

City Manager's Report for July and August 2019

Administration

Staff participated in a two-hour training block on website design and content management. Kim will be loading additional content in the coming weeks and undergoing additional training. Ultimately we will have much more capability to manipulate the website and its content than before. Our plan is to go live in late September.

Kim is compiling the Fall Acorn. We will focus on Public Works and Parks improvements in this issue to highlight some of the great work being done by Ron and volunteers.

Council members Gaglioti and Goetzelt and I attended the Monterey Bay Defense Alliance breakfast Wednesday morning to hear Dr. Jim Hansen talk about the Naval Research Lab and its impact locally and nationally. Dennis Allion was also present. Congressman Panetta discussed efforts at the Federal level to protect and enhance our national security sector.

Council member Goetzelt and I attended a lunch talk entitled "Practical Steps to Solving our Affordable Housing Crisis". Topics such as reducing regulatory obstacles, adopting ordinances that promote ADUs, streamlining the CEQA process, and promoting public-private partnerships were discussed.

Staff discussed the establishment of a butterfly garden near the tennis court with Kim Shirley and Karen Harris. Staff coordinated with TAMC to ensure the garden would not impact the FORTAG project. TAMC has no issues with the garden, nor does Public Works. I have asked Karen Harris and Kim Shirley for a sketch of the area they wish to adopt for planting.

I attended the DRO CAG meeting where Scott Donaldson presented the idea of planting 100 oak trees in the City. Scott had a fully developed idea including a generous personal contribution to buy the trees that the CAG embraced. There was a discussion about Sustainable Del Rey Oaks collaborating with the CAG in order to have access to the Acorn, use of Old Town Hall without a fee and access to posting in the City kiosks, as the CAG does. David Kimball and Kim Shirley will discuss further.

The Mayor has formed several advisory committees, one of which is the Youth and Parks Advisory Committee. I am working with Debbie Blakesly to develop a scope of work for a volunteer effort to clean up the park. I also met with the Mayor and several others to discuss the potential of establishing a butterfly garden somewhere in the City. Staff suggested that the residents involved consider adopting an island, as others have done, to plant milk weed.

I attended the California Defense Leadership Summit in Sacramento representing the City of Del Rey Oaks and the Monterey Bay Defense Alliance (MBDA). MBDA has established itself as a 501c3 formalizing and institutionalizing the long-standing effort to protect and promote the national security assets in Monterey County. MBDA has played an important role in establishing the California Defense Communities Alliance (CDCA), the State-wide Defense communities' advocacy organization that now advises the Governor and State officials in defense community matters. Governor Newsom spoke to the gathering emphasizing the importance of issues such as military spouse employment, veterans advocacy, valuing the contributions that our military installations bring to our communities and vice

versa. Our region continues to set a nationally recognized model for public-public partnership, which helps us defend our installations and missions against any future Base Realignment and Closure (BRAC) round.

Public Works and Parks

The City Engineer recommended a paving project for Spring 2020, which includes slurry sealing the remaining residential streets except for Carlton Drive. When completed, the City will have paved all residential streets during the past 3 years, except Carlton, which will be repaved as part of the FORTAG project in the next 2-3 years. The streets of our light industrial area require a more expensive repair, which is beyond our budget this year. We will focus on those streets in the coming years depending on revenues.

Staff met with Whitson Engineering to discuss the South Boundary Road project. The project will pick up momentum in August with meetings being scheduled with CNPS, MST, TAMC, MCWD, SCSD, and Laguna Seca. Staff will provide an update at the August Council meeting.

Staff met with Eric Daniels of PG&E to discuss the Community Wildfire Safety Program and its potential impact on our City. The potential impact of the Public Safety Power Shutoff program put into place for this fire season may lead to hours long power outages over the Summer should conditions get particularly dangerous. We will post the presentation he provided us on the website and social media.

Public Works crews removed fuel from South Boundary Road and from the Frog Pond where it abuts residences. If you have not walked the park recently you will be pleasantly surprised by the work Ron is doing. The BBQ grates are repaired, clean, and the hoist mechanism works well on both. The volley ball court has new adjustable poles, clearly marked lines and fresh clean sand in it. The basketball court has new backstops and nets and is being painted this week. The playground has a reinforced and repaired retaining wall and clean sand. The infield of the baseball field is smoothed, new clay has been added and bases are in place. The outfield is smoothed and growing in. Public Works replaced the aging picnic tables with new ones. He continues to make great improvements!

Staff submitted the required questionnaire in late May to request Proposition 68 Per Capita Grant Program funding for our parks. The Per Capita Grant Program is a non-competitive grant program for park and recreational purposes. You can find out more on their website http://www.parks.ca.gov/?page_id=30095. Staff is coordinating with the State. We will be notified later this Summer of next steps in the grant funding process. This grant program could provide several hundred thousand dollars in grant funding to the City for parks improvements.

Public Works removed a stump and created a parking location for the tractor adjacent to the conex storing most of our Public Works tools. Ron continues to consolidate our Public Works equipment into a small well-organized footprint.

Public Works repaired a water line break along the hillside near City Hall. Ron also graded the area around the building leased to Integral Innovations to allow better access to the City controlled area behind the building where City materials are stored. Ron also completed repairs on the sprinkler system on the baseball field and will seed it soon.

Water mains broke on Brae Place and Altura Place. CalAm crews responded and made repairs. Since the City very recently reconstructed Brae Place, we asked CalAm to slurry seal the entire cul-du sac as part of the repair. They have agreed to do so. Public Works supervised a CalAm pavement repair on Angelus.

Public Works disposed of a Crown Victoria Police Vehicle, which had been replaced by a new Explorer Police vehicle.

Public Works received three bids last week for the work to repair City Hall. We will continue to work with our insurance carrier to complete the repairs.

Public Works also planted new flowers and placed solar uplighting on the monument signs along Canyon Del Rey Blvd.

Staff met with the California Office of Emergency Services (CalOES) and Monterey County OES officials to continue the process of requesting reimbursement for funds expended to repair tree damage, tree trimming to prevent further damage and sink hole repair behind Safeway. We are seeking reimbursement for approximately \$60,000 in storm damage repair. It will be a long process, but worth the effort.

Community Development

Staff received the draft Housing Element from Denise Duffy and Associates Friday afternoon! Staff will review this week and coordinate next steps, which will likely include a Council Study Session as soon as practical, and submission to HCD in Sacramento for comment.

Staff also received the letter outlining next steps for Del Rey Garden Center to cure their CUP and lease violations. Staff will meet with Mori to discuss the letter later this week at the Garden Center.

Sparx Cannabis, LLC was granted its State distribution license last week. They are fully permitted and will open immediately.

Integral Innovations, LLC's Conditional Use Permit was approved by the Planning Commission for the old Public Works building. They will submit building plans to the City for tenant improvements and apply for their State manufacturing permit. They are likely 4-6 months from opening the new facility.

Council held a very productive Study Session on FORA transition. The update provided by Kendall Flint included updates on SB 189, transition implementation agreements, and bonding to remove significantly more blight.

The Airport Board met Wednesday at 10:00am. Many of our residents attended and some spoke during public comment. No action concerning the airport road was agendaized.

Staff met with Debbie Hale and Rich Deal of TAMC to discuss the way ahead for our FORTAG project. TAMC anticipates sending the administrative draft of the EIR to jurisdictions for staff review in September. The EIR will be made public for comment in November. TAMC staff will collect and respond to comments then send to the TAMC board in March or April of 2020 for certification/adoption. After the environmental review process is completed, design will begin.

Staff met with Karen Harris and Kim Shirley from Sustainable Del Rey Oaks to discuss how they might be able to support the City.

Staff prepared for a meeting with the California Native Plant Society in order to discuss the CNPS parcel adjacent to GJM and South Boundary Road. Unfortunately, the CNPS Chair fell ill and the meeting was postponed.

Staff met with Mr Mori to discuss the status of the Del Rey Garden Center Conditional Use Permit and lease. Mr Mori understands that he must apply to amend the CUP to allow for the expanded use and renegotiate the lease with City Council prior to moving forward with any project to further expand. Staff will work with him on the application and environmental review process to ensure a timely hearing at Planning Commission.

I attended the Mayor's What's on Your Mind Saturday morning. The primary topic of discussion was the Airport's request for a northside access road and the process surrounding it. Other topics discussed included parks, the FORTAG trail, long range parks planning and the Mayor's Advisory Committees.

The garage sale was a huge success! Our Police Department ensured traffic safety during the event. Thanks to the Citizens Action Group and particularly George Jaksha for putting it on!

Staff spent significant time reviewing cannabis businesses in the City. We processed and issued the Cannabis Business Permit for a cannabis business located adjacent to City Hall in the former Public Works Building. Next steps for this location include submission of plans for a building permit to make the tenant improvements needed to operate, and the consideration of a Conditional Use Permit by the Planning Commission at their August meeting. I toured another cannabis manufacturing business located on Calle Del Oaks, to better understand their business plans. Another manufacturing business located on Calle Del Oaks is still under construction and 3-4 months from initial opening. A distribution business located on Calle Del Oaks received its State cannabis distribution license and began operating. Lastly, the City's lone retail dispensary, continues to operate, though with reduced revenues explained by increased competition from nearby dispensaries.

Karen began training our new part-time administrative assistant, Jeanette Helgesen. Jeanette is learning quickly.

Mayor Kerr and I met with the new head of Laguna Seca Raceway, Tim McGrane. We discussed South Boundary Road, traffic control support to Laguna Seca events and potential future development on the City's property along South Boundary.

In response to a letter from the Airport District requesting a General Plan amendment, Staff held two public workshops for the Airport Road on Thursday July 11 from 6-8pm and Saturday July 13 from 11am-1pm in Council Chambers. I moderated the Thursday meeting and Chief Hoyne moderated the Saturday meeting. Both were well attended and there was a good Q&A both times. Staff sent the General Plan amendment process, forms, and scope of work to the Airport staff. The General Plan amendment process will not be considered initiated until the City is in receipt of completed application forms and fees.

Council member and FORA Board member Gaglioti spoke in support of Senate Bill 189 on July 10 at the State Capitol. The Bill passed by unanimous vote from the Finance Committee.

The FORA Administrative Committee met last Wednesday to discuss the status of the implementation agreements. Staff recommends a Study Session during the first two weeks of August to update Council and the public on the status of FORA transition planning. Senate Bill 189 will be voted on July 10 at the State Capitol. It calls for a two year extension of the FORA Act with a smaller Board and limited authorities.

Finance

The FORA Board approved the City's proposal to pay off our FORA loan early at zero interest! Following a second vote in July the City will begin making payments. This effort will save the City approximately \$200,000 in interest! I'd like to thank the Council, our FORA Board representative and the Finance Committee for making this happen.

Based on Council's decision staff sent \$150,000 to PARS for investment into the moderately conservative investment portfolio. The investment will be dollar cost averaged over the next 12 months to minimize the impact of market fluctuation. The investment is specifically for PERS retirement and begins the Council's goal of fully funding the retirement system within 10 years.

Our annual financial audit began with a data collection team here all week. They completed their initial inquiry into staff processes, spot checked records and collected data for subsequent analysis. Kim and Karen were very busy working with the team. These are always excellent exercises and we look forward to the report and how we can improve.

Kim and Roberto continue to work through reconciliation of past months accounts in our new accounting software. This process will likely take until mid-August. Our new accounting software is proving more challenging to use than originally thought. We will get there with some training and practice.

The City also received approval for a supplemental request for \$50,000 in 2018-2019 FORA caretaker funds not claimed by other Cities. This \$50,000 is over and above our 2018-2019 allocation, and does not count as part of our 2019-2020 caretaker funds request.

Police Department

Our police department collaborated with regional law enforcement to facilitate the arrest of a suspect for the armed robbery last weekend at the Subway restaurant in Stone Creek Village and several others.

There was an armed robbery this weekend at the Subway restaurant in Stone Creek Village. No one was injured and our Police Department is investigating.

A pursuit ended last week with a car running into City Hall. Thankfully no one was injured and the driver was arrested. We have submitted a claim to our carrier concerning damage to the building and landscaping.

Our Police Department responded to a mutual aid call from Gilroy last night. Officer Lawson was dispatched to assist with the active shooter at the Gilroy Garlic Festival. He returned to the City at 0200 last night after providing much needed assistance at the scene.

The Police Department Electric ATV was outfitted with Police markings and lights and displayed as part of "National Night Out" which took place Tuesday evening on the lawn next to Seaside City Hall from 5-8pm. Mayor Kerr, Vice Mayor Clark and Council member Lintell attended and visited with our officers.

Our Police Department issued a press release concerning recent arrests reflecting outstanding police work.

Our Police Department supported several car week events at Laguna Seca and the Monterey Jet Center.