



Special City Council Meeting Agenda

Tuesday, February 18, 2025 at 3:00 PM

33 Church Street, Sutter Creek, CA 95685

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

The City of Sutter Creek City Council Meeting will be available via Zoom and in person.

Join Zoom meeting:

<https://us02web.zoom.us/j/81391466458?pwd=4jXmBm1AP5bEbiID3iDwuxk4GpreRY.1>

Please note: Zoom participation is only available for VIEWING the Council meeting.

Public Comment will not be taken from Zoom

Or Dial by phone: 301 715 8592 Webinar ID: 816 8589 0182 Passcode: 186036

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

- 1. Call to Order and Establish a Quorum for Special Meeting**
- 2. Pledge of Allegiance to the Flag**
- 3. Public Forum**

At this time, the public is permitted to address the City Council on items not appearing on the agenda. Comments may not exceed 5 minutes. In accordance with State Law, however, no action or discussion may take place on any item not appearing on the posted agenda. The City Council may respond to statements made or questions asked or may request Staff to report back at a future meeting on the matter. The exceptions under which the City Council may discuss and/or take action on items not appearing on the agenda are contained in Government Code §54954.2. Public comment on any item listed below shall be limited to five minutes, unless additional time is permitted by the Mayor/Council.

4. Administrative Agenda

A. City Manager Introduction to Priority Setting Session

Materials will be available at the meeting

B. [Council Self Evaluation Discussion](#)

As a warm-up, Mayor Gunselman will lead a discussion on the Council evaluating their own performance during the last year, using the attached document as a discussion guide.

C. City Challenges and Priorities Discussion

Review existing priorities and discuss changing/editing/adding for 2025

D. Operations and Performance Management Discussion

Operational challenges, performance metrics

E. Council Advocacy Discussion

How can Council help advocate for the City more broadly

F. [Discussion deck](#)

5. Adjournment

The next regularly scheduled meeting is at 6 PM today.

SAMPLE COUNCIL/COMMISSION SELF-EVALUATION

The evaluation of a manager/administrator is often a frank examination of the overall relationship between the chief administrative officer and the elected governing body he/she serves. To prepare for this process, some council/commission members may find it useful to first examine their **own** performance as governing body members. This form can be completed by each member of the governing body to evaluate their own performance. When used in conjunction with an evaluation of the manager/administrator, the results may suggest ways the elected and appointed staff can improve their performance and advance the interests of the organization. In each of the areas noted below, performance levels should be noted, based on the following scale:

- 1 = Poor (rarely meets expectations)
- 2 = Below average (usually does not meet expectations)
- 3 = Satisfactory (meets performance expectations)
- 4 = Above average (generally exceeds performance expectations)
- 5 = Excellent (almost always exceeds expectations & performs at a high standard)

Evaluation Period: _____ to _____

- _____ Attends and participates in regular meetings, study sessions and special meetings of the governing body, including budget and planning meetings
- _____ Attends and participates in meetings on which the governing body member is an “ex-officio” or council/commission liaison representative
- _____ Adequately prepares for the meetings of the governing body by reviewing information provided by the administrator/manager
- _____ Contacts the manager/administrator prior to meetings with questions, and outlines requests for additional information whenever possible
- _____ The governing body member’s composure and attitude are fitting for an individual in such a local elected position
- _____ Is open to trying new ideas proposed by staff, citizens or other members of the governing body

- _____ Listens well to others, recognizes and appreciates the interests of others, and generally works well with others
- _____ Functions primarily in a policy-making, rather than administrative, role
- _____ Honors communications from executive sessions as privileged, and does not discuss this information with the public
- _____ In criticizing staff work and recommendations, the governing body member is careful to separate comments about the proposal(s) from criticism of the manager/administrator or staff
- _____ Protects the administrator/manager from unjust criticism and negative efforts of vocal special interest groups when the manager/administrator is publicly advancing the agenda of the governing body
- _____ Recognizes that the governing body member has little legal authority as an individual, and that decisions should be made by majority vote at duly convened meetings of the governing body
- _____ Is responsive to residents’ concerns and suggestions about the city/county
- _____ Gives full consideration to the advisory recommendations of the governing body’s committees, if applicable, prior to taking definitive action on items
- _____ Does not introduce new items of a complex nature for action at a public council meeting when not listed on the agenda, but rather presents new items for consideration on a subsequent agenda
- _____ Channels complaints and concerns about city services and personnel through the manager/administrator’s office
- _____ Helps create and maintain a climate of mutual respect and trust, and offers commendations and praise of staff and fellow elected officials when appropriate
- _____ Is consistent in public statements and policy decisions from one community group to the next, among other appointed and elected government officials, and does not make promises which cannot be kept

OTHER COMMENTS:



COUNCIL ANNUAL PRIORITY SETTING

AGENDA

- Intro
- Council Performance Discussion – led by Mayor
- City Challenges and Priorities
- Operations and Performance Management
- Council Advocacy Discussion

COUNCIL PERFORMANCE

ANNUAL PRIORITIES

pri·or·i·ty • [prī'ôredē] *noun* - the fact or condition of being regarded or treated as more important

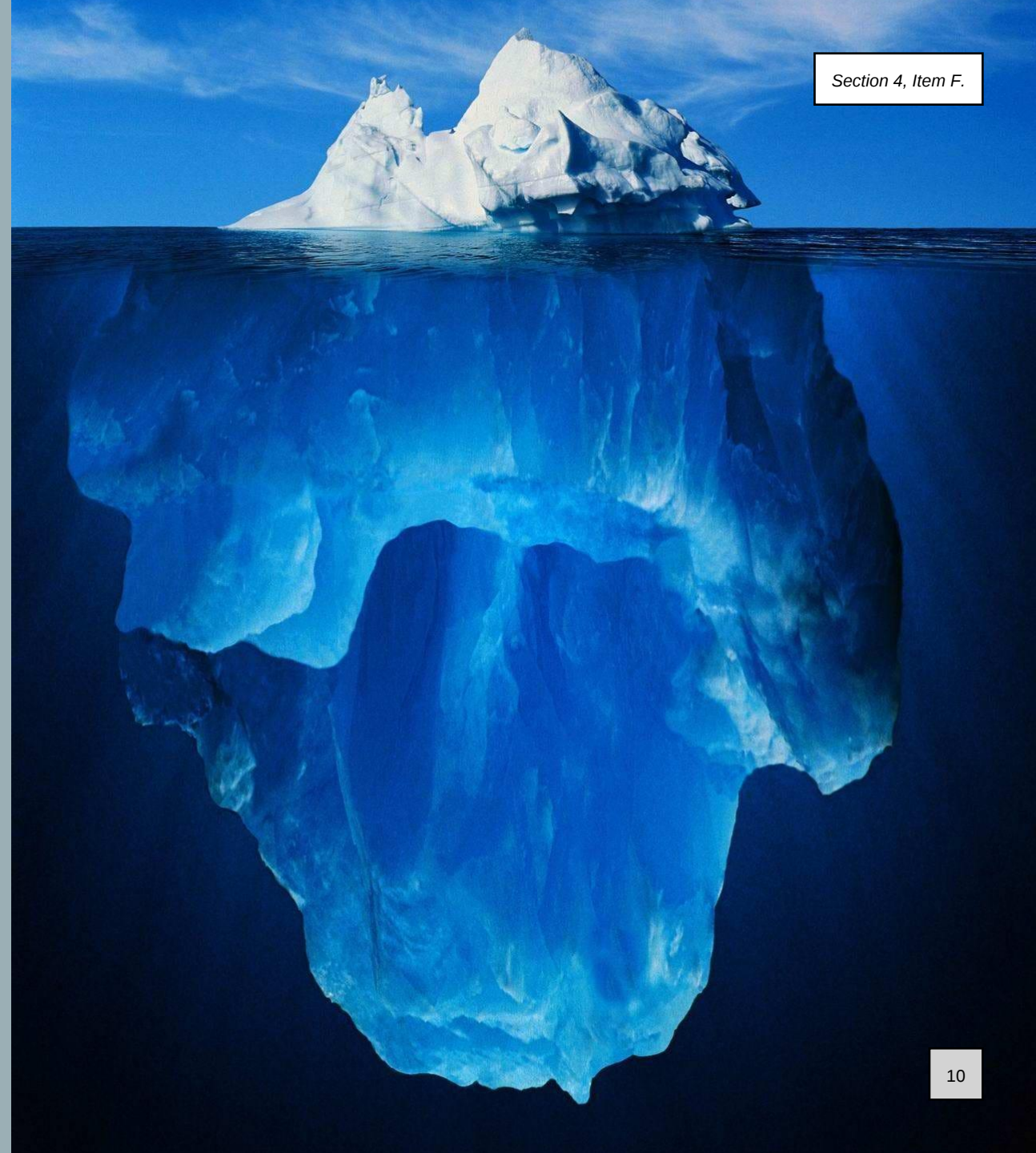
TIME ALLOCATED TO DAILY TASKS

Section 4, Item F.

Category	Task	% of Week			
Admin	Meeting planning	5%	Finance	Reporting	35%
Admin	Staff reports	15%	Finance	Budgeting	25%
Admin	Meeting management	30%	Facilities	Maintenance	50%
Admin	Website/social media	5%	Facilities	Setup	20%
Admin	Special projects/research	15%	Parks	Maintenance	25%
Admin	Human Resources	25%	Parks	Capital improvement projects	25%
Admin	Risk Management	15%	Transportation	Road repair	25%
Admin	Planning/DRC permit	5%	Transportation	Special Projects (Stripping, Construction)	25%
Admin	Events	5%	Transportation	Roadkill removal	5%
Admin	Facility Rental	10%	Storm water	Maintenance	50%
Admin	Public notices	5%	Storm water	Repair Projects	25%
Admin	Public records request	5%	Wastewater	Operation and Maintenance	75%
Planning	Project approval	15%	Wastewater	Compliance and Reporting	25%
Planning	Building inspection	15%	Wastewater	Plant Upgrade/Large Projects	50%
Planning	General plan	10%	Collection System	Jetting of lines	25%
Planning	Project review	55%	Collection System	SSO cleanup	15%
Planning	Design review	10%	Collection System	Reduction of I/I	25%
Planning	Environmental Review	10%	Collection System	Maintenance	25%
Planning	Code enforcement	10%	ARSA		50%
Finance	Payroll	40%	Engineering	Design	25%
Finance	Accounts payable	40%	Engineering	Contract management	25%
Finance	Purchasing	15%	Legal	Ordinance writing	25%
Finance	Accounts receivable	50%	Legal	Lawsuit mgmt	25%
Finance	Wastewater billing	30%	Legal	Agreements	25%
			Legal	Labor agreements	25%
			Police	Patrol	65%
			Police	Investigation	10%
			Police	Training	10%
			Police	Compliance and reporting	15%

REGULAR DAILY ACTIVITIES ARE
90% OF STAFF TIME

Section 4, Item F.



PROCESS OF CREATING PRIORITIES



- **Definition of a Council Priority:**

A Council priority is defined as 3-4 topics that will receive unusual and significant attention during the year.

- **Purpose of Establishing Council Priorities:**

The establishment of Council priorities will assist the Council and staff to better allot and utilize time for discussion and decision making.

- **Proposed Values:**

Council should also distinguish between values and goals.

- **City Priorities:**

Should not remain a priority for more than three years

Once largely planned and budgeted a priority can be demoted to ongoing work.

2024 PRIORITIES

1. Developing a comprehensive plan to maintain and improve **roadways** and executing against it
2. Running the city with a **sustainable budget** which considers revenue generation and cost cutting through efficiencies and innovation.
3. Addressing Sutter Creeks **wastewater treatment needs** including collection , treatment and disposal.
4. Nurturing **economic development** including tourism and local employment.

HOW FAR DID WE GET?

2024 Priority	Progress	How Complete?
Plan to maintain and improve roadways	Executed 2 projects CIP plan created Local sales tax	X%
Budget, revenue generation, cost cutting, innovation.	Long term financial forecast ARSA Debt forgiven New ERP underway	X%
Wastewater	Maintenance repairs ARSA progress WWTP funding plan in progress Nearing RFQ	X%
Economic development tourism...local employment.	Added events Repaired relationships Submitted grant application	X%

2025 PRIORITIES

- Keep Existing Ones
 - Are any complete or operationalized?
- Additional Ideas
 - Sensible growth, development
 - Workforce development
 - Beautification, trees
 - Bike / Ped, Road safety
- Keep to 3 - 4

2025 PRIORITIES

1. Developing a comprehensive plan to maintain and improve **roadways** and executing against it.
2. Running the city with a **sustainable budget** which considers revenue generation and cost cutting through efficiencies and innovation.
3. Addressing Sutter County's **wastewater treatment need** including collection, treatment and disposal.
4. Nurturing **economic development** including tourism and local employment.

OPERATIONS AND PERFORMANCE MANAGEMENT

PURPOSE OF GOALS AND METRICS



- Give Council a sense of what each department is focusing on
- Goals are first draft, will work with the team to refine them based on overall city priorities and feedback
- Looking for Council input on high level goals, useful metrics
- Ideally metrics are generated as part of doing the work to make reporting efficient
- This is NOT a focus solely on dollars. Want to stay out of the weeds. Focus on performance and achieving top goals (we know money is an issue)
- Want to spend most time discussing PD and PW, two largest departments

LEGAL DEPARTMENT OBJECTIVES

Objective	Metric & Metric Target
1. Effectively and efficiently provide legal advice to City	• Create/review/edit legal agreements as needed • Avoid costly lawsuits • Advise Council and City Manager on legal options as issues arise • Fulfill role as City Attorney in staff reports and at Council meetings • Update Council on changes to legal environment on state and federal level. • Manage legal costs/hours to city budget
2. Help facilitate successful completion of Labor negotiations	• Participate in labor negotiation meetings • Turnaround drafts on agreed schedule • Share best practices from other cities
3. Complete dissolution of ARSA and oversee wastewater improvements from legal perspective	• Complete new agreements with AWA and Amador City • Oversee final dissolution of the JPA • Advise on design-build agreement for Wastewater plant upgrades • Advise on developer negotiations for wastewater contributions

ENGINEERING DEPARTMENT OBJECTIVES

Section 4, Item F.

Objective	Metric & Metric Target
1. Provide Service at a High Level of Quality and Responsiveness	- Parcel Map Review - Provide comments to City Staff within 10 business days. - Code Enforcement – Make contact with property owner within 5 business days. - Permits – Review plan checking of building permit and encroachment permits within 10 business days.
2. Manage Projects On Time and Budget	- Provide detailed project scopes to create quality and uniform bid results to limit project to 2 change orders. - Provide design cost estimates prior to project design & construction management estimates prior to construction. Ensure 95% of projects do not go over budget. - Ensure 100% of projects are completed on or before the scheduled completion date to eliminate construction cost overruns.
3. Enable the City to Obtain Grants/Funding	Assist the City with seeking grant/funding opportunities by providing exhibits and cost estimates a minimum of 10 days before grant/funding application is due.

PLANNING DEPARTMENT OBJECTIVES

Objective	Metric & Metric Target
1. Streamline the Development Process	• Create handouts and flow charts for developers and property owners to refer to • Hold a “how to” meeting for members of the public and elected/appointed officials • Update current application forms
2. Educate the community on Accessory Dwelling Units	• Hold an informational session on ADUs • Provide technical guide
3. Educate/Communicate Housing Law changes to the community, including City Council and Planning Commission	• Provide biannual updates to the Planning Commission and City Council regarding housing policies and laws • Contribute biannually to the newsletter regarding the “HCD Happenings” • Add helpful links to the Planning website

FINANCE DEPARTMENT OBJECTIVES

Section 4, Item F.

Objective	Metric & Metric Target
1. Successful launch of Tyler Finance & Utility Software	• Meet scheduled implementation milestones timely for Finance & Utility • Revise Chart of Accounts for efficient budget tracking and reporting • Receivables & Payables account mapping completed accurately • Create key report templates, want feedback from council & the public about usefulness • Full launch of sewer bill generation and printing for July 2025 billing • Minimal hiccups during billing process • Retain as many autopay & ebill customers during transition
2. Digitize and Simplify commonly used customer forms	• Create plan to review commonly used customer forms & applications (business license, building permits, monthly TOT forms, etc) • Based on plan's schedule and budget, implement new forms online with digital submission process • Execute against the budget and on the schedule
3. Normal Operations – High Quality Work	• Cashiering timely – keep up weekly deposits to minimize outstanding checks for customers • Minimize corrections needed, review workflow and find efficiencies or roadblocks and create solutions • Maintain high standard of customer service, minimize complaints • Continue intake and passing along building/planning applications within 2–3-day window

PUBLIC WORKS – OPERATIONS REVIEW

Focus Area	Main Operational and maintenance duties for each focus area
1) Collections Systems (City)	SSMP cleaning, Respond to spills (contain and cleanup), Implement FOG program
2) Storm Drains	Remove leaves from sidewalks, Prepare for storms, Clear clogged drains, Maintain/Clear tributaries and creeks around town (supervise CalFire crews)
3) Roads	Pothole elimination, Maintain stripping throughout town, Paint/maintain curbs, Clear brush from road
4) Facilities and Parks	Cleaning of facilities and restrooms, Repair of facilities, Maintenance of parks, Setup and tear down of public meetings (council and planning mainly), Maintain grammar school (grounds and interior), Weed abatement
5) WWTP	Daily rounds (morning and evening), Waste sludge (average 3 times a week), Collect weekly samples, Maintenance and repair of process equipment submit monthly reports to water board

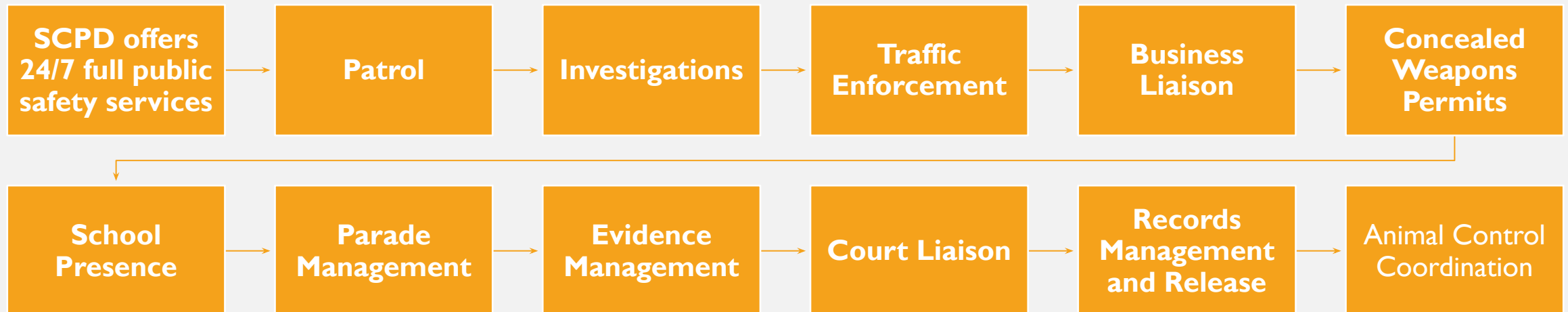
SIGNIFICANT PW TASKS THROUGHOUT THE YEAR

Month/Season	Main Operational and maintenance duties for each focus area
Late Winter/Early Spring	Spray for weed abatement
After Rain stops (March/April) till late fall	Begin irrigation of spray fields to eliminate WW from ARSA reservoirs
Spring	Creek and Tributary Cleaning
Spring	Paint can be applied to curbs and roads (must be warm enough but not to hot)
Fall	Creek and Tributary Cleaning
Winter (anytime prior to a storm)	Leave removal from storm drains, general pickup of leaves prior to storm, remove storm drains to allow flow prior to storm and replacement after
Winter	Repair potholes after storms which typically remove any patches that we install. This requires more manpower in the winter months

PUBLIC WORKS OBJECTIVES

Objective	Metric and Metric Target
1 Respond to Citizen issues in a timely manner	Improve Response time to resident. Initial response should be less than one day, and solve of issue within one week (MMS to verify dates)
2 Reduce and or eliminate SSO's.	Amount of Wastewater that has spilled. Tracked in CIWQS over time as to number of spills and quantity (severity of spill). Target to reduce quantity of WW spilled by 20% year over year.
3 Improve/Maintain average PCI (pavement condition index) for all roads in Sutter Creek	Improving roads by resurfacing and or removing storm water issues improves the longevity of our critical infrastructure. We are exploring a new tool to improve PCI data collection through artificial intelligence. As this new tool is implemented, we should be able to track PCI and see improvements year over year. An increasing or stable average would indicate progress as the PCI deteriorates over time. Metric goal would be to not decrease PCI number year over year.

SUTTER CREEK POLICE SERVICES



ORGANIZATIONAL ACCOMPLISHMENTS 2024

- 6,522 TOTAL DOCUMENTED INCIDENTS
- 5,254 OFFICER INITIATED INCIDENTS
- 1,589 ENFORCEMENT TRAFFIC STOPS
- 343 CRIMINAL REPORTS TAKEN
- 161 ARRESTS
- 0 LAWSUITS
- 0 CITIZEN COMPLAINTS
- 0 INTERNAL AFFAIRS INVESTIGATIONS

A DAY IN THE LIFE OF SCPD

- SHIFTS GENERALLY 6 AM TO 6 PM, AND 6 PM TO 6 AM
- BRIEFING WITH ON COMING/OFF GOING OFFICERS
- DAILY FOOT PATROL DOWNTOWN
- PRESENCE AT SUTTER CREEK SCHOOLS DURING DROP OFF AND RELEASE TIME
- SECURITY CHECKS OF SCHOOLS, CRITICAL AREAS THROUGHOUT THE DAY
- RESPONSE TO CALLS FOR SERVICE IN THE FIELD
- DIRECTED ENFORCEMENT AT IDENTIFIED LOCATIONS
- REPORT WRITING AS REQUIRED
- TESTIFYING IN CRIMINAL COURT AS REQUIRED
- ASSIST NEIGHBORING AGENCIES AS NECESSARY

RESPONSE TIMES BY COMPARISON

- DOMESTIC DISTURBANCES, PHYSICAL FIGHTS AND ARGUMENTS:
 - SCPD: 3 MINUTES ACSO: 12 MINUTES
- RESIDENTIAL AND COMMERCIAL BURGLARY
 - SCPD: 4 MINUTES ACSO: 17 MINUTES
- JUVENILE CALLS:
 - SCPD: 5 MINUTES ACSO: 16 MINUTES

POLICE DEPARTMENT OBJECTIVES

Objective	Metric and Metric Target
1. Achieve Sustainable and healthy staffing levels	Maintain full staffing Increase sworn officers by 1 Increase reserve officers by +3 Track health and wellness
2. Improve service levels to the community	Maintain or improve response time Report on mutual aid to / from COSC monthly Hold PD open house Create 9-week Citizen's Academy course
3. Improve efficiency	Staff admin/record keeping role with non-sworn, part-time person * Return non-emergency phone calls within 48 hours * Increase sergeant field time to 75% Complete 100% required training requirements and 1 optional course per officer

COUNCIL ADVOCACY DISCUSSION

HOW CAN COUNCIL HELP ACHIEVE GOALS

- Fundraising Advocacy with Elected Representatives
 - State - Senator Marie Alvarado-Gil, Assemblymember Heather Hadwick
 - State officials - Gov Newsome, Treasurer Fiona MA
 - Federal - Congressman Tom McClintock, Senator Alex Padilla, Senator Adam Schiff
- Community
 - Communication - speaking at organizations, networking outside your regular circle
 - Letters of support when needed for grants
- Cal Cities
 - Networking with cities, council members in similarly sized cities in the state
 - Education and new ideas
- Sacramento
 - Easy day trip
 - Access to resources

DISCUSSION