

CITY COUNCIL COMMITTEE

POLICY DEVELOPMENT AND INTERNAL OPERATIONS

Mayor Tim Grayson, Chair
Ron Leone, Committee Member

5:30 p.m.
Monday, April 14, 2014

Building A, Garden Conference Room
1950 Parkside Drive, Concord

ROLL CALL

PUBLIC COMMENT PERIOD

- 1. CONSIDERATION** – Provide Input to Staff in Consideration of a Draft Ordinance on the Use of One-time and Budget Surplus Funds. Report by Scott Johnson, Assistant City Manager.
- 2. REVIEW** – Review of Street Naming Procedure – Administrative Directive 82. Report by Carol Johnson, Planning Manager.

3. ADJOURNMENT

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Distribution: City Council
Valerie Barone, City Manager
Scott Johnson, Assistant City Manager
Mark Coon, City Attorney
Karan Reid, Director of Finance
Victoria Walker, Community & Economic Development Director
Carol Johnson, Planning Manager
Administrative Services



**REPORT TO COUNCIL COMMITTEE ON
POLICY DEVELOPMENT & INTERNAL OPERATIONS**

TO HONORABLE COMMITTEEMEMBERS:

DATE: April 14, 2014

**SUBJECT: PROVIDE INPUT TO STAFF IN CONSIDERATION OF A DRAFT ORDINANCE ON
THE USE OF ONE-TIME AND BUDGET SURPLUS FUNDS**

Report in Brief

Staff presented a report to the Policy Development & Internal Operations (PD&IO) Committee (Grayson & Leone) on February 10, 2014 seeking input from the Committee in developing a policy on how to use one-time and budget surplus funds (in other words, non-reoccurring funds) to address the City's long-term post-employment liabilities and infrastructure backlog with the intent to take the Committee's recommendations to the full Council for consideration and adoption. The Committee supported development of an ordinance for the use of budget surplus and one-time funds and provided input to staff regarding the development of a draft Ordinance and requested staff to return to the Committee for review of the draft Ordinance (see Attachment 1).

Background

On January 28, 2014 staff presented a report to the City Council which provided an *Update on the City's Long-Term Post Employment Liabilities and Infrastructure Backlog* (attached). The report identified the magnitude of the City's unfunded long-term post-employment liabilities and infrastructure backlog. At that meeting the Council directed staff to work with the Policy Development & Internal Operations (PD&IO) Committee (Grayson & Leone) to develop a policy on the use of one-time and budget surplus funds in a manner that supported addressing these very real city liabilities.

Discussion

Staff presented a report during the February 10, 2014 Policy Development & Internal Operations (PD&IO) Committee (Grayson & Leone) seeking input from the Committee in developing either a Council Policy or an Ordinance on how to use one-time and budget surplus funds (in other words, non-reoccurring funds) to address the City's long-term post-employment liabilities and infrastructure backlog.

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Committee Feedback and Direction

The Committee supported development of an Ordinance for the use of budget surplus and one-time funds and requested that the draft Ordinance be brought back to the PD&IO Committee for review prior to presentation to the City Council. The Committee provided the following input to staff regarding the development of the draft Ordinance:

- Endorsed formalizing a policy defining how one-time and budget surplus funds are to be used
- Recommended using an Ordinance as the vehicle to implement this policy and requiring a 4/5 vote of the City Council for any changes to the adopted policy
- Definitions of one-time and budget surplus funds should be included
- A prioritization of how budget surplus/one-time funds are to be used should be included with the highest and first priority to fully fund the annual required contributions to the City of Concord Retirement System (CCRS) and Retiree medical benefits to the extent these are not fully funded in the operating budget.
- The Policy should establish a process for recommendations to be brought to the full council for approval and should not include specific allocation percentages
- The categories of needs that should be included in the Ordinance are:
 - Unfunded long-term post-employment liabilities (CCRS, Retiree Medical and PERS);
 - Infrastructure backlog including city facilities, roadways, signs, and parks;
 - Strengthening general fund reserves; and
 - Special or one-time priority projects.

In addition, the Committee members acknowledged that using an Ordinance to implement this policy with a 4/5 “super majority” voting requirement for any changes represents a strong statement by the Council that this is an important issue and a means to address the City’s unfunded needs. The Committee also concurred and agreed that the 4/5 voting requirement creates another hurdle to make exceptions to use one-time or budget surplus funds for purposes other than those detailed in the Ordinance. It was also noted that an Ordinance requiring a 4/5 vote for any changes also sends a strong, positive message to the bond rating agencies that the City is addressing its unfunded liabilities and unmet infrastructure needs.

The Committee requested the draft Ordinance be brought back to the PD&IO Committee prior to presentation to the City Council. When the draft Ordinance is brought to the Committee, the Committee requested that staff provide historical information on the average amount of one-time funds over the last three years and the average of budget surplus funds from Fiscal Years 2004-05 through 2007-08.

Schedule of Net Budget Surplus (Deficit)

Below is a schedule of Net Budget Surplus (Deficit) for the five year period of fiscal year 2004-05 through 2008-09 that identifies the total general fund budget surplus (deficit) for each fiscal year. The net budget surplus (deficit) is made up of two components; (1) revenues exceeding/ (below) budget, and (2) expenditure savings (deficit).

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**General Fund - Schedule of Net Budget Surplus (Deficit)
Fiscal Years 2004-05 through 2008-09**

| <u>Fiscal Year</u> | (a) Revenues Exceeding/(Below) Budget | (b) Expenditure Savings/(Deficit) | = (a) + (b) Net Budget Surplus/(Deficit) |
|--------------------|---|---|--|
| 2004-05 | \$6,152,783 | \$795,983 | \$6,948,766 |
| 2005-06 | 5,761,906 | 983,022 | 6,744,928 |
| 2006-07 | 4,652,553 | 1,342,498 | 5,995,051 |
| 2007-08 | (262,779) | 2,812,415 | 2,549,636 |
| 2008-09 | (300,900) | (746,300) | <u>(1,047,200)</u> |
| | | Average | <u>\$4,238,236</u> |

Schedule of One-Time Funds

A schedule of one-time funds for Fiscal Year 2012-13 is provided below. The Finance Department has not historically tracked one-time funds as a unique category. Therefore, although the Committee requested historical information on one-time funds over the last three years, staff can only easily provide information from the City's audited financial report for fiscal year 2012-13. If this Ordinance is approved by the Council, the Finance Department will establish procedures to identify and track one-time funds for the general fund. It should be noted that given the uniqueness of one-time funds, we would expect the list to change from year to year.

**Schedule of One-Time funds for Fiscal Year
2012-13**

| | |
|--|---------------------------|
| Refundable Deposit Recognition | \$553,639 |
| Property Tax Admin Fee Reimbursement | 877,490 |
| Concord's Share of State Confiscated RDA Funds | 987,294 |
| | <u>\$2,418,423</u> |

Measure Q Revenues Not Subject to the Proposed Draft Ordinance

Measure Q revenues are non-reoccurring and not on-going (Measure Q is a temporary tax measure scheduled to sunset in FY 2015-16). However, it should be noted that the draft Ordinance for the Committee's consideration on how to use one-time and budget surplus funds does not apply to Measure Q funds. The use of Measure Q funds must be consistent with the intent of the ballot measure to protect and maintain City core services and to stabilize the City's reserves. Since Measure Q was approved by the voters, the City has used a portion of the

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annual Measure Q revenues to fund operating expenses to preserve core services provided by the City to the community and has allocated the balance of the annual Measure Q revenues to rebuild financial reserves.

Public Contact

Agenda has been posted in accordance with legal requirements.

Recommendation for Action

Provide input and direction to staff on the attached draft Ordinance on the use of one-time and budget surplus funds. Once staff has taken the Committee's input, staff will make any necessary modifications to the draft Ordinance and then bring the Ordinance to the full Council for consideration and adoption.



Scott P. Johnson

Assistant City Manager

Scottp.johnson@cityofconcord.org

Attachment 1: Draft Ordinance Amending Concord Municipal Code Title 3 (Revenue and Finance)

ORDINANCE NO. 14-4

AN ORDINANCE AMENDING CONCORD MUNICIPAL CODE TITLE 3 (REVENUE AND FINANCE) ADDING CHAPTER 3.20 (FISCAL SUSTAINABILITY), ARTICLE I (USE OF ONE-TIME AND BUDGET SURPLUS FUNDS)

THE CITY COUNCIL OF THE CITY OF CONCORD DOES ORDAIN AS FOLLOWS:

Section 1. Concord Municipal Code Title 3 (Revenue and Finance) is hereby amended by adding Chapter 3.20, entitled *Fiscal Sustainability*, Article I, entitled *Use of One-Time and Budget Surplus Funds*, as follows:

Section 2. Adding Section 3.20.010, entitled *Purpose and Definitions*, to read:

A. The purpose of this chapter is twofold: First, to assure that one-time revenues are used for non-recurring rather than ongoing expenditures thereby ensuring that the City continues to employ sound fiscal strategies; and second, to define the uses for which the City shall employ such funds.

B. For purposes of this Chapter, the following terms shall have the following meanings:

1. "One-Time Funds" shall mean revenues that the City receives on a non-recurring basis (usually only received in one annual budget) and that are not permanently included in baseline revenue projections. For example, such revenues may include, but are not limited to, proceeds from the sale of surplus land, one-time unexpected sales tax allocations associated with capital improvements from local businesses, grants, lump sum payments for project fees, the receipt of funds for retroactive (prior-year payments) taxes or fees, etc.

2. "Budget Surplus Funds" are those funds that result after closing the City's accounting records for the fiscal year and completion of the annual audit, when total General Fund annual revenues recognized during the fiscal year exceed total actual expenditures for that year, thus adding to the City's fund balance at the end of the fiscal year.

3. "Infrastructure Backlog" shall mean the cost of capital and maintenance expenditures required to bring the City's public assets (such as parks, buildings, roads, signs, etc.) up to an acceptable standard, where such expenditures have not been funded or programed by the City.

4. "Post-Employment Benefits" shall mean, for purposes of this Ordinance: (1) the City's retiree medical program, (2) the City of Concord Retirement System (CCRS) (a closed pension system

1 that was established by the City prior to joining Cal PERS), and (3) Cal PERS, the City's current
2 pension program.

3 5. "Unfunded Post-Employment Benefit Liabilities" shall mean that portion of the City's
4 post-employment benefits that have not been fully funded.

5 6. "Annual Required Contributions (ARC)" shall mean the annual amount of funds an
6 actuary recommends that the City deposit and set aside in a post-employment benefit plan to fully
7 fund post-employment benefits over time, as determined by an actuarial study.

8 7. "General Fund" shall mean the fund that is established by the City into which all sums
9 of money collected by the City are deposited and expended for general government purposes, unless
10 otherwise provided by ordinance, resolution or legal mandate directing the deposit into a specific fund
11 other than the General Fund.

12 8. "General Fund Reserves" shall mean the reserves established pursuant to the City
13 Council adopted Policy & Procedure Number 129 (PP129) in 1995, which was amended in 2009 (and
14 may be amended from time-to-time), that establishes thresholds on levels of General Fund Reserves.
15 Each year at the time the City budget is considered, the City Council reviews the estimated reserve
16 levels for consistency with PP129. An aggregate reserve, consisting of operating contingency and
17 other General Fund reserves is established and maintained at levels determined by the City Council.

18 **Section 3.** Adding Section 3.20.020, entitled *Use of One-Time and Budget Surplus Funds*, to
19 read:

20 A. From time to time, the City Manager shall recommend allocations to the City Council
21 on the use of one-time and budget surplus funds consistent with the uses identified in this ordinance.

22 B. One-time funds are for one-time expenditures; therefore, the City shall not use one-
23 time and budget surplus funds in a way that creates new on-going expenditure requirements unless it
24 can be demonstrated that adequate resources exist to support the on-going expenditure requirements.

25 C. One-time and budget surplus funds identified throughout each budget cycle shall only
26 be used to fund the following City needs, as directed by the City Council, at a public meeting:

27 1) The highest and first priority is to fully fund the annual required contributions
28 for City of Concord Retirement System (CCRS) and Retiree medical benefits, as determined

1 by an actuarial study, to the extent these are not fully funded in the operating budget;

2 2) The City's infrastructure backlog including city facilities, roadways, signs, and
3 parks;

4 3) The City's unfunded post-employment benefit liabilities;

5 4) Special or one-time, non-recurring expenditure needs of the City;

6 5) Strengthening the City's General Fund Reserves.

7 6) The City Council retains the discretion of how to allocate these funds between
8 the five categories listed above.

9 **Section 4.** Adding Section 3.20.030, entitled *Super Majority Council Action Required to*
10 *Vary From This Chapter*, to read:

11 Any use of one-time or budget surplus funds that varies from the direction provided in this
12 Chapter shall require adoption of a City Council resolution by at least four members of the City
13 Council. The Council resolution shall include a statement of findings supporting the appropriation of
14 one-time or budget surplus funds in a manner that varies from the requirements of this Chapter.

15 **Section 5.** This Ordinance No. 14-4 shall become effective thirty (30) days following its
16 passage and adoption. In the event a summary of said Ordinance is published in lieu of the entire
17 Ordinance, a certified copy of the full text of this Ordinance shall be posted in the office of the City
18 Clerk at least five (5) days prior to its adoption and within fifteen (15) days after its adoption,
19 including the vote of the Councilmembers. Additionally, a summary prepared by the City Attorney's
20 Office shall be published once at least five (5) days prior to the date of adoption of this Ordinance and
21 once within fifteen (15) days after its passage and adoption, including the vote of the
22 Councilmembers, in the Contra Costa Times, a newspaper of general circulation in the City of
23 Concord.

24
25
26 _____
Timothy S. Grayson
Mayor

**REPORT TO COUNCIL COMMITTEE ON
POLICY DEVELOPMENT & INTERNAL OPERATIONS****TO HONORABLE COMMITTEEMEMBERS:**

DATE: April 14, 2014

SUBJECT: REVIEW OF STREET NAMING PROCEDURE – ADMINISTRATIVE DIRECTIVE 82**Report in Brief**

On January 28, 2014, the City Council directed staff to present to the Policy Development & Internal Operations Council Committee (Committee) the City's Street Naming Procedure for review and discussion of the current process.

Staff recommends that the Committee review the procedure as currently set forth in Administrative Directive 82 (Attachment 1), provide comments and/or direction to staff regarding possible modifications, and direct the report to the full City Council with recommendations.

Background

Administrative Directive (AD) 82 became effective on December 2, 1970 and was last revised on April 21, 2004. This document establishes the procedure and authority for establishing and maintaining the street name and address records for the City. As currently written, the Director of Planning and Economic Development (now known as Community and Economic Development) is responsible for assigning street names. The Director of Information Technology (IT) is responsible for assigning individual addresses and maintaining accurate records in the GIS/Land Use System. In instances where previously named streets are added to the City through a Council action, such as annexation, the City Clerk is responsible for sharing the results of the action with the Director of IT in order to update the records.

While AD 82 sets forth the responsibilities associated with street names and addressing, it does not provide specifics as to the internal process to be used by staff. To that end, the Planning Division developed an internal guide for the process of approving new street names and requests for street name changes. This process guide was initially drafted on June 17, 2004, and redrafted twice in 2005. While it appears that it was never finalized, as evidenced by the blanks and question marks in the latest draft, dated November 17, 2005 (Attachment 2), Planning staff still use the latest draft version to guide the processing of requests for street name assignments and changes to existing street names. Both AD 82 and the Planning Division street naming process guide focus on the public health and safety benefits of a consistent and recognizable naming system and the avoidance of street names that may be confused with existing street names. Staff does not generally consider the desirability or character of a proposed street name as part of the current approval process. It should also be noted that over the past several years, very few new street names have been proposed as most new development was infilling previously developed areas with existing streets.

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With the current procedure, a list of alternative names is proposed by the developer/applicant and routed to the Contra Costa Fire Protection District (CCFPD), U.S. Postal Service, City of Concord Police and IT Departments, Contra Costa County and adjacent jurisdictions. The IT Department screens the proposed names against the existing street name database which is maintained by the Department, and eliminates proposed names which are already in the database. Responses from the other agencies and jurisdictions are used to further screen the alternative names until all concerns regarding duplicate and/or similar names have been resolved. If more than one alternative name remains after this screening process, the developer/applicant is given the option of making the final selection.

Once a new street name is approved it is shown on the final subdivision map. After the final subdivision map is recorded, the IT Department generates a list of lot numbers and associated addresses. These numbers are linked to the assigned Assessor Parcel Numbers that are provided by the County.

When an existing street name is to be changed, staff prepares a notice to each property owner and resident impacted by the change and advises them of the pending street name change and effective date. Typically, a minimum of two weeks advance notice is provided. Once this notice has been sent out, IT staff sends a memo to interested agencies (CCFPD, utilities, U.S. Postal Service, Contra Costa County, and adjacent jurisdictions) making them aware of the street name change and related address change(s), if any.

Fiscal Impact

There is no fiscal impact associated with this item. However, possible modifications to the procedure should be carefully examined for potential impact on the development process, including potentially longer timelines for development project review and approval.

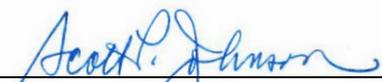
Public Contact

Posting of the Council Committee Agenda.

Recommendation for Action

Staff recommends that the Committee review the current Street Naming Procedure as set forth in AD 82, provide comments and/or direction to staff regarding possible modifications, and direct the report to the full City Council with their recommendations.

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Enclosures:

Attachment 1: Administrative Directive 82: Street Name and Address Records

Attachment 2: Planning Division Procedure – Street Names



STREET NAME AND ADDRESS RECORDS

1. PURPOSE

To establish procedures and lines of authority for the maintenance of accurate street name and street address records for the City.

2. RESPONSIBILITY

- 2.1 The Director of Planning and Economic Development will be responsible for assigning street names.
- 2.2 The Director of Information Technology shall be responsible for assigning addresses and maintaining the accuracy of street name and address records in the GIS/Land Use System.
- 2.3 The City Clerk will be responsible for providing information to the Director of Information Technology on annexations and street name changes by Council action.

3. LIST OF STREETS AND ADDRESSES

A list of streets and addresses (Master Street List) can be printed from records in the GIS/Land Use System. Generation of this list will be coordinated by the GIS staff within the Information Systems Division. The City will provide an accurate record of street names and addresses to those agencies which need or request such information. A distribution list shall be maintained for regular dissemination of street and address data according to a schedule determined by the GIS/Land Use System Committee (Administrative Directive No. 121).

4. ADDRESS GUIDELINES

4.1 The Numbering Scheme

4.11 City-Wide System

- 4.111 Addresses in Concord generally (but not exclusively) are based upon a zero-base line near the west and south City limits. The numbers increase moving away from the base lines to the north and east:
 - Downtown, the intersection of Salvio Street, Galindo Street and Concord Avenue is the 2000 block in both the N-S and E-W directions;
 - Along the N-S axis, e.g., Port Chicago Highway, north of Highway 4 addresses are 4000 and higher;
 - Along the E-W axis, e.g., Concord Boulevard and Clayton Road, east of Kirker Pass Road addresses are 5400 and higher.
- 4.112 The **even** number addresses should typically be located on the south and east sides of the street (to the right if facing in the direction that the addresses increase).

- 4.113 The **odd** number addresses should be on the north and west sides.
- 4.12 Address Ranges and Block Numbers
- 4.121 Addresses should be assigned primarily with respect to existing numbers in the area, i.e., block-number ranges should match existing addresses and parallel streets should have similar numbers.
- 4.122 The assignment of numbers should consider street layout. The general orientation of a street should determine the number sequence, east-west or north-south, and the address ranges should be assigned so that the one hundred range (___ 99 and ___ 00) or the mid-50 range (___ 49 and ___ 50) points occur at intersections.
- 4.123 The sequence of numbers should usually be 2, 4, 6 or 8 digits between addresses. However, in the case of large blocks with relatively few lots or addresses, a number sequence of 10, 20, 30 etc., may be appropriate.
- 4.2 Guidelines for Assigning Addresses
- 4.21 **Administration.** The following guidelines refer to a variety of development types and shall apply to all developments within the City of Concord. The guidelines shall be followed when possible, but as for all rules, there will be exceptions. The GIS Specialist shall have the discretion to interpret the guidelines as he/she feels is best for the proper addressing of a new project. Such interpretation may be based upon review/consultation with the Fire District, Police Department, Planning Division, etc. Addressing problems may be referred to the GIS/Land Use System Committee for policy determination and guidance.
- 4.22 **Residential Projects**
- 4.221 **Detached Single-Family Residential Subdivisions** (five-or-more-lot major subdivisions). On corner lots, only one address shall be assigned based on the best siting of the house as indicated by the developer/builder or as determined by the address specialist. This address can subsequently be changed at a later date, if mutually agreed upon by the builder and the address specialist.
- 4.222 **Detached Single-Family Residential Subdivisions** (four-or-less-lot minor subdivisions).
- 4.2221 If a minor subdivision is located on a private drive, addresses shall be numbered on the public street from which the private drive takes access, unless the private drive is assigned a name as provided in the next section.
- 4.2222 If two or more lots are located on a private access road, a new street name may be approved for the private access road and the new lots addressed from the private road.
- 4.223 **Duplexes.** Each lot shall have only one address with subnumber of A and B. No multiple addresses are allowed.

- 4.224 **Apartments, Condominiums and High-Rise Multi-Residential Buildings**
- 4.2241 When possible, one address is assigned per building with sub-numbering in a sequential order within the building. The sub-numbering of each building shall begin with the lowest number being 1, 101, 201, 301, etc. If only one address is assigned for the complex, no duplicate unit numbers shall be allowed.
- 4.2242 If the preceding guideline is not possible, building designations of A, B, C, etc. may be used.
- 4.2243 The numbering sequence on each floor of multi-story buildings shall use the 100, 200, 300, etc. ranges.
- 4.225 **Townhouses and Rowhouses**
- 4.2251 One address is assigned per building with subnumbering in a sequential order within building. The subnumbering within each building shall begin with the lowest number being 1, 101, 201, 301, etc.
- 4.2252 If buildings are located on a private access driveway, no new street names shall be assigned.
- 4.226 **Planned Unit Developments (PUD's)**
- 4.2261 If units are single-family detached and attached units, street name(s) should be assigned for the access road(s) and an individual address should be assigned for each dwelling.
- 4.2262 If units are within multi-residential building(s), addresses should be assigned according to Section 4.224 above.
- 4.2263 If units are townhouses or rowhouses, addresses should be assigned according to Section 4.225 above.
- 4.227 **Secondary Living Units (as defined in Section 122-310)**
- 4.2271 Attached units shall have one address with subnumbers of A and B.
- 4.2272 Detached units shall have separate addresses, whenever possible.
- 4.23 **Non-Residential Projects**
- 4.231 **Single-Story Commercial/Office/Industrial Buildings (Multi-Tenant Buildings).** Use the same address guidelines as for Apartments in Section 4.224 above. If project encompasses more than one parcel, then a separate address may be used for each parcel.
- 4.232 **Multi-Story Office Buildings (One Building per Parcel).** Use the same address guidelines as for High-Rise Multi-Residential Buildings found in Section 4.224 above.
- 4.24 **Multi-Use Buildings.** A multi-use building located on a corner lot with separate entrances from either street may have multiple addresses.
- 4.25 A **private access road** may be named using, but not be limited to, one of the following suffixes: Street, Lane, Court, Way, Avenue, Drive, Place, Circle, etc.

5. APPEALS

- 5.1 Determinations by City staff regarding the assignment of street names and addresses shall initially be appealed to the GIS/Land Use System Committee. Any such appeal shall be filed in letter form to the Chair of the GIS/Land Use System Committee. The appeal shall be considered by the GIS/Land Use System Committee at the next scheduled meeting following receipt of the appeal letter. The appellant may present the appeal in person before the Committee.

Appeals of determinations by the GIS/Land Use System Committee shall be presented in writing to the GIS/Land Use Management Group. The appeal shall be considered by the GIS/Land Use System Management Group . A special meeting will be scheduled for that purpose within 30 days of receipt of the appeal. The appellant may present the appeal in person before the Committee.

- 5.2 **Appeals of determinations by the GIS/Land Use System Management Group shall be presented in writing to the Director of Planning for consideration by the Planning Commission. Further appeals may be filed as provided in Chapter 2, Article II, Section 2-52 of the Concord Municipal Code, i.e., Appeal Where Public Notice Not Required, and such appeals shall be heard by the City Council.**

Draft Planning Division Procedure, June 17, 2004; *Draft Two*, October 28, 2005;
DRAFT Three, November 17, 2005

**STREET NAMES - PROCEDURE FOR REVIEWING AND APPROVING
 NEWLY PROPOSED STREET NAMES AND STREET NAME CHANGES**

PROCEDURE (approving/assigning **new** street name(s)):

- 1) **With Tentative Map or other project application** (do we agree?), project planner secures list of proposed street names from applicant/proponent. List shall include more names than are proposed for assignment to new streets.
- 2) Project planner prepares transmittal memo with proposed street names for review by other agencies. Transmittal memo and proposed names mailed to other agencies for review, rejection, comment, and acceptance.
Review/clearance/approval of new street names by Fire District, Post Office, and adjoining cities is required prior to approval by Concord.
- 3) Project planner waits ___ days for response.
- 4) Prior to final City of Concord approval of street names, project planner confers with Info. Technology Dept. – GIS Section to confirm appropriateness of street names.
- 5) Project planner sends letter to applicant/proponent with list of approved street name(s). Copy of this letter also transmitted to IT-GIS, Engineering, Building, and utility agencies, including Concord Post Office. If sufficient number of street names for proposed project are approved, applicant selects approved street names for current project and informs project planner of new street names. If sufficient number of street names not approved, steps 1 through 4 above repeated to determine proper number of acceptable street names for proposed development.
- 6) Approved street names must be shown on final plans/final subdivision map. Project planner shall check that approved street names are reflected on final project plans including final subdivision map, if applicable.
- 7) After subdivision map is recorded, IT-GIS generates list of lot numbers and newly assigned addresses. IT-GIS also creates temporary parcel records with new addresses in Accela. Once County-assigned parcel numbers are available, temporary parcel records are replaced (using subdivision/tract number and lot numbers) to reflect official parcel numbers (this usually occurs several months later).

PROCEDURE (street name **change**):

- 1) Proponent submits request for street name change in writing. The request must include:
 - Proposed new street name, and
 - Acknowledgement from ALL affected property owners that proposed street name change is supported by ALL affected owners.
- 2) *FEES: Street name change fee (currently \$309) is owed by applicant(s) for street name change. Request/application for street name change must also include*

commitment from applicant(s) that City will be paid for cost of replacing or changing street name sign(s) for public streets if street name change is approved. Fees and Charges Resolution provides, "Replacement and installation of street name signs – At Cost." NOTE – City does not install or maintain street name signs for private streets or private driveways even in those instances where City may approve a "name" for a private street or driveway!

- 3) Project planner submits proposed new (changed) street name to other agencies for 30-day review and comments. Project planner reviews any comments by agencies and proposed street name for appropriateness with IT-GIS.
- 4) If proposed street name change is not acceptable and therefore not approved, Planning Division informs applicant in writing and the process ends. If street name change is acceptable, project planner reviews acceptable street names with proponent and determines preferred street name. Planning Division and Planning Manager approve new name for renamed street.
- 5) Project planner prepares list of owners and parcels, including old addresses and new addresses, affected by street name change. Project planner sends letter to each property owner and resident notifying each party of street name change. The new street name shall be made effective within two weeks. Both the old and new street name will be recognized (and mail will be delivered to either street name) for up to six (6) months. Letter to affected parties must state that the new (changed) street name will be fully in effect on _____ (date) _____, and only the changed street name will be official after that date.
SPECIAL NOTE – Street name and address changes should not occur during the December holiday period. People get VERY upset! If a street name change is undertaken, it should be concluded long before the holidays or be delayed and initiated with the affected residents/owners early the following year.
- 6) After the street name change has been approved and property owners are notified of change(s), GIS/IT will distribute memo informing interested agencies (Fire District, Utilities, Post Office, and Contra Costa County) of street name change and related address change(s), if any.

POLICY AND BACKGROUND:

By City of Concord Administrative Directive No. 82, "2.1 The Planning Manager will be responsible for assigning street names," and, "2.2 The Director of Information Technology shall be responsible for assigning addresses and maintaining the accuracy of street name and address records in the Parcel System." The Planning Division responsibility includes approving and assigning new street name(s) as well as initiating and approving any street name change(s). This responsibility applies to all names used for private streets and driveways (if they are to be named) as well as public streets.

The primary intent for public agency review of street names is to avoid duplicating street names or using street names that might be confused with other already existing street or place names within Central Contra Costa County. In an emergency situation (Police/Fire/EMS), it is critical that the responders know quickly and easily where they are needed. Similarly spelled names or names that might sound like an existing name are

discouraged. In addition, names and words used extensively, “walnut” and “oak,” for example, are discouraged. In addition, it is expected that similar/unique street names be located near one another, for example, “A Very Unique Road” should be located near “A Very Unique Street” and “A Very Unique Court.” We want to avoid, if possible, distinctive but similar names, which might be confused in an emergency situation, being located at more than place in Central Contra Costa County. For example, if we were to allow Jones Place, Jonah’s Court, and Johan’s Circle at three different areas the Fire District might have to scramble/dispatch three separate engines to three separate locations to be certain that at least one truck gets to the right spot.

Proposed street names shall be shown on tentative subdivision maps. And, proposed street names must be submitted, reviewed, approved and shown on the map prior to submittal of a final subdivision map.

Any applicant submitting a tentative map, a proposed new street name, or a street name change shall submit in writing a list of proposed street names. The list of proposed names should include ten (10) to twenty (20) percent more names than will be needed for the map or name change. Some names may be deemed unacceptable, and if too few names are proposed an adequate number of ACCEPTABLE names may not be approved.

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