



# CITY OF ATASCADERO CITY COUNCIL

## MINUTES

Tuesday, January 28, 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 Funk led the Pledge of Allegiance.

### ROLL CALL:

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

Absent: Council Member Newsom

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, Battalion Chief Dave Van Son, and Planning Manager Kelly Gleason.

### A. CONSENT CALENDAR:

#### 1. City Council Draft Minutes – January 14, 2025, Regular Meeting

- Recommendation: Council approve the January 14, 2025, City Council Regular Meeting Minutes. [City Clerk]

#### 2. December 2024 Accounts Payable and Payroll

- Fiscal Impact: \$ 5,256,137.30

- Recommendation: Council approve certified City accounts payable, payroll and payroll vendor checks December 2024. [Administrative Services]

**3. ADU Ordinance Update (ZCH24-0098)**

- Fiscal Impact: None.
- Recommendation: Council adopt on second reading, by title only, Draft Ordinance amending Title 9, Planning & Zoning, Chapter 5, Accessory Dwelling Units, for consistency with State law and clarity related to developmental standards. [Community Development]

**4. El Camino Real Downtown Infrastructure Enhancement Project – Supplemental Electrical Bore and Wiring Construction Award**

- Fiscal Impact: Up to \$235,000 in General Funds, of which \$85,000 is currently budgeted in the Downtown Infrastructure Enhancement Project budget, and \$150,000 would be allocation from General Fund Reserves.
- Recommendation: Council:
  1. Award a construction contract to Lee Wilson Electric Company for \$212,980 for the Base Bid for the El Camino Real Downtown Infrastructure Enhancement – Supplemental Electrical Bore and Wiring Project, Project No. C2017T01(2) (“Project”).
  2. Authorize the Director of Administrative Services to allocate an additional \$150,000 in General Fund Reserves toward the Project for FY2024/25.[Public Works]

**5. Financial System Software Replacement**

- Fiscal Impact: Approval of the Financial software replacement platform will incur expenditures of \$484,000 in Technology Replacement Funds allocated for this project and \$172,000 in General Funds over a three-year period.
- Recommendation: Council:
  1. Authorize the City Manager to execute a contract with Tyler Technologies, Inc in the amount of \$581,518, plus travel expenses not to exceed \$24,180, for the configuration, data conversion, implementation, training, and subscription for a replacement financial system.
  2. Authorize the Administrative Services Director to appropriate an additional \$371,760 from the Technology Replacement Fund. [Administrative Services]

**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:** Dariz

1. **Approve Consent Calendar (#A3: Ordinance 682, #A4: Contract No. 2025-001, #A5: Contract No. 2025-002)**

AYES (4): Funk, Peek, Dariz and Bourbeau  
ABSENT (1): Newsom

***Passed 4-0***

**UPDATES FROM THE CITY MANAGER:**

City Manager Lewis gave an update on projects and events within the City.

**COMMUNITY FORUM:**

The following persons spoke during Community Forum: None

**B. PUBLIC HEARINGS:**

**1. Del Rio Road Commercial Area Specific Plan / Del Rio Ranch (DEV24-0044)**

- **Fiscal Impact:** The project provides for the development of a vacant site with a significant commercial and tourist-oriented development. Short-term rental units will be subject to TOT and the planned commercial uses are anticipated to contribute to the economic vitality of the surrounding area. The new public road will be accepted into the City's road system for access and maintenance, however, these costs are not expected to outweigh the increases in revenue from development of the site.
- **Recommendation:** Planning Commission recommends Council:
  1. Adopt Draft Resolution A approving a General Plan Map Amendment, based on findings.
  2. Introduce for first reading, by title only, Draft Ordinance approving a zone map change and amendments to the Del Rio Commercial Area Specific Plan.
  3. Adopt Draft Resolution B approving a Conditional Use Permit to establish a Master Plan of Development for the Del Rio Ranch project, based on findings and subject to conditions of approval. [Community Development]

**Ex Parte:**

Council Member Funk reported that she had spoken to a member of the applicant team.

Community Development Director Dunsmore and Planning Manager Kelly Gleason gave the presentation and answered questions from the City Council. Eddie Herrera and Rachel Hawthorne, representing the applicant, also gave presentations and answered questions from the City Council.

**PUBLIC COMMENT:**

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

The following persons spoke on this item: Randy Lawrence, Fred Monroe

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

MOTION BY: Funk  
SECOND BY: Dariz

1. Adopt Resolution No. 2025-001 approving a General Plan Map Amendment, based on findings.
2. Introduce for first reading, by title only, Draft Ordinance approving a zone map change and amendments to the Del Rio Commercial Area Specific Plan.
3. Adopt Resolution No. 2025-002 approving a Conditional Use Permit to establish a Master Plan of Development for the Del Rio Ranch project, based on findings and subject to conditions of approval, with the following additions to condition #41:
  - Developer shall perform all measures recommended by a licensed traffic engineer and approved by the City Engineer. Such measures may include grading, tree trimming, vegetation removal, traffic signage, pavement markings, alternative egress, and other traffic safety enhancements (flashing signs, etc.). No driveway access shall be allowed onto Del Rio Road that fails to comply with adopted sight distance standards.

AYES (4): Funk, Peek, Dariz and Bourbeau  
ABSENT (1): Newsom

***Passed 4-0***

**C. MANAGEMENT REPORTS:**

**1. Fiscal Year 2023-2024 Audit**

- Fiscal Impact: None.
- Recommendation: Council review and accept the financial audit for the period ending June 30, 2024 [Administrative Services]

Administrative Services Director Rangel gave the report and answered questions from the Council. The City's Independent Auditor also answered questions from the Council.

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

The following persons spoke on this item: None

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

**Council reviewed and accepted the financial audit for the period ending June 30, 2024.**

**2. Consideration of Action to Fill the at-large positions on Planning Commission and the Citizens Sales Tax Oversight Committee**

- Fiscal Impact: None
- Recommendation: Discussion and consideration of whether to fill the at-large positions on Planning Commission and the Citizens Sales Tax Oversight

Committee by appointment of the current applicants, following interviews of the current applicants, or soliciting additional applicants for interviews and appointment [City Clerk]

Deputy City Manager/City Clerk Christensen gave the presentation and answered questions from City Council.

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

The following persons spoke on this item: None

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

**Council directed staff to proceed with the Special City Council Meeting scheduled for January 29, 2025, to interview applicants for the at-large positions on Planning Commission and the Citizens Sales Tax Oversight Committee.**

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

Mayor Bourbeau

1. Mayor Bourbeau noted that Earth Shine will be hosting a creek clean-up event on February 8.

Mayor Pro Tem Dariz

1. Air Pollution Control District

Council Member Funk


1. Council Member Funk reported that she would be representing the City at the REACH Conference on 1/30
2. Homeless Services Oversight Council

**F. INDIVIDUAL DETERMINATION AND / OR ACTION: None**

**ADJOURNMENT**

Mayor Bourbeau adjourned the meeting at 8:12 p.m.

**MINUTES PREPARED BY:**

  
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Alyssa Slater  
Deputy City Clerk

**APPROVED: 2/11/2025**