



City Council Meeting Agenda

Tuesday, September 02, 2025 at 6:00 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 in person and LIVE on YouTube at

<https://www.youtube.com/@CityofSutterCreek>.

You can also watch the meeting on Zoom (please note Zoom participation is only available for viewing.

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

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 Regular 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. City Manager's Report**

This section is an opportunity to provide Council members with a brief status update on staff activities. No action is expected to be taken by the Council.

- 5. Presentations**

- A. Sutter Creek Business Association

Presentation Only

6. Approval of Minutes

- A. [City Council Minutes of August 18, 2025](#)

[Recommendation: By motion approve minutes as presented.](#)

7. Consent Agenda

Items listed on the consent agenda are considered routine and shall be enacted in one motion. Any item may be removed for discussion at the request of Council or the Public.

- A. [Weed Abatement 2025 Update](#)

[Update on weed abatement enforcement progress.](#)

8. Ordinances and Public Hearing

9. Administrative Agenda

- A. [Record Retention Schedule](#)

[Approve Resolution 25-26-** approving the new Record Retention Schedule](#)

- B. [Update to General Fund Reserve Policies](#)

[Motion to adopt](#)

10. Mayor and Council Member Reports

This section is to provide Council members an opportunity to present updates on their activities and to request items be placed on future agendas.

11. City Attorney's Report

This section provides an opportunity for the City Attorney to report on any activities or upcoming legislation of importance to the City. No action is expected to be taken by the Council.

12. Future Agenda Items

This section provides an opportunity for Council members to request items to be added to the agenda in the future with a majority Council vote.

13. Information and Correspondence

14. Closed Session

15. Report from Closed Session

16. Adjournment

The next regularly scheduled meeting is September 15, 2025.



City Council Meeting Minutes

Monday, August 18, 2025 at 6:00 PM
33 Church Street, Sutter Creek, CA 95685

The City of Sutter Creek City Council Meeting is available on YouTube at

<https://www.youtube.com/@CityofSutterCreek>.

1. Call to Order and Establish a Quorum for Regular Meeting

Present: Council members Riordan, Sierk, Gunselman, Swift, Feist

Absent: None

Staff: Tom DuBois - City Manager, Aaron Wolcott - City Clerk, Dan Lafontaine - Public Works Director, Jim O'Connell - Chief of Police, Will Watson - Project Manager, Derek Cole - City Attorney

2. Pledge of Allegiance to the Flag

The pledge of allegiance was led by Mayor Gunselman

3. Public Forum

There were no public comments on items not on the agenda.

4. City Manager's Report

City Manager Tom DuBois presented on several topics including roadway updates, wastewater plant and economic development. Three new projects (Spanish Street, Sutter Hill, and Church Street) were submitted to the Amador County Transportation Commission (ACTC), framed as necessary evacuation routes to improve scoring for funding for road repairs. The city is working with Schneider Electric as the preferred choice for the new wastewater treatment plant, with a contract expected in September. The Henderson and Preston reservoirs are at their lowest recorded levels, allowing for maintenance and sludge assessment. Staff attended a small business summit and is applying for a USC Sunstone program to get assistance with economic development strategy. A new fiber network will be installed on Main Street, providing 16 new connections for the city.

With regard to weed abatement DuBois and Project Manager, Will Watson, reported that the program is seeing positive movement, with good feedback and compliance from property owners.

Council member Swift asked if the control valve on the Henderson dam would also be replaced as part of the dam repairs. Public Works Director, Dan Lafontaine, said that they were checking the valve but did not expect to replace it.

5. Presentations

A. Presentation from Interfaith Food Bank

Beth Stanton of the Interfaith Food Bank reported that they currently serve 1,951 families, which is about 16% of the county's population. Their most significant need is for volunteers for various tasks, including driving their truck, bagging groceries, and helping at their thrift store, which funds 75% of the food bank's budget. They also need donations of bags and egg cartons. She said they have 10 sites for site distributions and could do more if they have volunteers for the sites.

Stanton thanked the Police Department for their support and response when needed.

Council members thanked the Food Bank for the great work they do supporting families in Sutter Creek and the wider County.

6. Approval of Minutes

A. City Council Minutes of July 21, 2025

Motion to approve the Minutes from July 21, 2025 with edits provided by Council member Sierk, second by Council member Swift.

AYES: Council members Sierk, Gunselman, Swift, Feist, Riordan

ABSENT:

NOES:

MOTION CARRIED 5-0

7. Consent Agenda

A. Information Report on Use of Highway 49 Relinquishment Funds

Council members discussed the historical use of the funds, noting that much of it was used for day-to-day operations. They emphasized the need to avoid using reserve funds for ongoing expenses and to find ways to balance the budget sustainably. Council member Swift emphasized the need to balance the budget going forward. Other members concurred with his assessment.

Motion to approve the Consent Agenda by Council member Swift, second by Council member Feist.

AYES: Council members Sierk, Gunselman, Swift, Feist,

ABSTAIN: Riordan

NOES:

MOTION CARRIED 4-0

8. Ordinances and Public Hearing

9. Administrative Agenda

A. Procurement of Solar Panels and Battery Storage for New Wastewater Plant

The council discussed the financial benefits of procuring solar panels and battery storage, including a PACE grant program and federal tax credits. Due to supply chain issues and a September 9th deadline to place an initial order, City Manager, Tom DuBois, recommended moving forward to secure the incentives.

Mayor Gunselman asked if the solar equipment could actually be resold by the city if the project falls through. DuBois said they are confident that they can either resell the equipment or use it for other purposes in the city.

Council member Sierk asked for clarification on how the new law was being interpreted by the Treasury Department and its impact on the purchase of the solar equipment. Moses Bchara from Schneider explained that September 9th is the deadline to put in an order due to supply chain issues. Any project started before July 4, 2026 will be entitled to the tax incentives currently in place.

Council member Riordan wanted confirmation from the City Attorney that this all made sense from a legal perspective. City Attorney Cole confirmed that he was in support of the effort.

Motion to approve procurement of solar panels and battery storage for new wastewater plant by Council member Riordan, second by Council member Swift.

AYES: Council members Sierk, Gunselman, Swift, Feist, Riordan

ABSENT:

NOES:

MOTION CARRIED 5-0

B. Direction on Budget Amendment for Broadway Street Project

City Manager, DuBois, gave a short explanation of the proposed budget amendment for the use of Measure P funds to do a road overlay project on Broadway. The Measure P Oversight Committee, represented by Ryan Martin, gave a unanimous recommendation to approve using funds for the Broadway Street project, which includes a necessary storm drain replacement. The committee recommended advertising that the project is funded by Measure P.

Motion to approve the budget amendment for Broadway Street Project by Council member Sierk, second by Council member Feist.

AYES: Council members Sierk, Gunselman, Swift, Feist, Riordan

ABSENT:

NOES:

MOTION CARRIED 5-0

C. Memorandum of Understanding with SEIU for three years, 2025-2027

The Council chose to discuss items C, D & E on the agenda as one item. The council discussed and approved three-year agreements with both the SEIU and the Police Officers Association (POA), along with the corresponding salary schedule. The new agreements include cost-of-living adjustments and increased employee contributions to their pension plans. The council expressed satisfaction with reaching fair, multi-year agreements. Mayor Gunselman noted the cost of paying for a lawyer to support the negotiations and said that having three-year agreements makes that worth it.

Council member Swift said that the negotiations are an arduous process for the City and union representatives and wanted to say thank you to those involved for sticking with it and coming to an agreement. He specifically thanked the Police and SEIU for their work. The other council members concurred.

Motion to approve the MOUs with SEIU and POA for three years, 2025-2027, and the Salary Schedule for FY25-26 by Council member Riordan, second by Council member Sierk.

AYES: Council members Sierk, Gunselman, Swift, Feist, Riordan

ABSENT:

NOES:

MOTION CARRIED 5-0

D. Approve Tentative Agreement with Police Officers Association for Three Years (2025-2028)

E. Resolution Approving Salary Schedule for FY25-26

F. Appointing Voting Delegate for Cal Cities General Assembly

Motion to appoint Julia Sierk as primary, Susan Feist as secondary and Tom DuBois as third voting delegate for the Cal Cities General Assembly by Council member Swift, second by Council member Riordan

AYES: Council members Sierk, Gunselman, Swift, Feist, Riordan

ABSENT:

NOES:

MOTION CARRIED 5-0

10. Mayor and Council Member Reports

Council member Swift said there would be a Fire District meeting the next day.

Council member Feist reported that the heritage wine district has been able to generate revenue for marketing.

11. City Attorney's Report

City Attorney Derek Cole noted that he would be at the Cal Cities conference and would like to connect with Council members who attend.

12. Future Agenda Items

Council member Sierk requested a future agenda item to discuss options for improving the appearance of the fenced-off construction site of the former Sutter Greek building.

13. Information and Correspondence

The council reviewed several reports. During the discussion of the finance report, a request was made for future reports to include more detailed breakdowns of expenses, similar to past formats, to better track costs for utilities by building and identify reimbursable expenses.

A. CSJVRMA Presentation

- B. July 2025 Treasurer Report
Report to be handed out at places
- C. July 2025 Finance Updates and Report
- D. July 2025 Police Department Report
- E. July 2025 Public Works Report
- F. July 2025 City Engineering Report
- G. July 2025 City Clerk Report
- H. July 2025 Marketing Report
- I. July 2025 Planning Department Report

14. Closed Session

The council moved into closed session at 7:30 PM.

A. CONFERENCE WITH LEGAL COUNSEL - INITIATION OF LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9

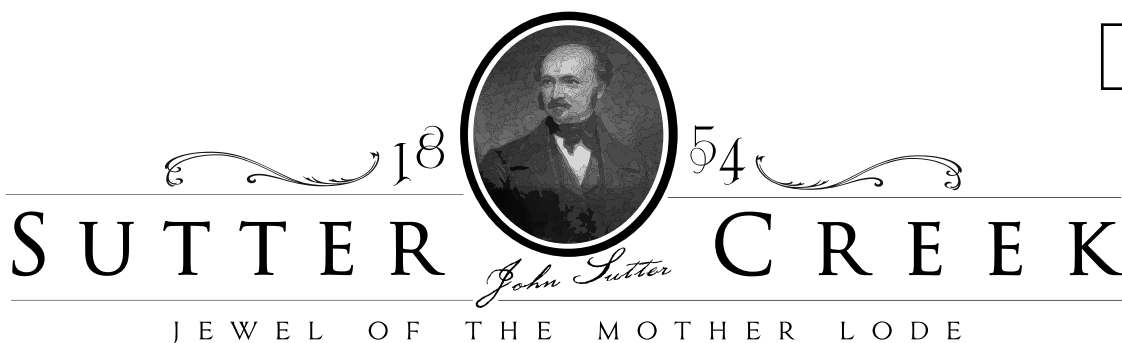
15. Report from Closed Session

The council reconvened at 8:37 PM and reported that direction was given to staff.

16. Adjournment

The meeting was adjourned at 8:37 PM

The next regularly scheduled meeting is September 2, 2025.



INFORMATION REPORT

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
MEETING DATE: September 1, 2025
FROM: William Watson, Project Manager
SUBJECT: Weed Abatement – Enforcement – Outcome

RECOMMENDATION:

Council reviews City of Sutter Creek information report on the outcome of 2025 Weed Abatement Ordinance enforcement actions.

BACKGROUND:

As part of the City's annual fire prevention efforts, the Weed Abatement Ordinance requires property owners to clear hazardous vegetation from their parcels to reduce fire risk. In spring 2025, notices were issued to parcels found out of compliance during routine inspections. Property owners were given a deadline to complete necessary abatement or contact the City to coordinate efforts.

DISCUSSION:

All parcel owners responded to the City's notice of violation by email, phone call, or by completing abatement work prior to the deadline. For those who did not meet the initial deadline, all are in communication with staff and have been granted a short grace period to mobilize resources and secure funding. These properties are actively working toward full compliance.

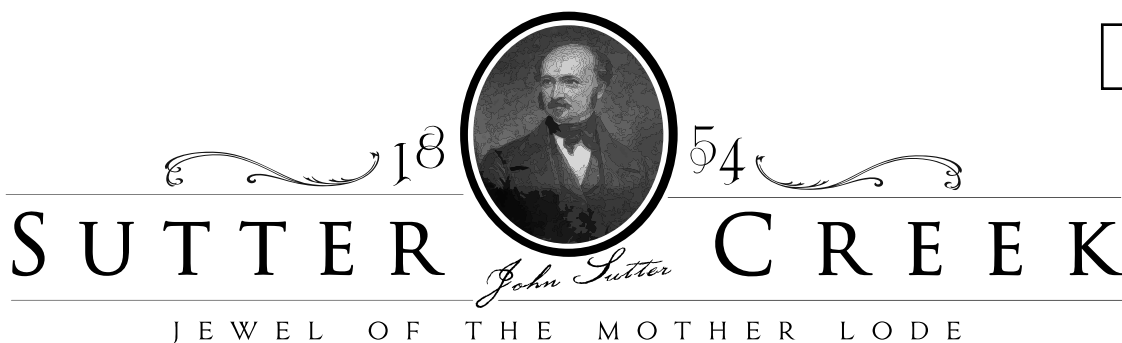
One parcel remains outstanding due to an administrative oversight. City records and information from the County Assessor's Office indicate the property owner now resides in Florida and did not receive timely notification. However, adjacent property owners on both sides have completed abatement, mitigating fire hazard from the remaining parcel. As a result, the City has concluded enforcement efforts without further action.

BUDGET IMPACT:

The abatement funding that was allocated and approved for the 2025 enforcement cycle will not be utilized. All abatement work was completed by private property owners, and no City-funded abatement was required under the standard operating procedure.

ATTACHMENT:

N/A



TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

MEETING DATE: SEPTEMBER 2, 2025

FROM: AARON WOLCOTT, CITY CLERK

SUBJECT: UPDATE CITY RETENTION SCHEDULE

RECOMMENDATION:

Adopt Resolution 25-26-* approving an update to the Public Records Retention Schedule and Rescinding Resolution 07-08-26 and Resolution 16-17-35.

BACKGROUND:

The City's Records Retention Schedule was last adopted in 2008 by Resolution 07-08-26 and amended to include retention of staff reports in 2017 by Resolution 16-17-35.

DISCUSSION:

To ensure that a responsible program for records management is practiced within the City, staff have updated the schedule to ensure that retention periods are consistent with current state law and the Record Retention Schedule is in a clear and usable format.

The purpose of records management is to ensure that information is available when it is needed. To do this efficiently and thoroughly, records must be identified, organized and maintained for the requisite number of years. Records management encompasses all the record-keeping requirements that allow an organization to establish and maintain control over information flow and administrative operations, seeking to control and manage records through the entirety of their life cycle, from creation to final destruction or archiving.

The current Record Retention Schedule is out of date and not easily managed in the current format. A revised and simplified version has been provided for adoption by City Council. Once approved, the new schedule will enable the City Clerk to enact better record management principles in the oversight of the City's public records.

BUDGET IMPACT:

There is no budget impact.

ATTACHMENT:

Resolution 25-26-** approving an update to the Public Records Retention Schedule

RESOLUTION 25-26-*

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUTTER CREEK
APPROVING AN UPDATE TO THE PUBLIC RECORDS RETENTION SCHEDULE
AND RESCINDING RESOLUTION 07-08-26 AND RESOLUTION 16-17-35**

WHEREAS, the California Public Records Act requires all local governments to adopt a public records retention and destruction program and schedule; and

WHEREAS, a system for managing the City’s information assets, including records retention schedules for the final disposition and scheduled destruction of records and working papers that are no longer needed for administrative, legal, fiscal, historical, or research purposes, is deemed appropriate and essential for the effective conduct of the City’s government process; and

WHEREAS, the City of Sutter Creek previously adopted a retention schedule in 2008 by Resolution 07-08-26 and amended it in 2017 by Resolution 16-17-35; and

WHEREAS, the City is required to maintain a retention schedule that is in compliance with current State law; and

WHEREAS, while the retention schedule is intended to assist the City in managing its records in a manner consistent with federal and state law it does not constitute acknowledgment of the existence or non-existence of any record; and

NOW, THEREFORE, BE IT RESOLVED that in accordance with Section 34090 of the California Government Code and Local Government Records Management Guidelines established by the Secretary of State under California Government Code Section 12236, the City Council does hereby approve the revised Records Retention Schedule (Exhibit A) and authorizes the disposal of records once their stated retention periods have expired.

The foregoing resolution was duly passed and adopted at a regular meeting of the City Council of the City of Sutter Creek on the 2nd day of September, 2025 by the following vote.

AYES:
NOES:
ABSTAIN:
ABSENT:

Claire Gunselman, Mayor

ATTEST:

Aaron Wolcott, City Clerk

City of Sutter Creek - Public Record Retention Schedule

Adopted by Resolution of the City Council on September **, 2025

The retention period applies to a record regardless of the medium in which it is maintained. Some records listed in the Retention Schedule are maintained electronically.

Department / Category	Record Series Title	Description	Example Records	Retention Period	Legal Citations
Citywide					
Citywide	Audits	Records and information related to internal, external and regulatory audits and administration of associated auditing activities, including reviewing and documenting operational, compliance, or financial information created as a part of an audit.	Annual Audit Reports, Audit Files, Audit Schedules, Auditors Report, General Purpose Financial Audits, Single Audits, Management Responses, Petty Cash Audits	6 Years	CA GOV 945.6(a)(2), CA GOV 34090, US 26 USC 6531
Citywide	Complaints & Service Requests	Documentation of citizen complaints, requests for service and reports of work performed in response to those complaints and requests. NOTE: This category does not pertain to incident reports that become part of a Police case #11~	Service Requests, Work Orders, Citizen Concerns/Complaints, Waste Spill Reports, Tree Down Reports	2 Years	CA GOV 945.6(a)(2), CA GOV 34090
Citywide	Fleet Management	Records related to the management and maintenance of City vehicles, including automobiles, trucks, and forklifts.	Accident / Incident Reports, Complaints, Service Requests, Fire Trucks (NOTE: CalFire maintains these records), Maintenance and Repair Work Orders, Maintenance Reports, Vehicle Titles, Smog Certificates	2 Years After Disposal of Vehicle	CA GOV 34090
Citywide	Media & Public Relations	Internal/external communications, advertising, and outreach events.	Flyers, Newsletters, Videos, Press Releases	4 Years	CA CCP 337, CA GOV 34090
Citywide	Policies and Procedures	Documentation of administrative policies and procedures.	SOPs, Guidelines, Handbooks, General Orders	While Active + 6 Years	CA GOV 34090, US 45 CFR 164.530(j)
Citywide	Agreements & Contracts Not Awarded	Documents related to solicitations not resulting in contracts.	RFPs, RFQs, Scorecards, Unaccepted Bids	2 Years	CA GOV 34090
Citywide	Purchasing & Requisitioning	Records for purchases and acquisitions.	Purchase Orders, Proposals, Bonds, Insurance Certificates	4 Years	CA CCP 337, CA GOV 34090, US 29 CFR 516.5

Citywide	Electronic Communications (Content-Based)	Electronic messages, including email and instant messaging, whose content documents official city business. The retention period is determined by the function and content of the record, not the format. These records should be categorized and retained according to the appropriate record series in this schedule (e.g., an email finalizing a contract is part of the 'Agreements & Contracts' series).	Emails, text messages, social media messages related to specific business functions.	2 years for memoranda, or emails of short-term interest unless specific laws, decisions, or opinions apply to the record series. Emails related to official public business, policies, and decisions, or that initiate, authorize, or complete a transaction of official public business constitute official public records and should be retained according to the appropriate retention schedule of that business as described in this schedule.	CA GOV 34090, CA GOV 54950 et seq.
Citywide	Transitory Communications	Records of a temporary nature that do not document a specific City transaction, set policy, or have ongoing value. This includes routine correspondence, messages with no substantive information, and drafts that have been superseded.	Routine meeting requests, "for your information" messages, duplicate copies, drafts.	6 months Emails in Inbox and Trash folder will be automatically deleted after 6 months. City staff are responsible to file all non-transitory emails according to appropriate retention levels.	CA GOV 34090
City Administration					
City Administration - City Clerk	Legislative Records (Ordinances & Resolutions)	Official legislative acts of the City Council that establish laws, policies, and formal decisions of the City.	Signed Ordinances, Resolutions, Staff Reports, Proofs of Publication.	Permanent	CA GOV 34090, CA GOV 36901
City Administration - City Clerk	Agendas, Minutes & Meeting Materials	Records documenting the proceedings of all public meetings of the City Council and City boards and commissions.	Agendas, Minutes, Staff Reports, Public Comments, Meeting Recordings (Audio/Video).	Permanent	CA GOV 34090, CA GOV 54950 et seq. (Brown Act)

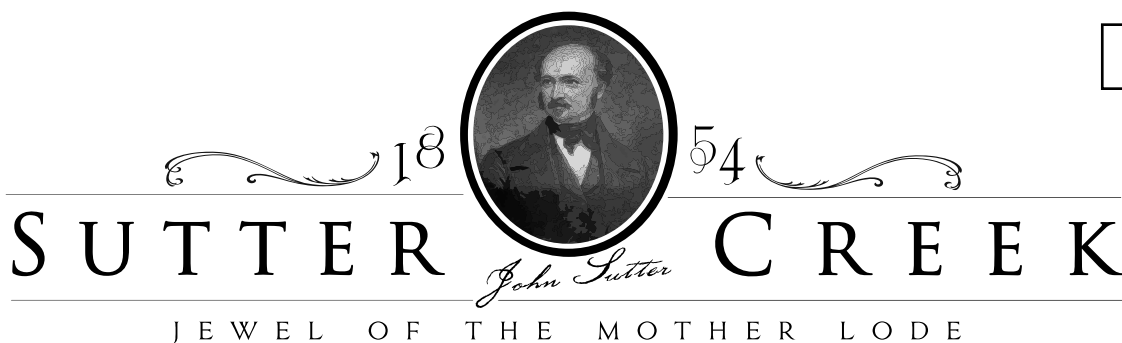
City Administration - City Clerk	Contracts, Agreements & MOUs	Official, fully executed agreements between the City and other parties. The City Clerk is the official custodian of these records.	Professional Services Agreements, Leases, Memoranda of Understanding (MOUs), Deeds, Easements	Permanent	CA GOV 34090, CA CCP 337
City Administration - City Clerk	Election Administration	Records related to the administration and conduct of municipal elections.	Nomination Papers, Campaign Finance Filings (Form 460, 700), Canvass of Votes, Official Ballots	4 Years (Filings); 22 Months (Ballots); Permanent (Results)	CA ELEC 17301, CA GOV 81009
City Administration - City Clerk	Public Records Act Requests	Records documenting requests for public information received under the California Public Records Act (CPRA) and the City's response	Request Letters/Emails, Response Letters, Copies of Records Provided, Invoices for Duplication	2 Years After Request Closed	CA GOV 6250 et seq., CA GOV 34090
City Administration - City Clerk	Boards, Commissions & Committees	Records related to the formation, appointment, and administration of the City's advisory bodies.	Applications for Appointment, Rosters (Maddy Act Lists), Oaths of Office, Meeting Minutes (if not kept separately)	2 Years After Term Expiration	CA GOV 54970 et seq. (Maddy Act)
City Administration - City Clerk	Claims & Litigation	Records documenting legal claims filed against the City and related litigation.	Claim Forms, Investigation Files, Legal Pleadings, Settlement Agreements.	2 Years After Claim Settled/Closed	CA GOV 910 et seq.
City Administration - City Clerk	Municipal Code & Charter	The official, codified laws of the City and foundational charter documents.	Official Municipal Code, Charter Documents, Historical Amendments.	Permanent	CA GOV 34090
City Administration	Public Information & Media Relations	Records related to general public outreach, media communications, and official City publications not tied to a specific legislative action	Press Releases, Newsletters, Brochures, Website Content Archives, Social Media Archives	2 Years	CA GOV 34090
Finance					
Finance	Accounts Payable	Records documenting payments and liabilities owed by the City to vendors and suppliers.	Invoices, Vouchers, W-9s, Check Registers, Purchase Orders.	4 Years	CA CCP 337, CA GOV 34090
Finance	Accounts Receivable	Records documenting revenues and monies owed to the City, including billing and collections.	Invoices, Receipts, Deposit Slips, Aging Reports.	4 Years	CA CCP 337, CA GOV 34090
Finance	Banking & Treasury	Records related to the City's banking activities, investments, and cash management.	Bank Statements, Reconciliations, Deposit Records, Investment Reports	4 Years	CA CCP 337, CA GOV 34090
Finance	Budget Development & Administration	Records documenting the development, adoption, and administration of the City's annual budget	Budget Worksheets, Final Adopted Budget Documents, Budget Amendments	2 Years (Worksheets); Permanent (Final Adopted)	CA GOV 34090
Finance	Business Licenses	Records related to the issuance, renewal, and administration of business licenses within the City.	License Applications, License Certificates, Renewal Notices, Payment Records.	4 Years After Business Closure	CA CCP 337, CA GOV 34090

Finance	General Ledger & Financial Reporting	Official, summary-level accounting records and comprehensive financial reports of the City.	Journal Entries, Trial Balances, Chart of Accounts, Annual Comprehensive Financial Report (ACFR)	10 Years (Ledger); Permanent (ACFR)	CA GOV 34090
Finance	Grant Administration - Awarded	Records documenting the application for and administration of successful grant-funded projects	Grant Applications, Award Letters, Financial Reports, Compliance Documentation	Life of Grant + 3 Years	CA GOV 34090, US 2 CFR 200.333
Finance	Grant Administration - Not Awarded	Records related to grant applications that were not successful.	Unsuccessful Grant Applications, Reviewer Comments.	2 Years	CA GOV 34090
Finance	Payroll & Timekeeping	Records documenting employee compensation, benefits, deductions, and time worked.	Timesheets, Payroll Registers, W-2s, W-4s, Deduction Authorizations.	4 Years	CA GOV 34090, US 29 CFR 1627.3, US 29 CFR 516.5
Finance	Unclaimed Property (Escheatment)	Records related to identifying, reporting, and remitting unclaimed property (e.g., uncashed checks) to the state	Due Diligence Letters, Holder Remit Reports, Uncashed Check Ledgers.	10 Years After Escheatment	CA CCP 1532, CA GOV 34090
Human Resources					
Human Resources	Recruitment & Selection	Records documenting the application, screening, and selection process for all City positions.	Job Announcements, Applications, Resumes, Interview Notes, Eligibility Lists, Background Check Records	3 Years	CA GOV 12946, US 29 CFR 1602.31
Human Resources	Employee Personnel Records	Official personnel files documenting an employee's history with the City, from hiring to separation.	Employment Agreements, Performance Evaluations, Disciplinary Actions, Commendations, Training Records, Separation Notices	Termination + 7 Years	CA GOV 34090, US 29 CFR 1627.3
Human Resources	Employee Medical & Exposure Records	Confidential records related to employee health, medical conditions, and exposure to hazardous substances.	Pre-employment Physicals, FMLA/CFRA Forms, ADA Accommodation Requests, Medical Exam Results, Exposure Monitoring Records.	Termination + 30 Years (Exposure); Termination + 3 Years (Medical)	CA GOV 12946, US 29 CFR 1910.1020
Human Resources	Labor Relations & Negotiations	Records documenting the relationship and negotiations between the City and its recognized employee labor unions.	Memoranda of Understanding (MOUs), Negotiation Notes, Collective Bargaining Agreements, Labor Management Meeting Minutes	Permanent (Final MOUs); 4 Years (Supporting Docs)	CA GOV 3500 et seq. (Meyers-Millias-Brown Act)

Human Resources	Grievance & Disciplinary Records	Records related to formal employee grievances and the administration of disciplinary actions outside of the official personnel file	Grievance Forms, Investigation Files, Skelly Hearing Records, Final Dispositions.	5 Years After Resolution	CA GOV 34090
Human Resources	Benefits Administration	Records related to the administration of employee benefits programs such as health insurance and retirement	Enrollment Forms, Beneficiary Designations, Open Enrollment Records, CalPERS Reports	Termination + 6 Years	US 29 USC 1027 (ERISA)
Human Resources	Workers' Compensation Claims	Records documenting on-the-job injuries and the administration of workers' compensation claims.	DWC-1 Claim Forms, Doctor's First Reports, Investigation Files, Settlement Documents	5 Years After Last Action	CA LAB 3700, US 29 CFR 1904.33
Human Resources	Volunteer Services	Records related to the recruitment, management, and service of City volunteers.	Volunteer Applications, Service Hour Logs, Waiver of Liability Forms.	Termination of Service + 3 Years	CA GOV 34090
Police					
Police	Case Files - Criminal	Records documenting the investigation of alleged criminal acts, including felonies, misdemeanors, and homicides.	Arrest Reports, Crime Reports, Investigation Notes, Witness Statements, Evidence Reports	10 Years (Felony); 5 Years (Misdemeanor); Permanent (Homicide)	CA GOV 34090.6, CA PEN 800, 801, 802
Police	Case Files - Non-Criminal	Records documenting incidents that are not criminal in nature, such as found property or missing persons.	Found Property Reports, Missing Person Reports (Adult), Vehicle Repossession Reports.	2 Years	CA GOV 34090
Police	Dispatch & Communications Logs	Records related to dispatch operations, including emergency calls and radio traffic.	Computer Aided Dispatch (CAD) Records, 911 Tapes, Radio Logs.	2 Years	CA GOV 26202.6, CA GOV 34090.6
Police	Patrol Operations Records	Records documenting daily officer activity and field operations.	Daily Activity Logs, Watch Commander's Log, Field Interview Cards.	2 Years	CA GOV 34090
Police	Body-Worn Camera & Digital Evidence	Audio and video recordings captured by body-worn cameras and other digital media devices during law enforcement activities.	Body cam videos, in-car camera videos, digital photographs.	2 Years (minimum); Retain longer if associated with a specific case file, complaint, or critical incident.	CA PEN 832.18, CA GOV 34090.6
Police	Traffic Enforcement & Collision Records	Records related to moving violations and the investigation of vehicle collisions.	Traffic Citations, Traffic Collision Reports (Fatal/Injury/Property).	2 Years	CA GOV 34090, CA VEH 20012
Police	Parking Enforcement Records	Records related to the issuance and processing of parking citations.	Parking Citations, Appeal Forms, Payment Records.	2 Years	CA VEH 40200
Police	Criminal Registrations (Arson, Gang, Narcotic, Sex Offenders)	Records related to the registration of convicted arson, gang, narcotic, and sex offenders residing in the City.	Registrant files, photographs, correspondence, proofs of registration.	While Registrant Resides in City + 5 Years	CA PEN 290, CA PEN 457.1, CA PEN 11590, CA HSC 186.30

Police	Evidence & Property Management	Records tracking all property and evidence collected, including items for safekeeping, found property, and items seized as evidence.	Property Reports, Chain of Custody Forms, Disposition Records.	2 Years After Disposition	CA PEN 1417.5, CA GOV 34090
Police	Internal Affairs & Conduct Records	Records related to the investigation of complaints against police personnel and subsequent disciplinary actions.	Citizen Complaints, Internal Investigation Files, Disciplinary Action Records.	5 Years	CA PEN 832.5, CA GOV 34090.6
Police	Officer Personnel & Training Records	Records related to the hiring, training, and certification of sworn police officers throughout their career.	Background Investigations, POST Training Records, Firearms Qualifications, Field Training Officer (FTO) Records.	Termination + 7 Years	CA PEN 832.7, CA GOV 34090
Police	Subpoenas & Court Orders	Records related to the receipt and service of legal documents such as subpoenas and temporary restraining orders.	Subpoenas Duces Tecum, Civil Subpoenas, Temporary Restraining Orders (TROs).	2 Years After Service/Expiration	CA GOV 34090
Police	Vehicle Management (Impound & Abatement)	Records related to the towing, storage, and abatement of vehicles.	Vehicle Impound Reports, Vehicle Abatement Files, Stored Vehicle Notices.	2 Years After Disposal/Release	CA VEH 22650, CA VEH 22851
Police	Community Services & Animal Control	Records related to non-criminal community services and animal control activities.	Animal Control Reports, Bite Reports, Licensing Records.	2 Years	CA GOV 34090
Building & Planning					
Building & Planning	Building Permits & Plans	Records related to the application, review, issuance, and inspection of structures. Includes residential, commercial, and other permits.	Permit Applications, Building Plans/Blueprints, Inspection Reports, Certificates of Occupancy.	Permanent	CA HSC 19850, CA GOV 34090
Building & Planning	Code Enforcement & Abatement	Records documenting the investigation and resolution of municipal code violations.	Complaint Forms, Investigation Reports, Notices of Violation, Abatement Records, Citations, Photos.	2 Years After Case Closed	CA GOV 34090, CA GOV 945.6(a)(2)
Building & Planning	Planning & Zoning Case Files	Records related to land use applications and discretionary project reviews by the Planning Commission and/or City Council.	General Plan Amendments, Zone Changes, Conditional Use Permits, Variances, Staff Reports, Public Notices.	Permanent	CA GOV 65009, CA GOV 34090
Building & Planning	Capital Improvement Projects (CIP)	Records documenting the planning, design, and construction of public works and infrastructure projects.	Project Plans & Specifications, Bids, Contracts, Progress Reports, Final Inspection Records, Easements.	Permanent	CA CCP 337.1, CA CCP 337.15, CA GOV 34090
Building & Planning	Encroachment & Grading Permits	Permits and related documents for any work performed in the public right-of-way or involving significant land alteration.	Encroachment Permit Applications, Grading Plans, Inspection Reports, Bonds.	While Active + 10 Years	CA CCP 337.1, CA CCP 337.15, CA GOV 34090

Building & Planning	Environmental Review (CEQA)	Records documenting the environmental review process for projects in accordance with the California Environmental Quality Act.	Initial Studies, Negative Declarations, Environmental Impact Reports (EIRs), Notices of Determination.	Permanent	CA PRC 21000 et seq., CA GOV 34090
Parks & Recreation					
Parks & Recreation	Facility Rentals & Reservations	Rentals and reservations for recreational facilities.	Field Reservations, Insurance Certificates	While Active + 4 Years	CA GOV 34090, CA CCP 337
Parks & Recreation	Adult Recreation Programs	Adult program administration and waivers.	Waivers, Membership Applications	Cancellation + 3 Years	CA 22 CCR 101221
Parks & Recreation	Youth Partnership Programs	Youth program records and waivers.	Camper Records, Sign-In Sheets, Membership Forms	Until Cancelled or Youth Reaches Age 21	CA GOV 34090, CA 22 CCR 101221
Parks & Recreation	Recreation Financial Assistance	Financial assistance records for recreation programs.	Financial Aid Applications, Amounts Awarded	5 Years	CA GOV 34090



TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
MEETING DATE: SEPTEMBER 2, 2025
FROM: TOM DUBOIS
SUBJECT: GENERAL FUND OPERATING & TOTAL RESERVES POLICIES

RECOMMENDATION:

Council reviewed and approved a reserve policy in Nov 4, 2024. We are recommending an update to that policy.

BACKGROUND:

Last November the Council discussed and approved official General Fund Operating Reserve and Total General Fund Reserve policies. The staff report and policies from that meeting are attached. There was a typo in the Operating Reserve policy, where the staff report suggested a minimum of 20% but the policy appeared to be a copy of the Total Reserve Policy with a minimum of 35%. The Total Reserve Policy also has a minimum of 35% and that amount includes capital reserves. It doesn't make sense that the Operating Reserve on its own would be at 35% and then when we add in capital reserves it remains at 35%. We are suggesting that Council discuss and adopt a policy for just operating reserves, with a minimum of 20% and a maximum of 45%.

DISCUSSION:

A sufficient General Operating Reserve should be able to keep a city running for 2-3 months according to the Government Finance Officers Association (GFOA). The use of these funds would be for unexpected expenses and maintaining city services during an economic downturn. In Sutter Creek's case, staff believe that a minimum of 20% of General Fund annual revenues is an appropriate level to maintain in the Operating Reserve. Operating Reserves include all reserves not dedicated to capital expenses or enterprise funds (streets and wastewater).

In terms of fund levels, Sutter Creek should maintain Operating Reserves for the 2025-26 fiscal year of 20% of general fund expenses (\$2.9M) or \$580,000. According to the budget for this fiscal year, it is projected that Sutter Creek will have \$1.1M in its General Fund Operating Reserve at the end of the year. This excludes all capital funds as well as Measure P funds and equates to a reserve of 38% of our operating budget. In an emergency, Measure P funds are

technically available as general fund money, but staff understands that Measure P is to be treated effectively as a capital fund.

In reviewing our reserve policy and budget, we realized that one thing that may have created confusion is a change in how we are managing general fund accounts including Fund 01. The City practices in prior years were to create lots of named “accounts” in the general fund and money would transfer in and out frequently. There were many funds with negative balances that would be carried forward.

However, those negative balances were eventually coming out of the general fund. This is like what happened with the Highway mitigation fund, as an example – loans built up over time until they needed to be addressed or paid by some source of funding.

Over the last 2 years, Mason and I have worked to clean up those accounts, combining general fund accounts to eliminate negative balances. The impact of that has been that what is in fund 39 titled “General Fund Reserve” appears small compared to FY2022, and Fund 01 is large. General Fund 01 is now operating more like a reserve fund.

You can think of it as a Checking account and Savings accounts. In the past the city transferred funds into lots of savings accounts but allowed some of them to go negative. Now we are effectively holding savings in our checking account (Fund 01).

Our overall reserves are healthy with a total of \$2.2M expected at the end of FY26. Taking Measure P and Capital Funds and zeroing out the Road CIP Fund that has a negative balance leaves us with \$1.1M in general fund reserves. During the budget discussion we focused on the \$360K in Fund 39 as the sole reserves, which was technically incorrect. Most of the funds in the table are general fund reserves, and we failed to highlight the shift in how Fund 01 is being used. Apologies for confusion this may have caused.

Section 9, Item B.

	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Fund Balance / Reserve Types:				
01 - General Fund	\$ 270,855	\$ 1,094,068	1,014,150	\$ 1,014,150
39 - General Fund Reserve	697,390	378,817	260,752	360,271
95 - General Operating Reserve	102,421	105,322	245,432	-
96 - General Capital Reserve	49,677	50,573	50,573	50,573
Measure P reserves			118,066	602,720
29 - Swimming Pool Reserve	(57,591)	(30,455)	(32,431)	-
48 - ARPA Reserve	575,152	-	-	-
60 - Bypass Mitigation Fund	88	90	90	-
81 - Visitor Center Fund	(22,470)	-	-	-
86 - General Savings Fund	72,113	73,377	73,377	-
87 - Refuse Fund	3,354	3,415	3,415	3,586
88 - City Council Fund	20,564	20,935	20,935	20,935
91 - Road CIP Fund	113,909	(483,270)	(483,270)	(483,270)
92 - Pension & Insurance Fund	136,389	138,849	138,849	138,849
93 - Vehicle Capital Fund	17,183	17,893	17,893	17,893
94 - Vacation Fund	91,086	50,515	50,515	50,515

RECOMMENDATION:

Staff recommends that Council approve a motion to Update the Operating Reserve Policy and maintain the Total Reserve Policy “as is.”

**City of Sutter Creek
General Fund Operating Reserve Policy
Proposed 08/26/2025**

Section 1: Purpose

The purpose of this policy is for the City of Sutter Creek to formally establish a General Fund Operating Reserve fund policy based on budgeted revenue. The purpose of this reserve fund is to mitigate the effect of unanticipated expenses. Reserves also provide the City with stability in times of economic fluctuations that are anomalous. Operating reserves help provide for a smooth, temporary transition to prevent drastic changes in service levels caused by changes in the City's financial situation, including unanticipated decreases in revenue or increases in expenditures.

Section 2: Policy

The City of Sutter Creek is establishing this reserve funding policy with the following guidelines:

Reserve Levels:

The General Fund Reserve goal is to stay within 20% - 45% of the General Fund's adopted annual budget revenues.

The City Manager will first evaluate the City's financial condition and make a recommendation to City Council as to the need to make contributions to the General Fund Operating Reserve. This process will be typically done during the budget development process, but this can be performed at any time the City Manager deems necessary.

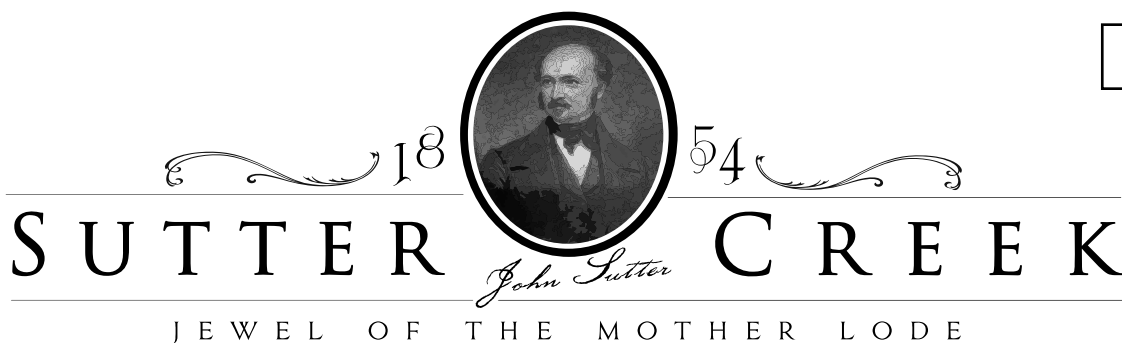
Use and Replenishment of the General Fund Reserve:

The General Fund Operating Reserve should be used for the following: emergency repairs, non-budgeted projects approved by City Council, and maintaining essential services to the public during economic difficulties. The City Manager will present a report to City Council to justify the use of the General Fund Operating Reserve. All uses of the General Fund Operating Reserve must be approved by resolution of the City Council with a three-fifths vote. Any such uses are to be repaid over a period of time to be determined by City Council at the time of voting for approval of usage of the General Fund Operating Reserve, if it goes below the minimum threshold.

Year-End Excess Revenue

As part of the annual budget development process, or at any time deemed appropriate by the City Manager, the City Manager would recommend whether the year-end excess funds could be used

as one-time funding to reach the General Fund Operating Reserve goal faster. If the Operating reserve exceeds 45%, the City Manager may recommend use of those funds within the budget, during budget formation or through a budget amendment.



TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

MEETING DATE: NOVEMBER 4, 2024

FROM: MASON PETERS, FINANCE SUPERVISOR

SUBJECT: GENERAL FUND OPERATING & TOTAL RESERVES POLICIES

RECOMMENDATION:

Review and approve the General Fund Operating Reserve and the General Fund Total Reserve policies.

BACKGROUND:

The City of Sutter Creek does not have official policies for the General Fund Operating Reserve or our total General Fund Reserve. The City allocates a portion of general fund revenues each year to put towards reserves, and setting an acceptable range of reserve levels based on general fund revenues would help the City strategize when and how these funds should be used during budget development each year.

DISCUSSION:

A sufficient General Operating Reserve should be able to keep a city running for 2-3 months, or approximately 17% of General Fund annual revenues for a fiscal year, according to the Government Finance Officers Association (GFOA). The use of these funds would be for unexpected expenses and maintaining city services during an economic downturn. However, based on each city's cash flow throughout the year and volatility in revenue generation, this level of reserves can vary. In Sutter Creek's case, staff believes that 20% of General Fund annual revenues is an appropriate level to maintain in the Operating Reserve. The reason for this higher level of reserves is due to the dip in cash inflows each fiscal year in Q1 and Q2. The slowdown in revenues is because property tax and some of the franchise fees we rely on are not being received during Q1 and Q2. We also have some of our largest invoices at that time as well (typically any construction invoices, and our annual insurance payment is due as well). We consistently see a noticeable increase in general fund revenues in Q3 and Q4 for each fiscal year (property tax, franchise fees, boost in sales tax due to the holiday season), and we rely on that bubble of revenue to carry us through Q1 and Q2 of the following fiscal year. It is crucial that we retain enough funds to keep us steady through that first half of each fiscal year. In terms of fund levels, Sutter Creek should maintain Operating Reserves for the 2024-25 fiscal year of \$566,574. According to the budget for this fiscal year, it is projected that Sutter Creek will have \$457,805 in its General Fund Operating Reserve at the end of the year. If we continue to tuck away a small

percentage (1% - 2%) of General Fund revenues each year to this reserve fund, we should be able to reach that goal within 1-3 years if we consider fluctuations in actual budget performance.

A healthy Total General Fund Reserve level would be in the range of 35% - 45% of annual general fund revenues. The use of this fund would primarily be for council-approved projects that were not originally budgeted for and capital projects. If we refer to the 2024-25 adopted budget with general fund revenues of \$2,832,870, the City should set a goal to have between \$991,505 and \$1,274,792 in Total General Fund Reserves. It is projected that at the end of the 2024-25 fiscal year, the City will have \$1,129,120 in the General Fund Reserve, which equates to 39.9% of projected annual revenues for this fiscal year.

During budget development for the 2025-26 fiscal year, staff and council should convene and determine an appropriate percentage of general fund revenues for that fiscal year to allocate to the General Fund Reserve. The percentage can vary depending on what needs to be prioritized in each fiscal year, but growing this fund will help defend the city against unexpected fiscal impacts and fund capital projects.

BUDGET IMPACT:

No immediate impact, but allocations from General Fund revenues to any of the General Fund Reserves should be a discussion item during budget development each year. It will decrease the amount of General Fund revenues available for current year activities.

City of Sutter Creek General Fund Operating Reserve Policy

Section 1: Purpose

The purpose of this policy is for the City of Sutter Creek to formally establish a General Fund Operating Reserve fund policy based on budgeted revenue. The purpose of this reserve fund is to mitigate the effect of unanticipated expenses. Reserves also provide the City with stability in times of economic fluctuations that are anomalous. Operating reserves help provide for a smooth, temporary transition to prevent drastic changes in service levels caused by changes in the City's financial situation, including unanticipated decreases in revenue or increases in expenditures.

Section 2: Policy

The City of Sutter Creek is establishing this reserve funding policy with the following guidelines:

Reserve Levels:

The General Fund Reserve goal is to stay within 35% - 45% of the General Fund's adopted annual budget revenues.

The City Manager will first evaluate the City's financial condition and make a recommendation to City Council as to the need to make contributions to the General Fund Operating Reserve. This process will be typically done during the budget development process, but this can be performed at any time the City Manager deems necessary.

Use and Replenishment of the General Fund Reserve:

The General Fund Operating Reserve should be used for the following: emergency repairs, non-budgeted projects approved by City Council, and maintaining essential services to the public during economic difficulties. The City Manager will present a report to City Council to justify the use of the General Fund Operating Reserve. All uses of the General Fund Operating Reserve must be approved by resolution of the City Council with a three-fifths vote. Any such uses are to be repaid over a period of time to be determined by City Council at the time of voting for approval of usage of the General Fund Operating Reserve.

Year-End Excess Revenue

As part of the annual budget development process, or at any time deemed appropriate by the City Manager, the City Manager would recommend whether the year-end excess funds could be used as one-time funding to reach the General Fund Operating Reserve goal faster.

City of Sutter Creek Total General Fund Reserves Policy

Section 1: Purpose

The purpose of this policy is for the City of Sutter Creek to formally establish a Total General Fund Reserves policy based on budgeted revenues. These reserve funds are for funding capital projects, purchasing capital assets (vehicles, large equipment, capital repairs), and any other purposes that are approved by City Council. This policy looks at all General Fund reserve funds wholistically and serves as a guiding principle for the General Fund reserves in totality.

Section 2: Policy

The City of Sutter Creek is establishing this reserves funding policy with the following guidelines:

Reserve Levels:

The Total General Fund Reserves goal is to stay within 35% - 45% of the General Fund's adopted annual budget revenues.

The City Manager will first evaluate the City's financial condition and make a recommendation to City Council as to the need to make contributions to Total General Fund Reserves. This process will be typically done during the budget development process, but this can be performed at any time the City Manager deems necessary.

Use and Replenishment of Total General Fund Reserves:

The Total General Fund Reserves should be used for the following: capital projects, purchases of vehicles and equipment, and any other uses that are approved by City Council. The City Manager will present a report to City Council to justify the use of General Fund Reserves. All uses of General Fund Reserves must be approved by resolution of the City Council with a three-fifths vote. Any such uses are to be repaid over a period of time to be determined by City Council at the time of voting for approval of usage of General Fund Reserves.

Year-End Excess Revenue

As part of the annual budget development process, or at any time deemed appropriate by the City Manager, the City Manager would recommend whether the year-end excess funds could be used as one-time funding to reach General Fund Reserves goals faster.

