



## MOUNTAIN HOUSE COMMUNITY SERVICES DISTRICT

*"To Provide Responsive Service to our Growing Community  
that Exceeds Expectations at a Fair Value"*

### STAFF REPORT

**AGENDA TITLE:** General Manager Update on District Activities

**MEETING DATE:** March 23, 2020

**PREPARED BY:** Steven J. Pinkerton, General Manager

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#### **Public Safety**

Staff continues to work with Rank Security and the Sheriff's office on a number of public safety initiatives. This past month, the Board of Directors Public Safety Committee received a presentation on a District-wide security camera program. Staff is preparing a request for proposals to gauge the cost of this project. This initiative will be presented to the Board of Directors at a future meeting.

Rank and the Sheriff are finalizing space planning for the public safety wing of the new Town Hall. The two entities will each be provided with secure offices, and Rank will be utilizing the reception area. As part of the development of the 2020-21 budget, we've been discussing the possibility of Rank and More than Talk, LLC creating and staffing a Neighborhood Watch Program.

Both Rank Security vehicles assigned to Mountain House now have the Mountain House logo that the Board reviewed last month (photo attached).

More than Talk, LLC will be facilitating a training on emergency evacuation procedures and building security for the new Town Hall for all District employees on Monday March 16 – the District's first full day of occupancy in the new building.

The Town Hall will be open to the public on March 17 at 8:00am. The Library will be opening April 4 in conjunction with the grand opening ceremony.

#### **Code Enforcement**

District staff and Legal Counsel are working with More Than Talk LLC, to implement the action items approved by the Board of Directors at the December 11, 2019 meeting. Besides ensuring that the new citation software is operational, potential ordinance updates are being reviewed. The first potential ordinance update, to modify the appeal process, is on the agenda for this month's Board Meeting.

More Than Talk, LLC is also finalizing educational materials including a video.

**Fire Services**

The District's current contract for Fire services expires in September of 2020. In addition, home construction north of Byron, which should commence sometime next year, will require an expansion of Fire Services to ensure adequate coverage in that area.

In the December GM Update, I informed you that I approved a scope of work with Management Strategies Group (MSG) to address the future delivery of Fire Services in the District. MSG currently provides Human Resources support to the District through the work of Don Turko. They are also reviewing the District's policies regarding Risk Management and Employee Safety.

Scott Kenley, another MSG professional with over five decades of experience in Fire Services, is the lead for this study.

The study is being undertaken to answer the following questions:

- The viability of the current Fire Department
- Assessment of other Fire Agencies that could provide Fire and Life Safety Services
- Assessment of the need for a second fire station
- Determining the specific RFP process to ensure that the District's needs are adequately addressed.

There are a number of factors outside the control of the District and Consultant that have extended the time necessary to gather the appropriate data for the study.

I am in discussions with the Fire Chief to put together a short term extension to the current contract in order to give the District the necessary time to fully evaluate the District's future fire service needs and alternatives for service delivery.

**Town Hall and Library Grand Opening**

I have retained the services of Port City Marketing Solutions to assist the District with a Grand Opening Celebration for the Town Hall and Library. We are coordinating the Grand Opening event with our partners at Stockton/San Joaquin Library.

The final date for the Grand Opening is April 4, 2020 from 2pm to 4pm.

We will be monitoring the public health situation and ensure that the event follows the proper health and safety protocols.

**Municipal Incorporation**

The Board of Directors approved the scope of work with Berkson Associates for the Initial Financial Analysis (IFA) at the February Board meeting.

Staff held a kickoff meeting with the consultant on February 24 to begin pulling together all the necessary information for the study. A follow up meeting will be held later this month. We will also be meeting with the LAFCo Executive Director later this month to discuss the future steps in the process.

## **DISCUSSION ITEM 10.1**

In addition, staff has retained the services of a consultant who specializes in assessing the potential for near-term and mid-term commercial development. This consultant will determine the revenue potential for commercial development in Mountain House under alternative scenarios. One will assume municipal incorporation and an active economic development function. The second scenario assumes that the District will remain unincorporated and rely on the County for attracting businesses to the community.

Preparing a detailed analysis of potential commercial development revenue is a key component to determining whether or not incorporation is financially feasible.

Just a reminder that our website includes a link to all the previous work done on Incorporation. <http://mountainhousecsd.org/about-mountain-house/incorporation>

### **Town Center Shopping Center**

Shea Commercial has officially submitted plans to the San Joaquin County Community Development Department for the construction of the shopping center at the corner of Byron Road and Mountain House Parkway. The shopping center plan includes a 55,000 square foot grocery store, fuel station, and an additional 20,000 square feet of retail that will include a coffee shop and restaurant, among other uses.

The County is expediting the plan review process, with review of the project's signage plan going to the Planning Commission for review in the near future.

Work continues to widen Byron Road and Mountain House Parkway to support the shopping center project. These roadway projects should be complete in late 2020. The shopping center construction is expected to start in summer 2020 and be completed in mid-2021.

### **Specific Plan Area III Update**

The District, County Community Development staff, Mountain House Investors (MHI) and Century Homes recently held their second meeting to discuss updates to Specific Plan Area III (SP3). SP3 includes all of the land south of Grant Line Road (neighborhoods A/B) along with much of the easterly third of the Cordes neighborhood.

Lammersville Unified School District (LUSD) has opted to only build one school south of Grant Line Road, which will necessitate an update to the Specific Plan III. This update provides an opportunity to review the current open space and park allocations in the two neighborhoods as well as the potential zoning for the unused school site in Neighborhood A. In addition, Delta College has expressed an interest in participating in the planning process as they review their long term plans for their property.

Potential proposed changes to SPIII could also lead to consider changes to other future open space/park requirements in the neighborhoods north of Byron Road as well.

Any changes to the park requirements would necessitate an update to the Mountain House Master Plan. In addition, the Parks, Recreation and Leisure Plan is in need of an update. Staff has retained the services of MIG, an expert in the field, to assist staff with the updates. I will be reporting back to you soon on the public participation process for the updates.

**OPENGOV**

Staff recently finalized a contract and scope of work with OPENGOV, the industry leader in Enterprise Cloud Solutions for Government. Over 2,000 agencies use OPENGOV's budgeting, performance management, communications and reporting software. OPENGOV solutions include providing solutions to streamline the budgeting process, improving the means to make informed, data-driven decisions, expanding the ability for agencies to better communicate financial information to the public and adding the capability of getting real time feedback from the public.

Staff is now meeting on a regular basis with OPENGOV staff to coordinate uploading of financial information and formatting charts and graphs. We hope to have the District's financial information available online in the near future.

**Staff Development**

Danielle Clayton, Management Analyst, attended the Winter Forum sponsored by the Municipal Management Association of Northern California (MMANC). The group toured Mare Island and attended sessions on intentional growth and economic development incentives. The District's membership in MMANC provides opportunities for training, improving skills, and networking and is an important resource for keeping updated with best practices and trends. Danielle has been accepted into the Credentialed Government Leader program, which provides foundational tools, experiences and connections designed to develop knowledge, self-awareness, and management and leadership skills.

**Operating Budget Award of Excellence**

I reported to you at the last meeting that the District received recognition for its fiscal year 2019-2020 budget from the California Society of Municipal Finance Officers for implementing the highest standards and best practices in public sector budgeting. I am pleased to report that the District received similar recognition for the fiscal year 2019-2020 budget from the Government Finance Officers Association of the United States and Canada (GFOA).

GFOA bestows their budget award on municipalities and districts that achieve the highest standards in budgeting in terms of the budget document's comprehensiveness and ease of use for decision-makers and community members.

This recognition reflects the hard work, expertise and diligence of staff tasked with contributing to and compiling the budget. Special thanks and congratulations to Assistant Finance Director Thomas Retchless and his finance team for achieving this award. The award certificate is attached.

**Budget Schedule**

Staff used the new OPENGOV system for entering fiscal year 2020-2021 budget requests. We are now working on compiling the budget document and updating strategic goals. We plan to distribute the proposed budget to the Board by April 29 in preparation for the budget workshop on May 6.

**Construction Activity**

In January, I provided you with calendar year building permits totals. Total permits for 2019 totaled 644 versus 753 in 2018, but far more than the 431 issued in 2017 and 260 issued in 2016.

We also provided you with a historical summary of total building permits issued and permits finalized through the end of 2019. The numbers provided last month include unit counts for both

## DISCUSSION ITEM 10.1

primary residences and second units. Staff is in the process of further refining the data to ensure an accurate count of second units. There may be some minor refinements to the unit counts, but they shouldn't substantively change the data presented to date.

Based on the current data, here is the growth rate for finished units over the following time periods:

One Year Growth Rate: 11.9%

Two Year Growth Rate: 12.4% per year

Three Year Growth Rate: 10.0% per year

Five Year Growth Rate: 8.8% per year

Ten Year Growth Rate: 7.4% per year

### **Increase in Completed Housing Units (6352 total):**

Last Decade: 105% (3252 units)

Past Five Years: 52% (2182 units)

Past Three Years: 33% (1584 units)

We are currently compiling a current list of finished units by neighborhood, and a compilation of the number of second units by neighborhood. I will provide you with that information in a future GM Update.





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Mountain House Community Services District  
California**

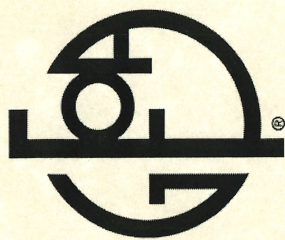
For the Fiscal Year Beginning

**July 1, 2019**

*Christopher P. Morill*

Executive Director





**The Government Finance Officers Association  
of the United States and Canada**

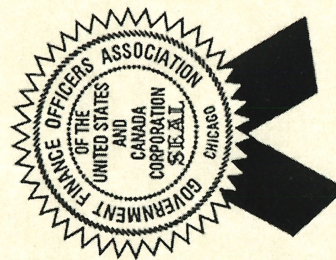
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## **CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION**

*to*

**Finance Department  
Mountain House Community Services District, California**

*The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.*



Executive Director

*Christopher P. Morill*

Date

January 28, 2020