CITY COUNCIL MINUTES
March 4, 2013
SPECIAL SESSION/ WORKSHOP

A Special Session of the Auburn City Council was held in the Room 10, City Hall, 1225 Lincoln Way, Auburn, California on Monday, March 4, 2013 at 6:00 p.m. with Mayor Hanley presiding and Deputy City Clerk Amy M. Lind recording the minutes.

CALL TO ORDER at 6:00 p.m.

ROLL CALL:

Council Members Present:	Keith Nesbitt, J.M. "Mike" Holmes, William Kirby, Bridget Powers, Kevin Hanley
Council Members Absent:	None
Staff Members Present:	City Manager Robert Richardson, Deputy City Clerk Amy M. Lind

1. **Public Comment**

None.

2. **Review of City Council Special Rules and Procedures**

Council Member Holmes said he brought this item forward because it was last revised in 1999 and needs to be updated. He said this workshop is to hold a discussion regarding possibly revisions that will be taken back to City Council for approval.

Conversation followed and the consensus of the group was to incorporate the following changes:

- References to "Mayor Pro Tem" shall be renamed to "Vice Mayor" throughout the document.
- Council shall use their best judgment on attendance at the different types of appointments (voting members vs. non-voting members).
- Update the "Order of Business" to match the current format of agendas.
- Remove street address requirement when addressing the Council (possible look into speaker cards).
- Remove the list of Committee/ Commission appointments from the policy/ procedure document.
- Staff to make minor revisions and continue to keep updated.

Curt Smith, resident of Auburn, asked if the appointments to Committees/ Commission could be posted on the website.

Stephanie Snyder, City Clerk, said the goal of these revisions is to create a leaner improved policy and procedures for the Council.

Bob Richardson, City Manager, said the "Council Correspondence" portion of the policy & procedures is limited to use of letterhead.

The Council then reviewed the current appointments to Committees and Commissions. The consensus of the Council was to look into the need for an appointment to the Placer County Community Services Commission now being led by Project Go, Inc. There was also a consensus regarding a staff analysis on the continued membership of Placer County Flood Control District.

ADJOURNMENT

Mayor Hanley adjourned the meeting, without objection, at 7:45 p.m.

Kevin Hanley, Mayor

Amy M. Lind, Deputy City Clerk

CITY COUNCIL MINUTES
March 11, 2013
REGULAR SESSION

The Regular Session of the Auburn City Council was held in the Council Chambers, City Hall, 1225 Lincoln Way, Auburn, California on Monday, March 11, 2013 at 6:00 p.m. with Mayor Hanley presiding and City Clerk Stephanie L. Snyder recording the minutes.

CALL TO ORDER at 5:15 p.m.

ROLL CALL:

Council Members Present: J.M. "Mike" Holmes, William Kirby, Bridget Powers, Kevin Hanley

Council Members Absent: Keith Nesbitt

Staff Members Present: City Manager Robert Richardson, City Attorney Michael Colantuono, Fire Chief Mark D'Ambrogi, Public Works Director Bernie Schroeder, Public Works Engineer Carie Huff, Transit Analyst Megan Siren, Community Development Director Will Wong, Associate Planner Reg Murray, Administrative Services Director Andy Heath, Police Chief John Ruffcorn and Deputy City Clerk Amy Lind.

By **MOTION** adjourn to a Closed Session under Government Code Section 54957.6
MOTION: Holmes/Kirby/Unanimously approved by voice (Nesbitt absent)

1. **Initiation of Litigation: One case**
   G.C. 54956.9(c)

2. **Conference with Labor Negotiators:**
   (G.C. 54957.6)

   Agency Designated Representatives: Robert Richardson, Patrick Clark

   Employee Group: Auburn Police Officers Association

REPORT OUT OF CLOSED SESSION
Mayor Hanley stated there were no reportable actions.

PLEDGE OF ALLEGIANCE

MAYOR'S COMMENDATIONS/PROCLAMATIONS/ACKNOWLEDGEMENTS/ ANNOUNCEMENTS
A proclamation was presented by Mayor Hanley for MS Awareness Week.

AGENDA APPROVAL

The agenda was approved as presented by consensus of the Council.

CONSENT CALENDAR

Council Member Holmes requested item 5 and item 7 be removed; to be discussed immediately following the consent calendar.

1. **Minutes**

   By **MOTION**, approve the minutes of 2/11/2013 and 2/25/2013.

2. **Sewer Ordinance Amendment**

   By **MOTION**, introduce and hold a first reading, by title only, for an ordinance amending Title V, Chapter 52 to the Auburn Municipal Code.

3. **Consultant Agreement for Engineering & Construction Services for the Sewer Collection System & Consulting Services for the Wastewater Treatment Plant**

   By **RESOLUTION 13-20**, authorize the Director of Public Works to execute the consultant agreement with NexGen Utility Management for Engineering & Construction Services for the Sewer Collection System and consulting services association with the wastewater treatment.

4. **Annual SACOG Blueprint Project Comparison Report – 2012 Calendar Year**

   Information item only.

5. **HDRC Operations & Procedures Annual Review 2013**

   Item removed from consent calendar.

6. **Palm Avenue Sidewalk and Bicycle Lane Project – Right-of-Way Certification**

   BY RESOLUTION 13-21, authorize the Director of Public Works to execute a consultant agreement with Bender Rosenthal, Inc. for Right-of-Way Certification services for the Palm Avenue Sidewalk and Bicycle Lane Project subject to approval of form by the City Attorney in an amount not to exceed $35,000.

7. **Updated Community Development Block Grant Program Income Reuse Plan and Business Assistance Loan Program Guidelines**

Item removed from consent calendar.

********** End of Consent Calendar **********

By **MOTION**, approve the consent calendar excluding items 5 and 7.
MOTION: Kirby/Powers/Approved 4:0 (Nesbitt absent)

7a. **HDRC Operations & Procedures Annual Review 2013**

Council Member Holmes asked about the progress made since the HDRC began moving forward with the objective to review and better understand their powers and duties as provided in the municipal code.

Associate Planner Reg Murray spoke about the March 5th HDRC meeting where this was discussed and the ad-hoc committees created to review their powers and duties.

Council Member Holmes asked about the action taken at the last meeting regarding amending the procedure for nominating buildings for the Auburn list of historic places.

Reg Murray said HDRC reviewed a draft nomination process and directed staff to make recommended revisions to bring to Council for approval in April.

7b. **Updated Community Development Block Grant Program Income Reuse Plan and Business Assistance Loan Program Guidelines**

Council Member Holmes said he would like a better understanding on the balance of outstanding loans and available funding for future loans. He said it would be useful to the Council to know what businesses receive these loans.

Community Development Director Will Wong said this fulfills a state requirement to update the Reuse Plan and Loan guidelines. He briefed the Council and the status of outstanding loans and loans that are currently in the process for approval.

By **RESOLUTION 13-22**, adopt an updated Community Development Block Program Income Reuse Plan and Business Assistance Loan Program Guidelines.
MOTION: Holmes/Powers/Approved 4:0 (Nesbitt absent)

8. **Public Comment**

Mayor Hanley thanked City Clerk Stephanie Snyder and Assistant City Clerk Amy Lind for helping the Council and Staff in participating in the Celebrity Chef event last week.

COUNCIL BUSINESS

9. **Annual General Plan Implementation Work Plan – Calendar Year 2012 Review**

Reg Murray presented this item. He reviewed the items addressed during calendar year 2012 including Streetscape Phase 2, Airport Land Use Compatibility Plan, First Time Home Buyers program, Owner Occupied Rehabilitation Program, Mercy Senior Apartments, and the Park Fee Update.

Council Member Kirby asked about removing inactive programs from the general plan document.

Council Member Holmes asked about the ongoing work to update the inventory of historic sites. He asked for a possible update to the historic site ordinance.

Reg Murray explained when the general plan document gets updates and when items are removed. He said the inventory of historic sites is being updated as sites are nominated and placed on this list.

Council Members then recognized Reg Murray and Will Wong for their hard work on the General Plan and staying ahead of the curve on necessary updates.

By **MOTION,** adopt the General Plan Implementation Work Plan (2012 Calendar Year) and direct staff to submit the Plan to the State Office of Planning and Research and the State Department of Housing and Community Development.
MOTION: Powers/Kirby/Approved 4:0 (Nesbitt absent)

10. **Annual Housing Element Progress Report – Calendar Year 2012 Review**

Reg Murray presented this item. He said this report identifies how the City is meeting its share of the regional housing needs as specified by State Law. He reviewed information and accomplishments regarding: (1) Permitting, (2) First Time Home Buyer Program, (3) Occupied

Rehabilitation Program, (4) HOME Program Outreach, (5) 2008-2013 Housing Element and (6) 2013-2021 Housing Element Update.

Council Member questions followed regarding: (1) Mercy Housing project and residency requirements (senior very low and extremely low income), (2) first time home buyer program funds, and (3) various code amendments.

Mayor Hanley spoke about Department of Housing and their power to approve the housing element in regards to the "reasonable accommodation" policy.

City Attorney Michael Colantuono said the Department of Housing is using their authority under state law to eliminate disability discrimination in local housing ordinances. He said the practice they are recommending is one that a lot of city attorneys also recommend because it protects the city from claims that it violated the American's with Disabilities act.

Council Member Holmes asked about assisted living facilities within the city due to a flyer that recently was mailed in Auburn.

Reg Murray said assisted living facilities with "6 of fewer" are regulated through the state; not on a local level.

By **MOTION**, adopt the 2012 Housing Element Progress Report and direct staff to submit the report to the State Office of Planning and Development (OPR) and the State Department of Housing and Community Development (HCD).
MOTION: Holmes/Powers/Approved 4:0 (Nesbitt absent)

11. **Financial Status Report – Fiscal Year 2012-13**

Finance Director Andy Heath presented this item. He provided an overview of the budget review process. He then reviewed the general fund revenues and expenditures. He provided an enterprise fund update, and other special revenue/ fiduciary fund update. He concluded with an update to the developing base budget for FY 13/14 (entire report available as part of permanent record).

Council Member questions followed regarding: (1) "one-time" increased revenue and/or appropriations, (2) percentage of general fund reserves, (3) asset forfeiture funds, (4) SAFER grant, (5) AB109 SIU Funds, (6) sewer fund expenditures, (7) Streetscape Phase 3, (8) election costs, (9) reserve fund balances at neighboring communities, (10) sales tax revenues, (11) demolition of former wastewater treatment plant, (12) decreased traffic fines, (13) CalPERS program, and (14) gas tax.

Council Member comments followed regarding: (1) making presentation report available to public during the meeting, (2) improvement in community policing, (3) the importance of reserve funds, (4) irresponsible business practices of the state and federal government, (5) building the reserve fund in the future years, (6) city staff, (7) the economy going forward.

By **RESOLUTION 13-23**:

A) Increase the estimate for earned revenue in the City's General Fund by $963,629 to $9,560,275;
B) Increase the appropriation for expenditures in the City's General Fund by $771,534 to $9,244,625; and
C) Increase the General Fund Cash Reserves by $203,091 to $3,042,156.
D) Adopt the modified budgets in accordance with the attached schedules for the City's Airport, Sewer, Redevelopment, Gas Tax, Transportation, Transit, Solid Waste Management, Fire Department Equipment, CDBG, Asset Forfeiture, Office of Traffic Safety, Law Enforcement Personnel Grant, School Park Preserve, and FEP Funds.

MOTION: Holmes/Powers/Approved 4:0 (Nesbitt absent)

12. **Auburn Fire 2012 Incident Response Report, Medical Response**

Fire Chief Mark D'Ambrogi presented this item. He reviewed medically related incidents and the current handling practice. He explained the difference in the 300/311/320/321 coded medical calls. He reviewed the cost analysis for response to EMS incidents.

Council Member Kirby asked questions about the two analyses in the staff report and the effects of the increased level of staffing due to the SAFER grant.

Council Member Holmes asked about medic alert calls. The Chief and Council spoke about different ways to track medic alert calls.

Mayor Hanley asked about staffing scenarios to possibly use the engine on less calls.

Chief D'Ambrogi said other deployment models are definitely feasible.

Council members then commented on the thorough report and thanked Chief for his leadership in the City of Auburn.

REPORTS

13. **City Council Committee Reports**

Council Member Holmes reported on information he received from Ca. League of Cities regarding Senate Bill 7 that would limit~~ed~~ charter cities as far as the use of prevailing wage. He reported on local contractors and employees on the Mercy Housing project. He reported on a conversation he had with the Army Corps of Engineers regarding the Electric Street Water Diversion Project. He reported on the Ad Hoc Committee planning the 125th Anniversary activities including: May 10th they will be rededicating the El Dorado Street Firehouse, May 17th UP Railroad will declare Auburn a Rail Town USA, the State of Community dinner will have a historical video, July Art Walk, September display at City Hall and Library. He also commended Deputy City Clerk Amy Lind for achieving the Certified Municipal Clerk designation.

Council Member Kirby said his daughter Sara Kirby-Gonzales won the special election for the Washington Unified School Board seat. He reported on the Placer Nevada County Wastewater Authority and spoke about the response expected on deal points. He thanked Bernie Schroeder for all her work in regards to the regional sewer.

Council Member Powers reported on the upcoming Placer County Economic Development Board award breakfast. She reported on the Airport Business Park sign that was destroyed and possible replacements.

Mayor Hanley said he provided a list to Council he received from SACOG regarding bills in legislature. He said he would like to formulate a list of bills that would affect Auburn to watch more closely.

ADJOURNMENT

Mayor Hanley adjourned the meeting, without objection, at 8:13 p.m.

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