will supplement the current contract, for a total not-to-exceed amount of \$455,005.51. Sufficient funds are available in Fiscal Year 2023-24 Annual Budget: El Cajon Transit Center Community Improvements (203690PWCP).

Prepared By: Mara Romano, Purchasing Agent
Reviewed By: Yazmin Arellano, Director of Public Works
Approved By: Graham Mitchell, City Manager

Attachments

Resolution

RESOLUTION NO. ___-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CAJON
APPROVING AMENDMENT OF A PUBLIC WORKS CONTRACT
FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE
EL CAJON TRANSIT CENTER COMMUNITY IMPROVEMENTS PROJECT

WHEREAS, on July 26, 2022, the City Council authorized the City Manager to enter into a public works contract for construction management services with Project Professionals Corporation to provide plans and specifications review, construction management, and inspection services (the "Contract") for the El Cajon Transit Center Community Improvements project (the "Project"); and

WHEREAS, the Project is funded by the SANDAG Smart Growth Incentive Program grant funds; and

WHEREAS, construction of the El Cajon Boulevard Streetscape began in February 2023, and was originally targeted for completion by March 2024; however, it is now projected to continue through September 2024; and

WHEREAS, staff is requesting an increase in a not-to-exceed amount of \$135,801.51, which will address additional time required for construction management and inspection services; and

WHEREAS, approval of the \$135,801.51 increase will supplement the Contract compensation, for a total not-to-exceed amount of \$455,005.51, and sufficient funds are available in Fiscal Year 2023-24 Annual Budget: El Cajon Transit Center Community Improvements; and

WHEREAS, the City Council approved the El Cajon Boulevard Streetscape Project on July 26, 2022, in accordance with the El Cajon Transit District Specific Plan Final Program EIR (SCH No. 2017041047), and the proposed increase in project management funding does not require further California Environmental Quality Act ("CEQA") review; and

WHEREAS, the City Council believes it to be in the City's best interest to approve additional compensation in the not-to-exceed amount of \$135,801.51 for the Project, for a total not-to-exceed amount of \$455,005.51.

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 determines that the Project does not require further CEQA review as it was previously approved the El Cajon Boulevard Streetscape Project on July 26, 2022, in accordance with the El Cajon Transit District Specific Plan Final Program EIR (SCH No. 2017041047).

3. The City Council hereby approves amendment of the Contract to provide additional compensation of \$135,801.51 for the Project, as requested by staff, for a total not-to-exceed amount of \$455,005.51.

4. The City Council hereby authorizes the City Manager to execute an amendment to the Contract, with such changes as may be approved by the City Manager.

03/26/24 CC Agenda

Reso – Amend Project Professionals Corp Contract (EC Transit Ctr Comm Imprvmts) 031224



City Council
Agenda Report

DATE: March 26, 2024
TO: Honorable Mayor and City Councilmembers
FROM: Yazmin Arellano, Director of Public of Works
SUBJECT: Request for Additional Funds for Increased Vehicle Costs

RECOMMENDATION:

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

1. Appropriate \$204,540 of Fleet Replacement Fund (606) Balance for increased vehicle costs; and
2. Authorize the purchase of remaining replacement vehicles in the Fiscal Year 2023-24 Budget.

BACKGROUND:

The purpose of this report is to request additional funds to address the challenges related to increased vehicle costs facing the City's Fleet Division. The Fleet Division faced challenges in procuring vehicles due to a combination of factors, including supply chain disruptions and heightened market demand. When the Fiscal Year 2023-24 Annual Budget was developed, the costs determined and appropriated for vehicle replacements were established by quoted vehicle costs at that time. Since then, overall vehicle costs (including the outfitting and warranties) have increased due to availability and high demand.

To purchase the vehicles that were initially included in the Fiscal Year 2023-24 budget, staff is requesting the appropriation of an additional \$204,540 from the Fleet Replacement Fund Balance for the increased costs for the following vehicles:

Department	Vehicle Replacement	FY2023-24 Budget	Updated Costs	Difference	Quantity	Total
Police	BMW Motorcycle	\$38,000	\$38,100	\$100	1	\$100
Police	Dodge Ram	\$68,500	\$71,800	\$3,300	1	\$3,300
Police	Ford Transit Van	\$70,000	\$86,700	\$16,700	1	\$16,700
Police	Ford Explorer Civilian	\$49,500	\$57,600	\$8,100	3	\$24,300
Police	Ford Explorer Utility	\$86,800	\$101,100	\$14,300	5	\$71,500

Police	Jeep Cherokee	\$58,500	\$58,200	<\$300>	1	<\$300>
Fire	Ford F-250	\$123,000	\$147,200	\$24,200	1	\$24,200
Public Works (Parks)	Ford F-250	\$69,200	\$78,000	\$8,800	2	\$17,600
Public Works (Parks)	Ford F-450 Dump	\$78,500	\$97,200	\$18,700	2	\$37,400
5% Contingency*						\$9,740
Total						\$204,540

*The 5% contingency would address vehicle price changes when all vehicle purchase banks open.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

This action is exempt from the California Environmental Quality Act (“CEQA”) in accordance with State CEQA Guidelines section 15378(b)(2). It will not result in any direct or indirect physical change in the environment because it solely provides authorization for the purchase of equipment.

FISCAL IMPACT:

This action will increase Fleet Replacement Fund (606) appropriations by \$204,540 for increased vehicle costs, and reduce Fleet Replacement Fund Balance by the same amount.

Prepared By: Monica Martinez, Sr. Management Analyst

Reviewed By: Yazmin Arellano, Director of Public Works

Approved By: Graham Mitchell, City Manager

Attachments

Resolution

RESOLUTION NO. ____-24

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CAJON
APPROVING ADDITIONAL FUNDS FOR INCREASED VEHICLE COSTS

WHEREAS, the Fiscal Year 2023-24 Annual Budget (the "Budget") of the City of El Cajon (the "City") was approved, thereby appropriating funds to purchase replacement motor vehicles in amounts anticipated to meet the needs of the City reflecting anticipated pricing for replacement motor vehicles during the current fiscal year; and

WHEREAS, since adoption of the Budget, overall vehicle costs, including outfitting and warranties, have increased due to diminished availability and high demand; and

WHEREAS, City staff has requested an additional allocation of \$204,540 from the Fleet Replacement Fund (606) Balance for the purchase of vehicles for the Police, Fire and Public Works departments, including a five percent (5%) contingency to address vehicle price changes once the purchase banks open; and

WHEREAS, this action is exempt from the California Environmental Quality Act ("CEQA") in accordance with State CEQA Guidelines section 15378(b)(2) as it will not result in any direct or indirect physical change in the environment because it solely provides authorization for the purchase of equipment; and

WHEREAS, the City Council believes it to be in the City's best interest to approve the additional funding of \$204,540 for the purchase of the vehicles approved in the City's Fiscal Year 2023-24 Budget.

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 approves additional funding of \$204,540 from the Fleet Replacement Fund (606) Balance for increased costs involved with the purchase of replacement vehicles approved in the City's Fiscal Year 2023-24 Budget.
3. The City Council hereby authorizes the City Manager, or such person as is designated by the City Manager, to execute the necessary Purchase Orders for the necessary motor vehicles, with any such changes and refinements as may be necessary and approved by the City Manager.
4. The City Manager, or such person as is designated by the City Manager, is hereby authorized and directed to execute any subsequent amendments to the Purchase Orders, or other documents necessary, as may be approved by the City Manager, on behalf of the City of El Cajon.



City Council Agenda Report

DATE: March 26, 2024
TO: Honorable Mayor and City Councilmembers
FROM: Yazmin Arellano, Director of Public of Works
SUBJECT: Continuation of Emergency for Storm Damage Repairs to Public Facilities

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, proclaiming the Continuation of Emergency for Storm Damage Repairs to Public Facilities.

BACKGROUND:

This report provides an update on the Emergency Storm Damage Repairs to public facilities incurred by our City due to recent storms. On February 15, 2024, the City Manager declared an emergency for immediate repairs to protect surrounding property, maintain the integrity of critical stormwater infrastructure, and preserve life and safety. On February 27, 2024, the City Council ratified the City Manager's Declaration and established a Declaration of Emergency with Resolution No. 021-24. The following is an overview of actions taken and next steps:

Stormwater Channels

On February 29, 2024, Jimenez Inc. dba MJC Construction (MJC Construction) completed the channel bottom repair on the County Channel north of Johnson Avenue. In addition, on March 12, 2024, MJC Construction completed the repairs of concrete channel walls located near Anza Elementary School. The repairs included water diversion and the removal and replacement of steel-reinforced concrete. MJC Construction continues to repair concrete channel bottom work at three locations on Forester Creek.

Collapsed Trees

West Coast Arborists completed the removal of a collapsed tree on Avocado Avenue and a tree obstructing the natural storm channel along the east side of Avocado Avenue.

Slope Erosion

On March 12, 2024, Kleinfelder, a geotechnical engineering company, visited the site to observe the slide area. The geologist completed the geologic mapping of the western slope of Avocado Avenue north of Skywood Drive and provided preliminary recommendations on addressing the slope erosion. The recommendations included methods to mitigate the existing slope erosion, including digging back the upper ten feet of the slope to a shallower gradient, removing overhangs and vertical slope sections, and installing a catchment structure along the slope toe to impede or slow any failed material. Staff is coordinating the work with contractors experienced with slope remediation techniques. A professional Land Surveying consultant is working on identifying the City of El Cajon's slope-and-drainage easement, recorded in 1973,

lot-staking onsite, and confirming the property and jurisdictional boundaries. The #2 southbound lane of Avocado Avenue remains closed to traffic. Kleinfelder will perform a more profound study using geotechnical borings to provide the catchment structure design.

Wells Park Baseball Dugouts

The Wells Park dugout roofs on the baseball fields collapsed during the storm due to heavy rain and moisture. On March 12, 2024, Public Works staff demolished and disposed of one collapsed dugout roof; however, the second dugout roof could not be removed due to an active bird's nest. Staff is coordinating the final scope with the contractor.

On March 12, 2024, City staff attended a mandatory meeting regarding authorized California Disaster Assistance Act (CDAA) funding for San Diego County for the January 2024 Winter Storm to help impacted communities recover from the event. City staff is compiling the necessary documentation to apply for reimbursement utilizing the CDAA Program. If it is determined that our emergency expenditures are eligible costs, Cal OES will reimburse the City for 75% of eligible repair work costs related to this emergency.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

Emergency repairs to publicly-owned service facilities necessary to maintain service essential to the public health, safety, or general welfare are exempt from the California Environmental Quality Act (CEQA) pursuant to section 15269(b) (Emergency Projects) of the State CEQA Guidelines.

FISCAL IMPACT:

In the Fiscal Year 2023-24 Budget, funding is available in the amounts of \$500,000 in Wastewater Maintenance Annual (650720).

Prepared By: Monica Martinez, Sr. Management Analyst

Reviewed By: Yazmin Arellano, Director of Public Works

Approved By: Graham Mitchell, City Manager

Attachments

Resolution

CalOES Resolution

RESOLUTION NO. ____-24

A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF EL CAJON PROCLAIMING THE
CONTINUATION OF EMERGENCY FOR STORM DAMAGE REPAIRS

WHEREAS, the El Cajon City Council ("City Council") is authorized under section 8630 of the California Government Code to proclaim the existence of a local emergency when conditions exist within the jurisdiction of the City of El Cajon (the "City") which pose an extreme peril to public health, safety and life; and

WHEREAS, section 8.08.060 of the El Cajon Municipal Code empowers the City Council to proclaim a local emergency when the City is affected or likely to be affected by a public calamity; and

WHEREAS, after the discovery of storm-caused damage in three (3) locations in Forester Creek and damage at another location of a storm drain channel north of Johnson Avenue (the "County Channel"); fallen and damaged trees on, and erosion on the western slope of, Avocado Avenue, north of Skywood Drive (adjoining City limits to the west); and later discovered collapsed dugout roofs at the Wells Park baseball fields, the City Manager declared an emergency on February 15, 2024; and

WHEREAS, while the repairs to the County Channel and the removal of fallen and damaged trees on Avocado Avenue have been completed, the emergency repairs to the channel bottom of Forester Creek and repairs to the slope erosion to the western slope of Avocado Avenue remain ongoing, and it is necessary for the City Council to again ratify the City Manager's proclamation of emergency on February 15, 2024, as ratified by the City Council on February 27, 2024, by Resolution No. 021-24; and on March 12, 2024, by Resolution No. 029-24.

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

1. That the foregoing recitals are true and correct, and are the findings of the City Council.
2. That in adopting Resolution No. 021-24, the City Council approved an exemption from further environmental review under section 15269(b) (Emergency Projects) of California Environmental Quality Act ("CEQA") Guidelines, and authorized staff to file a notice of exemption for this emergency project.
3. That the City Council hereby proclaims the continuation of the local emergency for storm damage repairs.
4. That the City Manager, or such person designated by the City Manager, is authorized and directed to apply for, and execute such documents required to establish eligibility to, reimbursement of storm repair work in accordance with such state and federal disaster relief programs established to assist local governments following the

January 2024 Winter Storm, including, but not limited to, the California Disaster Assistance Act through the Governor's Office of Emergency Services.

5. That the local emergency shall be deemed to continue to exist until termination is proclaimed by the City Council of the City of El Cajon.

03/26/24 CC Agenda

Reso - Proclaiming Emergency Continuation #2 for Storm Damage Repairs 031924



Cal OES ID No: _____

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE _____ OF THE _____
 (Governing Body) (Name of Applicant)

THAT _____, OR
 (Title of Authorized Agent)

_____, OR
 (Title of Authorized Agent)

 (Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____,
 (Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM)**, under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA)**, under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the _____, a public entity established under the
 (Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.



Please check the appropriate box below

- This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): _____

Passed and approved this ___ day of _____, 20___

 (Name and Title of Governing Body Representative)

 (Name and Title of Governing Body Representative)

 (Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
 (Name) (Title)

_____, do hereby certify that the above is a true and
 (Name of Applicant)

correct copy of a resolution passed and approved by the _____
 (Governing Body)

of the _____ on the _____ day of _____, 20___.
 (Name of Applicant)

 (Signature)

 (Title)



Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. **Titles Only:** The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.



Checking Universal or Disaster-Specific Box: A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

Certification Section:

Name and Title: This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."



City Council
Agenda Report

DATE: March 26, 2024
TO: Honorable Mayor and City Councilmembers
FROM: Mara Romano, Purchasing Agent
SUBJECT: Award of Bid No. 032-24 – Trunk Sewer Cleaning & Video Inspection

RECOMMENDATION:

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

1. Approve Plans and Specifications for Trunk Sewer Cleaning & Video Inspection, Bid No. 032-24; and
2. Award the bid to the sole responsive, responsible bidder, National Plant Services, Inc., in the amount of \$241,727.12.

BACKGROUND:

Trunk Sewer Cleaning & Video Inspection services encompasses solid debris removal and condition assessment of the sanitary sewer pipeline (from Vernon Way to the City of San Diego's sewer system located on Mission Gorge).

The bid was advertised on January 11, 2024. One response was received and evaluated on February 28, 2024. A bid summary is attached, and the proposal is on file in the Purchasing Division.

Staff recommends the City Council adopts resolutions to (1) Approve the plans and specifications for the project, and (2) Award the bid to the sole responsive, responsible bidder, National Plant Services, Inc., in the amount of \$241,727.12.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

The proposed Trunk Sewer Cleaning & Video Inspection project is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines section 15301 because it maintains existing public facilities.

FISCAL IMPACT:

The fiscal impact is \$241,727.12. Sufficient funds are available in the Fiscal Year 2023-24 WW Mnt-Repairs & Maint (650720) budget.

Prepared By: Mara Romano, Purchasing Agent
Reviewed By: Yazmin Arellano, Director of Public Works
Approved By: Graham Mitchell, City Manager

Attachments

Bid 032-24 - Reso Approving Plans & Specs

Bid 032-24 - Resolution

Bid Summary - 032-24

RESOLUTION NO. __ -24

RESOLUTION APPROVING PLANS AND SPECIFICATIONS FOR
TRUNK SEWER CLEANING & VIDEO INSPECTION
(Bid No. 032-24)

WHEREAS, the Director of Public Works has submitted plans and specifications for the Neighborhood Street Lights 2023 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. __-24

RESOLUTION AWARDING BID FOR
TRUNK SEWER CLEANING & VIDEO INSPECTION
(Bid No. 032-24)

WHEREAS, the Trunk Sewer Cleaning & Video Inspection project (the "Project") for the City of El Cajon (the "City") encompasses solid debris removal and condition assessment of the sanitary sewer pipeline (from Vernon Way to the City of San Diego's sewer system located in Mission Gorge); and

WHEREAS, Bid No. 032-24 was advertised on January 11, 2024, and one (1) response was received on February 28, 2024; and

WHEREAS, after evaluation of the single bid, staff recommends the City Council awards the bid to the sole responsive, responsible bidder, National Plant Services, Inc. in the not-to-exceed amount of \$241,727.12; and;

WHEREAS, the fiscal impact of award is \$241,727.12, and funds are available in Fiscal Year 2023-24 WW Mnt-Repairs & Maint (650720) budget; and

WHEREAS, the Project is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines section 15301 because it maintains existing public facilities; and

WHEREAS, the City Council believes it to be in the best interests of the City to award the bid to National Plant Services, Inc., as the lowest responsive, responsible bidder, in the not-to-exceed amount of \$241,727.12.

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 finds that the Project is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines section 15301 because it maintains existing public facilities.
- 2 The City Council hereby awards the bid for the Project to the lowest responsive, responsible bidder:

National Plant Services, Inc.

in an amount not to exceed \$241,727.12.

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.

03/26/24 CC Agenda

Reso – Bid 032-24 – Trunk Sewer Cleaning & Video Insp. – Awd (National Plant Services, Inc.) 031224



City of El Cajon – Purchasing Division

BID EVALUATION

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

Bid No. 032-24	Bid Name: Trunk Sewer Cleaning and Video Inspection
Solicitation Due Date/Time: February 28, 2024/ 2:00 p.m.	Initial Date of Advertisement: January 11, 2024
Number of Responses Received: 1	Bid Estimate: \$250,000

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

Vendor	Vendor Type	Bid Amount	Format	Submit Date	Status
National Plant Services, Inc.	CADIR, WBE	\$241,727.12	Electronic	02/27/2024 8:01:48 AM	Submitted

BID EVALUATION (TOP THREE LOWEST RESPONSES):

Bidder	Bid Responsiveness	Notes
National Plant Services, Inc.	Yes	

LEGAL REVIEW REQUIRED: YES NO **IF YES, DATE LEGAL REVIEW COMPLETED:**

RENEWAL OPTIONS: YES NO **IF YES, SPECIFY TERM W/RENEWAL OPTIONS:** _____

LOWEST, RESPONSIVE, RESPONSIBLE BIDDER NAME AND AMOUNT: NATIONAL PLANT SERVICES, INC.,
\$241,727.12

PURCHASING DIVISION:

Review Completed By: Mara Romano

Date: March 4, 2024



City Council Agenda Report

DATE: March 26, 2024
TO: Honorable Mayor and City Councilmembers
FROM: Christina McBride, Parks & Recreation Supervisor
SUBJECT: Events in the Right of Way - Cajon Classic Cruise

RECOMMENDATION:

That the City Council reviews and approves the proposed road closures and traffic control plan for the "Cajon Classic Cruise" events.

BACKGROUND:

The Cajon Classic Cruise is organized by Downtown El Cajon Business Partners, the management company for the Downtown El Cajon Property-Based Improvement District (PBID). The Cajon Classic Cruise is a popular event held in El Cajon, CA, every Wednesday from April 10, 2024, to October 30, 2024. The events take place on Main Street and Prescott Promenade from 4:00 p.m. to 10:00 p.m. and feature classic cars, live music, and family-friendly activities. Importantly, the event is free and open to the public, aligning with the community-focused goals outlined in the El Cajon Municipal Code Chapter 12.24.

To facilitate the event, the Downtown El Cajon Business Partners requested road closures on Main Street from Sunshine to Claydelle Avenues, with a start time of 3:00 p.m. on the following dates: April 10, May 22, July 10, August 7, September 11, October 2, and October 30. Staff modified the application for the use of the right-of-way to allow business parking up until 4:00 PM.

Also, the Downtown El Cajon Business Partners requested full street closures on the following days to accommodate special car show activities: April 10, May 22, July 10, August 7, September 11, October 2, and October 30, 2024 with the following schedules:

- 2:30 p.m. – 10:00 p.m. Prescott Promenade
- 2:30 p.m. – 10:00 p.m. Alley at Prescott Promenade
- 2:30 p.m. – 10:00 p.m. Sulzfeld Way at Alley
- 2:30 p.m. – 10:00 p.m. Orange Avenue
- 2:30 p.m. – 10:00 p.m. Main Street and Magnolia Avenue Intersection
- 2:30 p.m. – 10:00 p.m. West Main from Sunshine to Claydelle

These closures are essential for ensuring the safety and enjoyment of the attendees during the festivities. Additionally, staff will communicate any additional conditions, including required Certificates of Insurance and necessary permits or licenses, to the Downtown El Cajon Business Partners.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

The proposed scheduled road closures are exempt from review under the California Environmental Quality Act ("CEQA") pursuant to state CEQA Guideline section 15301(c). The proposed events involve a minor and temporary alteration to the vehicular use of public streets in connection with special events held in the City.

FISCAL IMPACT:

Applicable fees to be paid by the applicant.

Prepared By: Christy McBride, Parks and Recreation Supervisor

Reviewed By: Frank Carson, Director of Parks & Recreation

Approved By: Graham Mitchell, City Manager



City Council Agenda Report

Agenda Item 10.

DATE: March 26, 2024
TO: Honorable Mayor and City Councilmembers
FROM: Christina McBride, Parks & Recreation Supervisor
SUBJECT: Events in the Right of Way - Dinner and a Concert

RECOMMENDATION:

That the City Council reviews and approves the submitted road closures for the "Dinner and a Concert" events.

BACKGROUND:

The Dinner and a Concert series is organized by Downtown El Cajon Business Partners, the management company for the Downtown El Cajon Property-Based Improvement District (PBID). The Dinner and a Concert events are recurring events in downtown El Cajon, scheduled every Friday from May 3 to September 27, 2024, between 2:30 p.m. and 10:00 p.m. These events, held in the Prescott Promenade, feature live music and food vendors, providing an enjoyable evening for residents and visitors. Importantly, the events are free and open to the public, aligning with the community-focused goals outlined in the El Cajon Municipal Code Chapter 12.24.

The request for use of the City's right-of-way is for every Friday from May 3 to September 27, 2024, with the following schedule:

- 2:00 p.m. – 10:00 p.m. Prescott Promenade
- 2:00 p.m. – 10:00 p.m. Alley at Prescott Promenade

These closures are essential for ensuring the safety and enjoyment of the attendees during the festivities. Additionally, staff will communicate any additional conditions, including required Certificates of Insurance and necessary permits or licenses, to the Downtown El Cajon Business Partners.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

The proposed scheduled road closures are exempt from review under the California Environmental Quality Act ("CEQA") pursuant to state CEQA Guideline section 15301(c). The proposed events involve a minor and temporary alteration to the vehicular use of public streets and alley in connection with special events held in the City.

FISCAL IMPACT:

Applicable fees to be paid by the applicant.

Prepared By: Christy McBride, Parks and Recreation Supervisor

Reviewed By: Frank Carson, Director of Parks & Recreation

Approved By: Graham Mitchell, City Manager



City Council
Agenda Report

Agenda Item 11.

DATE: March 26, 2024
TO: Honorable Mayor and City Councilmembers
FROM: Yazmin Arellano, Director of Public of Works
SUBJECT: Consideration of an Adjustment to the SANDAG Regional Transportation Congestion Improvement Program (RTCIP) Fee

RECOMMENDATION:

That the City Council:

1. Opens the Public Hearing and receives testimony;
2. Closes the Public Hearing; and
3. Adopts the next Resolution, in order, approving an adjustment to the Regional Transportation Congestion Improvement Program (RTCIP) Fee to the new amount of \$2,875.06, for each newly-constructed residential unit.

BACKGROUND:

The Regional Transportation Congestion Improvement Program (RTCIP), an element of the TransNet Extension Ordinance adopted in 2008, requires the eighteen member cities and the County of San Diego to collect an exaction fee from the private sector for each new housing unit constructed in each jurisdiction. New dwelling units built for low- and moderate-income, and senior housing are exempted from the fee. The City does not apply the fee to accessory and junior accessory dwelling units. The program intends to provide a local funding source for improving major arterial streets on the Regional Arterial System (RAS) to help alleviate traffic congestion.

Cities are required to comply with the TransNet ordinance in order to receive general TransNet funds annually for local streets and roads that are not the Regional Arterial System. The City collects the RTCIP fee at the time of building permit issuance and can only be used for future projects on major streets that are part of the Regional Arterial System (RAS). The RAS in El Cajon includes Avocado Avenue, Ballantyne Street, Fletcher Parkway, Navajo Road, North Second Street, and Washington Avenue.

The TransNet ordinance requires this exaction fee to be adjusted annually per the current Engineering Construction Cost Index (CCI) published by the Engineering News-Record (ENR) publication. The index is based on prevailing costs in the construction industry. The annual adjustment shall be no less than two (2) percent.

On February 23, 2024, the SANDAG Board of Directors approved a 4.9% fee adjustment that would raise the RTCIP fee to \$2,875.06 from the current \$2,741.97 per new dwelling unit. The new fee will take effect on July 1, 2024, and staff recommends that the City Council adopts this

fee adjustment.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

The proposed RTCIP fee increase is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines section 15378(b)(4) because it is a governmental fiscal activity.

FISCAL IMPACT:

The RTCIP fee is required to comply with the TransNet extension ordinance and will fund future improvements to the Regional Arterial System within the City.

Prepared By: Mario Sanchez, City Engineer

Reviewed By: Yazmin Arellano, Director of Public Works

Approved By: Graham Mitchell, City Manager

Attachments

Resolution

Sandag Discussion Memo

RESOLUTION NO. ____-24

RESOLUTION APPROVING AN ADJUSTMENT TO THE
REGIONAL TRANSPORTATION CONGESTION IMPROVEMENT PROGRAM
(RTCIP) FEE FOR NEWLY-CONSTRUCTED RESIDENTIAL UNITS
ON THE SAN DIEGO REGIONAL TRANSPORTATION ARTERIAL SYSTEM

WHEREAS, the city is a member agency of the San Diego Association of Governments ("SANDAG"), a joint powers agency consisting of the city, the county of San Diego, and the seventeen other cities situated in San Diego County; and

WHEREAS, in November 2004, voters approved Proposition A ("TransNet Ordinance") to extend the TransNet half-cent sales tax for transportation projects through 2048, and passage of Prop A resulted in the establishment of the Regional Transportation Congestion Improvement Program (the "RTCIP"), which created a development impact fee for new residential units, to pay for transportation improvements on the Regional Arterial System; and

WHEREAS, cities are required to comply with the TransNet Ordinance in order to receive TransNet sales tax funding for local streets and roads, and this fee is collected by the City at the time of Building Permit issuance; and

WHEREAS, all funds collected can only be used for future projects on El Cajon's major streets that are part of the Regional Arterial System, and the intent of the program is to provide a local funding source for improving major arterials that will help alleviate traffic congestion; and

WHEREAS, SANDAG completed an RTCIP Nexus Study to satisfy the legal requirements governing development impact fees in California and the Nexus Study contains a minimum annual fee adjustment of 2.0%; on February 23, 2024, the SANDAG Board of Directors approved a 4.9% fee adjustment to the RTCIP fee; and

WHEREAS, it is recommended the current fee of \$2,741.97 should be adjusted by 4.9% and be set at \$2,875.06 per dwelling unit, effective July 1, 2024, in order to comply with the TransNet Ordinance; and

WHEREAS, this fee is required to comply with the RTCIP and will fund future transportation improvements on the Regional Arterial System, which in El Cajon consists of major streets including Avocado Avenue, Ballantyne Street, Fletcher Parkway, Navajo Road, North Second Street, and Washington Avenue.

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

Section 1. *Findings.* The City Council hereby refers to and incorporates herein by this reference those findings set forth in section 2 of the TransNet Ordinance (section 15.13.020 of the El Cajon Municipal Code) as if set forth in full herein.

Section 2. *Calculation of Fees.* The methodology set forth in Table 11 of the Nexus Study has been used to establish the schedule of fees set forth in this resolution.

Section 3. *Schedule of Fees.* For the purpose of funding those certain improvements to the regional arterial system identified in the Nexus Study, and in accordance with the TransNet Ordinance, the following schedule of fees shall be applicable to each and every non-exempt and newly constructed residential unit in the City of El Cajon:

Regional Transportation Congestion Improvement Program fee = \$2,875.06

Section 4. *Effective Date.* This new fee amount of \$2,875.06 for each newly-constructed residential unit is approved and shall become effective on the July 1, 2024 (the “Effective Date”).

TransNet Regional Transportation Congestion Improvement Program Proposed Fee Adjustment*

Overview

The [TransNet Extension Ordinance](#) requires the 18 cities in the San Diego region and the County of San Diego to collect a [Regional Transportation Congestion Improvement Program \(RTCIP\)](#) fee from the private sector for each new housing unit constructed in its jurisdiction, with certain exceptions, including low income residential units and accessory dwelling units.

The fee's purpose is to help ensure that future development contributes its proportional share of the funding needed to pay for the impact of new growth on the Regional Arterial System and related regional transportation facility improvements as defined in the most recent Regional Transportation Plan adopted by SANDAG.

Action: **Approve**

The Board of Directors is asked to approve a 4.9% adjustment to the Regional Transportation Congestion Improvement Program, raising the fee from \$2,741.97 to \$2,875.06 beginning July 1, 2024.

Fiscal Impact:

The Regional Transportation Congestion Improvement Program (RTCIP) fee would increase from \$2,741.97 to \$2,875.06 beginning July 1, 2024.

Schedule/Scope Impact:

Pending Board approval, the adjusted RTCIP fee would become effective July 1, 2024.

Key Considerations

SANDAG is required to adjust the minimum RTCIP fee amount on July 1 of each year based on an analysis of construction cost indices, but never less than 2%. The purpose of this annual adjustment is to ensure that the RTCIP retains its purchasing power to improve the Regional Arterial System.

Based on an analysis of construction cost trends and relevant indices, staff recommends a 4.9% fee adjustment to the RTCIP, raising the minimum RTCIP fee from \$2,741.97 to \$2,875.06 beginning July 1, 2024 (Attachment 1). This increase matches the rise in the Construction Cost Index, that was observed in the last complete fiscal year (FY 2023). It helps to ensure that the RTCIP fee maintains its purchasing power to complete necessary transportation improvements.

Next Steps

In accordance with TransNet Extension Ordinance provisions¹, each jurisdiction's RTCIP funding program must be submitted for review by the Independent Taxpayer Oversight Committee (ITOC) by April 1 of each year to remain eligible for TransNet Local Street and Road funding. The annual submittal of RTCIP funding programs by local jurisdictions is scheduled for review at the ITOC meeting on April 10, 2024.

Susan Huntington, Director of Financial Planning, Budgets, and Grants

Attachment: 1. Discussion Memo

¹ Section 9 of the TransNet Extension Ordinance requires that local jurisdictions establish a program or mechanism for funding the Regional Arterial System. For purposes of the RTCIP, the Regional Arterial System is defined in the most recent Regional Transportation Plan adopted by SANDAG.

Discussion Memo

Background

The [TransNet Extension Ordinance](#) requires the 18 cities and the County of San Diego to collect a fee from the private sector for each new housing unit¹ constructed in that jurisdiction for contribution to the Regional Transportation Congestion Improvement Program (RTCIP). RTCIP revenue is required to be used to construct improvements on the Regional Arterial System, such as new or widened arterials, traffic signal coordination and other traffic improvements, freeway interchange and related freeway improvements, railroad grade separations, and improvements required for express bus and rail transit.

The Ordinance further requires SANDAG to adjust the RTCIP fee amount each year and states that in no event shall the adjustment be less than 2% per year or more than the percentage increase set forth in the Engineering Construction Cost Index (CCI) published by the Engineering News-Record (ENR), or a similar CCI. The purpose of this annual adjustment is to ensure that the RTCIP retains its purchasing power to improve the Regional Arterial System and to help ensure future development contributes its proportional share of the funding needed to pay for the impact of new growth on the Regional Arterial System and related regional transportation facility improvements, as defined in the most recent Regional Transportation Plan adopted by SANDAG.

The RTCIP funding programs fall under the responsibility of the 19 local jurisdictions, which must maintain their RTCIP funding programs and comply with specific administrative requirements to remain eligible for TransNet local street and road funding.

The RTCIP has been implemented in the San Diego region since July 1, 2008. Annual RTCIP fee adjustments, funding program reports, and related audits can be found on the [RTCIP page](#) of the SANDAG Website. Relevant excerpts can be referenced in the [TransNet Extension Ordinance](#) and [SANDAG Board Policy No. 031: TransNet Ordinance and Expenditure Plan Rules](#).

Construction Cost Increases

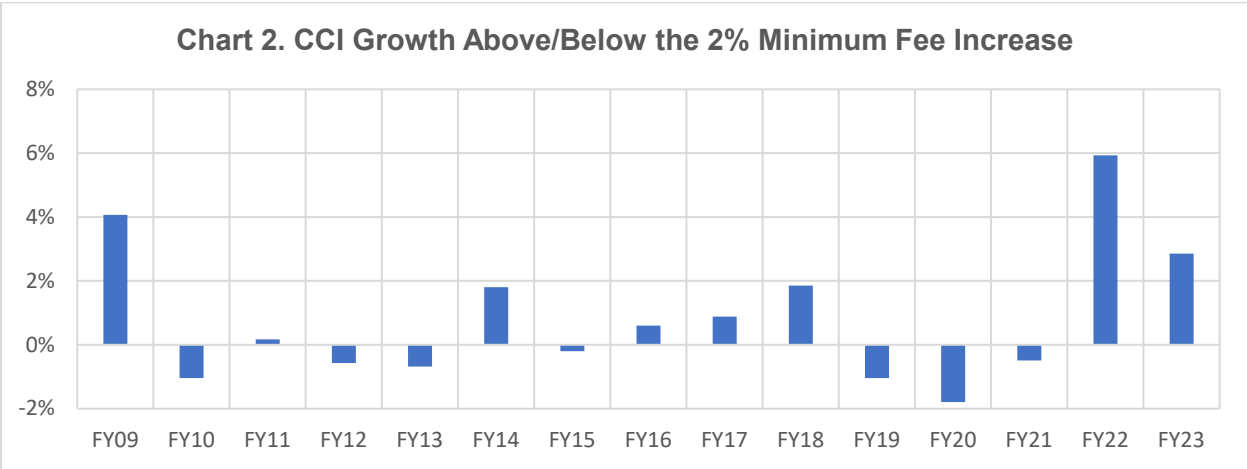
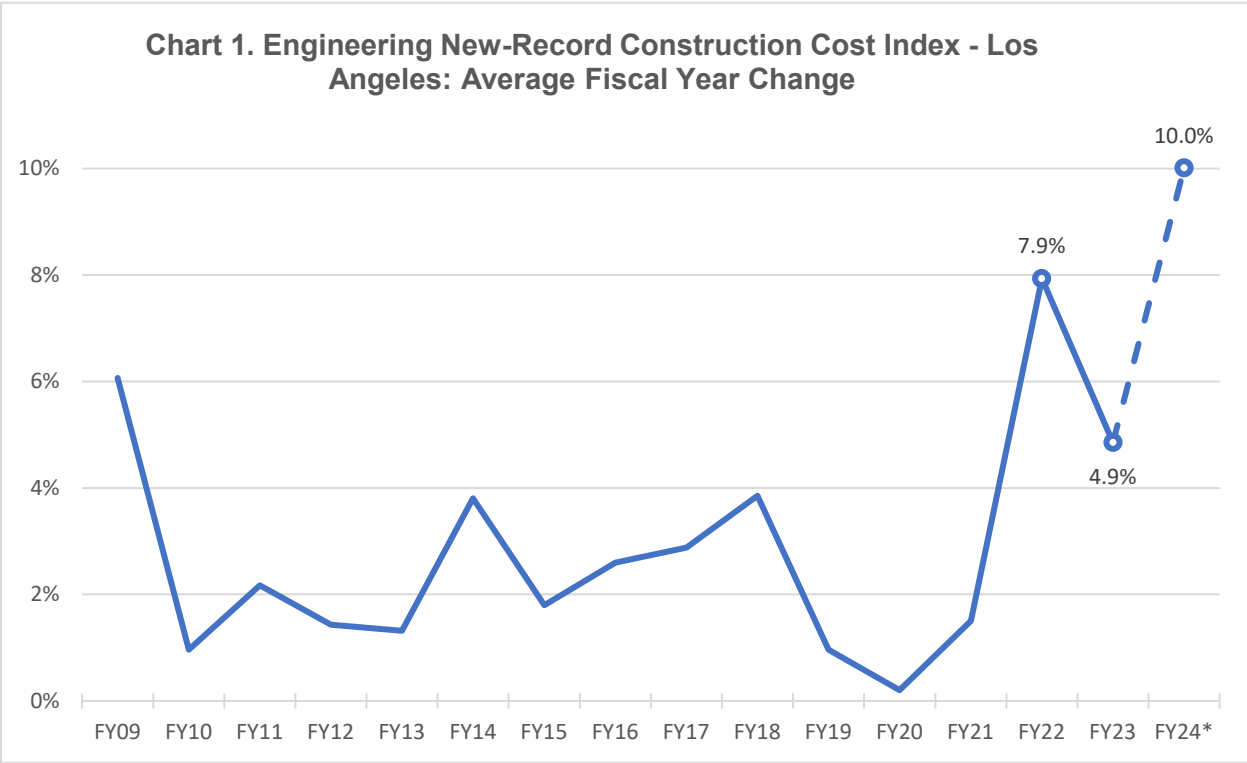
SANDAG staff evaluated changes recorded in the ENR Construction Cost Index for Los Angeles (ENR CCI-LA).² The index is based on monthly price changes in four areas: lumber, cement, structural steel, and labor. It helps track month-to-month fluctuations in construction costs, and when tracked over time, it measures year-over-year price increases.

Chart 1 shows annual increases in the ENR CCI-LA since Fiscal Year 2009. For about ten years (from FY 2010 through FY 2021), construction costs rose by less than 4% per year. FY 2022 marked the first sharp rise in costs (7.9%) and was followed by another strong year of cost increase (4.9% in FY 2023). Only the first six months of data are available for FY 2024, suggesting another year of strong cost escalation.

Chart 2 shows how much construction cost growth in each fiscal year varied from (above or below) the 2% minimum specified by the Ordinance. Between FY 2009 and FY 2023, there were eight years where construction costs rose by more than 2% minimum (as specified by the Ordinance) and seven years where the costs rose by less than the 2% minimum requirement.

¹ Some types of new construction can be exempted, such as low to moderate-income housing.

² ENR produces construction cost indices for 20 US cities. SANDAG uses the Los Angeles index since it is the closest approximation of construction cost trends for San Diego.



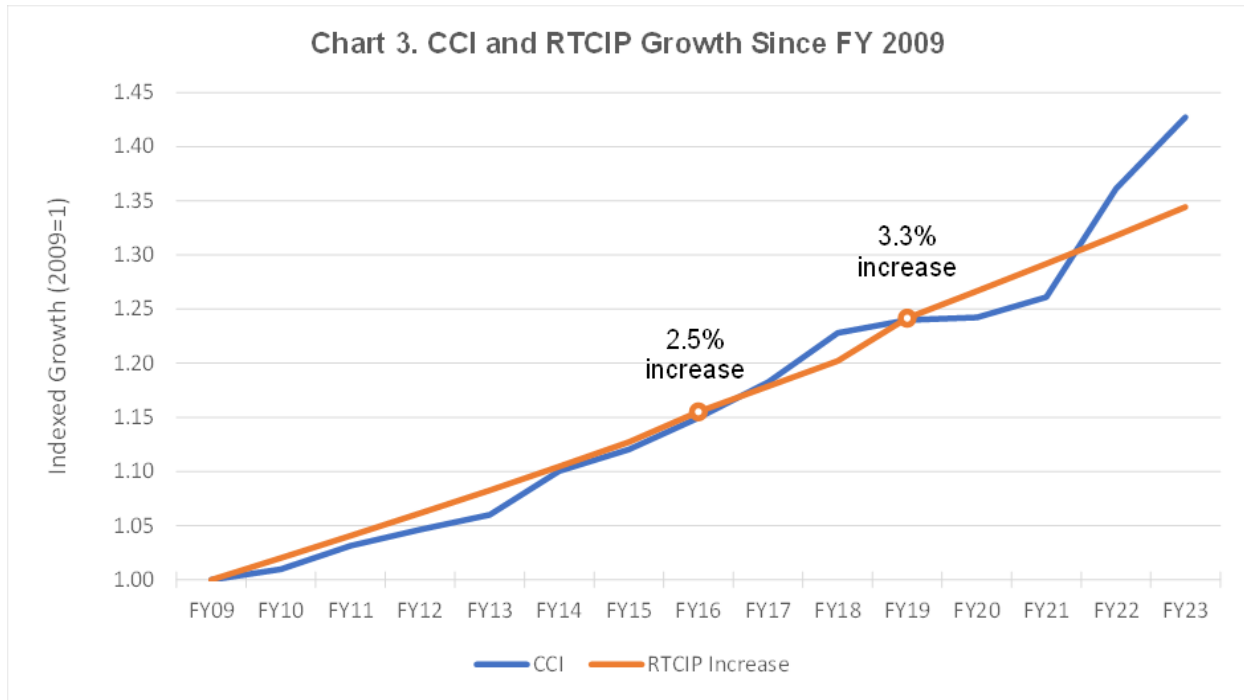
Recommendation on the RTCIP Fee Increase

Each year, SANDAG recommends an increase in the RTCIP fee to ITOC. Staff usually bring the recommendation to ITOC in February, and the fee increase takes effect in the new fiscal year (starting July 1).

Strong construction cost increases mark the last two years. Despite this, SANDAG staff had recommended the 2% minimum, maintaining that the RTCIP fee could preserve the purchasing power needed to complete necessary transportation improvements. Chart 3 shows that through FY2021, RTCIP fee growth was in line with construction cost increases. However, the region is now entering its third year

of construction costs rising well above 2%, even as general economic conditions are improving (inflation is easing and fears of a recession are receding). Between FY 2021 and FY 2023, construction costs increased by 13% while the RTCIP fee grew by 4%. The gap is likely to widen in FY 2024 based on how construction costs are rising in the first half of FY 2024.

As a result of these conditions, staff recommend a 4.9% increase (\$133.09) to the RTCIP fee for FY 2025. The increase will bring the RTCIP fee to \$2,875.06. The proposed 4.9% increase will be the third time (since FY2009) that staff recommends an increase above the 2% minimum.



Note: The RTCIP fee has increased by more than 2% only two times since FY 2009. In FY 2016, the fee increase was 2.5%; in FY 2019, the increase was 3.3%.



City Council
Agenda Report

DATE: March 26, 2024
TO: Honorable Mayor and City Councilmembers
FROM: Noah Alvey, Deputy Director of Community Development
SUBJECT: 2023 General Plan Annual Progress Report

RECOMMENDATION:

That the City Council:

1. Accepts the 2023 General Plan Annual Progress Report; and
2. Directs staff to forward the report to the Governor's Office of Planning and Research (OPR), the State Department of Housing and Community Development (HCD), and the San Diego Association of Governments (SANDAG).

BACKGROUND:

California Government Code section 65400 requires planning agencies to provide an annual report to their legislative body, the Office of Planning and Research (OPR), and the Department of Housing and Community Development (HCD) by April 1st of each year on the status of their General Plan and their progress in its implementation through the previous calendar year. The report must also detail the progress in meeting the City's share of regional housing and address efforts toward removing governmental constraints to the maintenance, improvement, and development of housing. Furthermore, in accordance with San Diego Association of Governments (SANDAG) Board Policy, local jurisdictions are requested to submit the same Housing Element annual report information to SANDAG.

The attached 2023 General Plan Annual Progress Report fulfills the City's reporting requirements under Government Code section 65400 and summarizes the key areas of progress during 2023 in accordance with the City Council's goals and priorities without individually reviewing all the objectives and policies contained in the General Plan. Housing data is included in Appendix 1 of the report and is formatted differently than the rest of the report because HCD has specific form requirements used for reporting housing data. 139 new housing units were issued permits in 2023, which included nine single-family dwellings, 67 accessory dwelling units, and 63 units in structures with five or more units.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

This action is not considered a "Project" pursuant to California Environmental Quality Act (CEQA) section 15378(b)(5) because it is an administrative activity of government.

Prepared By: Noah Alvey, Deputy Director of Community Development
Reviewed By: Anthony Shute, Director of Community Development

Approved By: Graham Mitchell, City Manager

Attachments

2023 General Plan Annual Progress Report

City of El Cajon 2023 General Plan Annual Progress Report



March 26, 2024



EXECUTIVE SUMMARY

The purpose of the General Plan Annual Progress Report (APR) is to inform the City Council and the residents of the City of El Cajon (City) regarding the implementation status of the General Plan. California Government Code Section 65400(a) requires that cities and counties “investigate and make recommendations to the legislative body regarding reasonable and practical means for implementing the general plan or elements of the general plan, so that it will serve as an effective guide for orderly growth and development, preservation and conservation of open-space land and natural resources, and the efficient expenditure of public funds relating to the subjects addressed in the general plan.”

The APR is required to be prepared and submitted to the City Council, Governor’s Office of Planning and Research (OPR), and the California Department of Housing and Community Development (HCD) by April 1st of each year. The APR address:

- The status of the General Plan and efforts in its implementation;
- The City’s efforts in meeting its share of the regional housing needs; and
- Local efforts to remove governmental constraints to the maintenance, improvement, and development of housing.

This report summarizes the planning and implementation activities for the City from January 1, 2023 to December 31, 2023. The General Plan includes nearly 300 policies, many of which are ongoing activities. As such, this APR focuses on relevant ongoing and completed activities and projects, in accordance with annual goals set by the City Council. The final portion of the APR is included in Appendix 1, which includes HCD mandated housing data including permits issued, as well as estimated affordability levels.

LAND USE ELEMENT

City leadership and staff endeavor to maintain regulatory codes, ordinances, and policies that respect the contemporary economic environment and evolving California law. To that end, amendments to the Zoning Code were completed in 2023 in compliance with new State regulations and to facilitate economic development:

- Updates to the urban lot split standards were completed to align with accessory structure requirements.
- An increase in building height in the RM-6000 zone was approved to facilitate improved architectural design.
- A new chapter was added to the Zoning Code for lodging establishments to improve performance standards, specify criminal or nuisance activities, and to add requirements for monthly reporting.

HOUSING ELEMENT

139 new housing units were issued permits in 2023, which included nine single-family dwellings, 67 accessory dwelling units, and 63 units in structures with five or more units. The affordability level for the 139 new housing units as determined by HCD was 26 low income units and 113 moderate and above moderate income units (Appendix 1). The City also continued to implement housing programs related to rental and utility assistance, as well as homeless prevention:

- 3,559 El Cajon households participated in the Housing Choice Voucher Program implemented by the County of San Diego and 9,471 households were on the waiting list in Calendar Year 2023.
- 253 El Cajon residents received fair housing services from the City through an agreement with CSA San Diego.
- 2,264 persons received homeless services including homelessness prevention, emergency shelter, transitional housing and rapid rehousing from the City through agreements with Crisis House, Home Start, East County Transitional Living Center, Salvation Army, and Interfaith Shelter Network.



CIRCULATION ELEMENT

During 2023, the Main Street Green Street Gateway project commenced construction. The project includes improved walking and bicycling lanes on West Main St. and is intended to improve the safety and accessibility in and around the El Cajon Transit Center. Also near the El Cajon Transit Center, new street lights were installed on Palm Ave. Including this project and other projects throughout the City, a total of 34 streetlights were installed in 2023.



OPEN SPACE AND PARKS ELEMENT

The City maintains 16 parks and seven recreational facilities on 120 acres. Facilities include eight lighted ball fields, three adult fitness areas and eight playgrounds. Over 145 community groups typically utilize facilities on a monthly basis. The Parks and Recreation Department provides support to three citizen groups, Teen Coalition, Recreation Council and the Veteran’s Coalition, which annually award a Veteran of the Year and Youth of the Year. The Department facilitates several large annual special events, which include the 4th of July celebration which has a typical attendance of 10,000, and Hauntfest which has a typical attendance of over 30,000. The Parks and Recreation Department also adapts its program offerings, such as recent expanded morning and evening opportunities for the popular and fast-growing Pickleball, to reflect evolving trends in sports and recreation.

SAFETY ELEMENT

Heartland Fire and Rescue (Heartland) is in its 15th year of the cooperative service agreement between the Cities of El Cajon, La Mesa and Lemon Grove for shared fire service management. Heartland maintains its Insurance Service Office (ISO) Class 1 status for its emergency response and suppression capabilities. The Police Department Communications Center processed 191,935 calls and generated 60,415 calls for service. In an effort to better connect with the community, the Police Department continues to pursue a more substantial social media presence. The Police Department also provides four (4) full-time police officers to staff the primary Grossmont Union High School District (GUHSD) high-school campuses through a contract with GUHSD.

CONSERVATION ELEMENT

The City continued to require that all development proposals receive proper environmental review under the California Environmental Quality Act. The City also implemented the California Green Standards Building Code for new construction, enforced the California Energy Efficiency Standards, and expedited photovoltaic submittals. These strategies are consistent with the Sustainability Initiative which seeks to reduce greenhouse gas emission by increasing building efficiency and renewable electricity supply.

NOISE ELEMENT

The City continually implements the noise standards and criteria stated in the Municipal Code for all projects. Noise attenuating measures such as building setbacks, walls, increased landscaping, and building insulation are required for residential land uses proposed in noise-sensitive areas. The City also applies the compatibility policies contained in the Montgomery and Gillespie Field Airport Land Use Compatibility Plans for new developments to minimize the public’s exposure to airport noise

ENVIRONMENTAL JUSTICE ELEMENT

During 2023, the City continued the Apartment Inspection Program within the City’s Environmental Justice Communities (EJCs). In many cases, inspections have revealed a high level of deferred maintenance. Violations are documented and follow-up inspections are conducted and tracked. In conjunction with the Program, the City also conducts public outreach by providing housing resource information regarding fair housing rights and housing programs providing assistance and education.



Appendix 1 Regional Housing Needs Allocation Progress Permitted Units by Affordability

Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2020-04/29/2021	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	481	-	-	-	-	-	-	-	-	-	-	-	481
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Low	Deed Restricted	414	-	-	-	-	-	-	-	-	-	-	147	267
	Non-Deed Restricted		113	4	4	26	-	-	-	-	-	-		
Moderate	Deed Restricted	518	-	-	-	-	-	-	-	-	-	-	80	438
	Non-Deed Restricted		3	9	35	33	-	-	-	-	-	-		
Above Moderate		1,867	30	13	32	80	-	-	-	-	-	-	155	1,712
Total RHNA		3,280												
Total Units			146	26	71	139	-	-	-	-	-	-	382	2,898

Note: Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).

	Extremely low-Income Need		2021	2022	2023	2024	2025	2026	2027	2028	2029	Total Units to Date	Total Units Remaining
Extremely Low-Income Units*	241		-	-	-	-	-	-	-	-	-	-	241



City Council Agenda Report

Agenda Item 13.

DATE: March 26, 2024
TO: Honorable Mayor and City Councilmembers
FROM: Vince DiMaggio, Assistant City Manager
SUBJECT: A Summary of the Downtown Business Partners Review and Consideration of the Recommendations from the New City America Report on the Property Business Improvement District (PBID).

RECOMMENDATION:

This is an informational report only. No action is required.

BACKGROUND:

On February 13, 2024, the City Council received a report from New City America on a series of recommendations aimed at improving the operations of the Property Business Improvement District (PBID). On February 28, the report was presented to the PBID Board of Directors to ascertain the level of support for implementing some or all of the report's recommendations. This report will summarize the PBID's position on the report's recommendations.

The NCA report outlined twelve recommendations for the PBID Board to consider. Each of those recommendations is presented below along with a summary of the PBID Board's intent on the specific recommendation.

1. Expand the Board to include traffic generators (new developers, County, The Magnolia, and Courtyard by Marriott) and larger property owners or their agents.

Expansion of the PBID Board would require an amendment to the by-laws which currently restricts Board membership to property owners and the City and County. The Board looked favorably upon amending the by-laws to include Live Nation, operator of The Magnolia, and staff from the Courtyard, and possibly others. There are several different ways to create an expanded Board. The PBID expressed a willingness to begin examining Board expansion in May.

2. Work with key commercial real estate brokers to bring new restaurants to Downtown currently.

The Board voiced strong support for more residential development in, and in close proximity to, the downtown area – particularly Main Street. They agreed to periodically invite brokers to PBID Board meetings to gain a better understanding of the market.

3. Create functioning and working Committee system.

The PBID has implemented this recommendation in part. While the PBID does not have “standing” committees, they recently assigned an ad hoc committee to examine website and other uses of technology for marketing.

4. Create a “Hospitality Task Force” to promote local restaurants, cafes.

The Board took this recommendation under advisement, with no future discussion planned in the near term. However, there was unanimous agreement to encourage the City to relax zoning restrictions in the Downtown area in an effort to attract more bars/pubs.

5. Prioritize Art Alley as a functioning piece of Downtown.

The Board noted that they provide financial support for the annual “Alley Cat art walk” and were supportive of efforts to bring more mural art to the Downtown area.

6. Convert current Owners Association to a 501c3.

Currently, the PBID is organized under Internal Revenue Code 501(c)(6). According to the NCA report, the primary reason for this recommendation is to allow the PBID to be competitive for grants that are aimed specifically at 501(c)(3) non-profits. The Board expressed general support for examining this restructuring, but given the time involved in such a restructuring, they felt that it should be tabled until recertification was achieved in 2026.

7. Consider expansion down El Cajon Blvd., south on Magnolia Ave., and East on Main St.

The Board expressed openness to this concept, but again, felt that this should be examined after recertification in 2026. Additionally, the Board encouraged the City to continue approving residential developments in and around the Downtown in order to achieve a “critical mass” of residents in the area who would live in proximity to support Downtown businesses.

8. Hire staff (either Exec Director or contracted management) to run the day-to-day operations of the PBID.

The Board disagrees with this recommendation on the basis that the current PBID budget of about \$700,000 is allocated to supporting various activities and other maintenance-related expenditures and could not support an Executive Director position (at an estimated \$100,000/year salary). However, at its board meeting on March 20, 2024, the Board voted to hire an individual to oversee operations on a part-time basis at a cost of \$1,600/month.

9. Hire a professional cleaning and landscaping company or do it in-house.

The PBID has previously implemented this recommendation by contracting with East County Transitional Living Center (ECTLC) to perform daily cleaning and sidewalk washing of the Downtown area. ECTLC’s performance under this contract has been substandard and the PBID has entered into a subsequent contract with a professional cleaning company to supplement the ECTLC contract with periodic sidewalk power washing and other professional cleaning services.

10. Seek grants from County Supervisor for special projects.

The Board concurred with this recommendation and agreed to periodically check with the District 2 Supervisor’s office.

11. Begin program of annual seasonal displays.

The Board noted that the PBID is already active in sponsoring a host of seasonal displays and activities and considers this recommendation as being implemented.

12. East County Market Nights.

The Board has repeatedly voiced their support for this concept, which is being led by the City (as opposed to the PBID). The City will likely ask the PBID for monetary support of this venture and the Board will need to examine whether such support can be accommodated in the budget.

In summary, a number of the recommendations were being implemented prior to the preparation of the NCA report. The Board expressed a willingness to implement, or at the very least examine, a number of other recommendations, but felt that achieving recertification in 2026 was a natural prerequisite before moving forward.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

This is an informational item being considered by the City Council. Therefore, it is exempt from the California Environmental Quality Act ("CEQA") because it is not a "project" under section 15378(b)(5) of the State CEQA Guidelines. It is an organizational or administrative activity of government that will not result in a direct or indirect physical change in the environment.

Prepared By: Vince DiMaggio, Assistant City Manager

Reviewed By: N/A

Approved By: Graham Mitchell, City Manager



City Council Agenda Report

Agenda Item 14.

DATE: March 26, 2024
TO: Honorable Mayor and City Councilmembers
FROM: Graham Mitchell, City Manager
SUBJECT: Report on Implementing Fire Engine 208

RECOMMENDATION:

That the City Council receives a report on the status of implementing Fire Engine 208.

BACKGROUND:

On February 22, 2024, the City Council conducted a workshop to review the "2023 Community Risk Assessment" and "Standards of Coverage" reports and provide direction to staff on the implementation of several options presented. The option that the City Council directed staff to pursue was the creation of another 24-hour engine company in the short-term. The intent of the additional engine company is to take call volume loads off of existing response units (primarily from Stations 6 and 8) and to reduce the City's dependence on automatic aid from neighboring fire jurisdictions. The City Council also directed staff to seek opportunities to construct a fifth fire station within the City.

Since the February 22nd workshop, staff has developed a plan to accomplish the goal of operating a new fire engine in the City and has already begun implementation of the tasks identified in the plan. During the presentation of this agenda item, staff will present an overview of an implementation plan based on staff's understanding of the City Council's direction. The implementation plan identifies foreseen challenges and presents mitigation measures/contingencies for City Council review and consideration.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

This is an informational item being reported to the City Council. Therefore, it is exempt from the California Environmental Quality Act (CEQA) because it is not a "project" under Section 15378(b)(5) of CEQA Guidelines. It is an organizational or administrative activity of government that will not result in a direct or indirect physical change in the environment.

Prepared By: Graham Mitchell, City Manager

Reviewed By:

Approved By: N/A



**City Council
Agenda Report**

DATE: March 26, 2024
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. This City Administrative Activity is not a project and therefore not subject to CEQA.

REPORT:

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

- March 14, 2024 – Meeting with Magnolia Adult Day Healthcare Center
- March 14, 2024 – El Cajon Police Department Awards Ceremony
- March 21, 2024 – The Wall That Heals Event at Wells Park – Opening Ceremony
- March 22, 2024 – SANDAG Board of Directors Meeting
- March 24, 2024 – The Wall That Heals Event at Wells Park – Closing Ceremony
- March 26, 2024 – City Council Meeting(s)

I am available to answer questions.

Submitted By: Bill Wells, Mayor



City Council
Agenda Report

DATE: March 26, 2024

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.

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. This City Administrative Activity is not a project and therefore not subject to CEQA.

REPORT:

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

- March 11, 2024 - Meeting with Amikas
- March 12, 2024 - Emails to Dustin C and Khaled M re: Sign Grant
- March 15, 2024 - Phone Call with Kyle S re: East County AWP
- March 14, 2024 - MTS Board of Directors
- March 14, 2024 - El Cajon Police Department Awards Ceremony
- March 16, 2024 – Attend Dump Day at Wells Park
- March 17, 2024 - Emails with Derek S re: speeding on Greenfield
- March 18, 2024 - Participate in MTS Driver Appreciation Day
- March 21, 2024 - The Wall That Heals Event at Wells Park – Opening Ceremony
- March 25, 2024 - Meeting with City Manager
- March 25, 2024 - Meeting with St. Paul’s Senior Center
- March 25, 2024 - Prop J Status Meeting
- March 26, 2024 - City Council Meeting(s)

I am available to answer questions.

Submitted By: Steve Goble, Councilmember



City Council
Agenda Report

Agenda Item 17.

DATE: March 26, 2024
TO: Honorable Mayor and City Councilmembers
FROM: Councilmember Kendrick
SUBJECT: COUNCILMEMBER 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. This City Administrative Activity is not a project and therefore not subject to CEQA.

REPORT:

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

March 26, 2024 – City Council Meeting(s)

I am available to answer questions.

Submitted By: Gary Kendrick, Councilmember



City Council
Agenda Report

Agenda Item 18.

DATE: March 26, 2024

TO: Honorable Mayor and City Councilmembers

FROM: Councilmember Metschel

SUBJECT: COUNCILMEMBER MICHELLE METSCHEL

Harry Griffen Park Joint Steering Committee; METRO
Commission/Wastewater JPA – Alternate; 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. This City Administrative Activity is not a project and therefore not subject to CEQA.

REPORT:

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

- March 13, 2023 – Attended Veterans of East County Alliance (VECA) Meeting
- March 14, 2024 – El Cajon Police Department Awards Ceremony
- March 15, 2024 – Attended Alpine Soroptimists Awards Dinner honoring several ECTLC recipients
- March 16, 2024 – Attended Pregnancy Care Clinic's "Golf for Life" organization meeting
- March 16, 2024 – Attended Parks and Recreation Dance Recital Featuring Pre-Schoolers
- March 18, 2024 – Meeting with 29:Eleven Organization
- March 19, 2024 – Attended The Wall That Heals Event at Wells Park – Arrival
- March 21, 2024 – Attended The Wall That Heals Event at Wells Park – Opening Ceremony
- March 22, 2024 – Attended RAD Meeting
- March 23, 2024 – Attended Fundraiser Event
- March 23, 2024 – Attended The Wall That Heals Event at Wells Park – Candlelight Vigil
- March 24, 2024 – Attended The Wall That Heals Event at Wells Park – Closing Ceremony
- March 26, 2024 – City Council Meeting(s)

I am available to answer questions.

Submitted By: Michelle Metschel, Councilmember



City Council
Agenda Report

Agenda Item 19.

DATE: March 26, 2024

TO: Honorable Mayor and City Councilmembers

FROM: Deputy Mayor Ortiz

SUBJECT: DEPUTY MAYOR 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. This City Administrative Activity is not a project and therefore not subject to CEQA.

REPORT:

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

March 13, 2024 – Town Hall, Villa Country Estates
March 14, 2024 – El Cajon Police Department Awards Ceremony
March 19, 2024 – The Wall That Heals Event - Arrival
March 20, 2024 – EC EDC Board Meeting
March 21, 2024 – The Wall That Heals Event – Opening Ceremony
March 25, 2024 – Prop J Status Meeting
March 26, 2024 – City Council Meeting(s)

I am available to answer questions.

Submitted By: Phil Ortiz, Deputy Mayor



City Council Agenda Report

Agenda Item 20.

DATE: March 26, 2024
TO: Honorable Mayor and City Councilmembers
FROM: Steve Goble, City Councilmember and Michelle Metschel, City Councilmember
SUBJECT: Maintenance of Bus Stops and Addition of New Bus Shelters

RECOMMENDATION:

That the City Council directs staff to provide an analysis of the pros and cons of turning over the bus stop shelter and maintenance program to MTS.

BACKGROUND:

Public transit buses from the San Diego Metropolitan Transit System (MTS) stop at approximately (153) bus stops within the City of El Cajon. Of these stops, 40 include a shelter (metal overhangs and side panels), 60 include a bench, and 53 are stops with no amenities.

Currently, the City receives its portion of Transportation Development Act (TDA) funding (\$138,000.00) through MTS each year to perform maintenance at bus stops. In turn, in a previously open-bid process, the City entered into a contractual agreement with St Madeline Sophie's Center to provide cleaning service and Sweeping Corp for powerwashing services. However, there are not sufficient TDA funds to add new shelters; the funds solely cover the maintenance of existing stops.

An alternative to receiving the City's share of TDA funds is to relinquish those funds to MTS, along with bus stop and shelter maintenance. In return, MTS would add more shelters. To pay for the new shelters, MTS displays advertising panels on the side of the shelters approximately 3' x 5'. MTS manages the content of the advertising through its in-house marketing department. The City would not have control over which ads are shown, and MTS policy currently allows advertising of alcoholic beverages in some instances.

We are asking the City Council to direct staff to provide an analysis of the pros and cons of turning over the bus stop shelter and maintenance program to MTS. It could potentially add more shelters for riders than we would have for the foreseeable future. However, staff would need to look at our current contractual obligations with any vendors, such as St Madeline Sophie's center. In addition, we would not be in favor of any alcohol advertising in the City.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

This is a public facility maintenance item being considered by the City Council. Therefore, it is exempt from the California Environmental Quality Act ("CEQA") because it is not a "project" under section 15378(b)(5) of the State CEQA Guidelines. It is an organizational or administrative activity of government that will not result in a direct or indirect physical change in the environment.

Prepared By: Steve Goble, City Councilmember and Michelle Metschel, City Councilmember

Reviewed By:

Approved By: N/A
