

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF
YREKA HELD IN SAID CITY ON DECEMBER 17, 2020.

On the 17TH day of December 2020, the City Council of the City of Yreka met in regular session, and upon roll call, the following were present: Deborah Baird, Joan Smith Freeman, Duane Kegg, Paul McCoy, and Corey Middleton. Absent - None.

Mayor Kegg announced that Closed Session item 1 has been pulled from the agenda.

Consent Calendar: Mayor Kegg announced that all matters listed under the consent calendar are considered routine and will be enacted by one motion unless any member of the Council wishes to remove an item for discussion or a member of the audience wishes to comment on an item:

- a. Approval/ratification of payments issued from November 27 through December 10, 2020.
- b. Approval of Minutes of the meeting held December 3, 2020.
- c. Acceptance of Treasurer's Report and Budget to Actual for the month of October 2020.

Mayor Kegg announced his recusal from item 1a, due to a financial interest.

Following Council discussion, Councilmember McCoy moved to approve item 1a on the consent calendar as submitted.

Councilmember Baird seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, McCoy and Middleton.

Following Council discussion, Councilmember McCoy moved to approve items 1 b & 1c on the consent calendar as submitted.

Councilmember Baird seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, McCoy and Middleton.

Mayor Kegg thereupon declared the motions carried.

Annual Development Impact Fee Report and updating the City's Capital Improvement Plan and Development Impact Fee Program:

Public Hearing This being the time and date scheduled for the public hearing, Mayor Kegg opened the hearing to the public. There being no statements or comments from the public, Mayor Kegg closed the public hearing.

Adopt Resolution # 2020-44 approving the Development Impact Fee Report and updating the City's Capital Improvement Plan and Development Impact Fee Program.

Finance Director Rhetta Hogan provided the Council with a memorandum reporting that on November 16, 2006, the City Council adopted Ordinance 790 establishing and implementing development impact fees (DIFs) and made it a part of Title 11, Chapter 11.23. This Ordinance was amended twice, by Ordinance 795, and Ordinance 799 for technical amendments and re-titling it Municipal Utility Services, Impact and Connection Fees. Section 11.23.170 of Chapter 11.23 provides for an annual review of the capital improvement plan and an accounting of DIFs received and expended. The last report was made to the Yreka City Council on December 19, 2019.

Based upon Government Code Section 66006(b), development fees must be reviewed annually and may be adjusted by the City Council after a noticed public hearing. The annual report shall include the following items.

1. A brief description of the type of fee collected;
2. The amount of the fee;
3. The beginning and ending balance of each type of fee held by the City;
4. The amount of fees collected, and the interest earned;
5. An identification of each public improvement and the amount expended;
6. An identification of the approximate date by which the construction of the public improvement will be complete;
7. A description of each interfund transfer or loan made; and
8. The amount of refunds made (none reported).

As required by the Government Code, this information must be made available to the public through posting of a draft of this report. Upon the completion of a fifteen-day review period, Council will be asked to accept and file the report. Funds held in reserves, in excess of five or more years are dedicated to specific expenditures contained in the Master Facility Plan and are consistent with the community's goals.

ALTERNATIVES/OPTIONS: This item is presented for review as required by the Government Code to provide information to the public concerning collections and expenditures of Development Impact Fees (AB 1600 Fees). As long as the City maintains these fees, this annual review will be required.

Update of Capital Improvement Plan: Pursuant to the provisions of Government Code Section 66002(b), the capital improvement plan adopted by the City by Resolution 2615 approving the Development Impact Fee Study shall be annually updated at a noticed public hearing. The Capital Improvement Plan, Capital Needs Prioritization was updated to reflect that 2018 Utility Rate Study for Public Works and is attached hereto as Attachment 4, which is being presented in addition to capital needs identified on the original report.

Discussion:

Council made findings as follows:

1. There is a reasonable relationship between the need for the described public facilities and the impacts of the various types of development, and,
2. there is a reasonable relationship between the fees use and the type of development for which the fee is charged, and
3. the cost estimates set forth in the Master Facilities Plan are reasonable cost estimates for constructing these facilities, and that the fees to be generated by new development will not exceed the total of these costs.

The proposed Resolution reaffirms these findings.

- Since the last report submitted to and approved by City Council on December 19, 2019, no other change of circumstance has occurred since the Capital Improvement Plan and Development Impact Fee program were adopted.
- Neither General Plan designations nor growth projections in the City have materially changed in the last year.
- The remainder of the public facilities identified in the Development Impact Fee Report are still required to serve the needs which will be created by new development in the City.
- A relationship between the need for such public facilities, the amount of fees necessary to fund development of such facilities, and the impacts of development for which the fees are charged has remained unchanged from when these programs were adopted.
- There have been duly authorized index adjustments of the cost of the public improvements and the fee amounts made pursuant to YMC Section 11.23.180.
- Gov Code Section 66006(b), which requires the Annual Review report of AB 1600 fees be made within 180 days after the last day of each fiscal year and that it be reviewed by the City Council at the next regularly scheduled public meeting not less than 15 days after the information is made available to the public. The update of the capital improvement plan can be by Resolution but must occur at a noticed public hearing (one newspaper publication of the notice 10 days prior to the public hearing).

Following Council discussion, Councilmember McCoy moved to adopt the Resolution as submitted.

Councilmember Middleton seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, McCoy and Middleton.

Mayor Kegg thereupon declared the motion carried.

Adopt Resolution # 2020-42 adopting the 2021 meeting calendar for the Yreka City Council.

Following Council discussion, Councilmember McCoy moved to adopt the Resolution as submitted.

Councilmember Baird seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, McCoy and Middleton.

Mayor Kegg thereupon declared the motion carried.

Adopt Resolution # 2020-43 adopting the City of Yreka's Job Classification Study and Related Classification Descriptions.

Finance Director Rhetta Hogan provided the Council with a memorandum reporting that on June 8, 2015, the City Council (Resolution 2015-32), authorized staff to enter into a contract not to exceed \$28,080, with Koff & Associates to prepare a job classification study for the City's full-time positions. Koff & Associates completed their work on the study in June of 2017.

Staff has met with each of the units and through a series of meetings over several years (and staffing turnover) with the units has received acceptance of these classifications, ensuring that the descriptions are representative of the work expectations. And though it has taken several years of regular meetings and in some cases, substantial revisions from the Koff draft, staff has succeeded in presenting uniform acceptance of these classifications and classification descriptions. The descriptions are approved not only by the represented units, but also the responsible supervisors, managers, department heads and City Manager. The original classification study contract was \$28,080. Staff time dedicated to this project has been significant.

Following Council discussion, Councilmember Baird moved to adopt the Resolution as submitted.

Councilmember Middleton seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, McCoy and Middleton.

Mayor Kegg thereupon declared the motion carried.

Approval of the City of Yreka 2019-2020 Closing Operating Budget Revisions.

Finance Director Rhetta Hogan provided the Council with a memorandum reporting that budget revisions are needed during the course of the year and at fiscal year ending to reflect changes in the budget estimates to more accurately reflect the revenue and expense trends.

The majority of expense revisions have already been authorized (allowable internal transfers or by Council action), and my report details by account to ensure public transparency of those actions. The revenue changes primarily increase, reflect better than project performance results. Budget adjustments and revisions are a common practice.

Following Council discussion, Councilmember McCoy moved to approve the 2019-2020 Closing Operating Budget Revisions as submitted by the Finance Director.

Councilmember Freeman seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, McCoy and Middleton.

Mayor Kegg thereupon declared the motion carried.

Request City Council to appropriate additional funding of \$62,500 in fiscal year 2020-2021 for the hiring of an additional journey level licensed wastewater treatment plant operator.

Finance Director Rhett Hogan provided the Council with a memorandum reporting that we are requesting approval of a supplemental appropriation for funding of an additional wastewater treatment plant operator class two, three, or higher for the balance of 2020-21, and inclusion of the position into the budget for the years ending June 30, 2021 and expected 2022.

The funding for this position will be from utility fee revenue. The annualized cost of a wastewater treatment plant operator varies based on the pension formula and choice of benefit plans. The budgetary estimate is for a class three operator, mid-range and family benefit plan. An additional expenditure appropriation of \$62,500 in the sewer enterprise funds for fiscal year 2020-21 is anticipated.

Director of Public Works Matt Bray reported the position is urgently needed to transition for an upcoming planned retirement.

Following Council discussion, Councilmember Freeman moved to appropriate additional funding of \$62,500 in fiscal year 2020-21 for the hiring of an additional wastewater treatment plant operator.

Councilmember Baird seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, McCoy and Middleton.

Mayor Kegg thereupon declared the motion carried.

Appointment of City Clerk.

City Manager Steve Baker reported to the Council that on December 3, 2020 the Council certified the results of the November 3, 2020 election. One of the measures on the ballot was to make the City Clerk position appointive. While the ballot measure was silent on who makes the appointment, the Council authorization for the ballot measure specifically identifies the Council as making the appointment.

During discussions of placing the ballot measure on the ballot, the Council discussed getting a recommendation from the City Manager of a staff member who could fulfill the role. According, I am recommending Arthur Boyd to fill this position. His qualifications are well known to the Council.

Following Council discussion, Councilmember McCoy moved to appoint Arthur Boyd as the City Clerk effective immediately.

Councilmember Freeman seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, McCoy and Middleton.

Mayor Kegg thereupon declared the motion carried.

Continuation of Urgency Ordinance 855.

Following Council discussion, Councilmember Baird moved to continue Ordinance #855 as adopted.

Councilmember Freeman seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, McCoy and Middleton.

Mayor Kegg thereupon declared the motion carried.

CLOSED SESSION:


1. Conference with Real Property Negotiator (Government Code Section 54956.8)
 - Property: AP Number: 062-051-240, 062-051-260, 062-051-300
 - City Negotiators: City Manager and Director of Public Works
 - Third Party Negotiator: Ladd E. and Kyle S. Johnson
 - Under Negotiation: Possible purchase including price, terms of payment, or both.
2. Conference with Legal Counsel - Anticipated Litigation
 - Initiation of litigation pursuant to Subdivision (c) of Section 54956.9 of the Government Code: (Number of cases to be discussed – 1 - The names of the parties are not disclosed, as it is believed that that to do so would jeopardize the City's ability to serve process or to conclude existing settlement negotiations to the City's advantage).

RETURN TO OPEN SESSION: Upon return to open session, City Manager Baker reported that no action was taken in closed session.

ADJOURNMENT There being no further business before the Council the meeting was adjourned.

Attest:


Arthur Boyd, City Clerk


Duane Kegg, Mayor
Minutes approved by Council
Motion January 5, 2021