

Jackson City Council
Minutes
Regular Meeting of August 26, 2013

Patrick Crew, Mayor
Keith Sweet
Connie Gonsalves, Vice-Mayor

Michael Daly, City Manager
Mark Morton, Fire Chief
Susan Peters, City Planner
Gisele Cangelosi, City Clerk

COUNCIL MEMBERS ABSENT:

Wayne Garibaldi
Marilyn Lewis

Mayor Crew called the meeting to order at 7:00 p.m.

1. APPROVAL OF AGENDA.

Moved by Vice-Mayor Gonsalves seconded by Councilmember Sweet, and carried by a 3 to 0 vote (Councilmember Lewis and Councilmember Garibaldi absent) to approve the City Council Agenda dated August 26, 2013 as presented.

2. PUBLIC MATTERS NOT ON THE AGENDA.

None.

3. CONSENT CALENDAR.

- a. Approval of Minutes of August 12, 2013 meeting.
- b. Approval of Expenditure Report for the period of August the amount of \$16,048.95.

Moved by Councilmember Sweet, seconded by Vice-Mayor Gonsalves, and carried by a 3 to 0 vote (Councilmember Lewis and Councilmember Garibaldi absent) to approve the Consent Calendar as presented.

4. ADMINISTRATIVE REPORTS.

Fire Chief Morton reported on numerous wild land fires thru out North California and noted our department and Amador County fire department has gotten great reviews from the strike force team for their assistance.

City Planner Peters reported at the next City Council meeting there will be an item to adopt the Jackson Circulation Improvement Project and Fee Update with along with the associated Mitigated Negative Declaration.

City Manager Daly reported on the following:

1. The City's Banking Request for Proposals closed on August 22 and we received four Banking Proposals. Staff will be reviewing the proposal and the award will be submitted at the September 23 meeting with implementation in January 2014.
2. Smith and Newell the City's auditors will perform the 2012-2013 Annual Audit September 16 thru 18.
3. Staff has been working with Stantec regarding wastewater permit.
4. Aime Field parking lot will be closed tomorrow thru Thursday evening for slurry seal and will be open for weekend.

5. COUNCIL REPORTS.

Mayor Crew reported he attended the LAFCO meeting and will be attending a four day LAFCO conference in Truckee.

DISCUSSION CALENDAR

For the record: Action minutes provide the necessary documentation of City Council actions and audio recordings are retained for those desiring more detail on particular agenda item discussion. These audio recordings provide an accurate and comprehensive backup of City council deliberations and citizen discussion.

6. Consider Comment on "Jackson Township" Project in Sacramento County.

City Manager Daly reported on August 13, 2013 County of Amador Planning Director, Susan Grijalva, forwarded to city staff a Notice of Preparation for a Draft Environmental Impact Report for the "Jackson Township" Specific Plan. The proposed Jackson Township is located in Sacramento County on Highway 16 between Excelsior Road and Sunrise Boulevard.

City Planner Peters reported the purpose of the Notice of Preparation is to allow public agencies and concerned citizens to comment on the scope and content of the Draft Environmental Impact Report (DEIR). A project of this size 6,143 residences and 1,996,100 square feet of non-residential uses will clearly have significant environmental impacts to the region. Staff has reviewed the provided project description and has serious concerns with use of the name "Jackson Township" for a new project on the Jackson Highway which leads to the City of Jackson. Having two jurisdictions with such similar names in close proximity is confusing and has the potential to impact emergency services for both locations as well as the economic vitality of the City of Jackson. Another impact that has the potential to effect the County of Amador is the relinquishment of Highway 16 and the associated traffic and circulation impacts. The Amador County Transportation Commission (ACTC) on behalf of the County and its cities are addressing the impacts of relinquishment of Highway 16. For this reason staff has prepared the provided comment letter and is recommending the City Council authorize the Mayor to execute and submit our comments to Sacramento County.

City Manager Daly reported the Amador County of Tourism and Amador County Chamber of Commerce are also prepared to write letters of comment on the Draft Environmental Impact Report for "Jackson Township" Specific Plan. City Planner Peters suggested the Jackson Rancheria look at this matter as well.

Mayor Crew opened the public discussion. Hearing no comments from the public, Mayor Crew closed the public discussion.

Moved by Vice-Mayor Gonsalves, seconded by Councilmember Sweet, and carried by a 3 to 0 vote (Councilmember Lewis and Councilmember Garibaldi absent) to authorize the Mayor to sign the provided comment letter on the Draft Environmental Impact Report for "Jackson Township" Specific Plan.

7. Award of Bid – HOME First-Time Homebuyer Administrative Subcontractor.

City Manager Daly reported the City of Jackson was awarded a grant by the State Housing and Community Development for a first time homebuyer loan program funded by the Home Investment Partnership Program (HOME) in 2012. This program provides a second loan to income qualifying applicants to assist with the purchase of a new home. The grant is the fifth HOME first time homebuyers grant obtained by the City since 2005. The total grant award was \$700,000, of which a certain portion is allocated for the City's cost of administering the grant and "activity delivery" costs

involved with reviewing the qualifications of loan applicants, working with realtors, funding institutions and title companies, evaluating the equity of the home subject of the purchase and completing the financial requests submitted to state for drawing down the grant funds for each loan. To date, no loans have been made by the City under this grant.

All previous administrative services related to these grants were provided by Connerly & Associates, Inc., based out of Sacramento, however, they provided notice to the City in June 2013 that they were terminating their services. The City then issued a request for qualifications and received two responses and one other "decline to submit" response due to other commitments. After interviewing the two submittals, staff is recommending a contract agreement with California Engineering Company, Inc., for this work. The other firm interviewed was Adams Ashby Group. Both firms were very well qualified and have experience providing these services to municipalities with HOME first time homebuyer grants.

The main reason for recommending California Engineering Company was their approach to the situation in Jackson, recognizing the urgency of getting loans out to households in need of this funding. The grant expires in June, 2014, and it is expected that funding for approximately seven loans is available, possibly more. The agreement also allows the City to use this firm for other housing related grant activities and possible future applications. In addition, the City expects to begin receiving program income at some point in time for additional loans, and this firm would be able to handle that activity as well. They also understand that the previous administrative subcontractor spent some of the "administration" money on clearing the conditions for the grant to be in a position to begin loaning funds, and they are willing to work within the remaining grant funds available. Should the City Council choose to award this work at this meeting, California Engineering Company is ready to begin immediately.

Mayor Crew opened the public discussion. Hearing no comments from the public, Mayor Crew closed the public discussion.

Moved by Vice-Mayor Gonsalves, seconded by Councilmember Sweet, and carried by a 3 to 0 vote (Councilmember Lewis and Councilmember Garibaldi absent) to approve California Engineering Company, Inc. (CEC) as the Administrative Subcontractor for the City's HOME First Time Homebuyer Grant and authorize the City Manager to execute a contract agreement for the services identified in the scope of work for this project.

8. CLOSED SESSION

- a. Conference with Labor Negotiator. Agency Representative, Michael Daly, City Manager. Employee Organization: General Employee Unit, SEIU Local 1021 (Pursuant to Government Code Section 54957.6).
- b. Conference with Labor Negotiator. Agency Representative, Michael Daly, City Manager. Employee Organization: Jackson Police Officers Association (Pursuant to Government Code Section 54957.6)

Vice-Mayor Gonsalves reconvened to Open Session at 7:5 p.m. and announced reportable action taken

9. Adjournment:

Adjourn 7:52 p.m.

ATTEST:


Gisele L. Cangelosi, City Clerk

Date Approved: September 9, 2013