City Council Meeting Agenda

Monday, June 16, 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

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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.

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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

6. Approval of Minutes

A. City Council Minutes of June 2, 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.

8. Ordinances and Public Hearing

9. Administrative Agenda

A. Fiscal Year 25-26 Budget Approval

Review draft budget and possible approval of resolutions to adopt budget and approve annual appropriations limit or referral back to staff for changes

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

A. May 2025 Treasurer's Report

B. May 2025 Finance Report

No reports due to ERP transition. May and June will be presented in the July report.

C. May 2025 Police Report

D. May 2025 Public Works Report

E. May 2025 Planning Department Report

F. Project Status Update

G. May 2025 City Clerk Report

H. April-May 2025 Marketing Report

14. Closed Session

A. Conference with Labor Negotiator

Pursuant to Government Code Section 54957.6

Agency Negotiator: Tom DuBois, City Manager

Employee Organizations: Sutter Creek POA and SEIU

15. Report from Closed Session

16. Adjournment

The next regularly scheduled meeting is Month, DD YYY.

SUTTER 1854 CREEK
John Sutter
JEWEL OF THE MOTHER LODE

City Council Meeting Minutes

Monday, June 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

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The City of Sutter Creek City Council Meeting was available in person and LIVE on YouTube.

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

The meeting was called to order by Mayor Gunselman. All Council members were present.

2. Pledge of Allegiance to the Flag

The pledge of allegiance was led by Mayor Gunselman

3. Public Forum

Mayor Gunselman opened the public forum. No members of the public came forward to speak on items not on the agenda. The public forum was closed.

The Council attended to item 5 on the agenda before item 4.

5. Presentations

A. Oversight Committee Introduction

Martin Ryan introduced the members of the Transactions and Use Tax Oversight Committee for Measure P. He thanked the Council for establishing the committee to ensure public confidence in the Measure. The members of the committee are Richard Murphy, Sandra Spelliscy, Wendy Mathis, Alan Bierce, and Martin Ryan.

Ryan summarized the committee meeting from earlier on June 2nd, stating that the committee discussed prioritization of funding, matching funds, the flow of incoming money (expected to trickle in initially), and focusing on hard infrastructure like roads, as expected by the community.

B. ACRA Presentation

Amy Clingan, Director of Recreation at Amador County Recreation Agency (ACRA), introduced herself and ACRA's work. She explained that ACRA operates as a Joint Powers Authority (JPA), overseen by a board representing the County and member cities (Amador City, Jackson, Plymouth, Sutter Creek). In Sutter Creek, ACRA hosts a popular monthly cooking class, manages the Sutter Creek pool (with over 100 kids signed up for summer swim lessons), and has offered watercolor painting, sign language, and a basketball league. They also run an after-school program at Sutter Creek Elementary.

Clingan stated that ACRA has not raised membership fees in 10 years and is requesting continued support at the same cost. ACRA is committed to improving its reputation by offering more programs meeting community needs, including youth and teen programs. Programs draw participants from all over the county, fostering community. Future plans include focusing on financial stability with County help, transparency, continuing to provide parks and programs, and a major marketing push to increase awareness.

Council expressed appreciation for ACRA's efforts during tough times. City Manager Tom DuBois urged the development of a letter of commitment among cities, and Council member Feist reiterated the importance of the pool's functionality. Council member Swift encouraged Clingan to distribute the monthly ACRA calendar more widely and Mayor Gunselman stated that she hopes ACRA can eventually bring Ione back into ACRA.

4. City Manager's Report

Tom DuBois, City Manager, provided updates on key activities and issues facing the City:

- DuBois provided an update on the wastewater disposal situation. A letter was sent to the Water Board on April 25th citing public health concerns regarding the risk of overflowing reservoirs. Ione submitted their Title 22 report on May 19th. The Regional Water Board has not committed to a timeline, stating they need to ensure Ione's application is complete. Multiple letters have been sent by various parties, including Council member Feist and Amador County Supervisors, with little response from the Water Board. The City plans to send additional letters this week to the Water Board and the Department of Dam Safety. Attorneys for the City and Ione are crafting a joint letter highlighting the emergency nature of the situation. Land application of wastewater has begun to lower reservoir levels. The Henderson dam repair is at risk; disposal needed to start by June 1st. The ability to perform repairs next year depends on whether the golf course opens for water disposal this summer. Ione City Manager George Lee is in daily contact and motivated to resolve the issue. County Board Supervisor, Dan Eperson, has also been helpful.
- Mason Peters, Finance Supervisor, is in the process of rolling out the new financial system (ERP). Peters reported that the new financial system is currently launching, with ongoing validation and testing. The system is looking promising and is expected to streamline processes for staff and offer a more user-friendly experience for the public regarding utility billing (e.g., autopay, online bill access). Reporting capabilities are significantly enhanced. Payroll migration is delayed slightly to ensure core financials are solid first.
- Progress is being made on the Nexus study, with complexities around using fees for existing infrastructure versus new construction.
- The Public Works team has been getting the pool ready, replacing parts.
- The major miscellaneous sewer collection project is getting ready to start.
- Due to health reasons, a member of the Design Review Committee has resigned his role and a new committee member is needed. A candidate with architecture, historic preservation, or construction background is desirable. Council Member Swift suggested Rich Murphy.
- Upcoming Events: Community Pool Party with a Children's Parade on the Fourth of July (organized with Amy Clingan). The event will be free.

6. Approval of Minutes

A. City Council Minutes of May 19, 2025

Motion to approve the Minutes as presented by Council Member Swift, second by Council Member Sierk.

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

NOES: none

MOTION CARRIED 5-0

7. Ordinances and Public Hearing

None.

8. Consent Agenda

A. FEMA Disaster Grants Status

Information Report on Awarded Projects

Motion to approve the Consent Agenda by Council Member Riordan, second by Council Member Swift.

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

NOES: none

MOTION CARRIED 5-0

9. Administrative Agenda

A. Audit Reports for Fiscal Year 2023-2024

Recommendation: Accept the FY23-24 financial audit report.

David Alvey from Maze & Associates presented the financial audit report for the City. The audit resulted in an unmodified "clean" opinion, the highest level of assurance. Key financial highlights from the report included an unrestricted fund balance of $1.4 million, a $101,000 decrease due to transfers out, and tax revenues of $2 million, an increase of $187,000. Revenues were over budget by $142,000, and expenditure was over budget by $41,000. Alvey explained that pension liability is subject to market fluctuations and CalPERS' projections. The current statements reflect a period where the target rate of return was not met, reversing previous gains. Capital assets increased by $568,000 (Bryson Park upgrades, Old Strike port, Eureka Road repairs). ARSA JPA debt of $450,000 was forgiven.

In the management letter Alvey stated that there were no material weaknesses. One deficiency comment was regarding the number of post-closing adjustments due to the ERP system implementation.

Council member Riordan asked about the $4.7 million net pension liability and the City's ability to afford it. Mr. Alvey explained it represents the amount needed if all benefits were paid out on June 30th and fluctuates based on market returns and demographics

Council member Feist inquired about the increase in gross capital assets, which was attributed mainly to streets and roads.

Motion to approve the accept the audit report by Council Member Sierk, second by Council Member Feist.

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

NOES: none

MOTION CARRIED 5-0

B. Draft Budget for FY 2025-2026

Review and Feedback from Council

City Manager, Tom DuBois, presented an initial overview of the draft budget, emphasizing a conservative approach due to economic uncertainty. DuBois noted the figures were representative of requests that will be in the budget and will be refined based on Council feedback to achieve a balanced budget. Areas discussed included salary and benefits, marketing, dispatch costs, weed abatement and Grammar School improvements.

Council discussed the cost-effectiveness and importance of reliable equipment for the police department. A cost-benefit analysis of purchase vs. lease was suggested with regard to body cameras. Regarding hiring part-time administrative staff for the Police Department, Mayor Gunselman expressed opposition to increased staffing at this point, citing uncertain forecasts for California cities and the need for fiscal caution. Council member Sierk agreed, suggesting a near hiring freeze. Council member Feist suggested sworn officers could continue handling reporting

Council member Feist suggested that if sales tax declines, more might be considered for marketing to attract visitors.

With regard to Measure P funds, DuBois explained that the Oversight Committee prefers to focus the funds on streets, storm drains, and potentially energy-saving ROI projects, rather than general CIP items or matching grants for other purposes at this early stage. Council member Swift cautioned that the City should not "get ahead of our skis" with spending the funds until actual revenue was clearer.

Council member Swift suggested looking into local IT services to reduce costs.

Mayor Gunselman suggested that some projects should be dependent on other funding sources, including Bryson Park improvements, Sutter Hill walking trail to town, Grammar School AC, and Monteverde repairs.

Council requested a link to last year's budget for comparison before the next meeting.

10. Mayor and Council Member Reports

Council member Riordan: Regional Traffic Mitigation Fee (RTMF) meeting is next week and will be attending by Zoom.

Council member Sierk: Nothing to report

Council member Gunselman: Announced a meeting on June 3rd to discuss the funds raised at the Duck Race and how those funds would be used. Primary focus will be the pool. Also announced that the Sutter Creek Community Benefit Foundation will be contributing toward the refurbishment of the high school gym floor.

Council member Swift: Thanked City Staff, especially Holly, for assistance with the Italian Society's parade permit process, and the police department and volunteers for their work on the parade. The parade had 70 entrants this year, up from the mid-50s, with efforts to grow it further.

Council member Feist: Nothing to report

11. City Attorney's Report

The City Attorney is working with the City Manager on labor negotiations.

12. Future Agenda Items

No items mentioned.

13. Information and Correspondence

A. Board of Supervisors Letter to Water Board

The regular meeting was adjourned to closed session at 8:03PM.

14. Closed Session

A. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6
Agency Negotiator: Tom DuBois, City Manager
Employee Organizations: Sutter Creek POA and SEIU

The closed session was adjourned at: 9:35PM.

15. Report from Closed Session

Mayor Gunselman reported no reportable action from the Closed Session.

16. Adjournment

Adjourned at 9:35

The next regularly scheduled meeting is June 16, 2025

1854
SUTTER CREEK
John Sutter
JEWEL OF THE MOTHER LODE

MEETING DATE: **JUNE 16, 2025**

TO: **THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

FROM: **TOM DUBOIS, CITY MANAGER**

RE: **2025-2026 OPERATING BUDGET**

RECOMMENDATION:

1) Adopt Resolution 24-25-* Adopting the 2025-2026 Operating Budget.
2) Adopt Resolution 24-25-* Adopting the Annual Appropriations Limit.

BACKGROUND:

Each year, the city of Sutter Creek creates and adopts an operating budget to assist staff and Council in tracking the city's fiscal performance and to ensure that we are guiding the city towards short and long-term financial sustainability. In short, the operating budget considers all revenues, expenditures, and capital investments for the following fiscal year and compares them to each other to see if we can expect a surplus or if we will need to tap into our reserves. Through the concerted efforts of the Council and staff, Sutter Creek continues to take intentional steps to guarantee that city services will continue to be available to its residents for many years to come.

This year, we used the same budget format used last year but with the added challenge of switching financial systems right as we were developing the budget. This strained staff time. We believe this draft incorporates everything but there may be some minor changes needed as we go through the review. Several categories were combined last year into the general fund (pool, Monteverde store, Cemetery, facilities). We are showing those categories zeroed out as they are included in the general fund. We will remove them in next year's budget template.

We are continuing to show ARSA expenses in detail within the Sutter Creek budget, rather than as the "black box" it was in years before last year. "Wastewater Disposal" shows revenue from AWA and Amador City and then shows ARSA expenses integrated into the budget.

The Amador County Board of Supervisors approved of the $112,000 for the Bryson Park bathroom. We are continuing to benefit from the LEAP planning grant, keeping our Planning Department costs low. The passage of the increased wastewater rates has enabled us to build up capital reserves for construction of a new WWTP. Your city staff is very capable of doing things "in house" and we have continued to do that to keep costs down. The entire staff deserves thanks for all they do to manage costs and keep the city running well.

This budget has some minor capital projects but is a bit of pause on major projects while we are building up reserves across the board and being careful not to overextend in an uncertain economy. With the Capital plan now in place, we can start to advance priority projects as reserves are available.

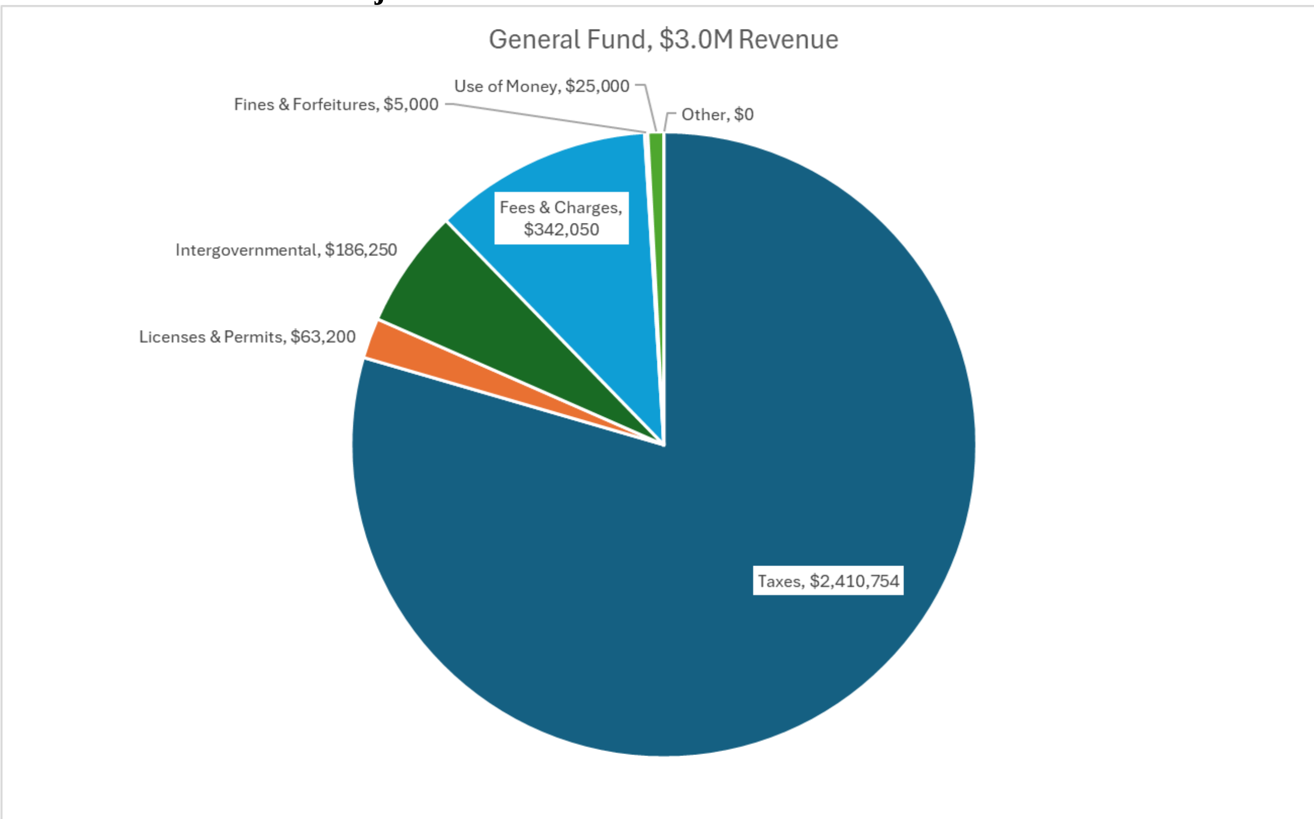
DISCUSSION:

In 2024-2025, actual revenue exceeded budget and also exceeded actual expenses by $100,000. We are using those funds to balance the budget.

Staffing

Staffing is being maintained at the levels of FY2023-2024.

General Fund Revenue Projections:



The 2025-2025 budget is the first full year for the local transaction and use tax (TUT). Based on the recommendation of the oversight committee, that money is being put into a reserve. Funds can be spent as matching funds for a grant for a hard infrastructure project as defined by the committee.

Overall, revenue growth is projected to grow at about 2%. We based this year's budget on actual trends and tied the numbers back to our audit.

Property tax revenue is expected to grow by around 3%, which is supported by a housing market that continues to march along with strong property values. Interest rates have increased over the last year or two as an inflation reduction measure, but property values have not decreased as much as the market was expecting.

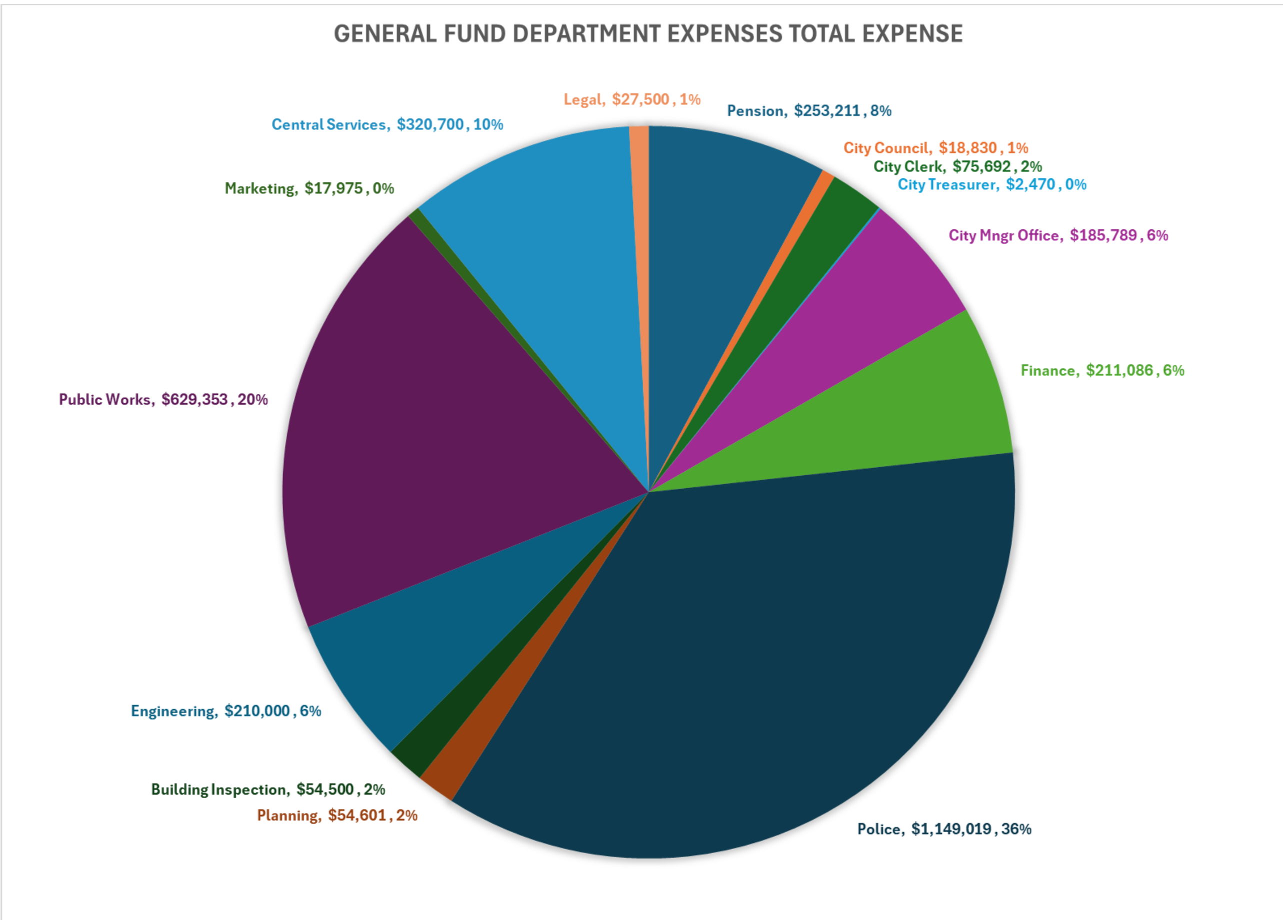
Sales tax revenue is expected to increase by 2.5% compared to last year.

Transient occupancy taxes (TOT) will likely see a 1% growth in revenues in FY25. Historically, this revenue stream has been hard to budget for, as it has bounced around quite a bit. With the formation of the Vintner Special Business District and the Lodging Special Business District, we are hopeful that marketing activity will drive a large increase in TOT. However, we are not budgeting for that.

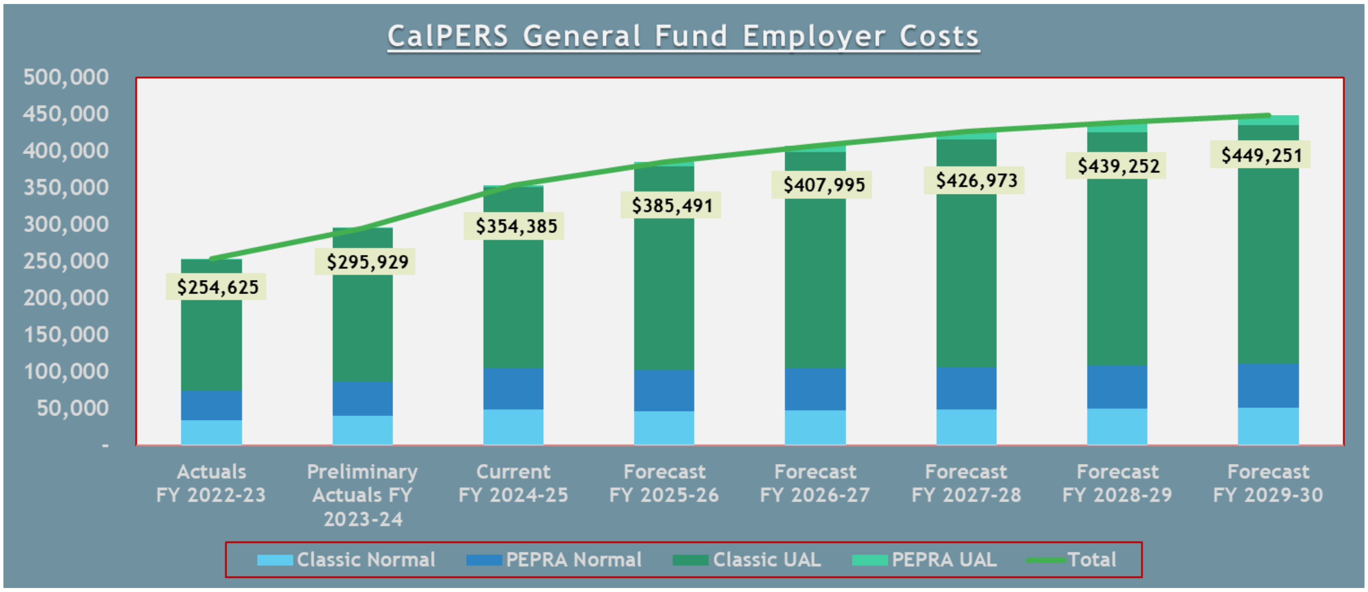
Sewer Revenue Projections:

In July 2025, a new sewer rate goes into effect. During the last year, the City has planned for a new WWTP, collected data on our irrigation system and is moving forward with the first set of repair projects to the collection system. We have retained a new wastewater engineer to represent the city as we go through the bidding and design process for the plant. We have also budgeted for critical repairs at the wastewater treatment plant and the ARSA pipeline.

Overall Expense Projections:



The City's biggest asset and cost are the people who work here. We continue to see an increase in labor costs including pension costs, health benefits, insurance and wage pressure. This budget plans for COLAs we are seeing in similar cities and some market adjustments in positions that have fallen behind our benchmark cities. Pension costs continue to increase though at a decreased rate. Classic pensions are the vast bulk of the expense. Over time as new employees phase in under the newer PEPRA plan, the city's pension obligations will improve greatly.



General Fund Changes / New Expenses of Note

Most of the budgeted expenses are very similar to last year with slight expected cost increases.

Expense items discussed in the previous meeting have been adjusted based on council feedback. Several parks and facilities capital projects ($160,000 in total) are budgeted out of general fund revenues. This includes holiday lights, walking trail development, AC work, painting, and some needed facility repairs.

Police body cameras are coming from the Public safety impact fee reserves. We did shop for body cam purchases versus the lease – they were more expensive and didn't have a lot of the time saving features. Given how frequently they break, the department is recommending moving forward with the 5 year leasing agreement.

We have budgeted $20,000 for weed abatement enforcement to improve fire safety.

The City's general liability insurance is going up 17% to $530,000 per year. While a steep increase, a welcome change from last year's 40% increase.

We are looking forward to starting to see benefits from the new ERP system. In this budget we are still paying for a single license in the old system in order to have a backup and access historic financial data. Once the system is completely verified we will cancel that and see software cost savings next year. We will expect to see a short ROI on this purchase and will monitor productivity.

We are using a grant writing consultant. So far we have incurred costs without winning a grant. We will continue to monitor this situation. They have helped wrap up our FEMA projects and are alerting us to grant opportunities. We are evaluating the timing for a grant that would pay for the Henderson Dam repairs ($800,000).

Enterprise Funds

In the wastewater fund, we continue to only complete critical repairs and capital purchases for the treatment plant. We anticipate about $160,000 in projects this year paid by wastewater revenue.

We are using reserves for about $800,000 in collection system repair projects.

At the end of this fiscal year, we will have built up enough reserves to fund the Henderson underdrain repair.

Street Enterprise funds are being used only for a few critical projects totaling about $128,0900, including Karsan Dr.

Reserves

General Fund reserves are healthy. We are continuing to show some old reserve funds in this year’s budget (at $0) for continuity with the intent on removing them next year.

Wastewater reserves are growing, but with the anticipation that all of these funds and more will be needed to fund the new wastewater treatment plant.

Street reserves are being drawn done to achieve a few critical projects this year with existing funds. New Measure P funds are not being used and will be reserved.

Summary

Staff are happy to present this budget. We feel it is properly conservative while funding key projects that will advance the city’s objectives.

We will continue to prioritize the overall wellbeing of the city and its residents, and through the work we plan to accomplish in the next fiscal year, which will be clearly seen. There is a lot of work ahead of us, and with the support of residents, staff, and council, we will march forward and continue to do all the things that make Sutter Creek great.

RESOLUTION 24-25-XX
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUTTER CREEK ADOPTING AN OPERATING BUDGET FOR FY 2025-26

WHEREAS, pursuant to the Sutter Creek Municipal Code, the City Manager has presented the City Council with a proposed operating budget for fiscal year 2025-26; and

WHEREAS, the Council has reviewed and discussed the proposed budget and has taken comments from the public; and

WHEREAS, the Council has determined that the proposed budget represents a fiscally prudent path for the City to deliver its core services to its residents;

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby adopts the FY 2025-26 Operating Budget as set forth in Exhibit A, attached.

The foregoing resolution was duly passed and adopted at a regular meeting of the City Council of the City of Sutter Creek on the 16th day of June 2025, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

CITY OF SUTTER CREEK

____
Claire Gunselman, Mayor

ATTEST:

____
Aaron Wolcott, City Clerk

RESOLUTION 24-25-X

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUTTER CREEK ADOPTING AN APPROPRIATIONS LIMIT FOR THE 2025-2026 FISCAL YEAR PURSUANT TO ARTICLE XIIIB OF THE CALIFORNIA CONSTITUTION

WHEREAS, pursuant to Article XIII B of the California Constitution (Proposition 4) the City Council of the City of Sutter Creek is required to establish an “Appropriation Limit” for fiscal year 2025-2026; and

WHEREAS, the computation for the appropriation limit is based on the Amador County’s growth factor, which is higher than the growth factor for the City of Sutter Creek, between January 1,2024 and January 1,2025, and for the 2025-2026 fiscal year, as determined by State of California Department of Finance that factor is 0.9912; and

WHEREAS, the adjustment factor is based on the change in California per capita personal income multiplied by the change in population for the County of Amador as provided by the State of California Department of Finance which is 1.0644; and

WHEREAS, the Appropriations Limit has been determined in accordance with uniform guidelines for Article XIIIB of the State of California Constitution; and

WHEREAS, said factors and calculations are shown in Attachment A; and

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Sutter Creek that the appropriations limit for the fiscal year 2024-2025 pursuant to Article XIII B of the California Constitution is established at $4,562,652.

IT IS HEREBY CERTIFIED that the foregoing resolution was duly introduced and legally adopted by the City Council of the City of Sutter Creek at a regular meeting held on the 22nd day of July 2024 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

____
Claire Gunselman, Mayor

ATTEST:

____
Aaron Wolcott, City Clerk

City of Sutter Creek Annual Appropriation Limit Calculation Fiscal Year 2025-26

A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. The City Council has elected to use the change in per capita personal income for the current year appropriations limit calculation. The percentage change to be used in setting the 2025-2026 appropriation limit is:

Fiscal Year (FY)	Percentage Change over prior year
2025-26	6.44%

B. B. Annual appropriation limit using the per capita change in personal income and the City of Sutter Creek or Amador County (whichever is higher) change in population. Statistical information was provided by the California Department of Finance in accordance with California Revenue and Taxation Code, Section 2227. Amador County was higher than Sutter Creek for FY 2025-26.

2025-26

Per Capita Change =	6.44%			
Population Change =	-0.88%			
Per capita converted to a ratio		$\frac{6.44 + 100}{100}$	=	**1.0644**
Population converted to a ratio		$\frac{-.88 + 100}{100}$	=	**0.9912**
Calculation of factor for FY 2024-2025		1.0644 x .9912	=	**1.055033**
Appropriations Limit 2024-25				**4,324,652**
Calculated Appropriations Limit 2025-26				**4,562,652**

Organizational Chart

Citizens of Sutter Creek

		City Council	**City Treasurer**		
		Elected by the Citizens	*Elected by the Citizens*		
	City Manager	**Planning Commision**	**City Attorney**		
	Appointed by the City Council	*Appointed by the City Council*	*Appointed by the City Council*		
	1 FTE CM				
	1 FTE Project Manager				
Administrative Services	**Police**	**Public Works:**	**Finance**	**Planning**	**Engineering & Building**
City Clerk	*Patrol*	*Wastewater Treatment*	*Sewer billing & payments*	*Implementation of General Plan and Zoning Code. Code enforcement*	*City Engineer -implementation of city standards. Building plan reviews and inspections, Code enforcement*
Human Resources	*Community Service*	*Sewer line maintenance*	*Business Licensing*		
Risk Management	*Code Enforcement*	*Parks and Facility maint.*	*Facility rentals*		
Marketing	*Investigations*	*Street maintenance*	*Building Permits*		
1 FTE Administrative Svcs Superv	.48 Chief	1 FTE PW Director	1 FTE Finance Supervisor	Contract	Contract
	1 FTE Sergeant	2 FTE Supervisors	1.96 FTE Account Clerks		
	4 FTE Officers	3.48 FTE PW 1			
1	5.48	6.48	2.96		
		EXISTING FTEs	17.92		
		EXISTING TOTAL EMPLOYEES	20		
		PROPOSED TOTAL FTEs:	17.92		
		PROPOSED TOTAL EMPLOYEE!	20		

City of Sutter Creek
FY 2025-26 Proposed Budget
Totals - City Wide

General Fund			
Revenues	3,277,254		
Expenditures	2,985,226		
From reserves (Fund 01)	-	Reserves Remaining	
Total	**292,028**	$	2,283,871
			70%

Wastewater Enterprise			
Revenues	4,423,743		
Expenditures	4,101,614		
From Reserves (Fund 10 and 12)	-	Reserves Remaining	
Total	**322,129**	$	4,409,722
			100%

Streets/Gas Tax	
Revenues	156,500
Expenditures	339,481
From Reserves (Fund 35)	182,981
Total	-

Crestview Lighting District	
Revenues	2,650
Expenditures	21,761
From Reserves (Funds 4)	19,111
Total	-

GENERAL FUNDS PROJECTED YE FY25		
01 - General Fund	$	882,428
39 - General Fund Reserve	$	365,285
95 - General Operating Reserve	$	-
96 - General Capital Reserve	$	55,630
	$	723,750
29 - Swimming Pool Reserve	$	-
48 - ARPA Reserve	$	-
60 - Bypass Mitigation Fund	$	-
81 - Visitor Center Fund	$	-
Reserves Held in Trust	$	-
Property Tax Audit Reserve	$	-
86 - General Savings Fund	$	-
87 - Refuse Fund	$	3,586
88 - City Council Fund	$	20,935
92 - Pension & Insurance Fund	$	138,849
93 - Vehicle Capital Fund	$	17,893
94 - Vacation Fund	$	50,515
Sec 115 Trust	$	25,000

WASTEWATER ENTERPRISE FUNDS PROJECTED YE FY25		
10 - Sewer Maintenance & Operations	$	1,277,603
11 - Sewer WWTP Capital	$	845,104
12 - Sewer Line Replacement Reserve	$	617,664
14 - Sewer Capital Reserve	$	1,000,439
15 - Sewer Debt Service Reserve	$	250,000
89 - Sewer CIP Reserve	$	96,036
80 - ARSA/Effluent Disposal	$	322,876

STREETS FUNDS PROJECTED YE FY25	
03 - Streets/Sidewalks	62,697
30 - Traffic Mitigation - Gopher Flat	(77,710)
31 - Traffic Mitigation - Sutter Hill	82,778
32 - Traffic Mitigation - Crestview	(21,918)
33 - Traffic Mitigation - Sutter Ione Rd	(38,262)
34 - Traffic Mitigation - Hwy 49/Bypass	61,670
35 - Traffic Mitigation - General	66,368
37 - Parking in Lieu Fees	66,456
91 - Road CIP Fund	(483,270)

Total Reserves	$	6,412,402

City of Sutter Creek
FY 2025-26 Proposed Budget
Total Revenues - City Wide

General Fund (includes Monteverde, Pool, and Facilities)	
Taxes	2,643,754
Licenses & Permits	63,200
Intergovernmental	186,250
Fees & Charges	354,050
Fines & Forfeitures	5,000
Use of Money	25,000
Other	-
Total	**3,277,254**

Wastewater Enterprise	
Intergovernmental	-
Fees & Charges	3,532,743
Use of Money	41,000
Transfers In	850,000
Total	**4,423,743**

Streets/Gas Tax	
Taxes & Assessments	151,500
Intergovernmental	5,000
Use of Money	-
	156,500

Crestview Lighting District	
Taxes & Assessments	2,650
Use of Money	-
Total	**2,650**

Grand Total	7,860,147

City of Sutter Creek
FY 2025-26 Proposed Budget
Total Expenses - City Wide

General Fund (includes Monteverde, Pool, and Facilities)		
Personnel Services	$	1,697,454
Services & Supplies		1,242,772
Capital		45,000
Transfers Out		-
Total	**$**	**2,985,226**

Wastewater Enterprise		
Personnel Services	$	1,140,919
Services & Supplies		1,194,764
Capital		1,721,631
Transfers Out		-
Debt Service		44,300
Total	**$**	**4,101,614**

Streets/Gas Tax		
Personnel Services	$	116,733
Services & Supplies		94,248
Capital		128,500
Transfers Out		-
Total	**$**	**339,481**

Crestview Lighting District		
Personnel Services	$	13,429
Services & Supplies		8,332
Capital		-
Transfers Out		-
Total	**$**	**21,761**

Grand Total	$	7,448,082

City of Sutter Creek
FY 2025-26 Proposed Budget
Department 1020 - City Clerk
FTE: 1

13,831.58

Personnel Services	PROPOSED BUDGET FY 2025-26	FUND 01 GEN FUND 60%	FUND 03 STREETS 0%	FUND 04 LIGHTING 0%	FUND 07 CEMETERY 0%	FUND 10 SEWER 25%	FUND 17 MONTEVERDE 0%	FUND 29 POOL 0%	FUND 59 FACILITIES 0%	FUND 80 ARSA 15%
40000 - Salaries & Wages	66,625	39,975			-	16,656			-	9,994
40024 - Vacation Payout	2,500	1,500			-	625			-	375
41000 - FICA	4,131	2,478			-	1,033			-	620
41010 - SUI	210	126			-	53			-	32
41020 - CalPERS - Normal Cost	5,303	3,182			-	1,326			-	796
41030 - Medicare	966	580			-	242			-	145
41040 - Employee Benefits	24,898	14,939			-	6,225			-	3,735
41050 - Workers Compensation	6,019	3,612			-	1,505			-	903
Total Personnel Services:	110,653	66,392	-	-	-	27,663	-	-	-	16,598
Materials & Services										
52010 - General Supplies	1,000	600			-	250			-	150
53015 - Repairs & Maintenance	-	-			-	-			-	-
60013 - Network Services	-	-			-	-			-	-
60014 - Internet Services	-	-			-	-			-	-
60016 - MuniCode Site	10,000	6,000			-	2,500			-	1,500
61057 - Contracts - Other, public notices	1,000	600			-	250			-	150
65040 - Travel / Conferences / Training	1,500	900			-	375			-	225
66012 - Water Utilities	800	480			-	200			-	120
66014 - PG&E Utilities	1,200	720			-	300			-	180
Total Operating:	15,500	9,300	-	-	-	3,875	-	-	-	2,325
TOTAL	126,153	75,692	- -	- -	- -	- 31,538	- -	- -	- -	- 18,923

City of Sutter Creek
FY 2025-26 Proposed Budget
Department 1040 - City Manager
FTE: 2

Personnel Services	PROPOSED BUDGET FY 2025-26	FUND 01 GEN FUND 45%	FUND 03 STREETS 0%	FUND 04 LIGHTING 0%	FUND 07 CEMETERY 0%	FUND 10 SEWER 35%	FUND 17 MONTEVERDE 0%	FUND 29 POOL 0%	FUND 59 FACILITIES 0%	FUND 80 ARSA 20%
40000 - Salaries & Wages	257,075	115,684	-	-	-	89,976	-	-	-	51,415
40024 - Vacation Payout	9,500	4,275	-	-	-	3,325	-	-	-	1,900
41000 - FICA	15,939	7,172	-	-	-	5,579	-	-	-	3,188
41010 - SUI	420	189	-	-	-	147	-	-	-	84
41020 - CalPERS - Normal Cost	17,403	7,831	-	-	-	6,091	-	-	-	3,481
41030 - Medicare	3,728	1,677	-	-	-	1,305	-	-	-	746
41040 - Employee Benefits	49,796	22,408	-	-	-	17,429	-	-	-	9,959
41050 - Workers Compensation	12,039	5,418	-	-	-	4,214	-	-	-	2,408
Total Personnel Services:	365,899	164,655	-	-	-	128,065	-	-	-	73,180
Materials & Services										
52010 - General Supplies	1,500	675	-	-	-	525	-	-	-	300
53015 - Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-
55019 - Employee Development	-	-	-	-	-	-	-	-	-	-
60013 - MissionIT	-	-	-	-	-	-	-	-	-	-
60014 - Internet Services	-	-	-	-	-	-	-	-	-	-
61055 - Consultants	10,000	4,500	-	-	-	3,500	-	-	-	2,000
62010 - Communications	-	-	-	-	-	-	-	-	-	-
65040 - Travel / Conferences / Training	2,500	1,125	-	-	-	875	-	-	-	500
66012 - Water Utilities	765	344	-	-	-	268	-	-	-	153
66014 - PG&E Utilities	1,200	540	-	-	-	420	-	-	-	240
XXXXX - City Manager Contingency Fund	10,000	4,500	-	-	-	3,500	-	-	-	2,000
Total Operating:	25,965	11,684	-	-	-	9,088	-	-	-	5,193

City of Sutter Creek
FY 2025-26 Proposed Budget
Department 1050 - Finance
FTE: 2.96

Personnel Services	PROPOSED BUDGET FY 2025-26	FUND 01 GEN FUND 40%	FUND 03 STREETS 6%	FUND 04 LIGHTING 4%	FUND 07 CEMETERY 0%	FUND 10 SEWER 37%	FUND 17 MONTEVERDE 0%	FUND 29 POOL 0%	FUND 59 FACILITIES 0%	FUND 80 ARSA 12%
40000 - Salaries & Wages	214,123	85,294	13,327	8,885	-	79,963	-	-	-	26,654
40024 - Vacation Payout	5,094	2,029	317	211	-	1,902	-	-	-	634
41000 - FICA	13,276	5,288	826	551	-	4,958	-	-	-	1,653
41010 - SUI	840	335	52	35	-	314	-	-	-	105
41020 - CalPERS - Normal Cost	13,331	5,310	830	553	-	4,978	-	-	-	1,659
41030 - Medicare	3,105	1,237	193	129	-	1,159	-	-	-	386
41040 - Employee Benefits	49,796	19,836	3,099	2,066	-	18,596	-	-	-	6,199
41050 - Workers Compensation	24,078	9,591	1,499	999	-	8,992	-	-	-	2,997
Total Personnel Services:	323,643	128,920	20,144	13,429	-	120,863	-	-	-	40,288
Materials & Services										
52010 - General Supplies	25,000	9,959	1,556	1,037		9,336	-		-	3,112
60010 - Computer Hardware	6,000	2,390	373	249		2,241	-		-	747
60012 - Computer Equipment	-	-	-	-		-	-		-	-
60013 - MOMs & Tyler Software	55,000	21,909	3,423	2,282		20,539	-		-	6,846
60016 - Muni Code Web	-	-	-	-		-	-		-	-
60020 - card merchant processing fees	11,000					11,000	-		-	
61015 - Audit & Accounting	40,500	16,133	2,521	1,680		15,124	-		-	5,041
61055 - Professional Services	7,500	2,988	467	311		2,801	-		-	934
61057 - Contracts - Other	2,000	797	124	83		747	-		-	249
64011 - Public Hearing Notices	-	-	-	-		-	-		-	-
65040 - Travel / Conferences / Training	1,500	598	93	62		560	-		-	187
66012 - Water Utilities	600	239	37	25		224	-		-	75
66014 - PG&E Utilities	6,500	2,589	405	270		2,427	-		-	809
69070 - Paychex & Banking	8,000	3,187	498	332		2,988	-		-	996
XXXXX - Misc Audit Adj - Expense	-	-	-	-		-	-		-	-
Total Operating:	163,600	60,787	9,498	6,332	-	67,988	-	-	-	18,996
Capital Projects										
67010 -Replace ERP & Financial System	-	-	-	-	-	-	-	-	-	-
Total Capital Projects:	-	-	-	-	-	-	-	-	-	-
Total 1050 - Finance:	487,243	189,707	29,642	19,761	-	188,850	-	-	-	59,283

City of Sutter Creek
FY 2025-26 Proposed Budget
Public Works
FTE: 6.48

	PROPOSED BUDGET FY 2025-26	FUND 01 GEN FUND 25%	FUND 03 STREETS 12%	FUND 04 LIGHTING 0%	FUND 07 CEMETERY 0%	DEPT 1510 TREATMENT 22%	DEPT 1520 COLLECTIONS 20%	FUND 17 MONTEVERDE 0%	FUND 29 POOL 0%	FUND 59 FACILITIES 0%	FUND 80 ARSA 21%
Personnel Services											
40000 - Salaries & Wages	507,627	127,617	59,862	-	-	111,421	101,208	-	-	-	107,519
40020 - Overtime	22,000	-	-	-	-	10,000	-	-	-	-	10,000
40024 - Vacation Payout	17,733	4,458	2,091	-	-	3,892	3,535	-	-	-	3,756
41000 - FICA	31,473	7,912	3,711	-	-	6,908	6,275	-	-	-	6,666
41010 - SUI	1,470	370	173	-	-	323	293	-	-	-	311
41020 - CalPERS - Normal Cost	61,882	15,557	7,297	-	-	13,583	12,338	-	-	-	13,107
41030 - Medicare	7,361	1,850	868	-	-	1,616	1,468	-	-	-	1,559
41040 - Employee Benefits	149,388	37,556	17,617	-	-	32,790	29,784	-	-	-	31,641
41050 - Workers Compensation	42,136	10,593	4,969	-	-	9,249	8,401	-	-	-	8,925
Total Personnel Services:	841,069	205,913	96,589	-	-	189,781	163,302	-	-	-	183,485
Materials & Services											
GENERAL FUND SECTION	**TOTAL**										
03 - 1120 - Streets											
52010 - General Supplies	1,500		1,500								
52012 - Fuel	5,000		5,000								
55040 - Clothing	750		750								
55060 - Road Patching	7,500		7,500								
55070 - Road Signs	250		250								
55075 - Flood Control	1,000		1,000								
55085 - Weed Control	4,000		4,000								
61057 - Contractual Street/Drain Repair	20,000		20,000								
66025 - Street Lights	42,000		42,000								
67009 - Vehicle Maintenance	2,000		2,000								
67010 - O&M Equipment	1,000		1,000								
01-1130 - Parks & Rec + Facilities											
52010 - General Supplies	580	580									
52012 - Fuel	7,000	7,000									
53015 - Repairs & Maintenance	27,000	27,000									
55015 - Beautification	3,000	3,000									
55040 - Clothing	750	750									
55070 - Signs	250	250									
55085 - Weed Control	5,000	5,000									
55090 - Restrooms	500	500									
55095 - Taxes / Fees / Licenses	500	500									
60014 - Facility Internet Services	2,000	2,000									
61057 - ACRA - JPA Contribution	19,500	19,500									

	PROPOSED BUDGET FY 2025-26	FUND 01 GEN FUND 25%	FUND 03 STREETS 12%	FUND 04 LIGHTING 0%	FUND 07 CEMETERY 0%	DEPT 1510 TREATMENT 22%	DEPT 1520 COLLECTIONS 20%	FUND 17 MONTEVERDE 0%	FUND 29 POOL 0%	FUND 59 FACILITIES 0%	FUND 80 ARSA 21%
66012 - Water Utilities	26,000	26,000									
66014 - PG&E Utilities	42,000	42,000									
67009 - Vehicle Maintenance	4,000	4,000									
67010 - O&M Equipment	2,500	2,500									
67015 - O&M Structures/Grounds	5,000	5,000									
67020 - Janitorial	6,500	6,500									
68012 - Violich Parking Lot	12,000	12,000									
68012 - Boitano Parking Lot	35,000	35,000									
01 - 1140 - Pool											
61057 - Contract for Pool MGMT	40,500	40,500									
52010 - General Supplies	250	250									
52015 - Chemicals	6,000	6,000									
55095 - Taxes/Fees/Licenses	1,000	1,000									
67010 - O&M Equipment	1,500	1,500									
67015 - O&M Structural	-	-									
ENTERPRISE FUND SECTION	**TOTAL**										
Dept 1520 - Collections											
55040 - Clothing	750						750				
55095 - SWRCB Collections Permit	4,500										
61025 - Engineering	16,000						16,000				
60011 - MMS	8,000						8,000				
61055 - Other Expenses	2,000						2,000				
67009 - Vehicle Maintenance	2,500						2,500				
67010 - O&M Equipment	2,000						2,000				
67015 - O&M Structural	3,000						3,000				
Dept 1510 - Treatment											
52010 - General Supplies	3,500					3,500					
52012 - Fuel	6,000					6,000					
52015 - Chemicals	115,000					115,000					
52020 - Lab	6,000					6,000					
55040 - Clothing	750					750					
55095 - SWRCB Permit + Cert Renewals	37,000					37,000					
60013 -ABSO	3,000					3,000					
60014 - WWTP Internet Services	1,000					1,000					
61025 - Engineering	50,000					50,000					
61057 - Rate Study/Contracts/Grant Expenses	-					-					
62010 - Communications	500					500					
65030 - Membership Dues	900					900					
65040 - Travel/Conference/Training	1,000					1,000					
66012 - AWA Utilities	12,000					12,000					
66014 - PG&E Utilities	36,000					36,000					
67009 - Vehicle Maintenance	5,500					5,500					
67010 - O&M Equipment	36,000					36,000					
67015 O&M Structural	-					-					
67050 - O&M Sewer Plant	25,000					25,000					

	PROPOSED BUDGET FY 2025-26	FUND 01 GEN FUND 25%	FUND 03 STREETS 12%	FUND 04 LIGHTING 0%	FUND 07 CEMETERY 0%	DEPT 1510 TREATMENT 22%	DEPT 1520 COLLECTIONS 20%	FUND 17 MONTEVERDE 0%	FUND 29 POOL 0%	FUND 59 FACILITIES 0%	FUND 80 ARSA 21%
69074 - Debt Service - USDA Principal	26,000					26,000					
69075 - Debt Service - USDA Interest	18,300					18,300					
67060 - O&M Sludge	60,000					60,000					
68020 - Rentals - Machinery & Equipment	15,000					15,000					
80 - 1600 - Disposal											
52010 - General Supplies	600										600
52012 - Fuel	12,000										12,000
53015 - Repair & Maintenance	15,000										15,000
55040 - Clothing	-										-
55075 - Flood Control	1,000										1,000
55085 - Weed Control											-
55095 - Taxes, Fees, Licenses (+Tertiary Costs)	67,000										67,000
61015 - Audit	1,000										1,000
61025 - Engineering	80,000										80,000
61055 - Professional Services	-										-
61030 - Legal	15,000										15,000
65030 - Membership Dues	-										-
67009 - Vehicle Maintenance	5,000										5,000
67010 - O&M Equipment	35,000										35,000
67015 - O&M Structural	2,000										2,000
67061 - Contingency	50,000										50,000
Total Operating:	1,114,130	248,330	85,000	-	-	458,450	34,250	-	-	-	283,600
Capital Projects											
70030 - Improvements	1,809,131	45,000	127,500			110,000	746,631				825,000
70040 - Machinery & Equipment	40,000	-				10,000	30,000				
Total Capital Projects:	1,849,131	45,000	127,500	-	-	120,000	776,631	-	-	-	825,000
Total 1130 - Public Works:	3,804,330	499,243	309,089	-	-	768,231	974,183	-	-	-	1,292,085

City of Sutter Creek
FY 2025-26 Proposed Budget
Fund 01 - General Fund

Department 6130 - Legal

Personnel Services	PROPOSED BUDGET FY 2025-26	FUND 01 GEN FUND 50%	FUND 03 STREETS 0%	FUND 04 LIGHTING 0%	FUND 07 CEMETERY 0%	FUND 10 SEWER 0%	FUND 17 MONTEVERDE 0%	FUND 29 POOL 0%	FUND 59 FACILITIES 0%	FUND 80 ARSA 50%
Total Personnel Services:	-	-	-	-	-	-	-	-	-	-
Materials & Services										
61030 - Legal	55,000	27,500				-				27,500
Total Operating:	55,000	27,500	-	-	-	-	-	-	-	27,500
Capital Projects										
Total Capital Projects:	-	-	-	-	-	-	-	-	-	-
Total 6130 - Legal:	55,000	27,500				-				27,500

City of Sutter Creek
FY 2025-26 Proposed Budget
Fund 01 - General Fund

Department 6100 - Central Services

Personnel Services	PROPOSED BUDGET FY 2025-26	FUND 01 GEN FUND 50%	FUND 03 STREETS 0%	FUND 04 LIGHTING 0%	FUND 07 CEMETERY 0%	FUND 10 SEWER 25%	FUND 17 MONTEVERDE 0%	FUND 29 POOL 0%	FUND 59 FACILITIES 0%	FUND 80 ARSA 25%
41040 - Closed OPEB Contributions	1,500	750				375				375
Total Personnel Services:	1,500	750	-	-	-	375	-	-	-	375
Materials & Services										
52010 - General Supplies	2,000	1,000				500				500
53020 - Equipment Maintenance	2,000	1,000				500				500
60010 - Computer Hardware	3,000	1,500				750				750
60013 - ABSO	35,000	17,500				8,750				8,750
60014 - ISP/Website charges	17,500	8,750				4,375				4,375
61055 - Professional Services	-	-				-				-
62010 - Communications	5,000	2,500				1,250				1,250
65010 - Insurances - General Liability	530,000	265,000				132,500				132,500
65030 - CalCities Membership	2,500	1,250				625				625
65040 - Travel / Conferences / Training	-	-				-				-
67010 - Operations & Mtc Equipment	-	-				-				-
Total Operating:	597,000	298,500	-	-	-	149,250	-	-	-	149,250
Capital Projects										
67015 - Operations & Mtc Buildings	-									
70042 - IT Equipment & Infrastructure	-									
Total Capital Projects:	-	-	-	-	-	-	-	-	-	-
Total 6100 - Central Services:	598,500	299,250	-	-	-	149,625	-	-	-	149,625

City of Sutter Creek

FY 2025-26 Proposed Budget

General Fund Revenue and Expenditure Detail

	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
REVENUES				
Taxes	$ 1,922,471	$ 1,910,278	$ 2,141,614	$ 2,643,754
Licenses & Permits	106,424	68,550	62,070	63,200
Intergovernmental	22,275	185,779	414,483	186,250
Fees & Charges	332,295	292,260	358,802	354,050
Fines Forfeitures	10,698	7,301	3,010	5,000
Use of Money	16,859	2,594	22,000	25,000
Other Revenues	30,002	-	19,768	-
Transfers In	50,000	-	-	-
Total Revenues	**$ 2,491,024**	**$ 2,466,762**	**$ 3,021,747**	**$ 3,277,254**
EXPENDITURES				
1000 - Non-Departmental	$ 657,452	$ 378,288	$ 487,940	$ 253,211
1010 - City Council	18,199	20,312	19,417	18,830
1020 - City Clerk	90,937	74,919	72,300	75,692
1030 - City Treasurer	2,521	2,422	2,470	2,470
1040 - City Manager	93,456	163,612	170,299	176,339
1050 - Finance	147,436	242,492	201,976	189,707
1060 - Police	899,215	929,725	1,064,261	1,138,519
1090 - Planning	51,623	58,699	91,066	54,601
1100 - Building	48,751	80,565	46,722	46,500
1115 - Engineering	125,829	187,820	192,691	164,000
1130 - Public Works	276,384	406,970	505,822	502,933
1150 - Marketing	21,835	15,107	17,989	17,225
6100 - Central Services	167,320	222,413	300,810	317,700
6130 - Legal	20,299	35,430	23,148	27,500
Total Expenditures	**$ 2,621,257**	**$ 2,818,774**	**$ 3,196,911**	**$ 2,985,226**
Excess / (Deficit) of Revenues over Expenditures	(130,233)	(352,012)	(175,164)	292,028

	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	$ 882,428
39 - General Fund Reserve	697,390	378,817	378,817	365,285
95 - General Operating Reserve	102,421	105,322	245,432	-
96 - General Capital Reserve	49,677	50,573	50,573	55,630
Measure P reserves				723,750
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
Sec 115 Trust		-	50,000	25,000
Total Fund Balances / Reserves	**$ 2,070,120**	**$ 1,420,129**	**$ 1,528,345**	**$ 1,800,601**

City of Sutter Creek

FY 2025-26 Proposed Budget

General Fund Revenue Account Detail

Description	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
Property Tax - Secured	$ 643,104	$ 673,261	701,032	$ 725,000
Property Tax In Lieu of MVLF	282,331	296,396	312,000	326,000
Property Tax - Curr Supplemental	20,966	10,617	15,000	17,000
Property Tax - Delq Supplemental	2,881	1,910	2,000	2,100
Property Tax - Unsecured	13,474	18,165	14,904	14,000
Property Tax - Unsecured Supp	591	-	-	-
Property Tax - Delq Unsec Supp	20	-	-	-
Property Tax - Unsecured Prior	253	-	-	-
Franchise - Garbage	45,665	63,372	64,960	67,000
Franchise - Cable	39,241	29,564	27,569	31,000
Franchise - Electric / Gas	52,710	54,371	62,681	68,000
Real Property Transfer Tax	11,210	20,178	19,789	20,000
Transient Occupancy Tax	344,123	287,000	304,667	310,000
Sales Tax	465,902	455,444	472,262	484,654
Transactions & Use Tax (Measure P)	-	-	144,750	579,000
TOTAL TAXES	**1,922,471**	**1,910,278**	**2,141,614**	**2,643,754**
Business Licenses	69,589	59,864	51,131	55,000
Encroachment Permits	31,291	4,976	6,720	5,000
Garage Sale Permits	40	50	40	50
Licenses / Other Permits	1,071	2,260	2,354	2,000
Sign Permits	660	1,400	775	1,000
Banner Permits	-	-	50	150
Reimbursed E&P Costs	3,773	-	1,000	-
Amusements	-	-	-	-
TOTAL LICENSES & PERMITS	**106,424**	**68,550**	**62,070**	**63,200**
Prop 172(public safety) Sales Tax	14,866	13,956	14,148	16,000
LEAP Planning Grant	-	-	56,446	-
COPS Grant Funding	165,271	165,517	168,172	165,000
HOPTR Relief Funding	6,446	6,306	6,409	5,250
Local Grants	-	-	-	
State Grants	5,000	-	-	-
FEMA Reimbursement (replenish Fund 95)	(169,308)	-	169,308	-
TOTAL INTERGOVERNMENTAL	**22,275**	**185,779**	**414,483**	**186,250**
Zoning Application Fees	2,100	-	-	150
Subdivision Fees	5,495	5,495	-	5,500
Variance & Conditional Fees	6,455	814	37,955	35,000
Site Plans	46,906	47,360	34,919	37,000
Building Permit Fees	122,189	113,950	120,923	120,000
Plan Check Fees	65,883	40,313	67,943	60,000
Police Department Fees	188	526	350	350
Police Reports	710	815	345	500
Concealed Weapons Permits	200	650	700	400

City of Sutter Creek

FY 2025-26 Proposed Budget

General Fund Revenue Account Detail

Description	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
City Engineer Services Fees	375	-	-	-
P.D. & Legal Restitution	-	-	-	1,200
Fees - Other	40	-	-	-
Police Special Services Fees	1,000	1,200	1,800	1,000
Grammar School Fees	13,511	17,434	17,293	17,000
Cemetery Plot Fees			1,000	1,000
Cribbs Field/Snack Shack Fees	280	300	220	300
Community Building Utility Fees	2,325	2,533	2,400	2,250
Community Building Fees	5,420	5,972	5,940	6,000
Auditorium Utility Fees	3,050	2,150	2,450	2,150
Auditorium Fees	9,874	7,432	7,980	7,500
Jazzercise	10,260	10,350	10,350	10,350
AT&T Lease	34,800	34,800	40,478	41,000
Rent	-	-	3,900	3,900
Donations	1,234	166	1,856	1,500
TOTAL FEES & CHARGES	**332,295**	**292,260**	**358,802**	**354,050**
Vehicle Code Fines	10,698	7,301	3,010	5,000
TOTAL FINES & FORFEITURES	**10,698**	**7,301**	**3,010**	**5,000**
Interest Earnings	16,859	2,594	22,000	25,000
TOTAL USE OF MONEY	**16,859**	**2,594**	**22,000**	**25,000**
Insurance Refunds	30,002		-	-
Other Revenues	-	-	19,768	-
TOTAL OTHER REVENUES	**30,002**	**-**	**19,768**	**-**
Transfers In	50,000		-	-
TOTAL TRANSFERS IN	**50,000**	**-**	**-**	**-**
TOTAL GENERAL FUND	**$ 2,491,024**	**$ 2,466,762**	**$ 3,021,747**	**$ 3,277,254**

City of Sutter Creek

FY 2025-26 Proposed Budget

General Fund

Departmental Expenditure Account Detail

	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
City Administration				
1000 - Non-Departmental				
Personal Services	$ 146,359	$ 179,679	$ 267,388	$ 253,211
Transfers Out	511,093	198,609	220,552	-
Capital Outlay	-	-	-	-
Total:	**657,452**	**378,288**	**487,940**	**253,211**
1010 - City Council				
Personal Services	15,782	16,664	16,530	16,530
Services and Supplies	2,417	3,648	2,887	2,300
Capital Outlay	-	-	-	-
Total:	**18,199**	**20,312**	**19,417**	**18,830**
1020 - City Clerk				
Personal Services	87,661	66,207	65,098	66,392
Services and Supplies	3,276	7,568	7,202	9,300
Capital Outlay	-	1,144	-	-
Total:	**90,937**	**74,919**	**72,300**	**75,692**
1030 - City Treasurer				
Personal Services	2,426	2,422	2,470	2,470
Services and Supplies	95	-	-	-
Capital Outlay	-	-	-	-
Total:	**2,521**	**2,422**	**2,470**	**2,470**
1040 - City Manager				
Personal Services	86,135	149,811	156,937	164,655
Services and Supplies	7,321	12,950	13,362	11,684
Capital Outlay	-	851	-	-
Total:	**93,456**	**163,612**	**170,299**	**176,339**

City of Sutter Creek

FY 2025-26 Proposed Budget

General Fund

Departmental Expenditure Account Detail

	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
1050 - Finance				
Personal Services	106,896	141,710	118,819	128,920
Services and Supplies	40,540	100,782	57,147	60,787
Capital Outlay	-	-	26,010	-
Total:	**147,436**	**242,492**	**201,976**	**189,707**
1060 - Police				
Personal Services	704,454	712,169	772,791	844,519
Services and Supplies	187,094	216,939	290,953	294,000
Capital Outlay	7,667	617	517	-
Total:	**899,215**	**929,725**	**1,064,261**	**1,138,519**
1090 - Planning				
Personal Services	10,602	7,371	7,371	7,405
Services and Supplies	41,021	51,328	83,695	47,196
Capital Outlay	-	-	-	-
Total:	**51,623**	**58,699**	**91,066**	**54,601**
1100 - Building Insepection and Code Enforcement				
Personal Services	-	-	-	-
Services and Supplies	48,751	80,565	46,722	46,500
Capital Outlay	-	-	-	-
Total:	**48,751**	**80,565**	**46,722**	**46,500**
1115 - Engineering				
Personal Services	-	-	-	-
Services and Supplies	125,829	187,820	192,691	164,000
Capital Outlay	-	-	-	-
Total:	**125,829**	**187,820**	**192,691**	**164,000**

City of Sutter Creek

FY 2025-26 Proposed Budget

General Fund

Departmental Expenditure Account Detail

	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
1130 - Public Works				
Personal Services	105,715	148,736	230,952	209,103
Services and Supplies	170,669	253,286	250,743	248,830
Capital Outlay	-	4,948	24,127	45,000
Total:	**276,384**	**406,970**	**505,822**	**502,933**
1150 - Marketing				
Personal Services	500	-	-	-
Services and Supplies	20,722	15,107	17,989	17,225
Capital Outlay	613	-	-	-
Total:	**21,835**	**15,107**	**17,989**	**17,225**
6100 - Central Services				
Personal Services	4,302	- 4,020	- 4,192	- 4,250
Services and Supplies	163,059	- 217,297	- 296,618	- 313,450
Capital Outlay	(41)	- 1,096	- -	- -
Total:	**167,320**	**222,413**	**300,810**	**317,700**

City of Sutter Creek

FY 2025-26 Proposed Budget

General Fund

Departmental Expenditure Account Detail

	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
6130 - Legal				
Personal Services	-	-	-	-
Services and Supplies	20,299	35,430	23,148	27,500
Capital Outlay	-	-	-	-
Total:	**20,299**	**35,430**	**23,148**	**27,500**
Total Appropriations - General Fund	**$ 2,621,257**	**$ 2,818,774**	**$ 3,196,911**	**$ 2,985,226**
Total Personal Services:	**$ 1,270,832**	**$ 1,428,789**	**$ 1,642,548**	**$ 1,697,454**
Total Services and Supplies:	**831,093**	**1,182,720**	**1,283,157**	**1,242,772**
Total Capital Outlay:	**8,239**	**8,656**	**50,654**	**45,000**
Total Transfers Out:	**511,093**	**198,609**	**220,552**	**-**

City of Sutter Creek
FY 2025-26 Proposed Budget
Fund 01 - General Fund
Department 1010 - City Council

Personnel Services		ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
40015 - Salaries & Wages - Elected	$	15,120	15,360	15,120	15,120
41000 - FICA		469	889	940	940
41010 - SUI		83	207	250	250
41030 - Medicare		110	208	220	220
Total Personnel Services:	$	15,782	16,664	16,530	16,530
Materials & Services					
52010 - General Supplies	$	-	43	115	150
55030 - Elections		-	965	-	-
65030 - Memberships / Dues		1,792	2,015	2,072	2,150
65040 - Travel / Conferences / Training		625	625	700	-
XXXXX - Council Contingency		-	-	-	-
Total Operating:	$	2,417	3,648	2,887	2,300
Capital Projects					
Total Capital Projects:	$	-	-	-	-
Total 1010 - City Council:	$	18,199	20,312	19,417	18,830

City of Sutter Creek
FY 2025-26 Proposed Budget
General Fund
Department 1020 - City Clerk

Personnel Services	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
40000 - Salaries & Wages	$ 56,060	44,293	35,855	39,975
40024 - Vacation Payout	2,235	-	8,023	1,500
41000 - FICA	3,790	2,959	2,745	2,478
41010 - SUI	168	80	152	126
41020 - CalPERS - Normal Cost	4,726	3,404	2,921	3,182
41030 - Medicare	886	692	661	580
41040 - Employee Benefits	17,264	11,432	8,449	14,939
41050 - Workers Compensation	2,532	3,347	6,292	3,612
Total Personnel Services:	$ 87,661	66,207	65,098	66,392
Materials & Services				
52010 - General Supplies	$ 162	49	63	600
53015 - Repairs & Maintenance	-	-		-
60013 - Network Services	255	184		-
60014 - Internet Services	16	-		-
60016 - Muni Code Web	2,065	6,750	6,668	6,000
61057 - Contracts - Other	-	-	-	600
65040 - Travel / Conferences / Training	-	-	-	900
66012 - Water Utilities	145	135	60	480
66014 - PG&E Utilities	633	450	411	720
Total Operating:	$ 3,276	7,568	7,202	9,300
Capital Projects				
70042 - IT Equipment & Infrastructure	$ -	1,144	-	-
Total Capital Projects:	$ -	1,144	-	-
Total 1020 - City Clerk:	$ 90,937	74,919	72,300	75,692

City of Sutter Creek
FY 2025-26 Proposed Budget
Fund 01 - General Fund
Department 1030 - City Treasurer

Personnel Services	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
40015 - Salaries & Wages - Elected	$ 2,250	2,250	2,250	2,250
41000 - FICA	139	140	140	140
41010 - SUI	4	-	47	47
41030 - Medicare	33	32	33	33
Total Personnel Services:	$ 2,426	2,422	2,470	2,470
Materials & Services				
65030 - Memberships / Dues	$ 95	-	-	-
Total Operating:	$ 95	-	-	-
Capital Projects				
Total Capital Projects:	$ -	-	-	-
Total 1030 - City Treasurer:	$ 2,521	2,422	2,470	2,470

City of Sutter Creek
FY 2025-26 Proposed Budget
General Fund
Department 1040 - City Manager

Personnel Services	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
40000 - Salaries & Wages	63,732	112,070	111,521	115,684
40024 - Vacation Payout	2,339	-	960	4,275
41000 - FICA	4,385	6,650	6,548	7,172
41010 - SUI	231	225	138	189
41020 - CalPERS - Normal Cost	3,076	6,336	7,501	7,831
41030 - Medicare	1,058	1,575	1,580	1,677
41040 - Employee Benefits	6,950	12,510	18,056	22,408
41050 - Workers Compensation	4,364	10,445	10,633	5,418
Total Personnel Services:	$ 86,135	149,811	156,937	164,655
Materials & Services				
52010 - General Supplies	1,019	600	583	675
53015 - Repairs & Maintenance	-	8,200	0	-
55019 - Employee Development	-	1,410	0	-
60013 - Network Services	795	750	0	-
60014 - Internet Services	10	-	0	-
61055 - Professional Services	4,439	-	10454	4,500
62010 - Communications	541	-	704	-
65040 - Travel / Conferences / Training	42	1,400	1319	1,125
66012 - Water Utilities	88	140	56	344
66014 - PG&E Utilities	387	450	246	540
XXXXX - City Manager Contingency Fund	-	-		4,500
Total Operating:	$ 7,321	12,950	13,362	11,684
Capital Projects				
67017 - Furniture & Fixtures	$ -	851	-	-
Total Capital Projects:	$ -	851	-	-
Total 1040 - City Manager:	$ 93,456	163,612	170,299	176,339

City of Sutter Creek
FY 2025-26 Proposed Budget
General Fund
Department 1050 - Finance

Personnel Services	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
40000 - Salaries & Wages	75,600	97,960	77,907	85,294
40024 - Vacation Payout	2,448	6,324	1,120	2,029
41000 - FICA	3,833	4,541	5,008	5,288
41010 - SUI	329	431	348	335
41020 - CalPERS - Normal Cost	3,719	6,251	5,302	5,310
41030 - Medicare	1,077	1,489	1,145	1,237
41040 - Employee Benefits	15,470	17,826	22,630	19,836
41050 - Workers Compensation	4,420	6,888	5,359	9,591
Total Personnel Services:	$ 106,896	141,710	118,819	128,920
Materials & Services				
52010 - General Supplies	5,252	12,748	13,382	9,959
60010 - Computer Hardware	-	-	-	2,390
60012 - Computer Equipment	-	-	-	-
60013 - MOMS Software	3,638	8,353	3,891	21,909
60016 - Muni Code Web	-	-	-	-
60020 - MOM Online Fees	10,321	10,865	10,163	-
61015 - Audit & Accounting	12,582	34,954	16,208	16,133
61055 - Professional Services	-	-	76	2,988
61057 - Contracts - Other	1,200	17,945	2,581	797
64011 - Public Hearing Notices	37	-	-	-
65040 - Travel / Conferences / Training	224	1,512	257	598
66012 - Water Utilities	144	460	202	239
66014 - PG&E Utilities	2,057	250	2,660	2,589
69070 - Paychex & Banking	5,085	13,695	7,727	3,187
Total Operating:	$ 40,540	100,782	57,147	60,787
Capital Projects				
67010 - Operations & Mtc Equipment	$ -	-	26,010	-
Total Capital Projects:	$ -	-	26,010	-
Total 1050 - Finance:	$ 147,436	242,492	201,976	189,707

City of Sutter Creek
FY 2025-26 Proposed Budget
Fund 01 - General Fund
Department 1060 - Police
FTE: 5.48

Personnel Services	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
40000 - Salaries & Wages	$ 405,482	427,764	457,858	507,365
40020 - Overtime	45,628	34,029	41,315	40,000
40024 - Vacation Payout	12,953	5,132	11,834	14,243
41000 - FICA	29,239	29,903	34,245	32,325
41010 - SUI	966	1,312	1,126	1,470
41020 - CalPERS - Normal Cost	57,656	69,201	76,403	85,542
41030 - Medicare	6,842	6,993	8,009	7,560
41040 - Employee Benefits	114,106	104,230	107,512	113,880
41050 - Workers Compensation	31,582	33,605	34,489	42,134
Retention bonus				
Total Personnel Services:	$ 704,454	712,169	772,791	844,519

Materials & Services				
52010 - General Supplies	$ 2,679	4,175	1,603	2,000
52012 - Fuel	27,144	30,229	26,937	27,000
53015 - Repairs & Maintenance	3,683	189	88	-
53020 - Equipment Maintenance	5,650	-	-	-
55001 - Special Dept Expenses	2,053	1,244	2,079	1,750
55040 - Clothing	1,951	3,459	683	3,500
55050 - Safety Equipment	1,958	1,047	612	5,000
55070 - Signs	-	-		-
60013 - Mission IT	5,938	5,325	16,351	6,000
61057 - Animal Control	10,400	-	37,296	38,000
61058 - Dispatch	96,891	136,674	165,000	175,000
62010 - Communications	6,203	6,483	5,227	5,000
62030 - Memberships & Dues	410	-	-	-
65040 - Travel / Conferences / Training	2,036	5,384	4,842	5,000
66012 - Water Utilities	400	557	473	500
66014 - PG&E Utilities	5,618	1,927	6,259	7,000
67009 - Vehicle Maintenance	13,821	20,089	23,284	18,000
69005 - Public Safety	149	32	79	-
69050 - Misc Bookings	110	125	140	150
69055 - Misc Court / Investigations	-	-	-	100
Total Operating:	$ 187,094	216,939	290,953	294,000

Capital Projects				
67010 - Operations & Mtc Equipment	$ 5,468	617	517	
67015 - Operations & Mtc Buildings	2,016	-	-	
70028 - Improvements	-	-	-	
70040 - Machinery & Equipment	183	-	-	
Total Capital Projects:	$ 7,667	617	517	-
Total 1060 - Police:	$ 899,215	929,725	1,064,261	1,138,519

City of Sutter Creek
FY 2025-26 Proposed Budget
Fund 01 - General Fund

Department 1090 - Planning

Personnel Services	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
40015 - Planning Commission	6,413	6,750	6,750	6,750
41000 - FICA	398	419	419	425
41010 - SUI	116	104	104	130
41030 - Medicare	93	98	98	100
41050 - Workers Compensation	3,582	-	-	-
Total Personnel Services:	$ 10,602	7,371	7,371	7,405
Materials & Services				
52010 - General Supplies	$ 416	507	43	200
55065 - E&P Reimbursement - Eng	6,365	-	-	-
61027 - Housing Element	8,628	160	-	-
61045 - Planner	16,940	32,923	69,261	30,000
61048 - LAFCO Expense	4,794	5,358	5,601	6,000
61050 - Computer Maintenance	-	-	-	-
61057 - ParcelQuest	2,698	7,996	7,996	7,996
64011 - Public Hearing Notices	1,164	4,384	794	3,000
65040 - Travel / Conferences / Training	16	-	-	-
Total Operating:	$ 41,021	51,328	83,695	47,196
Capital Projects				
Total Capital Projects:	$ -	-	-	-
Total 1090 - Planning:	$ 51,623	58,699	91,066	54,601

City of Sutter Creek
FY 2025-26 Proposed Budget
Fund 01 - General Fund

Department 1100 - Building & Inspections, Code Enforcement

Personnel Services	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
40000 - Salaries & Wages	$ -	-	-	-
41000 - FICA	-	-	-	-
41010 - SUI	-	-	-	-
41030 - Medicare	-	-	-	-
41050 - Workers Compensation	-	-	-	-
Total Personnel Services:	$ -	-	-	-
Materials & Services				
52010 - General Supplies	$ 1,801	-	-	-
55065 - E&P Reimbursement - Eng	1,615	-	2,584	2,500
61025 - Engineering	-	2,077	2,024	2,000
61028 - Plan Checks & Inspections	45,335	61,992	42,114	42,000
64011 - Public Hearing Notices	-	-	-	-
71120 - Zoning Update	-	16,496	-	-
Total Operating:	$ 48,751	80,565	46,722	46,500
Capital Projects				
Total Capital Projects:	$ -	-	-	-
Total 1100 - Building & Inspections:	$ 48,751	80,565	46,722	46,500

City of Sutter Creek
FY 2025-26 Proposed Budget
Fund 01 - General Fund

Department 1115 - Engineering

Personnel Services	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
Total Personnel Services:	$ -	-	-	-
Materials & Services				
55065 - E&P Reimbursement - Eng	$ 64,568	76,970	86,280	80,000
61025 - Engineering	34,310	107,267	102,529	80,000
61028 - Plan Checks & Inspections	26,951	3,583	3,882	4,000
Total Operating:	$ 125,829	187,820	192,691	164,000
Capital Projects				
Total Capital Projects:	$ -	-	-	-
Total 1115 - Engineering:	$ 125,829	187,820	192,691	164,000

City of Sutter Creek
FY 2025-26 Proposed Budget
General Fund
Department 1130 - Public Works

Personnel Services	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
40000 - Salaries & Wages	60,145	92,912	149,916	130,807
40020 - Overtime	2,220	-	101	-
40024 - Vacation Payout	2,181	-	4,699	4,458
41000 - FICA	5,095	5,623	8,642	7,912
41010 - SUI	166	441	383	370
41020 - CalPERS - Normal Cost	5,754	7,746	14,285	15,557
41030 - Medicare	914	1,327	2,035	1,850
41040 - Employee Benefits	24,868	34,080	37,935	37,556
41050 - Workers Compensation	4,372	6,607	12,956	10,593
Total Personnel Services:	$ 105,715	148,736	230,952	209,103
Materials & Services				
01-1130 - Parks & Rec + Facilities				
52010 - General Supplies	603	509	580	580
52012 - Fuel	5,936	8,589	6,101	7,000
53015 - Repairs & Maintenance	21,192	27,241	26,594	27,000
55015 - Beautification	4,969	630	2,980	3,000
55040 - Clothing	890	1,998	915	750
55070 - Signs	-	-	26	250
55085 - Weed Control	4,608	7,510	4,857	5,000
55090 - Restrooms	303	115	555	500
55095 - Taxes / Fees / Licenses	120	4,964	477	500
61057 - ACRA - JPA Contribution	1,811	16,835	16,512	19,500
66012 - Water Utilities	17,030	23,052	25,231	26,000
66014 - PG&E Utilities	1,318	31,304	45,047	42,000
67009 - Vehicle Maintenance	2,323	7,052	2,876	4,000
67010 - O&M Equipment	1,759	1,705	2,580	2,500
67015 - O&M Structures/Grounds	-	6,313	4,612	5,000
67020 - Janitorial	11,859	11,377	8,941	6,500
68012 - Parking Lot Leases	42,546	44,946	45,480	47,000
01 - 1140 - Pool				
61057 - Contract for Pool MGMT	39,210	38,407	39,678	40,500
52010 - General Supplies	-	22	-	250
52015 - Chemicals	11,493	10,141	12,506	6,000
53015 - Repairs	2,255	3,036	3,197	2,500
55095 - Taxes/Fees/Licenses	444	444	748	1,000
67010 - O&M Equipment	-		250	1,500
67015 - O&M Structural	-	7,096	-	-
Total Operating:	170,669	253,286	250,743	248,830
Capital Projects				
70030 - Improvements	-	4,948	24,127	45,000
70040 - Machinery & Equipment	-	-	-	-
Total Capital Projects:	$ -	4,948	24,127	45,000
Total 1130 - Public Works:	$ 276,384	406,970	505,822	502,933

City of Sutter Creek
FY 2025-26 Proposed Budget
Fund 01 - General Fund

Department 1150 - Marketing

Personnel Services	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
41050 - Workers Compensation	500	-	-	-
Total Personnel Services:	$ 500	-	-	-
Materials & Services				
52010 - General Supplies	$ 150	-	-	
55010 - Com Promotion/Sponsor	2,771	9,991	15,066	7,500
55012 - Holiday Décor	9,901	2,819	-	
55015 - Beautification	3,925	-	588	-
55016 - Community Promotion - Fair	-	-	-	
60014 - Internet Services	3,200	1,092	-	8,600
64010 - Advertising	650	1,205	2,210	1,000
65030 - Memberships & Dues	125	-	125	125
Total Operating:	$ 20,722	15,107	17,989	17,225
Capital Projects				
67010 - Operations & Mtc Equipment	$ 613	-	-	-
Total Capital Projects:	$ 613	-	-	-
Total 1150 - Marketing:	$ 21,835	15,107	17,989	17,225

City of Sutter Creek
FY 2025-26 Proposed Budget
Fund 01 - General Fund

Department 6100 - Central Services

Personnel Services	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
41040 - Employee Benefits	4,302	4,020	4,192	4,250
Total Personnel Services:	$ 4,302	4,020	4,192	4,250
Materials & Services				
52010 - General Supplies	$ 604	1,673	1,658	1,250
53020 - Equipment Maintenance	449	424	442	450
60010 - Computer Hardware	2,891	329	682	750
60013 - Network Services	12,831	18,690	13,468	13,000
60014 - Internet Services	3,333	8,886	4,054	6,000
61055 - Professional Services	18,256	18,123	22,459	22,000
62010 - Communications	4,374	4,168	3,083	4,000
65010 - Insurances - General Liability	119,710	162,666	249,962	265,000
65030 - Memberships & Dues	-	855	615	750
65040 - Travel / Conferences / Training	125	1,088	195	250
67010 - Operations & Mtc Equipment	$ 486	395	-	-
Total Operating:	$ 163,059	217,297	296,618	313,450
Capital Projects				
67015 - Operations & Mtc Buildings	(41)	-	-	-
70042 - IT Equipment & Infrastructure	-	1,096	-	-
Total Capital Projects:	$ (41)	1,096	-	-
Total 6100 - Central Services:	$ 167,320	222,413	300,810	317,700

City of Sutter Creek
FY 2025-26 Proposed Budget
Fund 01 - General Fund

Department 6130 - Legal

Personnel Services	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
Total Personnel Services:	$ -	-	-	-
Materials & Services				
61030 - Legal	$ 20,299	35,430	23,148	27,500
Total Operating:	$ 20,299	35,430	23,148	27,500
Capital Projects				
Total Capital Projects:	$ -	-	-	-
Total 6130 - Legal:	$ 20,299	35,430	23,148	27,500

City of Sutter Creek

FY 2025-26 Proposed Budget

Wastewater Fund(s) Revenue and Expenditure Detail

	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
REVENUES				
Intergovernmental	$ 22,958	$ 188,535	$ 25,209	$ -
Fees & Charges	2,090,719	2,346,843	3,054,543	3,532,743
Use of Money	17,059	39,008	41,000	41,000
Transfers In	-	-	-	850,000
Total Revenues	**$ 2,130,736**	**$ 2,574,386**	**$ 3,120,752**	**$ 4,423,743**
EXPENDITURES				
1020 - City Clerk	$ 5,826	$ 1,548	$ 23,934	$ 50,734
1040 - City Manager	63,689	60,641	216,073	216,073
1050 - Finance	114,914	150,033	48,414	248,679
1090 - Planning	1,799	1,799	-	-
1115 - Engineering	33,345	39,863	675	-
1510 - Sewer Treatment	1,232,590	682,477	220,356	819,654
1520 - Sewer Collection	666,183	276,758	262,672	1,040,606
1600 - Effluent Disposal	-	521,321	494,528	1,354,818
6100 - Central Services	5,531	144,805	2,453	299,250
6130 - Legal	5,981	16,941	26,754	27,500
OTHER FUNDS - WWTP	674,708	674,708	1,083,871	44,300
Total Expenditures	**$ 2,804,566**	**$ 2,570,894**	**$ 2,379,730**	**$ 4,101,614**
Excess / (Deficit) of Revenues over Expenditures	(673,830)	3,492	741,022	322,129
Beginning Fund Balance	**$ 3,694,033**	**$ 3,020,203**	**$ 3,023,695**	**$ 3,764,717**
Ending Fund Balance	**$ 3,020,203**	**$ 3,023,695**	**$ 3,764,717**	**$ 4,086,846**

Fund Balance / Reserve Types:	**FY 2022-23**	**FY 2023-24**	**FY 2024-25**	**FY 2025-26**
10 - Sewer Maintenance & Operations	$ 1,399,756	$ 1,205,803	$ 1,917,828	$ 1,277,603
11 - Sewer WWTP Capital	605,926	116,107	145,104	845,104
12 - Sewer Line Replacement Reserve	606,718	617,664	617,664	617,664
14 - Sewer Capital Reserve	989,215	1,000,439	1,000,439	1,000,439
15 - Sewer Debt Service Reserve	2,750	-	-	250,000
89 - Sewer CIP Reserve	(225,071)	83,682	83,682	96,036
80 - ARSA	-	-	400,000	322,876
Total Fund Balances / Reserves	**$ 3,379,294**	**$ 3,023,695**	**$ 4,164,717**	**$ 4,409,722**

City of Sutter Creek

FY 2025-26 Proposed Budget

Wastewater Fund(s) Revenue Account Detail

Description	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
10-33520 - State Water Board Grant	-	-	25,209	-
89-33500 - SB 2 Planning Grant	-	10,583		
89-33516 - Bryson Park Reimbursement	-	177,952		
89-33520 - State Water Board Grant	22,958	-	-	-
TOTAL INTERGOVERNMENTAL	**22,958**	**188,535**	**25,209**	**-**
10-34410 - Sewer Service Fees	1,773,860	1,767,331	2,472,989	2,967,587
10-34412 - Septic Dumping Fees	43,354	46,940	50,000	50,000
10-34390 - Effluent Disposal	93	-	-	-
10-34413 - Collection & Treatement fees - AWA	198,178	221,120	266,341	223,120
10-34414 - Collection & Treatment Fees - Amador City	43,180	39,537	54,715	48,871
10-34390 - ARSA - Dispoisal Cost fees	-	195,099	131,000	157,671
11-34411 - Sewer Connection Charges	-	41,579	16,498	20,494
10-34479 - Late Charges	32,054	35,237	63,000	65,000
TOTAL FEES & CHARGES	**2,090,719**	**2,346,843**	**3,054,543**	**3,532,743**
10-36100 - Interest Income	4,618	15,457	16,000	16,000
11-36100 - Interest Income	3,279	6,530	7,000	7,000
12-36100 - Interest Income	3,283	6,405	7,000	7,000
14-36100 - Interest Income	5,879	10,606	11,000	11,000
15-36100 - Interest Income	-	10	-	-
89-36100 - Interest Income	-	-	-	-
TOTAL USE OF MONEY	**17,059**	**39,008**	**41,000**	**41,000**
10-39999 - Transfers In	-	-	-	-
12-39999 - Transfers In	-	-	-	-
14-39999 - Transfers In	-	-	-	-
15-39999 - Transfers In	-	-	-	-
80-39999 - Transfers In	-	-	-	850,000
89-39999 - Transfers In	-	-	-	-
TOTAL TRANSFERS IN	**-**	**-**	**-**	**850,000**
TOTAL WASTEWATER FUND(S)	**$ 2,130,736**	**$ 2,574,386**	**$ 3,120,752**	**$ 4,423,743**

City of Sutter Creek

FY 2025-26 Proposed Budget

Wastewater Funds

Departmental Expenditure Account Detail

	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
1020 - City Clerk				
Personal Services	$ 5,696	$ 1,548	$ 23,814	$ 44,534
Services and Supplies	130	-	120	6,200
Capital Outlay	-	-	-	-
Total:	**5,826**	**1,548**	**23,934**	**50,734**
1040 - City Manager				
Personal Services	62,916	56,179	48,384	201,793
Services and Supplies	773	4,462	3,205	14,281
Capital Outlay	-	-	-	-
Total:	**63,689**	**60,641**	**51,589**	**216,073**
1050 - Finance				
Personal Services	114,713	106,407	48,384	161,696
Services and Supplies	201	168	30	86,983
Capital Outlay	-	-	-	-
Total:	**114,914**	**106,575**	**48,414**	**248,679**
1090 - Planning				
Personal Services	-	-	-	-
Services and Supplies	1,799	1,799	-	-
Capital Outlay	-	-	-	-
Total:	**1,799**	**1,799**	**-**	**-**

City of Sutter Creek

FY 2025-26 Proposed Budget

Wastewater Funds

Departmental Expenditure Account Detail

	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
1510 - Sewer Treatment				
Personal Services	114,976	195,641	220,356	256,204
Services and Supplies	1,113,552	47,260	-	443,450
Transfers Out	4,062	-	-	-
Capital Outlay	-	-	-	120,000
Total:	**1,232,590**	**242,901**	**220,356**	**819,654**
1520 - Sewer Collection				
Personal Services	199,679	191,188	89,585	229,725
Services and Supplies	19,156	25,239	17,995	34,250
Transfers Out	50,000	-	-	-
Capital Outlay	397,348	276,758	155,092	776,631
Total:	**666,183**	**493,185**	**262,672**	**1,040,606**
1600 - Effluent Disposal				
Personal Services				246,218
Services and Supplies				283,600
Capital Outlay				825,000
Total:	**-**	**-**	**-**	**1,354,818**
6100 - Central Services				
Personal Services	1,973	1,323	2,340	750
Services and Supplies	3,558	324	113	298,500
Capital Outlay	-	-	-	-
Total:	**5,531**	**1,647**	**2,453**	**299,250**
6130 - City Attorney				
Personal Services	-	-	-	-
Services and Supplies	5,981	16,941	26,754	27,500
Capital Outlay	-	-	-	-
Total:	**5,981**	**16,941**	**26,754**	**27,500**
OTHER FUNDS - WWTP				
Personal Services	-	-	-	-

City of Sutter Creek

FY 2025-26 Proposed Budget

Wastewater Funds

Departmental Expenditure Account Detail

	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
Services and Supplies	-	491	-	-
Transfers Out	625,458	426,752	1,083,871	-
Debt Service	49,250	44,476	-	44,300
Capital Outlay	-	108,368	-	-
Total:	**674,708**	**580,087**	**1,083,871**	**44,300**
Total Appropriations - Wastewater Treatment Fund(s)	**$ 2,771,221**	**$ 1,505,324**	**$ 1,720,043**	**$ 4,101,614**

Total Personal Services:	**$ 499,953**	**$ 552,286**	**$ 432,863**	**$ 1,140,919**
Total Services and Supplies:	**1,145,150**	**96,684**	**48,217**	**1,194,764**
Total Capital Outlay:	**397,348**	**385,126**	**155,092**	**1,721,631**
Total Transfers Out:	**679,520**	**426,752**	**1,083,871**	**-**

City of Sutter Creek
FY 2025-26 Proposed Budget
Fund 10 - Wastewater Enterprise Fund
Department 1510 - Sewer Treatment

Personnel Services	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
40000 - Salaries & Wages	$ 77,808	100,632	81,352	111,421
40020 - Overtime	8,834	14,045	7,511	10,000
40024 - Vacation Payout	2,850	5,608	5,508	3,892
41000 - FICA	6,927	6,924	4,990	6,908
41010 - SUI	182	297	203	323
41020 - CalPERS - Normal Cost	11,727	15,731	10,881	13,583
41025 - CalPERS UAAL	56,246	23,561	25,641	66,423
41030 - Medicare	1,277	1,636	1,136	1,616
41040 - Employee Benefits	24,122	36,082	28,363	32,790
41050 - Workers Compensation	5,668	8,424	5,787	9,249
Total Personnel Services:	$ 195,641	212,940	171,372	256,204
Materials & Services				
52010 - General Supplies	$ 2,143	3,825	2,699	3,500
52012 - Fuel	6,578	8,320	4,385	6,000
52015 - Supplies - Chemicals	144,743	131,778	112,162	115,000
52020 - Supplies - Lab	8,647	6,596	5,408	6,000
55040 - Clothing	856	698	757	750
55095 - Taxes/Fees/Licenses	28,817	32,349	31,876	37,000
60011 - Computer Software	6,352	7,450	10,194	3,000
60014 - Internet Services	2,194	2,453	2,529	1,000
61025 - Engineering	7,972	8,768	6,750	50,000
61057 - Contracts	25,163	55,789	33,000	-
62010 - Communications	303	294	346	500
65030 - Memberships & Dues	709	744	782	900
65040 - Travel / Conferences / Training	-	3,761	1,713	1,000
66012 - Water Utilities	17,592	17,934	11,789	12,000
66014 - PG&E Utilities	28,270	26,723	33,702	36,000
67009 - Vehicle Maintenance	7,479	4,177	5,120	5,500
67010 - O&M Equipment	$ 23,733	16,162	60,729	36,000
67015 - O&M Structural	9,136	2,711	-	-
67050 - O&M Sewer Plant	19,290	26,646	34,238	25,000
69074 - Debt Service - USDA Principal	23,000	24,000	25,000	26,000
69075 - Debt Service - USDA Interest	21,510	16,892	19,395	18,300
67060 - O&M Sludge	56,165	62,251	54,138	60,000
68020 - Equipment Rental (dump truck)	14,445	-	566	-
Total Materials & Services:	$ 455,097	460,321	457,278	443,450
Transfers Out				
49999 - Operating Transfers	-	-		-
Total Transfers Out:	$ -	-	-	-
Capital Projects				
70020 - Buildings	-	-	-	
70030 - Improvements	-	15,306	-	
70040 - Machinery & Equip	-	2,195	131,680	110,000
70041 - Pumps	37,665	10,316	575	10,000
Total Capital Projects:	$ 37,665	27,817	132,255	120,000
Total 1510 - Sewer Treatment:	$ 688,403	701,078	760,905	819,654

City of Sutter Creek
FY 2025-26 Proposed Budget
Fund 10 - Wastewater Enterprise Fund
Department 1520 - Sewer Collection

Personnel Services	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
40000 - Salaries & Wages	$ 82,629	45,657	46,886	101,208
40020 - Overtime	310	1,615	244	-
40024 - Vacation Payout	3,111	3,675	2,717	3,535
41000 - FICA	7,349	3,146	2,836	6,275
41010 - SUI	200	143	201	293
41020 - CalPERS - Normal Cost	10,806	5,786	6,235	12,338
41025 - CalPERS UAAL	47,077	11,780	13,814	66,423
41030 - Medicare	1,272	722	679	1,468
41040 - Employee Benefits	32,186	17,072	12,501	29,784
41050 - Workers Compensation	6,248	3,988	3,472	8,401
Total Personnel Services:	$ 191,188	93,584	89,585	229,725
Materials & Services				
52010 - Gen Supplies	-	93		-
55040 - Clothing	646	489	607	750
60010 - Computer Hardware	-	-		-
60011 - MMS	6,352	6,987	7,494	8,000
61025 - Engineering	-	18,293	7,733	16,000
61055 - Other Expenses	-	1,485	1,168	2,000
65010 - Risk Management	-	620	-	-
65040 - Travel / Conferences / Training	-	-	-	-
67009 - Vehicle Maintenance	1,945	1,457	846	2,500
67010 - O&M Equipment	$ 1,786	3,067	147	2,000
67015 - O&M Buildings & Structures	65	5,689	-	3,000
68020 - Rentals - Machinery & Equip.	14,445	-	-	-
Total Materials & Services:	$ 25,239	38,180	17,995	34,250
Transfers Out				
49999 - Operating Transfers	$ -	-	-	-
Total Transfers Out:	$ -	-	-	-
Capital Projects				
70030 - Sewer Line Replacements	-	746,243	119,467	746,631
70032 - Sewer Improvements	34,386	8,206	-	30,000
70040 - Machinery	1,993	-	35,625	-
70041 - Pumps	23,952	-	-	-
Total Capital Projects:	$ 60,331	754,449	155,092	776,631
Total 1520 - Sewer Collection:	$ 276,758	$ 886,213	$ 262,672	$ 1,040,606

City of Sutter Creek
FY 2025-26 Proposed Budget
Fund 80 - Effluent Disposal
Department 1600 - Effluent Disposal

Personnel Services	**ACTUAL FY 2022-23**	**ACTUAL FY 2023-24**	**PROJECTED FY 2024-25**	**PROPOSED BUDGET FY 2025-26**	
ARSA Salary & Wages					333,704
40000 - Salaries & Wages	55,443	92,428	95,563	107,519	
40020 - Overtime	2,166	4,344	5,505	10,000	
40024 - Vacation Payout	-	7,324	4,786	3,756	
41000 - FICA	6,546	6,400	5,312	6,666	
41010 - SUI	179	253	200	311	
41020 - CalPERS - Normal Cost	7,753	13,524	11,176	13,107	
41030 - Medicare	1,594	1,507	1,344	1,559	
41040 - Employee Benefits	18,694	28,017	27,394	31,641	
41050 - Workers Compensation	5,668	12,048	6,677	8,925	
41025 - CalPERS UAL	24,285	29,844	17,833	62,733	UAL here for allocation to agencies
Total Personnel Services:	122,328	195,689	175,790	246,218	
Materials & Services					
52010 - General Supplies	383	530	44	600	
52012 - Fuel	14,682	13,545	5,225	12,000	
53015 - Repair & Maintenance	9,731	4,663	32,802	15,000	
55040 - Clothing	-	-	-	-	
55075 - Flood Control	-	-	-	1,000	
55085 - Weed Control	-	-	-	-	
55095 - Taxes, Fees, Licenses (+Tertiary Costs)	83,373	86,280	184,949	67,000	
61015 - Audit	4,500	900	20	1,000	
61025 - Engineering	105,615	19,422	73,382	80,000	
61055 - Professional Services	40,756	281	22,352	-	
61030 - Legal	146,591	66,666	4,378	15,000	
65030 - Membership Dues	1,559	2,927	-	-	
67009 - Vehicle Maintenance	2,162	2,162	1,989	5,000	
67010 - O&M Equipment	58,693	102,746	1,936	35,000	
67015 - O&M Structural	1,400	1,400	1,600	2,000	
67061 - Contingency	-	-	-	50,000	
Total Materials & Services:	112,669	105,918	223,040	283,600	
Capital Projects					
Henderson Underdrain Project (reserve contribution)	-	-	-	800,000	
Freshwater Diversion			25,000	25,000	
Flowmeters	-	-	25,000	-	
Total Capital Projects:	0	0	50000	825000	
Total 1600 - Effluent Disposal:	234,997	301,607	448,830	1,354,818	1,688,522

*If land application is needed, 60k total for OT and fuel + othermisc costs

City of Sutter Creek
FY 2025-26 Proposed Budget
Fund 10 - Wastewater Enterprise Fund
Department 6100 - Central Services

Personnel Services	**ACTUAL FY 2022-23**	**ACTUAL FY 2023-24**	**PROJECTED FY 2024-25**	**PROPOSED BUDGET FY 2025-26**
41040 - Employee Benefits	$ 1,323	1,890	473	750
Total Personnel Services:	$ 1,323	1,890	473	750
Materials & Services				
52010 - General Supplies	$ 587	1,674	1,626	1,000
53020 - Equipment Maintenance	425	424	393	1,000
60010 - Computer Hardware	1,928	-	341	1,500
60013 - Network Services	12,664	17,298	11,815	17,500
60014 - Internet Services	2,769	8,886	4,130	8,750
61055 - Professional Services	-	-	-	-
62010 - Communications	4,261	4,139	3,770	2,500
65010 - General & Property Insurance	119,710	162,666	214,277	265,000
65030 - Memberships & Dues	-	855	513	1,250
65040 - Travel / Conferences / Training	83	-	-	-
67010 - O&M Equipment	$ 324	619	-	-
Total Materials & Services:	$ 142,751	196,561	236,865	298,500
Capital Projects				
67015 - O&M Buildings & Structures	-	-	-	-
70042 - IT Equipment & Installation	731	-	-	-
Total Capital Projects:	$ 731	-	-	-
Total 6100 - Central Services:	$ 144,805	$ 198,451	$ 237,338	$ 299,250

City of Sutter Creek

FY 2025-26 Proposed Budget

Gas Tax / Streets & Sidewalk Fund (Fund 03)

	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
REVENUES				
Taxes & Assessments	$ 125,262	158,086	153,175	151,500
Intergovernmental	48,309	60,265	4,169	5,000
Use of Money	17	95,943	1,500	-
Total Revenues	**$ 173,588**	**$ 314,294**	**$ 158,844**	**$ 156,500**
EXPENDITURES				
1020 - City Clerk	$ 384	12,651	2	-
1040 - City Manager	603	26,642	14,313	-
1050 - Finance	7,837	31,472	24,671	29,642
1120 - Public Works	131,098	350,485	728,181	309,839
Total Expenditures	**$ 139,922**	**$ 421,250**	**$ 767,167**	**$ 339,481**
Excess / (Deficit) of Revenues over Expenditures	33,666	(106,956)	(608,323)	(182,981)
Transfers In (Fund 35 of $184, 381)				182,981

City of Sutter Creek

FY 2025-26 Proposed Budget

Gas Tax / Streets & Sidewalk Fund (Fund 03)

Description	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
03-33551 - Highway User Tax - Section 2107	$ 18,693	23,514	22,752	22,500
03-33552 - Highway User Tax - Section 2106	14,363	18,113	16,806	16,500
03-33553 - Highway User Tax - Section 2105	13,726	17,352	16,683	16,500
03-33554 - Highway User Tax - Section 2107.5	1,000	1,000	1,000	1,000
03-33556 - Highway User Tax - Section 2103	19,633	25,950	24,934	24,000
03-33558 - RMRA - SB-1 Funding	57,847	72,156	71,000	71,000
TOTAL TAXES & ASSESSMENTS	**125,262**	**158,086**	**153,175**	**151,500**
03-33005 - Vehicle License Fees	2,709	3,265	4,169	5,000
03-33559 - RSTP Funding	45,600	57,000	-	-
03-33509 - RTIP Funding - ACTC			309,596	-
TOTAL INTERGOVERNMENTAL	**48,309**	**60,265**	**4,169**	**5,000**
03-36100 - Interest Income	17	3,511	1,500	-
03-39999 - Transfers In	-	92,432	-	
TOTAL USE OF MONEY	**17**	**95,943**	**1,500**	**-**
TOTAL GAS TAX / STREETS & SIDEWALK	**$ 173,588**	**$ 314,294**	**$ 158,844**	**$ 156,500**

City of Sutter Creek

FY 2025-26 Proposed Budget

Gas Tax / Streets & Sidewalk Fund (Fund 03)

Departmental Expenditure Account Detail

	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
1020 - City Clerk				
Personal Services	$ 384	12,546	-	-
Services and Supplies	-	105	2	-
Capital Outlay	-	-	-	-
Total:	**384**	**12,651**	**2**	**-**
1040 - City Manager				
Personal Services	$ 603	22,737	13,670	-
Services and Supplies	-	3,905	643	-
Capital Outlay	-	-	-	-
Total:	**603**	**26,642**	**14,313**	**-**
1050 - Finance				
Personal Services	$ 6,618	22,902	14,094	20,144
Services and Supplies	1,219	8,534	7,516	9,498
Capital Outlay	-	36	3,060	-
Total:	**7,837**	**31,472**	**24,671**	**29,642**
1120 - Public Works				
Personal Services	$ 53,757	149,350	99,667	96,589
Services and Supplies	75,552	103,446	63,259	84,750
Capital Outlay	1,789	97,689	565,255	128,500
Total:	**131,098**	**350,485**	**728,181**	**309,839**
Total Appropriations - Gas Tax / Streets & Sidewalks Fund	**$ 139,922**	**421,250**	**767,167**	**339,481**
Total Personal Services:	**$ 60,978**	**$ 194,989**	**$ 127,432**	**$ 116,733**
Total Services and Supplies:	**76,771**	**115,885**	**71,418**	**94,248**
Total Capital Outlay:	**1,789**	**97,725**	**568,315**	**128,500**
Total Transfers Out:	**-**	**-**	**-**	**-**

City of Sutter Creek
FY 2025-26 Proposed Budget
Gas Tax / Streets & Sidewalk Fund (Fund 03)
Department 1120 - Public Works

Personnel Services		ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
40000 - Salaries & Wages	$	25,137	86,214	60,499	59,862
40020 - Overtime		20	-	143	-
40024 - Vacation Payout		882	-	2,294	2,091
41000 - FICA		2,092	5,333	3,901	3,711
41010 - SUI		13	174	145	173
41020 - CalPERS - Normal Cost		2,959	8,547	7,119	7,297
41025 - CalPERS UAAL		11,128	16,008	-	0
41030 - Medicare		370	1,231	875	868
41040 - Employee Benefits		9,352	26,767	21,166	17,617
41050 - Workers Compensation		1,804	5,076	3,525	4,969
Total Personnel Services:	$	53,757	149,350	99,667	96,589

Materials & Services					
52010 - General Supplies	$	1,125	4,087	1,969	2,250
52012 - Fuel		7,311	11,161	3,600	5,000
55040 - Clothing		399	767	320	750
55050 - Safety Equipment		-	-	-	-
55060 - Patching,Thermoplastic, Sidewalks		3,330	9,796	3,750	7,500
55070 - Signs		-	-	-	250
55075 - Flood Control		22,850	-	-	1,000
55085 - Weed Control		-	7,528	200	4,000
66014 - Internet Services		-	-	-	-
61057 - Contracts - Other		-	26,694	9,984	20,000
66010 - Public Utility		1,692	-	-	-
66014 - PG&E Utilities		1,676	24	41	-
66025 - Street Lights		36,820	42,183	41,530	42,000
67009 - Vehicle Maintenance		349	1,206	1,865	2,000
Total Materials & Services:	$	75,552	$ 103,446	$ 63,259	$ 84,750

Capital Projects					
67010 - O&M Equipment	$	156	-	425	1,000
67015 - O&M Buildings & Structures		1,633	290	-	-
70029 - Infrastructure		-	-	-	-
70030 - 2025 Street projects		-	84,219	564,830	127,500
70040 - Equipment & Machinery		-	13,180		
Total Capital Projects:	$	1,789	97,689	565,255	128,500
Total 1120 - Public Works:	$	131,098	350,485	728,181	309,839

City of Sutter Creek

FY 2025-26 Proposed Budget

Crestview Lighting District Fund (Fund 04)

	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
REVENUES				
Charges for Services	$ 2,544	2,491	2,703	2,650
Use of Money	24	67	55	-
Transfers In				-
Total Revenues	**$ 2,568**	**$ 2,558**	**$ 2,758**	**$ 2,650**
EXPENDITURES				
1050 - Finance	-	-	-	19,761
1120 - Public Works	7	474	13	-
1450 - Crestview	959	1,064	325	2,000
Total Expenditures	**$ 966**	**$ 1,538**	**$ 338**	**$ 21,761**
Excess / (Deficit) of Revenues over Expenditures	1,602	1,020	2,420	(19,111)
Audit Variance	-	-	-	-
Beginning Fund Balance	**$ 3,714**	**$ 5,316**	**$ 6,336**	**$ 8,756**
Ending Fund Balance	**$ 5,316**	**$ 6,336**	**$ 8,756**	**$ (10,355)**

City of Sutter Creek

FY 2025-26 Proposed Budget

Crestview Lighting District Fund (Fund 04)

Description	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
04-34280 - Street Lighting Charges	$ 2,544	2,491	2,703	2,650
TOTAL TAXES & ASSESSMENTS	**2,544**	**2,491**	**2,703**	**2,650**
04-36100 - Interest Income	24	67	55	-
TOTAL USE OF MONEY	**24**	**67**	**55**	**-**
TRANSFERS IN				**63**
TOTAL CRESTVIEW LIGHTING DISTRICT	**$ 2,568**	**$ 2,558**	**$ 2,758**	**$ 2,713**

City of Sutter Creek

FY 2025-26 Proposed Budget

Crestview Lighting District Fund (Fund 04)

Departmental Expenditure Account Detail

	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
1050 - Finance				
Personal Services	$ -	-	-	13,429
Services and Supplies	-	-	-	6,332
Capital Outlay	-	-	-	-
Total:	**-**	**-**	**-**	**19,761**
1120 - Public Works				
Personal Services	$ -	-	-	-
Services and Supplies	7	-	13	-
Capital Outlay	-	474	-	-
Total:	**7**	**474**	**13**	**-**
1450 - Crestview				
Personal Services	$ -	-	-	-
Services and Supplies	959	1,064	325	2,000
Capital Outlay	-	-	-	-
Total:	**959**	**1,064**	**325**	**2,000**
Total Appropriations - Crestview Lighting District Fund	**$ 966**	**1,538**	**338**	**21,761**
Total Personal Services:	**$ -**	**$ -**	**$ -**	**$ 13,429**
Total Services and Supplies:	**966**	**1,064**	**338**	**8,332**
Total Capital Outlay:	**-**	**474**	**-**	**-**
Total Transfers Out:	**-**	**-**	**-**	**-**

City of Sutter Creek

FY 2025-26 Proposed Budget

AB-1600 Fund (Fund 42)

	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26	FY 2024-25 AB-1600 Act POLICE BALANCE	HISTORICAL BALANCE	CITY HALL BALANCE
REVENUES							
Charges for Service	$ -	5,248	7,720	7,720	$ 1,431	$ 655	$ 1,639
Use of Money	944	3,158	-	1,000			
Transfers In	-	-	-	-			
Total Revenues	**$ 944**	**$ 8,406**	**$ 7,720**	**$ 8,720**	**$ 1,431**	**$ 655**	**$ 1,639**
EXPENDITURES							
1060 - Police	-	329	37,031	10,000	$ 47,031	$ -	$ -
1130 - Parks & Recreation	-	-	360	20,000	$ -	$ 20,000	$ -
1050 - Finance	86	-	-		$ -	$ -	$ -
Total Expenditures	**$ 86**	**$ 329**	**$ 37,391**	**$ 30,000**	**$ 47,031**	**$ 20,000**	**$ -**
Excess / (Deficit) of Revenues over Expenditures	858	8,077	(29,671)	(21,280)			
Audit Variance	-	-	-	-			
Beginning Fund Balance	**$ 173,517**	**$ 174,375**	**$ 182,452**	**$ 152,781**	**$ 55,135**	**$ 34,941**	**$ 47,185**
Ending Fund Balance	**$ 174,375**	**$ 182,452**	**$ 152,781**	**$ 131,501**	**$ 9,535**	**$ 15,596**	**$ 48,824**

City of Sutter Creek
FY 2024-25 Proposed Budget
AB-1600 Fund (Fund 42)

Description	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
42-36300 - General Developer Impact Fees	$ -	5,248	7,720	7,720
TOTAL CHARGES FOR SERVICE	-	5,248	7,720	7,720
26-36100 - Interest Income	944	2,000		1,000
TOTAL USE OF MONEY	**944**	**2,000**	**-**	**1,000**
26-39999 - Transfers In	-	-	-	-
TOTAL TRANSFERS IN	**-**	**-**	**-**	**-**
TOTAL AB-1600	**$ 944**	**$ 7,248**	**$ 7,720**	**$ 8,720**

City of Sutter Creek
FY 2024-25 Proposed Budget
AB-1600 Fund (Fund 42)

Departmental Expenditure Account Detail

	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
1060 - Police	-	329	37,031	10,000
1130 - Parks & Recreation	-	-	360	20,000
1050 - Finance	86	-		
Total:	**-**	**329**	**37,391**	**30,000**
Total Appropriations - AB-1600 Fund	**$ -**	**329**	**37,391**	**30,000**
Total Services and Supplies:	**-**	**329**	**37,031**	**10,000**
Total Capital Outlay:	**-**	**-**	**360**	**20,000**
Total Transfers Out:	**-**	**-**	**-**	**-**

City of Sutter Creek
FY 2024-25 Proposed Budget
Park Impact Fee Fund - Fund 73

	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
REVENUES				
Charges for Service	$ -	35,708	13,701	13,701
Use of Money	245	750	-	-
Transfers In	-	-	-	112,000
Total Revenues	**$ 245**	**$ 36,458**	**$ 13,701**	**$ 125,701**
EXPENDITURES				
1115 - Parks & Recreation	-	-	17,035	122,000
Total Expenditures	**$ -**	**$ -**	**$ 17,035**	**$ 122,000**
Excess / (Deficit) of Revenues over Expenditures	245	36,458	(3,334)	3,701
Audit Variance	-	-	-	-
Beginning Fund Balance	**$ 47,967**	**$ 48,212**	**$ 84,670**	**$ 81,336**
Ending Fund Balance	**$ 48,212**	**$ 84,670**	**$ 81,336**	**$ 85,037**

City of Sutter Creek
FY 2024-25 Proposed Budget
Park Impact Fee Fund - (Fund 73)

Description	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
73-36373 - Regional Impact Fees	$ -	35,708	13,701	13,701
TOTAL CHARGES FOR SERVICE	-	35,708	13,701	13,701
73-36100 - Interest Income	245	750	-	-
TOTAL USE OF MONEY	**245**	**750**	**-**	**-**
	-	-	-	-
TOTAL TRANSFERS IN	**-**	**-**	**-**	**112,000**
TOTAL PARK IMPACT FEE	**$ 245**	**$ 36,458**	**$ 13,701**	**$ 125,701**

City of Sutter Creek
FY 2024-25 Proposed Budget
Park Impact Fee Fund -(Fund 73)

Departmental Expenditure Account Detail

	ACTUAL FY 2022-23	ACTUAL FY 2023-24	PROJECTED FY 2024-25	PROPOSED BUDGET FY 2025-26
1115 - Parks & Recreation				
Personal Services	$ -	-	-	-
Services and Supplies	-	-	732	-
Capital Outlay	-	-	16,303	122,000
Pavers and DG				-
Total:	**-**	**-**	**17,035**	**122,000**
Total Appropriations - Park Impact Fee - ACRA	**$ -**	**-**	**17,035**	**122,000**

Total Personal Services:	**$ -**	**$ -**	**$ -**	**$ -**
Total Services and Supplies:	**-**	**-**	**732**	**-**
Total Capital Outlay:	**-**	**-**	**16,303**	**122,000**
Total Transfers Out:	**-**	**-**	**-**	**-**

City of Sutter Creek
City Treasurer's Report
May 2025

Receipts & Disbursements Report

City's Checking Account

Receipts

Deposits	$ 529,000	
Reversal of Bank Charges	-	
Total		$ 529,000

Disbursements

Accounts Payable	$ 328,496	
Payroll & Benefits	184,113	
Bank Charges	5	
Total		$ 512,614

Net Amount of Investment Transfers $ -

Recap of City Treasury

	Investments on Hand May 31, 2025	Market or Withdrawal Value	Rate of Return
	Bank of Marin Checking	$ 1,760,414	0.01%
	Bank of Marin Money Market	$ 12,089	4.60%
	Bank of Marin Money Market #2	$ 1,981,052	4.60%
*	California State Treasurer's LAIF	$ 1,735,675	4.48%
	Total	$ 5,489,230	
	Total this month last year	$ 5,470,203	

*	LAIF 1	$ 63,820
	LAIF 2	$ 1,671,855

The investment information provided in this report reflects the City's ability to meet expenditure requirements for the next six months. The investment portfolio is in compliance with the City's investment policy. Victoria Runquist 6/6/2025

POLICE
SUTTER CREEK

Monthly Report
May 2025

To: **Tom DuBois, City Manager**
From: **Jim O'Connell, Chief of Police**
Date: **June 9, 2025**
Re: **May 2025 Staff Report May**

January 2025 Department Statistics			
Calls For Service	112	+7	↑
Traffic Stops	137	-25	↓
Officer Initiated Incidents	355	-20	↓
Business Checks	159	-5	↓
Vehicle/Pedestrian Checks	23	+9	↑
Total Officer Reports	37	+6	↑
Arrests	17	+4	↑
Moving Citations	8	+1	↑
Parking Citations	0	-3	↓
TOTAL	**874**	**-26**	↓

112	**137**	**17**	**37**
Calls For Service	**Traffic Stops**	**Arrests**	**Officer Reports**

Volunteer Contributions:

During the month of April, our dedicated volunteers provided 13 hours of service to the community.

Community Engagement:

SCPD Officers continue to conduct regular foot patrol downtown on each of their respective shifts. Officers also spend regular time on our school campuses.

Notes of Interest:

During the month of May, 5 DUI drivers were arrested and taken off of the streets of Sutter Creek.

1854

SUTTER CREEK

JEWEL OF THE MOTHER LODE

STAFF REPORT

TO: TOM DUBOIS, CITY MANAGER
MEETING DATE: JUNE 16, 2025
FROM: DAN LAFONTAINE, PUBLIC WORKS DIRECTOR
SUBJECT PUBLIC WORKS DEPARTMENT REPORT FOR MAY 2025

Objective: The objective of this staff report is to provide a monthly status update regarding activities within the Public Works Department.

Executive Summary: May was a month filled with emergencies that came and went. I would like to send a thank you to my staff for dealing with all the starts and stops that we had over the month. When we went into the month of May we had an ARSA system whose disposal was cut off, a pool that was non-operational, and a plan that was coming together for the new WWTP. We ended the month with ARSA disposal to Ione being resumed (along with being ready to irrigate), an operating pool and a Request for Proposal (RFP) for the new WWTP. We also managed to fix two air conditioners, fix a few potholes, clear a problem sewer line twice, attend our annual wastewater training and do our normal operational everyday duties. With a staff of 5.5 people, I believe that we are excelling and want to highlight the hard work everyone has done to make all this possible.

The M*iscellaneous Sewer Main Replacement Project* contract was signed during the first week of June and we anticipate that construction will be occurring around town during July and August. Be on the lookout for notifications of work in your area as the work will occur in various parts of town. We are excited to have Soracco back to perform this work.

The RFP was posted on May 22, 2025, for an energy services company to help with the design and construction of a new WWTP along with other energy efficiency upgrades. Proposals are due at on July 15, 2025 @ 2p.m. We have a few companies that we have been talking with and are setting up confidential meetings with them currently.

Upcoming: Now that the ARSA disposal has been continued, we will be pushing as much of the stored treated wastewater to Ione for ultimate disposal. Even though the date slipped a month we are confident that we can get to a good place by the end of Summer to perform the Henderson Underdrain project. In the coming weeks we will be defining the schedule for the M*iscellaneous Sewer Main Replacement Project* projects and hope to have more details to share with everyone. During June we will be holding confidential meetings and further defining the RFP throughout additional addendums. We anticipate that the Board of Supervisors will approve the transfer of money for the Bryson bathroom and will finalize the design.

Detailed Summary: Below is a detailed summary and/or status of the main PW responsibilities; Collection System, Wastewater Treatment Plant, Effluent Disposal, Streets and City Right of Way, Parks and Buildings, and Service Callouts.

Collection System Status:

CIP work

- RH Borden presented the results of the collection system flow meters from the sewer manholes in March. Generally, the results show that infiltration is occurring in four of the basins located downtown in varying degrees. The assessment also found some manholes that have signs of degradation (not properly sealed from groundwater). Staff is putting together a targeted list of items to investigate/repair further.
- During the last week of May and the first week of June the contract was signed by Soracco and the City of Sutter Creek for the *Miscellaneous Sewer main Replacement Projects*. A notice to proceed has been issued by the City and a schedule is currently being developed by Soracco. We anticipate that the work will be completed by the end of August.
- The City is working with Campbell construction to develop a plan and cost estimates to dig up Eureka St and replace 120 feet of pipe and install a cleanout half way down Eureka St. Once a cleanout has been installed crews can clear the line better and investigate if any other problems are occurring. We anticipate that this work can be accomplished within a few days in the month of June or July.

SSMP Activity

Calls for service.

- 5/15/2025; 60 Broadway. plugged City Main.
- 5/25/2025; 60 Broadway. plugged City Main.

Sewer System Cleaning and Maintenance.

- For May 2025, there was 245 feet of sewer line cleaned. The total amount cleaned for the calendar year 2025 is 2,041 ft. The total cleaned for the calendar year 2024 is 19,207 feet.

Wastewater Treatment Plant Status:

The WWTP met all the effluent quality discharge requirements for the month of May 2025.

Table 1. Monthly Status of required reporting constituents.

Constituent	Monthly Results	Monthly Limits
Monthly Influent Flow	11.625 MG 0.375 MGD daily avg	0.48 mgd[1]
Effluent BOD, mg/L	20 mg/L	30 mg/l
Effluent Settleable Matter, mL/L	< 0.1 ml/L	0.5 ml/l
Effluent TSS, mg/L	10 mg/L	30 mg/l
Total Coliform, MPN	< 1.8 MPN	23 MPN
Sludge Wasted	27,125 gallons	
Rain	0.00 in.	24.15 in. YTD –27.52" Last YTD

[1] The 0.48 MGD is daily dry weather flow (May through October).

Plant Compliance Issues: The monthly April 2025 report was electronically submitted to the Regional Water Quality Control Board.

Operational Strategy Modifications:

- The rag bin was hauled on June 3, 2025.
- We continued normal sludge wasting in January with 27K gallons dewatered.
- On May 22, 2025, The City released a request for proposal (RFP) for the *Assessment and Implementation of Comprehensive Wastewater Treatment and Energy Related Capital Improvements*. RFP responses are due on July 15, 2025 @ 2 p.m. Addendum #1 was also released on June 2, 2025 with clarification on dates and times generally.
- Roto strainer #3 is currently being installed. New couplers had to be ordered and were received in February. Operators are currently piecing all parts of the roto strainers back into service.
- The Aerator has broken and was pulled this month to investigate. Field fixes have turned out to be unsuccessful and the unit will be returned to the manufacturer to determine the root cause of the issue.
- The second Chlorine tank has been installed and piping connected in the chlorine building. The chlorine line was clogged causing some restrictions in the line. Upon clearing the line we discovered that the pumps were still running hotter than the old pumps (136° vs 82°). We have relayed this information to the manufacturer to see what our options are.
- The City is obtaining bids to perform a preliminary geotechnical investigation to determine what land around the treatment plant is viable for construction.
- Looking at FEMA maps, portions of the existing WWTP may be in the flood plain and the maps are currently being investigated. HydroSciences is looking into setting up a meeting to discuss.
- On the last week of April three of the wastewater operators went to the CRWA conference to listen to educational sessions and receive refresher training.

Effluent Disposal

- Bowers and irrigation was resumed for the irrigation season on May 27, 2025.
- At the end of April, ARSA was notified that Castle Oaks golf course was not allowed to receive water from the Ione tertiary plant due to the Water board waiting for a Title 22 report. In early May meetings were held to discuss the situation with the Water Board. The public works team fearing that ARSA would not be able to dispose of wastewater spend weeks in the fields repairing sprinkler heads and preparing the fields for irrigation. Ione sent in the Title 22 report to the water board in the middle of May and discussions were held with the water board, ARSA, CDCR, and the City of Ione to discuss the ramifications of the lack of proper disposal. ARSA began gravity spray irrigation at Hoskins at the end of May. On June 6, 2025, ARSA received notice that the water board granted interim acceptance of continued operation of the City of Iones Castle Oaks Reclamation facility.
- Ione has started receiving ARSA water on June 6, 2025, for the disposal season.
- All parties associated with ARSA are still waiting for comments from the water board on the revisions to the individual water balances before commencing with the joint water balance.
- The RFP was accepted by the ARSA board on April 17, 2025. Campbell construction was the low bidder with a cost of $491,000. ARSA engineers are currently working with Campbell construction to get a contract in place before July 1, 2025.
- Installation of the replacement flow meter for Bowers irrigation was started but was determined that the flow meter that was ordered was too long as the manufacturer thought this was a new installation and not a replacement, so the length was never specified. We are currently working with the manufacturer to rectify the situation.
- On May 22, 2025, the Regional water board sent a formal request to perform daily flow level measurements (7 days a week) at all reservoirs until flow meters can be installed. With irrigation beginning ARSA was already switching schedules to daily observations of the system per the waste discharge requirement (WDR). ARSA will need to work install a flow meter at the Preston forebay with remote monitoring. A proposal for that work along with cost estimates will be prepared during the summer months.
- Ongoing maintenance of the cattle water troughs along the pipeline. Irrigation sprinklers and valves are being repaired constantly.
- Weed and rodent abatement at the three reservoirs.
- Send weekly updates to the Regional Board on reservoir levels and volumes.
- Daily flow checks and level readings.

Streets and City Right of Way.

- We responded to two service calls related to streets during the month of May. One call was for a sign that was knocked over that we will be reinstalling. The other was for a pothole that was repaired.
- The business wayfinding sign was installed in the planter box at the North end of Mainstreet to help visitors locate businesses see below:

- The City had a meeting with AWA (water agency) and discussed their upcoming projects. The City will coordinate with AWA to ensure that when they replace water lines in our City that sewer lines are repaired also to minimize the destruction of roads.
- The week of May 27th another area of the City sidewalks got an assessment for sidewalk shaving. The area covered was the remainder of Spanish street, Sutter Ione Road and the subdivision of Crestview. Over 140 issues were detected and a quote is being made up currently.

Parks and Buildings

- As the summer came in at the end of May (over 100°) we discovered that two of our air conditioners (Police and the Community building) were not operational. The Police mini-spilt had the freon recharged and was fixed in a couple days. The community building had a few issues freon recharging, new capacitor and a squirrel cage that broke apart on itself (see picture below). Spare parts were ordered and installed to make them operational in a week. Moving forward we are looking into a service contract with

A&M Air to identify these problems before they happen. We hope to have that in place in the coming months.

- The 18-acres above the WWTP have a fire break cleared by CalFire (big thanks) and we are working with the Sutter Creek Fire Protection District to bulldoze a firebreak line around the property to increase our fire resiliency.
- In a monumental push to get the pool operational (pulled staff from other weekend duties to make the pool operational) we are happy to announce that the pool began operation on June 3rd. The pool has been repaired and new signs posted around the area. The City also held a meeting with the organizers of the Duck race to determine how best to spend the money that was raised from the race. We look forward to seeing what they come up with to beautify the pool area.

1854
SUTTER CREEK
John Sutter
JEWEL OF THE MOTHER LODE

TO: TOM DUBOIS, CITY MANAGER

MEETING DATE: JUNE 16, 2025

FROM: ERIN VENTURA, CONTRACT PLANNER

SUBJECT PLANNING DEPARTMENT REPORT FOR MAY 2025

Executive Summary

The Following items were reviewed at the May 12, 2025 Planning Commission meeting:

- 30 Ridge Road- CUP for a Food Truck- Denied
- 110 Gopher Flat Road- Short Term Rental- Continued
- 250 Hanford Street Site Plan for a shed – Approved

The Following items were reviewed at the May 12, 2025 Design Review Committee meeting:

- 79 Main Street- new paint, railing repair and replacement.

Detailed Summary

Applicant Projects:

- Gold Rush Ranch Phase 1A – 150-Lot Subdivision: Staff sent an incomplete letter to the applicant. Also the City has been working with ACTC on proposed conditions of approval from the Specific Plan. ACTC will be meeting on 6/9/25 to discuss the project.
- Panner Creek Estates: Incomplete letter sent to applicant.

Commission and Committee Work:

Additional Projects:

- Impact Fee Study: The City is revising its LEAP Grant application to secure additional funding. A consultant is updating the Nexus Study.
- Zoning Code Cleanup: The City is utilizing remaining LEAP funds to clarify and update the zoning code. This project is currently in progress.
- Staff is working on revising the ADU ordinance incompliance with State Law.

- Notice of Exemption was filed for the Bryson Park Bathroom project

Staff Report

To: Tom DuBois, City Manager

Meeting Date: June 16, 2025

From: Matt Ospital, PE City Engineer

Subject: Project Status Update

Type: Project Status Memo

Tom, the following is a status update of all projects WGA is currently working on:

1. **Building Inspections/Plan Check** – Continuing building inspections on Tuesdays and Thursdays or as needed. Building plan check is being performed on a continual basis as plans are submitted. For May 2025:

   8 Plan checks were completed
   23 Inspections were completed

2. **Encroachment Permit Review** – Encroachment permits are reviewed as needed when requested by the City's Account Clerk, Holly Boehme. For May 2025:

   1 Permit reviews were completed
   0 Inspections were completed

3. **Code Enforcement**

   A. **30 Ridge Road** – 3-day notice was issued to tenant on 5/12/2025. Eviction process is underway.

   B. **300 Hanford Street** – Planner has requested a meeting with Mr. Navarro and City Manager.

   C. **Eureka Mine Site** – Planner and/or city manager would need to provide update on this. No action by code enforcement at this time.

   D. **Vehicles** – No current vehicles in code enforcement. Previous vehicles have been forwarded to Police Department from City Manager.

4. **Bryson Park Expansion Project** – Preliminary Plans and estimate have been prepared to obtain funding from ACRA. WGA will complete project plans/specifications at the direction of the City.

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SUTTER CREEK

John Sutter

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STAFF REPORT

TO: TOM DUBOIS, CITY MANAGER

MEETING DATE: JUNE 16, 2025

FROM: AARON WOLCOTT, CITY CLERK

SUBJECT: CITY CLERK REPORT – MAY 2025

RECOMMENDATION:
Information only.

BACKGROUND:
May activities for the City Clerk included attending a clerk "Nuts & Bolts" training through the California Municipal Clerks Association (CMCA), taking on additional HR responsibilities, and working on records management. The below items represent the key functions of the role and activities completed in the month of April.

DISCUSSION:

- **City Clerk:**
  - Agendas and minutes created for 1 City Council Meeting, 1 Planning Commission, and 1 Design Review Committee. ARSA meeting was cancelled in May.
  - 7 Public Record Requests
  - 5 City Council Resolutions, 1 Planning Commission Resolutions
  - Permits: 1 Site Plan, 1 Design Clearance, 3 Event Permits, 1 Encroachment Permit
  - Ongoing review of record retention filing and process.

- **Risk Management**
  - Set up with CSJVRMA to be able to manage liability claims going forward.

- **Human Resources**
  - Salary Comparison Study
  - Held AB 2561 Public Hearing on May 19th.

- **Marketing**
  - New marketing monthly report provided in packet.
  - Ongoing engagement with Christian from Taylered Marketing on social media posts.

City of Sutter Creek Social Media Analytics & Strategic Growth Report

Prepared by Taylered Marketing | Reporting Period: April 1 – May 31, 2025

Executive Summary

Over the months of April and May 2025, the City of Sutter Creek's social media presence experienced substantial growth in visibility, reach, and engagement across both Instagram and Facebook platforms. Strong content performance, driven by high-quality community storytelling and event coverage, positioned the city to not only connect more deeply with its core local audience but also to attract a broader regional following.

This report provides a comprehensive analysis of quantitative and qualitative metrics and offers tailored SMART goals and strategic recommendations for continued growth, both on and beyond social media.

Quantitative Performance Overview

Instagram Performance

- **Total Views:** 25,647
    - 30.9% from followers
    - 69.1% from non-followers (excellent for discovery)
- **Accounts Reached:** 8,088
- **Reach by Content Type:**
    - Posts: 81.1%
    - Reels: 13.9%
    - Stories: 5.0%
- **Engagements (Total):** 1,147
    - Likes: 889
    - Shares: 120
    - Saves: 24
    - Comments: 10
- **Profile Visits:** 325
- **External Link Taps:** 10
- **New Followers:** 108 (48.8% increase)
- **Follower Demographics:**
    - Gender: 83.4% women
    - Age Breakdown:
        - 45–54: 29.5%

        - 35–44: 24.0%
        - 55–64: 21.4%
    - Top Locations:
        - Sutter Creek: 19.8%
        - Jackson: 12.1%
        - Pine Grove: 9.6%
        - Ione: 6.5%
        - Pioneer: 5.6%

Facebook Performance

- **Total Views:** 89,439 (increase of 1,000 views from previous period)
- **Engagement:** 3,787 (378% increase)
    - Reels: 56.6% of total engagement (1,900+ interactions, 121 shares, 76 comments)
- **Content Format Success:**
    - Photos saw a 39% increase in engagement
- **Follower Count:** 2,180 (9% growth)
- **Audience Demographics:**
    - Gender: 72.8% women, 27.2% men
    - Age:
        - 65+: 32.6%
        - 55–64: 24.4%

Top Performing Content

1. **Days of 49 Reel** – 66,000+ views
2. **Recognition Post: Prettiest Downtowns in Northern California** – 6,100+ views

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Qualitative Analysis & Insights

Key Strengths

- **Community-Driven Storytelling**: Posts celebrating historic charm and community pride (e.g., Days of 49, downtown recognition) received high engagement and shares, confirming that nostalgia and place-based content resonates deeply.
- **Effective Use of Reels for Reach**: Reels continue to outperform other content formats in reaching new audiences, particularly on Facebook, where over 80% of viewers were non-followers.
- **Local Loyalty & Regional Appeal**: With almost 20% of IG followers in Sutter Creek and many others from nearby towns, the content is resonating locally while organically expanding reach.

Areas for Growth

- **Low Link Conversions**: Despite high reach and profile views, link clicks remain low. More direct CTAs and story links could help bridge this gap.
- **Underutilized Stories**: With only 5% of reach coming from Stories, there is significant opportunity to use daily updates, polls, and behind-the-scenes content to boost engagement.
- **Audience Interaction**: While likes and shares are strong, comments and saves are relatively low, indicating a need for more interactive or discussion-based posts.

SMART Goals (June – August 2025)

1. **S**pecific: Increase Instagram follower count from 323 to 450 by August 31, 2025.
    - **M**easurable: Track growth weekly.
    - **A**chievable: Based on a 48.8% growth in the last period.
    - **R**elevant: Builds loyal community audience.
    - **T**ime-Bound: 3-month window.
2. Increase link taps on Instagram from 10 to 50 by incorporating link stickers in weekly stories and more callouts in captions.
3. Boost Instagram Story reach from 5% to 15% by posting a minimum of 3 story slides per week, including behind-the-scenes, polls, and live event reminders.
4. Increase Facebook engagement rate by 20% by August 31 by focusing on reel frequency (1 per week) and high-quality photo storytelling.
5. Maintain non-follower reach above 65% on both platforms to ensure continued growth through discovery.

✨ Recommendations to Boost Social Presence (Beyond Social Media)

1. **On-Site Promotion**
    - Add QR codes linking to social profiles at City Hall, Knight Foundry, Farmers Market, and local businesses.
    - Include @CityOfSutterCreek handles on all printed materials (event posters, newsletters, signage).
2. **Email Marketing Integration**
    - Use city newsletters to promote top posts and encourage followers with "Follow us for more local moments."
3. **Tourism Outreach**
    - Collaborate with Amador County tourism and Visit California for resharing content and tagging opportunities.
4. **Community Hashtag Campaign**

- Launch a hashtag like #MySutterCreek or #SutterCreekViews to encourage UGC (user-generated content) from residents and visitors.

5. **Monthly Highlights Video**
   - Create a monthly recap reel of city events, wins, and highlights—great for engagement and retention.

Conclusion

Sutter Creek's social media presence is growing with a strong foundation in authentic community storytelling and visual engagement. With thoughtful content planning, integrated outreach beyond digital platforms, and enhanced interactivity, the city is well-positioned to become one of the most followed and admired small-town pages in Northern California.

Taylered Marketing is excited to continue supporting this growth and uncovering new ways to showcase the heart of Sutter Creek.

Prepared by Taylered Marketing | June 2025