



City Council Meeting Agenda

Monday, October 05, 2026 at 6:00 PM

33 Church Street, Sutter Creek, CA 95685

The Agenda can be found on the City's Website: www.cityofsuttercreek.org

The City of Sutter Creek City Council Meeting will be available in person and LIVE on YouTube at <https://www.youtube.com/@CityofSutterCreek>.

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

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

Or Dial by phone: 301 715 8592 Webinar ID: 816 8589 0182 Passcode: 186036

Unless stated otherwise on the agenda, every item on the agenda is exempt from review under the California Environmental Quality Act ("CEQA") per CEQA Guidelines Sections 15060(c), 15061(b)(3), 15273, 15378, 15301, 15323 and/or Public Resources Code Section 21065.

Americans with Disabilities Act: In compliance with the Americans with Disabilities Act, persons requiring accommodations to participate in this meeting should contact the City Clerk at 707-267-5647 or azambrano@cityofsuttercreek.org at least three business days before the meeting. The City will make reasonable efforts to accommodate requests received with less notice.

- 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 Sept 21, 2026](#)

Recommendation: By motion approve minutes as presented.

7. Consent Agenda

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

A. [Sutter Hill Road Asphalt Overlay Project Completion](#)

Adopt Resolution accepting the work on the Sutter Hill Road Asphalt Concrete Overlay Project and authorizing the City Manager to execute the Notice of Completion and cause it to be filed with the Amador County Recorder.

8. Ordinances and Public Hearing

A. [Fiscal Year 2025–26 Annual Impact Fee Report](#)

Hold a public hearing regarding the Fiscal Year 2025–26 Annual Impact Fee Report and, by motion, accept the report.

9. Administrative Agenda

A. [Purchase Card / Credit Card Policy](#)

Review and adopt the proposed Purchasing Card/Credit Card policy for city staff.

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. Information and Correspondence

13. Closed Session

14. Report from Closed Session

15. Adjournment

The next regularly scheduled meeting is October 19, 2026.



City Council Meeting Minutes

Monday, September 21, 2026 at 6:00 PM

33 Church Street, Sutter Creek, CA 95685

The Agenda can be found on the City's Website: www.cityofsuttercreek.org

1. Call to Order and Establishment of a Quorum

Mayor Gunselman called the regular meeting to order at 6:00 p.m.

Present: Mayor Claire Gunselman, Vice Mayor Julia Sierk, and Councilmembers James Swift, Susan Feist, and Dan Riordan.

Staff Present: City Manager Tom DuBois, City Attorney Derek Cole, Interim City Clerk Alejandra Zambrano, and Public Works Director Dan LaFontaine.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Public Forum

There was no public comment.

4. City Manager's Report

City Manager DuBois provided updates on wastewater treatment operations, including a change in chemical suppliers; the review of median income information; weed abatement notices sent to five additional properties; storm preparation and cleanup with CAL FIRE; pavement work; community events; and preparations to reduce flooding at the auditorium basement.

5. Presentations

None.

6. Approval of Minutes

A. City Council Minutes of August 17, 2026

Council requested that the minutes reflect the City Attorney's statement concerning Councilmember Swift's

disqualification from the cannabis dispensary matter due to a conflict of interest, and that Item 8A identify Stacey Tyler as speaking on behalf of Teresa Ryan.

Motion: Councilmember Riordan moved to approve the August 17, 2026, minutes with the stated corrections. Councilmember Feist seconded the motion.

AYES: Gunselman, Sierk, Feist, Riordan

NOES: None

ABSTAIN: Swift

ABSENT: None

Motion carried, 4–0, with one abstention.

7. Consent Agenda

At Vice Mayor Sierk’s request, Item 7A was removed from the Consent Agenda for separate consideration.

B. 2026 Weed Abatement Compliance Report

Motion: Councilmember Swift moved to receive and file the 2026 Weed Abatement Compliance Report. Vice Mayor Sierk seconded the motion.

AYES: Gunselman, Sierk, Swift, Feist, Riordan

NOES: None

ABSTAIN: None

ABSENT: None

Motion carried, 5–0.

7A. Second Readings and Adoption of Cannabis Ordinances Nos. 383, 384, and 385

Councilmember Swift recused himself due to a conflict of interest and left the room before consideration of the item. Council discussed the supplemental traffic report.

Mayor Gunselman opened public comment. Brian Comnes, Melissa Burgess, Teresa Ryan, and Barbara Comnes spoke in opposition. Josh Lewis spoke in support. One speaker who did not state a name expressed support for medical cannabis use but raised concerns about youth access and addiction. Mayor Gunselman closed public comment.

Motion: Councilmember Riordan moved to waive further reading and adopt Ordinance Nos. 383, 384, and 385. Mayor Gunselman seconded the motion.

AYES: Gunselman, Feist, Riordan

NOES: Sierk

RECUSED: Swift

ABSENT: None

Motion carried, 3–1, with one recusal.

8. Ordinances and Public Hearings

None.

9. Administrative Agenda

A. Amador County Unified School District Consolidation Program Project Environmental Review

City Manager DuBois presented the proposed Amador County Unified School District school consolidation project and requested Council direction on the City's response to the project's Initial Study/Mitigated Negative Declaration.

Council discussed the adequacy of the traffic analysis for the proposed Grades 10–12 high school, including student drivers, parking demand, drop-off and dismissal queues, and potential effects on nearby streets and the State Route 49/Sutter-Ione Road intersection. Council also raised questions about pedestrian safety, school transportation, the timing and implementation of the proposed Transportation Demand Management Plan, parking enforcement responsibilities, and the capacity of campus facilities. Council directed that these questions and concerns be conveyed to the District in the City's response letter.

Mayor Gunselman opened public comment. Patricia Andy Jones and Melissa Burgess spoke in opposition to the project. Mayor Gunselman closed public comment.

Motion: Vice Mayor Sierk moved to authorize the City Manager to submit a response letter to the Amador County Unified School District incorporating Council's questions and comments on the project's environmental review. Councilmember Riordan seconded the motion.

AYES: Gunselman, Sierk, Swift, Feist, Riordan

NOES: None

ABSTAIN: None

ABSENT: None

Motion carried, 5–0.

10. Mayor and Councilmember Reports

Mayor Gunselman reported on a nonprofit open house and invited the public to attend and learn about its community benefits. Councilmember Feist spoke about the need for flood preparedness.

11. City Attorney's Report

City Attorney Cole had no report.

12. Information and Correspondence

A. City Clerk Monthly Report

B. Engineering Monthly Report

- C. Police Department Monthly Report**
- D. Public Works Monthly Report**
- E. Finance Monthly Report**
- F. Marketing Monthly Report**
- G. Planning Monthly Report**
- H. Treasurer's Monthly Report**

13. Closed Session

The Council recessed from open session at 8:29 p.m. and convened in closed session on the following items:

A. Public Employee Appointment

Government Code section 54957(b)(1)

Title: City Manager

B. Conference with Legal Counsel — Anticipated Litigation

Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): one potential case based on the September 16, 2026, Notice of Intent to Sue from Sutter Creek Residents Against Marijuana Dispensaries.

14. Report from Closed Session

There was no report from the closed session.

15. Adjournment

The meeting adjourned at 8:40 p.m.

The next regularly scheduled meeting is October 5, 2026.

1854
SUTTER CREEK
John Sutter
JEWEL OF THE MOTHER LODE

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

MEETING DATE: OCTOBER 5, 2026

FROM: FRANK WHITMORE, CITY ENGINEER

SUBJECT: SUTTER HILL ROAD ASPHALT CONCRETE OVERLAY PROJECT

RECOMMENDATION:

Adopt Resolution _____ accepting the work on the Sutter Hill Road Asphalt Concrete Overlay Project and authorizing the City Manager to execute the Notice of Completion and cause it to be filed with the Amador County Recorder.

BACKGROUND:

The contractor, Campbell Construction General Engineering, Inc., completed work on the Sutter Hill Road Asphalt Concrete Overlay Project on August 27, 2026, in accordance with the Plans and Specifications approved by the City Council of the City of Sutter Creek. Final construction costs were \$615,000.00.

DISCUSSION:

All contract items of work for the Sutter Hill Road Asphalt Concrete Overlay Project have been completed in substantial compliance with the plans, specifications, codes, and standards of the City. All work was determined to be substantially completed on August 27, 2026.

Final project costs are as follows:

Original Contract Amount	\$ 617,385.00
<u>Final Contract Change Order</u>	<u>\$ (2,385.00)</u>
Final Contract Amount	\$ 615,000.00

Enclosures: Notice of Completion and Resolution

RECORDING REQUESTED BY:
CITY OF SUTTER CREEK
OFFICE OF THE CITY ENGINEER

When recorded, mail to:

City Manager
City of Sutter Creek
18 Main Street
Sutter Creek, CA 95685

**NOTICE OF COMPLETION
CITY OF SUTTER CREEK**

NOTICE IS HEREBY GIVEN of the completion of a Work of Improvement as follows:

Date of Completion: August 27, 2026.

Name and Address of the Owner: City of Sutter Creek, 18 Main Street, Sutter Creek, CA 95685.

Nature of the Interest or Estate of the Owner: Owner in fee simple.

Description of the Site: Sutter Hill Road between Old Highway 49 and Eureka Road, Sutter Creek, CA 95685

Name and Address of the Contractor for the above Work of Improvement: Campbell Construction General Engineering, Inc., 175 Sutter Hill Road, Sutter Creek, CA 95685.

General Statement of Kind of Work Done or Materials Furnished: Installing an asphalt concrete overlay and miscellaneous drainage improvements on Sutter Hill Road.

CITY OF SUTTER CREEK – OWNER

By _____
Tom DuBois, City Manager

TOM DUBOIS declares:

I am the City Manager of the City of Sutter Creek, the municipal corporation that executed the foregoing notice as owner of the aforesaid interest or estate in the property therein described; that I make this verification on behalf of said municipal corporation; that I have read this Notice of Completion and know the contents thereof, and that the facts stated therein are true.

I declare under penalty of perjury that the foregoing is true and correct. Dated at Sutter Creek, California this ____ day of _____.

TOM DUBOIS, CITY MANAGER

RESOLUTION NO. 26-27-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUTTER CREEK
ACCEPTING THE COMPLETION OF PUBLIC IMPROVEMENTS FOR THE
SUTTER HILL ROAD ASPHALT CONCRETE OVERLAY PROJECT, AND FILING A
NOTICE OF COMPLETION AND AUTHORIZING RECORDATION THEREFORE**

WHEREAS, the contractor of work, Campbell Construction General Engineering, Inc. completed all work according to the plans and specifications on August 27, 2026; and

WHEREAS, the improvements consisted of installing an asphalt concrete overlay and miscellaneous drainage improvements on Sutter Hill Road between Old Highway 49 and Eureka Road.

WHEREAS, the improvements have been completed to the satisfaction of the City Engineering Department.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sutter Creek does hereby accept the completed public improvements and authorizes the City to file a Notice of Completion with the Amador County Recorder.

The foregoing resolution was duly passed and adopted by the City Council of the City of Sutter Creek at a regular meeting on the ____ day of _____ by the following vote:

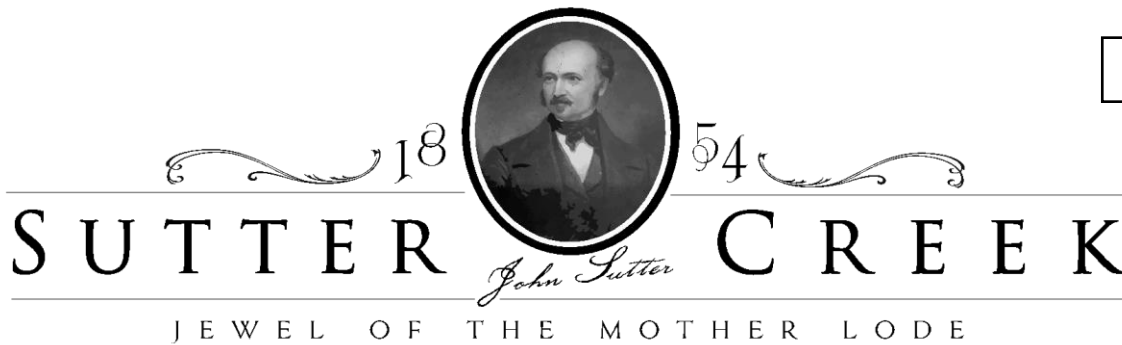
- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

CITY OF SUTTER CREEK

Claire Gunselman, Mayor

ATTEST:

Alejandra Zambrano, Interim City Clerk



STAFF REPORT

TO: MAYOR AND MEMBERS OF THE CITY COUNCIL
MEETING DATE: SEPTEMBER 21, 2026
FROM: MASON PETERS, FINANCE SUPERVISOR
SUBJECT: FISCAL YEAR 2025-26 ANNUAL IMPACT FEE REPORT

RECOMMENDATION:

For Information.

BACKGROUND:

Each year, we are required to report on any revenues and expenditures related to fees collected through the process of new construction within city limits; we call these fees impact fees. These fees are to be used to improve and/or grow our current services to provide for the new ‘impacts’ that new construction will have on our community. In order to update these fees, we have to go through a Nexus Study, which is typically done through a consulting firm, and the proposed new fees are reviewed and approved by the City Council. We recently just went through this process and revamped the entire Impact Fee schedule, which went into effect July 1, 2026.

DISCUSSION:

The included annual report covers more detail regarding our specific Impact Fee schedule and what each fee is to be used for based on the old Nexus Study that we did a while ago. We had a slow year in 2022-23, but otherwise we see an average of 1-3 new structures built within city limits each fiscal year. This growth is slow but overall consistent and does not have huge impacts on the current services we provide; in essence, the level of services we provide has been able to keep up with the growth rate for some time now. If there were a huge spike in growth within the city, we would collect a large sum of impact fees, but would likely have to modify/grow our level of services to be able to provide the same level of support to the new size of the community.

One thing I wanted to note is that at the end of fiscal year 2025-26, a couple of large projects started progressing and we will likely see the impact fees materialize in either FY27 or FY28. These projects, Valley View Commons and Bryson Cottages, are multi-dwelling projects that will cause outlier spikes in revenue received in this category over the next couple of fiscal years. It is not likely that we will have to heavily increase the levels of service we provide to the community once these projects are completed, but we will monitor that over time once the dwellings are complete and are actively lived in.

This will also be the last time we will use this Annual Impact Fee report format, since we have a brand new impact fee schedule effective in FY27. I plan on modifying the layout and going into more detail about what each new category of impact fee is for, so be on the lookout for that in FY28 when we cover the activity from FY27.

City of Sutter Creek Capital Facilities Fees Annual Report Fiscal Year 2025-2026

Prepared By:
City of Sutter Creek
September 2, 2026



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LEGAL REQUIREMENTS

A. What Are Impact Fees?

California Government Code §66000 allows a local jurisdiction to establish an impact fee to mitigate the impacts of new development. These fees may be used for the purchase, construction, expansion, rehabilitation, or acquisition of public facilities, and must be consistent with the adopted fee program, which is updated every five years.

New development increases the demand for health and safety service provided by a city, affects the quality of the community's infrastructure, and increases the need for public facilities. Typically, impact fees are paid to a city at the time a building permit is issued and assist in paying for the cumulative impact of new development through infrastructure improvements and additions. Facilities partly funded by impact fees include police, fire and administrative buildings, park sites, bike trails, public landscape areas, community centers, transportation and transit facilities and roadway improvements. Impact fees cannot be used for maintenance of existing or future city facilities.

B. Establishing An Impact Fee Program

The City of Sutter Creek ("City") impact fee program, more commonly known as the Capital Facilities Fees Program ("CFF Program"), was established in 2008. Impact fees imposed on new development must have the proper nexus to any project on which they are imposed. The CFF Program sets forth the relationship between contemplated future developments, facilities needed to serve future development and the estimated cost of those improvements based on the current General Plan for build-out.

C. Adoption of a Capital Improvement Program (CIP)

California Government Code §66002 requires local agencies that have implemented an impact fee program to adopt a Capital Improvement Program (CIP) indicating the approximate location, size, and time of projects, plus an estimate for the costs of all facilities or improvements to be financed by the impact fees. At a minimum, a formal CIP is recommended as a five-year plan.

The City's CIP connects annual capital expenditures to a long-range plan for public improvements. The City's CIP also assists in maximizing the funds available, connecting the plan for public improvements to the City's capacity for funding, and projecting expenditures over a period of years. This type of fiscal management is particularly

LEGAL REQUIREMENTS (Cont.)

important during periods where budgetary demands exceed financial resources. The City's CIP is financed in part by the impact fees collected through the CFF Program.

D. Reporting

Annual reporting of a local agency's impact fee program is required by Government Code §66006. The impact fees collected must be segregated from general and other funds containing fees collected for other improvements. Interest on each impact fee fund or account must be credited to that fund or account and be used only for the purpose for which the impact fee was collected.

California Government Code §66006(b) requires that a local agency make the following information available to the public for each separate impact fee fund on an annual basis and that the local agency review that information at a public meeting. The law also requires the annual report include the following information for the prior fiscal year and be made available within 180 days after the last day of each fiscal year:

- Describe the type of impact fee in the account or fund.
- Identify the amount of the impact fee.
- Provide the beginning and ending balance of the account or fund.
- Provide the amount of impact fees collected and interest earned.
- Identify each public improvement on which impact fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with the impact fee.
- Identify an approximate date by which the construction of the public improvement will commence, if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete.
- Describe each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned impact fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan.
- Provide the amount of refunds made due to sufficient funds being collected to complete financing on incomplete public improvements, and the amount of reallocation of impact funds made to administrative costs of refunding unexpended revenues exceeding the amount to be refunded.

If an agency no longer needs the funds for the purposes collected or fails to make the required findings or perform certain administrative tasks prescribed, the agency may be

LEGAL REQUIREMENTS (Cont.)

required to refund, on a prorated basis to owners of the properties upon which the impact fees for the improvement were imposed, the monies collected for that project and any interest earned on those funds.

California Government Code §66001(d) also requires that the local agency make all the following findings every fifth year with respect to that portion of the account remaining unexpended, whether committed or uncommitted:

- Identify the purpose to which the impact fee is to be allocated.
- Demonstrate a reasonable relationship between the impact fee and the purpose for which is it charged.
- Identify all sources and amounts of funding anticipated to complete financing of incomplete improvements.
- Designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund.
- In any action imposing a fee as a condition of approval of a development project by a local agency, the local agency shall determine how there is a reasonable relationship between the amount of the impact fee and the cost of the public facility or portion of the public facility attributable to the development on which the impact fee is imposed.

DESCRIPTION OF CAPITAL FACILITIES FEES

The CFF Program mitigates the impacts associated with new development on certain public facilities. The CFF Program is used to finance the acquisition, construction, and improvement of public facilities as a result of new development. The City has the following eleven (11) CFF Program fee categories:

Police Capital Facilities Fee

This fee is collected to provide funding for the construction of a police station, police vehicles, parking facilities, communication systems, and equipment.

Fire Capital Facilities Fee

This fee is collected for construction of a new fire facility, fire trucks, a fire engine, and special equipment.

Historical Fee

This fee is collected to fund the City's General Plan policy of preserving historic structures in the City.

City Hall Capital Facilities Fee

This fee is collected to provide funding for the construction of a new city hall.

Corporation Yard Capital Facilities Fees

This fee is collected to provide funding for a fair-share portion of the cost to construct facilities for a new corporation yard.

Program Update Fee

This fee is collected for future updates of the Nexus Study to ensure that the facilities, costs, and fees in the Fee Program are current and accurate.

Administration Capital Facilities Fee

This fee is collected for the administration of the CFF Program. This includes preparation of an Annual CFF Program Report, preparation of a Five-Year CFF Report, day-to-day management of the CFF Program including preparation of annual CIP budgets, CFF Program annual inflationary updates, land value analyses and updates and CFF Program Proformas.

Traffic Mitigation Fee

There are two traffic mitigation fees collected, one for local and the other for regional. The local fee is collected to offset the direct, indirect, and cumulative impacts of new

DESCRIPTION OF CAPITAL FACILITIES FEES (Cont.)

Traffic Mitigation Fee (cont.)

development projects upon the City of Sutter Creek’s road system. The regional fee is collected for the Amador County Transportation Commission (ACTC).

Parks and Recreation Fee

This fee is collected to provide funding for parks, recreational buildings and master plan updates.

Sewer Connection Fee

This fee is collected to provide funding for the city's sewer facilities.

CURRENT FEE SCHEDULES

The current CFF Program allows for an annual inflationary adjustment equal to the increase in the annual change in the Engineering News Record Construction Cost Index through the month of December of the preceding year. Table 1 & 2 provides the adopted fee schedule for Fiscal Year 2025-26.

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

The Combining Statement of Revenues, Expenditures and Changes in Fund Balances provided in Table 3 outlines the beginning and ending balance of each fund for Fiscal Year 2025-26. Expenditures are identified by general categories. All revenue is collected at the time a building permit is issued. Since the CFF Program is a “pay-as-you-go” program, the City must accrue enough revenue prior to commencing construction of a project, resulting in an “aging” of fund balances. The aging or accumulation occurs until enough revenue has been collected to construct a project.

FIVE YEAR REVENUE AND EXPENSE HISTORY

As previously discussed, most revenue is collected when a building permit is issued for new development. Total CFF Program revenues increased by \$142,293 and expenditures increased by \$53,095 between Fiscal Years 2024-25 and 2025-26. Project activity was fairly normal throughout the year in FY26, but towards the very end of the fiscal year, project activity started picking up quickly and had a big impact at the end of FY26, and some others will progress during FY27 and FY28 depending on how fast the developers progress (e.g. Bryson Cottages, Valley View Commons).

Table 1: Capital Facilities Fee Schedules Effective July 1, 2025 through June 30, 2026

Fee Category	Unit Measure Per	Police	Fire	Historical	City Hall	Corporation Yard	Program Updates	Admin	Park & Recreation	Sewer Connection	Total
Single-Family Residential/Mobile Home/Congregate Care	Dwelling Unit	\$ 1,430.96	\$ 2,808.31	\$ 654.57	\$ 1,638.86	\$ 776.39	\$ 186.79	\$ 224.15	\$13,700.65	\$10,247.56	\$ 31,668.24
Multi-Family Residential	Dwelling Unit	\$ 933.94	\$ 1,832.14	\$ 427.18	\$ 1,068.75	\$ 506.76	\$ 121.82	\$ 146.18	\$13,700.65	\$10,247.56	\$ 28,984.98
Retail / Food / Other	SF	\$ 0.28	\$ 0.54	\$ 0.05	\$ 0.31	\$ 0.15	\$ 0.03	\$ 0.03	n/a	\$10,247.56*	1.39
Office/Professional	SF	\$ 0.50	\$ 0.97	\$ 0.08	\$ 0.57	\$ 0.28	\$ 0.06	\$ 0.08	n/a	\$10,247.56*	2.55
Industrial	SF	\$ 0.15	\$ 0.29	\$ 0.03	\$ 0.18	\$ 0.08	\$ 0.02	\$ 0.02	n/a	\$10,247.56*	0.76

*Sewer connection for Retail, Office/Professional and Industrial is per connection not per SF and is not included in the Total column.

Table 2: Traffic Mitigation Fee Schedules Effective July 1, 2025 through June 30, 2026

Category	Unit Measure Per	Fee Amount
Local Traffic, Single Family	Dwelling Unit	\$ 5,134.22
Local Traffic, Multi-Family	Dwelling Unit	\$ 3,644.80
Local Traffic, Mobile Home Park or Subdivision	Dwelling Unit	\$ 5,134.22
Local Traffic, Congregate Care Facility	Dwelling Unit	\$ 5,134.22
Local Traffic, Retail- High Volume	SF	\$ 10.27
Local Traffic, Retail- Medium Volume	SF	\$ 6.67
Local Traffic, Retail- Low Volume	SF	0.77
Local Traffic, Office/Professional	SF	5.65
Regional Traffic, Residential	Dwelling Unit	3,878
Sutter Crest Estates (Gopher Flat)	Dwelling Unit	1,624.24
Sutter Crest East/Golden Hills (Gopher Flat)	Dwelling Unit	1,624.24
Sutter Glen (Gopher Flat)	Dwelling Unit	1,624.24
Crestview Estates	Dwelling Unit	2,861.91
Mesa De Oro	Dwelling Unit	584.73
Powder House Estates	Dwelling Unit	1,624.24

Table 3: Combining Statement of Revenues, Expenditures and Changes in Fund Balances Year Ended June 30, 2026

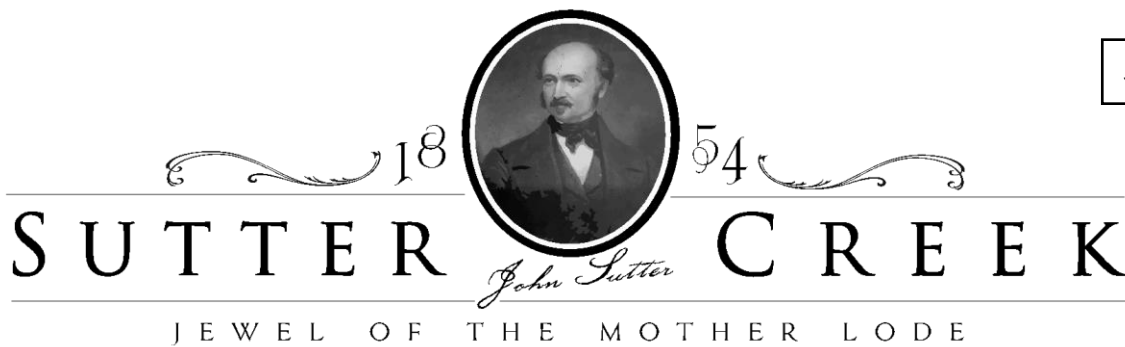
	Police	Fire	Historical	City Hall	Corporation Yard	Program Update	Admin	Traffic Mitigation Local	Traffic Mitigation Regional	Parks & Rec.	Sewer Connection	TOTAL
REVENUES:												
Fees Collected	1,868	3,664	854	2,138	1,014	244	292	7,290	7,756	51,950	101,745	178,815
Interest	1,113	567	259	649	308	74	88	5,084	36	3,353	4,903	16,434
Miscellaneous												
TOTAL REVENUES	\$2,981	\$4,231	\$1,113	\$2,787	\$1,322	\$318	\$380	\$12,374	\$7,792	\$55,303	\$106,648	\$195,249
EXPENDITURES:												
General Gov't.									13,506			13,506
Community Development												0
Public Works												0
Parks & Recreation										106,698		106,698
Public Safety	10,653											10,653
Capital Outlay:												0
TOTAL EXPENDITURES	\$10,653	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,506	\$106,698	\$0	\$130,857
EXCESS OF REVENUES OVER EXPENDITURES - SUBTOTAL	-\$7,672	\$4,231	\$1,113	\$2,787	\$1,322	\$318	\$380	\$12,374	-\$5,714	-\$51,395	\$106,648	\$64,392
FUND BALANCES, July 1, 2025	20,553	41,720	35,935	53,108	39,090	5,292	2,652	252,157	5,714	103,336	148,445	708,002
SUBTOTAL	-7,672	4,231	1,113	2,787	1,322	318	380	12,374	-5,714	-51,395	106,648	64,392
FUND BALANCES, June 30, 2026	\$12,881	\$45,951	\$37,048	\$55,895	\$40,412	\$5,610	\$3,032	\$264,531	\$0	\$51,941	\$255,093	\$772,394

Table 4: Five Year Revenue History

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Five Year Total
Police						
Fees Collected	3,655	0	5,260	1,431	1,868	12,214
All Other Revenue Sources	60	175	337	1,018	1,113	2,703
Subtotal	3,715	175	5,597	2,449	2,981	14,917
Fire						
Fees Collected	7,173	0	10,322	2,808	3,664	23,967
All Other Revenue Sources	118	343	661	906	567	2,595
Subtotal	7,291	343	10,983	3,714	4,231	26,562
Historical						
Fees Collected	1,672	0	2,406	655	854	5,587
All Other Revenue Sources	28	80	154	339	259	860
Subtotal	1,699	80	2,560	994	1,113	6,447
City Hall						
Fees Collected	4,185	0	6,022	1,639	2,138	13,984
All Other Revenue Sources	69	200	385	1,018	649	2,321
Subtotal	4,254	200	6,408	2,657	2,787	16,305
Corporation Yard						
Fees Collected	1,983	0	2,854	776	1,014	6,627
All Other Revenue Sources	33	95	183	509	308	1,128
Subtotal	2,016	95	3,037	1,285	1,322	7,755
Program Update						
Fees Collected	477	0	686	186	244	1,593
All Other Revenue Sources	8	23	44	170	74	319
Subtotal	485	23	730	356	318	1,912
Administration						
Fees Collected	572	0	823	224	292	1,911
All Other Revenue Sources	9	27	53	338	88	515
Subtotal	582	27	876	562	380	2,426
Traffic Mitigation						
Local Fees Collected	13,111	0	18,868	5,134	7,290	44,403
Regional Fees Collected	11,634	17,133	15,512	3,878	7,756	55,913
All Other Revenue Sources	438	758	1,489	2,598	5,120	10,403
Subtotal	25,183	17,891	35,869	11,610	20,166	110,719
Parks & Recreation						
Fees Collected	26,280	0	35,708	13,701	51,950	127,639
All Other Revenue Sources	72	0	608	2,436	3,353	6,469
Subtotal	26,352	0	36,316	16,137	55,303	134,108
Sewer Connection						
Fees Collected	21,984	0	51,522	10,248	101,745	185,499
All Other Revenue Sources	1,921	0	6,530	2,944	4,903	16,298
Subtotal	23,905	0	58,052	13,192	106,648	201,797
TOTAL	\$ 95,481	\$ 18,834	\$160,427	\$52,956	\$195,249	\$522,948

Table 5: Five Year Expenditure History

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Five Year Total
Police	-	-	329	37,031	10,653	48,013
Fire	-	-	-	-	-	0
Historical	-	-	-	-	-	0
City Hall	-	-	23,123	-	-	23,123
Corporation Yard	-	-	-	-	-	0
Program Update	-	-	-	-	-	0
Administration	659	-	-	-	-	659
Traffic Mitigation - Local	-	-	-	-	-	0
Traffic Mitigation - Regional	11,634	17,133	15,512	15,512	13,506	73,297
Park & Recreation	-	-	-	25,219	106,698	131,917
Sewer Connection	-	-	-	-	-	0
TOTAL	\$ 12,293	\$ 17,133	\$ 38,964	\$ 77,762	\$ 130,857	\$ 277,009



STAFF REPORT

TO: MAYOR AND MEMBERS OF THE CITY COUNCIL
MEETING DATE: OCTOBER 5, 2026
FROM: MASON PETERS, FINANCE SUPERVISOR
SUBJECT: PURCHASE CARD/CREDIT CARD POLICY

RECOMMENDATION:

Review and adopt the proposed Purchasing Card/Credit Card policy for city staff.

BACKGROUND:

The City has allowed the City Manager and Department Heads to possess credit cards/purchasing cards for purchases that either require use of a credit card, are small and necessary for daily operations, or for emergency situations that time does not permit the standard process of invoicing and paying through the Accounts Payable process. The City has typically had these cards issued through our banking institution for ease of account management and the established relationship we already have with them.

The city also uses specialized purchase cards with the police department for fuel and with public works for Lowe's. The Lowe's card is used because it provides more detailed reconciliation statements than a standard credit card.

DISCUSSION:

Through the course of the Fiscal Year 2024-2025 audit, LSL identified weaknesses in our credit card processes (Purchases were for valid city purposes, but receipts were missing) that will likely be deemed as a significant deficiency in internal controls. Part of the solution to the lack of internal controls is establishing a Credit Card/Purchasing Card Policy that outlines what rules and guidelines need to be followed by city staff who possess a credit card.

In an effort to minimize any shortcomings of internal controls as quickly as possible, I am bringing this draft Purchasing Card Policy to you for review and adoption. Formalizing the proper acquisition, use, reconciliation, and payment of these credit cards protects the City and in the case of any violations of the policy or misuse of the cards, we have these formalized guidelines that we can use as support for any warnings or disciplinary actions.

It should be made clear that during the course of the audit, there were no misuses of the credit cards by staff, but there are concerns about single transaction limits and receipt retention for proof of purchases. This proposed policy clarifies those expectations among everything else required to have a robust credit card policy.

FISCAL IMPACT:

No immediate fiscal impact. However, adopting this policy will increase internal fiscal controls and reduce any risks of credit card abuse.

CITY OF SUTTER CREEK

PURCHASING CARD PROGRAM POLICY

Scope: Citywide

Policy Contact: Finance Department / City Administration

Date: 9/28/2026

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1. Purpose & Implementation

- **1.1 Purpose:** The purpose of this policy is to provide formal guidance for the appropriate, authorized, and efficient use of City-issued Purchasing Cards (Credit Cards) for acquiring necessary supplies, materials, and services for official City business. This policy outlines the administration of the Purchasing Card Program, credit and transaction limits, vendor restrictions, statement reconciliation and payment processes, and individual cardholder responsibilities. The Purchasing Card Program is administered by the City Administration / Finance Department.
- **1.2 Implementation:** Upon adoption of this policy, the Program Administrator (see Section 3) will close all existing purchase/credit cards and restart the Purchase Card program to reflect the policies established in this policy.

2. Scope

This Administrative Policy applies to designated staff authorized to use City-issued credit/purchasing cards for the procurement of supplies and services for the City of Sutter Creek.

3. Program Administrator

The City Finance Supervisor (or designee) serves as the overall Program Administrator. The Program Administrator manages the relationship with the City's financial institution, oversees program compliance, and resolves technical or administrative card issues.

4. Cardholder Responsibility

- **4.1 General Responsibility:** Each card is issued to a specific individual who is directly responsible for all transactions and for safeguarding the card at all times. Cards are to be used strictly for legitimate City business purposes.
- **4.2 Lost or Stolen Cards:** If a purchasing card is lost or stolen, the cardholder must immediately notify the issuing financial institution (available 24/7) and promptly inform the Program Administrator to request a replacement.
- **4.3 Online Card Use:** Storing card numbers on third-party vendor accounts (such as personal Amazon, PayPal, or browser autofill) is prohibited. Transmitting unencrypted full card numbers via email is prohibited.
- **4.4 Sharing Card info:** Sharing card credentials among unauthorized staff is prohibited.

5. Obtaining a Purchasing Card

Staff requiring a card for official duties must complete a Purchasing Card Request Package and submit it to the Finance Department. Approval by the Department Head, City Manager and Finance Supervisor is required prior to card issuance. Cardholders must sign a "Cardholder Agreement & Acknowledgement Form" prior to card issuance.

6. Credit Limits and Transaction Limits

- **6.1 Monthly Credit Limits:** Each card has a standard monthly credit limit established based on routine operational needs and departmental budget approval. Requests for permanent or temporary limit increases must be submitted to the Program Administrator and subject to approval by Department Head, Finance Supervisor and City Manager.

- **6.2 Single Transaction Limits:** A single transaction limit of \$5,000 applies to all purchases made on bank-issued purchase cards, inclusive of tax, shipping, and handling. All other purchase cards are subject to their own limitations and fraud prevention guidelines as established with each vendor who issued those purchase cards to staff. In general, purchases over \$5,000 should be invoiced and may be required to go through a bid process per the City's Formal Purchasing Policy. If a cardholder needs to place an order above their single transaction limit, written approval from the City Manager is required (e.g. signature, email approval). For all purchase card holders, splitting transactions or requesting vendors to issue multiple invoices to circumvent single-transaction limits is explicitly prohibited.
- **6.3 Compliance:** Card usage must comply with the City's Municipal Code purchasing ordinance and California Public Contract Code limits.

7. Restrictions

Purchasing cards shall **NOT** be used for the following under any circumstances:

1. Personal expenses or non-City business purchases.
2. Cash advances or ATM withdrawals.
3. Personal gifts, flowers, or social event items for City employees or volunteers.
4. Gift cards or store certificates for employees or third parties.
5. Alcohol or controlled substances.
6. Fines, penalties, parking tickets, or toll violations incurred by employees.
7. Non-emergency travel expenses (unless pre-approved by the City Manager).
8. Loyalty points are to be used solely by the city for city supplies. All cash-back rebates, statement credits, or vendor incentives are public property under Fair Political Practices Commission (FPPC) regulations and cannot benefit any individual employee.

8. Monthly Statements and Reconciliations

- **8.1 Statement Issuance:** Cardholders receive a monthly billing statement detailing all transactions during the billing cycle.
- **8.2 Reconciliation & Approval:** Cardholders must review their statements, attach itemized receipts and supporting documentation for every purchase, sign a reconciliation form, and submit it to their supervisor and the Finance Department for verification within 7 business days of statement issuance to enable the city to dispute fraudulent charges in a timely manner.

- **8.3 Missing Receipt Process:** Cardholders who lose a receipt must submit a signed declaration detailing the business purpose and itemization. Missing receipt amounts must be less than \$50 and happen no more than 5 times per fiscal year per individual.
- **8.4 Accounting Charge:** The Finance Department processes payment to the issuing institution and allocates expenditure entries to appropriate departmental budget accounts based on verified receipts.

9. Reporting Unauthorized Use of Purchase Card

Staff authorized to use a purchase card are strictly accountable for ensuring all transactions comply with City policies. Accidental, unauthorized, or improper card usage must be reported immediately to the employee's direct supervisor and the Program Administrator. Improper use may result in revocation of card privileges, mandatory reimbursement to the City, and disciplinary action up to and including termination.

10. Review and Acknowledgement

Official Title	Reviewer Name	Signature Date
City Manager	Tom Dubois	Date
Finance Director	Mason Peters	Date
Public Works Director	Dan Lafontaine	Date
City Clerk	Person	Date
Police Chief	Jim O'Connell	Date