





# Del Mar City Council Meeting Agenda

City of Del Mar, Town Hall,  
1050 Camino del Mar, Del Mar, California

## NOTICE AND CALL OF SPECIAL MEETING OF THE DEL MAR CITY COUNCIL

**CITY COUNCIL**  
**SATURDAY, MARCH 14, 2020, 9:00 A.M.**  
**City of Del Mar, Town Hall**  
**1050 Camino del Mar, Del Mar, California**


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NOTICE IS HEREBY GIVEN that a Special Meeting of the City Council of the City of Del Mar is hereby called for Saturday, 9:00 a.m., March 14, 2020, for the following purpose:

SAID SPECIAL MEETING shall be for the purpose of City Council Goal Setting Workshop.

Please refer to the attached agenda.

DATED: March 9, 2020

  
Ellie Haviland, Mayor

### CERTIFICATION

I, Ashley Jones, Administrative Services Director/City Clerk of the City of Del Mar, hereby certify that a copy of this notice was posted at City Hall and distributed to the City Council on March 9, 2020, at approximately 4:15 p.m.

  
Ashley Jones, Administrative Services  
Director/City Clerk



# Del Mar City Council Meeting Agenda

City of Del Mar, Town Hall  
1050 Camino del Mar, Del Mar, California

***Civility Works: The Del Mar Code of Civil Discourse: Together we will promote inclusion; listen to understand; show respect; be clear and fair; and focus on the issue.***

## Special Meeting Saturday, March 14, 2020 at 9:00 AM

**Ellie Haviland**  
Mayor

**Terry Gaasterland**  
Deputy Mayor

**Dave Druker**  
Council Member

**Sherryl Parks**  
Council Member

**Dwight Worden**  
Council Member

**CJ Johnson**  
City Manager

**Leslie E. Devaney**  
City Attorney

**Ashley Jones**  
Administrative Services  
Director

It is the intention of your City Council to be receptive to your concerns about your community. Your participation in local government will assure a responsible and efficient City of Del Mar.

**Regular Meetings** of the City Council are held on the first and third Mondays of the month beginning at 4:30 p.m. Council meetings are occasionally held on the second Mondays and/or special meetings called. For further information regarding the scheduling of meetings or meeting agendas, check the **City's website at [www.delmar.ca.us](http://www.delmar.ca.us)**, or call the Administrative Services Department at (858) 755-9313. Any electronic presentations must be received before 9 a.m. on the date of the Council meeting. No PowerPoint presentations can be loaded during the meeting.

You may sign up on the City's website for email notifications of public meetings. A full City Council agenda packet with all backup information is available at City Hall, the Del Mar Library, and on the City's web site the Friday before each Council meeting. Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection at City Hall at 1050 Camino del Mar during normal business hours and are posted online as "Red Dots."

**Consent Calendar:** Items on the Consent Calendar will be enacted in accordance with the recommendations in one motion unless removed from the Consent Calendar by Council, staff, or a member of the public. If you wish to remove an item from the Consent Calendar, please submit a "Speaker Slip" to the City Clerk prior to the meeting. Removed items will be considered after the motion to approve the Consent Calendar.

**How to Speak at a Council Meeting:** Anyone may address the City Council for up to three minutes, at the Mayor's discretion, on items on the Agenda. Please submit a "Speakers Slip" to the City Clerk prior to the Mayor announcing the agenda item. The forms are located near the door at the rear of the Meeting Room. The Agenda item number being addressed should appear on the speaker slip. The Mayor will call you forward at the appropriate time. To speak on a City-related concern that is NOT on the Agenda, please complete a "Speaker Slip" and submit it to the City Clerk prior to the beginning of the meeting. You will be called forward during the ORAL COMMUNICATIONS portion of the agenda.

**When addressing the Council,** please step up to the podium and state your name and address for the record. Each speaker will have up to three minutes to speak at the discretion of the Mayor. Whenever possible, lengthy testimony should be presented to the Council in writing and only pertinent points presented orally. Agenda items MAY be addressed in any order at the discretion of the Mayor.

**Special Needs:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administrative Services Department at 1050 Camino del Mar or by calling (858) 755-9313. Notification of at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. As a courtesy to all meeting attendees, **please set cellular phones to silent mode** and engage in conversations outside the Town Hall.

I. CALL TO ORDER/ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMUNICATIONS

Each person wishing to speak before the City Council on any matter shall submit a "Speaker Slip" to the City Clerk. When the Mayor recognizes you, please come forward and state your name and address. Each speaker will have up to three (3) minutes to speak at the discretion of the Mayor and you may be asked clarifying questions about your issue. Your information may be received, placed on a future agenda, or referred to the City Manager by the City Council. State law generally precludes the City Council from discussing or acting upon any topic presented during oral communications that is not described on the posted agenda.

IV. MAYOR'S OPENING REMARKS

V. CITY COUNCIL GOAL SETTING WORKSHOP

1. Review Significant Work Items for Fiscal Year 2020-2021
2. Identify What Priorities/Projects Can Be Removed
3. Identify What Priorities/Projects Need to Be Added
4. Determine Fiscal Year 2020-2021 Work Plan

VI. ADJOURNMENT



# City of Del Mar Staff Report

TO: Honorable Mayor and City Council Members

FROM: Clem Brown, Environmental Sustainability/Special Projects Manager  
Via CJ Johnson, City Manager

DATE: March 14, 2020

SUBJECT: City Council Workshop on Fiscal Year 2020-2021 Work Plan

**REQUESTED ACTION/RECOMMENDATION:**

Review the proposed work plan for Fiscal Year (FY) 2020-2021 and provide feedback and direction to staff.

**DISCUSSION/ANALYSIS:**

**Background**

At the beginning of each year, the City Council holds a public workshop to determine its goals and priorities so staff can prepare its work plan for the upcoming fiscal year. In February 2019, the City Council established staff's work plan for the current 2019-2020 FY (Attachment A). During that workshop, Council also identified projects to defer due to a lack of available staff capacity, and identified ten "big issues" for staff and the Council to focus work efforts on going forward. Those issues include:

1. Sea Level Rise Adaptation Plan Implementation
2. Affordable Housing
3. Railroad Issues
4. Community Communications
5. Measure Q Implementation: Undergrounding
6. Short Term Rentals
7. Climate Action Plan
8. Shores Park
9. Technology
10. Fairgrounds Issues

**City Operations**

Staff spends approximately 80 percent of its time administering the daily operations of the City. This leaves approximately 20 percent of staff's capacity to work on special projects

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**City Council Action:**

and discretionary Capital Improvement Projects (CIPs). As shown in Attachment B, staff is underway on a number of special projects and discretionary CIPs per prior direction from the City Council. To provide context on how the City spends the majority of its staff resources on day-to-day operations, Attachment C includes a summary of the daily operations for each department.

### **Update on Current Projects**

As requested by City Council, staff provides updates on the City's current special projects, CIPs and significant operational projects. Staff last provided an update in October 2019. Attachment D includes a current update on the status of each project and identified projects considered complete.

### **Proposed Work Plan for FY 2020-2021**

In preparation for this year's workshop on March 14, 2020, staff prepared several documents to provide background and context to facilitate the discussions. To assist the City Council in prioritizing projects and work efforts in FY 2020-2021, staff prepared a proposed work plan using a stop light analysis framework (Attachment B). This framework organizes the City's proposed FY 2020-2021 projects and work efforts into three categories: green, yellow and red. Items listed in green will receive priority attention in FY 2020-2021, yellow-grouped items will proceed as staff capacity and resources permit, while items listed in red will be placed on hold and revisited the following year. Additionally, projects within each color group are listed by department and chronologically by the estimated completion date. Projects in bold are City Council special projects that were prioritized at last year's workshop.

Staff estimates there is sufficient capacity to work on the projects in green in FY 2020-2021, and that these projects are needed to: 1) keep the City operating as an efficient organization, 2) support the City Council's goals and priorities, and 3) comply with current and/or new regulations. As projects and work efforts in green are completed during the fiscal year, or if additional resources become available, staff would proceed with the projects in yellow. Staff does not recommend working on the projects in red due to a lack of available staff capacity or funding for the project. These projects would be reevaluated for prioritization in 2021. If the City Council would like staff to work on a project in FY 2020-2021 that is in the red group, or on a new project not on the proposed work plan, then staff requests the City Council recommend a project(s) in the green group that can be deferred until the following year.

### **ATTACHMENTS:**

- Attachment A – FY 2019-2020 Work Plan and “Big Issues”
- Attachment B – Proposed FY 2020-2021 Work Plan/Stop Light Analysis
- Attachment C – Daily Operations by Department
- Attachment D – Quarterly Update on City Projects

# ATTACHMENT A – 2019 City Council Goals & Priorities

February 23 & 26, 2019 Workshops

**Table 1. Special Projects Work Plan FY 2018-2019**

- Sea Level Rise Program & Local Coastal Program Amendments (**Goal 1**)
- SCOUP Permit for Sand Replenishment and expanded Beach Sand Maintenance Program (**Goal 1**)
- Current Housing Element Implementation (5<sup>th</sup> Cycle) (**Goal 2**)
  - Task 1 – Create educational materials for condominium conversions
  - Task 2 – Create educational materials to incentivize accessory dwelling units (ADUs)
  - Task 3 – PC/NC Zone Amendment (to 20 units/acre)
  - Task 4 – Explore housing partnerships with Fairgrounds
- NCTD/SANDAG Study of Lateral Bluff Trails and Safe Pedestrian Crossings (**Goal 3**)
- Long-term planning efforts to remove the railroad off the bluffs (**Goal 3**)
- Undergrounding Project (**Goal 5**)
- Short-Term Rentals Ordinance & Local Coastal Program Amendment (**Goal 6**)
- Exploration of Community Choice Energy (**Goal 7**)
- Shores Park Master Plan (**Goal 8**)
- Develop and implement a Façade Improvement Program (DMVA)

**Table 2. Proposed Special Projects Work Plan for FY 2019-2020**

- Undergrounding Project
- Current Housing Element Implementation (5<sup>th</sup> Cycle)
  - Task 1 – Create educational materials for condominium conversions
  - Task 2 – Create educational materials to incentivize accessory dwelling units (ADUs)
  - Task 3 – PC/NC Zone Amendment (to 20 units/acre)
  - Task 4 – Explore housing partnerships with Fairgrounds
- Short-Term Rentals Ordinance & Local Coastal Program Amendment
- Sea Level Rise Program & Local Coastal Program Amendments
- SCOUP Permit for Sand Replenishment and expanded Beach Sand Maintenance Program
- Exploration of Community Choice Energy
- Shores Park Master Plan
- NCTD/SANDAG Study of Lateral Bluff Trails and Safe Pedestrian Crossings
- Long-term planning efforts to remove the railroad off the bluffs
- Develop and implement a Façade Improvement Program (DMVA)
- Develop 6<sup>th</sup> Cycle Housing Element (**Goal 2**) - ADD
- Development Impact Fee Study - ADD

# ATTACHMENT A – 2019 City Council Goals & Priorities

February 23 & 26, 2019 Workshops

**Table 3. Proposed Special Projects to Defer Beyond FY 2019-2020**

- Complete Streetscape Addendum
- Implement an IT Strategic Plan / Go Paperless
- Specific Plan or Code Amendments for Rezoning of the North Commercial District
- Fairgrounds Local Coastal Program Amendment
- Establish an Urban Tree Program
- Pedestrian and Bicycle Plan (Circulation Element)
- Relocation of the Alvarado House
- Rezone of Commercial and Professional Commercial to Mixed Use (13th to 8th Streets)
- Housing Implementation: Development of Rights-of-Way and City-Owned Land

**Table 4. Big Issues/Council Goals**

1. Sea Level Rise Adaptation Plan Implementation
2. Affordable Housing
3. Railroad issues (safe crossings, rails off bluffs)
4. Community Communications
5. Measure Q Implementation: Undergrounding
6. Short Term Rentals
7. Climate Action Plan
8. Shores Park
9. Technology
10. Fairground (traffic plan, affordable housing, local coastal program)



## March 14, 2020 – Goals & Priorities Workshop – ATTACHMENT B

- Projects to receive priority attention
- Proceed as staff capacity/resources permit
- Defer and revisit next year

<b>Proposed City of Del Mar Work Plan for FY 2020-2021 with Stop Light Analysis</b>			
<b>City Council Special Projects in Bold</b>			
Ref. #	Dept.	Project Name <u>(not in order of priority)</u>	Estimated Completion Year
		CS -Community Services AS -Administrative Services P/CD -Planning & Community Development CMO -City Manager’s Office PW -Public Works	
0	ALL	Daily city operations (see Attachment C for details)	Ongoing
1	CMO	Launch Regional Pilot Bike Share Program	2020
2	CMO	Prop 218 process to adjust solid waste rates	2020
3	CMO	Winston School lease discussions	2020
4	CMO	Citywide User Fee and Cost Recovery Study	2020
5	CMO	Clean Water Rate Methodology Study and public vote	2020
6	CMO	<b>Launch Clean Energy Alliance Community Choice Energy Program</b>	2021
7	CMO	Downtown Streetscape Project – Phase II (e.g., pop-ups, wayfinding, etc.)	2021
8	CMO	RFP process for the City’s next solid waste/recycling/organics franchise agreement	2021
9	CMO	<b>Implement next phase of the Utility Undergrounding Program</b>	Ongoing
10	CMO	<b>Oversee Shores Park Master Plan efforts</b>	Ongoing
11	P/CD	<b>Complete Sea Level Rise LCPA certification process</b>	2020
12	P/CD	<b>Develop next (6<sup>th</sup> Cycle) Housing Element</b>	2020
13	P/CD	<b>Implement Accessory Dwelling Unit programs</b>	2020
14	P/CD	<b>Update Accessory Dwelling Unit ordinance</b>	2020
15	P/CD	<b>Complete Short-Term Rentals Ordinance/LCPA process</b>	2020
16	P/CD	Support SANDAG’s emergency bluff stabilization efforts	2020
17	P/CD	Develop CEQA thresholds for VMT & amend City’s CEQA Guidelines	2020
18	P/CD	Process requests for major development projects (e.g., Marisol, Watermark, 941 CDM)	2020
19	P/CD	<b>Support potential 22<sup>nd</sup> DAA affordable housing programs</b>	2021
20	P/CD	<b>Complete current (5<sup>th</sup> Cycle) Housing Element</b>	2021
21	P/CD	<b>Implement Sea Level Rise Adaptation Programs/SCOUP Permit</b>	2021
22	P/CD	<b>Implement SB2 grant housing programs</b>	2021
23	P/CD	Support SANDAG’s alternative rail alignments evaluation efforts	Ongoing
24	P/CD	<b>Safe Pedestrian Railroad Crossing Feasibility Study</b>	TBD
25	PW	<b>Seagrove Park Lighting Replacement Project – construction</b>	2020
26	PW	<b>Tennis Court Street Park and Drainage Ditch Project – construction</b>	2020
27	PW	Jimmy Durante Boulevard bluff failure geological evaluation study	2020
28	PW	<b>Powerhouse Walkway Lighting Project – design</b>	2020
29	PW	15 <sup>th</sup> Street Bus Shelter – design/construction	2020
30	PW	Complete three minor pedestrian and roadway safety improvement projects	2020
31	PW	<b>Powerhouse Deck Expansion Project – construction</b>	2021

## March 14, 2020 – Goals & Priorities Workshop – ATTACHMENT B

- Projects to receive priority attention
- Proceed as staff capacity/resources permit
- Defer and revisit next year

<b>Proposed City of Del Mar Work Plan for FY 2020-2021 with Stop Light Analysis</b>			
<b>City Council Special Projects in Bold</b>			
Ref. #	Dept.	Project Name <u>(not in order of priority)</u>	Estimated Completion Year
		CS -Community Services AS -Administrative Services P/CD -Planning & Community Development CMO -City Manager’s Office PW -Public Works	
32	PW	<b>29<sup>th</sup> Street Seawall Project – permitting/design/construction</b>	2021
33	PW	Infrastructure Asset Management and Work Order System – Phase I	2021
34	PW	Carmel Valley Road emergency storm drain repair – habitat restoration	2023
35	PW	<b>Riverpath Del Mar Expansion Project – Phase 3 – design</b>	2023
36	PW	<b>Camino del Mar Bride Replacement Project – preliminary design</b>	2024
37	PW	Installation of Storm Drain Trash Full Capture Devices	2025
38	CS	Develop/implement Junior Lifeguard Program	2020
39	AS	Implement the Eden Project Accounting module	2020
40	AS	Establish a 115 Trust for PERS unfunded liability	2020
41	AS	Implement GovInvest pension modeling software	2020
42	AS	Complete procurement processes for sales tax and audit services	2020
43	AS	Complete server migration	2020
44	AS	Business license process improvement/identify software solutions	2021
45	AS	Develop next two-year budget (FYs 2021-2022/2022-2023)	2021
46	AS	<b>Complete a Technology Strategic Plan</b>	2021
47	AS	Support development of a Utility Undergrounding Project property/customer tracking database	2021
48	AS	Implement a new GIS based work order management system	2021
49	AS	Provide comprehensive training on the City's procurement, contracting, and purchasing policies & procedures	2021
50	AS	Administer the November 2020 (three Council seats) election process	2021
51	AS	Identify solutions to address committee management software	2021
52	AS	Complete update to the City's Record Retention Schedule	2021
53	AS	Major clean-up of titles/job descriptions related to changes in Community Services Department	2021
54	AS	Lead negotiation of new MOU with Del Mar Fire Association	2021
55	AS	Complete overhaul of current practices related to part-time/seasonal employees	2021
56	AS	Cost Allocation Plan update	2021
57	AS	Improve system for citywide tracking of contracts/insurance	2021
58	AS	Develop Administrative Policy Manual for City	2021
59	AS	Comprehensive review & update to the City’s Personnel Rules	2021
60	AS	Complete Phase II of committee clean-up efforts	2021
61	CS	Parking Bail Schedule Study	2020

## March 14, 2020 – Goals & Priorities Workshop – ATTACHMENT B

- Projects to receive priority attention
- Proceed as staff capacity/resources permit
- Defer and revisit next year

<b>Proposed City of Del Mar Work Plan for FY 2020-2021 with Stop Light Analysis</b>			
<b>City Council Special Projects in Bold</b>			
Ref. #	Dept.	Project Name <u>(not in order of priority)</u>	Estimated Completion Year
		CS -Community Services AS -Administrative Services P/CD -Planning & Community Development CMO -City Manager’s Office PW -Public Works	
62	P/CD	Develop ordinance for landscape maintenance adjacent to public ROW	2021
63	P/CD	Update City’s Public Tree Manual	2021
64	P/CD	Develop updated permit/valuation schedule for Building Services	2021
65	CMO	<b>Development Impact Fee Study</b>	2021
66	CMO	<b>Support Façade Improvement Program w/ DMVA and BSAC</b>	Ongoing
67	PW	Jimmy Durante Boulevard bluff failure – permanent improvements	TBD
68	PW	<b>Sidewalk Connectivity Project, Segment 4 (CDM/4<sup>th</sup> Street to CVR)</b>	TBD
69	PW	Sidewalk Connectivity Project, Segment 7 (JDB/SDD to Via de la Valle)	TBD
70	PW	Seawall and Street End Assessment and Alternatives Study	TBD
71	PW	Camino del Mar east embankment stabilization (4 <sup>th</sup> Street to CVR)	TBD
72	PW	Pave unfinished alleys – design/construction	TBD
73	PW	Sewer line for San Dieguito Drive/Oribia Road – planning	TBD
74	PW	Recycled Water System Expansion Project	TBD
75	PW	Automated water meter network replacement	TBD
76	CMO	Complete Streetscape Addendum	TBD
77	CMO	Establish an Urban Tree Program per City’s Climate Action Plan	TBD
78	CMO	Relocation of the Alvarado House	TBD
79	P/CD	Develop a Local Mobility Plan to evaluate Level of Service (LOS) impacts	TBD
80	P/CD	Develop ordinance to regulate small cell (5G cellular) infrastructure	TBD
81	P/CD	Develop ordinance to regulate street vending in public ROW	TBD
82	P/CD	Reevaluate City’s Tree, Scenic Views, and Sunlight ordinance (e.g., overhaul, suspend, or repeal)	TBD
83	P/CD	Develop ordinance for lot line adjustment parcel map processing	TBD
84	P/CD	Develop ordinance for temporary commercial/personal messaging signage	TBD
85	P/CD	Develop ordinance for abandoned personal property	TBD
86	P/CD	Develop ordinance to regulate Microenterprise Home Kitchen Operations	TBD
87	P/CD	Develop policy for Blue Carbon GHG offsetting in the San Dieguito Lagoon	TBD

## City Manager's Office

### March 14, 2020 Goals & Priorities Workshop

#### Daily Operations:

- Manage all City departments, operations and City Council work plan
- Manage the City Council Goals and Priorities
- Provide citywide budget review and monitoring
- Provide citywide communications and public information/respond to media requests
- Provide customer service for sensitive and complex issues
- Provide public safety management and oversight
  - Manage the Sheriff's contract
  - Manage Fire Department and issues related to CSA-17
  - Perform emergency management coordination
  - Led City's emergency preparedness efforts (e.g., Emergency Operations Center, Community Emergency Response Team coordination, Fuel Reduction Program, Hazard Mitigation Plan update, etc.)
- Implement the City's Climate Action Plan and sustainability initiatives
- Maintain the "Go Green Del Mar" website
- Manage solid waste franchise agreement with Waste Management
- Staff the Regional Solid Waste Association
- Oversee legal requests and City's legal services contract
- Liaison to the Del Mar Fairgrounds (e.g., traffic/noise issues)
- Provide staff support to:
  - Sustainability Advisory Board
  - San Dieguito Lagoon Committee
  - Arts Advisory Committee
  - Business Support Advisory Committee
  - Del Mar Village Association
  - Del Mar Non-Profits
- Administer Public Art approval process
- Manage City's real estate, telecommunication and cable franchise leases
- Oversee legislative affairs and coordination with lobbyist
- Oversee coordination efforts for major special events
- Labor negotiations team member
- Review/approve Encroachment Permits
- Review all City Council staff reports
- Provide management oversight of city policy and procedures manuals
- Provide organizational training and coaching to staff

**Planning & Community Development****March 14, 2020 Goals & Priorities Workshop****Daily Operations:**

- Process 400+ discretionary permits annually for conformance with the Design Review Ordinance, Zoning, Local Coastal Program, Community Plan, and CEQA
- Provide customer service at the public counter, emails, phone, and website
- Staff public meetings including the Design Review Board, Planning Commission, City Council, Housing Task Force, and support to several committees
- Administer the Citizens' Participation Program (CPP) – part of Design Review
- Provide Code Enforcement services with nearly 300 cases
- Administer permitting for encroachments in public rights-of-way
- Administer permitting for development in the floodplain
- Provide processing and CEQA support for capital improvement projects including utility undergrounding, replacement bridge on Camino del Mar at San Dieguito River, Riverpath Phase III extension, and Sea Level Rise Impact Study to City infrastructure
- Manage the City's Building Services contract – plan check, permits, and inspections
- Manage the City's Clean Water program –compliance, education, noticing, reporting
- Manage the City's permit database
- Implement digital application submittal and digital archiving of public records
- Develop an RFP to solicit a new Building Services provider contract
- Develop an updated fee schedule for Engineering Services
- Support Citywide fee schedule updates for Planning-related fees
- Manage review/amendments of Specific Plans including Hotel SP and Plaza SP
- Provide status reporting to Council on the Design Review Guidelines and CPP
- Prepare quarterly updates to Council on Planning Dept status and projects
- Complete parking management at 1201 CDM building and Del Mar Plaza
- Prepare public info materials for Accessory Dwelling Units and Short Term Rentals
- Provide Council support including monthly Planning Subcommittee meetings
- Develop annual/bi-annual reporting to 14 agencies on various items
- Attend monthly coordination meetings with CCC, SANDAG, NCTD

## **Engineering and Public Works**

### **March 14, 2020 Goals & Priorities Workshop**

#### **Daily Operations:**

#### **PUBLIC WORKS**

- Wastewater system State Water Resource Control Board permit compliance including; management plan, maintenance, reporting, and emergency responses
- Water system Regional Water Quality Control Board / Department of Environmental Health Water System Drinking Water Operational Permit compliance
- Storm drain system San Diego Regional Water Quality Control Board Municipal Stormwater Permit compliance
- Water/Wastewater treatment/transportation contract administration and operational coordination with City of San Diego, City of Solana Beach, Del Mar Fairgrounds, and the San Elijo JPA
- Operational Capital Improvement Program (CIP, wastewater, water, storm drain, undergrounding, paving); planning, design, construction, expenditure rate setting, budgeting and budget adjustments
- Mid-Year funding requests to replace sewer pipeline rodder (mechanical cleaning equipment) and emergency generator housing
- Fats, Oil, and Grease (FOG) Program troubleshooting, administration, and oversight
- Storm Drain Inlet Trash Capture Device Program
- Clean Water Program budgeting, tracking, and oversight
- Traffic and Parking Advisory Committee (TPAC) liaison
- Traffic signal equipment repairs and maintenance; monthly streetlight checks
- Sidewalk repairs and maintenance
- Retroreflectivity Sign Replacement Program (1,150 of 1,890 signs were deficient)
- Tree maintenance contract oversight (1,400 City trees)
- Traffic count data collection, web site updates, and reporting
- Parks and Recreation Committee liaison
- San Dieguito River Valley Conservancy liaison and mitigation areas workshops
- Bark Beetle Reduction Program implementation
- Beach maintenance trash / recycle receptacle emptying
- Sidewalk sand sweeping operations
- Beach sand push operations
- City Facilities Cyclic Management Program development
- Facility repairs and improvements
- Citywide janitorial services contractor oversight
- Infrastructure emergency repair projects
- Public Records Act responses
- Personal injury / property damages lawsuits

## **Engineering and Public Works**

### **March 14, 2020 Goals & Priorities Workshop**

- Fleet vehicles / heavy equipment maintenance and replacement
- Oversight of specialty contractors (sidewalk hazards, groundwater vault sealing, etc.)
- Public right-of-way permits review and approval
- Manage Supervisory Control and Data Acquisition (SCADA) equipment and software to electronically monitor water and wastewater systems
- Phone inquiries / resident responses
- Grant research and applications
- Adopt-A-Spot Program administration
- Graffiti removal operations
- Department of Environmental Health hazardous waste reporting
- San Diego Air Pollution Control District annual reporting and payments
- City of Del Mar's Public Tree Policy Manual update with City Arborist
- Public Works Fees Study and updates

#### **MUNICIPAL ENGINEERING (as-needed):**

- Review and approval of discretionary applications and final building permits for conformance with engineering and right-of-way requirements – condition infrastructure upgrades with proposed improvements
- “As-Needed” CIP project management / design services
- Develop transparent infrastructure condition Geographic Information Systems database; integrated with water, wastewater, stormdrain, streets, undergrounding, CIP programs
- Stormwater / wastewater / water system master planning
- CALTRANS / Federal Highway Bridge Program consulting
- Preliminary project planning feasibility studies

#### **TRAFFIC ENGINEERING (as-needed):**

- TPAC assignments “as-needed”
- Intersection sight distance / navigability analyses including emergency response vehicle simulation software
- Senate Bill 743 CEQA revisions from LOS to Vehicle Miles Traveled (VMT)
- Del Mar comprehensive citywide Traffic Data Collection Database / Report

**Community Services****March 14, 2020 Goals & Priorities Workshop****Daily Operations:**

- Manage Lifeguard, Parking, Park Ranger, and Open Space divisions
- Perform ocean, cliff, and swiftwater rescues throughout the City
- Provide emergency care and first aid in City parks, beach, and assist Fire Department in residential and commercial zones as needed
- Lifeguard Academy – Coordinate and train new lifeguard staff for over 100 hours of training each May
- Perform wildlife rescue services in coordination with Sea World and Wildlife Assist
- Enforce municipal code on beach, parks, and throughout the City
- Manage parking program throughout the City
- Enforce City, County, and State parking laws
- Install, maintain, service, and collections from 62 single and multi-space parking meters
- Oversee permitting and staff support for Special Event and Operations Permits at the City's public beach, parks, Powerhouse Community Center, and Civic Center
- Provide public enforcement patrol services throughout the City
- Manage surf and volleyball camp operators
- Co-manage operation of City loader and beach cleaner to maintain public beach access and protect public property
- Manage 800 Mhz radio communications purchasing and oversight
- Provide staff with training and certification in CPR, first aid, cliff rescue, and swiftwater rescue
- Quarterly beach and bluff overhead drone photo and video documentation
- Represent City on Parks and Recreation and Traffic and Parking Committees
- Maintain signage on public beach and parks
- City Committees – Monthly staff representation on Traffic and Parking Advisory Committee and Parks and Recreation Committee
- Represent City in regional lifeguard and enforcement efforts – Lifeguard staff contribute to regional efforts through membership and coordination with the United States Lifesaving Association, California Surf Lifesaving Association, San Diego Region Aquatic Response Team, San Dieguito Lagoon Partners (MPA)



## Administrative Services

### March 14, 2020 Goals & Priorities Workshop

#### Daily Operations:

#### **FINANCE**

- Water Utility Billing (new accounts/shut offs, bi-monthly billing, customer service)
- Business License/Permitting Programs (issue new licenses, process annual renewals; taxicab permits, nuisance alarm violations; massage permits)
- Budget Development and Administration (Two-year budget process; Mid-year budget process; second year budget update)
- Accounting Functions (accounts payable; accounts receivable; payroll)
- Year-End Audit; Annual Compliance Reporting (single audits; annual street report; Transnet audit; local government compensation reporting; other required annual tax compliance reports)
- Quarterly Financial Reporting
- Treasury Function (quarterly reporting of cash and investments)

#### **CITY CLERK**

- Processing of Public Record Act (PRA) requests (Approximately 150 annually)
- Agenda/Minute Production for City Council and City Committees (annual Council meeting schedule; Agenda packet production, posting, distribution; production of meeting minutes)
- Legal Ads/Public Noticing
- City Committee/Board/Commissions (conduct approximately 35 committee recruitments annually; onboarding of new members; committee rosters; committee webpage management; facilitate Council local appointment process)
- Annual 700 compliance (annual; ongoing for leaving and assuming office)
- Records Management (hardcopy and electronic files)
- Process Recorded Documents
- Process Municipal Code Updates Related to Adopted Ordinances
- Contract Administration (maintain standard templates; contract review; routing; and maintain contract tracking database)
- Municipal Election Activities (coordination with County Registrar of Voters (ROV); preparation of necessary election resolutions; ballot measure processing; candidate filings and campaign reporting; website updates/public information; swearing in of new Councilmembers)

#### **HUMAN RESOURCES**

- Employee Recruitments/New Hire Processing (it should be noted that the seasonal hiring process is a significant annual undertaking)
- Personnel Matters (investigate complaints; discipline; counseling, etc.)
- Negotiation of Labor Agreements
- Employee Benefits (Coordinate annual open enrollment process in June; provide year-round assistance to new hires and existing employees)

## Administrative Services

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- Workers Compensation; Short-Term Disability; Family Medical Leave; Pregnancy Disability; Unemployment
- Administration of City Worker's Compensation Program (claims processing and tracking; supervisor training; coordination with W/C insurance provider)
- Employment Verifications
- Oversee City's Department of Transportation (DOT) Class B Drivers Program
- Coordinate and Track Employee Training;
- Wellness and Illness/Injury Prevention for Employees
- Administer the City's Public Agency Retirement Services (PARS) program for part-time employees
- Process Public Employee Retirement System (PERS) and International City/County Management Association (ICMA) enrollments and employee changes
- Ongoing review and processing of necessary updates to job descriptions
- Process payroll changes in coordination with Finance
- Tracking/Processing of Evaluations (prepare evaluation templates; track evaluations; work with departments on timely completion)
- Ensure personnel practices are compliant with state/federal law

### **RISK MANAGEMENT**

- Claims Tracking & Processing (Claim review; coordination with City Third Party Administrator (TPA); issue rejection letters; track status; notification to self-insurance provider, etc.)
- Track all City related litigation; coordinate with the City Attorney's office; compile litigation discovery; and represent the City at mediation.
- Coordinate insurance coverage through the City's self-insurance Joint Powers Authority provider CSAC Excess Insurance Authority (EIA)
- Risk management training and best practices

### **INFORMATION TECHNOLOGY**

- Provide end-user technical assistance and support for issues related to computer systems, software, and hardware
- Administer City software systems (TRAKIT permitting system; EDMS document management system; Eden financial system; Executime electronic timecard system; utility billing system; Granicus committee management software; etc.)
- Provide support for City-wide Voice-over-IP phone system including troubleshooting and configuration of phones and voicemail accounts
- Install, modify, and repair computer hardware and software
- Administer and support City's email system including on-premise Exchange Server and Office 365 environment. (Monitor and manage email security and spam filtering; create user accounts; reset passwords; and configure email accounts)
- Support and maintain SharePoint City Intranet.
- Resolve technical problems with Local Area Networks (LAN), Wide Area Networks (WAN) including internet and point-to-point fiber connectivity.

## **Administrative Services**

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- Configure, manage, and install network printers and other network devices such as wireless access points and security cameras. Administer the door access control system.
- Maintain the City's GIS system and parcel database.
- Provide support and administration for the City website and e-newsletter.
- Conduct technology research and participate in professional organizations to stay current with technology trends and best practices.
- Monitor, administer, maintain, and improve the cyber-security infrastructure.
- System administration, patches, and upgrades to servers, desktops, and software.
- Administer data backups and offsite tape storage.
- IT Project management and collaboration with other departments for special project work.
- Develop and implement IT best practices, policies and procedures.
- Maintain inventory of hardware and software. Manage maintenance contracts and software licensing as needed.
- A/V systems and meeting support. Load presentations, assist end users and the public using conference rooms and Town Hall A/V.
- Provide administration for SQL Server and database availability and backups.
- Assist with administration of Public Works Scada infrastructure (monitor of water and sewer system).
- IT Training (Online training for Microsoft technologies, cyber-security, and other relevant topics as time allows via Quickstart IT training subscription and other resources. Provide in-house training on software systems.)
- Administration of Del Mar Television (DMTV) contract

## Exhibit 1 – Special Projects (Non-CIPs)

Table 1.1. Special Projects (Non-CIPs) for FY 2019-2020

Ref. #	Project Name	Project Description	Current Status	Anticipated Work for Next 3 Months	Additional Funding Needed?
1	Undergrounding Project <i>(Staff contact: Kristen Crane and Mohsen Maali)</i>	Provide an array of ongoing policy development, financial planning, project management and support services for implementation of the citywide Undergrounding Project (UP). UP includes undergrounding all overhead utilities within the City boundaries. Project construction will require Coastal Development Permit review, possible exemptions, and CEQA review (possible MND for areas in sensitive habitats).	This project has completed the planning phase and is preparing to move into design. The City Council approved a proposed approach and to move forward with the first two areas for design at their meeting on August 5, 2019. Staff and UP Advisory Committee (UPAC) are currently working on a number of issues associated with moving forward with design.	Official formation of the first two areas as undergrounding districts for SDG&E (scheduled for March 23, 2020) to commence design, which is expected to take 18 months. Implement a communications program and begin work with all property owners.	Currently, staff does not anticipate the need for additional funding this fiscal year based on the analyzed work plan and amount budgeted for this year. This may change pending the scope of work (e.g., hiring consultant(s) and/or staff decisions by the City Council). As the project moves into the design phase, staff will be working with the consultant to develop the task order for their work during this phase.
2	2013-2021 5th Cycle Housing Element Implementation (current Housing Element) <i>(Staff contact: Shaun McMahan)</i>	Implement the remaining Actions identified in the current 2013-2021 Housing Element certified in 2013. Remaining Actions include: 1. Amendments to the North Commercial Zone to increase allowed density from one accessory unit to 20 du/ac for affordable housing projects (Action 2E) and Amendments to the PC Zone Code to increase allowed density from one accessory unit to 20 du/ac for affordable housing projects with associated Community Plan Amendments and LCPA (Action 2F); 2. ADU Amnesty Program. 3. Assign a new land use designation to two adjacent vacant parcels (Watermark Site), roughly 2.3 acres in size in the NC Zone, to allow, by right, residential development of the properties at a density of 20-25 du/ac (Action 2G).	Underway with PC and NC Zone Code Amendment. The public review period for the Draft PEIR is closed. Response to comments are being prepared, Final PEIR will be presented to Planning Commission on April 14, 2020.  Target: Spring/Summer 2020.	Complete PC/NC Zone Code Amendment and PEIR for adoption in Spring 2020.  Initiate Amnesty program as time permits.	Staff does not anticipate needing additional funds based on the current tasks.
3	Implementation of "22 in 5" Top 3 Priority Projects: Task 1: Encourage Condo Conversions; Task 2: Incentivize ADUs; Task 3: PC/NC Zone Amendment <i>(Staff contact: Shaun McMahan)</i>	Implementation of "22 in 5" Top 3 Priority Projects as Identified by CC on July 2, 2018: Task 1: Encourage Condo Conversions (200 hours); Task 2: Incentivize ADUs (200 hours); Task 3: PC/NC Zone Amendment	Implementing first priority projects including processing the development applications with affordable housing. New ADU ordinance to meet January 1, 2020 State law changes will be presented to Planning Commission March	Task 1 – not initiated Task 2 – not initiated until 2020 with 6 <sup>th</sup> Cycle Housing Element Task 3 – (see above, completing in Spring/Summer 2020)	Staff does not anticipate needing additional funds based on the current tasks.

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Ref. #	Project Name	Project Description	Current Status	Anticipated Work for Next 3 Months	Additional Funding Needed?
		Other "22 in 5" work program tasks shown have been deferred.	2020 and City Council in April/May 2020, then submitted to Coastal Commission for LCPA certification.  NC/PC Zone Amendments shown above. Target: Summer/Fall 2020.		
4	Short-Term Rental Ordinance Local Coastal Program Amendment <i>(Staff contact: Amanda Lee)</i>	Ordinance 934 was adopted November 6, 2017. The Coastal Commission's June 2018 conditional approval of the LCPA with modifications expired in December 2019. The City can resubmit Ordinance 934 as a new LCPA or process a new ordinance/LCPA. The STR Forbearance period is in effect through February 11, 2021.	Currently awaiting final Court decisions on the two cases where tentative rulings were made (Del Mar Alliance v. City of Del Mar and City of Del Mar v. Coastal Commission) prior to seeking City Council direction on next steps.	Staff will obtain City Council direction prior to moving forward. Options include 1) submitting a new LCPA application for the same Ordinance 934 and resuming certification process with Coastal Commission; 2) preparing a revised ordinance/LCPA and processing via Planning Commission and City Council, then submitting to Coastal Commission for certification; and/or 3) pursuing other strategies.	Data collection (of new data sets) beyond the record already submitted will require additional funding.
5	Sea Level Rise Work Program/Local Coastal Program Amendments - Completion of Adaptation Plan, Sediment Management Plan, Wetland Habitat Migration Assessment, Land Use Plan Amendments, and Zone Code Amendments <i>(Staff contact: Amanda Lee)</i>	This work effort in compliance with a grant by the California Coastal Commission resulted in submittal of the following for requested certification of two LCPAs: 1. SLR LCPA for Adaptation Plan, which includes LUP and Zone Code Amendments; 2. Sediment Management & Beach Nourishment Plan (supporting technical report/plan); 3. SLR San Dieguito Lagoon Wetland Habitat Assessment (supporting technical report)	All materials were submitted to the Coastal Commission in October 2018, and grant deadline was met. The City is currently working with the Coastal Commission at the staff level to try to reach common ground. The LCPA applications were resubmitted in January 2020 to allow the interagency discussions to continue towards a goal of LCPA certification. The Coastal Commission hearing on the resubmitted LCPAs is tentatively scheduled for July 2020 in San Diego.	Continued staff-level coordination meetings with CCC to help explain what the City Council adopted. Once a revised CCC staff recommendation is published (likely May-June timeframe), public outreach will be conducted and the issue will be discussed at a local City Council meeting where the City Council will be asked to provide direction on next steps.	Staff does not anticipate needing additional funds based on the current tasks. Depending on the extent of monitoring and follow up actions that may be required by Coastal Commission for LCPA certification, then additional funding may be needed for data collection and implementation.
6	SCOUP Permit for Sand Replenishment and Expanded Beach Sand Maintenance Program <i>(Staff contact: Amanda Lee)</i>	This multi-year special project implements Del Mar's Sea Level Rise Adaptation Plan and Sediment Management Plan related to beach sand nourishment, beach sand maintenance and minimization of flooding. Establishment of a SCOUP Program requires the City to obtain multiple federal and state permits and approvals to plan for the future dredging and	Consultant team (Moffatt & Nichol) is preparing the draft CEQA document for distribution and public review in Spring 2020. Grant application was submitted to CA Department of Boating and Waterways in December 2019. (If granted, funding would be available in September 2021.)	Distribute the SCOUP and draft CEQA document for public review and comment and present to Planning Commission and City Council for approval. Attend meetings with regulatory bodies, and coordinate permit applications. Identify additional grant opportunities where available.	In addition to the \$164,200 allocated in FY19-20 and \$164,400 allocated for FY 20-21, an additional \$20,000 will be needed in FY 20-21 to cover two additional tasks required for the SCOUP program and finalize the Dept. of Boating and Waterways (DBAW) grant application (Coastal Frontiers

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Ref. #	Project Name	Project Description	Current Status	Anticipated Work for Next 3 Months	Additional Funding Needed?
		placement of sand on the beach, as well as the ongoing berming and maintenance of sand on the beach. Additional tasks include identification of grant opportunities and preparation of a conceptual living levee design.			sediment grain size analysis \$9,000 and Phil King study \$11,000).  Grant application was submitted to DBAW in December 2019. If the City is selected, DBAW funding would be available in September 2021.
7	Climate Action Plan Implementation - Exploration of Community Choice Energy/Aggregation <i>(Staff contact: Clem Brown)</i>	As recommended by the City's Climate Action Plan to achieve a target of 100% renewable energy for Del Mar by 2035, this project is to implement a Community Choice Energy program. This will also include a public outreach campaign to educate Del Mar residents and business on CCE.	The cities of Del Mar, Solana Beach and Carlsbad formed the Clean Energy (CEA) Alliance JPA in late 2019 with a goal to launch a CCE Program in 2021. Mayor Haviland was appointed vice-chair. The CPUC is currently certifying CEA's implementation plan.	The JPA is issuing RFPs to bring on banking, data management, and technical consultant support to prepare the necessary regulatory filings. The JPA is also planning a CCE workshop in April 2020 to help prepare the FY21 budget. CEA is on schedule to launch operations by May 2021.	Possibly. It is most likely that the JPA will finance remaining startup costs from its banking partner; however, there is a possibility that additional startup funding will be required from its member cities, which will be subject to reimbursement. Staff does not have an estimate at this time.
8	Shores Park Master Plan <i>(Staff contact: Kristen Crane)</i>	By September 2018, the goal was to identify a preferred master plan for redevelopment of the Shores property into a Park. The scope of work includes reviewing construction cost estimates, completing 3D renderings, planning and hosting a community input workshop on the two concepts, and coordination with the City Council and Shores Advisory Committee. Work also includes completing the traffic study for environmental review, initiating/completing further environmental review, and working with the Winston School on potential parameters for the future lease.	Lease discussions are in process with Winston School. Work in Summer 2019 included consideration of the parking requirement associated with the community-desired amenities for the park, including an analytical approach to determine the number of parking spaces and review with TPAC, Parks & Rec, Planning Commission, the Shores Advisory Committee, the Del Mar Foundation, and Del Mar Community Connections.	Continued lease discussions with Winston School to solidify a plan for moving forward.  Preparing to move forward with "refreshing" the park master plan concepts in order to proceed with the next steps of construction and operating costs estimates and 3D renderings in preparation for community outreach meetings.	Funding is allocated for the planning process, up to but not including environmental review. Additional funding needed to complete the project.
9	NCTD Study of Lateral Bluff Trails and Safe Pedestrian Crossings <i>(Staff contact: Joseph Smith, Clem Brown)</i>	The purpose of this project is to work with the North County Transit District (NCTD) and SANDAG to develop lateral trails and safe rail crossings along the bluffs and rights-of-way in Del Mar. This effort involves working with NCTD, SANDAG, Coastal Commission, and the California Public Utilities Commission. Staff is looking at acquiring grant funds to help in this effort. The initiation of the feasibility study and completing a first draft for public comment would take place in FY 2020-2021 if the grant is awarded.	City Council approved match funding for a joint study with SANDAG and NCTD to develop a Safe Rail Trail and Pedestrian Crossing Feasibility Study. Staff worked with SANDAG to resubmit a Caltrans planning grant application to fund the feasibility study because last year's application was not accepted. Staff hopes to hear in March 2020 if the grant is awarded.	None – waiting acceptance of grant funding.	If the grant application is not accepted, additional funding will be needed to fund the feasibility study so work can begin. The City has budgeted \$20,000 and NCTD has offered to match that allocation. The feasibility study and preliminary design work will likely cost ~\$300,000.

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Ref. #	Project Name	Project Description	Current Status	Anticipated Work for Next 3 Months	Additional Funding Needed?
			If funded, work would begin July 2020.		
10	Implement "22 in 5" Priority 2 & 3 Projects: Partnership Opportunities with Fairgrounds <i>(Staff contact: Shaun McMahon)</i>	Per City Council direction on June 4, 2018, move forward with annexation of Surf & Turf RV lot and Development of Affordable Housing at Backstretch and/or Laydown Parking Lot.	Liaisons and staff have continued to maintain this dialogue with the Fairgrounds. Staff is developing working sessions with 22 <sup>nd</sup> DAA staff for furthering the work plan.	Discuss opportunities and constraints for housing on the Fairgrounds; identify potential priority projects; review with policy makers at CRC and City Council; and Develop action plan.	Depending on implementation project, funding will be needed for next set of efforts. Staff currently cannot estimate the funds needed until the scope of priority project(s) are determined.
11	Develop and Implement a Façade Improvement Program (DMVA) <i>(Staff contact: Beth Murray)</i>	Develop a matching grant program for commercial property owners or businesses that would encourage improvement to the physical appearance of businesses along Camino del Mar. The program requires implementation and budget allocation. The program estimation includes development and implementation, not ongoing management.	The program has been drafted and BSAC recommended approval by City Council. DMVA would potentially implement the program. Staff time would be used to process ADRs & ASRs and perform program review.	DMVA and BSAC have committed to help the City implement this program. However, this program is currently unfunded.	This program is unfunded.
12	Development Impact Fee Study <i>(Staff contact: Beth Murray)</i>	The purpose of this study would be to analyze the impact of new development on the City's infrastructure and services and to calculate the financial value of the impact. This study would not cover wastewater, water and housing impacts, which are being studied separately. This item is staff initiated; it is a special project with long-term implications. The project will require significant staff time and is important for effective fiscal management. It should be completed in tandem with the other fee studies. Potential development impact fees could include parklands/trails, traffic, parking, and public art.	Deferred – no update. Potential project for FY20-21 or FY21-22.	None.	Yes, additional budget (TBD) will be needed in Spring 2020 so that work can begin in FY 2020-2021.
13	Develop 6 <sup>th</sup> Cycle Housing Element <i>(Staff contacts: Shaun McMahon, Joseph Smith, Amanda Lee)</i>	Implementation of planning tasks for the next (6 <sup>th</sup> ) housing cycle. The updated Housing Element will provide policies, programs, and actions to support and create the framework for the production, preservation and maintenance of the City's housing stock for all income levels. The updated Housing Element will require amendments to the Community	Staff and the City's Housing consultant commenced the Housing Element update effort in December 2019 and completed the first phase of milestones including a draft sites inventories and capacity assessments. An outreach schedule has been developed and formation	Complete final Housing Capacity Analysis and draft Goals & Policies; Develop Actions and Programs to reach RHNA targets; Facilitate a series of public meetings and workshops, including Fairgrounds coordination; Finalize Draft EIR and	Funding has been allocated for FY 2019-2020; however, additional resources may be necessary in FY 2020-2021 to compensate for additional tasks related to environmental and legal review (estimated at ~\$30-50K).

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Ref. #	Project Name	Project Description	Current Status	Anticipated Work for Next 3 Months	Additional Funding Needed?
		Plan, Zoning Ordinance, and Local Coastal Program followed with a series of implementation actions post approval and certification of the legislative amendments.	of a 6 <sup>th</sup> Cycle Housing Element Update Task Force has been established in February 2020 to assist in the effort through June 2020. Currently, the team is developing potential programs and actions for consideration and facilitating a series of workshops and public meetings in preparation for the release of a Draft EIR in mid-May 2020. Consideration of an updated Housing Element is required by the City Council by October 2020 for ultimate implementation by April 2021 following certification by HCD. Discussions are in progress with the 22nd DAA for applicable programs and actions on the Fairgrounds.	circulate for public review by mid-May 2020.	
14	Clean Water Rate Methodology Study <i>(Staff contact: Beth Murray)</i> <b>NEW TO LIST</b>	The purpose of this study is to develop a new Prop 218-compliant Clean Water rate structure methodology that includes evaluating parcel level data and impervious surfaces characteristics. The proposed rate study will be subject to voter approval as required by Prop 218.	Staff issued the RFP for consultant services on 9/9/19; received responses on 10/14/19 and issued a contract on 11/18/19. Staff is working with consultant in gathering information on budget, expenses, parcel data and development a communications plan.	Finalize 10-year CIP scenarios; finalize rates; finalize communications plan. Finance Committee Review on 3/24/20; City Council Review on 4/6/20; community outreach 4/7/20-5/18/20; City Council 5/18/20 to approve rates; 6/1/20 mail out 218 notices; 7/20/20-8/3/20 Public Hearing and mail out ballots; 10/1/20 ballots due.	\$108,000 for consultant services from the Clean Water Fund was approved by Council on 11/18/19.
15	SB2 Planning Grant – Housing Programs <i>(Staff contact: Shaun McMahon)</i> <b>NEW TO LIST</b>	Implementation of three separate programs through SB2 Grant Funding in the amount of \$143,400  Program 1: Design three separate and distinct Accessory Dwelling Unit (ADU) floor plans and publish them on the City website for public use. Program 2: Partial reimbursement of the NC/PC EIR effort which covers the analysis on the Public Facilities Zone	SB2 funds have been awarded to the City for \$143,400. Awaiting grant agreement from HCD.	Staff will begin all program efforts within the next three months and expect the completion of all programs by Fall 2020.	Staff does not anticipate needing additional funds based on the current tasks.



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Ref. #	Project Name	Project Description	Current Status	Anticipated Work for Next 3 Months	Additional Funding Needed?
		<p>Program 3: Architectural feasibility analysis to determine which PF parcels are appropriate for affordable housing development. This will be followed by the selection of a site by the City Council to develop and process plans for an affordable housing development on City-owned land. Staff will then take the plans through the discretionary with the intent of receiving project approvals from City Council.</p>			
16	<p>SANDAG Bluff Rail – Emergency Projects and Rail Relocation  <i>(Staff contacts: Joseph Smith, Clem Brown, Kristen Crane )</i> <b>NEW TO LIST</b></p>	<p>Portion of a bluff collapse in late 2019 resulted in emergency repairs by SANDAG to support the related section of rail in the interim while processing through the Coastal Commission for Federal Consistency Review is complete (targeted summer 2020). Long-term consideration of a rail relocation off the entire stretch of bluff through the City is in early study by SANDAG.</p>	<p>Emergency repairs completed in early 2020 and pending CCC Federal Consistency Review; staff developing a draft letter for Council consideration April 2020 for CCC process. SANDAG preparing further study of rail relocation alternatives – target summer 2020.</p>	<p>Emergency letter drafting for CCC process; coordination with SANDAG on rail relocation vetting and process.</p>	<p>Pending Council direction, added expense for consultant to assist City in rail relocation alternatives is anticipated (amount to be determined).</p>

## Exhibit 2 – Capital Improvement Projects

Table 2.1 Special Project CIPs for FY 2019-2020

Ref. #	Project Name	Project Description	Current Status	Anticipated Work for Next 3 Months	Additional Funding Needed?
1 (17)	Downtown Streetscape Project Segment 1 <i>(Staff contact: Mohsen Maali)</i>	Construct improvements to Downtown streetscape (Camino del Mar from 9th Street to Plaza Driveway), which includes roadway improvements, bicycle and pedestrian mobility improvements; disabled access ramps, and aesthetic improvements, such as street furniture and pedestrian lighting. Completion of this item is also included on committee goals list for Business Support Advisory Committee.	The Notice of Completion has been filed with the County Clerk.	Complete construction punch-list items including waiting for delivery of remaining materials.	No.
2 (18)	Sidewalk Connectivity Project Segment 4 <i>(Staff contact: Mohsen Maali)</i>	Includes significant retaining wall, roadway, bicycle, and pedestrian improvements along Camino del Mar, between 4 <sup>th</sup> Street and 9 <sup>th</sup> Street.	Limited funding was provided which completed limited roadway repairs.	None.	Yes, significant additional funding will be needed to complete this project. Could be up to \$900,000.
3 (19)	29 <sup>th</sup> Street Sea Wall and Street End Improvements <i>(Staff contact: Mohsen Maali)</i>	This project includes working with adjacent property owners to build a new access and sea wall at the end of 29th Street.	The 29 <sup>th</sup> Street sea wall is currently going through design and environmental permitting.	Complete design and submit to Design Review Board, City Council and California Coastal Commission.	Preliminary construction estimate equals \$450,000. \$300,000 is included in the FY20/FY21 CIP budget.
4 (20)	CDM Bridge over San Dieguito River <i>(Staff contact: Mohsen Maali)</i>	Bridge Replacement Project. Project is largely funded by Caltrans/Federal Highway Administration (88%). The project will require CEQA review.	The City is currently in the preliminary engineering and environmental study phase including sea-level rise. FY 2019-2020 deliverables are anticipated to include a "Draft" Project Report and Mitigated Negative Declaration.	Continue with the preliminary design and environmental reviews.	The Planning phase of the project is funded through initial design. Future phases will need additional funding for the City's local match (12%).
5 (21)	22nd Street/ CDM /Coast Boulevard Pedestrian Improvements <i>(Staff contact: Mohsen Maali)</i>	ADA improvements funded through Community Development Block Grant program administered by the County of San Diego. Five years of funding pays for the improvement project at the intersection of Coast Boulevard, Camino Del Mar, and 22nd Street.	The project is complete and Notice of Completion has been filed.	Close out construction contract.	No.
6 (22)	Powerhouse Walkway Lighting Project <i>(Staff contact: Mohsen Maali)</i>	Install bollard lighting along the walkway between the Powerhouse rear patio area and the front sidewalk.	Design is complete and has been given to SANDAG for implementation.	Construction by SANDAG.	None anticipated if SANDAG agrees to perform all requested items. Currently only lighting improvements have been accepted.
7 (23)	Seagrove Park Lighting Replacement Project <i>(Staff contact: Mohsen Maali)</i>	Replace light poles with bollards, conduits, wires, and electrical connections for existing Seagrove Park Lights.	Construction contract has been awarded.	Construction.	No, unless unforeseen conditions arise.

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Ref. #	Project Name	Project Description	Current Status	Anticipated Work for Next 3 Months	Additional Funding Needed?
8 (24)	Powerhouse Deck Expansion Project <i>(Staff contact: Joe Bride)</i>	Construct approximately 830 square foot addition to the existing second story deck at Powerhouse Community Center. Project will not involve any grading, new hardscape, or vegetation modifications.	Design is complete. Project entitlements were approved by City Council in October 2019.	Construction Bid Package will be advertised in March 2020. Construction will occur from December 2020 through February 2021.	Actual construction costs are expected by April 2020. \$200,000 is included in the FY20/FY21 CIP budget. An estimated additional \$350,000 is required to complete the project (\$550,000 estimated total).
9 (25)	River Path Del Mar Extension Project, Phase 3 <i>(Staff contact: Joe Bride)</i>	Extend River Path Del Mar from Grand Avenue Bridge to Crest Canyon.	Concept Design Complete. Project is currently in the design phase and staff is applying for grants to fund future project phases.	Prepare environmental and permitting documents.	Yes. The project is expected to require an additional \$15,000 to complete the environmental permitting. Staff will work with the San Dieguito River Valley Conservancy and County of San Diego "Neighborhood Reinvestment Program" to request grant funding.
10 (26)	Tennis Court Area: Drainage Ditch, and Park Landscaping Improvements <i>(Staff contact: Mohsen Maali)</i>	Construction has begun on a reduced scope of grading, ditch modifications, amenities, and park landscaping enhancements.	Construction.	Complete project.	No, unless unforeseen conditions arise.
11 (27)	Pave Unfinished Alleys <i>(Staff contact: Mohsen Maali)</i>	Develop the alley between 8th Street and 9th Street, from Hoska Ave to Camino del Mar. Also complete one unfinished alley between La Amatista and 7th Street and complete one concrete alley between 9th Street and 10th street, off of Hoska Ave.	Design is ongoing. Several drainage, right-of-way, and access issues need to be resolved. Staff is moving forward with temporary interim measures of non-hazardous dust suppression / soil stabilizing treatment.	Design project.	Dust suppression measures are currently budgeted in FY20/FY21 CIP budget. However, permanent development of the alleys would require approximately \$570,000.
12 (28)	Sidewalk Connectivity Project Segment 7 <i>(Staff contact: Mohsen Maali)</i> <b>NEW TO LIST</b>	Includes roadway, bicycle, and pedestrian improvements along Jimmy Durante Boulevard, between San Dieguito Drive and Via de la Valle.	Inactive.	None.	Additional funding would be needed to deliver this project. Could be up to \$1.3M.
13 (29)	Camino del Mar East Embankment Stabilization between Carmel Valley Road and 4 <sup>th</sup> Street <i>(Staff contact: Mohsen Maali)</i> <b>NEW TO LIST</b>	Replace Brow Ditch, regrade slope, new retaining wall and storm drain facilities.	Inactive.	None.	Additional funding would be needed to deliver this project. Could be up to \$1.1M.
14 (30)	Jimmy Durante Boulevard Bluff Failure Geological Evaluation <i>(Staff contact: Joe Bride)</i> <b>NEW TO LIST</b>	Complete Geological Study of likely and possible causes of the April 2019 Jimmy Durante Boulevard bluff failure.	Recent geological borings were completed in fall 2019. Results are currently under review by Geologists and Geotechnical Engineers.	Complete Geological Study.	No.
15 (31)	Carmel Valley Road Emergency Storm Drain Repair <i>(Staff contact: Mohsen Maali)</i> <b>NEW TO LIST</b>	Repair the failed storm drain outfall on Carmel Valley Rd.	Notice of Completion has been completed.	Initiate 3-year revegetation plan.	No.

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Ref. #	Project Name	Project Description	Current Status	Anticipated Work for Next 3 Months	Additional Funding Needed?
16 (32)	Bus Shelter at 15 <sup>th</sup> and CDM <i>(Staff contact: Mohsen Maali)</i> <b>NEW TO LIST</b>	Replace Bus Shelter near north west corner of CDM and 15 <sup>th</sup> Street.	The notice to proceed for the design of the bus shelter at 15 <sup>th</sup> and CDM has been issued.	Design project.	No, unless bids come in higher than expected.
17 (33)	Minor Pedestrian and Roadway Safety Improvement Projects <i>(Staff contact: Mohsen Maali)</i> <b>NEW TO LIST</b>	Several safety related projects e.g., restriping Jimmy Durante Boulevard, improvements to convenience powers on CDM, and repair damaged sidewalk near library.	Contract negotiations.	Construction.	No. Funded in FY20/FY21 Operational/ CIP budget.
18 (34)	Recycled Water System Expansion Project <i>(Staff contact: Joe Bride)</i> <b>NEW TO LIST</b>	Upgrade and expand the City's recycled water distribution system from 27 <sup>th</sup> Street to 9 <sup>th</sup> Street.	Currently on hold pending prioritization by the City Council.	None.	Unfunded, and could be up to \$3,000,000.
19 (35)	Automated Water Meter Network Replacement Project <i>(Staff contact: Joe Bride)</i> <b>NEW TO LIST</b>	Change out all City water meters from traditional to automated reading technology.	Currently on hold pending prioritization by the City Council.	None.	Unfunded at this time.
20 (36)	Sea Wall and Street End Improvements Plan <i>(Staff contact: Mohsen Maali)</i> <b>NEW TO LIST</b>	This project inventories the City's coastal improvements from Powerhouse Park to the San Dieguito River, focusing on existing street-end seawall improvements and existing older private property walls.	Currently on hold pending prioritization by the City Council.	None.	Unfunded.

### Exhibit 3 – Operational Projects

Table 3.1. Operational CIPs for FY2019-2020 & 2020-2021

No.	Project Name	Project Description	Current Status	Anticipated Work for Next 3 Months	Additional Funding Needed?
1 (37)	Jimmy Durante Boulevard Bluff Failure <i>(Staff contact: Joe Bride)</i>	Remove approximately 1,000 tons of slide material; construct a 120-foot-long temporary retaining structure and subsequent permanent retaining structure adjacent to northbound Jimmy Durante Boulevard.	Temporary retaining structure complete.	Work with adjacent homeowners to design and construct permanent retaining structures to protect private and public property.	Yes. Permanent Improvement to Public Property (once known) will require additional funding.
2 (38)	Jimmy Durante Boulevard Pipeline Replacement Project <i>(Staff contact: Joe Bride)</i>	Install a 16-inch epoxy coated steel pipeline across the bridge. Install an additional shutoff valve and perform two underground tie-ins into the water system at both ends of the pipeline.	Project complete.	None.	No.
3 (39)	Civic Center Project Management and Administration				
3A	<i>Budget Management</i> <i>(Staff contact: Kristen Crane)</i>	Ongoing management of the project throughout construction. Targeting move-in end of May 2018. Dedication event June 30, 2018. Anticipate project closeout of expenses to continue to September 2018.	Project complete.	None.	No.
3B	<i>Management of the Solar Panel and Battery Storage Grant-Funded Project</i> <i>(Staff contact: Kristen Crane)</i>	Includes the RFP process, review of technical specifications, contractor management, and coordination with the California Energy Commission. Also includes applying for SDG&E's Net Energy Metering Program and entering into an Interconnection Agreement.	Installation was completed and the PV panel system came online in October 2018. Refinements on the battery storage system have continued. The grant requires one-year of public education efforts, through approximately Spring 2020. Staff is working with the Center for Sustainable Energy to develop a public education plan to comply with the requirements of the grant.	Continued work on the public education plan to comply with the grant.	No.
3C	<i>Policies/Protocols/Logistics for Facility Rentals and Reservations</i> <i>(Staff contact: Kristen Crane)</i>	Planning for, setting-up a system for, and implementing operations for renting and scheduling the facility consistent with the Operations Manual. This includes a one-year transition period and handling arrangements for anticipated activities like the Farmers Market, Blood Mobile, First Thursday concerts, DMCC Gala, etc.	Project complete.  A one-year review of Civic Center Operations has been completed. Minor revisions to the Operations Plan were made based on Council direction. This item is complete.	None.	No.
4 (40)	Library Rehabilitation <i>(Staff contact: Tom Romaine)</i>	Performed maintenance repairs. Work items included windows, downspouts, dry rot,	Complete at this time.	None.	No.

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		exterior painting, brick façade, and restroom floorings.			
5 (40)	10th Street Drainage Improvements <i>(Staff contact: Mohsen Maali)</i>	Drainage Improvements on 10th Street and Penny Lane.	Undergrounding 10th Street drainage facilities and Penny Lane improvement are pending Clean Water Rate Approval.	Pending Clean Water Rate approval.	Pending Clean Water Rate approval.
6 (41)	Major Facility Repairs / Improvements (Reoccurring Annual) <i>(Staff contact: Tom Romaine)</i>	As-needed repairs and improvements at City facilities (i.e., Lifeguard Towers/Buildings). Funds are included in each fiscal year operational budget for major facility repair repairs/projects, as well as minor facility additions.	Repairs/improvements are ongoing.	Ongoing/continuous.	Ongoing included in FY20/FY21 Operational/CIP budget.
7 (42)	Annual Storm Drain Improvements <i>(Staff contact: Mohsen Maali)</i>	Public Works program to repair failing drainage infrastructure and address flood-prone areas.	Public Works is working on a system-wide condition assessment and has prioritized required repairs.	Complete a citywide storm drain system assessment. Design/Construction schedule pending the Clean Water Rate approval.	Pending the Clean Water Rate approval.
8 (43)	Annual Citywide Roadway Maintenance <i>(Staff contact: Mohsen Maali)</i>	Implementation of the City's Pavement Management Program improving roadway conditions throughout Del Mar.	2020 repairs are scheduled for summer of 2020.	Design and advertise for construction.	Continued future funding is required to achieve Pavement Condition Index goal of 76 PCI.
9 (44)	Annual Utility Improvements / Wastewater System <i>(Staff contact: Mohsen Maali)</i>	Project includes wastewater collection infrastructure repairs and rehabilitation. Rehabilitation of sections of the City's wastewater/sewer pipe infrastructure prioritized based on a systematic review and video inspections of current conditions.	2019 repairs complete. Design of 2020 repairs is ongoing.	Complete design and construction bid documents. Award construction contract.	No, updated wastewater rates became effective July 1, 2019.
10 (45)	Annual Utility Improvements / Water System <i>(Staff contact: Mohsen Maali)</i>	Water infrastructure repairs and rehabilitation. This is an annual project to replace portions of water infrastructure (pipelines and valves and meters). This project does not include automated water meters.	2019 repairs complete. Design of 2020 repairs is ongoing.	Complete design and construction bid documents. Award construction contract.	No, updated water rates became effective July 1, 2019.
11 (46)	Torrey Pines Bridge Rehabilitation <i>(Staff contact: Mohsen Maali)</i>	Habitat restoration and mitigation monitoring.	Project is complete.	Close out project.	No.
12 (47)	Sewer line for San Dieguito Drive /Oribia Road <i>(Staff contact: Joe Bride)</i>	Resident request to install a public sewer on San Dieguito Drive /Oribia Road to support the residents in the Crest Canyon area.	Pending – City is waiting for homeowners in this area to submit a project proposal for evaluation. City staff sent a letter to the homeowners regarding the process to establish a street maintenance/sewer assessment district.	Unknown at this time.	Unknown at this time.
13 (48)	Storm Drain Trash Full Capture Devices <i>(Staff contact: Joe Bride)</i> <b>NEW TO LIST</b>	Install trash capture devices in storm drain inlets as required for City's compliance with municipal stormwater permit.	Complete design.	Begin installation of devices.	Included in FY20/FY21 Operational/CIP budget.

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**Table 3.2. Operational Projects for FY 2019-2020 & 2020-2021**

No.	Project Name	Project Description	Current Status	Anticipated Work for Next 3 Months	Additional Funding Needed?
1 (49)	Water, Wastewater, Clean Water, and Recycled Water Rate Study <i>(Staff contact: Kristen Crane)</i>	Rate study to review the costs for providing water and recycle water services. The outcome of the study will be a new rate schedule for the next five years.	Water and Wastewater rate update process was completed. New rates took effect August 1 <sup>st</sup> . A consultant is being hired to develop a new model for the Clean Water rates.	Consultant selection for the Clean Water rate model is in progress. A storm water system infrastructure assessment is in progress. Next steps will be to develop proposed new clean water rate methodology for public review, along with the processes required by law for implementation.	Funding will be required for the Clean Water rate model study. A proposed budget will be presented as part of awarding a contract to the selected consultant.
2 (50)	Citywide Fee Review Study <i>(Staff contact: Beth Murray)</i>	Review and update all of the City's fees, including Planning process fees, based on a proportional share of cost of service (to be set by City Council). This item will require review with the Finance Committee and by City Council.	The Fee Study was finalized by the consultant on October 18, 2019.	The City Council approved the fees in concept on February 3, 2020. Staff will return to Council with the necessary ordinances to implement.	No.
3 (51)	Beach Protection Initiative (BPI) Mitigation Fee Adoption <i>(Staff contact: Joseph Smith)</i>	Appraisers have prepared an assessment per the requirements of the BPI initiative. Staff will develop an Ordinance for adoption of a Mitigation Fee as specified in BPI in conjunction with other fee studies (Priorities 11-14).	Project on hold pending outcome of the City's Sea Level Rise LCPA with CCC staff in preparation for a July 2020 hearing. If the LCPA is certified by CCC and accepted by Council, this BPI fee item would move forward toward the end of 2020.	None.	No.
4 (52)	Regional Housing Needs Assessment/ 6th Housing Element Cycle (2021-2028) <i>(Staff contacts: Shaun McMahon, Joseph Smith, Amanda Lee)</i>	The Regional Housing Needs Assessment (RHNA) for the next Housing Element cycle is complete. Staff has coordinated with HCD and SANDAG to obtain Del Mar's housing need allocation. The City is obligated to complete its Housing Element Update for 2021-2028 and have it certified by April 2021.	Draft RHNA approved by SANDAG and HCD – now pending final ratification by the SANDAG Board anticipated early 2020.	Implement 6 <sup>th</sup> cycle Housing Element Update (see previous project).	See the 6 <sup>th</sup> cycle Housing Element Update project.
5 (53)	SAB - Implement a Regional Bike Share Program <i>(Staff contact: Clem Brown)</i>	This project includes implementation of a one-year pilot Regional Bike Share Program in partnership with the Cities of Solana Beach and Encinitas. The cities of Carlsbad and Oceanside may participate in the pilot later.	Staff selected a vendor, approved a license agreement, and began the process of site selection and filing of an encroachment permit to install bike racks and bikes from the vendor. City staff will continue to work with the BSAC and the DMVA to inform and educate residents and businesses to promote the pilot that is scheduled to launch by Summer 2020.	Finalize the sites for the bike hub locations and take the EP to City Council for approval. Develop and implement education and outreach plan in anticipation of a Summer 2020 program launch.	No, unless extensive additional education and outreach is needed.

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No.	Project Name	Project Description	Current Status	Anticipated Work for Next 3 Months	Additional Funding Needed?
6 (54)	Implement Styrofoam Ban and Plastic Straws Ban (Compostable Straws Upon Request Only) Ordinances <i>(Staff contact: Clem Brown)</i>	This project includes coordinating with the Business Support Advisory Committee, legal review of the draft ordinances, administrative steps to seek Council approval of the ordinances, public outreach to the effected businesses, ongoing communication with effected businesses, and an ongoing monitoring/enforcement program.	The Styrofoam Ban Ordinance became operational on June 3, 2019, and the Plastic Straws Ban Ordinance on October 4, 2019. SAB worked with Surfrider Foundation and staff to create and distribute outreach and educational materials to provide local businesses with sustainable alternatives. Project complete.	None.	No.
7 (55)	Creation of a Design Review Database <i>(Staff contact: Matt Bator)</i>	As recommended by the Ad-Hoc Development Review Process Committee, this project entails development of a database to track Design Review process decisions and actions to improve the City of Del Mar's development review processes, influence the preservation of neighborhood and community character, minimize adverse impacts to neighboring properties, and to provide objective predictability in the discretionary review of development applications. Staff will maintain information in TrakIt.	Modifications to TrakIt were performed in Summer 2019 in order to use the program as a Design Review Database. Use of the TrakIt program as the Database has been underway since Fall 2019.	Staff will continue to input development related information into the Database on an individual property basis indefinitely.	No.
8 (56)	Develop and Implement a Plan for Enhanced City Communications <i>(Staff contact: Beth Murray)</i>	This project is to develop and implement a plan for enhanced City communications, public information, and outreach.	The City has hired Adam Kaye as a consultant to assist with enhancing City communications efforts.  Staff developed a plan for further enhancing City communications for specific Council priority projects.	A proposed plan for enhancing City communications was presented to the City Council in October 2019.  Staff is working on an RFP to solicit additional consultant resources for various types of communications.	To be considered on a case-by-case basis for specific projects.
9 (57)	Complete and Implement Branding Program <i>(Staff contact: Kristen Crane)</i>	Project includes: 1) Working with the DMVA to finalize a branding guide for use of the Torrey Pine logo versus the City seal; 2) Formally execute with DMVA a transfer of license for the Torrey Pine logo to the City of Del Mar and a license for use of a subsidiary logo for DMVA; and 3) Implement a system to incorporate use of the logo into City operations in accordance with the branding guide and educate staff.	Staff presented the new brand standards guide and license transfer agreement to the City Council on September 30, 2019.	Final steps to complete the transfer and implementation of the new logo and brand guidelines.	No.
10 (58)	Regulations for Temporary Storage Units (Ordinance) <i>(Staff contact: Amanda Lee)</i>	New City Council priority to develop an Ordinance restricting or banning Temporary Storage Units. Will need discussions at BSAC as	Completed and in effect.	Enforcement if necessary.	No.



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		well as City Council to determine scope of ordinance and definition of problem.			
11 (59)	Document Conversion/Records Management <i>(Staff contact: Ashley Jones)</i>	Digitizing paper records and organizing into an electronic records management system. This project involves assessing the current inventory of records in storage, identifying what needs to be kept and stored electronically, digitizing historic paper records currently kept in off-site storage, and destroying records consistent with the City's Records Retention Policy. The first phase of this project involves a review/update to the City's record retention schedule.  The second phase of this project will include hiring a consultant to conduct a comprehensive review of the City's records management program.	Last year, staff worked with consultant Diane Gladwell to update the City's retention schedule, which has been routed to each department for review and feedback. Once the retention schedule has been finalized, it will go to the City Council for consideration.	City Council consideration of an updated Records Retention Schedule.	No additional funding is needed at this time.
12 (60)	Establishment of Organics Recycling Program Required by AB 1826 <i>(Staff contact: Clem Brown)</i>	AB 1826 requires the implementation of an organics diversion program for certain commercial businesses. Currently, the infrastructure (e.g. a facility for food waste recycling) is not available in the region. Del Mar has contracted with Solana Center to explore implementation of a food waste recycling programs with local restaurants. Del Mar is also working with other agencies in the region to explore possibilities for collaboration. This project also ties into the Climate Action Plan "Zero Waste" goal that is a separate item listed on the City Council list of goals and priorities.	City staff worked with the Solana Center and SAB to develop an AB 1826 FAQ and notice for businesses, including information on exemptions and available resources. City staff also continued to advocate for a long-term solution for Waste Management to build the infrastructure needed to support a full-scale organics recycling program to comply with State requirements. Staff is currently soliciting proposals from qualified vendor to help the City prepare an organics recycling implementation plan.	City staff will conduct a review of organic waste diversion options that are inclusive to commercial establishments and identify the most feasible, effective option. Through the RFP process, staff will hire a consultant to prepare an organics recycling implementation plan.	Yes, staff will recommend the City Council use the City's AB 939 Revenue Fund to fund a consultant contract to prepare the organics recycling implementation plan. Cost is estimated at ~\$50,000.
13 (61)	Arts - Inventory & Maintenance Plan <i>(Staff contact: Beth Murray)</i>	Prepare an inventory of current art pieces and, in conjunction with Public Works, attach a maintenance plan for each.	A portion of the inventory has been completed by the Arts Advisory Committee.	Maintenance costs for the existing pieces in the inventory have been minimal. As each new public art proposal comes forward staff will ensure to include maintenance cost estimates.	No.

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No.	Project Name	Project Description	Current Status	Anticipated Work for Next 3 Months	Additional Funding Needed?
14 (62)	City of Del Mar Drone Policy <i>(Staff contact: Clem Brown)</i>	The Parks and Recreation Committee is working with City staff to develop an ordinance to regulate the operation of drones in Del Mar.	The ordinance will be introduced to the City Council in March/April 2020.	Adopt ordinance and begin enforcement.	No.
15 (63)	Develop a Zero Waste Policy/Program <i>(Staff contact: Clem Brown)</i>	Develop a Zero Waste Policy/Program for the City that includes organics/food waste recycling, construction and demolition (C&D) recycling, and other types of programs to reduce solid waste. This project also ties into the "Establishment of an Organics Recycling Program As Required by AB 1826" which is a separate item listed on the City Council list of goals and priorities.	In August 2019, the C&D Recycling Ordinance was adopted, establishing a process for 65% diversion of construction waste. The Solana Center continues to manage a Food Cycle pilot project enabling 10 residents to participate in the Solana Centers' composting program. Staff and SAB are researching options to expand a compost program for residents. Finally, staff is working with Waste Management to develop a comprehensive Commercial Trash & Recycling Guide that will be sent to all Del Mar businesses.	Staff will continue discussions with Solana Center, as well as Food2Soil, to assess full scope of compost program options available including a compost hub in Del Mar. Staff will also finalize the Commercial Trash & Recycling Guide and distribute to Del Mar businesses.	No.
16 (64)	SAB - Promote and Encourage the Purchase and Use of Zero-emission Vehicles in the City by Providing Preferred Parking <i>(Staff contact: Clem Brown)</i>	Develop a policy that 10% of parking spaces in the downtown corridor, city-owned parking lots, and the metered spaces on Coast Blvd. be reserved for zero-emission vehicles.	Staff has dedicated five (5) parking spaces for zero-emission vehicles as part of the Downtown Streetscape Project as a pilot.	Staff will install new signage, parking stencils and curb paint to make the spaces enforceable.	No.
17 (65)	SB379 - General Plan Safety Element Compliance <i>(Staff contact: Amanda Lee)</i>	A new state senate bill requires provisions of the Safety Element within all General Plans. Del Mar Community Plan Amendment to be prepared and adopted by resolution.	Completed and in effect.	None.	No.
18 (66)	SB946 - Sidewalk Vendor Ordinance <i>(Staff contact: Amanda Lee)</i>	A new state Senate bill allows unrestricted Sidewalk vending, unless controlled at local level. The City would need to pass an ordinance for local control or comply with state laws.	An operations permit is required for sidewalk vending. Newly adopted State law limits additional local regulations pertaining to this use of the public right of way.	Process operations permits as necessary.	No.
19 (67)	AB626 - Microenterprise Home Kitchens (MEHKO) Ordinance <i>(Staff contact: Evan Langan)</i>	A new state assembly bill allows mini in-home restaurants, similar to a STR, unless controlled at the County and local level. The City would need to pass an ordinance for local control or comply with state laws.	Newly adopted State law provides the County of San Diego with regulatory oversight of home kitchens and not individual jurisdictions.	Follow County of San Diego regulations.	No.
20 (68)	Building Code Change - Establishing a Construction Permit Expiration Date <i>(Staff contact: Amanda Lee)</i>	DMMC does not have construction permit expirations if maintained as an active permit. There is concern that construction never ceases, affecting neighbors. DMMC would be	Adopted and went into effect October 30, 2019.	Conduct necessary outreach.	No.

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		amended to have similar expirations to Solana Beach and other jurisdictions.			
21 (69)	CPP & Design Guidelines Effectiveness Evaluation <i>(Staff contact: Matt Bator)</i>	When both programs went into effect in 2016 and 2017, City Council asked for an effectiveness review by October 2019. Work plan to include customer and DRB feedback as well as evaluation of DRB approved and denied projects.	Efforts were delayed due to temporary Planning staff shortage (October 2019-March 2020).	Staff is tentatively scheduled to present the evaluation to the City Council in April 2020.	Additional funding is not required for the evaluation. However, updates or modifications to the Design Guidelines would likely require funding for the actual text changes (formatting) of the document by the City's consultant.
22 (70)	Fire Resiliency Planning - Information for Residents <i>(Staff contact: Clem Brown)</i>	Councilmembers Worden and Parks have been working with Fire, CERT and our ordinances to provide residents with an "info sheet" regarding Fire and Emergency response. Work plan will require Council briefing, developing the handout and distribution.	A "Wildfire Readiness Handout" was developed and disseminated in the community. The handout is available on the City website. Project complete.	None.	No.
23 (71)	FEMA Floodplain Mapping Communication & Outreach <i>(Staff contact: Amanda Lee)</i>	FEMA intends to adopt new floodplain mapping in November 2019. Del Mar will organize and conduct outreach and information dissemination for FEMA workshop, then incorporate mapping into ordinances and GIS database.	New FEMA map is now in effect as of December 2019.	None.	No.
24 (72)	Citywide Review of Technology <i>(Staff contact: Ashley Jones)</i>	Staff will assess the use of technology in the city, current best practices, and will report to City Council with recommendations in Fall 2019.	Staff completed an internal Technology Assessment, which was presented to the City Council in November 2019.	\$50,000 was approved by the City Council to hire a consultant to complete a Technology Strategic Plan during FY 2020-21. Staff plans to issue an RFQ for consultant before the end of FY 2019-20.	No.
25 (73)	Fairgrounds Traffic <i>(Staff contact: Kristen Crane)</i>	Staff will coordinate with the Fairgrounds to review traffic movement and report recommendations to improve traffic flow to City Council.	Public Works presented a Citywide traffic study and recommendations for further study to be considered as part of the mid-year budget review process.	Staff plans to discuss internally its observations of summer traffic movement to determine if any operational changes are needed to improve future conditions.	No.
26 (74)	SAB – Climate Action Plan Monitoring <i>(Staff contact: Clem Brown)</i>	Develop a CAP monitoring, tracking and reporting tool to measure implementation progress.	Staff and SAB are working with SANDAG and Ascent Environmental Consulting to finalize the development of these tools.	Finalize the CAP implementation plan, tracking tool and 1 <sup>st</sup> Annual Report and present it to City Council in April/May 2020.	No.
27 (75)	SAB – Water Bottle Refill Stations/Fountains Pilot Program <i>(Staff contact: Clem Brown)</i>	SAB recommends the purchase of 1-2 water bottle refill stations for Del Mar in the near-term as a pilot program to help reduce single-use plastic water bottles.	Staff is not currently working on this project. Research has been conducted by SAB, with their recommendation being to build the first station at Powerhouse Park	Staff will continue to refine the project costs and work with Finance to request budget in Fy21.	Cost for the pilot refill stations is approximately \$5000-7000. Would need funds in 2021 for purchase and installation. Potential grant funds

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			where a water fountain is already present, in order to minimize cost and proximity to beach enables outreach to public.		from CalRecycle could offset some of the cost.
28 (76)	SAB – Implementation of Social Equity Measures in CAP <i>(Staff contact: Clem Brown)</i>	With support from SDG&E’s Emerging Cities Program develop and implement a Home Energy Savings Program to provide Del Mar’s senior community home energy audits and information on residential energy efficiency upgrades.	Implementation of the Home Energy Savings Program is complete and the final report is available on the City’s website. Program results included 55 participants and seven audits.	None, project complete.	No.
29 (77)	SAB – CAP Education & Outreach <i>(Staff contact: Clem Brown)</i>	Ramp up the development and dissemination of City communications on the implementation of Del Mar’s CAP measures.	SAB formed a Communications Subcommittee to develop materials for City distribution. CivicSpark Climate Fellow continues to develop and implement education and outreach strategies.	With guidance from Staff, Climate Fellow will plan CAP community engagement actions to be executed over the next six months, focusing on waste diversion and CCE education.	No.
30 (78)	SAB – Eliminate Single-use Plastic Water Bottles <i>(Staff contact: Clem Brown)</i>	Prohibit the purchase and distribution of single-use plastic water bottles at City facilities and City-sponsored events.	Staff is currently working on this as part of its daily operations. As a matter of policy, staff has prohibiting the use of single-use plastic water bottles at City facilities and City-sponsored events. Staff has also purchased additional water bottle refill stations at City Hall to support this prohibition.	None.	No.
31 (79)	SAB – Go Green Del Mar Website Maintenance <i>(Staff contact: Clem Brown)</i>	Annual update and maintenance of the Go Green Del Mar portion of the City’s website.	Staff is currently managing content on the website with support from SAB.	Ongoing website maintenance and content management.	No.
32 (80)	Review Seawall Permit Conditions <i>(Staff contact: Amanda Lee)</i>	Review seawall permit conditions and require the removal of non-conforming exposed rocks and/or riprap. This project would also require monitoring and enforcement.	Staff is going to inventory existing conditions with photos, and plans to build this into the operational work plan for FY 2020-2021.	Efforts will be delayed because of temporary Planning staff shortage (October 2019 – March 2020) and will resume in new year.	Yes, if technical consultants are needed.
33 (81)	Art Committee public Art Shows Funding Request <i>(Staff contact: Beth Murray)</i>	Budget request for City Council to fund public art shows.	The City Council approved funding for the FY 2019-2020 to fund three (3) art shows.	Art Shows were held on October 18-19, 2019 and January 31-Feb. 1, 2020.	Yes, additional funds will be needed for Public Art projects and shows.
34 (82)	San Dieguito Lagoon Committee – Removal of Exposed Debris Along Riverbanks <i>(Staff contact: Clem Brown)</i>	Old construction debris underlies the riverbanks along the San Dieguito river mouth. As it erodes, debris is exposed and falls into the river. The project includes the removal of that debris.	Because this project will require environmental permits to remove large pieces of debris, the Lagoon Committee has been asked to take photos and inventory existing conditions.	Inventory existing conditions for future permitting.	No.

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No.	Project Name	Project Description	Current Status	Anticipated Work for Next 3 Months	Additional Funding Needed?
35 (83)	San Dieguito Lagoon Committee – Funding for Education/Outreach Activities <i>(Staff contact: Clem Brown)</i>	Budget request for education/outreach programs by the San Dieguito Lagoon Committee.	This has been included in the current 2-year budget.	None.	No.
36 (84)	Evaluation of Financial Systems <i>(Staff contact: Ashley Jones)</i>	Per recommendation from the Finance Committee, review the City’s current financial systems and determine opportunity to improve long-range financial projects and timelier financial reporting.	Implementation of the Eden Project accounting module is currently underway.	Additionally, staff plans to have Eden Financial provide an overview of the City’s financial software and reporting capabilities to the Finance Committee prior to the end of this year.	No.
37 (85)	Downtown Streetscape Project – Phase II Including Pop-up Uses, Wayfinding and public art <i>(Staff contact: Beth Murray)</i>	Explore methods to allow “pop-up” uses in the Downtown area, (consistent with SB946 - Sidewalk Vendor Ordinance); explore wayfinding opportunities and placement of public art.	Working with the Business Support Advisory Committee and the Del Mar Village Association to develop a process to allow pop-up uses. Working with the Arts Advisory Committee on placing public art throughout downtown.	Continue meetings with BSAC, DMVA and Arts Advisory Committee to implement aspects of the Downtown Streetscape Project – Phase II.	No.
38 (86)	Infrastructure Asset Management and Work Order Management System <i>(Staff contacts: Mohsen Maali and Emily Bernardo)</i> <b>NEW TO LIST</b>	Explore the City’s existing GIS tools and upgrade for asset inventory, condition assessments, maintenance, and life cycle operation, work order, and CIP needs.	Implemented phase 1 – asset management mobile data collection tool.	Continue to collect asset inventory information and update GIS accordingly.	Future Funding requirements will be allocated throughout Public Works Operational budgets.
39 (87)	Engineering Fee Update <i>(Staff contact: Joseph Smith)</i> <b>NEW TO LIST</b>	CPI adjustment to the City’s Fee Schedule for Engineering Review Services and Charges per Ordinance 836.	Amended fee schedule prepared to include CPI adjustment and clarification of fees for items such as review/inspections of ADUs, construction changes, and projects valued over \$1 million.	Finalize fee schedule adjustment and take to City Council for review in March 2020.	No.
40 (88)	CEQA Thresholds Update for Vehicle Miles Traveled (VMT) <i>(Staff contacts: Amanda Lee, Joseph Smith)</i> <b>NEW TO LIST</b>	As required by state law (SB 743), lead agencies are required to utilize VMT in lieu of LOS (Level of Service) when analyzing Transportation impacts in CEQA review. City has until July 1, 2020 to adopt local VMT thresholds for use in environmental analysis.	Staff has engaged its transportation engineering consultant to facilitate city and public outreach, which was presented to City Council in February 2020, and now developing VMT threshold criteria to be reviewed by TPAC in March and April, PC in May, and Council in June for consideration by July 2020.	Staff and consultant conducting outreach to TPAC and PC, and developing VMT threshold criteria for consideration by Council.	Presently covering added expense in FY19-20 budget but may need \$10K for added analysis and expenses.
41 (89)	Local Mobility Plan <i>(Staff contacts: Amanda Lee, Joseph Smith)</i> <b>NEW TO LIST</b>	Due to SB 743 conversion of CEQA analysis from LOS to VMT as noted above, local mobility items can be included as part of a City’s General (Community) Plan to address LOS impacts resulting from projects – this can take	As part of staff and consultant’s presentation to City Council on SB 743 (VMT) in February 2020, Council expressed a desire to consider the development of a Local Mobility Plan	As the priority is developing VMT threshold criteria for implementation by July 2020, no work is anticipated on a Local Mobility Plan at this time. However, staff requests this task	Budget would be required to development and implement a Local Mobility Plan (estimates have not been solicited but anticipating \$50K-\$60K for development and analysis).

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No.	Project Name	Project Description	Current Status	Anticipated Work for Next 3 Months	Additional Funding Needed?
		the form of improvement requirements and/or in-lieu fee (to be determined).	to allow for LOS consideration as part of project reviews.	be considered formally by Council to consider if it is a Priority Project – presently it is not listed as a priority.	
42 (90)	Building Services Provider (Staff contact: Joseph Smith) <b>NEW TO LIST</b>	Building services include building permitting, plan check, and inspections for compliance with the California Building Codes, as adopted by the City. These services have been provided by a consultant and utilize counter space at the Solana Beach City Hall. The current agreement is on its 4 <sup>th</sup> amendment and expiring end of June 2020; staff is developing an RFQ/RFP to solicit a Building Services provider under new agreement – target start for July 1, 2020. The RFQ/RFP clarifies needs of the City as part of a future agreement including all services to be provided out of the Del Mar City Hall (in lieu of Solana Beach) now that the City Hall project is complete and has adequate space for this use.	Developing an RFQ/RFP for solicitation with in-house reviews by Planning, Code Enforcement, and Administrative Services.	Finalize RFQ/RFP – target solicitation April 2020, interviews May 2020, Council June 2020, agreement start July 1, 2020.	No.
43 (91)	Maintenance of Landscaping Adjacent to Private Properties in Public Rights-of-Way (Staff contact: Adriana Jaramishian) <b>NEW TO LIST</b>	Standing City practice and policy has been that the maintenance and removal of landscaping in public rights-of-way is the responsibility of adjacent private property owners. It is necessary for the City to develop an ordinance to clarify the provisions, define terms, and provide process related to this.	Under preliminary consideration and outlining of minimum needed; internal staff coordination.	Outline criteria and formally request initiation of an ordinance by Council.	No.
44 (92)	City Public Tree Policy Manual Staff contacts: Joe Bride, Matt Bator, Joseph Smith <b>NEW TO LIST</b>	The City’s Public Tree Policy Manual guides the maintenance, removal and planting of trees in City rights-of-way and on public property. The manual is in need of updates to reflect current best industry practices and general improvements.	Draft edits have been made by the City’s contracted arborist and in internal review by staff.	Internal staff review.	No.
45 (93)	Initiate Prop 218 Process to Adjust Solid Waste Rates (Staff contact: Clem Brown) <b>NEW TO LIST</b>	Due to recently adopted state law, the City’s green waste can no longer be sent to the landfill as alternate daily cover (ADC). Instead, green waste must be sent to a certified composting/recycling facility. The pre-processing of green waste for composting is more expensive than ADC application at the landfill; therefore, the City will need to adjust its solid waste rates to account for this change.	Staff is preparing the draft public notice and reviewing the proposed rate adjustments from Waste Management.	Initiate the Prop 218 process and schedule a public hearing to adopt the new rates.	No.

City Council Goals & Priorities Workshop

Project Updates

March 14, 2020

ATTACHMENT D

No.	Project Name	Project Description	Current Status	Anticipated Work for Next 3 Months	Additional Funding Needed?
46 (94)	Initiate the Procurement Process for the City's Next Solid Waste Franchise Agreement <i>(Staff contact: Clem Brown)</i> <b>NEW TO LIST</b>	The City's current solid waste franchise agreement with Waste Management expires April 2022. The City will need to evaluate whether to extend its current agreement with Waste Management or to go through an RFP procurement process to select a new solid waste hauler.	Staff anticipates initiating the evaluation and procurement process in the first quarter of 2021.	None.	Not at this time, but staff may recommend hiring a specialized consultant to help negotiate the new agreement. Cost: TBD.
47 (95)	Small Cell Wireless Communications (5G Cellular Regulations) <i>(Staff contact: Matt Bator)</i> <b>NEW TO LIST</b>	Following Council's adopted Policy 116 regarding design standards for small cell wireless communication facilities in the public right-of-way, the development of an ordinance would be completed to formally regulate the placement and criteria for small cell wireless (e.g., 5G cellular) in the City.	Under preliminary consideration; resources needed; internal staff coordination.	None.	Budget would be needed for technical assistance in small cell wireless design regulations and assistance in ordinance drafting (amount TBD).
48 (96)	Re-Evaluate the Trees, Scenic Views, and Sunlight Ordinance (Overhaul, Suspend, or Repeal) <i>(Staff contacts: Matt Bator, Joseph Smith)</i> <b>NEW TO LIST</b>	The City's Trees, Scenic Views, and Sunlight (TSVS) Ordinance was adopted in 2002 and has not been modified since. Over the years of implementing the ordinance, its overall effectiveness should be considered, and whether it meets its intention of providing a viable mechanism to re-establish private views. TSVS applications result in a considerable amount of staff resources. Unless otherwise directed to overhaul, suspend, or repeal, TSVS will continue to be implemented as it has been.	Implementing the ordinance as is.	None.	Budget would be needed for technical assistance overhauling the ordinance, including public workshops and outreach. No budget is needed for ongoing implementation, suspension, or repeal.
49 (97)	Abandoned Personal Property <i>(Staff contacts: Joseph Smith, Patty Malik)</i> <b>NEW TO LIST</b>	The adoption of an ordinance to clarify the process for the posting, collection, and disposal of abandoned personal property would provide clarity to City practices and procedures.	When disposal is necessary, coordination with the City Attorney's office, Code Enforcement, and Public Works occurs as needed.	None.	Would involve City Attorney review.
50 (98)	Blue Carbon <i>(Staff contacts: Joseph Smith)</i> <b>NEW TO LIST</b>	Lagoons/wetland areas are considered to capture and store a substantive amount of carbon underground and underwater ("blue"). The Lagoon Committee has requested consideration of a City policy to increase restoration to capture additional carbon, and/or local CEQA thresholds to evaluate the impacts of releasing blue carbon as a result of development projects.	Initial research conducted; resources needed to move forward.	None.	Budget would be needed for technical assistance and policy/threshold development (amount TBD).