MINUTES OF THE
REGULAR MEETING – CITY COUNCIL,
November 18, 2019

Mayor Ken Carlson called a Regular Meeting of the City Council to order at 7:01 PM in the Council Chambers, 100 Gregory Lane, Pleasant Hill, CA, complete proceedings of which were electronically recorded. The meeting agenda was posted on the outdoor bulletin board at the above address on November 13, 2019 by Deputy City Clerk Juanita Davalos.

1. **PLEDGE OF ALLEGIANCE**

2. **ROLL CALL**

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Title</th>
<th>Status</th>
<th>Arrived</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ken Carlson</td>
<td>Mayor</td>
<td>Present</td>
<td>7:01 PM</td>
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<tr>
<td>Matthew Rinn</td>
<td>Vice Mayor</td>
<td>Present</td>
<td>7:01 PM</td>
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<tr>
<td>Timothy M. Flaherty</td>
<td>Councilmember</td>
<td>Present</td>
<td>7:01 PM</td>
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<tr>
<td>Michael Harris</td>
<td>Councilmember</td>
<td>Present</td>
<td>7:01 PM</td>
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<tr>
<td>Sue Noack</td>
<td>Councilmember</td>
<td>Present</td>
<td>7:01 PM</td>
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3. **PRESENTATIONS**

3.1 Overview of Community Emergency Response Team (CERT) and Presentation of Diplomas to Graduates

Jim Bonato, Chairperson of the Community Emergency Response Team (CERT), delivered a presentation on the purpose, duties and responsibilities of CERT. He explained that CERT trains people on how to be prepared for incidences most likely to occur in the community, such as earthquakes and wildfires. Mr. Bonato said that the CERT program began thirteen years ago and currently offers classes in disaster preparedness, fire prevention preparedness, medical operations, light search and rescue, and disaster psychology. Mr. Bonato acknowledged the specialists and instructors in the audience.

Mayor Carlson and Mr. Bonato presented diploma certificates to current CERT graduates.

4. **CITY MANAGER COMMENTS**

June Catalano, City Manager, reported on:

- the General Plan workshops that were held on November 14-16, 2019 and were well attended; and

- the Light up the Night holiday celebration to be held on Wednesday, November 20, 2019 in downtown Pleasant Hill.

5. **COUNCIL ANNOUNCEMENTS AND REPORTS**

5.1. Reports from Councilmembers on Meetings or Conferences Attended at City Expense
(A) Contra Costa Mayors Conference Hosted by the City of El Cerrito on November 7, 2019

Councilmember Harris reported that all Councilmembers attended Contra Costa Mayors' Conference.

(B) Other Meetings Attended at City Expense

None

5.2. Announcements from Councilmembers

Councilmember Noack reported her attendance at the Veterans Day celebration and at the three-day General Plan workshop.

Councilmember Harris reported his attendance at the Veterans Day celebration; Pleasant Hill Chamber of Commerce Mixpo (Business Expo – Mixer) 2019; reopening of Jack's Restaurant; and at the Hospice of East Bay Tree of Lights ceremony. Councilmember Harris also reported talking with the third grade class at Valhalla Elementary School about government.

Councilmember Flaherty reported his attendance at the Veterans Day celebration; Hospice of East Bay Tree of Lights ceremony; and at the reopening of Jack's Restaurant.

Vice Mayor Rinn reported his attendance at the Hospice of East Bay Tree of Lights ceremony and at the BurgerIM ribbon cutting.

Mayor Carlson reported his attendance at the John Muir Foundation annual meeting and at the East Bay Philanthropy breakfast.

6. PUBLIC COMMENT

Mayor Carlson opened public comment.

There was no public comment.

Mayor Carlson closed public comment.

7. CONSENT CALENDAR

Motion (Flaherty/Harris) to Approve all consent items excluding item 7.3 which was pulled for further discussion, carried as follows:

AYES: Flaherty, Harris, Noack, Rinn, Carlson
7.1 Approve Minutes for the Special Joint City Council and Planning Commission Meeting of October 21, 2019 and the Regular City Council Meeting of November 4, 2019

7.2 Approve Checks Dated: November 1, 2019; November 8, 2019

7.4 Adopt Resolution No. 68-19 Authorizing Application for, and Receipt of, SB 2 Planning Grants Program Funds

7.3 Adopt Resolution No. 67-19 Authorizing the City Manager to Execute an Amendment to the Agreement for Professional Services with PFM Financial Advisors LLC

[Item 7.3 was pulled from the consent calendar and is discussed below.]

Councilmember Flaherty requested that item 7.3 be pulled to address additional questions regarding contract terms and financing issues.

Mary McCarthy, Finance Manager, answered Councilmember Flaherty's questions and explained the services to be provided by PFM Financial Advisors LLC.

Motion (Flaherty/Harris) to Approve item 7.3, carried as follows:

AYES: Flaherty, Harris, Noack, Rinn, Carlson

8. PUBLIC WORKS AND COMMUNITY DEVELOPMENT

8.1 Adopt Resolution No. 69-19 Approving Application Time Period, Fee, and Scoring Criteria for Cannabis Retailer Business Permits

Troy Fujimoto, Acting City Planner, delivered a presentation which explained the background of the proposed Cannabis Business Permit Procedures, along with revisions made due to the City Council's feedback.

Councilmember Noack asked if there was a ranking process and expressed her concern of an applicant having to pay the application fee more than once in certain circumstances.

Janet Coleson, City Attorney, said that there is no ranking process, but one can be established. Ms. Coleson said that the goal was to give the City Council more flexibility and to offer a reasonable and fair process to the applicants. She said that the City Council would review all applications.

Councilmembers and Ms. Coleson engaged in a discussion regarding applicant scoring, potential repayment of the application fee, and the City Council’s involvement in reviewing all of the applications.

Mayor Carlson opened public comment.
There was no public comment.

Mayor Carlson closed public comment.

Councilmembers, Ms. Coleson, and Mr. Fujimoto continued to discuss the possibility of applying for a fee waiver, and recommended schedules for resubmitting and/or revising an application, and applying for a conditional use permit. Mr. Fujimoto noted that the average fee for a conditional use permit is $2,000 since it is a cost recovery fee and explained the process for reviewing an application for a conditional use permit.

Ms. Coleson suggested adding the following clause to the proposed resolution, "The selected applicant(s) will have 60 days after final City Council selection to submit a complete Conditional Use Permit application."

Motion (Noack/Rinn) to Approve item 8.1, carried as follows:

AYES: Flaherty, Harris, Noack, Rinn, Carlson

9. ADJOURNMENT

Mayor Ken Carlson adjourned the meeting at 7:50 PM. The next regular meeting will be held on Monday, December 2, 2019 beginning at 7:00 PM

CAROL W. WU, CITY CLERK