



## **CITY COUNCIL AGENDA REPORT**

**MEETING DATE:** 10/6/2020

**DEPARTMENT:** City Manager

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### **SUBJECT:**

CITY MANAGER'S QUARTERLY REPORT

### **RECOMMENDED ACTION(S):**

Receive and file.

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### **EXECUTIVE SUMMARY:**

The City Council requested quarterly updates from the City Manager's Office regarding high-level projects and initiatives. This report provides the City Council with an update regarding certain projects or programs that may be of general interest to the community. In addition, during the October 16, 2018, City Council meeting, the City Council requested that future quarterly reports include accomplishments that occurred in the past quarter.

<b>Topic</b>	<b>Update Information</b>	<b>Next Milestone</b>
Affordable Housing	The City Council approved the entitlements for the Mountain View project at its meeting of August 18, 2020.	City review of construction documents and issuance of a demolition permit.
Age Well Senior Services	City staff has reached an agreement with Age Well Senior Services ("AWSS") that allows the organization to operate a Meals on Wheels ("MOW") distribution site at the Clubhouse to provide services to Lake Forest seniors once the facility reopens. AWSS has been accepting referrals for Lake Forest residents requesting MOW services	City staff will reach out to AWSS about operating out of the Senior Center once it is able to reopen.

	during the Covid-19 crisis and is serving these residents from distribution sites in other cities.	
Agenda Management System	The new Agenda Management System went live in April 2019. Since then, staff has been working with Primegov to migrate staff reports and videos from the previous software program utilized.	Work to migrate staff reports and videos from the former agenda management system continues and should be completed by end of December 2020.
Boys and Girls Club Pop Up Program, El Toro Park	The City Council received an update regarding the Boys and Girls Club Pop Up Program in El Toro Park at its meeting of July 21, 2020. At that time, the City Council approved a second year of the pilot program, given that the Club was unable to complete a full year of activities due to Corona Virus.	Staff will work with the Boys and Girls Club on gathering attendance records. Staff will also be conducting a review of the fee charged to Boys and Girls Club for use of El Toro Park for their program.
Boys and Girls Club Proposal to Construct a Permanent Facility in El Toro Park	The Club has not advanced this project since the last update to the City Council. The Club has submitted information required to complete the pre-application packet to construct a potential Boys and Girls Club facility in El Toro Park and met with City staff several times to discuss requirements to proceed. The Club has still not provided the level of detail that is required to proceed with public	The Club has notified the City that the project is temporarily on hold as it focuses on its pop up after school program in El Toro Park. Staff will provide updates as necessary.

	outreach as directed by the City Council.	
Drive Through Food Drive with Families Forward	On August 15, the City partnered with Families Forward to conduct a "drive through" food drive from 9 a.m. to noon. Residents pulled up in front of City Hall and volunteers from Families Forward removed food donations from the trunks of their vehicles. Participation in the event was high yielding approximately 20 bins of food donations.	Staff will stay in communication with Families Forward about the need for additional food drives.
Recreation Programs	The period covered for this report reflects programming offered July-September 2020. Staff re-opened sports fields for youth groups to use for practice and conditioning, as allowed by the California Department of Public Health ("CDPH"). Staff also allowed for in-person contract classes to re-start outdoors only, following the guidance from CDPH.	Programs will be offered in the winter season for the community, but only in a manner that follows guidance provided by CDPH.
Special Event Sponsorship Packet	At its meeting of January 7, 2020, the City Council approved the creation of a Special Events Sponsorship Program. The program has been advertised on the City's webpage and staff will work with the Chamber of Commerce to provide information on sponsorship opportunities available to local businesses. The sponsorship packet was	Once the State Department of Public Health provides guidance for "mass gatherings", staff will adjust the sponsorship packet as needed.

	used to solicit sponsors for the Drive-in Movie event.	
Virtual Recreation Center	In light of closures due to COVID-19, Community Services staff created a virtual recreation center to offer creative activities to keep residents busy, active and engaged. The virtual recreation center hosts a variety of free programs including art and virtual skate contests, a digital Easter egg hunt, City trivia contests, and a variety of online classes for youth and adults.	Staff will continue to develop the virtual recreation center with new activities for as long as facilities remain closed.

## Accomplishments by Department

First Quarter FY 2020-21 July-September 2020

### **City Manager's Office**

- Closed escrow on the Authority Parcel with Kingdom Hall.
- Received final reimbursement for grading and street construction from Irvine Ranch Water District per the Development Agreement.

### **City Clerk**

- Completed the physical move of records from an offsite storage unit to the new records room – saving the city upwards of \$3,000 a year of rental fees.
- Successfully administered the nomination period for Districts 1 and 5 resulting in 11 candidates that will appear on the November ballot. Met all of the city's legal obligations required by the Elections Code.
- While in a COVID-19 pandemic, managed new procedures ensuring public comment occurred from a safe, social distance. E-comments and voicemails were accepted while the city facilities remained closed to the public during Covid-19 pandemic. All comments were added to the public record as they would if given in person.
- Currently, the Assistant City Clerk position is vacant. The City held a recruitment which resulted in 200+ applicants. Interviews are planned for the month of October.

### **Community Development**

- Implementation of an Emergency Temporary Outdoor Operating Program and the issuance of no-cost permits to 32 businesses, including restaurants, wellness facilities, places of worship and personal services.
- Approval of the entitlements for the Mountain View affordable housing community.
- Approval of CEQA Thresholds of Significance for Level of Service and Vehicle Miles Traveled (LOS and VMT) transportation analysis metrics.
- Approval of standards for the development of Accessory Dwelling Units.
- Amendment to the CDBG 2019/20 Annual Action Plan for revision to the Small Business Assistance Grant program.
- Commenced the work program for the 2021 Housing Element Update.
- Review and issuance of a grading permit for the future development of the Nakase Nursery property.

## **Management Services**

- Held City's first ever "Drive-in Movie" event in the parking lot of Hoag Health Center. The approximately 100 event tickets sold out in less than two hours and several sponsors were secured to offset the hard costs.
- Continued offering free virtual activities for the "50 and Better" community including Bingo, cooking and gardening classes, and crafty crafters. Staff and CERT members also continued to make weekly wellness "check-in" calls to this group.
- The Etnies Skatepark staff put on a "Board Bounty Virtual Skateboarding Contest Series," which has entries from local residents, other states and Europe.
- In partnership with the State Council on Developmental Disabilities, staff distributed Personal Protective Equipment ("PPE") to over to 100 families with Special Needs Children at a "drive-through" distribution at the Sports Park.
- Staff quickly responded to guidance provided by the CDPH, allowing youth sport groups to practice and condition on City fields. Staff also allowed in-person contract classes to be reinstated, taking place outside and in small, distanced groups only.
- City staff and CERT were selected to participate in the Tri-Annual John Wayne Airport Emergency Disaster Training Exercise.
- Held the City's second "drive through" food drive in partnership with Families Forward in the round-a-bout of the Civic Center. The event was coordinated by staff and included ten Lake Forest CERT volunteers.
- Held three blood drives in partnership with the American Red Cross at the City's Sports Park.
- Instituted a daily virtual screening process for employees and contractors. This allowed for greater efficiencies in the practice of ensuring safety for all city employees.

## **Public Works**

### **Approved Mid-Cycle CIP changes**

Added the following projects to the 2019-2021 CIP:

- Arbors mini-park and lease for use as a potential outdoor dining space
- Design of the Baffin Bay/Bake Traffic Improvements
- Design of the Toledo/Bake Traffic Improvements
- Repairs to Flagstone and sidewalk replacement at Lake Forest Sports Park
- Rockfield Boulevard Traffic Signal Synchronization Application
- Alton Parkway Traffic Signal Synchronization Application
- Portola Parkway/Santa Margarita Traffic Signal Synchronization Application

### Traffic Projects

- Completed the Annual School Zone Re-striping
- Developed Accessible Pedestrian Signal System Guidelines and Evaluation Criteria
- Adjusted Citywide Traffic Signal Timing to adapt to traffic conditions due to COVID
- Started construction on the Citywide Traffic Signal System Upgrade Project
- Established Citywide Oversized Vehicle Parking Regulations

### Capital Projects

- Started Construction on the \$1.3 million renovation of Cherry Park
- Completed Construction of the following Projects:
  - Raised Median Improvements
  - Street Sidewalk Rehabilitation
  - Paved the following streets: Civic Center, Dimension, and Portola @ SR-241
  - Completed Slurry Seal Project for Toledo, Serrano & Ridge Route
  - Completed the Heroes Park Irrigation Improvements project

### Maintenance Projects

- Initiated the Annual Sports Parks Summer Field Renovations and Scope Reductions
- Completed the Annual Park Sidewalk Rehabilitation
- Completed Ranchwood Park Playground Area Drainage Improvements
- Completed the repairs of Park Shade Structures at 8 Parks
- Completed repairs to the Canada Storm Grate
- Purchased and activated a Mobile Security Camera Trailer at Heroes Park
- Implemented the new Street Sweeping Contract and Schedule

### Development Projects

- Approved the Rough Grading Plans/Permit for Nakase (Toll Brothers) Development
- Completed Inspection of all Tracts at Baker Ranch Development

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## **FISCAL IMPACT:**

There is minimal fiscal impact associated with the recommended action.

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**ATTACHMENTS:**

None.

Submitted By: Nicole Miller McDaniel, Management Analyst  
Approved By: Debra Rose, City Manager