Jackson City Council Agenda

Monday, September 28, 2020 - 7:00 PM Regular Meeting
Jackson City Hall, 33 Broadway, Jackson, California 95642

Public Teleconference Line: 1-623-404-9000
Meeting ID: 149 357 8052
Join from PC, Mac, Linux, iOS or Android: https://meetings.ringcentral.com/j/1493578052

Teleconference participants will be muted upon entry. Should you wish to speak upon Public Comment, please “Raise your Hand”; you will be unmuted one at a time and asked to state your name. Those calling in is *6 to unmute and *9 to mute.

Note: all City Council meetings are recorded.

Public attendance is optional but we strongly encourage the public to participate from home. If attending in-person, there is limited seating due to following the social distancing guidelines and face covering are required.

Public Comments will also be accepted by email at cinfo@ci.jackson.ca.us. All emails MUST be received by 4:00 pm day of meeting. Late submissions will not be accepted. In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting, you should contact the Office of the City Clerk at (209) 223-1646 (voice) or (209) 223-3141 (fax).

1. **APPROVAL OF AGENDA.**

Approval of agenda for this date; any and all off-agenda items must be approved by the City Council (pursuant to §54954.2 of the Government Code).

2. **PUBLIC MATTERS NOT ON THE AGENDA.**

Discussion items only, no action will be taken. Any person may address the Council at this time on any subject within the jurisdiction of the City Council. Please note – there is a three (3) minute limit.

3. **CONSENT CALENDAR.**

Items listed on the consent calendar are considered routine and may be enacted by one motion. Any item may be removed for discussion at the request of a Council member.

a. Approval of the August 24, 2020 Meeting Minutes.
b. Approval of the September 14, 2020 Meeting Minutes.
c. Approval of Expenditure Report in the amount of $170,174.12.
f. Jackson Lion’s Club Halloween Parade Application for Special Event/Parade Permit.
g. Acknowledgment of Jackson’s project submission to Amador County Countywide Economic Development Strategy (CEDS) study.
4. **ADMINISTRATIVE REPORTS.**

This section is to provide staff an opportunity to present oral status reports on issues. No legal action is expected to be taken by the Council.

5. **COUNCIL REPORTS.**

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

6. **DISCUSSION CALENDAR.**

   a. Public Hearing: 2nd Reading Rezone / GP Amendment Old Court House. Resolution No. 2020-35 Amending the City of Jackson’s General Plan Land Use Designation and Zoning Map and Ordinance No. 718 Rezoning 108 & 204 Court St. and 42 Summit St.
   
   b. Possible Acceptance of the 2020 Cost Allocation Study and Direction of Designating the additional fund for Specific Purposes.
   
   c. Possible Acceptance of CARES Act Fund Allocations Agreements with Amador County.

7. **CLOSED SESSION.**

   • CONFERENCE WITH LABOR NEGOTIATORS
     
     Agency designated representatives: Mayor Stimpson;
     Unrepresented Employee: Yvonne Kimball

8. **DISCUSSION CALENDAR (CONT’D).**

   d. Possible salary adjustment for the city manager.

9. **ADJOURNMENT.**

Regular meeting adjournment.
UPCOMING MEETINGS:

October 13, 2020  7:00 pm  Council Meeting
October 14, 2020  10:00 am  Cemetery Meeting (to be confirmed)
October 19, 2020  6:30 pm  Planning Commission Meeting (to be confirmed)
October 26, 2020  7:00 pm  Council Meeting

UPCOMING CLOSURE DATES FOR CITY OFFICES:

October 12, 2020  Columbus Day
November 11, 2020  Veteran’s Day
November 26-27, 2020  Thanksgiving

Posted:  City Hall, 33 Broadway, Jackson

Agenda materials will be available for review (pursuant to §54957.5 Government Code Section) in the City Clerk’s office in City Hall.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting, you should contact the Office of the City Clerk at (209) 223-1646 (voice) or (209) 223-3141 (fax). Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

Visit our website at http://ci.jackson.ca.us
for copies of previous agendas, minutes and City budget.
Mayor and Council Members
Robert Stimpson, Mayor
Connie Gonsalves, Vice Mayor
Wayne Garibaldi, Council Member
Keith Sweet, Council Member

ABSENT: Marilyn Lewis, Council Member

John Georgette, City Clerk

Staff Members:
Josh Nelson, City Attorney
Yvonne Kimball, City Manager
Bree Wilder, Acting Public Works Superintendent
Debbie Mackey, Fire Chief
Chris Mynderup, Police Chief
Patti Ungaro, Administrative Assistant

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

PLEDGE OF ALLEGIANCE TO THE FLAG.

Mayor Stimpson led the Pledge of Allegiance.

1. APPROVAL OF AGENDA.

Motion to approve the City Council Agenda dated August 24, 2020 as presented. Moved by Councilmember Garibaldi, seconded by Vice Mayor Gonsalves, and carried by a 4 to 0 roll call vote:

AYES: Stimpson, Gonsalves, Garibaldi, Sweet
NOES: None
ABSENT: Lewis
ABSTAIN: None

2. PUBLIC MATTERS NOT ON THE AGENDA.

Discussion items only, no action will be taken. Any person may address the Council at this time on any subject within the jurisdiction of the City Council. Please note – there is a three (3) minute limit.

There were no Public Comments therefore Mayor Stimpson moved to next item. A Public Comment was requested after Item 3 from Thornton Consolo, Jackson resident, who asked for permission to speak after experiencing difficulty connecting therefore citing objection to the teleconference (virtual) format due to technical and transparency reasons. He also wanted to point out the negative Facebook posting about the JPD, specifically criticizing Officer Jim Walshaw doing his job. Thornton highly praises the JPD and the Chief of Police for the work they do and protect our community and making Jackson a better place to live.

Josh Nelson commented in regard to Thornton’s connectivity issue, as he just connected via a second device just fine and can’t provide an answer to Thornton’s problem. However, if people are having a
hard time connecting, they can always dial-in or send in their concerns via email prior to the meeting. The COJ is doing everything they can to open up the avenues to participate in a virtual meeting.

Councilmember Garibaldi stated it was agreed by Council to try two (2) virtual meetings for the experience with a consensus, they would all like to be live.

3. CONSENT CALENDAR.

Items listed on the consent calendar are considered routine and may be enacted by one motion. Any item may be removed for discussion at the request of a Council Member.

- Approval of the August 10, 2020 Meeting Minutes.
- Approval of Expenditure Report in the amount of $222,745.87.
- Resolution No. 2020-31 Biennial Notice for Conflict of Interest Codes.
- Acknowledgement of the Cal Public Employee Retirement System (PERS) Unfunded Liability Payment of $505,861.00.

Motion to approve the Consent Calendar dated August 24, 2020 as presented. Moved by Councilmember Sweet, seconded by Vice Mayor Gonsalves, and carried by a 4 to 0 roll call vote:

AYES: Stimpson, Gonsalves, Garibaldi, Sweet
NOES: None
ABSENT: Lewis
ABSTAIN: None

4. ADMINISTRATIVE REPORTS.

This section is to provide staff an opportunity to present oral status reports on issues. No legal action is expected to be taken by the Council.

Acting Public Works Superintendent, Bree Wilder
- Last couple weeks the PW Department has been dealing with the heat and smoke holding many safety meetings on how to deal with the heat, staying safe and precautions of wearing masks for the smoke.
- The Corp yard fencing is complete now; looks great and provides sense of security.
- Morgan Project (CBDG project) located behind the Library/Ace Hardware, was supposed to be completed this week but they ran into a little hiccup with the pipe size and materials. It is projected to be completed next week.

Police Chief, Chris Mynderup
- Thanked Thornton Consolo for his support of the JPD.
- The JPD has taken some bashing this past weekend on online with some negative comments. He assured Council that he stands behind his staff whole heartedly out there enforcing the laws they can and taking care of matters that are presented to us. Unfortunately, with the online media and the
storms that follow that are based on assumptions or not having all the facts. He has always made it known that his door is always open for any member of the public to have a chat and talk about what the PD can or cannot do in certain circumstances. He is publicly announcing that his door is always open for anybody who wants to come talk to him.

- The Cooling Center has been in operation, not a huge turnout, one person on Thursday and one person on Saturday. The Cooling Center continue to be in operation through Thursday and see if it generates any other interest.
- The COVID issues have been huge in Jackson with several deaths at Kit Carson. He sat down with the state investigator to see if they needed to generate any kind of investigation regarding if there were issues with unsafe practices with the spread of COVID there. He was assured the State will handle anything that may arise from the issues at Kit Carson.

Fire Chief, Debbie Mackey
- Last Sunday evening the Water Tender was dispatched with Captain Alex Sharp and Firefighter Dakota Roots to the Loyalton Fire in Plymouth County. They were there doing Water Tender Operations helping to suppress the fire. Once fire was under control they were demobilized and reassigned to the Multi Complex Lightening Fire in Butte County doing the same Water Tender Operations and will be there an undetermined amount of time. Once fires are brought under control and go back into demobilization they are put back on the list and available to go back out. As long as these fires keep popping up, our water tender will be called out of our city.
- They have an Engine ready and staffed waiting for an assignment.
- They continue to see COVID patients’ multiple times during a shift therefore wearing their PPE’s. So far, they have been fortunate with no direct exposure and have not had to pull anybody off a line. Another Department did and thought wearing cloth masks were adequate but were not. They had to be quarantined and go in for testing. Her department all wear N95 masks on all calls.
- They are getting their T-Shirts ready for the Cancer for a Cure Campaign even though Amador Stars will not be doing their annual event. However, they will help with their fundraising efforts selling their t-shirts.

City Attorney, Josh Nelson provided another COVID update that Amador County has been placed on the Monitoring List. This requires additional closures and all indoor operations at gyms and fitness centers, places of worship, personal care facilities and hair salons are currently prohibited under the Governor’s order. For some good news, some counties are starting to come off the Monitoring List; locally Calaveras County. Today the Governor announced a more detailed guidance will be released on how counties will be permitted to re-open once they come off the monitoring list. Looking forward and keeping positive when Amador comes off the list the Governor will have some clear guidelines for us to re-open.

City Manager, Yvonne Kimball
- She wanted to share a good real-life story that happened amongst the staff. A couple weeks ago Bree Wilder, Acting PW Superintendent, saw an elderly person wondering around who walked into City Hall and spoke to Patti. The elderly man’s story was that he had an argument with his son and was kicked out of his house and became homeless sleeping last couple nights on the park bench. He came to City Hall to see how we could help him. At that time the staff encouraged him to go to the Homeless Shelter. Once she heard about this, she shared this with Chief Mynderup who said, to call him next time that happens. In deed the next day, the homeless man came back to City Hall begging for help, Patti called Chief Mynderup and told her he’s sending an officer right over. After
the Officer talked with the man and his family, he was able to work out the situation and drove the man back to his son’s home in Pine Grove. We have one less homeless person off the street and prevented a problem for the city. It’s a positive reinforcement for the city and shows that all of us here, including city council and employees, care deeply about the well-being of our citizens.

- She wanted to follow up on what Josh Nelson was talking about regarding the current COVID restrictions, we are on the Monitoring List. The City received a formal complaint from the County Health Department about a gym and we’re looking into this situation.
- Additionally, she wanted the City Council know that we received our last the Sales Tax Revenue from the State. It looks far better than we originally thought and better than what the Consultant was telling us.

5. COUNCIL REPORTS.

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

Council member Sweet – nothing to report.

Council member Lewis

Council member Garibaldi – nothing really to report but had a meeting with the Recreation Agency, not much transpired; knows that our pool has been closed but the cities of Ione and Plymouth were opening their pools and understands that since ours was closed they’re busier than normal. But due to the smoke they have closed their pools.

Vice Mayor Gonsalves not much to report but met with a concerned citizen regarding the police department and had good conversation.

Mayor Stimpson reported he attended the Air District Meeting. He met with Supervisor Crew after the meeting and discussed funding for the Civic Center of up to $50,000 of COVID funds. Today we discussed CEDS funding for a Capital Improvement Projects, talking about channeling some of the funding towards our bridge projects but they are already funded by Caltrans, now looking at replacing the Stark Lane Bridge with these funds as our fire engines cannot cross this bridge. Set up Cooling Center last week. Councilmember Garibaldi questioned if the funds were limited to bridge funds as he asked if these funds could go towards the erosion issues above the bathrooms by the old Mel’s in Busi Parking Lot. This issue has been on perma-hold for the last 10 years due to lack of sources while hoping it wouldn’t get worse.

6. 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.

City Planner, Susan Peters stated that the City of Jackson has been using for decades the California Department of Corrections and Rehabilitation Juvenile Division inmates to do the annual creek cleaning and do this to remove any debris and silt that gets built up during the winter gets removed to ensure we maintain the capacity of the creek and don’t get compounded flooding issues. In the past, we’ve obtained permits from Fish & Wildlife and were relatively simple and lasted about 5 years. Fish & Wildlife has changed their protocol a couple years ago with the annual creek cleaning projects, the routine maintenance agreements and now require a more extensive review under the California Environmental Quality Act (CEQA). Our last permit expired November 2019 and decided to hire an outside Consultant at the beginning of the year to prepare the Mitigated Negative Declaration (MND) due to the extensive biological evaluation needed in order to have the MND approved by Fish & Wildlife. Fish & Wildlife is the permitting agency and the MND has to meet their satisfaction. This is a 12-year permit, hopefully obtained in the next month, and then all we have to do is notify Fish & Wildlife annually when we will start work. Mitigation is pretty much the best practices, making sure that we’re avoiding any habitat that has bats, swallows, western pond turtles, red and yellow legged frog. We were able to work with the Biologist on the team to get away from having to do annual surveys which would be pretty costly for the city to do on an annual basis. Therefore, this is a 12-year permit we are going for, the project description was circulated to Native American Tribes in accordance with AB52. We received a State Clearing House project number and posted there for 30 days. We received one comment at the time the packet came out from Caltrans which the Council should have received a 2nd comment letter from the Regional Board. What is needed now is for Council to adopt Resolution No. 2020-32, adopting the Mitigated Negative Declaration, once that is filed with the State and Clearing House then ideally Fish & Wildlife will process our permit in accordance with their rules and regulations.

A brief discussion was held between the Council and opened for Public Comment. After no Public Comment, Mayor brought back to Council.

Motion to pass Resolution No. 2020-32 approving the Annual Creek Cleaning Project Mitigated Negative Declaration dated August 24, 2020 as presented. Moved by Councilmember Garibaldi, seconded by Vice Mayor Gonsalves, and carried by a 4 to 0 roll call vote:

AYES: Stimpson, Gonsalves, Garibaldi, Sweet
NOES: None
ABSENT: Lewis
ABSTAIN: None

b. Payroll Processing Software Change Update.

City Manager Kimball had Dalacie Blankenship, Accounting Manager, lead this subject. Dalacie explained she has been working on this for quite a while under the direction of Council and moving forward picking up speed in next couple of weeks. We met and talked in length with 2 different companies; ADP and Paychex. It ended up that ADP would need help from their vendors to process
city’s payroll needs. Paychex has a system that is all inclusive and can handle timekeeping for multiple
different schedules, 24-hour schedules and departments that support multiple departments throughout
each day. City Manager agreed to move forward with Paychex and signed an agreement with them
beginning in July. Paychex will be working on the Timekeeping Module first followed by the Payroll
Module. Paychex is pretty confident with ability to fulfill our needs.

Mayor Stimpson asked Council for any questions. Councilmember Garibaldi questioned what the plans
were going to be for integration especially with Tax Reporting coming up soon. Dalacie explained that
the goal was to have a Mock Payroll in November with Live Payroll in December and producing W2’s
in December as well. They will start with the more complex schedules of Police and Fire Departments
first. Councilmember Garibaldi agreed this sounded like a good plan and by January all bugs will have
been worked out and have 2021 starting clean.

Mayor Stimpson opened for Public Comment. After no Public Comment, Mayor brought back to
Council. No action was required, this was primarily an update to the Council.

c. Resolution No. 2020-33 Accepting Easement Sayler Property and Authorization of Related
Settlement Agreement.

City Manager Kimball has been working with this property owner for a few years now trying to figure
out how to work out an easement for the City. The property owner finally agreed and granted us a deed
for waterline easement so we can move our water line. The settlement amount is $3,400.00. Staff
recommends the Council to accept the Easement Deed and grant authorization to enter into Settlement
Agreement.

Motion to approve Resolution No. 2020-33 A Resolution of the City Council Accepting an
Easement for Non-Exclusive Water Pipeline Easement and Authorization to Enter into Settlement
Agreement dated 24 August, 2020 as presented. Moved by Councilmember Sweet, seconded by
Councilmember Garibaldi, and carried by a 4 to 0 roll call vote:

- AYES: Stimpson, Gonsalves, Garibaldi, Sweet
- NOES: None
- ABSENT: Lewis,
- ABSTAIN: None

d. Resolution No. 2020-34 CDBG-CV Program -Authorizing Application.

City Manager Kimball reminded Council they had a Public Hearing in July regarding CDBG-CV1
Program. This is a special fund for COVID related activities with a list of eligible activities that require
stringent guidelines. City Council directed staff to work Civic Center Improvement projects in our
application. We are asking City Council to approve the Resolution, Statement of Assurances and
submission of Application.

Mayor Stimpson asked Council for any questions, they declined as they have reviewed this prior.
Mayor Stimpson opened for Public Comment.
Thornton Consolo, Jackson resident, stated he has a couple minor problems and one very serious problem with the Statement of Assurance document. He questioned the Council if they understood the meaning of Item 20 of the Assurances (paragraphs A and B); he stated there is a big difference between somebody who is non-violent and still breaking the law. This actually means they can go out and somebody can block a street like Hwy 49 or Main St. or the like and block it for an indeterminate amount of time under the guise of protests and the police department cannot use any physical force what so ever to clear the roadway or remove the people from the protests no matter how long it lasts. The 2nd problem he has is if a group of people wanted to, under the guise of a protest, can march right into City Hall, barge into the offices and do a sit-down to stop a function of the city and refuse to leave and you cannot use any kind of physical force to move them out and cannot stop them from coming in and cannot hold them inside. The problem is they can come in peaceably and once in, they get unpeaceable and it gets violent. He has a real problem with this section. The police department still has to have the reasonable ability to protect the people, the public, and transportation. We can’t have Jackson have the same problems that they’re having in Portland or Seattle. If somebody is committing an unlawful act, the police department needs to be reasonable and have reasonable force to affect an arrest or remove people from trespassing in places they should not be. This is a blanket; No. 20 says we are going to assure we are not going to do anything and would like to know what Chief Mynderup has to say about this. He would like the Council to consider the seriousness of what this is asking us to do.

Chief Mynderup’s response to this is if they’re peacefully assembled, then we cannot use any use of force to break it up but once they cross that line and start to commit crimes, now you’re dealing with a criminal act where as you know, we can use that force that is reasonable and necessary to affect an arrest if we need to. I think this does not negate our ability to do that. If you have a group that is peacefully protesting, we’re not going to go out there and light them up with rubber bullets or tear gas or anything like that. If they’re blocking streets and demonstrating like that, we call that as an unpeaceful assembly, then we still have those steps we can take.

City Attorney Nelson said the policies that Chief ran through a couple months ago and adopted, is what this statement is getting at, at least for A. And for B, this is not changing the law that exists today; it’s just ensuring we agree to enforce the applicable state and local law regarding this not for us to take additional action or prevent us from doing anything that isn’t already permitted.

Hearing no more comment from the public, Mayor Stimpson closed Public Comment and returned back to Council.

**Motion to Pass Resolution No. 2020-34 A Resolution Approving an Application for Funding and the Execution of a Grant Agreement and any Amendments thereto from the 2020 Community Development Block Grant Program-Coronavirus Response Round 1 and Approval of the Statement of Assurances dated 24 August, 2020 as presented. Moved by Councilmember Garibaldi, seconded by Vice Mayor Gonsalves, and carried by a 4 to 0 roll call vote:**

**AYES:** Stimpson, Gonsalves, Garibaldi, Sweet

**NOES:** None

**ABSENT:** Lewis

**ABSTAIN:** None
7. **REGULAR MEETING ADJOURNMENT.**

Mayor Stimpson adjourned the meeting at 8:01 p.m.

8. **CLOSED SESSION.**

- PUBLIC EMPLOYEE PERFORMANCE EVALUATION   Title: City Manager

9. **CLOSED SESSION ADJOURNMENT.**

Mayor Stimpson adjourned the meeting at 9:28 p.m.

**ATTEST:**

__________________________________ __________________________________
John Georgette, City Clerk Date Approved
Mayor and Council Members
Robert Stimpson, Mayor
Connie Gonsalves, Vice Mayor
Wayne Garibaldi, Council Member
Marilyn Lewis, Council Member
Keith Sweet, Council Member

ABSENT: None

John Georgette, City Clerk

Staff Members:
Josh Nelson, City Attorney
Yvonne Kimball, City Manager
Bree Wilder, Acting Public Works Superintendent
Debbie Mackey, Fire Chief
Chris Mynderup, Police Chief
Patti Ungaro, Administrative Assistant

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

PLEDGE OF ALLEGIANCE TO THE FLAG.

Mayor Stimpson led the Pledge of Allegiance.

1. APPROVAL OF AGENDA.

Motion to approve the City Council Agenda dated September 14, 2020 as presented. Moved by Councilmember Garibaldi, seconded by Vice Mayor Gonsalves, and carried by a 5 to 0 roll call vote:

AYES: Stimpson, Gonsalves, Garibaldi, Lewis, Sweet
NOES: None
ABSENT: None
ABSTAIN: None

2. PUBLIC MATTERS NOT ON THE AGENDA.

Discussion items only, no action will be taken. Any person may address the Council at this time on any subject within the jurisdiction of the City Council. Please note – there is a three (3) minute limit.

Three (3) representatives from the Sierra Wind Wellness and Recovery Center spoke on behalf of the homeless individuals requesting the benches be returned to Detert Park and the water spickets turned back on. Mayor Stimpson stated the benches will be returning soon as they were removed for refurbishment and cleaning due to the complaints from citizens of Jackson regarding the garbage and filth left behind and destruction to the benches. Also, it was reported and found that there were 2 large ice chests chain linked to the fence on public property with food and garbage surrounding them and found out it was from Sierra Wind Wellness leaving food for the homeless. Staff was directed to remove the ice chests and the garbage left on the ground was cleaned up by Public Works. Garbage Cans are located throughout the park for people to clean up their own messes. Due to time limit and
subject becoming argumentized, City Attorney stated this was not allowed for this item. Council all came to agreement that a group forum is needed to be held for this discussion.

3. **CONSENT CALENDAR.**

Items listed on the consent calendar are considered routine and may be enacted by one motion. Any item may be removed for discussion at the request of a Council Member.

a. Approval of Expenditure Report in the amount of $421,464.31.
b. Approval of Payroll Expenditure Report in the amount of $279,336.65.
e. Planning Commission and Cemetery Committee Vacancies and Possible Re-Appointments.

*Motion to approve the Consent Calendar dated September 14, 2020 as presented. Moved by Councilmember Garibaldi, seconded by Councilmember Sweet, and carried by a 5 to 0 roll call vote:*

- **AYES:** Stimpson, Gonsalves, Garibaldi, Lewis, Sweet
- **NOES:** None
- **ABSENT:** None
- **ABSTAIN:** Sweet, item 3b, check #12541 only

4. **ADMINISTRATIVE REPORTS.**

This section is to provide staff an opportunity to present oral status reports on issues. No legal action is expected to be taken by the Council.

**Acting Public Works Superintendent, Bree Wilder** – CM Kimball filled in for Mr. Wilder as he had connectivity difficulties logging into the meeting.

- The city’s water reservoirs were cleaned out over the weekend by a company. A few minor repairs were identified.
- A water leak behind Prospect Motor’s old building was being repaired.
- The city staff is working on moving forward with the waterline project on the Salyer property and hoping to get a portion done by winter.
- The CDBG funded sewer lateral project which connects a few houses and businesses in the Sutter shopping strip has completed.

**Police Chief, Chris Mynderup**

- On September 2, at approximately 8:30 am, Officer Garcia responded to the City’s Wastewater Treatment facility regarding a lock that had been cut on the front gate and a Conex box belonging to the Jackson Police Activities League broken into. Several items of equipment from the San Francisco Junior Giants program was stolen. No suspects were known at the time. On Saturday September 5 at approximately 6:00 am, Officer Tollett was patrolling the Busi Lot parking lot when he came across a blue Chevy Suburban that matched the description reported in several burglaries in Amador County. With the assistance from Sutter Creek PD, Officers contacted a single male sleeping in the vehicle. He was awakened
and detained. Shortly after, Officer Tollett was advised by Sheriff’s Deputies that two males were emerging from the field area behind Grocery Outlet. One of the males complied with commands to respond to the officer’s location while the other decided to flee on foot. He was later apprehended. This contact led officers to a motel room at the Best Western wherein a female (girlfriend to one of the males) was located and allowed officers to search the room and her vehicle. Property stolen from the JPAL Connex box along with multiple items of property relating to several Sutter Creek burglary cases was recovered. Due to covid-19 precautions all suspects were identified, and some were provided citations for drug related offenses. Reports will be forwarded to the DA’s officer recommending burglary, theft and possession of stolen property related charges.

- Update on the March 17th, stabbing at the Main Event. Through extensive investigation involving several search warrants seeking social media information and phone records along with assistance from bay area agencies, Officer Garcia has identified the stabbing suspect as 53-year-old Alfred Alexander Salamat Junior, who is a validated Hells Angels member out of the Bay Area. The case has been presented to the District Attorney’s Office. Side note. Our second suspect, Michael Gary Smith along with another local Hell’s Angels member, Bryan Ronk, was arrested in South Dakota during the Sturgis Rally for possession of narcotics and illegal weapons.

- JPD submitted its Homeless Mentally Ill Outreach and Treatment (HMIOT) Report to Amador County Behavioral Health. During the time span of January 2020 through August 2020 JPD’s staff of 6 patrol officers, 2 sergeants and 1 chief have handled a total of 7419 incidents. Of those, 624 were homeless related, which equates to 8.41% of our incident volume. During that time JPD came into contact with 108 homeless individuals, many encountered on a regular basis. Of those 108, 89% were Caucasian, 5% Hispanic, 2% African American, 3% Native American and 2% who identified as other. 66% identified as male and 34% identified as female. 15 individuals were in the 18-24 age range, 81 in the 25-59 age range and 12 in the 60 plus age range. Also, during this time, JPD staff was regularly active in attending the county homeless taskforce meetings and participated in a camp clean-up day at Detert Park in February.

Fire Chief, Debbie Mackey
- Responded to a structure fire at the Best Western. Exterior damage to the maintenance building. Fire suspected cause due to improperly discarded cigarette.
- Water Tender 6430 is back from the Butte Lightening Fire.
- Engine 6333 was staffed at Station 131 for an OES pre-positioning team due to red flag warning and projected winds.
- Engine 6331 is on the North Complex Fire up by Quincy staffed with Captain Sharp, Bryan Hart and Coleman Neeley.

City Attorney, Josh Nelson provided an update on currently pending legislation that would provide guidance regarding how local officials may use social media. This bill, which is currently on the Governor’s desk, would clarify that officials may use social media without violating the Brown Act, provided that other officials on the legislative body do not directly respond to the postings.
5. **COUNCIL REPORTS.**

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

Council member Sweet – nothing to report.

Council member Lewis – nothing to report.

Council member Garibaldi – nothing to report.

Vice Mayor Gonsalves – nothing to report.

Mayor Stimpson – nothing to report.

6. **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.

a. **Public Hearing: 1st Reading Rezone / GP Amendment Old Court House. Resolution No. 2020-35 Amending the City of Jackson’s General Plan Land Use Designation and Zoning Map and Ordinance No. 718 Rezoning 108 & 204 Court St. and 42 Summit St.**

Council member Garibaldi announced he needed to abstain from item 6a due to Conflict of Interest and therefore disconnected from teleconference for this discussion.

City Planner Susan Peters provided overview of the 1st Reading as provided in the Council Packet along with Recommendation and Findings. The Planning Commission did review this and were able to make those findings and made recommendation to City Council approve the proposed Rezone and General Plan Amendment. The recommendation for tonight is to hold the Public Hearing and Council approve the 1st reading of Ordinance No. 718 and review Resolution No. 2020-35.

Council member Sweet questioned if historical commercial includes apartments or residential. CP Peters answered yes, it expressly allows for residential uses. CM Sweet also asked for clarification for himself and the public, what some of the major facets of planned unit development overlay. CP Peters explained that a planned unit development overlay allows for some deviations in the standards without going through the variance process and in some areas where mixed uses is not necessarily allowed, in this case we are using it so that it triggers discretionary review for the purposes of CEQA review. CM Sweet asked his final question, if the applicant owned the property east of the outlined property. CP Peters answered yes, and there are two (2) other pieces but she believes those already have a historical commercial designation on it. If not, it has a limited commercial.
Ron Regan, applicant, explained at the present time they are trying to get the property rezoned so they can produce a product that they can come back to the city with. No questions were raised for Mr. Regan.

Mayor Stimpson opened for Public Comment. After no Public Comment he closed Public Hearing and moved back to Council.

Motion to approve the 1st Reading of Ordinance No. 718 An Ordinance of the City Council Changing the Zoning for Assessor’s Parcel Number 020-243-001 & 020-243-009 108 & 204 Court St. and 42 Summit St from Public/Institutional to Historic Commercial with a Planned Development Overlay dated 14 September 2020 as presented. Moved by Councilmember Sweet, seconded by Vice Mayor Gonsalves, and carried by a 5 to 0 roll call vote:

- **AYES:** Stimpson, Gonsalves, Lewis, Sweet
- **NOES:** None
- **ABSENT:** None
- **ABSTAIN:** Garibaldi

b. Public Hearing: Delinquent Utilities Charges and Resolution 2020-36 Approving and Confirming the Delinquent Charges and Requesting County to Collect.

City Manager Kimball reported that this is a Public Hearing item. Each year the City submits a delinquency list to the County to record and try to collect the sewer/water fees through the assessment property tax process. This year we were instructed to do differently through Public Hearing and Resolution to direct staff to file.

Mayor Stimpson opened for Public Comment. After no Public Comment, he closed Public Hearing and brought back to Council.

Motion to Pass Resolution No. 2020-36 Resolution of the City Council Approving and Confirming the Report of Delinquent Utilities Charges and Requesting Amador County to Collect such Charges on the Tax Roll dated 14 September 2020 as presented. Moved by Councilmember Garibaldi, seconded by Councilmember Lewis, and carried by a 5 to 0 roll call vote:

- **AYES:** Stimpson, Gonsalves, Garibaldi, Lewis, Sweet
- **NOES:** None
- **ABSENT:** None
- **ABSTAIN:** None

c. CalPERS Pension Liability Optimization Strategy Presentation and Possible Direction for the City Manager to Enter into Engagement Contracts with CalMuni, the Weist Law Firm and Hilltop Securities.

Mayor Stimpson and City Manager Kimball discussed today, following a call from a County Supervisor, and decided to Table this item so they can do further research on this item and will bring back at the next meeting.
City Manager Kimball approached Mayor and thought that we could still listen to the presentation and hold off on the decision for a future meeting. After Mayor Stimpson authorized the presentation CM Kimball introduced and provided background on Dmitry Semenov from CalMuni and Cameron Weist from the Weist Law Firm.

Dmitry Semenov continued with an informative presentation on Preliminary UAL Optimization Strategy (Pension Liability with CalPERS).

Following the presentation, Council suggested forming an Ad Hoc Committee to research the County findings. Council agreed to assign Mayor Stimpson and Councilmember Garibaldi for this Committee. The Ad Hoc Committee will meet as soon as possible and report back to Council next meeting.

d. Resolution No. 2020-37 Possible Authorization to Designate the General Fund Committed Fund Balance for FY 19-20 at $676,565 by borrowing from another fund.

City Manager Kimball gave an overview of the item. She said the city’s auditor pointed out that the city needs to have a committed fund balance of 16.67% of the total expenditure each year. The city adopted a policy in 2009, but has not been able to meet that goal. Currently, the committed fund balance is $50,000. However, the city’s transportation fund and recreation fund both have sufficient funds with no immediate projects planned to use the money. A couple of Council members suggested to look into borrowing from either fund to meet the required fund balance. City Attorney advised that only short term or less than a year borrowing is appropriate. Staff recommends borrowing from the local transportation fund for 364 days and making up for the committed fund balance needs.

VM Gonsalves asked whether the transportation fund has more money than the recreation fund. CM Kimball said yes. The Recreation fund has a balance of $1,003,474 and Transportation fund has a balance of $1,005,808

After some discussion, CM Garibaldi said he felt better to borrow from the recreation fund since the city may need the transportation fund for Sutter St. Extension project. Other council members agreed.

Motion to pass Resolution No. 2020-37 a Resolution of the City Council Designating FY2019-20 General Fund Committed Fund Balance at $676,565 and Borrowing from the Parkland In-Lieu Fund for Less than a Year dated 14 September 2020 as presented. Moved by Councilmember Garibaldi, seconded by Vice Mayor Gonsalves, and carried by a 5 to 0 roll call vote:

AYES: Stimpson, Gonsalves, Garibaldi, Lewis, Sweet
NOES: None
ABSENT: None
ABSTAIN: None

7. REGULAR MEETING ADJOURNMENT.

Mayor Stimpson adjourned the meeting at 9:27 p.m.
8. CLOSED SESSION.

- CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION
  Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: 1 case

- PUBLIC EMPLOYEE PERFORMANCE EVALUATION  Title: City Manager

9. CLOSED SESSION ADJOURNMENT.

Mayor Stimpson adjourned the meeting at 10:24 p.m.

ATTEST:

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# CITY OF JACKSON
## TREASURER'S REPORT
### July 31, 2020

### CASH IN BANK & INVESTMENTS
- General Checking Account: $5,311,437.69
- Flex Checking Account: 4,760.59
- Investments: 3,936,277.83

- **Total Checking and Investments:** $9,252,476.11
- Cash with Fiscal Agent: $125,986.68
**TOTAL CHECKING AND INVESTMENTS:** $9,378,462.79

*Investments include LAIF, CalTRUST and Certificates of Deposit*

### FUND

#### CASH BALANCES

- **GENERAL FUND**
- **RECREATION FUND**

#### SPECIAL FUNDS
- Argonaut Heights Sewer Participation: 5,216.37
- CDBG Revolving (Housing): 175,634.50
- CDBG Discretionary: 89,700.82
- Home Grant PI: 1,435.11
- 2008 FTHB: 160,288.72
- Essential Services: 653,223.77
- Measure M: 506,447.54
- Recycling Promotion: 193.02
- RMRA - Road Maint: 77,621.96
- Local Transportation: 91,077.08
- H.E.S Signs: 13,147.83
- General Plan Grant: (825.00)
- Parkland in Lieu: 1,018,714.59
- SLESF/COPS: -
- Local Traffic: 1,016,103.02
- Regional Traffic: -
**Total Special Funds:** 3,807,979.33

#### CAPITAL IMPROVEMENT FUNDS
- South Ave Bridge Project: (21,423.38)
- Pitt St. Bridge Project: (24,549.05)
- French Bar Rd. Bridge Project: (141,590.71)
- Sidewalk Improvement Project: (262.50)
- Sutter St. Extention Project: (6,487.10)
- Street Striping: 22,323.78
- Oro de Amador: 16,826.38
- Jackson Gate Culvert: (58,060.72)
- PSPS Grant: 186,651.26
**Total Capital Funds:** (155,162.58)
* Pending reimbursements

**ENTERPRISE FUNDS**

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<th>Description</th>
<th>Amount</th>
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<td>(Includes Cash with Fiscal Agent)</td>
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**INTERNAL SERVICE**

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**TRUST AND AGENCY FUNDS**

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<td>Kennedy Wheels</td>
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**TOTAL CASH BALANCE FOR ALL FUNDS**

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<td>$ 9,378,462.79</td>
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The investment information provided in this report reflects the City's ability to meet expenditure requirements for the next six months.
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<th>Encumbrance Balance</th>
<th>Current Actual</th>
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Total of all FUNDS: 7696061.00 9825164.00 0.00 1061712.33 1061712.33 8763451.67
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Total of all FUNDS: 8,817,662.00 8,904,592.00 773,512.87 773,512.87 8,131,079.13
# CITY OF JACKSON
## Revenues

### Sales Tax Receipts

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### Triple Flip Sales Tax

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**Total**

798,906.52

929,426.80

974,381.04

917,233.14

111,137.07

### Transient Occupancy Taxes

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<td>530,482.34</td>
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9/23/2020
BUILDING REPORT DATA – AUGUST 2020

Michael J. Hooper, Building Department

TOTAL PERMITS: 19
TOTAL CONSTRUCTION COST: $463,853.00
TOTAL FEES COLLECTED: $10,451.31

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<td>DEMOLITION:</td>
<td>(0) $5,000.00</td>
<td>$300.15</td>
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<td>(5) $180,562.00</td>
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<td>FIRE PROTECTION:</td>
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<td>MECHANICAL:</td>
<td>(3) $19,299.00</td>
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<td>MISCELLANEOUS:</td>
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<tr>
<td>PATIO COVER:</td>
<td>(1) $10,000.00</td>
<td>$455.30</td>
</tr>
<tr>
<td>PLUMBING:</td>
<td>(3) $47,322.00</td>
<td>$960.29</td>
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<td>REROOF:</td>
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<td>WINDOWS:</td>
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</table>

The Building Department processed 19 total permits in August. The total number of permits decreased from July’s total of 33 permits processed.

Construction projects continue to be unpredictable during this season. During the fall, as weather permits, projects should continue. Plans have been submitted for four new single-family dwellings. Site work has begun at Jackson View on lots 67, 68, 74 and 75. Applications for these lots were approved in December of 2019. Site Improvements at the Five Star Storage facility on Thomas Drive continues and new units should go up soon.

TESLA Energy Operations Inc. continues their work to install charging stations at the Busi Parking Lot. PG&E preliminary electrical service work to add power for the site ran into delays due to rock in the trench line. As work continues Council will be updated. This project should be completed the end of September. An update on the end-date has been requested.

City Staff and Adams Ashby Group should continue to work with property owners who have qualified for sewer replacement grant funds. Sewer repair work at the Sutter Street Shopping Mall. Businesses impacted were only without water for one business day.
CODE ENFORCEMENT UPDATE:

The Fire Department and Code Enforcement continues to reduce fire hazards within the City. Abatements will be addressed through the fall when complaints are received. When complaints are received City Staff will perform inspections and address accordingly. Problematic areas will continue to be monitored until the rainy season begins.

There are no other pressing Code Enforcement Issues at this time.

PROJECTED:

The Building Department will remain optimistic, as usual, moving into the final months of 2020. All around... The pulse within the construction community remains strong.

For comparison... August of 2019 produced 22 approved building permits.

As always, if you have any questions or comments please feel free to let staff know. Council feedback is always welcome and appreciated.

ATTACHMENTS - AUGUST 2020 Building Permit Log
<table>
<thead>
<tr>
<th>Permit #</th>
<th>Permit Date</th>
<th>Permit Type</th>
<th>Description</th>
<th>Parcel #</th>
<th>Parcel Address</th>
<th>Project Cost</th>
<th>Total Fees</th>
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</thead>
<tbody>
<tr>
<td>8861</td>
<td>8/4/2020</td>
<td>Addition</td>
<td>Kitchen and Master Bedroom Addition to Existing Single Family Dwelling: 356 sq. ft. TOTAL</td>
<td>44-085-010-00</td>
<td>10170 ARGONAUT DRIVE</td>
<td>150,000</td>
<td>$2,446.19</td>
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<tr>
<td>8875</td>
<td>8/31/2020</td>
<td>Electrical</td>
<td>ELECTRICAL: Installation of 22 kW Emergency Backup Generator with ATS and 125A Sub-Panel</td>
<td>20-441-006-00</td>
<td>81 NORTH PIONEER CIRCLE</td>
<td>12,862</td>
<td>$585.32</td>
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<tr>
<td>8863</td>
<td>8/18/2020</td>
<td>Electrical</td>
<td>Install Tesla Energy Storage System to Existing Solar/Electrical Service</td>
<td>20-361-011-00</td>
<td>375 SARGENT AVENUE</td>
<td>14,000</td>
<td>$637.02</td>
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<tr>
<td>8859</td>
<td>8/4/2020</td>
<td>Electrical</td>
<td>ELECTRICAL: Installation of Two(2) Refrigeration Case Circuits</td>
<td>20-400-026-00</td>
<td>9 NORTH STATE HIGHWAY 049/088</td>
<td>1,700</td>
<td>$211.50</td>
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<tr>
<td>8858</td>
<td>8/4/2020</td>
<td>Electrical</td>
<td>ELECTRICAL: Installation of 30 kW Emergency Backup Generator with</td>
<td>20-400-026-00</td>
<td>9 NORTH STATE HIGHWAY 049/088</td>
<td>150,000</td>
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<tr>
<td>Project No.</td>
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<tr>
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<tr>
<td>8857</td>
<td>8/3/2020</td>
<td>Electrical</td>
<td>Installation of Transfer Switch and Gas Plumbing For Emergency Back-Up Generator</td>
<td>1235 Jackson Gate Road</td>
<td>2,000</td>
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<td>$211.60</td>
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**Group: Mechanical**

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<tbody>
<tr>
<td>8873</td>
<td>8/31/2020</td>
<td>Mechanical</td>
<td>HVAC Changeout: Included in Remodel/Addition Project - Permit #8849</td>
<td>122 Wallace Street</td>
<td>10,881</td>
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<td>$0.00</td>
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<tr>
<td>8862</td>
<td>8/17/2020</td>
<td>Mechanical</td>
<td>HVAC Pkg Unit Changeout</td>
<td>155 Center Street</td>
<td>1,743</td>
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<td>$116.50</td>
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<tr>
<td>8860</td>
<td>8/4/2020</td>
<td>Mechanical</td>
<td>HVAC Full Home Reduct</td>
<td>190 Terrace View Circle</td>
<td>6,675</td>
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**Group Total: 5**

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**Group: Miscellaneous**

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</thead>
<tbody>
<tr>
<td>8872</td>
<td>8/31/2020</td>
<td>Miscellaneous</td>
<td>Repair/Rebuild Existing Deck, Back Patio and Stairs. Use of Existing Piers Approved</td>
<td>405 Broadway</td>
<td>4,670</td>
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**Group Total: 3**

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**Group: Patio Cover**

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<th>Description</th>
<th>Address</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>8869</td>
<td>8/27/2020</td>
<td>Patio Cover</td>
<td>Building Two(2) Metal Patio Covers: 9' x 40' and 15' x 20'</td>
<td>846 Alpine Street</td>
<td>10,000</td>
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<td>$455.30</td>
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**Group Total: 1**

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<th>Quantity</th>
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**Group: Plumbing**

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<tbody>
<tr>
<td>8868</td>
<td>8/26/2020</td>
<td>Plumbing</td>
<td>PLUMBING: Replacement of Existing Sewer Lateral Serving Multiple Properties. Sewer</td>
<td>520 Sutter Street</td>
<td>43,667</td>
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**Group Total: 1**
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<tr>
<td>8867</td>
<td>8/25/2020</td>
<td>Plumbing</td>
<td>Water Heater Replacement</td>
<td>20-500-037-00</td>
<td>773 SOUTH STATE HIGHWAY 49</td>
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<td>8865</td>
<td>8/24/2020</td>
<td>Plumbing</td>
<td>Emergency Sewer Lateral Replacement</td>
<td>20-312-048-00</td>
<td>405 BROADWAY</td>
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**Group Total:** 47,322 $960.29

**Group: Reroof**

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<tr>
<td>8874</td>
<td>8/31/2020</td>
<td>Reroof</td>
<td>Tear-Off and Reroof</td>
<td>44-076-001-00</td>
<td>10383 ARONAUT DRIVE</td>
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<td>8866</td>
<td>8/25/2020</td>
<td>Reroof</td>
<td>Tear-Off and Reroof</td>
<td>20-372-001-00</td>
<td>124 EVA WAY</td>
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<td>8864</td>
<td>8/19/2020</td>
<td>Reroof</td>
<td>Tear-Off and Reroof With Composite Shingle</td>
<td>20-302-017-00</td>
<td>414 BRIGHT AVENUE</td>
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<td>$378.35</td>
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**Group Total:** 31,000 $927.74

**Group: Solar**

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<tr>
<td>8871</td>
<td>8/31/2020</td>
<td>Solar</td>
<td>SOLAR: Roof-Mounted Solar PV System, 2.1 kW, 8 Modules with (1) Inverter, Existing 125A Panel</td>
<td>20-200-006-00</td>
<td>635 COURT STREET</td>
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<td>$495.91</td>
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<td>8870</td>
<td>8/31/2020</td>
<td>Solar</td>
<td>SOLAR: Roof-Mounted Solar PV System, 8.64 kW, 24 Modules with Micro-Inverters, Existing 200A Panel</td>
<td>20-454-014-00</td>
<td>36 FRONTIER DRIVE</td>
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<td>$496.82</td>
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**Group Total:** 21,000 $992.73

**Group Total:** 463,853 $10,451.31

**Total Records:** 19
City of Jackson  
Council Meeting Memorandum  

Monday, September 28, 2020 – 7:00 pm Regular Meeting  

To: Honorable Mayor and Members of City Council  

From: Chris Mynderup, Chief of Police  

Date: September 17, 2020  

Subject: Special Event Permit Approval  

Recommendation  
That City Council approves the Special Event Permit for the annual Jackson Lions Halloween Parade, which will take place on October 31, 2020.  

Discussion  
This is the 21st annual Halloween Parade sponsored by the Jackson Lions Club. However, due to Covid-19 restrictions, the parade this year will require participants to remain in their vehicles while they proceed down the below outlined parade route. Parade participants are encouraged to decorate their vehicles in Halloween gala and children will be provided instructions in how to participate in a virtual Halloween costume contest. The parade is planned to start at approximately 5:00 pm with festivities ending at approximately 7:00 pm.  

Parade participants, in their vehicles, will stage at the old courthouse parking lot and will be directed by Lions Club members southbound on Summit Street then westbound on Water Street. Once the vehicle reaches the steps of the National Hotel, a Lions Club member will provide trick or treat bags to the kids and then allow the vehicle to proceed northbound on Main Street exiting the parade route after California Street.  

Main Street will be closed to vehicular traffic during the event. Barricades will be used to close off Main Street at California Street, California Street at Curtilage Alley, Court Street at Curtilage Alley, Water Street at the east prolongation of Summit Street and Broadway north of the Bank of America entrance.  

All appropriate event permits and certificates of insurance are on file with the City.
Impacts

Due to the nature and size of this event each year, the police department will require most of its sworn staff and volunteers to adequately provide a safe and fun environment for all participants.

Conclusion

This event has always been safe and fun for all and has no negative impacts upon the City or the Police Department.

Attachments: Application for Special Event/Parade Permit
Certificate of Liability Insurance
APPLICATION FOR SPECIAL EVENT/PARADE PERMIT

1. Name of Event: JACKSON HALLOWEEN PARADE

2. Purpose of Event: (Nonprofit) Community Celebration

3. Location Description (also attach a map showing route or exact location): Main Street Jackson

4. Date of Event: 10/31/2020  Time of Event: 17:00 to 19:00
Sponsoring Organization: Jackson Lions Club  Day Phone #: (209) 712-4512

(attach by-laws and proof of non-profit status)

5. Applicant Name: Jackson Lions Club/Tim Knittel
Address: P.O. Box 741  City: Ione, CA 95640
Day Phone #: (209) 712-4512  Position/Title in above organization: HALLOWEEN PARADE CHAIRMAN

6. Alternate Name:  Title: 
Address:  City: 
Day Phone #: 

7. Person in Charge at the Event: Tim Knittel
Day Phone #: (209) 712-4512

8. Anticipated size or number at the event, please explain in detail: 500 youth. In an effort to preserve the longstanding tradition of holding a Halloween Parade, the Jackson Lions Club intends to hold the 2020 parade in a “drive-through process” format. This COVID-19 conscious format will allow Amador County families the opportunity to celebrate Halloween by joining the parade, taking part in a virtual costume judging contest and competing in a contest for the best decorated vehicle. Participating families will remain in their vehicles throughout their time on Main Street.

9. Special needs of your event (music, PA system, animals, rides, entertainment, etc.): N/A

10. Will food/beverages/alcohol be served? YES [ ] NO [X]
If YES, explain: NO FOOD WILL BE SERVED
YOU ARE RESPONSIBLE TO MEET ALL STATE & COUNTY REQUIREMENTS, INCLUDING HEALTH CODES.

11. Security Provided for the Event: N/A

12. Clean Up Plans: Outside of equipment used to close Main Street to traffic, the Lion’s Club will take responsibility for clean up after the event.

13. Comprehensive general liability insurance coverage provided by: DSP Insurance
WITH THE CITY OF JACKSON NAMED AS ADDITIONAL INSURED.

14. Limits of Liability: $2,000,000

15. Other Comments: Proof of the Jackson Lion’s non-profit status is on file with the City of Jackson.

16. Signature of Applicant: Date: 9/3/2020
CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 09/02/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
DSP Insurance
1900 E. Golf Road, Suite 650
Schaumburg, IL 60173

INSURED
Jackson Lions Club
Jackson, California

CONTACT NAME: John Adams
PHONE: 1-800-316-5705
FAX: 847-934-6186
EMAIL: lionsclubs@dsins.com

INSURER(S) AFFORDING COVERAGE
INSURER A: ACE American Insurance Company
NAIC #: 22667

COVERAGES

<table>
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<tr>
<th>INSURER</th>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>POLICY COVERED (MM/DD/YYYY)</th>
<th>POLICY EXPIRED (MM/DD/YYYY)</th>
<th>LIMITS</th>
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<td>GENERAL LIABILITY</td>
<td>HDG0714455999</td>
<td>09/01/2020</td>
<td>09/01/2021</td>
<td>EACH OCCURRENCE 1,000,000</td>
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<td>DAMAGE TO RENTED PREMISES (EA occurrence) 1,000,000</td>
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<td>MED EXP (Any one person) 5,000</td>
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<td>PERSONAL &amp; ADV INJURY 1,000,000</td>
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| A       | AUTOMOBILE LIABILITY        | ISAH253144411 | 09/01/2020                  | 09/01/2021                  | EACH OCCURRENCE 1,000,000 |
|         |                             |               |                            |                             | BOOZY INJURY (Per person) 5 |
|         |                             |               |                            |                             | BOOZY INJURY (Per accident) 5 |
|         |                             |               |                            |                             | PROPERTY DAMAGE (PER OCC/ACCIDENT) 5 |
|         |                             |               |                            |                             | LOC 5 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above: Halloween Parade & Party, 10/31/20

The following persons or organizations granting use of real property, including structures thereon are included as Additional Insured(s), but only with respect to General Liability arising out of the use of premises by the insured shown above and not out of the sole negligence of said additional insured.

*** City of Jackson ***

PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES

CERTIFICATE HOLDER

City of Jackson
33 Broadway
Jackson, California 95642

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.
Kim,

Attached is Jackson’s submission. I hope this is not too late. Yellow highlights indicate Jackson’s projects.

Yvonne Kimball
City Manager
City of Jackson
www.ci.jackson.ca.us

From: Kim Holland <kholland@amadorgov.org>
Sent: Tuesday, August 25, 2020 11:36 AM
To: agedney@cityofsuttercreek.org; john@actc-amador.org; David Groth <dgroth@amadorgov.org>; ykimball@ci.jackson.ca.us; rexo@cityofplymouth.org; Pat Crew <pcrew@amadorgov.org>; Frank Axe <faxe@amadorgov.org>; Jeff Brown <jeffbrown@amadorgov.org>; Richard Forster <rforster@amadorgov.org>; Brian Oneto <boneto@amadorgov.org>
Cc: Jeff White <jwhite@amadorgov.org>; Jon Hopkins <jhopkins@amadorgov.org>; Vicki Doll <vicki@chabinconcepts.com>; Fawn McLaughlin <fjmclaughlin@comcast.net>
Subject: Capital Projects List Needed - For Informational Purposes Only

Good Morning,

I would like to remind everyone that a capital projects list for your jurisdiction is needed for inclusion in the Comprehensive Economic Development Strategy (CEDS), which encompasses the cities as well as the unincorporated areas of the county. To date we have received a project list from the City of Ione, however, it is our hope to include project lists from each city as well as each supervisorial district in the CEDS. To help you develop a list for your jurisdiction or district I have attached a template, developed by Chabin, to assist you. Thank you in advance for your assistance, your efforts are greatly appreciated. If you have any questions or concerns please do not hesitate to contact me.

--

Kim Holland
Senior Administrative Analyst
General Services Administration Dept
Amador County
122008 Airport Road
Jackson, CA 95642
(209)223-6733
kholland@amadorgov.org

CONFIDENTIALITY NOTICE: This communication with its contents may contain confidential and/or legally privileged information. It is solely for the use of the intended recipient(s). Unauthorized interception, review, use or disclosure is
City of Jackson. Sept. 15, 2020

Thank you again for your assistance with the Amador County CEDS. Below is a sample of the level of information we need to include in the CEDS about your current and planned Capital Improvement Projects. If you have any questions, you can contact:

Vicki Doll – 530.520.3150 – vicki@chabinconcepts.com or
Fawn McLaughling – 510.541.6998 – fjmclaughlin@comcast.net

Samples are shown on the following page

1. Please provide a list of recently completed (last 3 to 5 years) capital improvement projects in the City (sewer, roads, etc.)

<table>
<thead>
<tr>
<th>Year Completed</th>
<th>Recent Projects (last 3 to 5 years)</th>
<th>Description</th>
<th>$ Investment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>Downtown Creek Walk</td>
<td>Produced a preliminary concept drawing</td>
<td>$5,000</td>
</tr>
<tr>
<td>2020 - 2022</td>
<td>Sewer Treatment Plant capacity enhancement</td>
<td>Initiated Engineering investigation on capacity enhancement measures</td>
<td>$20,000</td>
</tr>
<tr>
<td>2019-20</td>
<td>Improvements to collector roads</td>
<td>Hoffman, Summit</td>
<td>$60,000</td>
</tr>
<tr>
<td>2019</td>
<td>Decorative lighting on Main St.</td>
<td>Replaced old street lights with decorative and energy efficient LED lights</td>
<td>PGE financing program</td>
</tr>
</tbody>
</table>

2. Please also provide a list of current and future CIP projects, those underway and those anticipated to be started within the next 5 years.

<table>
<thead>
<tr>
<th>Year Started or Planned</th>
<th>Project</th>
<th>Description</th>
<th>Estimated Investment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td>Increase city’s sewer treatment plant capacity</td>
<td>City’s WWTP capacity is limited. Preliminary study indicated that the current capacity can only handle 153 new houses. Measures to optimize the capacity have been considered. Ultimately improvement projects to add capacity are needed.</td>
<td>$5 million</td>
</tr>
<tr>
<td>2025</td>
<td>Downtown Creek Walk</td>
<td>Design and construct a mile-long walking and biking trail along Jackson creek. The trail will connect downtown and the facilities across the highway, including the city’s public parking lot, the iconic Mel’s</td>
<td>$1 million</td>
</tr>
<tr>
<td>Year</td>
<td>Project Description</td>
<td>Details</td>
<td>Cost</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>2025</td>
<td>Urban infill: turn into a vacant property in downtown into an office/apartment/parking multi-use structure</td>
<td>This project will be a private and public partnership. Currently a valuable piece of property amidst Main St. businesses is vacant. It is covered by a tarp to control erosion and boarded up by a mural for aesthetic reasons. The owner and the city are interested in forming a partnership to infill the land with a multi-level building which includes a parking structure, office spaces or apartments. Parking is needed in downtown. The space can also be used for outdoor dining by restaurants. Additional offices or apartments will also enhance downtown economy.</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>2025</td>
<td>Regional sports complex</td>
<td>It has been recognized county wide that a regional sports complex is needed for the County. This project will fill the regional void. The city's general plan has designated a 175 acre of vacant land for uses like a sports complex. A sports complex will attract sports-based economy and possibly becomes another major economic engine for Amador County.</td>
<td>$20 million or above depending on exact scope</td>
</tr>
<tr>
<td>2025</td>
<td>Streetscape and highway lighting improvement</td>
<td>Replace street lights to decorative lights along SR 88 and SR 49/89.</td>
<td>$4 million</td>
</tr>
</tbody>
</table>

2030 Public Safety complex/ headquarter

To accommodate economic and population growth, the City needs to expand its facilities for safety departments. This project will provide a centralized facility to house police, fire operation and training needs. Its cost will depend on specific scope with an estimated minimum of $20 million.

2030 Annexation of additional properties.

City provides reliable utility and essential police and fire services. It makes sense to that properties are annexed into the city for those essential services at reasonable costs.
## Samples

<table>
<thead>
<tr>
<th>Year</th>
<th>Project</th>
<th>Description</th>
<th>Estimated Investment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2025</td>
<td>Downtown Revitalization</td>
<td>The project will address the following key elements: a) infrastructure improvements, b) façade improvements, c) street landscaping, d) improved lighting, e) safe pedestrian-friendly sidewalks, and f) traffic round-about.</td>
<td>$1.5 M</td>
</tr>
<tr>
<td>2024</td>
<td>Water Supply Tank and Pump Station</td>
<td>Project includes the construction of a 1.0-million-gallon water storage tank and associated pump station that will serve the XYZ Industrial Park.</td>
<td>$3.5 M</td>
</tr>
<tr>
<td>2021</td>
<td>High-Speed Broadband Communications Upgrades</td>
<td>This project will enable the County to adopt policies to facilitate the creation of a robust high-speed broadband fiber and wireless infrastructure, identify partners to help build out high speed fiber and wireless networks, and work with providers to extend high speed wireless connectivity throughout the county.</td>
<td>$2.5 M</td>
</tr>
</tbody>
</table>
City of Jackson  
Council Meeting Memorandum  
Monday, September 28, 2020 - 7:00 PM Regular Meeting  

To: Honorable Mayor and Members of the City Council  

From: Susan Peters, City Planner  

Date: September 8, 2020  

Agenda Item #6a: Public Hearing: 2nd Reading of Rezone/GP Amendment Old Courthouse  

Recommendation:  

It is recommended that the City Council conduct a second reading and consider approval of Ordinance 718 to rezone 108 & 204 Court Street and 42 Summit Street (APN’s 020-243-001 & 020-243-009), and Resolution 2020-35 amending the City of Jackson’s General Plan Land Use Designation and Zoning Map.  

Project Description:  

The applicant, Mr. Ron Regan, RTR Investments Inc., is requesting that the old courthouse properties located at 108 & 204 Court Street and 42 Summit Street be rezoned and General Plan re-designated from Public/Institutional to Historic Commercial (HC) with a Planned Development Overlay. No development is planned at this time. Future development will be subject discretionary review per the Planned Development Overlay requirements.  

Planning Commission Recommendation:  

On August 17, 2020, the Planning Commission held a public hearing to review the proposed rezone/re-designation request and passed a motion recommending the City Council approve the request of the applicant.  

Environmental Review:  

While rezones are typically subject to the California Environmental Quality Act (CEQA), projects which have no possibility of causing an environmental impact can be categorically exempted from CEQA review in accordance with Section 15061(b)(3) of CEQA. The proposed rezone does not increase the intensity of the use since the proposed zoning and General Plan designation allow for what the building has historically been used for. Additionally, the Planned
Development Overlay will require project specific CEQA review as part of amending the current use.

Findings:

Should the City Council choose to approve of the requested rezone and general plan amendment the following findings should be made in accordance with Article VI, Section 17.160.060

Findings for Amendments:

An amendment to the General Plan, the Zoning Map, or this Development Code may be approved only if all of the following findings are made, as applicable to the type of amendment.

A. Findings for all amendments.
   1. The proposed amendment ensures and maintains internal consistency with all of the goals, policies, and actions of all elements of the General Plan and any applicable specific plan; and
   2. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City.

B. Additional finding for Zoning Map amendments. There is adequate capacity available in the community sewer and water systems to serve the potential development, and the site is physically suitable for the requested zoning designation(s) and anticipated land use development(s). Factors considered to evaluate suitability shall include access, provision of utilities, compatibility with adjoining land uses, and absence of physical constraints.

C. Additional finding for Development Code amendments. The proposed amendment ensures and maintains internal consistency with other applicable provisions of this Development Code.

Attachments:

- Resolution No. 2020-35
- Ordinance No. 718
- Vicinity Map
Resolution No. 2020-35

A Resolution of the City Council of the City of Jackson
Adopting a General Plan Amendment at 108 & 204 Court Street
and 42 Summit Street APN’s 020-243-001 & 020-243-009
Amending the Land Use Designation of the Subject Property from
Public to Historic Commercial with a Planned Development Overlay

WHEREAS, the existing City of Jackson General Plan Land Use Designation designates
APN’s 020-243-001 & 020-243-009 as Public; and

WHEREAS, the City of Jackson received an application from Mr. Ron Regan, RTR
Investments, Inc. to consider amending the General Plan Land Use Designation for the property
to Historic Commercial with a Planned Development overlay to allow for future non-public uses
of the property; and

WHEREAS, the City Council has conducted a public hearing for consideration of the
project request; and

WHEREAS, the City Council has considered all of the information presented to it
including the Planning Commission’s recommendation on August 17, 2020 to approve the
proposed General Plan Amendment, staff report, information presented by the project proponent,
and public testimony presented in writing and at the meetings;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Jackson
does hereby adopt an Amendment of the City of Jackson General Plan based upon the following
findings:

1. The General Plan Amendment ensures and maintains internal consistency with all of the
goals, policies, and actions of all elements of the General Plan;
2. The General Plan Amendment will not be detrimental to the public interest, health,
safety, convenience, or welfare of the City; and
3. The General Plan Amendment will not have no effect upon the environment and qualifies
for a Categorical Exemption in compliance with CEQA Section 15061(b)(3).

The foregoing resolution was duly passed and adopted by the City Council of the City of Jackson
at a regular meeting on the 28th day of September, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

CITY OF JACKSON

________________________
Bob Stimpson, Mayor

ATTEST:

________________________
John Georgette, City Clerk
Ordinance No. 718

An Ordinance of the City Council of the City of Jackson
Changing the Zoning for Assessor’s Parcel Numbers 020-243-001 & 020-243-009
108 & 204 Court Street and 42 Summit Street from
Public/Institutional to Historic Commercial with a Planned Development Overlay

WHEREAS, On August 17, 2020, the Planning Commission of the City of Jackson (“Planning Commission”) conducted a duly noticed public hearing and recommended the City Council of the City of Jackson (“City Council”) adopt an ordinance changing the zoning of 108 & 204 Court Street and 42 Summit Street (APN’s 020-243-001 & 020-243-009) from Public/Institutional to Historic Commercial with a Planned Development Overlay; and

WHEREAS, the Planning Commission based its recommendation to approve the zoning amendment on the findings set forth below and instructed staff to file a Categorical Exemption in compliance with the California Environmental Quality Act; and

WHEREAS, on September 14, 2020 and September 28, 2020, the City Council conducted a duly noticed public hearing (“Hearing”) at which all persons wishing to testify in connection with the change zoning were heard and the change was comprehensively reviewed; and

WHEREAS, at the conclusion of the hearing, the City Council instructed staff to file a categorical exemption for the change in zoning.

NOW THEREFORE, the City Council of the City of Jackson does hereby ordain as follows:

SECTION 1. The real property described as Assessor’s Parcel Numbers 020-243-001 & 020-243-009 located at 108 & 204 Court Street and 42 Summit Street, in the City of Jackson, California and depicted on the map set forth in Exhibit “A” (the “Subject Property”) is hereby changed to have a zoning designation of Historic Commercial with a Planned Development Overlay, as that designation is described in the City of Jackson Development Code, Article II, Chapter 17.07.

SECTION 2. Based on the entire record before the City Council and all written and oral evidence presented to the City Council, the City Council of the City of Jackson does hereby make the following findings:

1. The zoning amendment ensures and maintains internal consistency with all of the goals, policies, and actions of all elements of the General Plan because the zoning amendment is consistent with the intensity of surrounding land uses;

2. The zoning amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City because of the compatibility of the surrounding existing land uses; and
3. The zoning amendment will not have a significant adverse effect upon the environment, as indicated by the Initial Study prepared in connection with the zoning amendment.

SECTION 3. The City Planner shall modify the Official Zoning Map of the City of Jackson in accordance with this Ordinance to indicate thereon the zoning applicable to the Subject Property.

SECTION 4. This ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect thirty (30) days from and after the date of its final passage and adoption.

The foregoing ordinance was introduced and the title thereof read at the regular meeting of the City Council the 28th day of September, 2020 and by _________ vote of the Council members present, further reading was waived.

On a motion by Councilmember __________, seconded by Councilmember _______, the foregoing ordinance was duly passed and adopted by the City Council of the City of Jackson at a regular meeting thereof held on this 28th day of September, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

CITY OF JACKSON

__________________________________________
Bob Stimpson, Mayor

ATTEST:

_______________________________
John Georgette, City Clerk

APPROVED AS TO FORM:

_______________________________
Joshua Nelson, City Attorney
City of Jackson
Council Meeting Memorandum

Monday, September 28, 2020 – 7:00 pm Regular Meeting

To: Honorable Mayor and Members of the City Council

From: Yvonne Kimball, City Manager

Date: September 28, 2020

Agenda Item#6b: Cost Allocation Report

Recommendation:

That the City Council adopt the 2020 Cost Allocation Report and provide direction to implement the new allocation amounts with the intent to create a designated fund for specific purposes such as reducing PERS UAL.

Discussion:

A Cost Allocation Plan (CAP) serves to allocate the costs of Internal Services to each operational department using a basis that is reasonable, consistent and equitable. In the case of Jackson Departments, “Internal Services” means Council, Administration, City Attorney and Civic Center. “Operational” departments are Police, Fire, Measure M, Building, Planning, Engineering, Parks, Streets, Swimming Pool, Water, Sewer.

The CAP, once adopted, will determine the dollars to be transferred from the Water and the Sewer Funds to the General Fund each year.

The current fund transfers between the utility funds and the general fund was determined by a cost allocation study that was prepared and implemented in 2005. Since 2018, the City has been considering updating the 2005 study as well as the water and the sewer rates. The water and the sewer rates have been resolved in 2018 and 2019. Staff started to prepare for the update before COVID then was delayed for a few months. In May, Council was able to authorize to resume the update effort. Staff and the consultant have been working on the study since then and have completed it a few days ago. The report dated September 18 2020 is attached.

The 2020 CAP uses the FY 19/20 Budget and personnel data as the basis. It examines the internal service needs of each operational department and allocates the costs equitably. Since most the operational departments are funded by General Fund, their budgets are not impacted except for the Water / the Sewer. The end result is as follows:
<table>
<thead>
<tr>
<th></th>
<th>Current (since 2005)</th>
<th>Proposed</th>
<th>difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Fund</td>
<td>$187,420</td>
<td>$290,417</td>
<td>$102,997</td>
</tr>
<tr>
<td>Sewer Fund</td>
<td>$162,175</td>
<td>$340,333</td>
<td>$178,158</td>
</tr>
<tr>
<td>Total</td>
<td>$636,750</td>
<td>$349,595</td>
<td>$281,155</td>
</tr>
</tbody>
</table>

Both Water and Sewer Funds can handle the additional proposed transfers. Water Fund’s new rates were implemented in September 2019 and remain effective for the following five years. A cost allocation of up to $235,500 has been built in through the rate study. In addition, in FY 19/20, the Water Fund ended with a higher balance than anticipated. This trend may continue as COVID restrictions begin to ease. Sewer Fund’s new rates were implemented in August 2018 and are effective until June 2023. Although no additional cost allocation amount was built in, the Fund has been doing well and has been ending with positive balances, largely due to no penalties in the recent years. In a year or two, when the city considers the next rounds of water and sewer rates, the new CAP data can be reflected.

Staff recommends adoption of the 2020 Cost Allocation Study effective immediately in FY 20/21. Staff also recommends that the additional $281,155 be put aside for a minimum of 3-5 years as a designated fund to use for special purposes, such as PERS UAL, OPEB or boosting the city’s “rainy-day” reserves. It is not recommended to use this additional revenue to fund other general fund purposes.

It is also recommended that the CAP be updated regularly, within five years.

Staff would like to thank Hildebrand Consulting, Mark Hildebrand, for his patience and professionalism over this long process updating the CAP.

*Attachments:*

*Cost Allocation Plan (Sept. 18, 2020) by Hildebrand Consulting*
City of Jackson, California

Cost Allocation Plan Report

September 18, 2020
September 18, 2020

Ms. Yvonne Kimball
City Manager
City of Jackson
33 Broadway
Jackson, CA 95642

Re: 2020 Cost Allocation Plan

Dear Ms. Kimball,

Hildebrand Consulting is pleased to present this 2020 Cost Allocation Plan Study (Study) performed for the City of Jackson. We appreciate the fine assistance provided by you and all of the members of the City staff who participated in the Study.

If you or others at the City have any questions, please do not hesitate to contact me at:

mhildebrand@hildco.com
(510) 316-0621

We appreciate the opportunity to be of service to the City and look forward to the possibility of doing so again in the near future.

Sincerely,

Mark Hildebrand
Hildebrand Consulting, LLC

Enclosure
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Attachment 1 - City of Jackson Organizational Chart
Section 1. INTRODUCTION

Hildebrand Consulting, LLC (“Consultant”) was retained by the City of Jackson (“City”) to conduct a city-wide Cost Allocation Plan Study (CAP Study) and prepare a report of its conclusions. This report describes in detail the assumptions, procedures, and results of the Study, including conclusions and recommendations.

1.1 BACKGROUND

The City of Jackson is a general law city incorporated in 1905 and currently has a residential population of over 4,300. The City provides a wide variety of services to the citizens of Jackson including police, fire, water, sewer, planning, buildings, and parks. The City operates under a council-manager form of government and has all powers granted by the constitution and laws of the state.

1.2 OBJECTIVE

For the purposes of this Study, City departments that provide external-facing services (i.e., to the public) are called “Operational Departments”. Operational Departments are supported by “Internal Services Departments” within the City, which provide services to other City departments, such as finance, purchasing, billing, human resources, and legal services, among others. An cost allocation plan serves to allocate the costs of Internal Services (sometimes known as centralized services) to each Operational Department using a basis that is reasonable, transparent, consistent, and equitable. By equitably allocating Internal Services costs among the City’s Operational Departments, this CAP Study ensures that an appropriate level of cost recovery is derived from each of the City’s funds.

The City’s principal funds include the General Fund, the sewer fund, and the water fund. There is also a swimming pool fund, parking fund, and cemetery funds, although the latter two funds have no budget for the current fiscal year. This CAP Study is careful when considering how to allocate Internal Services costs to the water and wastewater funds as opposed to the other Operational Departments since water and sewer funds
are primarily supported by utility service charge revenue (as opposed to tax revenue). For legal reasons\(^1\) it is important that the City be able to demonstrate that the Internal Service costs paid by the water and wastewater funds are proportionate to the services received by those departments.

Cost allocation plans can also be conducted as a means for justifying costs that are claimed for federal grants and awards (as described in the Office of Management and Budget’s Circular A-87 (“OMB A-87”). Any governmental unit desiring to claim indirect costs under federal awards must prepare an indirect cost rate proposal and related documentation to support those costs. Cost allocation plans can also be used to derive overhead rates in order to calculate fees for services (as part of a fee study). While both of these objectives are beyond the scope of the current study, this CAP Study may be used in the future as the foundation for either endeavor.

### 1.3 ACRONYMS

The following acronyms are used in this report.

- **CAP** ː Cost Allocation Plan
- **FTE** ː full time equivalent (employee). For the purposes of this report, this metric is based on the level of effort for Internal Services to support employees and volunteers (as opposed to the number of hours per week).
- **OMB** ː (Federal) Office of Management and Budgets

---

\(^1\) In this case the applicable law is California Constitution article XIII C and article XIII D, section 6 (commonly referred to as Proposition 218) which regulate taxes, assessment, and fees and charges imposed by local agencies, including property-related service charges (such as water and sewer service charges).
Section 2. METHODOLOGY

As previously explained, this CAP Study will allocate the costs of Internal Services to each Operational Department using a basis that is reasonable, transparent, consistent, and equitable. As an initial step, each of the City’s departments were identified as either an Internal Services Department or an Operational Department. Table 1 summarizes the type of each City department as well as their net budget for purposes of this CAP Study. An organizational chart is provided as Attachment 1.

<table>
<thead>
<tr>
<th>Department</th>
<th>Department Type</th>
<th>Original Budget</th>
<th>Excluded*</th>
<th>Net Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Council</td>
<td>Internal Services</td>
<td>$197,615</td>
<td></td>
<td>$197,615</td>
</tr>
<tr>
<td>Admin</td>
<td>Internal Services</td>
<td>$875,831</td>
<td></td>
<td>$875,831</td>
</tr>
<tr>
<td>Civic Center</td>
<td>Internal Services</td>
<td>$44,533</td>
<td></td>
<td>$44,533</td>
</tr>
<tr>
<td>Fire</td>
<td>Operational</td>
<td>$330,749</td>
<td></td>
<td>$330,749</td>
</tr>
<tr>
<td>Police</td>
<td>Operational</td>
<td>$1,782,520</td>
<td></td>
<td>$1,782,520</td>
</tr>
<tr>
<td>Streets &amp; DRNG</td>
<td>Operational</td>
<td>$414,556</td>
<td></td>
<td>$414,556</td>
</tr>
<tr>
<td>Building Inspection</td>
<td>Operational</td>
<td>$146,500</td>
<td></td>
<td>$146,500</td>
</tr>
<tr>
<td>Engineering</td>
<td>Operational</td>
<td>$16,000</td>
<td></td>
<td>$16,000</td>
</tr>
<tr>
<td>Planning</td>
<td>Operational</td>
<td>$53,000</td>
<td></td>
<td>$53,000</td>
</tr>
<tr>
<td>Parks</td>
<td>Operational</td>
<td>$155,275</td>
<td></td>
<td>$155,275</td>
</tr>
<tr>
<td>Attorney</td>
<td>Internal Services</td>
<td>$42,000</td>
<td></td>
<td>$42,000</td>
</tr>
<tr>
<td>Measure M Fire</td>
<td>Operational</td>
<td>$675,023</td>
<td></td>
<td>$675,023</td>
</tr>
<tr>
<td>Collection</td>
<td>Operational</td>
<td>$999,145</td>
<td>$237,845</td>
<td>$761,300</td>
</tr>
<tr>
<td>Treatment</td>
<td>Operational</td>
<td>$1,895,079</td>
<td>$237,845</td>
<td>$1,657,234</td>
</tr>
<tr>
<td>Water</td>
<td>Operational</td>
<td>$2,145,176</td>
<td>$398,476</td>
<td>$1,746,700</td>
</tr>
<tr>
<td>Swim Pool</td>
<td>Operational</td>
<td>$102,355</td>
<td></td>
<td>$102,355</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$9,875,357</strong></td>
<td><strong>$874,166</strong></td>
<td><strong>$9,001,191</strong></td>
</tr>
</tbody>
</table>

* Excluded budget line items include the previous cost allocation and the depreciation expense
2.1 INTERNAL SERVICES DEPARTMENTS

The following describes the principal role of each Internal Services Department. The following descriptions are not intended to be exhaustive.

2.1.1 CITY COUNCIL

The Jackson City Council consists of five members and serves as the policy making and legislative body of the City of Jackson. Council members are elected at large and select a Mayor and Vice-Mayor from their membership on an annual basis. City Council meetings are held bimonthly.

2.1.2 ADMIN DEPARTMENT

The administrative department has 6.5 full time equivalent (FTE) employees, including the City Manager and her/his immediate staff. Primary activities include:

1. Budget preparation
   - Maintenance of City funds and reconciliation of subsidiary details with general ledger control
   - Custody and recordation of all City revenues
   - Manage the City's investment portfolio and the debt service
   - Review, preparation, and monitoring of the City's operating and capital budgets

2. End of Year Reporting
   - Preparation of the City's financial reports
   - Maintenance of the City's general long-term debt and general fixed asset records

3. Consultation with Operational Departments
   - Administrative and operational support to operating departments including providing financial analysis upon request
4. Purchasing
   • Provides centralized procurement services for the entire City
   • Advertising and research on bid awards
   • Soliciting bids and quotations
   • Monitoring availability of supplies and equipment
   • Supervision of Central Services programs

5. Human Resources
   • Appointing and removing department heads.
   • Reviewing and approving all proposed appointments and removal of subordinate employees
   • Classification and Compensation
   • Recruitment
   • Employee relations and development
   • Preparation and distribution of City employee paychecks

6. Customer Service
   • Receive and response to utility customer inquiries with respect to the City’s many functions, including water service, sewer service, police, fire, planning, and more.

7. Invoicing
   • Billing and collection of water and sewer rate and fee revenue
   • Performing billing reconciliations

8. Accounts payable
   • Billing and collection of receivables and performing various Accounts Payable functions related for all departments

9. Preparation for City Council Meetings
   • Reporting on the financial and administrative activities of the City
• Submitting reports covering significant activities of the departments and policy proposals to the City Council

2.1.3 CIVIC CENTER

The Civic Center is located at City Hall and is primarily used for City Council meetings and other City uses. The facility is rented out on a very limited basis.

2.1.4 ATTORNEY

The City retains legal services from an outside legal firm.

2.2 COST ALLOCATION

Internal Services costs can be allocated to Operational Departments in two manners: directly or indirectly. Costs can be directly allocated to Operational Departments when they are discreet and can be easily isolated (measured and tracked). OMB Circular A-87 refers to these directly allocated costs as “billed central services.” Conversely, some Internal Service costs cannot be readily measured or directly allocated without an effort that is disproportionate to the results achieved. Those costs are more appropriately allocated based on a simplified allocation procedure founded on dividing the total indirect costs (net of applicable credits\(^2\)) by an equitable distribution metric (or “base” as expressed in OMB Circular A-87). In other words, indirect cost allocation methods serve to allocate certain Internal Services costs using the most appropriate basis considering limitations of practicality, technology, and available data. OMB Circular A-87 refers to these as “allocated central services.”

When using a cost allocation plan to apply for certain federal grants and awards there are OMB A-87 guidelines that preclude certain costs such as advertising, public relations, and legal defense costs. This study is not being used to apply for certain

\(^2\) Net of the directly allocated costs and (as perhaps invoked in future iterations of this CAP) unallowable costs.
federal grants and awards therefore such costs are not excluded\(^3\). If future iterations of this CAP Study are completed for the purpose of qualifying for federal grants or awards, those unallowable Internal Service costs should be excluded from the allocation to Operational Departments.

The following subsections first describe the Internal Services costs that are directly allocated by the City, then describe how the remaining Internal Services costs are proposed to be indirectly allocated.

### 2.2.1 DIRECTLY ALLOCATED COSTS

This CAP Study begins with accounting for any Internal Services costs that are already directly allocated to specific Operational Departments. The following describes which City Internal Services costs are allocated directly and the logic for the direct allocation. In some cases, there are support service costs that are outsourced by individual departments (as is the case with IT support services at the City). When the department that is incurring the cost is an Internal Service Department, those outsourcing costs are, in turn, allocated to Operational Departments though the indirect allocation method.

1. **Vehicle Maintenance** - The costs of this department are currently charged to the departments that use the service, based on work orders and actual costs incurred.

2. **PERS Unfunded Liability** – The unfunded liability associated with the California Public Employee Retirement System (PERS) is directly allocated to departments based on a labor allocation percentage.

3. **Insurance** - Worker’s compensation, liability and property insurance costs are allocated directly to departments based on an assessment of the exposure posed by each respective department.

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\(^3\) The only costs from departmental budgets that are excluded are the previous cost allocation line-item (since this study replaces that expense) and depreciation (since that is a non-cash accounting entry).
2.2.2 INDIRECTLY ALLOCATED COSTS

The following describes how the remaining Internal Service costs (those that are not allocated directly to an Operational Department) are proposed to be allocated indirectly. It is important to understand the indirect cost allocation process is, by its very nature, an approximation. Allocations are made based on metrics that balance efficiency with equitability. Examples of such allocation metrics include departmental budgets and number of departmental employees. It is also understood that there are no one-size-fits-all cost allocation metrics. Municipal governments each have unique financial and operational structures.

The allocation metrics in this CAP Study were developed both through discussions with City staff and based on the author’s professional experience. This CAP Study balances accuracy against the responsibility to use limited resources wisely. The following questions were posed when evaluating the allocation metrics for this CAP.

1. How strong is the relationship between the allocation basis and the costs being allocated?
2. How accessible is verifiable, relevant data supporting the allocation metric?
3. What is the materiality of the costs being allocated? (Note: if an Internal Service cost category makes up only an immaterial portion of overall costs, it is not justifiable to apply a highly complex and time-consuming allocation metric).

The following describes the allocation metrics that were used by this CAP Study. Table 2 and Table 3 summarize how each Operational Department measures with respect to the following metrics.

1. **Departmental Budgets**
   The dollar amount of a departmental budget can drive the service levels required from central services such as financial services (e.g. budget preparation). It is important for this metric to exclude large (distorting) purchases such as capital expenditures.
   
   **Departmental Budget Data source:** “2019-20 budget-GF- August 2019 (005)-v3” and “2019-20 budget-ENT. F- August 2019 (005)-v3” provided by City staff

2. **Employees**
   The number of employees in a department (also referred to as “full-time
“equivalents” or FTEs) or volunteers (in the case of the Fire Department) or reserve officers (in the case of the Police Department) can drive the costs of providing services such as human resources. For the purposes of this report, this metric is based on the level of effort for Internal Services to support employees and volunteers (as opposed to the number of hours per week).

**FTE Data source:** “Resolution 2019-22” for salaried employees and City staff’s professional assessment of the level of effort needed to support part-time employees and volunteers.

### 3. Agenda Frequency

The number of times that a department appears on an agenda item to be discussed during City Council meetings can be used to measure the proportional level of effort expended by City Council (and the City Attorney) in supporting each respective Operational Department.

**Agenda Frequency Data source:** Review of posted minutes to City website for dates January 2018 to April 2020 by Consultant

### 4. Bill Count

The Admin department supports the City’s two utilities (water & sewer) by billing customers for utility services and other miscellaneous service. The cost of providing billing services is most appropriately allocated based on the number of bills that are sent. There are approximately the same number of water accounts as sewer accounts, therefore the bill count ratio was assumed to be 50/50 for purposes of this study.

**Bill Count Data source:** (not applicable) 4

### 5. Customer Service

The City interacts with the public in order to represent/explain its numerous functions including (but not limited to) water service, sewer service, public protection, fire protection, parks, planning, and swimming pool. While the amount of time that is spent addressing specific topics is not specifically tracked, City staff is able to estimate the amount of time that is spent at the service counter and over the phone in addressing the City’s various functions.

**Customer Service Data source:** staff estimates

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4 Since the number of customers in each utility are very similar, this CAP Study divides the billing costs evenly between the two utilities
### Table 2 – Summary of Operational Department Metrics (count)

<table>
<thead>
<tr>
<th>Operational Department</th>
<th>Department Budget</th>
<th>No. of FTEs</th>
<th>Agenda Frequency</th>
<th>Number of Bills</th>
<th>Customer Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>$330,749</td>
<td>3.0</td>
<td>9</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Police</td>
<td>$1,782,520</td>
<td>14.0</td>
<td>13</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Streets &amp; DRNG</td>
<td>$414,556</td>
<td>2.5</td>
<td>15</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Building Inspection</td>
<td>$146,500</td>
<td>1.0</td>
<td>5</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td>$16,000</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning</td>
<td>$53,000</td>
<td>17</td>
<td></td>
<td></td>
<td>10%</td>
</tr>
<tr>
<td>Parks</td>
<td>$155,275</td>
<td>0.9</td>
<td>8</td>
<td></td>
<td>10%</td>
</tr>
<tr>
<td>Measure M Fire</td>
<td>$675,023</td>
<td>8.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collection</td>
<td>$761,300</td>
<td>1.3</td>
<td>11</td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td>Treatment</td>
<td>$1,657,234</td>
<td>3.8</td>
<td>12</td>
<td>50%</td>
<td>15%</td>
</tr>
<tr>
<td>Water</td>
<td>$1,746,700</td>
<td>2.4</td>
<td>18</td>
<td>50%</td>
<td>30%</td>
</tr>
<tr>
<td>Swim Pool</td>
<td>$102,355</td>
<td>2.5</td>
<td>2</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$5,097,887</strong></td>
<td><strong>39.4</strong></td>
<td><strong>117.0</strong></td>
<td><strong>100%</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

### Table 3 – Summary of Operational Department Metrics (percentage)

<table>
<thead>
<tr>
<th>Operational Department</th>
<th>Department Budget</th>
<th>No. of FTE's</th>
<th>Agenda Frequency</th>
<th>Number of Bills</th>
<th>Customer Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>4.2%</td>
<td>7.6%</td>
<td>7.7%</td>
<td>5.0%</td>
<td></td>
</tr>
<tr>
<td>Police</td>
<td>22.7%</td>
<td>35.5%</td>
<td>11.1%</td>
<td>10.0%</td>
<td></td>
</tr>
<tr>
<td>Streets &amp; DRNG</td>
<td>5.3%</td>
<td>6.3%</td>
<td>12.8%</td>
<td>5.0%</td>
<td></td>
</tr>
<tr>
<td>Building Inspection</td>
<td>1.9%</td>
<td>2.5%</td>
<td>4.3%</td>
<td>5.0%</td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td>0.2%</td>
<td>6.0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning</td>
<td>0.7%</td>
<td>14.5%</td>
<td></td>
<td>10.0%</td>
<td></td>
</tr>
<tr>
<td>Parks</td>
<td>2.0%</td>
<td>2.3%</td>
<td>6.8%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measure M Fire</td>
<td>8.6%</td>
<td>20.3%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collection</td>
<td>9.7%</td>
<td>3.3%</td>
<td>9.4%</td>
<td>15.0%</td>
<td></td>
</tr>
<tr>
<td>Treatment</td>
<td>21.1%</td>
<td>9.6%</td>
<td>10.3%</td>
<td>50.0%</td>
<td>15.0%</td>
</tr>
<tr>
<td>Water</td>
<td>22.3%</td>
<td>6.1%</td>
<td>15.4%</td>
<td>50.0%</td>
<td>30.0%</td>
</tr>
<tr>
<td>Swim Pool</td>
<td>1.3%</td>
<td>6.3%</td>
<td>1.7%</td>
<td>5.0%</td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>100%</strong></td>
<td><strong>100%</strong></td>
<td><strong>100%</strong></td>
<td><strong>100%</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
2.2.3 INTERNAL SERVICES COST ALLOCATION

The next step is to determine the manner in which the Internal Service costs are allocated to the Operational Departments (i.e. which metric(s) will be used to measure the level of support provided by Internal Services to the respective Operational Departments). By way of a simple example, the costs of human resource services are driven by the number of employees, therefore the costs of the human resource function within the Admin Department are allocated to the Operational Departments based on their respective number of FTEs (including volunteers).

The following describes which metrics were used to allocate Internal Services costs, as summarized in Table 5.

1. **City Council**

   Half of the City Council costs ($197,6115 in FY 2019/20) were allocated to Operational Departments based on the size of their respective budgets while the other half were allocated based on the number of times the department appeared on City Council agendas during the period of January 2018 to April 2020. These allocations were chosen because the level of effort by the City Council is driven partially based on the size of the Operational Departments (as measured by budget) and partially based on the amount of time spent during Council meetings discussing the services provided by the respective Operational Departments.

2. **Admin**

   The City’s Admin Department had a FY 2019/20 budget of $875,831 and, as described Section 2.1.2, provides a variety of internal services to Operational Departments. Column 2 of Table 4 shows the relative amount of time that is spent by the Admin Department on those various functions (based on staff estimates). Column 3 of Table 4 then further organizes those functions into allocation metrics, based on the nature of the functions. By way of example, and as previous explained, the human resource costs (row f) are assigned to the “FTE Count” allocation metric.
Table 4 – Allocation of Admin Department Cost to Allocation Metrics

<table>
<thead>
<tr>
<th></th>
<th>Activity</th>
<th>Percent of time</th>
<th>Allocation Metric</th>
<th>Total per metric</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td><strong>Activity</strong></td>
<td><strong>Percent of time</strong></td>
<td><strong>Allocation Metric</strong></td>
<td><strong>Total per metric</strong></td>
</tr>
<tr>
<td>(b)</td>
<td>Budget Preparation</td>
<td>5.5%</td>
<td>Budget Size</td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td>Year-end Reporting</td>
<td>6.6%</td>
<td>Budget Size</td>
<td></td>
</tr>
<tr>
<td>(d)</td>
<td>Consultation with Operational Departments</td>
<td>10.5%</td>
<td>Budget Size</td>
<td></td>
</tr>
<tr>
<td>(e)</td>
<td>Purchasing</td>
<td>3.3%</td>
<td>Budget Size</td>
<td></td>
</tr>
<tr>
<td>(f)</td>
<td>Human Resources</td>
<td>11.5%</td>
<td>FTE Count</td>
<td>11.5%</td>
</tr>
<tr>
<td>(g)</td>
<td>Customer Service</td>
<td>21.3%</td>
<td>Customer Service Time</td>
<td>21.3%</td>
</tr>
<tr>
<td>(h)</td>
<td>Invoicing</td>
<td>5.3%</td>
<td>Utility customer bills</td>
<td>24.9%</td>
</tr>
<tr>
<td>(i)</td>
<td>Accounts Payable</td>
<td>19.7%</td>
<td>Utility customer bills</td>
<td></td>
</tr>
<tr>
<td>(j)</td>
<td>Council Meeting preparation</td>
<td>16.4%</td>
<td>Agenda Count</td>
<td>16.4%</td>
</tr>
</tbody>
</table>

3. **Civic Center**

Half of the Civic Center costs ($44,533 in FY 2019/20) were allocated to Operational Departments based on their number of FTEs while the other half was allocated based on the number of times the department appeared on City Council agendas during the period of January 2018 to April 2020. These allocations were chosen because about half the Civic Center’s budget is the utility (gas/electric) costs of running the City’s buildings (which is driven by the number of employees that utilize those buildings) and the remaining costs were allocated based on the amount of time spent during Council meetings (which takes place in the Civic Center) discussing the services provided by the respective Operational Departments.

4. **Attorney**

Half of the Attorney costs ($42,000 in FY 2019/20) were allocated to Operational Departments based on their number of FTEs while the other half was allocated based on the number of times the department appeared on City Council agendas during the period of January 2018 to April 2020. These allocations were chosen because about half the City’s legal costs are driven by employee-related topics while the other half is driven by the amount of time spent by the City Attorney at City Council meetings.
Table 5 – Summary of Metrics Used to Allocate Internal Service Costs

<table>
<thead>
<tr>
<th>Internal Service Dept</th>
<th>Budget</th>
<th>No. of FTEs</th>
<th>Agenda Frequency</th>
<th>Number of Bills</th>
<th>Customer Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Council</td>
<td>$197,615</td>
<td>50.0%</td>
<td>50.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin</td>
<td>$875,831</td>
<td>25.8%</td>
<td>11.5%</td>
<td>16.4%</td>
<td>24.9%</td>
</tr>
<tr>
<td>Civic Center</td>
<td>$44,533</td>
<td>50.0%</td>
<td>50.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attorney</td>
<td>$42,000</td>
<td>50.0%</td>
<td>50.0%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 6 summarizes the total Internal Service costs that are allocated by each type of allocation metric.

Table 6 – Total Internal Service Costs by Metric Type

<table>
<thead>
<tr>
<th>Internal Service Dept</th>
<th>Budget</th>
<th>No. of FTEs</th>
<th>Agenda Frequency</th>
<th>Number of Bills</th>
<th>Customer Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Council</td>
<td>$98,808</td>
<td>$197,615</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin</td>
<td>$100,615</td>
<td>$226,145</td>
<td>$143,736</td>
<td>$218,479</td>
<td>$186,857</td>
</tr>
<tr>
<td>Civic Center</td>
<td>$22,267</td>
<td>$44,533</td>
<td>$22,267</td>
<td>$22,267</td>
<td>$22,267</td>
</tr>
<tr>
<td>Attorney</td>
<td>$21,000</td>
<td>$42,000</td>
<td></td>
<td>$21,000</td>
<td></td>
</tr>
</tbody>
</table>

| Total:                 | $324,952| $143,882    | $285,810         | $218,479       | $186,857         | $1,159,979       |
Section 3. SUMMARY

A summary of the Internal Service cost allocations by Operational Department is provided in Table 7. These numbers were derived by applying the percentages from Table 3 to the bottom row values shown in Table 6. As previously explained, these cost allocations do not include any Internal Service costs that are directly allocated (such as vehicle maintenance).

Table 7 – Summary of Internal Service Cost Allocation by Operational Department

<table>
<thead>
<tr>
<th>Operational Department</th>
<th>Budget</th>
<th>No. of FTE's</th>
<th>Agenda Frequency</th>
<th>Number of Bills</th>
<th>Customer Service</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>$13,707</td>
<td>$10,955</td>
<td>$21,985</td>
<td></td>
<td>$9,343</td>
<td>$55,990</td>
</tr>
<tr>
<td>Police</td>
<td>$73,870</td>
<td>$51,125</td>
<td>$31,757</td>
<td></td>
<td>$18,686</td>
<td>$175,438</td>
</tr>
<tr>
<td>Streets &amp; DRNC</td>
<td>$17,180</td>
<td>$9,130</td>
<td>$36,642</td>
<td></td>
<td>$9,343</td>
<td>$72,295</td>
</tr>
<tr>
<td>Building Inspe</td>
<td>$6,071</td>
<td>$3,652</td>
<td>$12,214</td>
<td></td>
<td>$9,343</td>
<td>$31,280</td>
</tr>
<tr>
<td>Engineering</td>
<td>$663</td>
<td>$17,100</td>
<td></td>
<td></td>
<td></td>
<td>$17,763</td>
</tr>
<tr>
<td>Planning</td>
<td>$2,196</td>
<td>$41,528</td>
<td></td>
<td></td>
<td>$18,686</td>
<td>$62,410</td>
</tr>
<tr>
<td>Parks</td>
<td>$6,435</td>
<td>$3,287</td>
<td>$19,543</td>
<td></td>
<td></td>
<td>$29,264</td>
</tr>
<tr>
<td>Measure M Fire</td>
<td>$27,974</td>
<td>$29,215</td>
<td></td>
<td></td>
<td></td>
<td>$57,189</td>
</tr>
<tr>
<td>Collection</td>
<td>$31,549</td>
<td>$4,747</td>
<td>$26,871</td>
<td></td>
<td>$28,029</td>
<td>$91,196</td>
</tr>
<tr>
<td>Treatment</td>
<td>$68,678</td>
<td>$13,877</td>
<td>$29,314</td>
<td>$109,239</td>
<td>$28,029</td>
<td>$249,137</td>
</tr>
<tr>
<td>Water</td>
<td>$72,386</td>
<td>$8,764</td>
<td>$43,971</td>
<td>$109,239</td>
<td>$56,057</td>
<td>$290,417</td>
</tr>
<tr>
<td>Swim Pool</td>
<td>$4,242</td>
<td>$9,130</td>
<td>$4,886</td>
<td></td>
<td>$9,343</td>
<td>$27,600</td>
</tr>
</tbody>
</table>

|                | $324,952| $143,882 | $285,810 | $218,479 | $186,857 | $1,159,979 |

In future years, these cost allocations can be updated by updating the data in the CAP excel model. Alternatively, the cost allocations can be escalated based on the change in the budgets for the four Internal Service Departments.
AGREEMENT REGARDING REIMBURSEMENT OF ELIGIBLE EXPENSES RELATED TO COVID-19

THIS AGREEMENT REGARDING REIMBURSEMENT OF ELIGIBLE EXPENSES RELATED TO COVID-19 (this “Agreement”) is entered into as of ________________, 2020 by and between the COUNTY OF AMADOR, a political subdivision of the State of California (“County”) and the CITY OF JACKSON, a municipal corporation (“City”).

RECITALS

A. On March 27, 2020, the President signed into law the Coronavirus Aid, Relief, and Economic Security Act (“CARES” Act), Public Law 116-136. Section 601(a)(1) of the Social Security Act as added by section 5001 of the CARES Act provides $150 billion to states and other eligible entities for the purpose of providing funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency.

B. The County has been allocated approximately $3.8 Million in CARES Act funding passed through from the State of California.

C. The City was similarly allocated CARES Act funding from the State of California; however, that funding was insufficient to address all of its impacts caused by the COVID-19 health emergency.

D. The County is willing reimburse the City for certain eligible expenditures related to the COVID-19 public health emergency from the County’s CARES Act funding, and the City desires to receive the reimbursement from the County pursuant to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, the parties agree as follows:

1. RECITALS. The parties acknowledge the truth of the above recitals, which are incorporated into this Agreement by this reference.

2. REIMBURSEMENT OF ELIGIBLE COVID-19 Expenses. The County agrees to reimburse the City for up to $65,000 of certain eligible expenses incurred in responding to the COVID-19 public health emergency from the CARES Act fund allocated to the County. Eligible expenses are described in more detail on Attachment A, attached and incorporated by this reference, which describes the reimbursable expenses. The County is not obligated to reimburse any expenses related to payroll costs, or any expenses the County, in its sole discretion, determines to be ineligible.

3. THE CITY’S OBLIGATIONS. In order to receive reimbursement from the County, the City shall do all of the following:
a. The City shall submit any reimbursement request(s) to the County no later than December 18, 2020 as described in more detail in Attachment A, with all of the necessary backup information described therein.

b. The City shall only seek reimbursement for expenses described on Attachment A, that meet the criteria of Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act, and that have not been reimbursed in whole or part by any other federal funds.

c. The City shall actively cooperate in any review or audit of the County’s expenditures of CARES Act funds as it relates to any reimbursement to the City.

d. In the event any reimbursement to the City is determined ineligible for reimbursement under the CARES Act by any state or federal agency, the City agrees to hold harmless the County and to repay any disallowed amounts to the County within 90 days of any final determination.

4. TERM. This Agreement shall expire one year from the date of this Agreement, unless extended in writing by the parties; however the City’s obligations set forth in subparagraphs c, and d of paragraph 3, above, shall remain in effect during the pendency and resolution of any state or federal review or audit, or until the expiration of any state or federal audit period related to the expenditure of CARES Act funds related to the COVID-19 public health emergency, whichever is later.

5. NOTICES. All notices herein provided to be given, or which may be given, by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States Postal Services, certified with return receipt requested, with postage prepaid and addressed as follows:

To City: YVONNE KIMBALL
           CITY MANAGER
           33 BROADWAY
           JACKSON, CA 95642

To County: Chuck Iley
            County Administrative Officer
            810 Court Street
            Jackson, CA  94642

6. INCORPORATION OF AGREEMENTS AND AMENDMENTS. This Agreement contains all agreements of the parties with respect to any matter mentioned herein. No other agreement or understanding pertaining to any such matter shall be effective, unless in writing signed by the party to be charged.

7. CONSTRUED PURSUANT TO CALIFORNIA LAW; VENUE. The parties hereto agree that the provisions of this Agreement shall be construed pursuant to the laws of
the State of California and that the venue for any action to enforce provisions of this Agreement shall be in Amador County.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

COUNTY OF AMADOR

BY:________________________________
   Chairman, Board of Supervisors

CITY OF JACKSON

BY:________________________________
   Robert Stimpson, Mayor

ATTEST:
JENNIFER BURNS, Clerk of the Board of Supervisors

ATTEST:
City Clerk

BY:________________________________
   John Georgette

APPROVED AS TO FORM:
Office of the County Counsel

APPROVED AS TO FORM:
Counsel for City of Jackson

BY:______________________________
   Gregory Gillott

BY:______________________________
   Josh Nelson
ATTACHMENT A

Amador County Coronavirus Relief Funding

Amador County will reimburse City of Jackson for up to $65,000.00 for necessary expenses (purchases) related to COVID-19 from the Coronavirus Relief Funds we’ll be receiving from the State as part of the CAREs Act. We are not reimbursing for any payroll costs or items that can’t be documented as having been paid by the agency during the eligible period. Items cannot have been reimbursed by another grant or similar source.

The CARES Act provides that payments from Coronavirus Relief fund (CRF) may only be used to cover costs that are

- Are necessary expenditures incurred due to the public health emergency with respect to the COVID-19
- Not accounted for in the budget most recently approved as of March 27, 2020
- Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020

Eligible Items:

- Personal Protective Equipment
- Costs for acquisition of medical and protective supplies, including sanitizing products in connection with the COVID-19 public health emergency
- Costs for public safety measures
- Hardware or software costs for developing online or automated processes for work that previously required in-person visits for employees and customers/citizens
- Costs for carrying out public health orders

What we’ll require for reimbursement:

1) Letter from Agency on letterhead addressed to Chuck Iley, CAO, requesting reimbursement (total dollar amount) and a brief description of how the item(s) are necessary due to the COVID-19 public health emergency
2) Invoice(s) for purchases (copy of original)
3) Proof of delivery (item has to be delivered by 12/30/20 to be eligible)
4) Proof of payment from agency (copy of cancelled check)
5) Agreement for reimbursement to the county if expenses are disallowed by state (we will provide template)
6) Reimbursement request must be received by County by 12/18/20

**Please contact Karen Scaccianoce, Amador County Budget Director by 9/24/20 with agency’s contact name and email, description of eligible expense(s), or questions about eligible expenditures. 209-223-6581  kscaccianoce@amadorgov.org

Reimbursement requests can be mailed or emailed to ciley@amadorgov.org cc to kscaccianoce@amadorgov.org

Amador County Administration
810 Court Street
Jackson, CA 95642
Attn: Chuck Iley
**AGREEMENT REGARDING REIMBURSEMENT OF ELIGIBLE EXPENSES RELATED TO COVID-19**

THIS AGREEMENT REGARDING REIMBURSEMENT OF ELIGIBLE EXPENSES RELATED TO COVID-19 (this “Agreement”) is entered into as of ______________, 2020 by and between the COUNTY OF AMADOR, a political subdivision of the State of California (“County”) and the CITY OF JACKSON FIRE DEPARTMENT, a municipal corporation (“City”).

**RECITALS**

A. On March 27, 2020, the President signed into law the Coronavirus Aid, Relief, and Economic Security Act ("CARES" Act), Public Law 116-136. Section 601(a)(1) of the Social Security Act as added by section 5001 of the CARES Act provides $150 billion to states and other eligible entities for the purpose of providing funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency.

B. The County has been allocated approximately $3.8 Million in CARES Act funding passed through from the State of California.

C. The City was similarly allocated CARES Act funding from the State of California; however, that funding was insufficient to address all of its impacts caused by the COVID-19 health emergency.

D. The County is willing reimburse the City for certain eligible expenditures related to the COVID-19 public health emergency from the County’s CARES Act funding, and the City desires to receive the reimbursement from the County pursuant to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, the parties agree as follows:

1. **RECITALS.** The parties acknowledge the truth of the above recitals, which are incorporated into this Agreement by this reference.

2. **REIMBURSEMENT OF ELIGIBLE COVID-19 Expenses.** The County agrees to reimburse the City of Jackson Fire Department for up to $10,000 of certain eligible expenses incurred in responding to the COVID-19 public health emergency from the CARES Act fund allocated to the County. Eligible expenses are described in more detail on Attachment A, attached and incorporated by this reference, which describes the reimbursable expenses. The County is not obligated to reimburse any expenses related to payroll costs, or any expenses the County, in its sole discretion, determines to be ineligible.
3. **THE CITY’S OBLIGATIONS.** In order to receive reimbursement from the County, the City shall do all of the following:

   a. The City shall submit any reimbursement request(s) to the County no later than December 18, 2020 as described in more detail in Attachment A, with all of the necessary backup information described therein.

   b. The City shall only seek reimbursement for expenses described on Attachment A, that meet the criteria of Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act, and that have not been reimbursed in whole or part by any other federal funds.

   c. The City shall actively cooperate in any review or audit of the County’s expenditures of CARES Act funds as it relates to any reimbursement to the City.

   d. In the event any reimbursement to the City is determined ineligible for reimbursement under the CARES Act by any state or federal agency, the City agrees to hold harmless the County and to repay any disallowed amounts to the County within 90 days of any final determination.

4. **TERM.** This Agreement shall expire one year from the date of this Agreement, unless extended in writing by the parties; however the City’s obligations set forth in subparagraphs c, and d of paragraph 3, above, shall remain in effect during the pendency and resolution of any state or federal review or audit, or until the expiration of any state or federal audit period related to the expenditure of CARES Act funds related to the COVID-19 public health emergency, whichever is later.

5. **NOTICES.** All notices herein provided to be given, or which may be given, by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States Postal Services, certified with return receipt requested, with postage prepaid and addressed as follows:

   To City:  Debbie Mackey  
             Fire Chief  
             33 Broadway  
             Jackson, CA 95642

   To County: Chuck Iley  
              County Administrative Officer  
              810 Court Street  
              Jackson, CA  94642

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COUNTY OF AMADOR  CITY OF JACKSON

BY: ___________________________________    BY: ___________________________________
    Chairman, Board of Supervisors          Robert Stimpson, Mayor

ATTEST:    ATTEST:
JENNIFER BURNS, Clerk of the Board of City Clerk
    Supervisors

BY: ___________________________________    BY: _____________________________
    _____________________________          John Georgette

APPROVED AS TO FORM:  APPROVED AS TO FORM:
Office of the County Counsel  Counsel for City of Jackson

BY: _____________________________    BY: _____________________________
    Gregory Gillott          Joshua Nelson
Amador County will reimburse City of Jackson Fire Department for up to $10,000.00 for necessary expenses (purchases) related to COVID-19 from the Coronavirus Relief Funds we’ll be receiving from the State as part of the CAREs Act. We are not reimbursing for any payroll costs or items that can’t be documented as having been paid by the agency during the eligible period. Items cannot have been reimbursed by another grant or similar source.

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5) Agreement for reimbursement to the county if expenses are disallowed by state (we will provide template)
6) Reimbursement request must be received by County by 12/18/20

**Please contact Karen Scaccianoce, Amador County Budget Director by 9/24/20 with agency’s contact name and email, description of eligible expense(s), or questions about eligible expenditures. 209-223-6581  kscaccianoce@amadorgov.org**

Reimbursement requests can be mailed or emailed to ciley@amadorgov.org  cc to kscaccianoce@amadorgov.org

Amador County Administration
810 Court Street
Jackson, CA 95642
Attn: Chuck Iley
To: Karen Scaccianoce, Amador County Budget Director
Cc: Chuck Iley, Amador County CAO
From: Yvonne Kimball, City Manager, City of Jackson
Date: September 22, 2020
Subject: City of Jackson / Amador County CARES fund Description of eligible funds

Part I. City general uses of Amador County CARES allocation of $65,000. The expenses are described as follows:

Expense #1 - $15,486.92 to purchase one mobile message board that will be used to display COVID related messages.

Purchase one mobile digital message board. The sign will be placed at various locations around the city to remind citizens, visitors and homeless individuals COVID restrictions such as masking and social distancing requirements. These digital signs can also be used to notify them of potential testing site locations. The board is mobile and designed to move around. See attached quote #1.

Expense #2 – up to $13,000 to install parts and hardware to enable automatic touchless doors at City Hall, Civic Center and Police Department.

All three facilities are used by the public frequently. Many of them are seniors or individuals with comprised immune systems. The doors to those facilities are not automatic. By being touched by everyone frequently, the doors can be a source of germ transmission. Automatic/ touchless doors are helpful in preventing germ transmission, therefore, reduce chances of the public and the staff being infected by COVID-19. This project will engineer and install sensors and other parts to convert the frequently touched doors to automatic and touchless. Electric work is needed to power the automation. The requested fund will cover the cost of purchasing and installing necessary parts and also providing electric wiring work. Quote for changing into automatic doors is $12,669 for all three doors. The remainder $331 is for the electric work. See attached quote #2.

Expense #3 - $41,000 for Civic Center/Council Chamber/Safety Training & Command Center technology implementation to enable remote participation at public meetings and virtual trainings. The requested fund will be used to design, purchase, engineer, and install the system. $39,576 for the AV system; and up to $1,424 for electrical work. See attached quote #3.

The city’s civic center is used for council / board meetings, public safety trainings, and also a command center during emergencies. The facility has the ability and space to provide in-person meetings. However, COVID has changed how public meetings are conducted and how trainings are offered and received. In-person meetings are not always possible during a pandemic, such as COVID-19. Virtual
meetings are necessary. In order to provide critical communication remotely and accommodate virtual participation via “Zoom” (or other teleconference software) during a pandemic, the civic center needs a capable multi-media system that is powered by necessary software and hardware, including audio, video, computer system. When completed, the civic center will be able to function like the county’s board chamber room during public meetings and offer both virtual and live participation simultaneously and seamlessly.

Additionally, the COVID-era intensified the need for technology to support public safety missions. As stated earlier, the civic center facility is also the city’s public safety training facility and command center during emergencies. For example, the civic center was the response command center in June 2020 when the BLM demonstration took place in Jackson during COVID restrictions. Given its critical role in public safety service provision, civic center needs the proposed system to support efficient communication and new training needs.

Lastly, the city is considering using the civic center to hand out COVID care packages to all individuals, including homeless individuals who often do not have cars to drive up to certain locations. Civic Center’s convenient location and its technology potential will make it a well-used facility that provides equal access to all individuals.

A quote of $39,576 has been provided to design, engineer, and install a system to the civic center. Some electrical work will be needed and is not included in the quote.

**Total estimate (project 1, 2 & 3):** $69,486.92. **If you have any questions, please contact Yvonne Kimball at 209-223-1646 x 101 or ykimball@ci.jackson.ca.us.**

**Attachments: quotes.**

Part II. **Fire Department Expenses: $10,000. Chief Mackey has submitted a Fire Department request.**

Debbie Mackey, Fire Chief is the contact person for this part of the request. Email: [dmackey@ci.jackson.ca.us](mailto:dmackey@ci.jackson.ca.us).

The Fire Department needs the Coronavirus relief fund for the purchase of computers and conferencing/training boards that will enable our department to attend virtual meetings, teach and attend trainings. Computers and equipment total amount of $8,341.35, and up to $1,658.65 for cables and other accessories.

Currently, the Fire Department has 1 computer at station 132, no computers at station 131 and 1 computer at the Chief’s office at Jackson City Hall. Our computers are old and Chief’s does not have a camera for meeting and training situations. The department went to online training due to COVID’s restrictions and met with multiple obstacles. The Department could not attend meetings or training and maintain social distancing. The Department fell behind on virtual training assignments due to having only 1 computer available at the station. The Department has 34 personnel who have training
assignments that need to be completed monthly and probationary firefighters who need to complete training and meetings weekly. The need to catch upon all of our training with only 1 computer has delayed our ability to complete assignments, conduct meetings and training.

Projected improvements with relief funding:

To purchase 1 interactive smart board at station 131, 132 and Chief’s office for virtual teaching and teaching in small groups for social distancing. 1 new desktop computer that will be utilized at my office that will allow for meetings and training attendance and 1 laptop that I can use to conduct business remotely. 2 new desktop computers and 1 laptop computer at station 131 for keeping up with virtual training and meetings. 1 new desktop and 1 new laptop at station 132 for keeping up with virtual training and meetings. Total computer cost: $8,341.35 (see quote); the remainder $1,658.65 for cables, installation and other accessories.
# Expense Request 1 - PD Message Board

**QUOTE #2042167**

**Effective From:** 08/27/2020  
**Valid Through:** 09/30/2020  
**Lead Time:** 32 working days

**Bill To:**  
Jackson Police Department  
33 Broadway Ste D  
Jackson, CA 95642-2355

**Customer ID:** 101974

**Ship To:**  
Jackson Police Department  
33 Broadway Ste D  
Jackson, CA 95642-2355

**Ship:**  
Chief Chris Mynderup

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**Group Total:** $13,728.00

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**Payment Terms:** Net 30 days  
**Total: USD** $15,486.92

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This Quote or Purchase Order is subject in all respects to the Terms and Conditions detailed at the back of this document. These Terms and Conditions contain limitations of liability, waivers of liability even for our own negligence, and indemnification provisions, all of which may affect your rights. Please review these Terms and Conditions carefully before proceeding.
3 Horton 7100 Low Energy Single Door ADA Operator

**Door Package (NET FRAME) Dimension:**

- Header Net Length: 38"

**Product Information:**

- ADA Compliant
- Standard Finish: Dark Bronze Anodized
- Active Lever Handling: LHR or RHR
- Arm Type: Push
- Header Profile: 4.5" x 6"
- Header Mount: Surface Mount

**Misc. Materials Included:**

- MS Sedco Touchless Pushplate - 4.5" Surface Mount - ADA Logo and "Push To Open"

**Installation Information**

- Lead-times vary, please contact factory for current lead-times before placing order.
- Service available during the normal business hours of 8:00AM - 4:30PM.
- After hours / Emergency Service calls are not covered under standard warranty.
- Cost for Expedition of ordered materials is not included in the quoted price.

**Warranty Info:**

- Warranty will be for a period of One (1) year from date of completion covering materials and workmanship supplied and installed by Capitol Door, and all components furnished by the seller.
- After the installation, if onsite/end user training is required this time will be billed on a time and materials basis.

**Exclusions To Quote - Items Supplied, Installed or Services Provided by Others**

- Architectural millwork, interior & exterior finishing, and any necessary conduits or wire mold for each push plate, installation of customer supplied hardware (Panic Bar, Power Supply) is not included.
- Jobsite protection once installed, Caulking, any and all necessary permits, Signed and Stamped shop drawings by a Certified Professional Engineer to be provided by others.
- Alarm contacts and interfacing with existing cardreader or security system, Gang Box, 1 pair 18 gauge low voltage wiring, and any necessary conduit or wire mold for each push plate, installation of customer supplied hardware (Panic Bar, Power Supply) is not included.
- Jobsite protection once installed, Caulking, any and all necessary permits, Signed and Stamped shop drawings by a Certified Professional Engineer to be provided by others.
- Air Pressures affecting the operation or use of the door caused by weather conditions or HVAC imbalance will not be covered under warranty.

**Inquires should be directed to the CDS Northern CA: (800)783-1163**
ARCHITECTURAL DETAILS

AUTOMATIC SWING DOORS & OPERATORS - LOW ENERGY

EasyAccess® Series 7100 Surface Applied
Single & Pair with Inswing or Outswing Arm

Standard Packages

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<th>Pair Units Types: LH-RH, LHR-RHR</th>
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Anodized Finish: Clear or Dark Bronze

For additional equipment information see Architectural Specs starting on p. B9.0.

Installation and Operation

- Swing door header is surface mounted onto frame and connecting arm assembly is mounted to face of door panel. Frame and door panel to be provided by others (see p.B1.2).

- Electrical: Provide 120 VAC, 60 cycle, single phase, 15 amp service (in conduit) to each swing door unit on a dedicated 20 amp circuit breaker routed into header. Maximum current draw is 3.15 amps.

- Unit to be actuated by push plate or push button switch mounted on each side of opening for two-way traffic (see p. B1.4).

ARCHITECTURAL DETAILS

AUTOMATIC SWING DOORS & OPERATORS - LOW ENERGY

EasyAccess® Series 7100 Surface Applied
Single & Pair with Inswing or Outswing Arm

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- Unit to be actuated by push plate or push button switch mounted on each side of opening for two-way traffic (see p. B1.4).
Audiovisual Proposal for:

Prepared by:
John Neal

Spinitar

September 21, 2020
Hi Patti,

The city’s Civic Center is a multi-use facility. It houses council meetings, police trainings, and serves as the command center during police operations. To meet the city’s new needs during a pandemic, we have prepared this proposal to help you implement necessary upgrades for the Civic Center’s Audio/Video/Virtual Communication System. It includes a summary of our recommendations and the scope of our design/build services for the project.

The intention of this package is to define our solution, scope of work, and summary of Project Costs.

Spinitar is committed to providing you with systems that will serve as models for innovative environments. We are confident that our participation on the rooms will contribute to its success. Please feel free to contact me to discuss this proposal further. We look forward to working with you and your team on this venture.

Sincerely,

John Neal
Sales Engineer
John.Neal@spinitar.com
Scope of Work / System Description

- **Overview**
  The City uses the civic center for a variety of public purposes. It is the council meeting chamber, the police training facility and police incident command center. To perform all those functions during a pandemic, it needs an efficient multimedia meeting package which is described in the following:

To solve the Audio issues, the facility will connect to remote participants via Zoom (or other software conference program), feed the Civic Center/Chamber microphone audio to those participants, and amplify the incoming audio within the Chamber. To accomplish this, we will upgrade the Audio Processor. We will also add two speakers over the Dais and upgrade the amplifier to support the new outputs.

To meet ADA requirements, we will add an Assistive Listening System matched to the legal requirements of the Room Occupancy.

To allow the Council and Staff to see the incoming public Zoom (or other remotely transmitted) image, the Clerk’s Laptop running Zoom or other software will be shown on 6 new 24” Monitors at the Dais and Clerk’s Desk, as well as on a new 86” Monitor suspended from the Ceiling at the front of the room.

A 7” Touch Panel will provide control of the system functions including display power, microphone, presentation, and Zoom volume.

All equipment will be installed in a new rack under the Clerk’s Table. We will install an HDMI Input Plate on each side of the rack to provide easy access for presentation laptop connections. The plate on the Clerk’s side will include a USB connection for the Zoom Audio in and out.

A Laptop with capability to Support Zoom calls is included. A Laptop case is included for safe transport and storage.

The City will be responsible for adding a Power Outlet for the 86” Display.

- **Summary of Technology Investment**

The following is a summary of costs for each area of the project. The AV Equipment cost reflects all of the major components necessary to meet the project’s functional goals. The Technical Services cost includes the Applications Engineering, Project Engineering, CAD, Project Management, Shop and Field Installation Labor required for the project. Materials cost include the cable, connectors, plate, panels and miscellaneous incidental components required to integrate the AV equipment into the final system.

**AV System Upgrade**

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# City of Jackson

## Council Chamber AV Upgrades

### Equipment List

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### Zoom Audio Interface

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### Dais Speakers

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### ALS

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### Control System

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### Rack Hardware

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### Install Materials

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<td>Spinitar DESIGN_M Senior Systems Design Engineer</td>
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<td>Spinitar CADD_M Systems Integration Design Engineer</td>
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<td>Spinitar PROGRAM_M Control Systems Programmer</td>
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<td>Spinitar TESTING_M Systems Installation Engineer (non-standard)</td>
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<td>Spinitar SHOPINSTALL_M Systems Rack Assembly Engineer</td>
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| Labor Total - CMAS | $17,761.50 |
|                   | 1 Year Warranty | $1,200.00 |

**Grand Total - Spinitar** $39,576.32
Available Wed, Sep 23

ASUS - F512FL
15.6" Laptop -
Intel Core i5 - 8GB

Price: $599.99
Qty: 1
Remove

Digital Delivery
dmacKey@cl.jackson.ca.us

Webroot Internet
Security with Antivirus (3)

Qty: 1
Remove

Trend Micro
Internet Security (3-Device) (6)

Qty: 1
Remove

Trend Micro
Internet Security (3-Device) (6)

Qty: 1
Remove

Webroot Internet
Security with Antivirus (3)

Qty: 1
Remove

Webroot Internet
Security with Antivirus (3)

Qty: 1
Remove

Item Subtotal $5,079.89
Shipping FREE
Store Pickup FREE
Estimated Sales Tax $393.69
Recycling Fee $35.00
+ Apply a Best Buy Tax Exempt Account Number

Total $5,508.58

⚠ Potential Delays
Most orders arrive on time. However, due to increased shipping volume, some orders are arriving later than our estimates,
Smart Media World IWB-IR16 Interactive Whiteboard

★ ★ ★ ★ ★ 1 Review | Add Your Review

87" 16:9 Touch (Finger & Pen) Infrared Interactive Whiteboard - 4:3

$799.00

Availability: In stock
SKU#: IWB-IR16
Shipping Cost: $150
Shopping Cart

ESTIMATE SHIPPING AND TAX

Subtotal $2,397.00
Shipping (Regular Delivery in 5-7 business days. If expedited shipping is needed Please Call 800-992-5279 to get a quote. - Shipping Price) $450.00
Tax $185.77

Order Total $3,032.77

GO TO CHECKOUT

Check Out with PayPal

Check Out with Multiple Addresses