

# City Manager Weekly Update

**TO:** Mayor and City Council Members  
City Commissioners

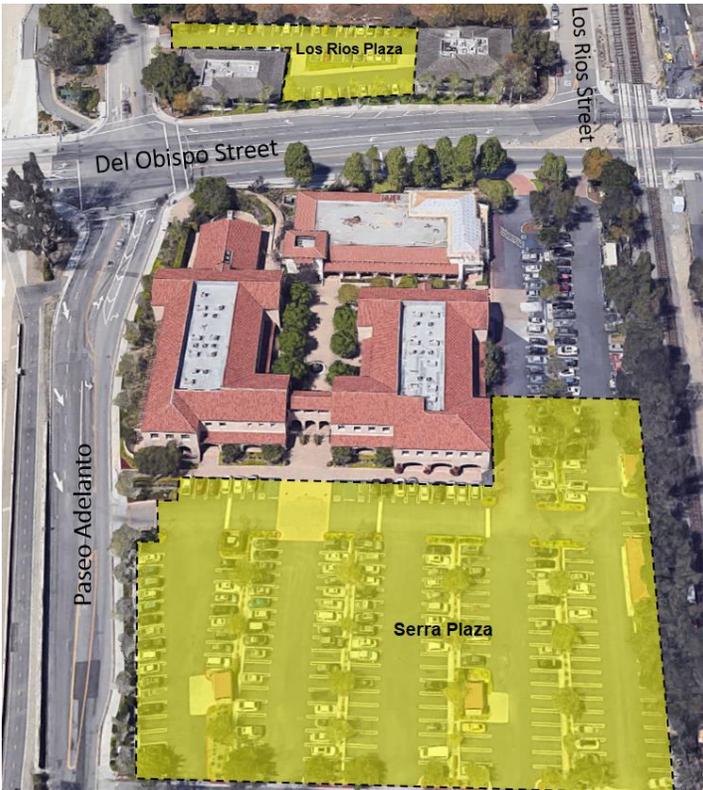
**FROM:** Benjamin Siegel, City Manager

**DATE:** December 12, 2019

**SUBJECT:** **Weekly Update**

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**Additional Public Parking During Holidays:** To assist downtown and Los Rios businesses and visitors during the busy holiday season, over 200 additional parking spaces will be available for free public parking on evenings and weekends at the Los Rios Plaza and Serra Plaza parking lots, located just north and south of Del Obispo Street and Paseo Adelanto. Parking spaces at Los Rios Plaza will be available weekdays after 5:00 p.m., all-day Saturdays, and Sundays after 12:00 p.m. Parking spaces at Serra Plaza will be available weekdays after 5:00 p.m. and all-day on weekends. Informational signage will be installed later this week, and we are hopeful that the additional parking will help alleviate some of the impacts associated with construction of the Verdugo Street Beautification Project. Many thanks to the parking lot property owner and management team for your partnership in creating additional downtown holiday parking!



**2020 Citizens Leadership Academy:** Applications are currently being accepted from San Juan Capistrano residents and business owners to participate in the 2020 Citizens Leadership Academy. The Citizens Leadership Academy is a seven-week course that provides community members an opportunity to learn more about City operations, projects and programs. Each week, participants will take part in an informative and interactive seminar presented by a member of the staff executive team. This is an excellent opportunity for San Juan Capistrano community members wishing to become more involved in local government and learn about how City government is organized and managed. Applications are due to the Office of the City Clerk, 32400 Paseo Adelanto or [cityclerk@sanjuancapistrano.org](mailto:cityclerk@sanjuancapistrano.org), by Friday, December 20, at 4:30 p.m. For additional information, please see the attached flyer and application or contact Matisse Reischl, Senior Executive Assistant, at (949) 443-6315 or [mreischl@sanjuancapistrano.org](mailto:mreischl@sanjuancapistrano.org).

**Blood Drive:** The City of San Juan Capistrano, in partnership with the American Red Cross, is hosting a blood drive on Tuesday, January 7, from 9:00 a.m. to 4:00 p.m. at the Community Center, 25925 Camino Del Avion. Sign up for an appointment at the American Red Cross [website](#) using sponsor code *CityofSJC*, or contact Lindsey Stigall at (949) 443-6317. Please see attached flyer for additional information.

**Free Sandbags Available:** During the rainy winter months, the City provides empty sandbags to residents free-of-charge for flood control purposes. San Juan Capistrano residents can pick up ten empty sandbags at City Hall, located at 32400 Paseo Adelanto, during regular business hours. Additionally, the Orange County Fire Authority provides empty sandbags at Fire Station 7, located at 31865 Del Obispo Street. Residents can fill their own bags using the sand pile located in the Library parking lot at 31495 El Camino Real, or purchase filled sandbags at a variety of suppliers. Please see attached suppliers list for additional information. Residents are encouraged to contact the suppliers first to confirm availability.

**Letters to Santa Volunteers Needed:** The Community Services Department is looking for adults to assist with the annual "Letters to Santa" program. Santa is busy this time of year and could use a little help! Volunteers are asked to read letters and holiday wish lists sent in from children in the community, then respond with a handwritten letter from Santa. Why not put a smile on the face of a child this holiday season? Materials are provided and letters can be written from the comfort of home. For additional program information, please contact the Community Center at (949) 493-5911.

## **UPCOMING CITY COUNCIL AGENDA ITEMS (*Tentative and Subject to Change*)**

### **January 21, 2020**

- Annexation Agreement with Santa Margarita Water District
- Waste and Recycling Franchise Agreement
- Appointments to Outside Agencies
- Comprehensive Annual Financial Report for Fiscal Year 2018-2019



# City of San Juan Capistrano

## • 2020 CITIZENS LEADERSHIP ACADEMY •

The Citizens Leadership Academy is a seven week educational experience hosted by the City, giving residents and business owners an opportunity to learn more about City operations and programs. Each week, participants will take part in an informative and interactive seminar presented by a member of the staff executive team. This is an excellent opportunity for San Juan Capistrano community members wishing to become more involved in local government and learn about how City government is organized and managed.

### **PARTICIPANTS**

San Juan Capistrano residents and business owners must complete an application available on the City's website and submit the application to the City Clerk's Office by 4:30 p.m. on Friday, December 20.

### **APPLICATIONS**

Space is limited to the first 25 individuals to submit complete and verified applications. Applicants will be notified if selected for the program. Applicants must be 18 years of age or older.

### **MEETINGS**

Participants must be willing to commit one Wednesday evening per week for seven weeks. Leadership Academy participants will attend two hour sessions (6:00 p.m. - 8:00 p.m.) culminating in a Graduation Ceremony.



**Space is Limited. Apply Today!**

# Class Schedule

## JANUARY 8

### Local Government 101

Overview of the Council-Manager form of government including specific roles, responsibilities, and City priorities. Introduction by the Mayor, and presentations by the City Manager and City Attorney.

## JANUARY 15

### Finance Department

Overview of the City's financial position, budget process, financial operations, and customer service. Presentation by the City's Finance Director.

## JANUARY 22

### Public Works and Utilities

The City's Public Works and Utilities team will provide a presentation regarding maintenance of City infrastructure, as well as planned and currently underway capital improvement projects.

## JANUARY 29

### Development Services

A presentation on the City's planning process, various land use topics, such as zoning, development review, housing, code enforcement and how decisions on these matters are made will be provided by the Development Services Director.

## FEBRUARY 5

### Public Safety

Learn how the City's police, fire, and emergency management entities plan and respond to the needs of the community.

## FEBRUARY 12

### Public Participation

A presentation on public programs, services and special events will be covered by the Community Services Director. A presentation on public participation in the local government democratic process will be provided by the City Clerk.

## FEBRUARY 19

### Graduation Celebration

Join the Mayor, Council, City Manager and Executive Team in the City Council Chamber (32400 Paseo Adelanto) for a graduation ceremony and a wrap-up discussion about the future of the City of San Juan Capistrano.



Classes will be held at the Community Center Community Hall (25925 Camino Del Avion) with the exception of February 5, which will be held at the Dance Hall (32506 Paseo Adelanto) and February 12, which will be held at the La Sala Auditorium (31495 El Camino Real).

*For more information, please contact:*  
**Matisse Reischl, Senior Executive Assistant**  
(949) 443-6315 • [mreischl@sanjuancapistrano.org](mailto:mreischl@sanjuancapistrano.org)

## Application for San Juan Capistrano Citizen Leadership Academy



City of San Juan Capistrano  
 Office of the City Clerk  
 32400 Paseo Adelanto  
 San Juan Capistrano, CA 92675  
 (949) 493-1171

The San Juan Capistrano Citizens Leadership Academy is a seven week educational experience hosted by the City, giving residents and business owners an opportunity to learn more about City operations and programs. Each week, participants receive a training session from a member of the staff executive team about their respective area of responsibility.

Please see attached flyer for additional information and schedule. Questions regarding the program can be directed to Matisse Reischl, Senior Executive Assistant, at [mreischl@sanjuancapistrano.org](mailto:mreischl@sanjuancapistrano.org).

Last Name:	First Name:	M.I.	Primary E-Mail Address:
Address:			Primary Phone:
City:	State:	Zip Code:	Emergency Contact/Phone:
Do you own a business in San Juan Capistrano? If yes, please provide business name, address, and a brief description.			
Briefly state your current or past professional/occupational experience.			
Please list any community involvement, community service, fraternal or professional organizations and duration of those efforts.			

Why are you interested in the Citizen Leadership Academy and identify what you hope to learn through the course of the program.

What do you feel are two most pressing issues facing San Juan Capistrano.

**PLEASE PRINT, SIGN AND RETURN COMPLETED APPLICATION BY FRIDAY, DECEMBER 20, 2019 TO:**

**City of San Juan Capistrano  
Office of the City Clerk/Citizen Leadership Academy  
32400 Paseo Adelanto  
San Juan Capistrano, CA 92675**

**Or**

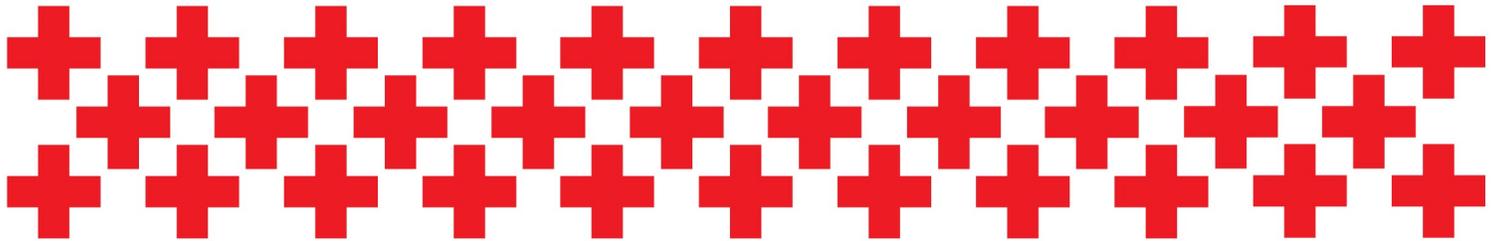
**[Cityclerk@sanjuancapistrano.org](mailto:Cityclerk@sanjuancapistrano.org)**

Print Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**American Red Cross**

*Give blood.* Help save lives.



# City of San Juan Capistrano

## **Blood Drive**

Located at the Community Center  
25925 Camino Del Avion, San Juan Capistrano 92675

**Tuesday, January 7, 2020**  
**9:00 AM – 4:00 PM**

To schedule your appointment, go to [redcrossblood.org](http://redcrossblood.org)  
use Sponsor Code: CityofSJC  
or contact Lindsey Stigall (949) 443-6317

The American Red Cross is excited to introduce RapidPass, a new tool that allows blood donors to help save lives in less time. Visit [redcrossblood.org/RapidPass](http://redcrossblood.org/RapidPass) **RAPIDPASS**

Download the Blood Donor App today. Get your digital donor card, schedule your next appointment, track your life saving donations, view your blood pressure, and follow your donation on its way to a hospital.

1-800-RED CROSS | 1-800-733-2767 | [redcrossblood.org](http://redcrossblood.org) | Download the Blood Donor App

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# Locations to get Sandbags other than City Hall

## Home Depot

### **Home Depot - Mission Viejo - Store #614**

*6.72 miles from San Juan Capistrano*

27952 Hillcrest

Mission Viejo, CA 92692

949-364-1900

Store Hours:

Monday - Saturday: 6AM to 9PM

Sunday: 7AM to 8PM

### **Home Depot - El Toro - Store #1840**

*9.99 miles from San Juan Capistrano*

23651 El Toro Road

Lake Forest, CA 92630

949-206-0113

Store Hours:

Monday - Saturday: 6AM to 9PM

Sunday: 7AM to 8PM

### **Home Depot - Lagna Niguel - Store #1077**

*9.51 miles from San Juan Capistrano*

27401 La Paz Road

Laguna Niguel, CA 92677

949-831-6398

Store Hours:

Monday - Saturday: 6AM to 9PM

Sunday: 7AM to 8PM

### **Home Depot - Laguna Hills - Store #6628**

*11.02 miles from San Juan Capistrano*

24332 El Toro Road

Laguna Hills, CA 92653

949-598-9171

Store Hours:

Monday - Saturday: 6AM to 9PM

Sunday: 7AM to 8PM

### **Home Depot - Lake Forest - Sotre #6668**

*9.98 miles from San Juan Capistrano*

20021 Lake Forest Dr

Lake Forest, CA 92630

949-609-0221

Store Hours:

Monday - Saturday: 6AM to 9PM

Sunday: 7AM to 8PM

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## Ganahl Lumber

### **Ganahl Lumber - Capistrano Beach**

34162 Doheny Park Dr

Capistrano Beach, CA 92624

949-496-5765

Store Hours:

Monday - Friday: 6AM to 5PM

Saturday: 730AM to 4PM

Sunday: CLOSED

### **Ganahl Lumber - Laguna Beach**

1765 Laguna Canyon Road

Laguna Beach, CA 92651

949-494-6538

Store Hours:

Monday - Friday: 630AM to 6PM

Saturday: 730AM to 4PM

Sunday: CLOSED

### **Ganahl Lumber - Lake Forest**

23132 Orange Ave.

Lake Forest, CA 92630

949-830-3600

Store Hours:

Monday - Friday: 6AM to 6PM

Saturday: 730AM to 5PM

Sunday: CLOSED

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## Other Resources

### **Saddleback Materials**

20712 Indian Ocean Dr  
Lake Forest, CA 92630  
888-345-7263

### **eSandbags.com**

<http://www.esandbags.com>  
800-275-5637

### **Sepulveda Building Materials**

28092 Forbes Road  
Laguna Niguel, CA 92677  
949-347-2100

#### Store Hours:

Monday - Friday: 630AM to 5PM

Saturday: 7AM to 430PM

Sunday: 9AM to 3PM