

Minutes of the Special Meeting of the Oakley City Council
Held Tuesday, April 18, 2017
4:00 PM
1250 O'Hara Avenue
Oakley, California 94561

1. Welcome

Mayor Sue Higgins called the special meeting to order at 4:05 p.m. in the Oakley Recreation Building located at 1250 O'Hara Avenue, Oakley, California. She welcomed everyone.

Attendees included Mayor Sue Higgins, Vice Mayor Randy Pope, City Councilmembers Doug Hardcastle, Claire Alaura and Kevin Romick, as well as City staff, including Bryan Montgomery, City Manager; Nancy Marquez, Assistant to the City Manager/HR Manager; William Galstan, Special Counsel; Chris Thorsen, Chief of Police; Deborah Sultan, Finance Director; Kevin Rohani, Director of Public Works / City Engineer; Troy Edgell, Code Enforcement Manager; Joshua McMurray, Planning Manager; Dwayne Dalman, Economic Development Manager; Lindsey Bruno, Recreation Manager; and Libby Vreonis, City Clerk / Paralegal.

2. Public Comments

No public comment cards and no online comment forms were submitted for the meeting.

3. Review of Agenda

City Manager Bryan Montgomery shared that the meeting is the annual strategic planning meeting between the City Council and City staff to help guide the upcoming budget and City activities. He provided a general overview of the agenda and announced before getting started, Nancy Marquez, Assistant to the City Manager, will lead an introduction activity.

Ms. Marquez led the group and audience in a discussion of one word that best describes Oakley. She explained that the words best describing Oakley are words to keep in mind when having the strategic planning discussion and what vision to keep for Oakley.

Mr. Montgomery explained Oakley is "coming of age" and has progressed and outgrown its infancy stage and is now in its adolescence stage; it is maturing and it is time to think about what the next steps are for Oakley and what can the City do within its budget. He shared a video regarding leadership.

4. Reports by City Departments/Divisions

Each City department had the opportunity to share information regarding department staffing, current work/projects, challenges and opportunities within the departments, and the future of the departments. Most departments expressed a need for either staffing, technology or equipment to maintain efficiency with the continued growth of the City.

Mayor Higgins announced a break at 5:40pm. The City Council and City staff reconvened at 5:56pm.

The City departments completed their reports.

City Manager Bryan Montgomery shared some City comparisons from the State Controller's website regarding the ratio of residents to staff members, compensation between cities, population size and budget.

5. General Overview of City's General Fund Budget for FY 2017-2018

Finance Director Deborah Sultan provided a general overview of the City's General Fund Budget for the upcoming fiscal year. She showed a comparison between revenues and proposed expenditures and explained the needs of the City exceeds its budget. With regard to the condition of City streets, Ms. Sultan and Kevin Rohani, Director of Public Works/City Engineer, shared a comparison of the City's current budget and the Pavement Condition Index. They suggested the City may wish to set aside adequate funds to maintain streets in future years in their current rating status.

6. Review of 2016-18 Strategic Plan – Fiscal Year 2017-2018 Budget Priorities

Fire Services

Councilmember Romick mentioned with regard to fire services, there appears to be a disagreement regarding the figures the Fire Board has presented to maintain the fourth fire station. He commented that he would prefer the cities of Oakley and Brentwood, the Fire District and the County have a meeting to discuss the figures and when funds are absolutely needed before any decisions are made. He requested a timeline. He shared that the County Board of Supervisors agreed to contribute funds if the fourth station remains in Knightsen.

Mr. Montgomery explained that the figures taken from Brentwood's staff report appear to provide a less immediate need for funding and he believes the Fire District may be able to maintain the fourth fire station for another 1 ¾ years. He added that a long-term plan needs to be provided by the Fire District. He explained that if the City is asked to contribute it would come from its General Fund and will reduce the amount of funds available for City priorities.

Vice Mayor Pope added that the first contribution approved by the City was to get the Fire District through until the UUT was voted upon. He shared that the Fire District needs to come up with a plan and that the subsidizing needs to stop.

Councilmember Hardcastle commented that the firefighters need to know the District's plan is for job assurance.

Vice Mayor Pope explained a decision needs to be made soon as firefighters at the fourth station cannot continue in a state of uncertainty as it creates a risk that some may decide to seek employment elsewhere.

Smart City/Technology

Vice Mayor Pope and Councilmember Romick supported cloud-based technology for staff which may create efficiencies that would free up time for staff to attend to other duties, reducing the need for additional staff.

Streets

Vice Mayor Pope suggested providing crack seal repair on streets requiring minor repairs to maintain them in good condition.

Director of Public Works/City Engineer Kevin Rohani indicated staff will be making crack seal repairs in the summer.

Vice Mayor Pope suggested new neighborhoods could have private roads maintained by HOA's or perhaps have a fires services component to a CFD for future growth.

Staff explained that the assessments on new homes are already high to provide infrastructure and adding additional fees could make the properties infeasible for developers to sell. Staff explained that developers are usually not interested in private roads because they do not want to be burdened with creating HOA's. Staff suggested there may be some opportunity to discuss private roads in smaller lot, higher density projects.

City Manager Bryan Montgomery suggested more funds should be set aside for roadway maintenance in a separate fund and the amount should be increased to adequately maintain roads and avoid unnecessary, more expensive repairs due to neglect.

Mr. Rohani shared that staff is bringing some projects in-house to reduce costs and provide more flexibility, a model that staff will continue to follow.

Staffing

City Manager Bryan Montgomery explained staffing needs are most immediate and critical in Development Services and Recreation.

Councilmember Alaura suggested an administrative staff person could be cross-trained to assist several departments.

Councilmember Hardcastle inquired of the amount that needs to be reduced for requested appropriations to match the amount available in the operational budget.

Mr. Montgomery responded approximately \$1.2 million.

Mayor Higgins commented that she would forego having the dais chairs and counter replaced.

Vice Mayor Pope agreed with Mayor Higgins with regard to items visible on the City Council's side, but mentioned the Council Chambers should look professional on the public side.

Recreation Manager Lindsey Bruno commented that additional staff will be needed when the new Recreation Center opens.

Vice Mayor Pope suggested safety features should be included during construction of the Recreation Center rather than having to remodel it to accommodate safety features later.

Mr. Montgomery shared Phase I of the Recreation Center is estimated to be complete around June 2018; however, a part-time Recreation position is needed now.

Vice Mayor Pope suggested Recreation could offer internships, the Fire District could supplement services with volunteers and Police could utilize a part-time retiree to assist.

Mr. Montgomery explained that it takes staff to manage volunteers.

Councilmember Alaura commented that ADA compliance is mandatory; therefore it is an item that must make the cut.

Mr. Montgomery explained that \$100k for the ADA Transition Plan is the cost upfront, but will require additional funds to be allocated for compliance on an annual basis.

Assistant to the City Manager Nancy Marquez added that the amount is for a consultant to develop the Plan and the consultant will be able to project future compliance costs.

Mr. Montgomery shared that Police will need funds just to maintain the current officer to resident ratio that is already well below the nationwide standard of one officer per one thousand residents.

Councilmember Romick indicated that the funds saved from transitioning from the County to an in-house Police Department should remain allocated to Police in the event of any unexpected changes.

Mr. Montgomery explained that Police lacks officers to backfill as needed which is replaced with overtime.

Chief Thorsen explained the Police Department is in need of staff between the swing and graveyard shifts to provide more flexibility and reduce overtime.

Councilmember Hardcastle inquired of the amount Police spends on overtime.

Chief Thorsen explained it is approximately \$275,000. He explained that not all overtime is within the Department's control however; for example, officers may have to respond to incidents toward the end of their shifts in which they would have to work overtime to complete their reports or they could be called into court.

Vice Mayor Pope pointed out that the City Council decided to bring Police services in-house because it wanted a more efficient system and to improve service to the community. He inquired of the number of officers currently serving Oakley.

Chief Thorsen explained that the County authorized 28 and the City currently has 33 officers serving Oakley. He added that the recruitment process to find qualified officers is not a fast process and he believes the Police Department will be in hiring mode for the foreseeable future.

Recreation Services

Mayor Higgins inquired if Oakley is competitive with regard to fees it charges for classes.

Recreation Manager Lindsey Bruno shared that Oakley is competitive with regard to fees it charges for classes; however, Brentwood, for example, charges a significant non-resident fee for its classes. She added that Oakley charges a lower rental rate because its facility is not as nice as facilities offered in other cities.

Mayor Higgins inquired about rental fees for fields.

Ms. Bruno responded that the rental fee is \$7 per hour and all fields are rented.

Ms. Bruno offered to provide a fee study if the City Council desires, but mentioned she believes Oakley is competitive with other cities in the fees it charges.

Councilmember Alaura commented the fees seem fair where they are now, but it would be something to revisit closer to the time the new Recreation center opens.

Vice Mayor Pope suggested the City move closer to recovering its costs for services.

Ms. Bruno explained that it may be difficult. She explained, for example, that the majority of field rentals are for practices, but the teams are not often hosting tournaments which would bring in more revenue.

Mr. Montgomery explained that most Recreation programs are subsidized and staff can evaluate charges for park usage.

Economic Development

Councilmember Romick shared that the City cannot dictate what stores will go in retail space; however, it can control the look and feel of the City outside of stores with regard to amenities: parking lots, sidewalks, streetscape, etc. He mentioned staff should continue to develop the Downtown experience. He suggested a founders square and solar to cover the new parking lot. He also suggested cameras and lights in the parking lot for safety.

Councilmember Hardcastle commented that Oakley will not see its bang for its buck in the Downtown.

City Manager Bryan Montgomery suggested a work session might be helpful to provide direction in conjunction with the vision for Oakley's next steps in the Downtown.

Vice Mayor Pope inquired if the parking lot is multi-faceted or if it is designed solely to feed the park-n-ride.

Councilmember Romick explained it can serve both as a park-n-ride and provide parking for Downtown events and businesses.

Vice Mayor Pope inquired if the cell tower lease provides revenue for the former Pompei building.

Mr. Montgomery responded it provides some revenue. He explained the idea for that building would be to have the Chamber of Commerce move upstairs and the current lease space would provide revenue to offset the costs of the Entrepreneur Center proposed for the upstairs portion of the building. The Center would provide an opportunity for home-based businesses to have an incubator space to grow their businesses with the idea that eventually they would move into a storefront.

Marquee Signs

City Manager Bryan Montgomery shared that the marquee sign at City Hall is not working properly and repairing it is not cost efficient as most signs are now digital. He inquired what the City Council thinks about replacing it or replacing the median sign that was recently destroyed at Laurel Road and Neroly Road by a drunk driver with a digital sign (insurance funds will be available).

Vice Mayor Pope commented that a digital sign at Laurel and Neroly would catch the eye of drivers coming into Oakley from the bypass.

General Plan and Zoning Updates

City Manager Bryan Montgomery inquired if the City Council had any thoughts about the General Plan or Zoning updates.

Vice Mayor Pope inquired if it is best to do both updates at the same time or to do one before the other.

Planning Manager Joshua McMurray responded it would be most cost efficient to do both at the same time as the CEQA review could be done simultaneously, with the General Plan starting first.

Vice Mayor Pope suggested some money could be set aside this year and some next year to provide for the cost of doing both at the same time.

Finance Director Deborah Sultan suggested that some funds could be allocated now and staff could look at the mid-year budget to see if funds may be available at that time to provide for the remainder of costs.

7. Closing Discussion & Comments

Mayor Higgins thanked everyone for attending.

8. Adjournment

There being no further business, the meeting was adjourned at 8:29 p.m.

Respectfully Submitted,

Libby Vreonis
City Clerk