

City of Del Rey Oaks

**City Hall
650 Canyon Del Rey Blvd
Del Rey Oaks, CA 93940**



Action Minutes

Tuesday April 23, 2024 - 6:00 PM

City Council – Regular Meeting

Del Rey Oaks City Council

**Scott Donaldson – Mayor
John Uy – Vice Mayor
Jeremy Hallock – Councilmember
Kim Shirley – Councilmember
Bill Ragsdale-Cronin - Councilmember**

6:00 PM – Called to Order:

The meeting was called to order by Mayor Donaldson.

Roll Call: Present: Mayor Donaldson, Councilmember Uy, Councilmember Shirley, Councilmember Hallock, and Councilmember Ragsdale-Cronin (6:10)

Absent: None

Also Present: City Manager Guertin, City Attorney Lorca, Police Chief Bourquin.

Pledge of Allegiance:

Mayor Donaldson led the Pledge of Allegiance

Public Comment:

None

PRESENTATIONS:

- A. Reading of a poem by local resident, Patrice Vecchione in honor of National Poetry Month
- B. Honoring Police Chief Bourquin and City Manager Guertin for the support of America's National Guard and Reserve Forces

PROCLAMATION:

A. Celebrating Arbor Day 2024

PRESENTATION:

- A. Reading of a poem by local resident, Patrice Vecchione in honor of National Poetry Month

Patrice Vecchione: Reads poetry in honor of National Poetry Month

- B. Honoring Police Chief Bourquin and City Manager Guertin for the support of America's National Guard and Reserve Forces

Sergeant Perez: Recognizes Police Chief Bourquin and City Manager Guertin for their support of his Marine Reserve activities

CONSENT AGENDA: Action Items

- A. MINUTES:** (CEQA: as to all, not a project per Guidelines Article 20, Section 15378)

- 1. None prepared for this meeting packet

- B. MONTHLY REPORTS:** (CEQA: as to all, not a project per Guidelines Article 20, Section 15378)

- C. MISCELLANEOUS:** (CEQA: as to all, not a project per Guidelines Article 20, Section

15378)

1. Authorize City Manager to Sign Contract Amendment with Regional Government Services
2. Consider the Adoption of the Modified Military Equipment Use Police consistent with the requirements of AB 481
3. Consider Adopting a Resolution to add the City of Del Rey Oaks as a participating agency to the Monterey Peninsula Special Response Unit (SRU)

A motion was made by **Council Member Shirley**, seconded by **Council Member Hallock** to approve Resolution 2024-09 as presented.

Motion passed unanimously 5-0

No Public Comment was received.

OLD BUSINESS:

A. Housing Element Update (6th Cycle) - Denise Duffy and Associates

Denise Duffy: Identifies status report of Housing Element and provided brief history thus far. Has been in communication with HCD and scheduled a second full reading for questions and to address program revisions and updates. Has summary of programs from HD letter, a thoughts and questions on our revisions to the programs; plans to make changes we need and prepare track changes versions. Not planning on further Planning Commission or City Council Meetings until gets program acceptance from HCD. Questions from in five to six areas needing changes. First, to clarify whether we have a shortfall sites in the Regional Housing Needs assessment; if there is a shortfall, we will need a rezoning in the next year. We can revise our October 2023 rezoning program A1 to identify that. Second, asked us to provide more information about available water supply to serve long term needs in specific timelines. Third, the ability to meet RHNA without need for using ADUs, assuming 20 unit buffer between now and end of six cycle in 2031. HCD still wants us to monitor ADU production, if don't meet targets, need to implement additional actions added to program A3. HCD wants clarification of requirements and definitions from us on emergency shelter ordinance to reduce homelessness amendment to the policy. HCD wants Zoning and land use controls for parking, garages, and principally permitted uses for housing, and rehab for housing. Other issues raised: Farm Worker Housing, Road and Utility commitments, RINA concerns, and EIR program remediation.

Council Member Ragsdale-Cronin: Thanks Denise for keeping Council updated, would prefer to get information ahead of Council meeting, if possible.

Vice Mayor Uy: Thanks Denise for update. Asks about timelines and next steps for implementation and to be in compliance. Will talk to HCD to elongate timelines and process for more time to implement revisions, complete and allow for small city budget and staffing constraints.

Denise Duffy: Will bring a large chart with program implementation dates between now and 2031 to next meeting.

Council Member Hallock: Two questions: would farm worker housing count toward our RHNA numbers, and is the 20 ADU units an aggregate number with our current target of 5-6 units.

Denise Duffy: 20 projected units between now and 2031 is based on the number of units that have been completed over the last five to six years. Projecting at around 3 units per year. Would have to reference cycle chart to map more accurately, but does not does not include units already built at this time. Only ADUs built during the specified time frame count toward RHNA targets. The annual housing report will show the number of ADUs, how many count toward goals in RHNA categories, and the reduction we had this year. Farm labor issues raised with HCD are to acknowledge a regional need and locates where resources are; doesn't mean there will be housing built for that unit area in Del Rey Oaks.

Council Member Shirley: Thanks Denise, asks for information ahead of time for review to review and digest in advance.

Denise Duffy: Clarified that the list reviewed today was the same list seen at Council Meeting on March 26th; not planning on providing revisions to council until back from HCD review

Council Member Shirley: Even if written out, helpful to Council and to the public. Asked if there is a timeline for compliance; what are the criteria for when we have a compliant implementation?

Denise Duffy: Timeline for compliance is determined by HCD, other jurisdictions have been through years of housing element to complete sixth cycle. Reviews previous processes in fifth and sixth cycle to illustrate process. Each time we submit there is another 60 day review; we are on our second review draft and letter.

Council Member Shirley: Does this have to go to Planning Commission then City Council?

Denise Duffy: Defers to City Manager to answer; she thinks it should go through a joint meeting before going back to HCD.

Council Member Shirley: Likes idea of joint meeting and review by Planning Commission; the more people involved, the better.

NEW BUSINESS:

- A.** Consider Approving the Job Description for an Administrative Services Technician and amend the FY 2023-24 budget to include the new position

John Guertin: Have contracted out in the past with RGS for finance, HR and administrative services, have benefited from their services, but is getting more expensive each year. Ready to bring services back in house; bringing permit clerk/deputy city clerk onboard, and bringing HR, payroll and finance administration back in house to save money, capacity to cross train and document procedures, and provide faster service to staff and community.

Council Member Ragsdale-Cronin: Fantastic idea. The more in-house, the better. In support of this.

Vice Mayor Uy: It's a no-brainer, fully support more people to help community. What other resources do we need to help this administrative service technician be successful?

John Guertin: When they get here, that's when we'll know.

Council Member Hallock: This is wonderful, thank you for your presentation. Excited to make city staff more efficient, effective, and get more help for Council, departments, and existing staff. Many hands make light work.

Council Member Shirley: Agrees with Council Member Hallock; a smart move, more efficient, supports everyone.

Mayor Donaldson: Asks for public comment, sees thumbs up, expressed well by fellow Council Members. Thanks City Manager Guertin, recognizes him for ability to get financial processes under control, identify efficiencies, and find ways to better serve community.

A motion was made by **Council Member Shirley**, seconded by **Council Member Uy** to approve Resolution 2024-09 as presented.

Motion passed unanimously 5-0

No Public Comment was received

STAFF REPORTS:

A. Council Reports

John Guertin: Moving forward with process to talk about development of former Fort Ord property. Development workshop to be held Thursday, May 16th at 6pm at the Moose Lodge. Hoping a lot of people from the community will attend. Opportunity is legacy and next big thing for the city. Asks Chief about road closure.

Police Chief Bourquin: Confirms road closure on Rosita between Angelus and Paloma on Friday so PG&E can dig some holes and check some things out before we start our road project. Thanks the community in advance for their patience.

Mayor Donaldson: Council reports are in the packet as well as correspondence.

Mayor Donaldson: Next two items on list are closed session, one a liability claim against the City, the second an anticipated litigation consisting of one case pursuant to government code section 54956.9. Before closing these session, opens public comment for these two issues.

Closed Session: As permitted by Government Code Section 54956 et. seq. the Council may adjourn to a Closed Session to consider specific matters dealing with certain litigation, personnel, or labor/real property negotiations.

Public Comment on Closed Session Items: Anyone wishing to address the City Council on an item to be discussed in closed session may do so now. There will be a time limit of not more than three minutes for each speaker. No action will be taken on matters brought up under this public comment period.

No Public Comment was received

ADJOURNMENT TO CLOSED SESSION: 6:50pm

B. Closed Session Items:

1. CONFERENCE WITH LEGAL COUNSEL—LIABILITY CLAIM – Government Code Section 54956.9(e)(3)

Claimant: Norma Gamez Agency claimed against: City of Del Rey Oaks

2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION – Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2). 1 case.

City Attorney Lorca: No reportable action taken.

NEXT MEETING DATE:

Tuesday, May 27, 2024 at 6:00pm

ADJOURNMENT:

7:10pm

Attest:

Date:
