

CITY COUNCIL A G E N D A

MONDAY, AUGUST 7, 2023

7:00 P.M. Regular Session

33 Church Street, Sutter Creek CA 95685

The Agenda can be found on the City's Website: www.cityofsuttercreek.org

THE CITY OF SUTTER CREEK CITY COUNCIL MEETING WILL BE AVAILABLE VIA ZOOM AND
IN PERSON.

Join Zoom Meeting

<https://us02web.zoom.us/j/9568520224>

or

Dial by phone:

301-715-8592

Meeting ID: 956 852 0224

Unless stated otherwise on the agenda, every item on the agenda is exempt from review under the California Environmental Quality Act ("CEQA") per CEQA Guidelines Sections 15060(c), 15061(b)(3), 15273, 15378, 15301, 15323 and/or Public Resources Code Section 21065.

6:00 P.M.

CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL—POTENTIAL LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:
(Two potential cases)

B. PUBLIC EMPLOYEE APPOINTMENT

Pursuant to Government Code Section 54957

Title: City Manager

1. CALL TO ORDER AND ESTABLISH A QUORUM FOR REGULAR MEETING

2. PLEDGE OF ALLEGIANCE TO THE FLAG

3. REPORT OUT OF CLOSED SESSION

4. PUBLIC FORUM

At this time, the public is permitted to address the City Council on items not appearing on the agenda. Comments may not exceed 5 minutes. In accordance with State Law, however, no action or discussion may take place on any item not appearing on the posted agenda. The City Council may respond to statements made or questions asked or may request Staff to report back at a future meeting on the matter. The exceptions under which the City Council may discuss and/or take action on items

not appearing on the agenda are contained in Government Code §54954.2. Public comment on any item listed below shall be limited to five minutes, unless additional time is permitted by the Mayor/Council.

5. APPROVAL OF MINUTES

A. City Council Minutes of July 17, 2023.

Recommendation: By motion approve minutes as presented.

6. CONSENT AGENDA

Items listed on the consent agenda are considered routine and shall be enacted in one motion. Any item may be removed for discussion at the request of the Council or the Public.

A. Adopt Resolution 23-24-* Accepting the completion of public improvements for the Bryson Park upgrade project and filing a notice of completion and authorizing recordation therefore.

B. Adopt Resolution 23-24-* Appointing Lisa Ryan to the Planning Commission

C. Adopt Resolution 23-24-* Relating to administration of a 457 Deferred Compensation Plan.

7. ORDINANCES & PUBLIC HEARING-None

8. ADMINISTRATIVE AGENDA

A. Adopt Resolution 23-24-* Condemning the recent incidents of hate speech and other deplorable actions in Amador County

B. Appointment of ad hoc Council committee re: special events

C. Proposal re: downtown parking study

D. Sewer connection fee update

E. Business owners' proposal re: Visitors Center

9. MAYOR AND COUNCIL MEMBER REPORTS

This section is to provide Council members an opportunity to present updates on their activities and to request items be placed on future agendas.

10. CITY MANAGER'S REPORT

This section is an opportunity to provide Council members with a brief status update on staff activities. No action is expected to be taken by the Council.

11. CITY ATTORNEY'S REPORT

This section provides an opportunity for the City Attorney to report on any activities or upcoming legislation of importance to the City. No action is expected to be taken by the Council

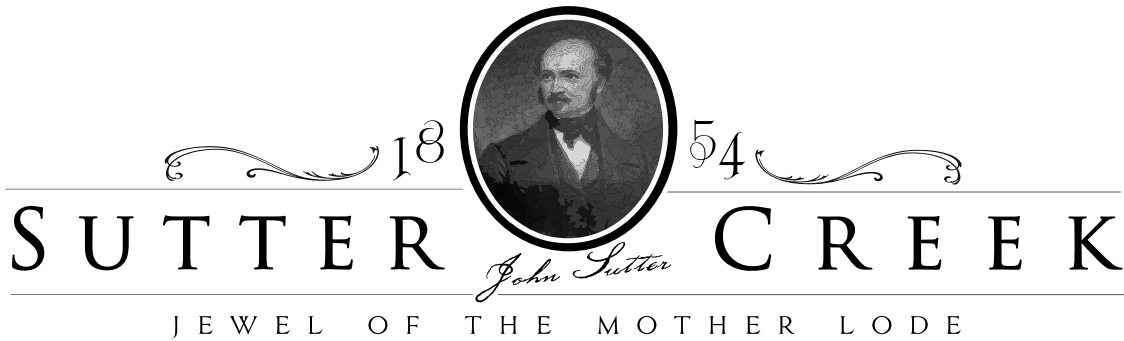
12. FUTURE AGENDA ITEMS

This section provides an opportunity for Council members to request items to be added to the agenda in the future with a majority Council vote.

13. INFORMATION/CORRESPONDENCE-None.

14. ADJOURNMENT

The next regularly scheduled meeting is MONDAY, AUGUST 21ST 7:00 P.M



**CITY COUNCIL MINUTES
MONDAY, JULY 17, 2023**

THIS MEETING WAS CONDUCTED IN-PERSON AT 33 CHURCH STREET,
THE PUBLIC WAS ABLE TO VIEW FROM HOME:

Join Zoom Meeting
<https://us02web.zoom.us/j/9568520224>

1. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:
(Two potential cases)

7:06 P.M. 2. CALL TO ORDER AND ESTABLISH A QUORUM FOR REGULAR MEETING

Council members present:

Feist, Riordan, Sierk, Swift and Gunselman

Vicky Runquist, City Treasurer

Staff Present:

Sandra Spelliscy, Interim City Manager

Derek Cole, City Attorney

Karen Darrow, City Clerk

Mason Peters, Finance Supervisor

3. PLEDGE OF ALLEGIANCE TO THE FLAG

4. REPORT FROM CLOSED SESSION

Mayor Gunselman reported that direction was given to staff on both matters.

5. PUBLIC FORUM

Sandy Anderson of Sutter Creek noted the importance of marketing and social media and asked that it be put on an upcoming agenda.

Lisa Klosowski of Sutter Creek noted that she has a plan to re-open the Visitor Center and requested that a discussion about the Visitor Center be put on the next meeting agenda.

Georgia Fox of Sutter Creek noted her support of Lisa opening the Visitor Center and the importance of its history.

Toni Linde of Sutter Creek expressed her concerns about road condition near Sutter Ione and Spanish Street and parking on the North end of Main Street.

6. APPROVAL OF MINUTES

A. City Council Minutes of June 5, 2023, and June 20, 2023

Recommendation: By motion approve minutes as presented.

M/S Council member Sierk/Swift to approve the City Council Minutes of June 5, 2023, as presented.

AYES: Feist, Riordan, Sierk, Swift and Gunselman

NOES: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED

M/S Council member Sierk/Riordan to approve the City Council Minutes of June 20, 2023, with a minor edit.

AYES: Feist, Riordan, Sierk, Swift and Gunselman

NOES: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED

7. CONSENT AGENDA

A. Co-sponsor Community Meeting with Mother Lode Land Trust

B. Adopt Resolution 23-24-01 accepting the work on the Eureka Road Storm Drain Replacement and authorizing the Interim City Manager to execute the Notice of Completion and cause it to be filed with the Amador County Recorder.

C. Adopt Resolution 23-24-02 Appointing Athena Padilla-Gordon to the Planning Commission

M/S Council member Swift/Sierk to approve Consent Agenda items A & C, as presented.

AYES: Feist, Riordan, Sierk, Swift and Gunselman

NOES: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED

M/S Council member Riordan/Sierk to Adopt Resolution 23-24-01 accepting the work on the Eureka Road Storm Drain Replacement and authorizing the Interim City Manager to execute the Notice of Completion and cause it to be filed with the Amador County Recorder.

AYES: Feist, Riordan, Sierk, Swift and Gunselman

NOES: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED

8. ORDINANCES & PUBLIC HEARING- None.

9. ADMINISTRATIVE AGENDA

A. Amador Water Agency presentation by Larry McKenney, General Manager

Mr. McKenney provided a water treatment plant capacity update. Noting there is no moratorium in place and that he recommended people submit their applications for review. They are currently evaluating how to allocate capacity. Mr. McKenney also noted that the State has mandated that affordable housing gets priority if there is capacity. They are not sure how to achieve that but are in discussions to figure it out and stated that the long term solution is that they need newer larger plants.

B. Greenstone Terrace parking update

Council member Swift stepped down from this item due to a conflict of interest.

City Clerk Karen Darrow presented an update and asked the Council for direction.

Gail Schifsky noted her concern about Rammco trucks parking on Greenstone and Linda Raymond suggested that the surveying needs to go to the top of the street.

Cat Swift noted that she was amenable to working with the city to allow for parking in her lot.

M/S Council member Gunselman/Sierk to direct staff to bring back a more specific plan that addresses safety concerns and to have City Engineer Ospital in attendance to answer questions.

AYES: Feist, Riordan, Sierk, and Gunselman

NOES: None

ABSTAIN: Swift

ABSENT: None

MOTION CARRIED

C. Adopt Resolution 23-24-* Authorizing the Execution of an Easement Across the City-Owned Property Located at 80 Eureka Street (APN 018-180-031-000) for Ingress and Egress in Favor of the Owners of the Property Located at 101 Eureka Street (APN 018-190-002-000).

Council member Swift suggested this item be pulled, noting that the map is incorrect and recommended that the Knight Foundry Alliance (KFA) be included in the discussion regarding the details.

Council member Riordan noted that it is important maintain a relationship with the KFA.

City Attorney Cole suggested that he could facilitate a discussion between the KFA and the applicant and bring a solution back to the Council.

Interim City Manager Spelliscy noted that the Chair of the KFA Board has known about this for a long time and does not recommend that the KFA and applicant work together because the City owns the property, and it is an issue between the applicant and the City not KFA. She noted that three party negotiations are costly and suggested the KFA submit an official position to the Council.

KFA Chairman Robin Peters noted that he had already submitted a letter to the Council and noted the impact that the easement as presented would have on parking for the Foundry. He noted that the KFA takes their role as caretakers of the e property seriously and does not believe this would be in the City's best interest. Mr. Peters noted that an easement could be achieved without losing parking and without exclusivity.

Josie Cadieux-Faillers and Sandy Anderson both spoke in opposition to the easement citing the importance of parking for the Foundry.

M/S Council member Sierk/Riordan to bring this item back with a correct map and accurate information.

AYES: Feist, Riordan, Sierk, Swift and Gunselman
NOES: None
ABSTAIN: None
ABSENT: None
MOTION CARRIED

D. Adopt Resolution 23-24-* Authorizing the Mayor to Execute an Amendment to the Employment Agreement for Interim City Manager Services.

M/S Council member Feist/Sierk to Adopt Resolution 23-24-03 Authorizing the Mayor to Execute an Amendment to the Employment Agreement for Interim City Manager Services.

AYES: Feist, Riordan, Sierk, Swift and Gunselman
NOES: None
ABSTAIN: None
ABSENT: None
MOTION CARRIED

E. Amador Arts Council lease for Historic Grammar School

City Attorney Cole confirmed that Mayor Gunselman, as a member of the Sutter Creek Community Benefit Foundation had no conflict.

Council member Feist noted her concern about power usage.

Tim Murphy noted that the SCCBF is supportive of the lease and suggested that the tenant would have no impact on the heating and air costs for the building.

Interim City Manager Spelliscy noted that she could address heating and air usage in the lease.

M/S Council member Feist/Sierk to Adopt Resolution 23-24-03 Authorizing the Mayor to Execute an Amendment to the Employment Agreement for Interim City Manager Services.

AYES: Feist, Riordan, Sierk, Swift and Gunselman

NOES: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED

F. Update on WWTP Replacement grant and USDA bond.

Interim City Manager Spelliscy reported that the request for an extension on the planning grant has been submitted which will allow for an additional fifteen months to do the planning work and staff will be able to start working on the construction grant application during that time as well. She noted that there was a revised scope of work that went from a design build to a traditional design bid build. She noted that she is confident the extension will get approved and will work with Carollo on next steps.

Interim City manager Spelliscy also noted that she found out that there is no prepayment penalty on the 1998 USDA Bond and that paying off the \$455,000.00 would save the city about \$200,000.00 in interest payments over the next thirteen years and that it would also help put the city in a better place for what can be charged for new connection fees.

10. MAYOR AND COUNCIL MEMBER REPORTS

Council member Sierk noted that the BPAC Committee is moving forward with the August 23rd meeting and although they did not get the grant from the State, they are still hoping for continued community support. ACRA is moving forward with their day camp and hoping to expand next year.

Mayor Gunselman noted that the Board of Supervisors had asked for a representative to sit on a committee to discuss a county wide self-help tax initiative that would increase sales tax by half a cent. The money would be used for street and road projects and would ultimately go to the voters for implementation. Mayor Gunselman agreed to participate unless there is an objection.

11. CITY MANAGER'S REPORT

Interim City Manager Spelliscy reported that she and City Clerk Karen Darrow had screened all of the City Manager applicants and have referred five to the Ad hoc hiring committee who will interview them and recommend two or three candidates for final interviews on August 4th.

12. CITY ATTORNEY'S REPORT

City Attorney Cole reported that legislation passed to allow City Council Members to receive higher stipends.

13. FUTURE AGENDA ITEMS

Mayor Gunselman requested:

Staff look into Toni Linde's concerns about Sutter Ione and Spanish Street and parking on the North end of Main Street.

Council member Swift requested:
Visitor Center
Marketing

Council member Feist requested:
Discussion about heritage trees

14. INFORMATION/CORRESPONDENCE

- A. Monthly Police Report
- B. Monthly Public Works Report
- C. Monthly Building Report
- D. Treasurer's Report
- E. Monthly Administrative Services Report
- F. Monthly Finance Department Report
- G. Warrants- July 3 & 17, 2023
- H. Monthly Engineer's Report -*None*
- I. Monthly Planning Report
- J. Public Communications

So noted.

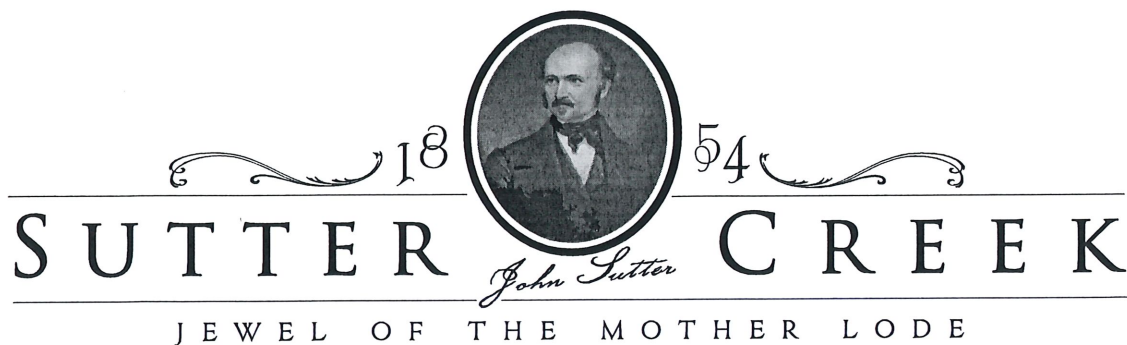
15. ADJOURNMENT

The meeting was adjourned at 9:51 p.m.

Claire Gunselman, Mayor

Karen Darrow, City Clerk

Date Approved:



TO: THE HONORABLE MAYOR AND MEMBERS OF THE
CITY COUNCIL

MEETING DATE: AUGUST 7, 2023

FROM: MATT OSPITAL, CITY ENGINEER *MSO*

SUBJECT: BRYSON PARK UPGRADE PROJECT

RECOMMENDATION:

Adopt Resolution _____ accepting the work on the Bryson Park Upgrade Project and authorizing the Interim City Manager to execute the Notice of Completion and cause it to be filed with the Amador County Recorder.

BACKGROUND:

The contractor, Campbell Construction General Engineering, Inc., completed the work on the City of Sutter Creek Bryson Park Upgrade Project on July 19, 2023, in accordance with the Plans and Specifications approved by the City Council of the City of Sutter Creek. Final construction costs were \$125,489.00.

DISCUSSION:

All contract items of work for the Bryson Park Upgrade Project have been completed in substantial compliance with the plans, specifications, codes, and standards of the City. All work was determined substantially complete on July 19, 2023.

Final project costs are as follows:

Original Contract Amount	\$ 119,850.00
<u>Final Contract Change Order</u>	<u>\$ 5,639.00</u>
Final Contract Amount	\$ 125,489.00

Enclosures: Notice of Completion and Resolution

CITY OF SUTTER CREEK
OFFICE OF THE CITY ENGINEER

When recorded, mail to:

City Manager
City of Sutter Creek
18 Main Street
Sutter Creek, CA 95685

**NOTICE OF COMPLETION
CITY OF SUTTER CREEK**

NOTICE IS HEREBY GIVEN of the completion of a Work of Improvement as follows:

Date of Completion: July 19, 2023.

Name and Address of the Owner: City of Sutter Creek, 18 Main Street, Sutter Creek, CA 95685.

Nature of the Interest or Estate of the Owner: Owner in fee simple.

Description of the Site: Bryson Park, Sutter Creek, CA 95685

Name and Address of the Contractor for the above Work of Improvement: Campbell Construction General Engineering, Inc., 175 Sutter Hill Road, Sutter Creek, CA 95685.

General Statement of Kind of Work Done or Materials Furnished: Upgrade Basketball/Pickle ball court at Bryson Park and landscape improvements.

CITY OF SUTTER CREEK – OWNER

By _____
Sandra Spelliscy, Interim City Manager

SANDRA SPELLISCY declares:

I am the Interim City Manager of the City of Sutter Creek, the municipal corporation that executed the foregoing notice as owner of the aforesaid interest or estate in the property therein described; that I make this verification on behalf of said municipal corporation; that I have read this Notice of Completion and know the contents thereof, and that the facts stated therein are true.

I declare under penalty of perjury that the foregoing is true and correct. Dated at Sutter Creek, California this ____ day of _____.

SANDRA SPELLISCY, INTERIM CITY MANAGER

RESOLUTION 23-24-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUTTER CREEK
ACCEPTING THE COMPLETION OF PUBLIC IMPROVEMENTS FOR THE
BRYSON PARK UPGRADE PROJECT, AND FILING A NOTICE OF COMPLETION
AND AUTHORIZING RECORDATION THEREFORE**

WHEREAS, the contractor of work, Campbell Construction General Engineering, Inc. completed all work according to the plans and specifications on July 19, 2023; and

WHEREAS, the improvements consisted of upgrading Bryon Park.

WHEREAS, the improvements have been completed to the satisfaction of the City Engineering Department.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sutter Creek does hereby accept the completed public improvements and authorizes the City Engineer to file a Notice of Completion with the Amador County Recorder.

The foregoing resolution was duly passed and adopted by the City Council of the City of Sutter Creek at a regular meeting on the 7th day of August 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CITY OF SUTTER CREEK

Claire Gunselman, Mayor

ATTEST:

Karen Darrow, City Clerk

RESOLUTION 23-24-*
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUTTER CREEK
APPOINTING LISA RYAN TO THE PLANNING COMMISSION

WHEREAS, the City of Sutter Creek Municipal Code, Section 2.52.020, provides that the City Council shall appoint members to the Planning Commission; and

WHEREAS, said members shall serve concurrently with Council members; and

NOW, THEREFORE, BE IT RESOLVED, the City Council hereby appoints Lisa Ryan as member of the City’s Planning Commission on behalf of Council member Julia Sierk.

The foregoing resolution was duly passed and adopted at a regular meeting of the City Council of the City of Sutter Creek on the 7th day of August 2023, by the following vote:

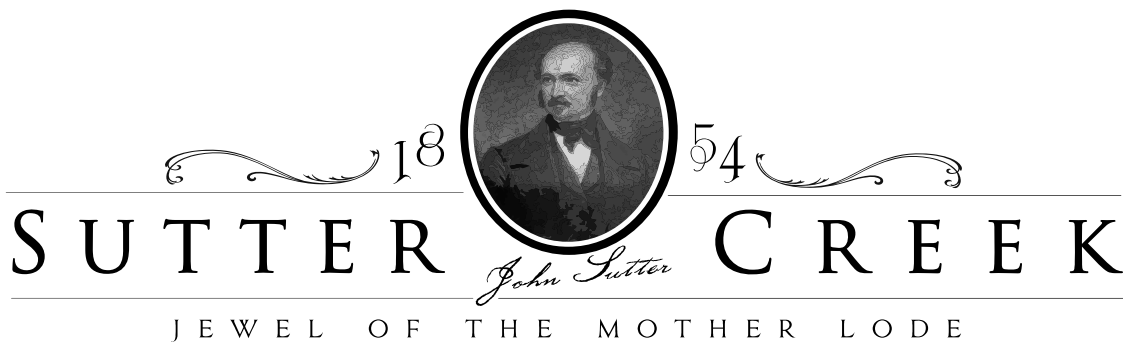
- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

CITY OF SUTTER CREEK

Claire Gunselman, Mayor

ATTEST:

Karen Darrow, City Clerk



STAFF REPORT

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

MEETING DATE: AUGUST 7, 2023

FROM: MASON PETERS, FINANCE SUPERVISOR

SUBJECT: APPROVAL OF DEFERRED COMPENSATION PLAN
ADMINISTRATOR ACCOUNTS FOR FINANCE DEPARTMENT

RECOMMENDATION: Adopt Resolution 23-24-* approving and granting two (2) new administrator accounts with our Third-Party Administrator for the City's 457 retirement accounts.

BACKGROUND:

The City of Sutter Creek sends retirement contribution data to Mission Square each month via their secure employer website that requires a proprietary log-in. The previous Accounting Supervisor for the City had a log in that was inactivated due to her resignation, and until new accounts are created, the City is unable to transmit the data to Mission Square.

Due to the sensitive nature of the data that is being transmitted, Mission Square requires an approved Resolution in order to proceed with the log-in creation process. The City is requesting approval of two (2) accounts to be created in Mission Square: one (1) for the Deputy Finance Supervisor and one (1) for the Finance Supervisor.

BUDGET IMPACT:

None.

RESOLUTION 23-24-*

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUTTER CREEK
RELATING TO ADMINSTRATING A 457 DEFERRED COMPENSATION PLAN**

WHEREAS, the City of Sutter Creek assists retirement plan Third-Party Administrator, Mission Square, with posting 457 deferred compensation retirement contributions to each participants' account; and

WHEREAS, the process of this requires a proprietary log in to Mission Square's secure employer website, which the City had until recently when it was inactivated with the previous Accounting Supervisor's resignation; and

WHEREAS, in order to reacquire access to Mission Square's secure employer website, the City must acquire approval of a Resolution by the Council before proceeding with the account creation process.

NOW THEREFORE BE IT RESOLVED that the City of Sutter Creek hereby grants permission to the Finance Supervisor as well as the Deputy Finance Supervisor to create administrator accounts with Mission Square in order to successfully continue maintaining the retirement accounts of the City's employees.

The foregoing resolution was duly passed and adopted at a regular meeting of the City Council of the City of Sutter Creek on the 7th day of August 2023, by the following vote:

AYES:

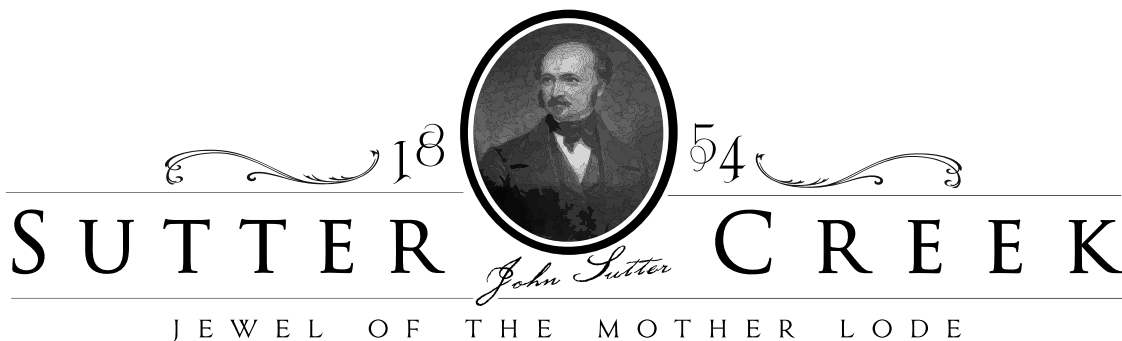
NOES:

ABSTAIN:

ABSENT:

Claire Gunselman, Mayor

Karen Darrow, City Clerk



STAFF REPORT

TO: MAYOR AND MEMBERS OF THE CITY COUNCIL
MEETING DATE: AUGUST 7, 2023
FROM: SANDRA SPELLISCY, INTERIM CITY MANAGER
SUBJECT: RESOLUTION RE: HATE SPEECH INCIDENTS

RECOMMENDATION:

Discussion and possible action.

BACKGROUND:

This item was requested by Mayor Gunselman and Councilmember Riordan

DISCUSSION:

None

BUDGET IMPACT:

None

ATTACHMENTS:

Resolution

RESOLUTION 23-24-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUTTER CREEK
CONDEMNING THE RECENT INCIDENTS OF HATE SPEECH AND OTHER DEPLORABLE
ACTIONS IN AMADOR COUNTY**

WHEREAS, over the past two months, Sutter Creek and other parts of Amador County have been subjected to despicable acts of hate speech, ugly demonstrations and other intolerable behavior that particularly targets certain religions and people of color; and

WHEREAS, these actions are inimical to the City of Sutter Creek, which strives to be welcoming and accepting of people of all races, religions, nationalities, sexual orientation, status and personal beliefs, in recognition of each individual's contribution to the greater community; and

WHEREAS, such acts of hate and ignorance have no place in a civilized society.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Sutter Creek condemns these actions in the strongest possible terms; that it offers its unwavering support to those groups that have been targeted; and that it will continue to work toward a community free of intolerance and bigotry.

The foregoing resolution was duly passed and adopted at a regular meeting of the City Council of the City of Sutter Creek on the 7th day of August, by the following vote:

AYES:

NOES:

ABSTAIN:

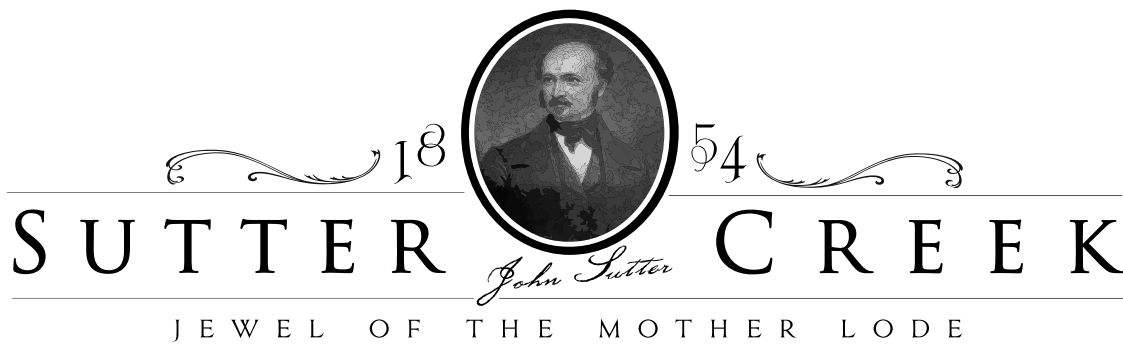
ABSENT:

THE CITY OF SUTTER CREEK

Claire Gunselman, Mayor

ATTEST:

Karen Darrow, City Clerk



STAFF REPORT

TO: MAYOR AND MEMBERS OF THE CITY COUNCIL
MEETING DATE: AUGUST 7, 2023
FROM: SANDRA SPELLISCY, INTERIM CITY MANAGER
SUBJECT: APPOINTMENT OF AD HOC COUNCIL COMMITTEE ON SPECIAL EVENTS

RECOMMENDATION:

Discussion and possible appointment of committee members.

BACKGROUND:

The Mayor requested that this item be placed on the agenda.

DISCUSSION:

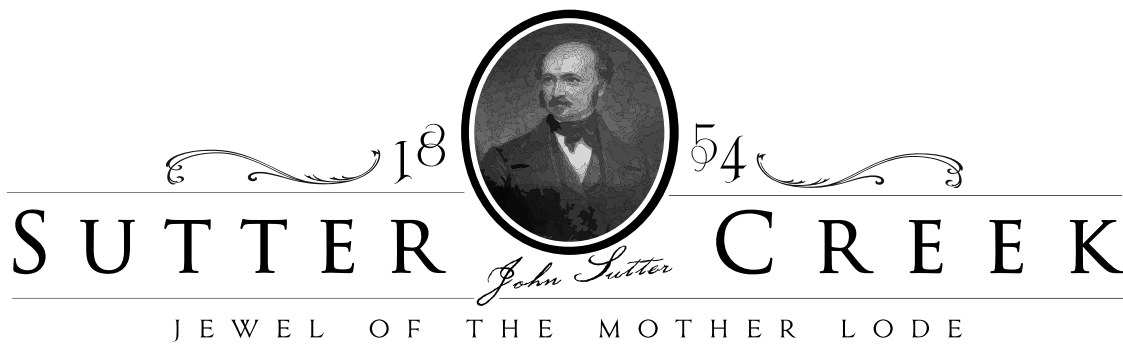
This would be a limited duration, ad hoc committee that would report back to the Council with possible recommendations. The purpose of the committee is to look at the role of the city in sponsoring and/or taking part in certain special events throughout the year.

BUDGET IMPACT:

Unknown

ATTACHMENTS:

None



STAFF REPORT

TO: MAYOR AND MEMBERS OF THE CITY COUNCIL
MEETING DATE: AUGUST 7, 2023
FROM: SANDRA SPELLISCY, INTERIM CITY MANAGER
SUBJECT: PARKING STUDY PROPOSAL

RECOMMENDATION:

Direct staff to enter into agreement with Dixon Resources Unlimited for a parking study.

BACKGROUND:

The Council appropriated \$10,000 in the current budget for a parking study. Dixon Resources Unlimited has worked with staff to develop a proposal to fit within that budget. They are a highly recommended consulting firm.

DISCUSSION:

Staff believes that it is important to undertake a parking study for the city for two major reasons. First, to get a better empirical understanding of the parking situation in the city and to create a clearer picture of the downtown parking needs and challenges. Second, the city has a very strong need to develop additional sources of general fund revenue. A parking study would allow the city to determine if it would be reasonable and cost-effective to monetize its parking resources to raise revenue, particularly to fund streets and roads maintenance and improvements.

The study is designed to be self-directed, in order to save on consultant costs. Staff hopes to utilize a fellow from the Civic Spark program to take on a major role in the project, if approved. Dixon has designed the proposal to be very flexible so the city can shape the direction and hoped-for outcomes of the study.

BUDGET IMPACT:

\$10,000 appropriated in FY 2023-24 Budget for study. Unknown but possible significant potential to raise new general fund revenues.

ATTACHMENTS: Dixon Resources Unlimited proposal.

Proposal

Parking Consulting Services

Sutter Creek, CA
June 9, 2023

Proposal for Parking Consultant Services

To: Sutter Creek
From: Dixon Resources Unlimited
Date: June 9, 2023
Subject: Parking Consultant Services – City of Sutter Creek

Dixon Resources Unlimited (DIXON) is pleased to submit this proposal to provide parking consultant services to the City of Sutter Creek (City). Our uniquely qualified firm specializes in supporting municipal parking and mobility programs across the country, consistently proving our ability to identify and implement operations, management, and technology recommendations to transition municipal parking operations to long-term, sustainable programs.

Proposed Scope of Work

DIXON will work at the City's direction to provide parking consulting services, including conducting a targeted operational needs assessment and stakeholder interviews, assisting the City in preparing a City-led parking data collection plan leveraging the City's existing equipment and staff, analyzing characteristic parking utilization metrics within our Financial Modeling Workbook, and developing a concentrated list of recommended policy adjustments in a Parking Memorandum.

Task 1. Project Management

DIXON will engage City staff throughout the duration of the project to support a collaborative project management approach. Task 1 includes costs to support the project kickoff meeting, background/existing conditions research, and ongoing project management for up to two (2) months.

Task 1. Deliverables

- DIXON will assign a Project Manager to serve as the single point of contact for overall communications and project coordination with the City.
- DIXON will conduct a virtual project kickoff meeting in order to prioritize objectives and tasks, finalize the schedule, and request background data from the City.
- In coordination with City staff, DIXON will obtain all relevant data to assist with the project including past studies, staff reports, City Council agenda reports, and existing parking management strategies.
- DIXON will conduct monthly meetings for the duration of the project.

Task 2. Operational Needs Assessment

DIXON will conduct a targeted Operational Needs Assessment. Our team will meet with City staff virtually to review current processes and identify future needs. We will work with the City to determine specific areas of interest and focus our approach based on feedback from the City.

Our Operational Needs Assessment may include evaluating the City's parking program, identifying best practices for parking solutions, developing parking management strategies across core functional areas, assessing the policies, procedures, and technologies employed by parking operations staff, and assessing the organizational structure.

Task 2. Deliverables

- DIXON will conduct a remote Operational Needs Assessment. We will conduct one-on-one meetings with City staff to deepen our understanding of the City's parking program.
- DIXON will conduct a high-level assessment of the core elements of the parking program, with a focus on parking management strategies. Our assessment will tie in financial modeling and City collected inventory to evaluate various management options.
- Findings will be presented as a high-level Parking Memorandum.

Task 3. City-led Parking Data Collection

DIXON will work with the City to prepare a targeted data collection plan in order for the City to gain some immediate insight into occupancy and turnover within the Downtown.

DIXON will set up the *Rapid LPR Tool* to connect, interpret, and analyze the LPR data collected by the City to produce occupancy and turnover tables, charts, and maps.

Task 3. Deliverables

- DIXON will work with the City to confirm parking inventory within the proposed Study Area, including public and private parking spaces within a specified number of on-street block faces and equivalent areas within off-street lots along Main Street and cross streets. We will work with the City to establish a Study Area that can be accommodated within the proposed budget.
- DIXON will develop a data collection plan and will assist the City in data collection route design and LPR data capture training as necessary. The City will be responsible for collecting its own data.
- City-collected parking data will be analyzed, and occupancy values can be leveraged within DIXON's Financial Modeling Workbook (Task 4).

Task 4. Financial Modeling Workbook

Our team has experience forecasting the fiscal impacts of various parking management strategies. We can leverage modeling tools for this project, particularly to develop projections based on various future parking technology/management expenditures and scenarios.

A number of rate models can be compared within this tool, including hourly rates by zone, time of day, and escalating rates. DIXON's Financial Modeling Workbook allows customers to adjust variables including equipment and technology, operating days/hours, permit types, occupancy rates, compliance rates, and pricing.

Task 4. Deliverables

- We will incorporate parking data collected by the City and provide an analysis that may be used to forecast the financial impact of various parking management strategies.

Cost Proposal

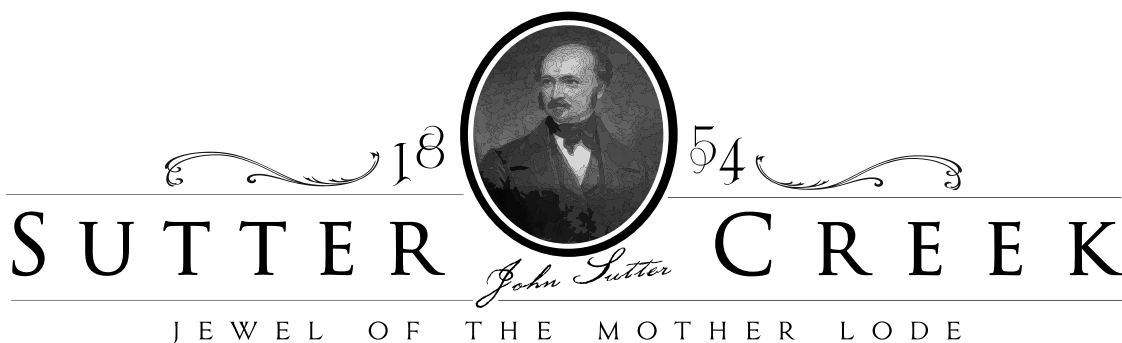
Our cost proposal is based upon a Time & Materials (T&M) approach to ensure that the project is managed in the most cost-effective and efficient manner. There is a Not to Exceed (NTE) amount, and we will deliver within that budget, customizing our solution to focus on what the project needs to achieve its objectives and adapting in order to ensure that the task is completed within the agreed-upon budget and timing. No travel or on-site work is anticipated for this project. Our terms are negotiable and can be customized based on the City's priorities.

Classification	Labor Rate Per Hour
Principal Consultant	\$245
Principal Planner	\$225
Senior Associate	\$175
Associate / Data Analyst	\$155
Junior Associate	\$115

Project Cost Breakdown

The following table details the estimated project cost breakdown by Task:

Cost Estimate: DIXON Time & Materials Fee		
Task	Description	NTE Cost
Project Management		
1	<ul style="list-style-type: none"> Project kick-off meeting Includes up to three (3) months of monthly meetings 	\$1,390
Operational Needs Assessment & Stakeholder Engagement		
2	<ul style="list-style-type: none"> Targeted, virtual operational needs assessment and evaluation of core parking program elements 	\$3,865
City-led Parking Data Collection		
3	<ul style="list-style-type: none"> Define Study Area and Inventory Verification 	\$1,915
Financial Modeling		
4	<ul style="list-style-type: none"> Analyze collected parking data Financial model and revenue projections 	\$2,830
Total NTE Cost		\$10,000
<i>Not including Optional Services</i>		



STAFF REPORT

TO: MAYOR AND MEMBERS OF THE CITY COUNCIL
MEETING DATE: AUGUST 7, 2023
FROM: SANDRA SPELLISCY, INTERIM CITY MANAGER
SUBJECT: SEWER CONNECTION FEE UPDATE

RECOMMENDATION:

Review report and direct staff to proceed with finalizing new connection fees.

BACKGROUND:

The City's sewer connection fees were last updated in 2003, although they have been increased incrementally since then to reflect inflationary adjustments. In 2018 the Council approved development of a new sewer rate study, including an update to connection fees. The rate study was divided into two parts, with the first part looking at the collection system needs and the second part to focus on treatment and disposal. Sewer rates were increased in 2019 to account for capital needs in the collection part of the system, but because the analysis of the capital needs for the wastewater treatment system was halted when the WWTP Replacement Project was abandoned in 2021, the second part of the rate study was never completed.

The city has renewed work on the WWTP Replacement Project grant, but it is still not ready to finish the second part of the rate study. In the meantime, with several new development projects in the pipeline, Sutter Creek will be losing the opportunity to charge updated connections fees unless those fees are raised separately from Part 2 of the sewer rates. Staff has asked our rate consultant to recommend a connection fee adjustment now, in order to ensure that new development coming online in the near future is paying its fair share for infrastructure.

DISCUSSION:

This proposal represents an intermediate step in setting accurate connection fees. These fees will need to be reviewed again when the city has a more concrete understanding of the capital costs to build a tertiary treatment plant.

BUDGET IMPACT:

Significant positive impact on sewer system capital improvement fund.

ATTACHMENTS: Proposal PowerPoint.

2023 Sewer Connection Fee Study

TBD, 2023

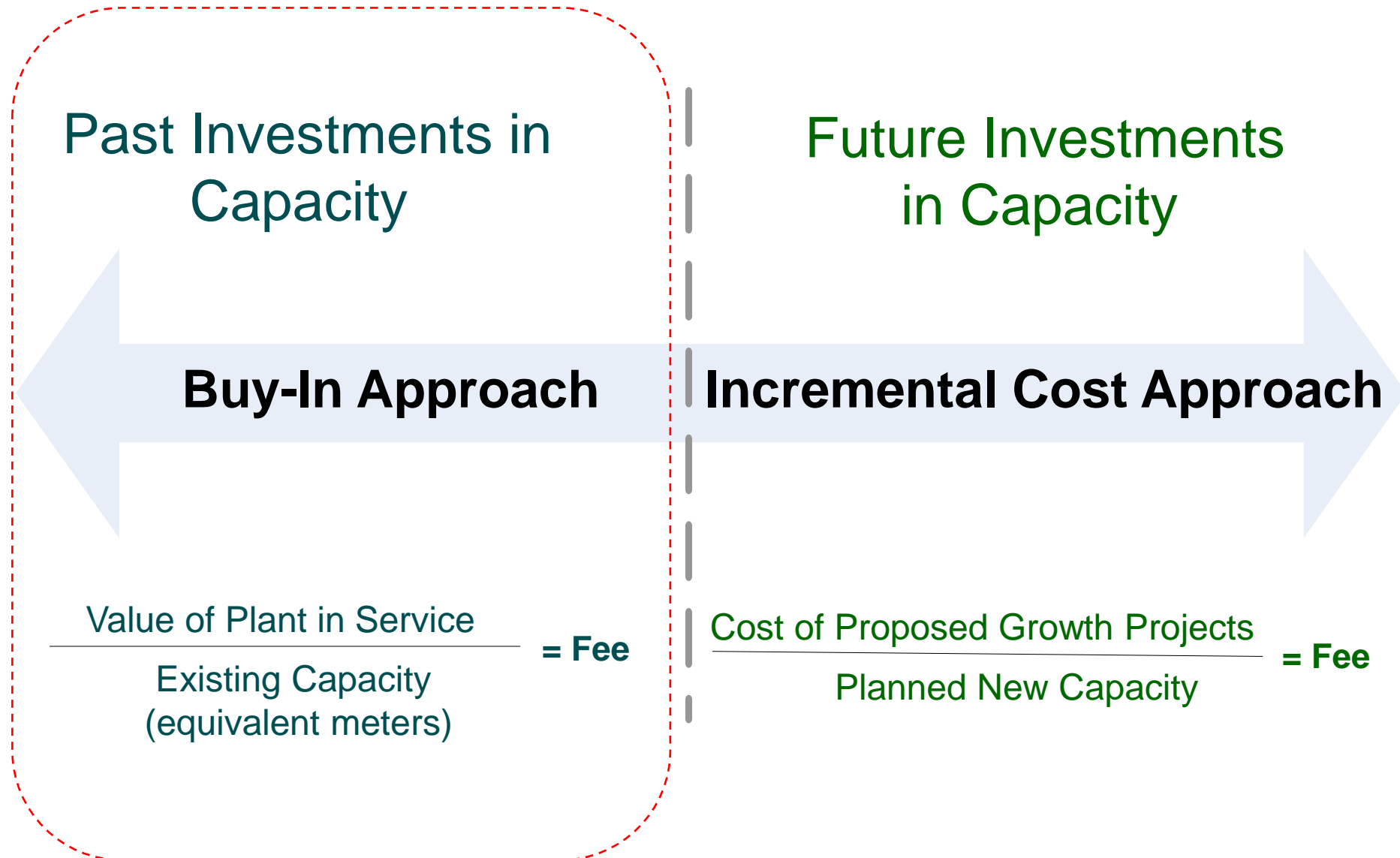
Sewer Connection Fees

- Connection fees are the one-time fees charged to new development for capacity in the sewer collection and treatment system.
- Also known as “capacity charges” or “developer impact fees” or “capital facility charges”
- The current fees are based on a study from 2003 (with inflationary adjustments since then)

Legal Standard

- Section 66013 of the Government Code states that connection fees shall not exceed the **estimated reasonable cost** of providing the service for which the charges are imposed.

Common Connection Fee Approaches



Recommended Methodology

- This Study recommends using the **Buy-In Approach** to calculate the Connection Fees.
- While the City does plan to expand its capacity in the future, the cost of those capacity-related projects are not sufficiently defined to use in this study

Value of Existing Sewer System

RCNLD of current assets ¹ :	\$15,655,400
Less outstanding principal on long-term debt ² :	-\$455,000
Plus past interest costs ³ :	\$792,300
Plus existing reserves ⁴ :	\$1,923,400
<hr/>	
Total System Valuation:	\$17,916,100

¹ Detailed in Appendix B of full report

² Outstanding principal for 1997 COP

² Interest paid on 1997 COP

⁴ This is the sum of all sewer cash reserves which were built up by existing customers

Hybrid Calculation

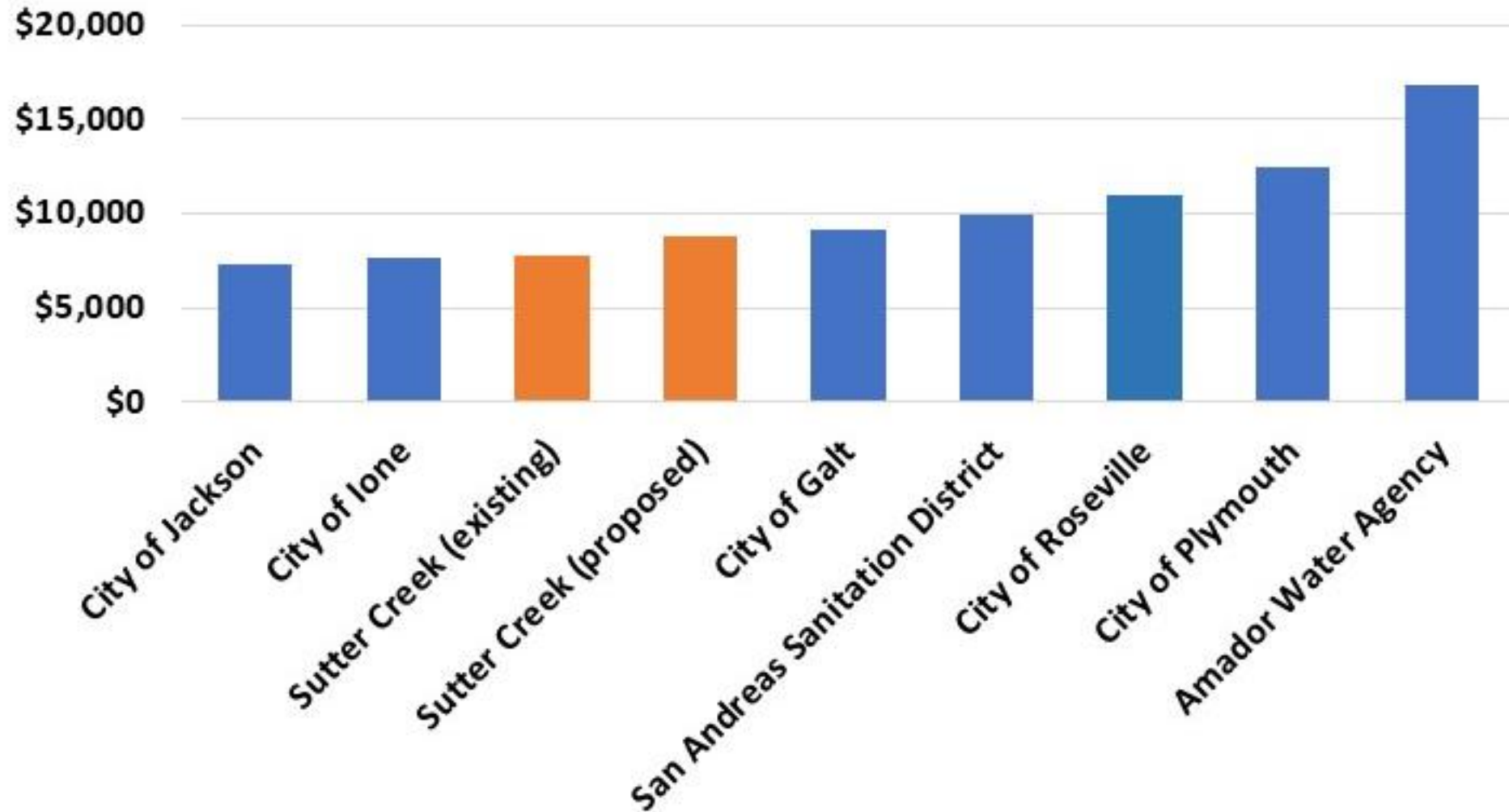
$$\frac{\text{Value of Available Capacity}}{\text{Available Capacity}} = \frac{\$17,916,100}{2,031 \text{ ESFUs}^1} = \text{\textit{\$8,821 per ESFU}}^2$$

¹“ESFUs = Equivalent single family units, a standard unit measure of sewer utility service based on the estimated volume of sewer flow from an average residential dwelling (131 gallons per day)

² The fee would be \$9,045 if the City elects to pay off its existing USDA debt (around \$450 thousand)

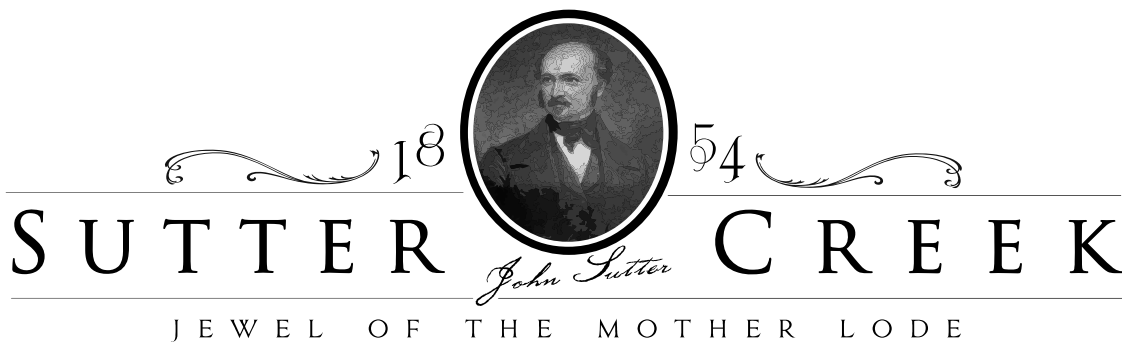
Survey of Regional Capital Facility Fees

for typical single family homes



Next Steps

- Receive Council comments
- Complete draft report with final recommendations



STAFF REPORT

TO: MAYOR AND MEMBERS OF THE CITY COUNCIL
MEETING DATE: AUGUST 7, 2023
FROM: SANDRA SPELLISCY, INTERIM CITY MANAGER
SUBJECT: REQUEST FOR FUNDING FOR SUTTER CREEK VISITOR CENTER

RECOMMENDATION:

Discussion and possible action

BACKGROUND:

Lisa Klosowki has submitted a request to Council for a one-time contribution in the amount of \$5,500 from the City of Sutter Creek to help operate a visitors center on Main Street.

DISCUSSION:

In order to donate funds, the city would need to have a tax identification number for the entity that is receiving the funds. It is not clear from the proposal where the money would be going or who would have oversight over the spending and accounting for the funding. Normally when a donation is made to a non-profit there is a board of directors that is responsible for making the overall spending decisions and ensuring funds are properly accounted for.

BUDGET IMPACT:

The Council decided to delete funding for a visitors center in the current budget. If it chooses to approve this request, it needs to determine where to appropriate the money from.

ATTACHMENT:

Visitors Center proposal

Revised Visitor Center Proposal

August 3, 2023

To: Sutter Creek City Council

Thank you for allowing me to submit a proposal for restoring the Visitor Center. Sutter Creek is a destination town and having a functional Visitor Center is so important. Any town worth visiting has a Welcome Center and ours was the best. Friendly faces that love to greet people and help them have the best experience possible. We will be reopening the Visitor Center at 71A Main Street this month.

Proposal for 71A Main Street Visitor Center

- 1) The Visitor Center will be focused on Information and History. With brochures, maps, event information, and history on Sutter Creek and all of Amador county.**
- 2) It will be operated by all Volunteer Staff.**
- 3) It will be open 7 days a week and optimally 6 hours a day**
- 4) I will manage the Visitor Center at no charge: which includes design, display, managing restock of information. and scheduling the Volunteers.**
- 4) It will have attractive displays about: The Knight Foundry, Historic Grammar School, Monteverde Store Museum, Preston Castle, Wine on 49, and more. Attractive displays will bring people in to the Visitor Center, be informative, and engaging. Thus creating a positive experience and generating visitors to our attractions and businesses.**
- 5) It will not be a Retail Store: Visitors like to pick up small souvenirs, such as magnets, post cards, gold vials, coffee mugs, books, hats, etc. But not large items. The Volunteers do not want to be retail clerks.**
- 6) Oversight: I will work with Sutter Creek Business & Professional Association to set up and maintain the Visitor Center.**
- 7) Equipment and Fixtures: We purchased an antique desk that has been removed. We will want this returned. We would also like to have any of the fixtures that were there before, such as table top brochure holders, free standing brochure rack, photos from the walls, maps, wine barrel, pedestals, and such, that we procured previously be returned to us.**
- 9) Sponsorship: We have received financial commitments from the community, through organizations, businesses, and individual residents to help support the Visitor Center on Main Street.**
- 10) City of Sutter Creek: We would like to request that The City of Sutter Creek be a Sponsor for the Visitor Center as well. We are requesting \$5,500 from the City of Sutter Creek to help us cover operational costs. The City will have no responsibilities or staff expense.**
- 11) There was also a brand new copier and computer in the Visitor Center before the shut down. If at all possible, we would like the City of Sutter Creek to provide those two items.**

Thank you so much for your time and we appreciate your consideration.

Sincerely:

**Lisa Klosowski
(916) 541-0276**