

**AGENDA**  
**REGULAR MEETING OF THE**  
**CITY OF KING CITY COUNCIL**  
**AND**  
**Sitting as SUCCESSOR AGENCY OF**  
**THE RDA FOR THE CITY OF KING**

**TUESDAY SEPTEMBER 22, 2020**  
**6:00 P.M.**

**CITY HALL**  
**212 S. VANDERHURST AVENUE**  
**KING CITY, CALIFORNIA 93930**

*\*Teleconference and Conference call services will be available for the meeting.*

*To join the meeting, select ONE of the options below:*

- 1) *Copy and paste the full link highlighted below into your internet browser to  
Join Zoom Meeting*

<https://us02web.zoom.us/j/83043455634?pwd=WE94WmFwUVdmc0tuNXJTN3VoR3YxZz09>

2)-OR- Call the following number +16699009128  
Meeting ID: 830 4345 5634  
and put in Passcode: 417731

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a City meeting, Please contact the City Clerk's Office (831-386-5925) at least 48 hours prior to the Meeting to ensure that reasonable arrangements can be made to provide accessibility to the meeting.*

*\* Please submit all correspondence for City Council PRIOR to the meeting with a copy to the City Clerk.*

1. **CALL TO ORDER**
2. **ROLL CALL:** Council Members Darlene Acosta, Robert Cullen, Carlos DeLeon, Mayor Pro Tem Carlos Victoria, and Mayor Mike LeBarre
3. **FLAG SALUTE**
4. **CLOSED SESSION ANNOUNCEMENTS**
5. **SPECIAL PRESENTATIONS**

A. September National Recovery Month 2020 Proclamation

6. **PUBLIC COMMENT**

Any member of the public may address the Council for a period not to exceed *three minutes'* total on any item of interest within the jurisdiction of this Council that is not on the agenda. The Council will listen to all communications; however, in compliance with the Brown Act, the Council cannot act on items not on the agenda. Comments should be directed to the Council as a whole and not to any individual Council Member. Slanderous, profane or personal remarks against any Council Member, staff member or member of the audience is not permitted.

**7. COUNCIL COMMUNICATIONS & COMMITTEE REPORTS**

Individual Council Members may comment on Council business, his or her Council activities, City operations, projects or other items of community interest. Council Members may also request staff to report back at a subsequent meeting on any matter or take action to direct staff to prepare a staff report for a future agenda.

**8. STAFF COMMUNICATIONS**

Comments presented by the City Manager, City Attorney or other staff on City business and/or announcements.

**9. CONSENT AGENDA**

The following items listed below are scheduled for consideration as a group. The recommendations for each item are noted. Members of the audience may speak on any item(s) listed on the Consent Agenda. Any Council Member, the City Manager, or the City Attorney may request that an item be withdrawn from the Consent Agenda to allow for full discussion. The Council may approve the remainder of the Consent Agenda on one motion. Items withdrawn from the Consent Agenda may be considered by separate motions at the conclusion of the discussion of each item.

- A. Consideration: Meeting Minutes of September 8, 2020 Council Meeting  
Recommendation: approve and file.
- B. Consideration: City of King Check Register September 1, thru September 15, 2020  
Recommendation: receive and file.
- C. Consideration: Successor Agency Check Register September 1, thru September 15, 2020  
Recommendation: receive and file.
- D. Consideration: Agreement for Development Impact Fee Deferral with People's Self-Help Housing  
Recommendation: authorize the City Manager to approve an Agreement for Development Impact Fee Deferral with People's Self-Help Housing in a form approved by the City Attorney.

**10. PUBLIC HEARINGS**

None

**11. REGULAR BUSINESS**

- A. Consideration: Covid-19 Status Report  
Recommendation: 1) receive the status report on City COVID-19 related activities; 2) provide staff direction on any additional actions requested.

**12. CITY COUNCIL CLOSED SESSION**

Announcement(s) of any reportable action(s) taken in Closed Session will be made in open session and repeated at the beginning of the next Regular City Council meeting as this portion of the meeting is not recorded.

None

**13. ADJOURNMENT**

# City of King

## Proclamation

September National Recovery Month 2020

**WHEREAS**, behavioral health is an essential part of health and one's overall wellness; and

**WHEREAS**, prevention of mental and substance use disorders works, treatment is effective, and people recover in our area and around the nation; and

**WHEREAS**, preventing and overcoming mental and substance use disorders is essential to achieving healthy lifestyles, both physically and emotionally; and

**WHEREAS**, we must encourage relatives and friends of people with mental and substance use disorders to implement preventive measures, recognize the signs of a problem, and guide those in need to appropriate treatment and recovery support services; and

**WHEREAS**, we recognize thousands of people throughout the state of California are affected by these conditions; and

**WHEREAS**, to help more people achieve and sustain long-term recovery, Sun Street Centers invite all residents of City of King to participate in National Recovery Month, September 2020; and

**NOW, THEREFORE**, I, Mike LeBarre, Mayor of King City, do hereby declare September 2020 as National Recovery Month.

---

Mike LeBarre  
Mayor

Monthly Schedule, September 2020  
Mike LeBarre, Mayor, King City California

### **COVID-19/WILDFIRE MEETINGS:**

**9-1 Cal OES/Wildfire Briefing,** Phone  
**9-2 White House COVID-19 Briefing,** Phone  
**9-2 District 3 Mayors/Supervisor Weekly Briefing,** Zoom  
**9-2 Cal OES/Wildfire Briefing,** Phone  
**9-3 Cal OES/Covid-Wildfire Thursday Briefing,** Phone  
**9-4 Red Cross Wildfire Briefing,** Phone  
**9-4 Cal OES/Wildfire Briefing,** Phone  
**9-7 Monterey County weekly Executive Briefing,** Cancelled  
**9-8 Cal OES/Wildfire Briefing,** Phone  
**9-9 White House COVID-19 Briefing,** Phone  
**9-9 Cal OES/Wildfire Briefing,** Phone  
**9-10 Cal OES/Covid-Wildfire Thursday Briefing,** Phone  
**9-11 Cal OES/Wildfire Briefing,** Phone  
**9-14 Monterey County weekly Executive Briefing,** Zoom  
**9-14 Cal OES/Covid-Wildfire Monday Briefing,** Phone  
**9-15 Cal OES/Wildfire Briefing,** Phone  
**9-16 White House COVID-19 Briefing,** Phone  
**9-16 District 3 Mayors/Supervisor Weekly Briefing,** Zoom  
**9-16 Cal OES/Wildfire Briefing,** Phone  
**9-17 Cal OES/Covid-Wildfire Thursday Briefing,** Phone  
**9-18 Cal OES/Wildfire Briefing,** Phone  
**9-21 Monterey County weekly Executive Briefing,** Zoom  
**9-21 Cal OES/Covid-Wildfire Monday Briefing,** Phone  
**9-22 Cal OES/Wildfire Briefing,** Phone  
**9-23 District 3 Mayors/Supervisor Weekly Briefing,** Zoom  
**9-23 Cal OES/Wildfire Briefing,** Phone  
**9-24 Cal OES/Covid-Wildfire Thursday Briefing,** Phone  
**9-25 Cal OES/Wildfire Briefing,** Phone  
**9-28 Monterey County weekly Executive Briefing,** Zoom

**9-28 Cal OES/Covid-Wildfire Monday Briefing,** Phone

**9-29 Cal OES/Wildfire Briefing,** Phone

**9-30 District 3 Mayors/Supervisor Weekly Briefing,** Zoom

**9-30 Cal OES/Wildfire Briefing,** Phone

### **MONTHLY MEETINGS:**

**9-2 Transportation Agency of Monterey County (TAMC), Executive Committee,** Zoom

**9-2 Transportation Agency of Monterey County (TAMC), Bicycle and Pedestrian Facilities Committee,** Zoom

**9-4 Monterey County Water Resource Agency (MCWRA), Personal and Administration committee,** Zoom

**9-4 Monterey County Water Resource Agency (MCWRA), Finance committee,** Zoom

**9-4 Monterey County Mayors Association (MCMA),** Zoom

**9-8 King City Council,** Zoom

**9-14 Monterey-Salinas Transit (MST) Board Administrative Performance Committee, Chair,** Zoom

**9-14 Monterey-Salinas Transit (MST) Board of Directors,** Zoom

**9-14 Transportation Agency of Monterey County (TAMC), Rail Policy Committee, Chair,** Cancelled

**9-21 Monterey County Water Resource Agency (MCWRA), Board of Directors,** Zoom

**9-22 King City Council,** Zoom

**9-23 Transportation Agency of Monterey County (TAMC), Board of Directors,** Zoom

**9-23 Leadership Council/Continuum of Care,** Zoom

**9-24 Monterey County Convention & Visitors Bureau (MCCVB), Advisor,** Zoom

**9-28 Salinas Valley Mayors and Managers (SVMM),** Zoom

### **Additional meetings/events**

**9-1 Naval Academy Change of Command/Retirement,** Zoom

**9-3 CCA/King City Community Power interview,** Zoom

**9-11 Ft Hunter Liggett Patriot Day ceremony,** FHL

**9-28 MST-KC Transit Meeting,** Zoom

**City Council Meeting  
September 8, 2020**

**1. CALL TO ORDER:**

Regular Meeting called to order at 6:00pm by Mayor LeBarre.

**2. FLAG SALUTE:**

The flag salute was led by Mayor LeBarre.

**3. ROLL CALL:**

City Manager Adams conducted roll call.

City Council: Mike LeBarre (by video conference), Council member Darlene Acosta (by video conference) (by video conference), Rob Cullen (by video conference), Carlos DeLeon (by video conference), Mayor Pro Tem Carlos Victoria (by video conference).

City Staff: City Manager Steven Adams (by video conference); Assistant City Attorney Michelle Sassano (by video conference); Executive Admin. Asst./Deputy City Clerk, Erica Sonne.

**4. CLOSED SESSION ANNOUNCEMENTS:**

None

**5. PRESENTATIONS:**

None

**6. PUBLIC COMMUNICATIONS:**

None

**7. COUNCIL COMMUNICATIONS:**

Council Member Cullen stated Salinas Valley Fair canceled the Fall Carnival and will have a Drive-in Movie Night. Salinas Valley Solid Waste Authority awaiting a meeting to be scheduled.

Council Member DeLeon stated he had nothing to report.

Council Member Acosta stated she had nothing to report.

Mayor Pro Tem Victoria stated that he drove down Broadway and saw that the banners for the school were coming down.

Mayor LeBarre stated that this Friday he was invited to the Fort Hunter Liggett ribbon cutting. Water Resource Agency strategic planning a week ago.

## **8. CITY STAFF REPORTS AND COMMENTS:**

City Manager Steven Adams stated the City has been trying to secure grants. FAA Grant around \$120,000 design of repaving taxi way, Rental Assistant Program awarded through United Way, RFPP Grant \$950,000 through TAMC improving and expanding corner bulb outs, City was recommended for approval of a Cal Grip Grant \$460,000 to expand the youth pre diversion program, and approval for CDBG 3.5 million Grant sidewalk improvements. The King City Library is back open for evacuation center. Fair grounds utilized by Forestry Dept. as a base station. Cal Fire will return to operate out of Mesa Del Rey Airport, sharing space with PG&E as helicopters are using it for the next two days to power wash lines.

Assistant City Attorney Michelle Sassano nothing tonight.

## **9. CONSENT AGENDA**

- A. Consideration: Meeting Minutes of August 25, 2020 Council Meeting
- B. Consideration: City of King Check Register August 15, thru August 31, 2020
- C. Consideration: Successor Agency Check Register August 15, thru August 31, 2020
- D. Consideration: Accessory Dwelling Units Ordinance
- E. Consideration: Award of Contract for Mesa Del Rey Airport FBO Hangar Roof Replacement Project

Action: Motion to approve consent agenda items A-E by Victoria and seconded by Cullen.

AYES: Council Members: LeBarre, Acosta, Cullen, DeLeon and Victoria

NOES: Council Members:

ABSENT: Council Members:

ABSTAIN: Council Members:

## **10. PUBLIC HEARINGS:**

None

## **11. REGULAR BUSINESS:**

- A. Consideration: Implementation Plan for the Fats, Oil and Grease Program

City Manager Adams introduced this item.

City Engineer Octavio Hurtado further introduced this item with a PowerPoint.

Special Projects Coordinator Geoff English and City Engineer Octavio Hurtado were available for questions

Action: Motion to approve the implementation plan for the Fats, Oils and Grease (FOG) program establishing a permitting and inspection program for applicable food serving establishments (FSE's) by DeLeon and seconded by Victoria.

AYES: Council Members: LeBarre, Acosta, Cullen, DeLeon, and Victoria

NOES: Council Members:

ABSENT: Council Members:

ABSTAIN: Council Members:

- B. Consideration: Covid-19 Status Report

City Manager Adams introduced this item.

Mayor LeBarre went over the numbers and precautions.

Council Member DeLeon would like to see officers give warnings for live bands. He has been able to see the live bands from the street. He doesn't want numbers to spike because of large gatherings. Council Member Cullen agrees.

Brett Saunders feels King City has made a lot of progress. He would like to know where the public could keep up on what is going on in King City and Monterey County. He wanted to know who tracks California in the tier system? The Mayor feels that the public could go to the County website and the City website to keep up on information. City Manager feels the State's website is easier than it was to look up your county and find out the data. He is not sure about the tier system. He encourages everyone to like the City Facebook page where the City posts updated information.

## **12. CITY COUNCIL CLOSED SESSION**

None

### **ADJOURNMENT:**

Mayor LeBarre adjourned the meeting at 6:44p.m. on a motion by Victoria and seconded by Acosta.

### **Approved Signatures:**

---

**Mayor, Michael LeBarre**  
**City of King**

---

**City Clerk, Steven Adams**  
**City of King**



Item No. 9(B)

**REPORT TO THE CITY COUNCIL**

**DATE: SEPTEMBER 22, 2020**

**TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

**FROM: MIKE HOWARD, FINANCE DIRECTOR**

**RE: CONSIDERATION OF CITY OF KING CHECK REGISTER  
SEPTEMBER 1 THRU SEPTEMBER 15, 2020**

---

**RECOMMENDATION:**

It is recommended City Council receive and file.

**BACKGROUND:**

At least once a month, the City Treasurer shall submit to the City Council, a copy of the invoices paid for the previous month.

**DISCUSSION:**

The purpose of this item is to provide the Council an opportunity to review and monitor ongoing expenditures. These documents are attached.

**COST ANALYSIS:**

There is no fiscal impact as a result of this action.

**ENVIRONMENTAL REVIEW:**

No Environmental Review required for this item.

**ALTERNATIVES:**

The following alternatives are provided for Council consideration:

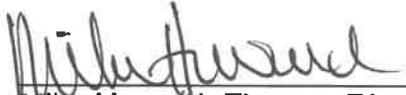
1. Receive and file the report; or
2. Provide other direction to staff regarding requests for additional information.

**CITY COUNCIL/CITY  
CONSIDERATION OF CITY OF KING CHECK REGISTER SEPTEMBER 1  
THRU SEPTEMBER 15, 2020  
SEPTEMBER 22, 2020  
PAGE 2 OF 2**

Exhibits:

1. Check Register Report

Submitted by:



Mike Howard, Finance Director

Approved by:



Steven Adams, City Manager

# Check Register Report

Sept 1 - Sept 15, 2020

Date: 09/14/2020

Time: 2:38 pm

Page: 1

KING CITY CITY HALL

BANK: WELLS FARGO BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>WELLS FARGO BANK Checks</b>							
64313	09/03/2020	Void	09/03/2020			Void Check	0.00
64314	09/04/2020	Printed		KCTVHARD	ALCANTAR HARDWARE INC	Floor Paint for Corp Yard.	835.11
64315	09/04/2020	Printed		A & W	ALESHIRE & WYNDR LLP	Legal Services - Covid 19	23,421.19
64316	09/04/2020	Printed		ALVAREZL	ALVAREZ TECHNOLOGY GROUP -	Computer Lease Contract	1,430.59
64317	09/04/2020	Printed		ALVAREZ	ALVAREZ TECHNOLOGY GROUP INC	Sept 2020 IT Services	3,280.47
64318	09/04/2020	Printed		AT & T	AT & T	Telephone -	286.02
64319	09/04/2020	Printed		AT&T - C	AT&T	KCPD Line -	22.08
64320	09/04/2020	Printed		AT&T - C	AT&T	911 Line -	21.20
64321	09/04/2020	Printed		CPRSM	CALIFORNIA PARK & RECREATION	CPRS Membership	180.00
64322	09/04/2020	Printed		COASTL	COASTLINE MARKETING GROUP INC	Monthly Website Service.	125.00
64323	09/04/2020	Printed		PACWATER	ROBERT J COSTA	Irrigation Audit Creekside	2,420.00
64324	09/04/2020	Printed		DAVE'S REP	DAVE'S REPAIR SERVICE	Fuel Pump Inspection -	85.00
64325	09/04/2020	Printed		GIS	GONZALES IRRIGATION SYSTEMS,	Irrigation Supplies for	83.09
64326	09/04/2020	Printed		TORRESEL	JOSE G. TORRES	Repair Auto Gate at	1,405.00
64327	09/04/2020	Printed		TIRE KING	JOSE RODRIGUEZ	Vehicle Maint. - #51	22.50
64328	09/04/2020	Printed		KC IND	KING CITY INDUSTRIAL SUPPLY	Chain for Corp Yard	4.57
64329	09/04/2020	Printed		M BASIA	MBASIA	Liability Claim Processing.	354.00
64330	09/04/2020	Printed		PARTS & SE	PARTS & SERVICE CTR- NAPA, INC	Toggle Switch for	13.31
64331	09/04/2020	Printed		RAYMUNDO'S	RAYMUNDO'S AUTO SALES	Withdrew Temporary Use	600.00
64332	09/04/2020	Printed		SALVALP	S & L INVESTMENT	Boots - Josie	294.87
64333	09/04/2020	Printed		VALSA	TAVIT & ARAM KARABETYAN PARTNE	Repairs on Weed Eater	45.13
64334	09/04/2020	Printed		U.S. BANCO	U.S. BANCORP EQUIPMENT FINANCE	Copier Contract -	244.08
64335	09/04/2020	Printed		INTER TIRE	VICENTE ZARATA	Vehicle Maint. - Unit 51	155.00
64336	09/04/2020	Printed		KCTVHARD	ALCANTAR HARDWARE INC	Keys for Sgt File Cabinet	5.42
64337	09/04/2020	Printed		DPREP	DPREP	Internal Affairs Update Course	272.00
64338	09/04/2020	Void	09/04/2020			Void Check	0.00
64339	09/04/2020	Printed		EARTH DESI	EARTH DESIGN, INC.	WWTP Initial Study	21,409.52
64340	09/04/2020	Printed		EIKHOF	EIKHOF DESIGN GROUP INC	Public Works Special	5,092.50
64341	09/04/2020	Printed		KENEDY	RYAN KENEDY	Training (Meals)	250.00
64342	09/04/2020	Printed		MO CO EMER	MONTEREY COUNTY EMERGENCY	Emergency Services -	131,068.08
64343	09/04/2020	Printed		SPEAK	SPEAKWRITE BILLING DEPT	Transcription Services -	2,470.20
64344	09/04/2020	Printed		UNIRENT	UNITED RENTALS	Vaccum Pump For	5,426.50
64345	09/04/2020	Printed		CARMEL FIR	ART BLACK	Annual Fire Inspections	1,500.00
64346	09/04/2020	Printed		GREEN L	GREEN LINE	Hot Spot Cleaning	1,350.00

**Total Checks: 34**

**Checks Total (excluding void checks): 204,172.43**

**Total Payments: 34**

**Bank Total (excluding void checks): 204,172.43**

**Total Payments: 34**

**Grand Total (excluding void checks): 204,172.43**



Item No. 9(C)

**REPORT TO THE SUCCESSOR AGENCY TO THE FORMER KING CITY CDA**

**DATE: SEPTEMBER 22, 2020**

**TO: HONORABLE CHAIR AND MEMBERS OF THE BOARD**

**FROM: MIKE HOWARD, FINANCE DIRECTOR**

**RE: CONSIDERATION OF SUCCESSOR AGENCY CHECK REGISTER FOR SEPTEMBER 1 THRU SEPTEMBER 15 2020**

---

**RECOMMENDATION:**

It is recommended the City Council acting as the Successor Agency Board receive and file.

**BACKGROUND:**

At least once a month, the City Treasurer shall submit to the Successor Agency Board, a copy of the invoices paid for the previous month.

**DISCUSSION:**

The purpose of this item is to provide the Council an opportunity to review and monitor ongoing expenditures. These documents are attached.

**COST ANALYSIS:**

There is no fiscal impact as a result of this action.

**ENVIRONMENTAL REVIEW:**

No Environmental Review required for this item.

**ALTERNATIVES:**

The following alternatives are provided for Council consideration:

1. Receive and file the report; or
2. Provide other direction to staff regarding requests for additional information.

**CITY COUNCIL/SUCCESSOR AGENCY  
CONSIDERATION OF SUCCESSOR AGENCY CHECK REGISTER  
SEPTEMBER 1 THRU SEPTEMBER 15, 2020  
SEPTEMBER 22, 2020  
PAGE 2 OF 2**

Exhibits:

1. Check Register Report

Submitted by:   
Mike Howard, Finance Director

Approved by:   
Steven Adams, City Manager

# Check Register Report

Sept 1 - Sept 15, 2020

Date: 09/14/2020

Time: 2:38 pm

Page: 1

KING CITY CITY HALL

BANK: SUCCESSOR AGENCY OF

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
--------------	------------	--------	----------------	---------------	-------------	-------------------	--------

**SUCCESSOR AGENCY OF Checks**

284	09/04/2020	Printed		A & W	ALESHIRE & WYNDER LLP	Legal Services -	3,483.00
-----	------------	---------	--	-------	-----------------------	------------------	----------

<b>Total Checks: 1</b>	<b>Checks Total (excluding void checks):</b>	<b>3,483.00</b>
------------------------	--	-----------------

<b>Total Payments: 1</b>	<b>Bank Total (excluding void checks):</b>	<b>3,483.00</b>
--------------------------	--	-----------------

<b>Total Payments: 1</b>	<b>Grand Total (excluding void checks):</b>	<b>3,483.00</b>
--------------------------	---	-----------------



Item No. 9(D)

**REPORT TO THE CITY COUNCIL**

**DATE: SEPTEMBER 22, 2020**

**TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

**FROM: STEVEN ADAMS, CITY MANAGER**

**RE: CONSIDERATION OF AGREEMENT FOR DEVELOPMENT  
IMPACT FEE DEFERRAL WITH PEOPLE'S SELF-HELP  
HOUSING**

**RECOMMENDATION:**

It is recommended the City Council authorize the City Manager to approve an Agreement for Development Impact Fee Deferral with People's Self-Help Housing in a form approved by the City Attorney.

**BACKGROUND:**

On May 14, 2020, the City Council adopted an ordinance that enables the City to defer payment of development impact fees to issuance of an occupancy permit rather than building permit if agreed to by the City Council. At the July 9, 2019 meeting, the City Council approved a Vesting Tentative Tract Map for Peoples' Self-Help Housing for a 7 single-family unit sweat equity project on Mustang Court (APN 026-071-073). The Conditional Use Permit (CUP) was approved by the Planning Commission.

Peoples' Self-Help Housing has requested the City Council approve an agreement to defer development impact fees per the provisions allowed in the May 14<sup>th</sup> ordinance. The standard agreement drafted by the City Attorney will be utilized if approved.

**DISCUSSION:**

Staff has reviewed the request and recommends deferral of all development impact fees until the time of occupancy. This project meets an important need in the community because it will be providing affordable housing to qualifying families. Recently, a substantial increase in lumber and other costs have impacted the costs of the project. At the next meeting, staff will be presenting

**CITY COUNCIL  
CONSIDERATION OF AGREEMENT FOR DEVELOPMENT IMPACT FEE  
DEFERRAL WITH PEOPLE'S SELF-HELP HOUSING  
SEPTEMBER 22, 2020  
PAGE 2 OF 2**

recommendations for additional reductions to the City's development impact fees as an important economic development step at this time. Delaying fees at this time will enable Peoples' Self-Help Housing to move forward with the project, but also benefit from the fee reduction to maintain the financial viability of the project.

**COST ANALYSIS:**

This action only involves deferring fees. No reduction is yet being decided. Therefore, there is no net impact on City revenues from this action.

**ENVIRONMENTAL REVIEW:**

The environmental review for the project has already been approved. Therefore, the development fee impact deferral agreement is not a "project" for the purposes of the California Environmental Quality Act (CEQA) as they do not have the potential for resulting in either a direct physical change to the environment or a reasonably foreseeable indirect physical change in the environment. No further action is required under CEQA for City Council action.

**ALTERNATIVES:**

The following alternatives are provided for City Council consideration:

1. Approve staff's recommendation;
2. Request staff to modify the terms of the agreement to only defer some, but not all development impact fees ;
3. Do not approve deferring fees; or
4. Provide staff with other direction.

Prepared and Approved by:



\_\_\_\_\_  
Steven Adams, City Manager



Item No. 11 (A)

**REPORT TO THE CITY COUNCIL**

**DATE: SEPTEMBER 22, 2020**

**TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

**FROM: STEVEN ADAMS, CITY MANAGER**

**RE: CONSIDERATION OF COVID-19 STATUS REPORT**

**RECOMMENDATION:**

It is recommended the City Council: 1) receive the status report on City COVID-19 related activities; and 2) provide staff direction on any additional actions requested.

**BACKGROUND:**

On March 4, 2020, the Governor of California declared a State of Emergency to make additional resources available, formalize emergency actions already underway, and help the state prepare for broader spread of the coronavirus (COVID-19). On March 13, 2020, the President declared a National State of Emergency. As a result, on March 16, 2020, the City Manager signed a Proclamation of Local Emergency in King City, which was ratified by the City Council on March 20, 2020.

On March 18<sup>th</sup>, the Monterey County Health Officer issued a Shelter in Place Order, which was reissued on April 3<sup>rd</sup> with increased restrictions. Under the Municipal Code, the County Health Officer also serves as the City's Health Officer. A similar order was issued by the Governor of California for the entire State of California on March 19<sup>th</sup>, which has been followed with a number of subsequent changes. On April 30, 2020, a subsequent Order was issued by the County Health Officer, which allows additional businesses to reopen under restrictions and established protocols.

Since then, the State has approved a variance request from the County of Monterey enabling the County to proceed to an additional stage of the "Resilience Roadmap for State Reopening", which allowed indoor restaurant dining, indoor retail sales and churches. Additional orders were issued by the County Health Officer on May 8, 2020 and May 26, 2020 to implement the reopening process consistent with the State guidelines. In response to the

**CITY COUNCIL  
CONSIDERATION OF COVID-19 STATUS REPORT  
SEPTEMBER 22, 2020  
PAGE 2 OF 7**

Governor's Order, an Order was issued by the County Health Officer on July 8<sup>th</sup> that once again prohibits operation of bars and indoor dine-in restaurants.

On Friday, August 28<sup>th</sup>, the Governor issued a new blueprint for reducing COVID-19 in the state with revised criteria for loosening and tightening restrictions. The primary impact on King City is that salons are now allowed to open. The new blueprint places each county in one of 4 risk levels: widespread, substantial, moderate and minimal. Monterey County is in the widespread tier. All but 19 counties in the state are in the same tier. To move to the substantial tier, it must experience less than 7 daily new cases per 100,000 people for 2 consecutive weeks.

The City has been tasked with enforcing the Orders. Therefore, at the April 14<sup>th</sup> meeting, the City Council adopted an Urgency Ordinance establishing enforcement and appeals procedures for the orders of the County Health Officer related to the COVID-19 pandemic within the City of King in order to establish an effective and clear process. At the May 12, 2020 meeting, the City Council voted to extend the enforcement and appeals procedures through June 9, 2020, at which time it expired.

Since the pandemic began, the City has been involved in implementing an extensive number of measures aimed at enforcement of the County's orders, safety of City facilities and staff, public education, business assistance, and assistance to the public in need due to the impacts of COVID-19. The City has attempted to maintain a consistent approach throughout this crisis in order to respond to both health and economic needs, as well as the diverse concerns of those in the community. This approach has been to maintain the City's focus on fulfilling the responsibilities it is assigned in the most fair and impartial manner possible; to accurately follow the directions of the County Health Officer, Governor and medical experts; and to take all proactive steps feasible to effectively manage the tasks assigned, but to limit actions to the City's authority and technical expertise.

At the June 23, 2020 meeting, the City Council requested staff to place on each agenda an ongoing status report of City COVID-19 efforts. In response, staff has prepared this report, which provides a history and summary of the impacts, status and response related to COVID-19 in King City. Staff intends to provide the same written report to the Council each meeting with new activities added to it. By doing that, anyone from the public seeking information can obtain the full overview by accessing the most recent report.

**CITY COUNCIL  
CONSIDERATION OF COVID-19 STATUS REPORT  
SEPTEMBER 22, 2020  
PAGE 3 OF 7**

**DISCUSSION:**

COVID-19 Case Summary

As of September 16, 2020, the County of Monterey has had a total of 9,197 confirmed COVID-19 cases, 539 hospitalizations, and 65 fatalities. Of the total number of cases, 6,325 have recovered. In the 93930 zip code, there have been a total of 600 cases, which represents 6.52% of the total in Monterey County and a slow but steady reduced percentage. Of this number, 449 have recovered.

Completed and Ongoing City Activities

The following is a summary of the most significant measures the City has taken in response to the pandemic since it began:

- A comprehensive Pandemic Emergency Plan was immediately prepared, implemented and continues to be updated as circumstances evolve.
- The City is coordinating closely with the other South Monterey County cities, and the City's multi-agency Emergency Preparedness Committee has met via teleconference on a regular basis to coordinate a community-wide response.
- The City partnered with Mee Memorial Hospital to access N-95 masks and training for public safety personnel.
- Strict sanitation and social distancing policies have been implemented in all City operations.
- All City public events and recreation programs were cancelled.
- All park playground, restroom and picnic areas were closed and signs and temporary fencing installed.
- Technology capabilities were established to implement telecommuting practices to reduce the number of staff on site. Public Works crews were divided into separate work units to avoid potential exposure. With the reopening of City Hall, these practices have been discontinued at this time except on an as needed basis.
- New procedures were established and technology acquired to implement virtual City Council and other regular ongoing meetings.
- Notification of each of the Shelter in Place Orders issued by the County Health Officer were translated and distributed door to door to each business

**CITY COUNCIL  
CONSIDERATION OF COVID-19 STATUS REPORT  
SEPTEMBER 22, 2020  
PAGE 4 OF 7**

by the Police Department. The Police Department provided personal assistance to businesses by explaining and reviewing compliance with reopening requirements.

- Retail business public safety best practices were drafted and delivered to each exempted business during the Shelter in Place Order prior to the State's guidance of safety requirements.
- The Police Department established a process for making determinations on which businesses met the criteria of an "essential" business in a fair and impartial manner, as well as response to other questions regarding what activities are allowed.
- The Police Department has patrolled the downtown area and responded to complaints regarding violations of the Shelter in Place Order.
- King City was the only jurisdiction in Monterey County to adopt its own enforcement, citation and appeal ordinance.
- Information was distributed to the public regarding procedures to report price gauging violations.
- Warning signs for customers were prepared and placed at the entrance of every exempted store. These have now been replaced by new professionally designed and printed signs that have been distributed to each business to display on their window.
- Instructional pedestrian signs were placed on the sidewalks in the downtown area, and handwashing stations were placed at strategic locations throughout the commercial areas. These items were removed when most businesses were allowed to reopen.
- A budget contingency plan to address the revenue impacts from COVID-19 was prepared and later adopted by the City Council.
- The Finance Department submitted an application for Federal Emergency Management Agency (FEMA) reimbursement of COVID-19 emergency response expenditures and established an expense tracking system.
- The City has distributed public education information to the public on an ongoing basis through regular Facebook posts, flyers, press releases, KRKC radio ads, and public service announcements.
- A direct mailer was distributed to every household to notify the public on the County Health Officer Order requiring face coverings.

**CITY COUNCIL  
CONSIDERATION OF COVID-19 STATUS REPORT  
SEPTEMBER 22, 2020  
PAGE 5 OF 7**

- A new section devoted to COVID-19 information was created on the City's website and updated on a regular basis.
- The Mayor and Mayor Pro Tem recorded a series of public service announcements in both English and Spanish, which were posted on Facebook and YouTube.
- The City coordinated a joint public service announcement of all the South Monterey County mayors.
- A special issue of the City Newsletter was dedicated entirely to information on COVID-19 and was distributed to every household and business.
- The City developed a contact list of local agricultural employers, facilitated a virtual training session with Mee Memorial Hospital provided to representatives of each employer, developed and distributed guidelines and requested best practices, and provided masks at no cost for agricultural workers.
- City staff prepared an inventory of all food and supply assistance and delivery programs, prepared and distributed informational materials to the public on the services available, coordinated with the Monterey County Food Bank to provide a new weekly food pickup program, and acquired resources to make available free pet food and diapers to the public in need on a periodic basis.
- The City partnered with the Small Business Development Center (SBDC) to offer personal assistance to business owners in applying for Federal Cares Act and other funding grants and loans, prepared and mailed multiple flyers on each of the deadlines to every King City business, and contacted businesses by phone to promote workshops held by the SBDC.
- The City Council adopted an ordinance to prohibit evictions of commercial tenants to accompany the Governor's Order restricting evictions of residential tenants.
- Restricted parking was installed upon request to assist restaurants to provide curbside service.
- A program was developed in partnership with Cal Water to freeze minimum water and wastewater accounts while businesses were closed.
- Hundreds of free Census 2020 masks were distributed by the Police Department to businesses to provide to their customers.

**CITY COUNCIL  
CONSIDERATION OF COVID-19 STATUS REPORT  
SEPTEMBER 22, 2020  
PAGE 6 OF 7**

- Equipment was purchased and installed at City Hall to protect the health of City employees and customers in order to reopen City Hall, which include screens, signage, floor mat social distancing signs, and access barriers.
- The City developed an expanded public information campaign in July to increase public safety compliance by promoting the importance of three basic practices; 1) wearing face coverings; 2) distancing 6 feet from other individuals; and 3) washing hands before touching one's face. Since regulations became increasingly complex and rapidly changing, the campaign was designed to emphasize the most important basics. A public information mailer was designed and mailed to all households within King City and the surrounding areas. New radio ads have aired on KRKC and frequent items are posted on Facebook.
- A process has been established on how to respond if an employee is tested positive for COVID-19, which has been communicated to all employees. Human Resources has tracked and is prepared to implement all leave benefits established by the Federal government.
- The City Council adopted an urgency ordinance establishing a citation process on face covering requirements. Staff released a press release, posted a Facebook announcement, and included information on the website.
- A letter was approved and sent to the County Health Officer requesting guidance on concerns involving bounce houses. Public information on bounce house safety measures was provided to the City.
- Banners with park restrictions have been designed, printed and installed at City parks.
- In response to the letter submitted by the Mayor to the County Health Officer, flyers were received from the County providing bounce house safety information. The flyers have been printed and distributed by the Police Department to party stores with a request to provide a copy to anyone renting a bounce house.

Current City Activities

- The City is leading an extensive effort to help identify strategies to relocate the homeless individuals in the nearby encampment to temporary or permanent housing. A committee consisting of over 30 representatives from multiple agencies has been meeting on a regular basis. Funding has been obtained from the County Homeless Coalition and staff is pursuing

**CITY COUNCIL  
CONSIDERATION OF COVID-19 STATUS REPORT  
SEPTEMBER 22, 2020  
PAGE 7 OF 7**

other funding sources through the County and the City's allocation of various CARES funds. Information has been recorded for each individual by a team of case workers, who are now working together to identify assistance each may be eligible for based on their specific situation and needs.

- Two grants have been obtained to fund a program of providing rent, mortgage and utility bill assistance for those whose incomes have been negatively impacted by COVID-19. Staff has developed the process and forms, which will be launched on October 15<sup>th</sup>.
- Staff solicited bids for increased contract cleaning services on a temporary basis, but implementation is on hold until staff can confirm the costs will be reimbursed by FEMA.
- Since the face covering ordinance was adopted, the Police Department has issued 8 warnings and no citations.

**COST ANALYSIS:**

No cost impact is associated with this item since it is limited to an update of past and current activities. Staff continues to track expenses associated with the COVID-19 response for 75% FEMA reimbursement.

**ENVIRONMENTAL REVIEW:**

Since this is an update on ongoing activities, this matter is not a "project" for the purposes of the California Environmental Quality Act (CEQA) as it does not have the potential for resulting in either a direct physical change to the environment, or a reasonably foreseeable indirect physical change in the environment. No further action is required under CEQA for City Council action.

**ALTERNATIVES:**

The following alternatives are provided for Council consideration:

1. Receive the status report;
2. Provide staff direction on any desired additional actions;
3. Provide staff direction on any current activities Council requests to change or discontinue; or
4. Provide staff other direction.

Prepared and Approved by:

  
\_\_\_\_\_  
Steven Adams, City Manager