

**CITY OF PITTSBURG
JOINT MEETING of the
REDEVELOPMENT AGENCY AND CITY COUNCIL**

October 31, 2005

Mayor Nancy Parent called the Joint meeting of the Redevelopment Agency and City Council to order at 3:20 P.M. in the City Council Chambers at City Hall, 65 Civic Avenue, Pittsburg, California, after having convened in Closed Session at 2:30 P.M. regarding Public Employee Performance Evaluation of the City Manager.

Mayor Parent advised that there was no reportable action from the Closed Session.

MEMBERS PRESENT: Casey, Glynn, Johnson, Kee, Parent

MEMBERS ABSENT: None

STAFF PRESENT

- City Manager, Marc Grisham
- Assistant City Manager, Matt Rodriguez
- Deputy City Clerk, Alice Evenson
- Housing and Community Programs Manager, Annette Landry
- Director of the Redevelopment Agency, Garrett Evans
- Director of Engineering and Building, Joe Sbranti
- Director of Economic Development, Brad Nail
- Director of Human Resources, Marc Fox
- Director of Public Works, John Fuller
- Director of Recreation, Paul Flores
- Director of Finance, Marie Simons
- Police Chief, Aaron Baker

PLEDGE OF ALLEGIANCE

Mayor Parent led the Pledge of Allegiance.

COUNCILMEMBER REPORTS/REMARKS

There were no Councilmember Reports/Remarks.

CITY MANAGER REPORTS/REMARKS

There were no City Manager Reports/Remarks.

CITIZENS REMARKS

There were no citizens remarks.

CONSIDERATION

1. **RESOLUTION 05-10413** Receive Fiscal Year 2005-2006 First Quarter Financial Review and Adopt Respective Resolutions of the City Council
Combined w/05-1092

2. **RESOLUTION 05-1092** Receive Fiscal Year 2005-2006 First Quarter Financial Review and Adopt Respective Resolutions of the Agency Board
Combined w/05-10413

City Manager Marc Grisham advised that staff had completed the review of the Fiscal Year 2005-2006 First Quarter financial status for all City and Redevelopment Agency (RDA) funds. The Fiscal Year 2005-2006 First Quarter Financial Report attached to the staff report dated October 31, 2005 compared all actual revenues and expenses to the amended budget for all City and Redevelopment Agency funds. He commended Finance Director Marie Simons and her staff for producing the material in a very short period of time.

Finance Director Marie Simons presented the First Quarter Financial Report and highlighted the fact that after a three-year hiatus, sales taxes were now the number one source of revenue for the City, with transfers the second highest source of revenue. She explained that last year the City had received sales taxes of \$7.6 million, over one million higher than the prior year. For the first three months of the current fiscal year, the City had received \$1.5 million in sales tax receipts versus \$1.4 million during the same period last year, primarily attributable to the higher sales volume generated by Mazzei Pontiac and Winters Chevrolet.

Ms. Simons also reported that the vehicle license fees (VLF) that had been taken away from the City two years ago had been paid back a year early. The City had received the funds which had been programmed in the second year of the two year budget to finance service levels for next year. It was her recommendation that the funds be deposited into the budget stabilization fund to support next year's budget. She also recommended an increase to the revenue estimates for the water fund to account for the approved increase in water rates this year which would generate one million in additional revenues that would be used towards financing the Capital Improvement Program (CIP).

Ms. Simons identified the next action to set up a Redevelopment Agency contingency of \$1 million for unforeseen land acquisitions not currently programmed in the Agency's budget, which funds would only be used with the Agency Board's approval to be executed by the Executive Director.

Referring to the supplemental budget request, Ms. Simons stated that the details had been included in the Council packets.

Ms. Simons commented that the financing for those budget supplementals would be \$232,000 from the General Fund, \$200,000 from the Fleet Maintenance Fund and \$38,000

split amongst the Water and Sewer Funds. Most budget requests were intended to improve service levels or enhance overall operations.

Ms. Simons added that there would be miscellaneous minor adjustments to the City and Redevelopment Agency CIP carryover resolutions that had been adopted by the Council on October 3, 2005, which did not impact the financial conditions of the funds.

Councilmember Glynn noted the procurement of new equipment, particularly large pieces of equipment, and questioned whether or not those items could be purchased through the bid process to buy those pieces within the City limits to get a return on the investment of that purchase through sales taxes.

In response, Mr. Grisham stated that there was a public bid process. When local firms bid on the items, if the bid, with the one percent sales tax taken into consideration was the low bid, that bidder would be awarded the bid. If it was cheaper for the City to go elsewhere even with the sales tax factored in, the City would go elsewhere to get that cheaper rate.

Councilmember Glynn requested that staff notify the local bidders who might potentially bid on an item. Mr. Grisham advised that the Public Works and Purchasing Departments would be so notified.

Mayor Parent referred to the Engineering and Building new request for \$60,000 for a Rental Inspection Program and questioned how much revenue had been accumulated for that work.

Mr. Grisham advised that item did not relate to the Mobilehome Rental Inspection Program, it would relate to the rental inspection program for all rental units within the City. While significant revenue was not expected with initial inspections, when implemented, continued inspections could generate significant revenue to the City.

When asked by the Mayor, Public Works Director John Fuller explained that when continuing to improve the vehicle fleet with vehicles requiring less maintenance funds, the City would be able to reduce its expenses by having fewer pieces of equipment and fewer mechanics because the existing equipment would be in better condition.

Mayor Parent referenced revenues on sales taxes and questioned whether or not there was a quarter where more sales taxes were generated than others. She was advised by Ms. Simons that some quarters were greater than others and for auto sales the sales taxes had been increasing because they were just getting established.

Ms. Simons stated that a sales tax consultant had been retained to review that information and to meet with the City on a quarterly basis to be aware of the trends.

Mr. Grisham advised that a trend analysis could be provided to the City Council.

On motion by Councilmember Johnson, seconded by Councilmember Casey and carried unanimously to adopt Resolution 05-10413.

On motion by Member Johnson, seconded by Member Casey and carried unanimously to adopt Resolution 05-1092.

3. **RESOLUTION 05-10414** Approving the Policy and Reserve Levels for the General Fund and the Internal Service Funds for the City of Pittsburgh

Finance Director Simons reported that it was the City Council's responsibility to provide for the continuation of public services in the event of a fiscal or natural disaster emergency. Considering that City revenues were not stable and were dependent upon national, state and local economic trends, it was prudent for the City of Pittsburgh to establish a "Financial Reserve Policy" for the General Fund and Internal Service Funds to address any fiscal downturn that would affect City revenues.

Ms. Simons emphasized that it was critical that the City have cash reserves to pay its bills from salaries and benefit costs to operating costs in the event of an emergency or an economic downturn, State takeaways and borrowing, litigation costs, and exposure to disasters. She commented, for instance, that the Federal Emergency Management Agency (FEMA) while a help in a disaster, would not advance funds but would reimburse funds to a fraction of the actual cost.

Ms. Simons stated that the City Manager, Assistant City Manager and staff had deliberated the issue and had proposed reserve levels with the intent to not use the reserves unless the City was in a dire fiscal condition due to an economic downturn or disaster. There was a desire to maintain the reserves at all times and to review the thresholds in light of changing fiscal conditions on an annual basis during the budget process. She noted that the City Manager wanted to make certain that the internal service funds had reserves. She explained that the goal would be to retain \$1.5 million dollars in the reserve, without being used unless there was a dire need. The City would still budget on an annual basis for the funds. She stated that would offer a way to protect employee benefits in the future unless there was a dire fiscal need.

Councilmember Glynn verified the recommendation for a General Fund reserve of 15 percent of the annual General Fund operating budget with a one year review of the two year budget to ensure that there were sufficient funds for the reserve.

Mr. Grisham stated that staff would recommend higher than 15 percent without the general service funds. With the general service funds and a 15 percent reserve, he suggested that the City would be protected.

Vice Mayor Kee questioned whether or not the 15 percent was what had traditionally been used as a reserve, to which Ms. Simons noted her understanding that the City had no

previous policy. She stated that reserves had been at different levels for several years. She noted that the General Fund reserves were \$8.9 million. The reserves had fluctuated over the past ten years.

Mr. Grisham stated that the General Fund reserve was \$8.9 million. He did not want surprises and was already working on the next two year budget cycle.

In response to Councilmember Johnson's reference to the General Fund Attachment 2, Page 11 and the numbers that had been included in the structure of the project, Ms. Simons stated that those would be the transfers required in order to set the reserve. If approving the reserve levels as proposed by staff, she stated that those referenced actions would allow that to occur. Other actions were identified as reverting the one time budget balancing measures. There was also a desire to increase the City Manager's contingency amount by \$150,000 for future unforeseen needs, along with a desire to transfer \$400,000 to the Economic Development Fund for future economic activities and another \$400,000 to the Budget Stabilization Fund, creating that fund at a \$1.2 million level, which did not include the \$1 million VLF fees.

Based on past Council policy, Mr. Grisham recognized that economic development was a major concern for the community, which was why more seed money had been distributed into the Economic Development Fund, which had assisted in the placement of additional automobile dealerships in the community.

Ms. Simons also referred to Page 8 of the Reserve Policy staff report and the City's insurance coverage. She clarified that the City had all risk and flood insurance on all of its facilities, but only had earthquake insurance on City Hall but on no other facility. Due to the cost of earthquake insurance, she stated that was normal for most cities, which was another reason why staff wanted to see that reserve levels were maintained.

Councilmember Johnson questioned whether or not general liability and general insurance costs would decrease, to which Ms. Simons explained that would depend on the City's claims experience and the overall status of the Joint Powers Agreement (JPA), which pooled the City's risk. She added that the City Manager had set up a monitoring program on both general liability claims as well as Workers' Compensation claims and had been working with the Human Resources Director and the Management Team to do everything possible to reduce claims.

On motion by Councilmember Johnson, seconded by Councilmember Glynn and carried unanimously to adopt Resolution 05-10414.

PRESENTATION

1. Departmental Objectives Review and Goal Setting

City Manager Grisham advised that since the City Council set goals in the budget document the First Quarter financial review offered a good opportunity to discuss what the

Departments were doing now and into the future. He advised that all Departments Heads were working on performance standards and goal reviews at April 1, 2006 and at December 31, 2006 to allow some measure for achievement of goal objectives.

a. Housing and Community Programs

Housing and Community Programs Manager Annette Landry reported that the Community Development Division continued to administer a successful Community Development Block Grant (CDBG) Program during the first quarter when 35 new grant agreements had been executed for Program Year 2005/06. The Division also reviewed its year end closeout reports from 40 CDBG sub-recipients who received funding from 2004/05 and processed the final invoices for those grants. The Division had also prepared its Consolidated Annual Performance and Evaluation Report (CAPER) as required by the US Department of Housing and Urban Development (HUD) and informed the Community Advisory Commission (CAC) of the proposed CDBG schedule for 2005/06, including the new two year funding cycle for the 2006-08 Program Year.

The applications for that Program Year were due on December 5, 2005. Applications for that Program Year had been made available to local non-profits as well as City departments. The application had been posted on the City's website and technical assistance was being provided on the preparation of those applications. The Division also continued to provide monthly staff support to the CAC.

Ms. Landry reported that the Housing Authority Division had purged the Section 8 Waiting List of over 1,000 individuals, resulting in a remaining 315 active families/individuals on the current list. The Department has also scheduled appointments with families on the waiting list to complete eligibility documents, verifications and the like.

In other areas, the Housing Authority Division had submitted the Section Eight Management and Assessment Plan (SEMAP) to HUD, had absorbed all portability clients from other Housing Authorities due to the Lease Up, had responded to Income Discrepancy Reports from HUD, and had adjusted payment standards according to 90 percent of the Fair Market Rent (FMR). The Division continued to work closely with HUD to transfer the Multifamily Tenant Family Characteristics System (MTCS) and SEMAP information into the new HUD Web Access Security System (WASS). As such, staff now had the ability to log in to obtain tenant information on an immediate basis.

The Housing Rehabilitation Division process had funded four new rehab loans, approved 14 loans that were being processed and staff had developed a round table including lenders, Realtors, Fannie Mae and Freddie Mac representatives to gain lending and Realtor support to develop community reinvestment opportunities with lenders to support the existing rehabilitation programs and the proposed homeownership opportunities for Section 8 clients.

The Division also received and processed \$127,584 in loan repayments, developed a Section 8 First Time Homebuyers manual and updated program policies and procedures.

Mayor Parent questioned how much was available in the Revolving Loan Fund, reported by Ms. Landry that there was generally an average balance of \$700,000 to \$800,000 annually from loan repayments.

In response to Mayor Parent with respect to the new two year CDBG program, Ms. Landry stated that in spite of the two year process, information from applicants was being requested for the first year 2006-07. If awarded a grant, the recipient would be advised that the performance would be reviewed the first year. If the recipient met applicable goals, the second year grant would automatically be received based on the funds received from HUD.

Councilmember Johnson referred to the 14 loans that had been approved and questioned the timeframe for the processing of those loans and the disbursement of those funds.

Ms. Landry stated that would depend on the homeowner where verifications would be required and where a loan could be processed in 30 to 45 days. The work to be completed generally required two to four months. With delays, the process would take longer. She noted that the program required matching funds.

b. Police

Police Chief Aaron Baker described the Case Management System (CMS) project, a paperless electronic file/storage/document imaging system, and the Webcam Project where five cameras had been installed and six more camera locations had been selected and were currently being installed along Tenth Street, School and Harbor Streets, Buchanan Park and other locations. He advised that the Police Department's new General Orders Manual was complete and copies would be provided to each member of the City Council. The SWAT Manual and the Crisis Negotiations Team Manual were currently in the review stage.

Bicycle patrols had been incorporated as part of the Business Watch Program at the Town Center and the Century Boulevard area. The program also included network luncheons, experts in the field of fraud and ID theft identification for local business owners. A Business Resource Guide and Crime Bulletins had been placed on the City's website as part of that very successful program.

Chief Baker identified the Countywide Vehicle Suppression Enforcement Team (VSET) Program in conjunction with the California Highway Patrol and all other law enforcement agencies in the County to look for stolen vehicles. He added that the Department had received a \$25,000 grant for DUI checkpoints, scheduled for December 2005. With respect to traffic safety, the Department had applied for a grant through the Office of Traffic Safety (OTS) to secure a Traffic Safety Incident Command Vehicle. Although that grant had not been successful, it would be resubmitted for consideration next fiscal year.

Chief Baker reported that grant funding had been secured to allow the purchase of a

Mobile Command Post through the Local Law Enforcement Block Grant (LLEBG) fund, an evidence van from the Supplemental Law Enforcement Services Funds (SLESF) was being outfitted for use at crime scenes, and state-of-the-art undercover surveillance equipment would be purchased through Keller Canyon Mitigation Funds.

Chief Baker identified the youth programs, including the successful Cops Helping Elementary School Students (CHESS), and “radKIdS”, a national educational organization enforced by the National Center for Missing and Exploited Children to teach children how to avoid abduction..

Another goal reported by the Chief was enhanced leadership training through the POST Supervisory Leadership Institute (SLI) and POST Command College. He reported that Lieutenant Wade Derby was attending the eight month program at POST Command College and Sergeant Ramon was the most recent graduate of the POST Supervisory Leadership Institute. Out of nine sergeants, six had attended the SLI and another three had been scheduled for attendance.

Chief Baker also advised that the annual Dow Chemical disaster training with multiple agencies had recently been completed. A three-day disaster drill with an outside agency involving all City Departments would be scheduled in early 2006, Disaster training was also ongoing. The Department had received certification training for Civilian Emergency Response Team instructors. He also described working with the FBI, Dow Chemical and the Department of Homeland Security to create a Buffer Zone Perimeter Protection plan around the Dow Chemical Plant.

With respect to Code Enforcement, Chief Baker stated that streamlining the code enforcement abatement process was a goal. Proactive code enforcement efforts would be increased through grant funding of personnel.

In response to the Mayor as to the expected life of the Mobile Command Post, Chief Baker advised that vehicle would probably last 12 years. He also noted that there were 10 CHESS officers.

Mayor Parent also asked about the process to streamline the code enforcement abatement process. She was advised by the Chief that the proposal was currently under review by the City Attorney.

Mayor Parent asked staff to prepare a memo from the Mayor to the City Attorney to expedite the review of the code enforcement abatement process.

c. Finance

Finance Director Marie Simons presented the items that had been accomplished by the Finance Department, including the preparation of the two year Citywide budget and the completion of Phase I of the Eden Financial System Conversion.

The Finance Department also coordinated the establishment of the Vista Del Mar Community Facilities District (CFD) 2005-2, and coordinated the first levy placement for the San Marco CFD 2004-1. With three CFDs, Ms. Simons explained that when all the homes had been built within those districts the City would have a funding mechanism that would generate over \$1.5 million to be used to finance the increased level of police services associated with new development.

Ms. Simons reported that the Finance Department had also prepared the Fiscal Year 2004/2005 Preliminary Year-End Financial Review and prepared the Fiscal Year 2005/06 First Quarter. She took this opportunity to thank the City Manager for his acknowledgement of the fine work of Finance staff and commented that she had never worked with such a phenomenal staff. Specifically, she commended Susan Winkelbauer and Judy Pofahl for the implementation of the Accounts Payable portion of the Eden System, Hester Hampton led the implementation of the Purchase Order System, and the Accounting staff that had spent hours reviewing the details to ensure that the financial information was accurate. In that respect she acknowledged Accounting Manager Debbie Yamamoto, Accountants Traian Lalescu and Agnes Lee, Accounting Technician Diane Agar, and Jan Bayona, the former Housing Accountant and now the Redevelopment Agency Accountant. She commended all accounting staff and her assistant Pamela Rogers who typed out the reports.

With respect to goals, Ms. Simons stated that the Fiscal Year 2004/2005 audit process must be completed after which the City and RDA Audited Financial Reports would be prepared. The completed Mid-Year Budget review was expected in January 2006.

Speaking to Phase II of the Eden financial System, Ms. Simon identified the conversion schedule of that system. Further, she reported that the Department would have to recruit for a Finance Division Managers – Revenues in conjunction with the Human Resources Department.

In response to the Mayor, Ms. Simons advised that the Eden conversion would not be completed by the summer and that the conversion tables would have to be developed. She noted that developing and testing the tables would take two months.

d. Human Resources

Human Resources Director Marc Fox identified the goals of the Human Resources Department and stated that one of the most time consuming goals was working with the City Manager's office to develop a Performance Review System to tie into the City's overall mission, objectives and goals identified in the budget.

Mr. Fox also reported that the former Passport to Renewed Leadership program was now called Interaction Management. The goal was to reinforce the leaning tools from the last two years. He described the mechanisms used to do that.

With respect to recruitments, Mr. Fox stated that the continued use of an ad agency had been evaluated. In light of the fact that an ad agency did not provide sufficient added value and service, it had been eliminated.

Mr. Fox stated that the goal with respect to Workers' Compensation related to the production of educational materials and other safety programs to reduce the frequency, severity and/or costs of workers' compensation claims. He explained that the City was now better on target with safety compliance and had just completed the Injury & Illness Prevention Program. The Fire Prevention Policy had been drafted and was being reviewed at the Department level. The Ergonomics Policy had also been drafted and was being reviewed. In addition, the annual Bloodborne Pathogens Policy training was being done in-house as opposed to through the American Red Cross given the expense of that training.

Mr. Fox added that another goal of the Human Resources Department was to work with the Recreation Department to explore simplification of the seasonal recreational classifications. In addition, new training opportunities were being developed for promotional opportunities for teams and for new leaders in recognition of cross activity amongst departments

Mr. Fox stated that the Human Resources Department also prepared for and negotiated new collective bargaining agreements and had completed the five collective bargaining agreements this year. The Department was looking for ways that employees and the City as employer could save for post-employee retirement health benefits.

Mr. Fox also reported that a Classification Study that had been initiated for Police Assistant and Code Enforcement Officer and Code Enforcement Aide had been put on hold while the Police Department Organizational Study was in process to avoid conflicting recommendations.

The Human Resources Department was also working with the City Manager's Office to create two Executive Team Workshops and was working with two Executive Team members in terms of organizational studies that could change the structure of those members' departments to make the organizational efficiency serve its own needs.

e. Recreation

Recreation Director Paul Flores stated that the Recreation Department presented programs and services that enhanced the quality of life for Pittsburg residents through youth services, recreation classes, community events, aquatics, sports, Small World Park, facility rentals, teen services and senior services. He noted that the Department accomplished those services and worked on the following programs:

For Youth Services, Mr. Flores stated that the Recreation Department provided recreation classes, such as ballet, bowling, water color and oil painting, art and workshops under its Youth Services Program, produced an After School Program in partnership with the Pittsburg Unified School District (PUSD) where 375 children participated, provided Summer Playground Program & USDA Summer Lunch Program for 365 children per day at 5 sites, and provided Mommy & Me Classes, Summer Day Camp and excursions.

Under the Teen Services & Community Center Division, the Pittsburg Community center opened in June 2005 with an average of 38 kids participating daily. The Center also served as the headquarters for the Summer Youth Corps where over 90 kids participated in Public Works projects and the Under Construction Youth program had been involved in clean-up projects in identified areas of the community.

Sports Services included Adult Softball Leagues and Golf Clinics, Football Sports Camp, expanded sports league through affiliation with National Football and National Basketball Association, the Senior Golf Program and clinics, the Senior Bocce League, Youth Soccer, and the Aquatics Program with over 800 participants.

Mr. Flores identified Special Events in partnership with the Pittsburg Historical Society to develop activities in Old Town, working with Paco to develop classes, cultural displays and historical events, presenting Old Town sound and the weekly custom car shows with over 2,000 participants at the Last Bash Car Show where there was over 250 cars in addition to the Farmer's Market. He added that the last market of the year had been scheduled for November 19 with a special event. Other special events included the Teen Festival at City Park, the Renaissance Festival at Buchanan Park, the Old Town Pumpkin Patch and planning for the Old Town Twilight Holiday Parade.

Mr. Flores described the grants that had been pursued by the Recreation Department, including Keller Canyon Mitigation funds (\$6,500) to be used for special recreation for handicap kids for Highlands School, a First Five Grant (\$5,000) to be dedicated for swim lessons, and a grant for the Teen Services Program (\$39,000 in CDBG and Keller Canyon Mitigation funds).

Mr. Flores stated that Small World Park continued to provide excellent customer services to park patrons where there had been over 23,000 in attendance this year and which had hosted the following:

- Mayor's Ice Cream Social;
- Mayor's Conference, August 2005;
- Pumpkin Patch with over 600 children in attendance;
- Earth Day;
- National Night Out; and
- Pittsburg Adult Education Community Band Performances.

The Senior Services Program published the Senior Center Newsletter, continued to provide services and Legal Aid Blood Pressure checks and the like, along with adult education classes, exercise classes, excursions, a Nutrition Program helping 65 people daily and providing speakers and programs; and other special events.

Mr. Flores identified other goals of the Recreation Department to present Old Town Activity Programs for 2006, establish and begin special neighborhood improvement projects with the assistance of the Under Construction Youth Team, continue development of youth services at the Community Center to include more tutoring and art and cultural event and continue to enhance Senior Services.

Mr. Flores commended his outstanding staff who were committed to the City and to the Recreation Department and who were supported by the Public Works Department, the Police Department, the Finance Department, and the Human Relations Department, along with the City Manager and the City Council.

Councilmember Glynn commended Mr. Flores for becoming aware of the fact that the Pittsburg Historical Society and the Museum in particular would be well served with hours compatible with the Farmer's Market.

Mayor Parent commended the 200 children who had participated in the parade after the Pumpkin Patch at which time adults had thanked the members of the Council who were present at that time.

Mr. Flores emphasized that there were more family friendly events associated with the Old Town concept.

f. Public Works

Public Works Director John Fuller noted that the Public Works Department usually had 100 or more goals, the details of which had been included in the staff report. He highlighted some of the items in process, where over 26,000 square feet of patching paving had been completed, 300 backflow devices had been checked this year, 350 fire hydrants had been exercised and flushed, almost 800 cubic yards of roadside debris had been collected and nearly 10,000 lineal feet of painted curb and street striping had been completed.

Mr. Fuller stated that the Utilities & Facilities Division was the most diverse in the Public Works Department, which had now completed the patch paving project and other work such as purchasing necessary equipment and installing a fence on Parkside Drive to keep people from crossing the railroad tracks. A packet of vehicle bids would be presented to the Council for the approval of \$300,000 of small cars and light trucks, and a number of contracts would have to be awarded for the type of supplies used in the Department's daily work.

Mr. Fuller stated that the Department was working to establish special street sweeping zones in the older neighborhoods where there was on-site parking both day and night and where 200 signs would have to be posted as part of that program. He identified larger equipment that had recently been purchased and reiterated that a better fleet of vehicles could reduce costs.

Mr. Fuller stated that the Parks Department had completed a contractual tree trimming program with West Coast Arborists, had conducted a summertime planting program with kids through the Recreation Department, and had installed raised vegetable beds at the Senior Center in cooperation with an Eagle Scout project and reused old solar panels to heat the wading pool at Buchanan Park. A Scout planting project had also been conducted at the Swim Center.

With respect to the Water Treatment Plant, the installation of a closed circuit security system had been completed, one test well had been drilled at the Water Plant which well would not be suitable as a production well, and the Department was working with the PUSD to install a well at the Los Medanos Elementary School site. Staff was also working on the replacement of the Water Treatment Plan gas service line, and had conducted the annual sedimentation bed cleaning and tule removals out of the pond.

Mr. Fuller stated that cameras had been installed at the Water Treatment Plant to comply with security as mandated by the federal government but also provided security for those working at the Water Treatment Plant.

Mr. Fuller advised that Public Works Department administration had completed an urgent sewer repair at the Stoneman Education Center due to a nighttime pipe burst, had adopted an East County Integrated Regional Water Management Plan in conjunction with other communities, had conducted a Water and Sewer Fee Study for adoption by the Council, had completed the annual patch paving and surface sealing projects and a handicap ramp project and were preparing a CDBG grant application for additional funding.

A biannual creek clean-up was also being conducted by the Public Works Department in cooperation with Friends of the Watershed.

Speaking as the Chairman of the Neighborhood Improvement Team, Mr. Fuller commended Gina Haynes, Dan Callahan and Laura Wright who worked hard to keep the team working and producing. He stated that three neighborhood meetings had been conducted in the last quarter. The Team was working on a major CIP infrastructure project, conducted neighborhood clean-ups, were working in private/public partnerships to install fences along major arterial streets, and installing street lights. Many more projects were being planned or were in progress. He identified a major capital project as repaving the streets in the southwest Tenth Street neighborhood area. He commended the cadets from the Police Academy, members of the Corporation Yard and Chris Bryant and others who had helped to clean up a site in that area.

g. Planning

Associate Planner Ken Strelo, representing Planning Director Melissa Ayres who was at a conference, presented the Advanced Planning and Current Planning goals of the Planning Department. He reported that a number of goals had been completed in Advanced Planning, including amendments to the Historic Resources Codes and the reorganization of the Historic Resources Commission, participation in development of East County Habitat Conservation Plan, and the selection of MIG, the consultant hired to prepare both the Railroad Avenue BART Specific Plan and Civic Center block master site plan, and the Hillside Guidelines/Performance Standards.

With respect to Current Planning, in the last four months eight Planning Commission meetings had been staffed and attended, 670 hours had been spent on public counter assistance, and 22 development applications had been processed for such things as General Plan Amendments, Rezonings, Major Subdivisions, Minor Subdivisions, Use Permits, Design Review, Administrative Design Review Applications and Negative Declarations.

Some of the projects approved were identified as the Angelica Commercial Laundry located in the Empire Business Park on West Tenth Street, Rege Trucking located off of Avila Road, Empire Commerce Center next door to the Empire Business Park, Mariner Walk located west of Marina Walk in Old Town, and the Chili's restaurant.

Speaking to the National Pollutant Discharge Elimination System (NPDES), the City's Stormwater Permit, Mr. Strelo stated that the Planning Department represented the City at Countywide NPDES meetings, served on the C.3 Oversight Committee and the Planning and Permitting Workgroup ad hoc committees, submitted an Annual Report in a timely manner in new electronic format and had begun processing four projects under the new Provision C.3 regulations.

Mid-review projects were identified by Mr. Strelo as the Black Diamond Project in Old Town, the KB Homes development on East Leland Road, Harbor Park the former Johns Manville site, the Sky Ranch development, the Mazzei GMC expansion and Mazzei Hyundai dealerships, Lawler Estates home designs and an Illegal Sign Abatement Program.

Given the 5:00 P.M. hour, Mr. Grisham stated that the remainder of the Quarterly Department Reports would be heard by the Council at the beginning of the November 7, 2005 meeting. Those Departments to be heard at that time included Engineering and Building, Economic Development, Redevelopment and the City Manager's Office.

Police Chief Baker took this opportunity to clarify that the City Attorney's Office had reviewed the streamlined Code Enforcement Abatement process.

ADJOURNMENT

The meeting of the Joint Redevelopment Agency and City Council adjourned at 5:00 P.M. to the next regularly scheduled meetings on November 7, 2005 at 7:00 P.M.

Respectfully submitted,

Lillian J. Pride, Secretary

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