



Town of Moraga	Agenda Item
Ordinances, Resolutions, Requests for Action	11. A.

Meeting Date: January 23, 2019

TOWN OF MORAGA

STAFF REPORT

To: Honorable Mayor and Councilmembers
From: Cynthia Battenberg, Town Manager
Subject: Review and Prioritize Mayor Wykle's Proposed Town Council and Community Goals and Objectives for 2019

Request

Discuss, revise as needed, and prioritize Mayor Wykle's proposed 2019 Town Council and Community Goals and Objectives.

Background

The Town of Moraga typically establishes goals for the year in the beginning of the calendar year. The objective of the goal setting session is to obtain input from the community, ensure the Council's goals are reflected in the day-to-day work plans for staff, and to prioritize the goals in order to more clearly direct limited resources toward the highest priority projects.

This report identifies recent accomplishments, lists ongoing programs and initiatives by department, and proposes Mayor Wykle's goals for 2019.

2018 Accomplishments

The following were identified by staff as the major accomplishments this past year:

1. Adoption of Hillside and Ridgeline Regulations.
2. \$2.38 million Rheem Sinkhole Federal Highway Administration Emergency Relief Reimbursement.
3. Adoption of Firearms Safe Storage Ordinance.
4. Adoption of revised ordinance for Accessory Dwelling Units per new State law requirements.
5. Rescission of fiscal emergency and adoption of a balanced budget.
6. Identification of funding and initial implementation of a Storm Drain Operations and Maintenance Program.
7. Obtained a \$140,000 grant to implement the Moraga Center Specific Plan zoning.

- 1 8. Completed and published Moraga Trail Map.
- 2 9. Stabilized the Town's management team: hired Town Manager, Parks and
- 3 Recreation Director, Planning Director and Administrative Services Director.
- 4 10. Processed the 2006 Bollinger Valley development application.
- 5 11. Approved several projects at Saint Mary's College, including the McKeon
- 6 Pavilion seismic retrofit and the campus brewpub.
- 7 12. Approved new retail – Town Bakery and Café, Noodle Theory, La Finestra and
- 8 Canyon Club Brewery.
- 9 13. Updated Emergency Operations Plan, created Emergency Evacuation Plan,
- 10 and coordinated emergency evacuation drill in partnership with Moraga Orinda
- 11 Fire District and the City of Orinda.
- 12 14. Reported DOJ Part 1 crimes down 13.3% compared to 2017.
- 13 15. Conducted an Application/Interview/Appointment process to fill an unscheduled
- 14 vacancy on the Town Council followed by an election to fill two vacancies on
- 15 the Council.
- 16 16. Partnered with Moraga Rotary Club on the opening of the All Access
- 17 Playground.
- 18 17. Rheem Theatre reopened thanks to the Moraga Community Foundation.
- 19

20 **Ongoing Programs and Current Initiatives**

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22 There are ongoing programs and activities staff must complete as well as initiatives that
23 are currently underway based on past Council direction that should be considered as
24 part of the goal setting and prioritization process. While some of these activities could
25 also be considered goals and some have already been reflected in previous goals,
26 these programs and initiatives are core job components for the upcoming 12-month
27 period and should be continued in order to maintain and improve current programs,
28 respond to applications and appeals, execute funded capital improvement projects and
29 address the Town's financial needs. The key ongoing programs and activities, which
30 are included below by department, include:

31 **Town Manager/Clerk/Attorney**

32 **Ongoing Programs:**

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- 35 • Oversee the operations of the Town and provide guidance to staff in order to
- 36 execute the priorities of the Town Council, maintain 24/7 operations, ensure
- 37 prudent financial management of the Town's resources and respond to community
- 38 needs.
- 39 • Retain employees in order to make progress on initiatives, retain institutional
- 40 knowledge, increase efficiencies and customer service, and lower legal costs.
- 41 • Replace manual operations with software to improve operational efficiencies and
- 42 provide data to enable the Town to evaluate performance measures.
- 43 • Ensure transparency in all of the Town's dealings.
- 44 • Work in collaboration with other agencies and community organizations for the
- 45 betterment of the Town.
- 46 • Prepare notices, agendas, resolutions, ordinances, minutes, and the About Town
- 47 electronic newsletter.

- 1 • Respond to Public Records Act requests, administer elections, manage official
2 records, and respond to community requests for assistance.
- 3 • Provide ongoing legal advice in matters including land use and planning, labor
4 relations, and other fiscal and liability issues.

5
6 **Current Initiatives:**

- 7 • Complete labor negotiations with four bargaining groups: Moraga Employees
8 Association, Police Officers Association, Department Heads, and Mid-
9 Management (current agreements expire 6/30/19) in May to enable and ensure
10 appropriate compensation levels and accurate FY 2019/20 budgeting.
- 11 • Develop written guidelines regarding Town Council roles and responsibilities
12 (specifically ad hoc committees, individual Councilmember authority, and the role
13 and duties of the Mayor).
- 14 • Identify infrastructure funding shortfalls and evaluate options for new revenue,
15 including funding for up to \$9 million in high priority capital improvements identified
16 in the 2015 Storm Drain Master Plan. Infrastructure failures, such as sinkholes,
17 are disruptive and expensive.
- 18 • Defend Town in Hillside and Ridgeline Regulations lawsuit.
- 19 • Pursue a fair resolution of the Town's claims, and if necessary, litigation, against
20 any third parties with legal responsibility for damage to Canyon Road bridge.

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22 **Administrative Services**

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24 **Ongoing Programs:**

- 25 • Prepare and complete Town's Comprehensive Annual Financial Report (CAFR)
26 and submit completed CAFR for Certificate of Achievement for Excellence in
27 Financial Reporting.
- 28 • Develop balanced Operating and Capital Improvements budget for FY 2019/20
29 and update five-year financial plan including preparation of mid-year budget
30 adjustments for Council adoption. Monitor, record, and analyze revenue
31 generated, including property and sales tax payments.
- 32 • Prepare and complete Federal, State, regional and local financial reporting (such
33 as the Cities Annual State Controller's Report, Street and Road Annual Report
34 Single Audit Report, Special District Report and Employee Compensation Report).
- 35 • Process cash receipts, payroll, and accounts payable.
- 36 • Administer recruiting process, manage employment benefits, mandatory training,
37 safety and risk management, and workers' compensation functions.
- 38 • Provide governance to consultant in managing the Town's Information Technology
39 for the use of network and operating systems.
- 40 • Provide staff support to the Audit and Finance Committee and Local Sales Tax
41 Oversight Committee.

42
43 **Current Initiatives:**

- 44 • Update personnel rules, regulations and procedures to ensure they are aligned
45 with the current legislation and consistent with MOUs, employment agreements
46 and current practices.

- 1 • Evaluate asset replacement annual funding needs. In 2015, the Audit and
2 Finance Committee recommended an annual funding level of \$600,000 to
3 maintain the Town's facilities. Continued neglect could result in increased repair
4 costs in the future and impact the Town's ability to fully utilize the facilities.
- 5 • Establish a computer replacement program to provide appropriate computing
6 resources and a maintenance plan for all software licenses to reduce costs.
- 7 • Evaluate the Town's handling of developer deposit accounts to improve and
8 streamline recordkeeping and invoicing.
- 9 • Enhance financial management systems through software installation and upgrade
10 to deliver accurate financial information across the organization. Implement
11 finance software enhancements and train Town staff.
- 12 • Prepare a Budget-at-a-Glance document to provide an overview of the Town's
13 budget and summary highlights of revenues and expenditures.
- 14 • Redesign website to achieve functional and effective modifications that will
15 improve government transparency and dynamics between the Town and its
16 citizens.

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18 **Parks and Recreation**

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20 Ongoing Programs:

- 21 • Staff the Park and Recreation Commission, Art in Public Spaces Committee,
22 Moraga Youth Involvement Committee, Park Foundation, Hacienda Foundation
23 and Lamorinda Movers (previously Moraga Movers).
- 24 • Plan and execute community events including 4th of July Celebration, Pear &
25 Wine Festival, Hacienda Nights, Leisure Sport Triathlon and various holiday and
26 seasonal events.
- 27 • Operate recreation and enrichment classes and youth camps at the Hacienda and
28 at various park and school locations throughout Moraga.
- 29 • Oversee rental of the Hacienda de las Flores and rentals at Moraga Commons
30 and Rancho Laguna Parks including picnic, skate park and court rentals.
- 31 • Oversee maintenance of the Town's 320 acres of active and passive park land.
- 32 • Produce the Town's Activity Guide and Town Crier.
- 33 • Support community initiatives including Summer Concerts, Rotary and Kiwanis
34 Park Projects, Chamber of Commerce and Saint Mary's College partnerships.

35

36 Current Initiatives:

- 37 • Implement work order system for parks and public works to improve staff
38 efficiency, data collection, transparency and civic engagement.
- 39 • Partner with Orinda and Lafayette to launch the April 2019 Trails Challenge.
- 40 • Evaluate the feasibility of transitioning Moraga School District's After School
41 Enrichment Programs (ASEP) to the Town commencing fall 2019.
- 42 • Complete Hacienda site improvements including ADA improvements, renovation
43 of the Casita, exterior lighting and office remodel.
- 44 • Identify potential restaurant or other lease for Hacienda de las Flores to reduce the
45 Town's costs and activate the space.

- Continue to look for ways to utilize the recreation software program to streamline operations and enable evaluation of performance measures while eliminating manual systems.

Planning

Ongoing Programs:

- Respond to customer inquiries at the counter and on the phone, meet with property owners, developers and others interested in development activities.
- Process planning applications, including Tentative Subdivision Maps, Planned Developments, Administrative Design Review, Conditional Use Permits, Permitted Uses, Accessory Dwelling Units, and Tree Removal Permits.
- Process Building Permit applications, including application review and approval, coordination with Contra Costa County Building Inspection Office, and handling of Waste Management applications.
- Process code enforcement cases for compliance with Town ordinances.
- Staff the Planning Commission and Design Review Board, including bi-monthly meetings, workshops, and site visits.
- Staff various local and regional boards and committees, including SWAT, LFFA, LPMC, and East Bay Energy Watch.

Current Initiatives:

- Complete the Moraga Center Specific Plan Implementation Project with approved development standards and zoning provisions.
- Identify funding needs and options to rezone Bollinger Valley.
- Continue implementation of Town-wide GIS system to address service needs of all Town departments as well as the public.
- Prepare General Plan annual conformity findings for adoption by the Council.
- Identify and implement economically viable energy efficiency programs.
- Process the Hetfield Estates development final map, improvement plans and Precise Development Plan.
- Process the Los Encinos development grading plan revisions and design review for 10 residential lots.
- Process the Carr Ranch/Camino Pablo Estates Annexation and Planned Development rezoning for 14 residential lots.
- Hold a study session for the 14-lot Senior Housing project Planned Development rezone at Moraga Road and Lucas Drive. Process application, if submitted.
- Process the Conceptual Development Plan for the Indian Valley development, including the Environmental Impact Report.
- Work with property owners and developers to promptly process development planning applications for future development in the Town.
- Complete a comprehensive update of Title 8 Planning and Zoning of the Moraga Municipal Code. Revise to clarify text language and streamline the processes (grading, home occupation permits, noise limit measurements, signage, etc.) and updates based on regulatory changes (wireless and subdivision ordinance).
- Process the Saint Mary's Master Plan update/amendment and continue to review campus development projects.

- Evaluate the possibility of consolidating the Design Review Board with the Planning Commission to streamline the planning process, reduce staff time and costs and enable the Town to provide an advanced level of training to Commissioners.

Police

Ongoing Programs:

- Effectively and appropriately investigate incidents and enforce laws to maintain a sense of security and well-being in the Town.
- Continue to work with Saint Mary's College and liaison with campus departments to provide services to students and address student safety issues, both on and off campus.
- Support community events, such as Community Faire, July 4th, Pear & Wine Festival and other special events.
- Continue community outreach efforts to engage residents, including Coffee with a Cop, Lunch with the Law, Nixle participation and community presentations.
- Work with MOFD to enhance emergency preparedness, including holding a community meeting, working with CERT, encouraging residents to participate in the Community Warning System and refining the existing evacuation plan, including routes and plans for temporary refuge areas.
- Continue to ensure compliance with all state peace officer training requirements.
- Evaluate current non-criminal alternatives for some non-violent offenders, such as Community Court and Juvenile Diversion, in conjunction with the District Attorney's work in prosecution reform.
- Work with other Town departments to review new development proposals and assess their impact upon police services.
- Provide community services, such as fingerprinting, solicitor permits, local background checks, pharmaceutical disposal bin and free firearms disposal services to enhance community safety.

Public Works/Engineering

Ongoing Programs:

- Maintain the Town's 56 miles of streets, 27 miles of storm drain, and public facilities.
- Develop and administer the Capital Improvement Program through the thoughtful planning, design, construction, and maintenance phases.
- Assist with reviewing various private land development applications as related to the right-of-way by providing assistance to the Planning department during the entitlement phase, reviewing and approving the improvement plans and final map phase, and providing inspection services during the construction phase.
- Provide traffic engineering services while coordinating with the Police department on traffic safety concerns.
- Manage the Cleanwater Program for compliance with the National Pollutant Discharge Elimination System (NPDES) permit.

- 1 • Handle requests and concerns regarding public infrastructure repairs including
2 traffic signals, street lights, signing and striping, potholes, tripping hazards,
3 accessibility improvements, landslides, and tree hazards.
- 4 • Coordinate Town right-of-way matters with outside utility agencies such as
5 EBMUD, Central Contra Costa Sanitary District, PG&E, AT&T, and Comcast.
- 6 • Perform inspection services related to encroachment permits, capital
7 improvement projects, and subdivision improvements.

8 9 Current Initiatives:

- 10 • Finalize designs, complete public outreach, and begin construction of the Moraga
11 Way and Canyon Road/Camino Pablo Improvements project including
12 pedestrian, bicycle, traffic calming and pavement improvements. Construction to
13 begin in spring 2019.
- 14 • Work with Caltrans and advocate for FY 2019/20 funding of the Canyon Road
15 Bridge Replacement Project in preparation for spring 2020 construction.
- 16 • Pursue funding from FEMA and develop plans and specifications for Laguna
17 Creek Restoration at Hacienda de las Flores.
- 18 • Complete \$1.8 million 2019 Surface Seal project consisting of rubberized cape
19 seal treatment on selected roadways.
- 20 • Pursue Canyon Road Temporary Bridge Reimbursement from FHWA.
- 21 • Implement Storm Drain Operations and Maintenance Program including selection
22 of a Storm Drain Asset Management System.
- 23 • Prepare comprehensive 2019 Pavement Management Report to evaluate the
24 Town's progress since 2015 and access funding needs.
- 25 • Complete 35% design of St. Mary's Road roundabouts at Rheem Boulevard and
26 Bollinger Canyon Road to complete grant funded project.
- 27 • Monitor infrastructure construction of current development projects to ensure
28 compliance with approved improvement plans, conditions of approval, and all
29 other requirements at Bella Vista (SummerHill), Harvest Court/West Commons
30 Park (SummerHill), Moraga Country Club Remedial Grading (Bruzzone), and
31 Moraga Town Center Homes (KB Homes).

32 33 **2019 Proposed Goals**

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35 In addition to the ongoing programs outlined above that are currently underway, Mayor
36 Roger Wykle proposes the following goals for 2019:

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38 1. Maintain and continue to improve fiscal discipline by completing a detailed
39 examination of all funds expended by the Town (both planned and historical) to
40 identify any additional areas for potential savings. Once complete, effectively
41 communicate the results to the Town's citizens.
- 42
43 2. Enhance Moraga's retail activity by addressing and working in a collaborative
44 effort with the Chamber of Commerce and other stakeholders in the following
45 three important areas:
 - 46 • Adjust planning code as needed to allow property owners/developers to
47 be part of the applicant and Town conversations regarding any project.

- 1 • Re-examine Town sign ordinances to ensure streamlined processes and
2 an enhanced shopping experience.
3 • Re-visit the Planned Development - Commercial process to ensure it is as
4 streamlined as possible.
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6 3. Make significant progress on the Moraga Center Specific Plan Implementation
7 Project in 2019 to ensure future projects meet the Town's citizens' expectations
8 and remain viable for developers.

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10 **Alternative(s)**

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12 Add, delete, amend and/or set priorities for goals.

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14 **Recommendation(s)**

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16 The Town Council should consider input from the community and discuss, revise as
17 needed, and prioritize Mayor Wykle's proposed Town goals for 2019.