



**ADMINISTRATIVE SERVICES DEPARTMENT
MEMORANDUM**

TO: ADAM PIRRIE, CITY MANAGER

FROM: JAMIE COSTANZA, DEPUTY CITY CLERK

DATE: JANUARY 29, 2025

SUBJECT: SUMMARY OF THE JANUARY 28, 2025 REGULAR CITY COUNCIL MEETING

The following is a summary of City Council action from the regular meeting held on January 28, 2025.

COUNCIL ITEM

1. Appointment of a Community Member to the Tri-City Mental Health Governing Board
Unanimously voted to appoint Sandra Grajeda to the Tri-City Mental Health Governing Board for a term commencing February 1, 2025, and expiring on January 31, 2026. (AYES – 5, NOES – 0)

CONSENT CALENDAR

2. Resignation of Traffic and Transportation Commissioner Buff Brown
Unanimously voted to accept with regret the resignation of Buff Brown from the Traffic and Transportation Commission effective January 24, 2025. (AYES – 5, NOES – 0)
3. Adoption of a Resolution Approving the City Warrant Register
Unanimously voted to adopt a resolution approving the City warrant register dated January 16 2025. (AYES – 5, NOES – 0)
4. City Council Minutes of January 14, 2025 (Regular)
Unanimously voted to approve the regular City Council meeting minutes of January 14, 2025. (AYES – 5, NOES – 0)
5. Investment Report – Quarter Ending December 31, 2024
Unanimously voted to receive and accept the Investment Report for the quarter ending December 31, 2024. (AYES – 5, NOES – 0)
6. Adoption of a Resolution authorizing the City Manager to Execute Agreements to Transfer Administration of the City's Pension Section 115 Trust to Shuster Advisory Group, LLC, Transfer the Trust's Assets to Charles Schwab Trust Bank, and to Name Alta Trust Company As Directed Trustee (Funding Source: General Fund)
Unanimously voted to adopt a resolution authorizing the City Manager to execute agreements to transfer administration of the City's Pension Section 115 Trust to Shuster Advisory Group, LLC, and to transfer the trust's assets to Charles Schwab Trust Bank and to name Alta Trust Company as directed trustee. (AYES – 5, NOES – 0)

7. Award of Contract to CCS Facility Services, Inc. for Custodial Services at City-Owned Buildings (Funding Sources: General Fund and Cemetery Fund)

Unanimously voted to:

- A. Award a contract to CCS Facility Services, Inc. for custodial services at City-owned buildings and authorize the City Manager to enter into a three-year agreement with two optional one-year extensions with CCS Facility Services, Inc. in an amount not to exceed \$269,786.76 per year, and authorize a contingency of \$10,000, for a total of \$279,786.76 annually, or \$1,398,933.80 during the maximum term of the agreement;
- B. Appropriate \$48,719.24 in 2024-25 and 2025-26 from the unassigned General Fund balance to fully fund the agreement for custodial services at City-owned buildings through June 30, 2026; and
- C. Appropriate \$20,219.52 in 2024-25 and 2025-26 from the unassigned Cemetery Fund balance to fully fund the agreement for custodial services at City-owned buildings through June 30, 2026.

(AYES – 5, NOES – 0)

PUBLIC HEARING

8. Community Development Block Grant Program – Approval of the 2025-2026 Budget (Funding Source: Community Development Block Grant Fund)

Unanimously voted to approve the program budget for the 2025-2026 Community Development Block Grant programs as proposed and authorize staff to proportionately increase or decrease each program budget based on the final Community Development Block Grant allocation. (AYES – 5, NOES – 0)

ADMINISTRATIVE ITEMS

9. Update on City Council Priorities and 2024-26 Objectives (Funding Sources: Various)

- A. Directed staff to add a priority item to assess sports fields in City parks identifying the costs of performing necessary improvements in order to bring the sports fields to an acceptable standard;
- B. Received and filed the update on the 2024-26 City Council Priorities and Objectives;
- C. Directed staff to develop a subsidized bulky item program for income-eligible residents; and
- D. Directed staff to evaluate the current bulky item program and perform research and analysis on creating a new program where all residents would pay a set fee for a bulky item pick up instead of the fee being incorporated into the existing rate structure.

10. Updates to the Tree Policies and Guidelines Manual (Funding Source: General Fund)

Unanimously voted to:

- A. Approve the Tree Policies and Guidelines Manual with the addition that all nursery stock shall be inspected prior to planting; and
- B. Directed staff to evaluate pine trees along Mountain Avenue and Kemper Avenue in order to mitigate safety concerns.

(AYES – 5, NOES – 0)