



# **CITY OF ATASCADERO CITY COUNCIL**

## **MINUTES**

**Tuesday, May 13, 2025**

**City Hall Council Chambers, Fourth Floor  
6500 Palma Avenue, Atascadero, California**

**City Council Regular Session:**

**6:00 P.M.**

### **REGULAR SESSION – CALL TO ORDER: 6:00 P.M.**

Mayor Bourbeau called the meeting to order at 6:00 P.M. and Council Member Peek led the Pledge of Allegiance.

### **ROLL CALL:**

Present: Council Members Funk, Newsom, Peek, Mayor Pro Tem Dariz, and Mayor Bourbeau

Absent: None

Others Present: None

Staff Present: City Manager Jim Lewis, Deputy City Manager/City Clerk Lara Christensen, City Attorney Dave Fleishman, Police Chief Dan Suttles, Public Works Director Nick DeBar, Community Development Director Phil Dunsmore, Administrative Services Director/City Treasurer Jeri Rangel, Deputy City Manager – IT Luke Knight, Fire Chief Casey Bryson, Human Resources Manager Rachel Hunter

### **A. CONSENT CALENDAR:**

#### **1. City Council Draft Minutes – April 22, 2025, Regular Meeting**

- Recommendation: Council approve the April 22, 2025, City Council Regular Meeting minutes. [City Clerk]

#### **2. March 2025 Investment Report**

- Fiscal Impact: None

- Recommendation: Council receive and file the City Treasurer's report for quarter ending March 31, 2025 [Administrative Services]

### **3. Atascadero Tourism Business Improvement District (ATBID) Assessment**

- Fiscal Impact: None.
- Recommendation: Council:
  1. Approve the ATBID Annual Report.
  2. Adopt Draft Resolution, declaring intent to levy an annual Business Improvement District assessment on lodging businesses within the Atascadero Tourism Business Improvement District, and set a public hearing for June 10, 2025. [Community Services & Promotions]

### **4. Downtown Parking and Business Improvement Area (DPBIA) Assessment**

- Fiscal Impact: None.
- Recommendation: Council adopt Draft Resolution, declaring intent to levy the annual Downtown Parking and Business Improvement Area assessment, and set a public hearing for June 10, 2025. [Community Development]

### **5. Apple Valley Assessment Districts**

- Fiscal Impact: Annual assessments for 2025/2026 will total \$38,500 for road/drainage system maintenance and \$63,000 for landscape and lighting maintenance. These amounts will be assessed to the owners of parcels in Apple Valley. Contributions of \$10,750 for half the cost of the park will be made from the City's General Fund, and \$6,770 will be recognized from contributions made by the developer.
- Recommendation: Council:
  1. Adopt Draft Resolution A, initiating proceedings for the levy and collection of annual assessments for Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley) for fiscal year 2025/2026.
  2. Adopt Draft Resolution B, accepting and preliminarily approving the Engineer's Annual Levy Report regarding the Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley).
  3. Adopt Draft Resolution C, declaring the City's intention to levy and collect annual assessments within Atascadero Street and Storm Drain Maintenance District No. 01 (Apple Valley) in fiscal year 2025/2026, and to appoint a time and place for the public hearing on these matters.
  4. Adopt Draft Resolution D, initiating proceedings for annual levy of assessments for the Atascadero Landscaping and Lighting Maintenance District No. 01 (Apple Valley) for fiscal year 2025/2026 pursuant to the provisions of Part 2 of Division 15 of the California Streets and Highways Code.
  5. Adopt Draft Resolution E, for preliminary approval of the Annual Engineer's Levy Report for the Atascadero Landscaping and Lighting Maintenance District No. 01 (Apple Valley) for fiscal year 2025/2026.
  6. Adopt Draft Resolution F, declaring the City's intention to levy and collect assessments for the Atascadero Landscaping and Lighting Maintenance District No. 01 (Apple Valley) for fiscal year 2025/2026. [Administrative Services]

### **6. De Anza Estates Assessment Districts**

- Fiscal Impact: Annual assessments for 2025/2026 will total \$30,562 for road/drainage system maintenance and \$17,463 for landscape and lighting maintenance. These amounts will be assessed to the owners of parcels in De Anza Estates. The City General Fund will contribute \$1,400 for the fiscal year 2025/2026 for half of the maintenance costs of the trails and open space.
- Recommendation: Council:
  1. Adopt Draft Resolution A, initiating proceedings for the levy and collection of annual assessments for Atascadero Street and Storm Drain Maintenance District No. 03 (De Anza Estates) for fiscal year 2025/2026.
  2. Adopt Draft Resolution B, accepting and preliminarily approving the Engineer's Annual Levy Report regarding the Atascadero Street and Storm Drain Maintenance District No. 03 (De Anza Estates).
  3. Adopt Draft Resolution C, declaring the City's intention to levy and collect annual assessments within Atascadero Street and Storm Drain Maintenance District No. 03 (De Anza Estates) in fiscal year 2025/2026, and to appoint a time and place for the public hearing on these matters.
  4. Adopt Draft Resolution D, initiating proceedings for annual levy of assessments for the Atascadero Landscaping and Lighting Maintenance District No. 03 (De Anza Estates) for fiscal year 2025/2026 pursuant to the provisions of Part 2 of Division 15 of the California Streets and Highways Code.
  5. Adopt Draft Resolution E, for preliminary approval of the Annual Engineer's Levy Report for the Atascadero Landscaping and Lighting Maintenance District No. 03 (De Anza Estates) for fiscal year 2025/2026.
  6. Adopt Draft Resolution F, declaring the City's intention to levy and collect assessments for the Atascadero Landscaping and Lighting Maintenance District No. 03 (De Anza Estates) for fiscal year 2025/2026. [Administrative Services]

## **7. Las Lomas (Woodridge) Assessment Districts**

- Fiscal Impact: Annual assessments for 2025/2026 will total \$104,287 for road/drainage system maintenance and \$78,100 for landscape and lighting maintenance. These amounts will be assessed to the owners of parcels in Las Lomas (Woodridge). The City General Fund will contribute \$1,830 for the fiscal year 2025/2026 for 25% of the maintenance costs of the trails and open space.
- Recommendation: Council:
  1. Adopt Draft Resolution A, initiating proceedings for the levy and collection of annual assessments for Atascadero Street and Storm Drain Maintenance District No. 02 (Las Lomas [Woodridge]) for fiscal year 2025/2026.
  2. Adopt Draft Resolution B, accepting and preliminarily approving the Engineer's Annual Levy Report regarding the Atascadero Street and Storm Drain Maintenance District No. 02 (Las Lomas [Woodridge]).
  3. Adopt Draft Resolution C, declaring the City's intention to levy and collect annual assessments within Atascadero Street and Storm Drain Maintenance District No. 02 (Las Lomas [Woodridge]) in fiscal year 2025/2026, and to appoint a time and place for the public hearing on these matters.

4. Adopt Draft Resolution D, initiating proceedings for annual levy of assessments for the Atascadero Landscaping and Lighting Maintenance District No. 02 (Las Lomas [Woodridge]) for fiscal year 2025/2026 pursuant to the provisions of Part 2 of Division 15 of the California Streets and Highways Code.
5. Adopt Draft Resolution E, for preliminary approval of the Annual Engineer's Levy Report for the Atascadero Landscaping and Lighting Maintenance District No. 02 (Las Lomas [Woodridge]) for fiscal year 2025/2026.
6. Adopt Draft Resolution F, declaring the City's intention to levy and collect assessments for the Atascadero Landscaping and Lighting Maintenance District No. 02 (Las Lomas [Woodridge]) for fiscal year 2025/2026. [Administrative Services]

**8. Atascadero Tourism Business Improvement District (ATBID) Board Appointment of Two Board Members for New Term**

- Fiscal Impact: None
- Recommendation: Council appoint Clint Pearce and Sarah Maggelet to the ATBID Advisory Board for the term expiring June 30, 2027 [Community Services and Promotions]

**9. Asset Management Software**

- Fiscal Impact: Approval of the Asset Management software platform will incur expenditures of \$420,000 in General Government Facilities Fees Funds and \$150,000 Wastewater Funds allocated for this project, and \$102,000 in General Funds over a five-year period.
- Recommendation: Council:
  1. Authorize the City Manager to execute a contract with Centricity GIS in the amount of \$215,000, for the configuration, implementation, and training for new asset management software.
  2. Authorize the City Manager to execute a contract with Trimble, Inc. in the amount of \$305,000 for the subscription and support for new asset management software [Information Technology]

**10. 11800 San Marcos Road Emergency Repair and Stabilization Project Construction Award**

- Fiscal Impact: Approving staff recommendations will result in the estimated expenditure of \$524,000 comprised of 88.53% FHWA funds and 11.47% Local Transportation Funds, or \$463,900 and \$60,100, respectively.
- Recommendation: Council:
  1. Award a construction contract for \$267,183 to David Crye Construction for the 11800 San Marcos Road Emergency Repair and Stabilization Project (Project No. Z2024E01).
  2. Authorize the Administrative Services Director to allocate an estimated \$463,900 in FWHA Emergency Opening Fund revenues and expenses for the project.
  3. Authorize the Administrative Services Director to allocate an estimated \$60,100 in Local Transportation Funds to cover the 11.47% local match for FWHA Emergency Opening Funds. [Public Works]

**11. San Luis Obispo County Tourism Marketing District (TMD) Board Appointment**

- Fiscal Impact: None
- Recommendation: Council appoint lodging representative, Amar Sohi, to the San Luis Obispo County Tourism Marketing District Board of Directors for the term expiring June 30, 2027. [Community Services and Promotions]

**PUBLIC COMMENT:**

***Mayor Bourbeau opened the Public Comment period.***

The following persons spoke on this item: None

***Mayor Bourbeau closed the Public Comment period.***

**MOTION BY:** Peek  
**SECOND BY:** Funk

1. Approve Consent Calendar (#A3: Resolution No. 2025-006) (#A4: Resolution No. 2025-007) (#A5: Resolution Nos. 2025-008, 2025-009, 2025-010, 2025-011, 2025-012, 2025-013) (#A6: Resolution Nos. 2025-014, 2025-015, 2025-016, 2025-017, 2025-018, 2025-019) (#A: Resolution Nos. 2025-020, 2025-021, 2025-022, 2025-023, 2025-024, 2025-025) (#A9: Contract Nos. 2025-009, 2025-010) (#A9: Contract No. 2025-011)

AYES (5): Newsom, Funk, Peek, Dariz and Bourbeau

***Passed 5-0***

**UPDATES FROM THE CITY MANAGER:** City Manager James R. Lewis gave an update on projects and issues within the City.

**COMMUNITY FORUM:**

The following persons spoke: None

**B. MANAGEMENT REPORTS:**

**1. Update on ECHO Expansion and Neighborhood Meetings**

- Fiscal Impact: None
- Recommendation: Council receive an update on shelter operations as a result of community meetings and associated public feedback. [Community Development]

Community Development Director Phil Dunsmore gave the presentation. Wendy Lewis with ECHO spoke and answered questions from Council.

**PUBLIC COMMENT:**

***Mayor Bourbeau opened the Public Comment period.***

The following persons spoke on this item: Kelly, Jay DeCou, Susan Fritz, Heather Branton, Linda Stewart, Eric Young, John Sanders, Eric Union, Geoff Auslen, Harry Vantaw, Dan Ulrich

***Mayor Bourbeau closed the Public Comment period.***

**Council received an update on shelter operations at ECHO and directed ECHO to hold at least two public outreach events for the local neighborhood annually.**

## **C. PUBLIC HEARINGS**

### **1. AB 2561 Vacancies Presentation**

- Fiscal Impact: None
- Recommendation: Receive and file the City of Atascadero Status of Workforce Vacancies, Recruitment and Retention presentation. [Human Resources]

Human Resources Manager Rachel Hunter gave the presentation and answered questions from Council.

### **PUBLIC COMMENT:**

***Mayor Bourbeau opened the Public Comment period.***

The following persons spoke on this item: Nicole Byant

***Mayor Bourbeau closed the Public Comment period.***

**Council received and filed the City of Atascadero Status of Workforce vacancies, recruitment and retention presentation.**

### **2. Weed Abatement Hearing of Objections**

- Fiscal Impact: None
- Recommendation: Council
  1. Hear all objections to the proposed removal of vegetative growth and/or refuse and allow or overrule any objections.
  2. Authorize the Fire Chief to proceed and perform the work of abatement. [Fire and Emergency Services]

Fire Chief Casey Bryson gave the presentation and answered questions from the City Council.

### **PUBLIC COMMENT:**

***Mayor Bourbeau opened the Public Comment period.***

The following persons spoke on this item: None

***Mayor Bourbeau closed the Public Comment period.***

**MOTION BY: Dariz**  
**SECOND BY: Funk**

**1. Authorize the Fire Chief to proceed and perform the work of abatement.**

AYES (5): Newsom, Funk, Peek, Dariz and Bourbeau

***Passed 5-0***

**3. Introduction of an Ordinance forming the Atascadero Industrial Development Authority and Adoption of a Resolution Declaring the City Council as the Board of Directors of the Atascadero Industrial Development Authority Formation**

- Fiscal Impact: No significant impact
- Recommendation: Council:
  1. Introduce for first reading by title only an Ordinance of the City Council of the City of Atascadero Forming the Atascadero Industrial Development Authority.
  2. Adopt a Resolution declaring the City Council as the Board of Directors of the Atascadero Industrial Development Authority. [Administrative Services]

Administrative Services Director Jeri Rangel and Bond Team members Vanessa Legbandt and Wing-See Fox gave the presentation and answered questions from the City Council.

**PUBLIC COMMENT:**

***Mayor Bourbeau opened the Public Comment period.***

The following persons spoke on this item: None

***Mayor Bourbeau closed the Public Comment period.***

**MOTION BY: Funk**  
**SECOND BY: Peek**

1. Introduce for first reading by title only an Ordinance of the City Council of the City of Atascadero Forming the Atascadero Industrial Development Authority.
2. Adopt a Resolution declaring the City Council as the Board of Directors of the Atascadero Industrial Development Authority.

AYES (5): Newsom, Funk, Peek, Dariz and Bourbeau

***Passed 5-0***

**Notice of Public Hearing Cancellation:**

**4. Economic Development Subsidy – Centennial Development Project**

**D. COUNCIL ANNOUNCEMENTS AND COMMITTEE REPORTS:**

The following Council Members gave brief update reports on their committees since their last Council meeting:

Mayor Bourbeau

1. Integrated Waste Management Authority (IWMA)
2. County Mayor's Round Table

Mayor Pro Tem Dariz

1. Community Action Partnership of San Luis Obispo (CAPSLO)

Council Member Funk

1. Homeless Services Oversight Council
2. Atascadero Basin Ground Water Sustainability Agency (GSA)

Council Member Newsom

1. SLO Regional Transit Authority (RTA)
2. City/Schools Committee
3. City of Atascadero Finance Committee

Council Member Peek

1. City/Schools Committee

Council Members Dariz, Funk, and Peek noted attending the League of California Cities Leaders Summit in Sacramento and appreciated the opportunity the City provided for them to participate.

**E. INDIVIDUAL DETERMINATION AND / OR ACTION:**

1. City Council
  - a. Council Member Funk inquired about the formation of a City Council taskforce that would be a liaison between the working group and the City Council in review of wastewater fees.

*There was Council consensus for Mayor Bourbeau to appoint 2 Council Members to the working group which will be formed in June. Appointments to be made at the next City Council meeting during Individual Determination.*

**ADJOURNMENT**

Mayor Bourbeau adjourned the meeting at 8:45 p.m.

**MINUTES PREPARED BY:**

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Alyssa Slater  
Deputy City Clerk

**APPROVED:**