City Council Meeting Agenda

Monday, August 18, 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**

A. Presentation from Interfaith Food Bank

6. Approval of Minutes

A. City Council Minutes of July 21, 2025

Recommendation: By motion approve minutes as presented.

7. Consent Agenda

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

A. Information Report on Use of Highway 49 Relinquishment Funds

For Review by Council

8. Ordinances and Public Hearing

9. Administrative Agenda

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

Authorize City Manager to apply for Tax Incentives and Grants

B. Direction on Budget Amendment for Broadway Street Project

Review and approve budget amendment for Broadway storm drain and paving project

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

*Approve Resolution 25-26-** Approving the Agreement Between SEIU and City of Sutter Creek*

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

*Approve Resolution 25-26-** Approving the Agreement Between POA and City of Sutter Creek*

E. Resolution Approving Salary Schedule for FY25-28

*Council Approval of Resolution 25-26-** Adopting Salary Schedule for FY 2025-26*

F. Appointing Voting Delegate for Cal Cities General Assembly

Recommendation: Appoint a voting delegate and up to two alternates for the City of Sutter Creek.

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. CSJVRMA Presentation

B. July 2025 Treasurer Report

Report to be handed out at places

C. July 2025 Finance Updates and Report

D. July 2025 Police Department Report

E. July 2025 Public Works Report

F. July 2025 City Engineering Report

G. July 2025 City Clerk Report

H. July 2025 Marketing Report

I. July 2025 Planning Department Report

14. Closed Session

A. CONFERENCE WITH LEGAL COUNSEL - INITIATION OF LITIGATION

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

15. Report from Closed Session

16. Adjournment

The next regularly scheduled meeting is September 2, 2025.

City Council Meeting Minutes

Monday, July 21, 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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1. Call to Order and Establish a Quorum for Regular Meeting

The meeting was called to order at 6:00 PM by Mayor Gunselman.

Present: Mayor Claire Gunselman, Vice Mayor Julia Sierk, Council member Jim Swift, Council member Susan Feist, Treasurer Victoria Runquist

Absent: Council member Dan Riordan.

Staff Present: City Manager Tom DuBois, City Attorney Derek Cole, City Clerk Aaron Wolcott, Project Manager Will Watson, Finance Supervisor Mason Peters.

2. Pledge of Allegiance to the Flag

The pledge of allegiance was led by Mayor Gunselman.

3. Public Forum

Resident Helen Bierce: Spoke in favor of installing an emergency siren in Sutter Creek, citing recent deadly natural disasters in other locations like Paradise, CA, and Texas. She argued that a siren provides a crucial initial alert, especially when cell service is down or people are asleep. She noted that she has brought this to Council several times over the years.

Sutter Creek Fire Chief, Dominic Moreno: Stated that the County's cell phone alert system is more effective than a siren as it provides specific details about the emergency. He emphasized his position that defensible space and property cleaning are the most critical fire prevention measures. He explained that installing and maintaining a siren system would be logistically complex and expensive, likely requiring multiple units and a dedicated power and activation system.

4. City Manager's Report

City Manager Tom DuBois provided updates on current activities in the City. A suspicious fire occurred in the basement of City Hall on July 16, 2025. Damage was minimal and the fire is under investigation by the Police Department. The new online sewer billing portal has been rolled out, allowing residents to pay and receive notifications online. The city is continuing the transition to a new financial system. The recent community pool party was a success. Progress is being made on code enforcement, with a full update to come. DuBois met with Senator Maria Alvarado-Gil's office staff to discuss funding for the wastewater treatment plant.

Upcoming agenda items will include updates on code enforcement, a trenching ordinance, and short-term rental update.

5. Presentations

A. Amador County Assessor

Amador County Assessor, Jim Roony presented the previous year's County assessment data. Mr. Rooney reported that the county's overall property assessment roll increased by 4.1%, with Sutter Creek seeing a 3.35% increase. He noted a consistent decline in the number of primary residences in Sutter Creek since 2021, suggesting a trend towards second homes and rentals. He contrasted Amador County's slow growth with the massive development planned in nearby Sacramento County, highlighting the challenges of housing affordability.

During Public Comment, Fire Chief Dominic Moreno, stated that the City has people coming up on the weekends and staying in their homes and then going back to the Bay Area. He stated that his has a negative impact on the community.

B. AWA Update on Rate Study and Tanner Water Treatment Plant Capacity

Larry McKenney, General Manager at the Amador Water Agency (AWA), presented an update on the agency. McKenney updated the council on the Tanner Water Treatment Plant and an upcoming rate study. The Tanner plant is operating near its reliable capacity of 4.5 million gallons per day. AWA is undertaking over $32 million in projects to expand the plant to its licensed 6 million gallon capacity, which is projected to meet demand through 2040. To fund this and other projects, AWA is securing approximately $70 million in debt. A new rate study is underway, with proposed increases expected to be in the 4-5% range annually, intended to cover debt service costs. Public workshops will be held, with a final rate hearing scheduled for December.

Council member Sierk asked how the public could get involved in the rate study and McKenney stated that there would be public meetings about the study with notices to the public on how to attend and participate in the process.

Council member Swift asked how the new casino in Plymouth was impacting demand from AWA. McKenney stated that the casino is currently working directly with Plymouth on water for the casino.

Mayor Gunselman asked if AWA had hired grant writers to help secure other funding for the ongoing repairs and development. McKenney stated that they did not hire grant writers but did have a contract with a company for grant writing.

C. Updates on Bike route to Amador City and on Amador Trail Stewardship

Brad Booker from Amador Trail Stewardship presented an update on the proposed bike route connecting Sutter Creek and Amador City. The plan has been revised to use signage on existing posts, minimizing cost. The primary component within Sutter Creek would be the assessment and potential installation of a crosswalk at Hanford Street and Amador Road. The Amador Trail Stewardship has offered to provide project management and is seeking the support of City Council to proceed with the project.

The Council was in agreement with the project proceeding.

6. Approval of Minutes

A. City Council Minutes of June 30, 2025

Recommendation: By motion approve minutes as presented.

Motion to approve the Minutes from June 30, 2025 by Council member Sierk, second by Council member Feist.

AYES: Council members Sierk, Gunselman, Swift, Feist

ABSENT: Council member Riordan

NOES: none

MOTION CARRIED 4-0

7. Consent Agenda

A. Appointing New Members of the Design Review Committee

Motion to approve Item A on the Consent Agenda by Council member Sierk, second by Council member Feist.

AYES: Council members Sierk, Gunselman, Swift, Feist

ABSENT: Council member Riordan

NOES: none

MOTION CARRIED 4-0

B. Central San Joaquin Valley Risk Management Authority JPA Agreement Update

Item B was pulled from the Consent Agenda for further discussion. Mayor Gunselman requested that Council be given additional information on how the Central San Joaquin Valley Risk Management Authority (CSJVRMA) works. She did not want to hold off on the JPA agreement but did want more information.

Motion to approve Item B on the Consent Agenda by Council member Swift, second by Council member Sierk.

AYES: Council members Sierk, Gunselman, Swift, Feist

ABSENT: Council member Riordan

NOES: none

MOTION CARRIED 4-0

8. Ordinances and Public Hearing

9. Administrative Agenda

A. Weed Abatement Operation Plans

Project Manager Will Watson presented a new Standard Operating Procedure (SOP) for enforcing the City's weed abatement ordinance. The process begins after the Fire District conducts three inspections and refers non-compliant properties to the City. The City will then issue notices, and if compliance is not achieved, will hire a contractor for abatement and recover costs through a lien on the property.

Council discussion focused on the timeline and the need to incentivize compliance. The Council directed staff to add a monetary citation or a clear warning of a future fine to the initial notice sent by the City to encourage property owners to act before abatement becomes necessary.

Fire Chief Moreno noted that work needed to be done with the County to mitigate risks on the edge of the City.

Resident Shirla Lopez noted that one of the issues homeowners in the county face is the cost of getting weeds under control. It is unregulated and people are charging large sums to get weeds cleared on their properties.

B. Fire Safety

Project Manager Will Watson presented information regarding potential fire safety programs the city could adopt, such as Firewise USA (a resident-led program) and Fire Risk Reduction Community (a city-led program involving policy changes).

Fire Chief Moreno expressed that the most effective strategy is focusing on property cleaning and hardening homes within the city, rather than relying on external fire breaks or grant-dependent programs.

The Council agreed that fire prevention is a top priority. Council member Swift said staff should focus on implementing the new abatement ordinance and exploring grant opportunities to support those efforts.

C. Renting City Facilities

Project Manager Will Watson and City Manager Tom DuBois presented information on Facilitron, an online platform for managing and marketing public facility rentals. The service would streamline the booking process for spaces like the grammar school. The cost is a 10% commission with a $5,000 minimum fee in the first year.

The Council discussed the potential benefits of increased marketing and ease of use, as well as the challenge of the city's liability insurance requirement for renters. The consensus was to move forward with exploring the service.

10. Mayor and Council Member Reports

Council member Feist: Nothing to report.

Council member Sierk: Nothing to report.

Council member Swift: Nothing to report.

Mayor Gunselman: Reported on a successful Chamber of Commerce mixer hosted by the Sutter Creek Community Foundation at the historic Grammar School, which helped market the venue. She also announced that the foundation's historical video project is launching soon, with the first QR code video at the Monteverde Store.

11. City Attorney's Report

Nothing to report.

12. Future Agenda Items

13. Information and Correspondence

A discussion was held regarding the new format for the city's financial reports. Council members found the reports difficult to interpret and requested that future reports include more detail, such as expense categories, and asked for a future tutorial on how to read them.

A. June 2025 Treasurer Report

B. June 2025 Finance Department Report

C. June 2025 Revenues and Expenditures vs Budget

D. June 2025 Cash Report

E. June 2025 City Clerk Report

F. June 2025 Marketing Report

G. June 2025 Planning Department Report

H. June 2025 Public Works Report

I. June 2025 City Engineering Report

14. Closed Session

Adjourned to closed session at 8:40 pm

A. Conference with Labor Negotiator

Pursuant to Government Code Section 54957.6

Agency Negotiator: Tom DuBois, City Manager

Employee Organizations: Sutter Creek POA

15. Report from Closed Session

16. Adjournment

Adjourned at 9:04 PM

The next regularly scheduled meeting is August 18, 2025.

1854

SUTTER CREEK

John Sutter

JEWEL OF THE MOTHER LODE

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

MEETING DATE: AUGUST 18, 2025

FROM: MAEVE KLEMENT

SUBJECT: ANALYSIS OF HIGHWAY 49 RELINQUISHMENT FUNDS

RECOMMENDATION:

The funds received by the City of Sutter Creek from Caltrans when the bypass was put in has come up repeatedly during discussions of street projects with ACTC. Staff went back and looked at audits and records to produce a summary of the use of those funds. This is an information report with no recommended action.

BACKGROUND:

The City of Sutter Creek entered into the Highway 49 Bypass Relinquishment Agreement with the California Department of Transportation (CalTrans) on March 17, 2003. This agreement relinquished a portion of the State's Highway 49 to the City (Old Highway 49), and the City accepted Old Highway 49 in its existing condition and assumed responsibility for replacing the Sutter Creek bridge. The State paid $3,049,000 to the City in 2007, with **$1,948,000** paid for based on the estimated cost of the Main Street Bridge project at that time and **$1,101,000** for repairs to Old Highway 49 / Main Street.

DISCUSSION:

Originally, the City recorded the amount received from CalTrans as restricted in a special revenue fund for the Main Street Bridge and deferred repairs to Old Highway 49.

For the Main Street Bridge project, the City received an additional $1,800,000 in Federal grant money from CalTrans, accounting for 89% of qualified expenditures as acknowledged by the agreement. During fiscal year 2009/10, the City transferred $354,559 from the Relinquishment Fund to the Main Street Bridge Fund to cover expenses that weren't covered by the grant.

Additionally, the City transferred $200,000 from the Bypass Relinquishment Fund for the Broad Street Drain project, which contributed to the $1,101,000 cost of agreed upon repairs to Old Highway 49.

Due to the financial challenges posed to the City during the economic downturn, on March 15, 2010, Council passed a resolution to loan funds from the Bypass Relinquishment Fund to other funds that had negative cash balances. These loans were extended to several City and Agency funds.

On January 20, 2015, the City passed Resolution 09-10-20 rescinding the original resolution restricting the funds of the Bypass Relinquishment Fund. City Council didn't obtain direct legal confirmation from CalTrans but consulted with legal counsel to determine that these funds were not restricted. Effective June 30, 2013, the following interfund loans were reflected instead as transfers, rather than loans, from the Relinquishment Fund:

Fund 17 Monte Verde Store	$16,602.56
Fund 23 General Replacement Fund	$28,304.00
Fund 57 HOME Grant Fund	$10,901.58
Fund 58 Pool Refurbishment Project	$18,665.06
Fund 59 Community Center Project	$104,799.35
TOTAL	$179,272.55

After Resolution 09-10-20 was passed, the City used additional Bypass Relinquishment funds in the following amounts:

Fund 01 the General Fund	$351,761.00
Capital Projects Fund	$76,958.00
Fund 44 Central Eureka Mine	$54,457.00
Noble Ranch Golf Fund	$51,022.00
Caltrans Street and Road Fund	$38,481.00
Badger Street Bridge Grant Fund	$38,976.00
Police Grants Fund	$22,700.00
RDA Formation Fund	$13,393.00
TOTAL	$647,775.00

After 2013, the Highway 49 Bypass Relinquishment Fund was renamed the Reserve Fund (Fund 39) and was reported as committed for projects and purposes approved by Council. Transfers from the Reserve Fund to the General Fund reduced the General Fund deficit from $1,322,739 to $56,783.

In the 2014/15 fiscal year, the Reserve Fund closed when the City transferred the remaining $701,771 balance to the General Fund.

BUDGET IMPACT:
The City received $1,948,000 for the Main Street Bridge project. That project was completed with some of these funds and an additional grant. Any unused funds were assignable to the general fund. Those funds were assigned to a variety of other projects as outlined above.

The City also received $1,101,000 for repairs to Old Highway 49 / Main Street. As a consequence of the economic downturn, most of the funds paid to the City in 2007 were not spent for that purpose. About $630,000 was spent on street and storm drain projects. The remaining funds were used instead to reduce budget deficits in other City Funds. This was determined to be an allowable use and approved by the City Council in 2014.

ATTACHMENT:

- Two Letters from Cota Cole LLP discussing legal restrictions of the Highway 49 Bypass Relinquishment Fund
- Staff Report and Resolution 14-15-* Rescinding Resolution 09-10-20 and Restating the Use of Funds Originally Deposited to the Highway Relinquishment Fund

Cota Cole LLP

ATTORNEYS

Dennis M. Cota
Derek P. Cole
Scott E. Huber
David A. Prentice
Thomas E. Ebersole
Jennifer Hartman King
Brandon M.G. Williams
William
Jason S. Epperson
Carolyn J. Frank
Sean D. De Burgh
Miranda Carroll Dalju
Jonathan E. Miller
Stephanie C. Alford

Derek P. Cole
dcole@cotalawfirm.com

REPLY TO:
☑ ROSEVILLE
☐ MADERA
☐ ONTARIO

January 23, 2013

VIA FIRST CLASS MAIL

Sean Rabé
City Manager
18 Main Street
Sutter Creek, CA 95685

Re: Use of 2003 Relinquishment Funds

Dear Sean:

This letter is written in response to your inquiry regarding the spending limitation, if any, associated with the lump-sum payment made to the City of Sutter Creek ("City") as part of a Contribution Agreement to relinquish a portion of State Highway 49 with the Department of Transportation ("State"). This relinquishment was made as part of an agreement between the State and City dated March 17, 2003.

Streets and Highways Code section 73 requires that, prior to relinquishment to any county or city of any portion of any state highway that has been superseded by relocation, the State place the highway in a state of good repair. Consistent with this section, and after negotiation with the City, the State and City agreed to a lump sum payment of $3,049,600.00, the estimated cost necessary to put the affected portion of Highway 49 in a state of good repair. By the terms of the agreement, this payment relieved the State of its obligation to place the relinquished portion of Highway 49 in a state of good repair prior to its relinquishment to the City. Additionally, by accepting the payment, the City agreed to accept full ownership, maintenance, operation and liability of the relinquished highway.

When the City agreed to the State's relinquishment of the affected portion of Highway 49, the City agreed to assume all of the State's responsibility for the maintenance and safety of the highway. In this case, the payment essentially acted as a payoff for that acceptance of liability. The purpose of the payment was also to enable the City to complete the construction of the Sutter Creek Bridge (Bridge No. 26-0015) after the completion of the Amador 49 Bypass.

{DPC/00023359. }

Although the City has accepted responsibility for the affected portion of Highway 49 and Sutter Creek Bridge, I do not conclude that the payment the State has provided the City have any specific restrictions. That is, I do not conclude that the City is legally required to expend the relinquishment funds only on maintenance of the relinquished portion of the highway and the Sutter Creek Bridge. I have found no provision in State law or the relinquishment agreement that places restrictions on how the relinquishment funds are spent.

It is important to remember, however, that the City has assumed full responsibility for the maintenance of the relinquished highway and bridge. The City alone will be held liable for any injury caused by a defective condition in the property under its control. (See *City of Cloverdale v. Department of Transp.* (2008) 166 Cal.App.4th 488.) Thus, while there is no legal mandate that the funds be used only for highway maintenance and bridge construction, it may be financially prudent to reserve the funds for only those uses.

Please do not hesitate to contact me should you have any questions.

Sincerely,

Derek P. Cole
COTA COLE LLP

Cota Cole LLP
ATTORNEYS

Dennis M. Cota
Derek P. Cole
Scott E. Huber
David A. Prentice
Thomas E. Ebersole
Jennifer Hartman King
Brandon M.G. Williams
Daniel S. Roberts
Jeremy B. Price

William R. Gal
Jason S. Epperson
Margaret Long
Carolyn J. Frank
Sean D. De Burgh
Miranda Carroll Dalju
Jonathan E. Miller
Shelby M. Gatlin
Ty R. Johnson
Stephanie C. Alford

Derek P. Cole
dcole@cotalawfirm.com

REPLY TO:
☑ ROSEVILLE ☐ ONTARIO
☐ MADERA ☐ REDDING

December 12, 2013

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

Re: Expenditure of Relinquishment Funds

Dear Sean:

This letter is intended to update my January 23, 2013 letter to you in which I discussed the City's acceptance of relinquishment funds regarding the portion of former Highway 49 the California Department of Transportation ("Caltrans") abandoned in 2003. As I noted in that previous letter, the legal effect of the City's acceptance of the $3,049,600 in relinquishment funds per the March 2003 Relinquishment Agreement was to shift legal liability and responsibility for maintenance of the relinquished road from Caltrans to the City. The Agreement, executed under Streets & Highways Code section 73, did not obligate the City to use the relinquished funds in any particular way, or strictly for road and bridge maintenance purposes.

On November 12, 2013, you provided me a memorandum that described a number of the historic records you found in City files concerning the Relinquishment Agreement. In my opinion, these confirm the position stated in my January 23, 2013 letter. Specifically, the records you provided include a Caltrans Report of Consensus Highway 49 Expressway Relinquishment, which plainly stated:

> "Caltrans has confirmed that funds provided to the Cities and County for relinquishment (Exhibit B-1) *are not obligated to be spent on maintenance of old State Route 49*. If the Cities can maintain old State 49 after the Expressway is constructed for less than the amount of funding obtained through the relinquishment agreement, then the Cities and County are free to spend the savings on other purposes." (Item No. 9, emphasis added.)

The other records you discuss also confirm the interpretation that relinquishment funds are not restricted. These indicate that Caltrans agreed the City could expend money it saved on bridge reconstruction for other City purposes and that the City's acceptance of the relinquished funds would not preclude the City from accepting federal funding under the Highway Bridge Rehabilitation and Reconstruction Program. If the law had precluded the City from expending relinquishment funds on purposes other than Highway 49 maintenance or bridge reconstruction, Caltrans would not have made these representations.

The City's Finance Director, Joe Aquilar, has also forwarded me a copy of a restated position regarding the accounting for the moneys received from Caltrans under the 2003 Relinquishment Agreement. This restated position is consistent with authorities I previously reviewed and discussed, as well as the historic records mentioned above.

In sum, because of the clear language of historic records in the City's possession, together with the absence of any express language in Streets & Highways Code section 73 or the 2003 Relinquishment Agreement restricting the use of relinquished funds, I reiterate my office's previous conclusion regarding this issue. While the City became responsible for liability and maintenance of the relinquished portion of Highway 49 and bridge, no restrictions were placed on how the City must expend the $3,049,600 in relinquishment funds it received.

Please let me know if you have any questions or would like me to elaborate on any point I have raised.

Sincerely,

Derek P. Cole
COTA COLE LLP

1854
SUTTER CREEK
John Sutter
JEWEL OF THE MOTHER LODE

STAFF REPORT

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

MEETING DATE: DECEMBER 1, 2014

Item 10A

FROM: AMY GEDNEY, CITY MANAGER

SUBJECT: ADOPTION OF RESOLUTION 14-15 - *

RECOMMENDATION:
Adopt Resolution 14-15-* a Resolution Rescinding Resolution 09-10-20 and Restating the Use of Funds Originally Deposited to the Highway Relinquishment Fund.

BACKGROUND:
On March 17, 2003, the City entered into an agreement with the State of California, included in Resolution 14-15-*'s Attachment A. In this Agreement, the State of California paid the City $3,049,600 and relinquished what is now known as old Highway 49 to the City. In exchange, the City agreed to accept future reconstruction, maintenance and liability for the relinquished roadway. After the City received the monies, the City deposited the monies into Fund 39, known as the Relinquishment Fund.

As the economy weakened and revenues declined, the City spent money on operations and other projects. To balance those deficits, the City used the monies from Fund 39 and adopted Resolution 09-10-20 stating that certain funds could not generate the revenue to repay that money. The Resolution also further states that certain funds would have to repay Fund 39 as resources became available. Finally, the Resolution also indicates that Main Street Bridge replacement project and the Broad Street Storm Drain project would be allowed to receive monies from Fund 39.

DISCUSSION:
Initially it was believed that the use of these funds was restricted for use solely on the relinquished portion of the highway. However, the City Attorney has carefully researched the matter and has concluded that neither the Streets and Highways Code or the Agreement restrict the use of the funds, and therefore, can be used in whatever manner the City deems appropriate, shown as Attachment A to this report.

Because the City had originally passed a Resolution stating that it would repay the inter fund loans, and because the City does not have the means to repay the loans, the City has received adverse audit opinions regarding the City's financial position.

Furthermore, the City Attorney has indicated that the City Funds that used the relinquishment money are not obligated to repay those monies to the relinquishment fund, therefore this Resolution rescinds the previous Resolution 09-10-20, and restates what the City intends on using the remaining funds for.

BUDGET IMPACT:
While this Resolution will have no impact on the existing Budget, it is anticipated that it will assist in completing the City's 12-13 financial audit.

RESOLUTION 14-15-*

A RESOLUTION RESCINDING RESOLUTION 09-10-20 AND RESTATING THE USE OF FUNDS ORIGINALLY DEPOSITED TO THE HIGHWAY RELINQUISHMENT FUND.

WHEREAS, on March 17, 2003, the City of Sutter Creek, “City”, and the State of California, “State”, entered into a Relinquishment Agreement, “Agreement”, as shown in Attachment A, whereby the State agreed to pay the City a lump sum payment of $3,049,600 to satisfy the State’s obligation to place the highway in a state of good repair and the City agreed to accept the lump sum payment as the State’s total responsibility for the purpose of relinquishing the highway to the City; and

WHEREAS, the City agreed to accept ownership, maintenance, operation, and liability of the relinquished highway, for payment of the $3,049,600; and

WHEREAS, in accepting the relinquished highway, the City agrees that it is the City’s responsibility to maintain the roadway as it deems appropriate; and

WHEREAS, the City initially held the $3,049,600 in a separate fund, however, beginning in 2007 the City began experiencing extreme financial difficulty associated with the national and local economic recession with the outcome of significantly reduced revenues. The severe economic downturn and associated revenue reductions caused the City financial hardship compelling the use of said funds to offset expenses in other funds to continue operations and capital improvements of the City; and

WHEREAS, on March 15, 2010, the City adopted Resolution 09-10-20 eliminating the need for the following funds to repay the relinquishment fund since they would be unable to generate the revenue required to repay the deficit; and

Fund 17 Monte Verde Store		$ 16,602.56
Fund 23 General Replacement Fund		28,304.00
Fund 57 HOME Grant Fund		10,901.58
Fund 58 Pool Refurbishment Project		18,665.06
Fund 59 Community Center Project		104,799.35
	TOTAL	$179,272.55

WHEREAS, also in Resolution 09-10-20 the City determined that the following funds would repay the relinquishment fund as resources became available; and

Fund 01 the General Fund		$ 882,448.39
Fund 16 the Sutter Hill Drainage Project		102,168.63
Fund 19 Knights Foundry		15,174.07
Fund 42 AB1600		28,724.62
Fund 44 Central Eureka Mine		141,990.74
Fund 55 Bridge Replacement Project		354,559.00
Broad Street Storm Drain Project 2010		200,000.00
	TOTAL	$1,725,065.00

WHEREAS, subsequently after Resolution 09-10-20 was passed, the City used additional monies in the following amounts:

Fund 01 the General Fund	$ 351,761.00
Capital Projects Fund	76,958.00
Fund 44 Central Eureka Mine	54,457.00
Noble Ranch Golf Fund	51,022.00
Caltrans Street and Road Fund	38,481.00
Badger Street Bridge Grant Fund	38,976.00
Police Grants Fund	22,700.00
RDA Formation Fund	13,393.00
TOTAL	$ 647,775.00

WHEREAS, the City initially believed that there was a requirement to repay the inter-fund loans; and

WHEREAS, on January 23, 2013, the City Attorney submitted a letter to the City Manager, Attachment B, which concludes, after researching the Streets and Highways Code Section 73 and analyzing the Agreement, that the City is not required to pay the inter-fund loans back to the relinquishment fund because neither State law or the Agreement place restrictions on how the funds are or were to be spent.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Sutter Creek:

SECTION 1. Resolution 09-10-20 is hereby rescinded, and

SECTION 2. The following receiving funds which received monies from the relinquishment fund as inter-fund loans and which were previously determined by the City Council to be unable to generate revenue to repay the deficit Fund balance are hereby absolved from repayment of said inter-fund loans to the relinquishment fund:

Fund 17 Monte Verde Store	$ 16,602.56
Fund 23 General Replacement Fund	28,304.00
Fund 57 HOME Grant Fund	10,901.58
Fund 58 Pool Refurbishment Project	18,665.06
Fund 59 Community Center Project	104,799.35
TOTAL	$179,272.55

SECTION 3. The following receiving funds which previously received monies from the relinquishment fund as inter-fund loans are hereby absolved from repayment of said inter-fund loans to the relinquishment fund:

Fund 01 the General Fund	$ 882,448.39
Fund 16 the Sutter Hill Drainage Project	102,168.63
Fund 19 Knights Foundry	15,174.07
Fund 42 AB1600	28,724.62
Fund 44 Central Eureka Mine	141,990.74
Fund 55 Bridge Replacement Project	354,559.00
Broad Street Storm Drain Project 2010	200,000.00
TOTAL	$1,725,065.00

Fund 01 the General Fund	$ 351,761.00
Capital Projects Fund	76,958.00
Fund 44 Central Eureka Mine	54,457.00
Noble Ranch Golf Fund	51,022.00
Caltrans Street and Road Fund	38,481.00
Badger Street Bridge Grant Fund	38,976.00
Police Grants Fund	22,700.00
RDA Formation Fund	13,393.00
TOTAL	$ 647,775.00
GRAND TOTAL	$2,552,112.55

SECTION 4. The City Council of the City of Sutter Creek will use the remaining relinquishment funds as it deems necessary and prudent in its duty to promote and further the well being and best interests of the community.

The foregoing resolution was duly passed and adopted at a regular meeting of the City Council of the City of Sutter Creek on the __ day of December, 2014, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

THE CITY OF SUTTER CREEK

____
Robin Peters, Mayor

ATTEST:

____
Natalie Doyle, City Clerk

1854
SUTTER CREEK
John Sutter
JEWEL OF THE MOTHER LODE

STAFF REPORT

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

MEETING DATE: AUGUST 18, 2025

FROM: CITY MANAGER TOM DUBOIS

SUBJECT: PROCUREMENT OF SOLAR PANELS AND BATTERY STORAGE

RECOMMENDATION:
Staff recommends authorizing the City Manager to sign and submit materials for a PG&E SGIP grant and to approve purchase orders to qualify for federal energy incentive tax credits, prior to completing contract negotiations for the design and construction of the new wastewater plant.

BACKGROUND:
The City's planned new wastewater plant will have more stringent requirements to produce cleaner recycled water, which will use more energy than the current plant. The use of solar panels with battery storage are planned to create significant energy savings by avoiding peak charges from PG&E. PG&E rates have gone up on average 9% annually.

The city is in the midst of negotiating a contract with the successful bidder for the wastewater plant design-build project, Schneider Electric. We anticipate that to take about six weeks. However, given recent changes at the federal level, and the first-come, first served policy for a PG&E grant, we may miss out on a large amount of financial assistance. This report is to explain the opportunity and the risk.

A new law, the One Big Beautiful Bill Act (OBBBA), signed on July 4, 2025, has fundamentally changed U.S. policy on clean energy. It specifically targets and creates major hurdles for new wind and solar power projects. This law is a major policy shift away from the previous administration's Inflation Reduction Act (IRA). It aims to boost American manufacturing and reduce reliance on foreign supply chains, but it creates significant challenges and uncertainty for infrastructure projects relying on solar energy.

OBBBA's three most important changes:

<u>1. A Much Shorter Deadline for Wind and Solar</u> - The main tax credits for building new wind and solar projects are being phased out much faster than planned. To qualify for these credits, projects now face a very tight deadline:

- They must begin construction by July 4, 2026.
- They must be up and running by the end of 2027.

This creates an urgent rush for solar developers to get projects approved and built. Many projects that were in the planning stages may no longer be financially viable.

2. Restrictions on Foreign Involvement - The law now blocks energy projects from receiving tax credits if they get "material assistance" (significant parts or funding) from companies in certain foreign countries, especially those considered rivals to the U.S. Companies building energy projects will have to carefully audit their supply chains to prove their parts don't come from these "Prohibited Foreign Entities." This is intended to cut reliance on countries like China for energy components.

3. More "Made in America" Requirements - To receive the most valuable tax credits, energy projects must now use a higher percentage of American-made steel, iron, and other components. The required amount of U.S. content will increase each year, reaching 55% for all projects starting in 2027. This is designed to force the development of American manufacturing for the energy sector. In the short term, it will very likely increase costs and cause delays as companies struggle to find domestic suppliers.

For decades, energy tax policy had relatively stable, bipartisan support. The last few years have seen dramatic swings:

- The Inflation Reduction Act (IRA): Passed by a narrow party-line vote, it created a technology-neutral system designed to aggressively support all forms of clean energy, especially wind and solar.
- The One Big Beautiful Bill Act (OBBBA): This new law reverses key parts of the IRA, specifically targeting wind and solar while favoring a different vision focused on domestic supply chains and a broader mix of energy sources.

This "policy whiplash" creates significant instability. Stakeholders in the wind and solar industry must now rush to complete existing projects and rethink their future strategies.

Under the IRA, the City is eligible for Incentive Tax Credits (ITC) of 30% of the cost of solar and battery projects. To qualify for ITC under OBBBA, we need to have started before the end of the year by getting at least 5% of the components. Schneider is working with the supply chain and has identified that we need to order about $200,000 worh of solar invertors and panels by Sept 9, 2025 in order to receive them before year-end.

PG&E will fund about 50 % of the battery cost through their Solar Generation Incentive Program (SGIP). The money available is rapidly being assigned. We need to file out application to hold a place in line. PG&E will notify us within 8 weeks, at which point the city must pay a $30K retainer.

For Sutter Creek we are looking at the following:

Dollar Amounts (Rough Order of Magnitude):

- Solar construction total: Approximately $2.5M
- Expected ITC for solar: Approximately $750K
- Amount needed to procure solar panels for safe harbor: Approximately $200K
- Battery construction total: Approximately $1.05M
- PG&E SGIP retainer: Approximately $30K (required upon reservation of funds from PG&E)
- Expected/requested amount from PG&E for battery storage: Approximately $530K

The other challenge is the changing requirements around Foreign Entity of Concern (FEOC) requirements, or how much of the product must be made in the US.

Timelines and FEOC Requirements:

- **Solar:**
    - To ensure delivery by December 2025 and transfer of ownership, all solar panels and inverters must be ordered no later than September 9, 2025.
    - A 5% safe harbor of panels can be used if Sutter Creek takes ownership by December 31, 2025. A signed construction amendment is also needed by December 2025 to safely receive ITC without FEOC requirements.

    - Starting January 1, 2026, up to 60% of solar equipment costs can go to a FEOC, which is expected to significantly increase solar pricing.
    - Solar ITC goes away completely by December 31, 2027, for new projects.
    - If a solar project has a "begun construction" date before July 4, 2026, it has 4 years to complete installation. However, ITC amounts will be reduced by 20% to 40% per year starting July 4, 2026.
    - Treasury will provide clarifications on August 18th regarding FEOC guidelines and the start of construction date.
- **Battery:**
    - The PG&E SGIP application is critical due to limited funding, and it's best to apply as soon as possible. The $30K retainer is due approximately 8 weeks after application submittal and confirmation of PG&E reservation of funds.
    - Battery ITC remains until 2033.
    - FEOC requirements for batteries start January 1, 2026, and increase by 5% annually, meaning battery storage equipment must have more domestic content each year.

Finally, everyone should be aware that this is based on the best information we currently have on hand. Staff cannot guarantee there won’t be changes soon to any of these requirements. Some interpretation of the new law is due to be reported on Aug 18th by the US Treasury.

DISCUSSION:

If the City commits $200,000 for solar and $30,000 for battery storage, we stand to receive $750,000 back for solar and $530,000 back for battery storage. If the wastewater plant project became totally infeasible for any reason, the downside risk is we have a commitment to purchase solar panels. Given coming increases in solar panel costs, we may very well be able to resell those components, potentially at a profit. Or we could pursue a solar project on City Hall and the Community Center. The $30K retainer would be funds lost outright, if we decided not to pursue battery storage.

By getting started now, we ensure the city can buy the most affordable components. If we wait, it is not clear that US made alternatives will be available if we miss the deadline – OBBBA may effectively kill these clean energy options in the future. As the requirement for less foreign content goes up, not only do we lose the incentive tax credit, but the underlying cost to the city will go up as well.

BUDGET IMPACT:
All funds will come from the wastewater enterprise capital fund.

Battery storage is eligible for both ITC (30%) and SGIP from PG&E. For example, if the battery is **$1M**, then the ITC will be approx. **$300K**, and the SGIP is approx. **$500K**. It is 80% paid if we are able to get all incentives. Even if not, the project is still cash positive.

Payback for the combination of both solar and battery is **8 to 9 years.** If the CIty pays for solar and battery in cash, the project cash flow over the life of the project is approx. **$10M.** If the City finances at a **4.5%** interest rate and **20 years** terms, the cash flow over the life of the project is approx. **$8M.** If we are unable to get the ITC for any given reason, the project is still cash positive around **$5M.**

RECOMMENDATION:
Authorize the City Manager to proceed with all necessary steps to qualify for ITC and SGIP funding for solar and battery storage immediately.

1854 SUTTER CREEK

JEWEL OF THE MOTHER LODE

STAFF REPORT

TO:	**THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**
MEETING DATE:	**AUGUST 18, 2025**
FROM:	**DAN LAFONTAINE, PUBLIC WORKS DIRECTOR**
SUBJECT:	**BUDGET AMENDMENT FOR BROADWAY STORM DRAIN AND PAVING PROJECT**

RECOMMENDATIONS:

Staff requests a budget amendment to the FY25-26 budget to take advantage of work that AWA is doing to fix water leaks on Broadway. We are asking that Council approve a budget amendment tonight, as long as staff meets with the Measure P oversight committee.

BACKGROUND AND ANALYSIS

Amador Water Agency (AWA) has received a grant to fix leaking water mains in the City of Sutter Creek. AWA has identified leaks on Eureka St, Borgh Way, Broadway and Hayden Alley.

Due to the width on Hayden Alley being so narrow, the City has requested (and AWA has agreed) that to facilitate the repairs that a complete overlay of Hayden alley is necessary and required. We had this project planned in our CIP, using measure P funds, at a cost estimate of ~$100,000 to be completed by June of 2029. AWA is saving us this expense, though it was planned 4 years from now and will be done this year.

For the other streets, T-trenches can be cut in Eureka St. and Borgh Way, and then paved to path the cut area. On Broadway due to the width of the road a T-trench constitutes half of the existing roadway. While the road is in decent shape, it is an opportunity to pave the entire road at this time, and have a nice-looking project when completed, rather than just fresh pavement on half a road.

The public works department has an active project to fix the deteriorating storm drains under Broadway. Upon recent investigation, Public works discovered that the existing storm drain is an 8-inch steel pipe that is rotting away at the drain inlets (DI) and has a kind near inlet #1 causing a belly for water and debris to be caught in. Public works recommends replacing the storm drain with 12-inch pipe (current City standard). Replacing the pipe is unbudgeted work creaking about $24,000 in unforeseen expense that we feel is critical to complete.

18 Main St., Sutter Creek, CA 95685 • Telephone: (209)267-5647 • Fax: (209)267-0639 • TTY: 711

AWA will replace the fire hydrant at the corner of Broad and Broadway. As part of that work, they will also repave the sidewalk, which is a trip hazard and was in the City's budget for replacement this year The City had budgeted $10,000 for this repair.

DISCUSSION

Due to the limitations of the AWA grant, additional funds cannot be allocated to pave the other half of Broadway by AWA. AWA currently has an RFP out for bids for their project. City staff and AWA have discussed and agreed in principle that while the contractor is onsite installing the new water main that the project alternative including Sutter Creek's work could be added to the project to replace the storm drainpipe, add 2 drain inlets, and pave the remaining half of the road. We need to do the storm drain work, and that work must be completed before the paving is done.

The City has informed AWA that monies are not available in the current budget (due to short notice). AWA has agreed to potentially loan the money to the City (interest free) to be paid back sometime in 2026, subject to AWA board approval. The contractor will already be onsite digging up the area where the storm drain is located so mobilization costs and excavation would be cheaper along with a better full overlay of Broadway saving the city the expenses of mobilization, full traffic control, engineering and half the paving materials.

Staff has defined the City project as the installation of 120 lineal feet of new 12-inch storm drainpipe, installation of 2 new DI's, and paving the other half of Broadway. The end product will be a new storm drain system and a fully paved Broadway. The engineers estimate the total cost of this additional work to be $70K. $20K of this is already approved in the FY24-25 Budget, so we are seeking a budget amendment of $50,000. $24,000 of the additional funds is needed for the unforeseen need to replace the storm drain piping. $20,000 is additional asphalt and the remainder is minor items needed as part of the project.

CITY OF SUTTER CREEK
PRELIMINARY ENGINEER'S ESTIMATE
BROADWAY STREET - STORM DRAIN WORK & 1/2 ROAD OVERLAY

8/8/2025

ADDITIVE ALTERNATE #1

ITEM NO.	ITEM	UNIT OF MEASURE	EST. QTY.	UNIT PRICE	ITEM TOTAL
1	TRAFFIC CONTROL	DAY	1	$2,500.00	$2,500.00
2	ASPHALT CONCRETE GRIND	DAY	0.5	$8,000.00	$4,000.00
3	ASPHALT CONCRETE	TON	50	$400.00	$20,000.00
4	ADJUST WATER METER BOX TO GRADE	EACH	3	$750.00	$2,250.00
5	12-INCH DIAMETER STORM DRAIN	LF	120	$200.00	$24,000.00
6	STORM DRAIN INLET	EACH	2	$5,000.00	$10,000.00
				CONSTRUCTION SUBTOTAL	$62,750.00
				CONSTRUCTION CONTINGENCY (10%)	$6,275.00
				TOTAL ADDITIVE ALTERNATE #1 COST	$69,025.00

18 Main St., Sutter Creek, CA 95685 • Telephone: (209)267-5647 • Fax: (209)267-0639 • TTY: 711

RECOMMENTDATION:

AWA is saving us over $100,000 by paving Hayden alley, which is in our planned CIP but four years out. Measure P funds are planned to be used for Sutter Hill Road, Spanish Street, and then the three alleys, with projects completing in 2027, 2028, and 2029 respectively. If council approves accelerating this project to take advantage of the opportunity provided by the AWA work, we will brief the Measure P oversight committee and look at shifting Measure P funding accordingly. The impact may be delaying the paving of the other two alleys, but because we have no history with Measure P, we won't know for sure for a year or so. If there is some economic growth in Sutter Creek, it is possible this acceleration will have no impact on the CIP.

Staff is recommending that Council make a motion to transfer $50,000 from the Measure P reserve to accelerate this project and work with AWA, subject to staff meeting with the Measure P oversight committee. Because of the timing with AWA, we would not bring this back to Council if approved tonight.

FISCAL IMPACT

This would be a budget amendment shifting $50,000 from the CIP alley project to be completed in June 2029 to be used now, from Measure P reserves.

ATTACHMENTS:

1. Engineers sketch of the proposed work to be completed.

18 Main St., Sutter Creek, CA 95685 • Telephone: (209)267-5647 • Fax: (209)267-0639 • TTY: 711

Broadway Storm Drain

SUTTER CREEK
1854
John Sutter
JEWEL OF THE MOTHER LODE

STAFF REPORT

TO: MAYOR AND MEMBERS OF THE CITY COUNCIL

MEETING DATE: AUGUST 18, 2025

FROM: CITY MANAGER DUBOIS

SUBJECT: APPROVAL OF AGREEMENT WITH SEIU

RECOMMENDATION:
Pass a resolution approving the agreed terms with SEIU for three years ending June 30, 2028.

BACKGROUND:
Representatives for the City and the SEIU labor union representing six city employees met for several months to negotiate employment terms for the next three fiscal years. We have typically negotiated annual agreements, but each negotiation is costly in itself. A three year term gives the city budget certainty.

Through a series of closed sessions, council discussed terms and gave the City Manager clear negotiating authority, working with the City's employment attorney. This agreement was achieved within that authority.

DISCUSSION:
The signed Overall Tentative Agreement is attached and is currently being codified into an updated MOU, being reviewed by the Union. Council must approve the Resolution in order to finalize the good faith negotiations. With Council Approval, the City Manager will work with our attorney and the labor union to finalize the MOU.

City employees are the City's biggest assets.. Our employees are what makes Sutter Creek a city,and how everything is accomplished. Labor costs including salary, benefits, and pension costs are the City's largest expense. Benchmarking studies were done on nearby and similarly sized agencies to compare where we are in the market for comparable job classifications.

The new agreement also specified and clarified several items of importance to the City and the Union:

1. Updated bereavement leave policy and Union dues to comply with state law and union requests
2. Documented conditions of existing vehicle take home policy.

3. Aligned holiday policy to be 12 holidays with 3 floating holidays, rules for overtime pay on holidays, and stops the practice of automatically creating an additional paid holiday if the State or Federal Government declares a new one.
4. Clarifies City's rights to determine work schedule and how overtime pay is calculated
5. Increased uniform allowances for those that are required on the job to help with cost increases
6. Increased contributions to employee health and welfare plans by 5%
7. Provided a 4% COLA along with an increase in employee contribution to pension costs
8. Provided a Market rate adjustment for a position that was well below market rates

With this agreement I believe the City has achieved a fair agreement, recognizing the value of our employees and proving a fair wage balanced with caution on spening tax payer funds. The City, like all employers, is seeing large increases in benefit costs - in this agreement those cost increases are being shared with employees and not just being absorbed by the city. We also benefit by retaining experienced staff. Our compensation is 50th percentile for similar and comparable agencies.

BUDGET IMPACT:
Total financial impact is an increase of $69,000 in FY25-26 over the previous year, This includes all costs - wages, benefits, employment taxes, overtime assumptions, and pension costs. The amount has been accounted for in the approved budget. .

ATTACHMENTS:

1. Signed Overall Tentative Agreement
2. Resolution approving the Agreement

CITY OF SUTTER CREEK and SEIU 1021
MOU NEGOTIATIONS 2025

SETTLEMENT PACKAGE PROPOSAL #3
AND OVERALL TENTATIVE AGREEMENT
Presented July 1, 2025

This is a settlement package proposal. It includes items previously presented and discussed during negotiations. This settlement package proposal was initially presented on July 1, 2025. Pursuant to discussions between the Parties on June 30, 2025, SEIU's negotiation team indicated it had authority and would sign this package as an overall tentative agreement if Council authorized the City's negotiations team to enter into an overall tentative agreement on these terms. The City council gave direction authorizing it's team to agree at the Council meeting on June 30, 2025.

Included items:

1) Any items tentatively agreed prior to presentation of this settlement package proposal.
- Bereavement leave update
- Vehicle Take-home policy (City's #7 – Article 14) as presented, amended on 6/18
- Holidays Policy Change (City's #8 – Article 24) as presented, amended on 6/18
- City's response to SEIU proposal #10 Dues Check-off as presented by City on May 21, 2025
- City's counter-proposal to SEIU Proposal 2, (BARGINING UNIT MODIFICATION) as presented on 6/18 (Amended Article 2 – RECOGNITION)

2) Term: 3 years ending June 30, 2028

3) City's proposal #3 (Workdays / Workweek / Hours of Work) – as presented on May 21, 2025 (Amended Article 11) with two-weeks advance notice of any schedule changes, and seasonal shift changes (April through October) in 11.4.

4) City's proposal #5 (overtime) – as amended and presented on 6/18 with the following change – When an employee is required to work on a holiday and is also required to work on a non-scheduled workday during the same workweek as that holiday, the time worked on the holiday shall be included in the calculation for overtime over 40 hours in that workweek. All other language remains as presented on 6/18 in City's proposal.

5) City's Comprehensive Economic proposal (Proposal #9) as presented on June 4, 2025 inclusive of and as amended herein:

A) Boots: Increase the amount provided to $325 per year (for employees required).

B) Uniforms: Increase the amount provided to $275 per year for pants, (for employees required). Each employee provided with five (5) shirts each year. If a shirt is destroyed and unusable (beyond normal wear and tear) as a consequence of work that shirt will be replaced.

CITY OF SUTTER CREEK and SEIU 1021
MOU NEGOTIATIONS 2025

C) Increase the employer contribution to Health and Welfare by 5% in year 1 to $2200/month for each employee (beginning the first full month following ratification or July 1, 2025 – whichever is later), in year 2 (July 1, 2026) to $2300 and to $2400 in year 3 (July 1, 2027).

D) Cost-of-Living Increases: Year 1 4.0% (effective upon ratification or July 1, 2025 – whichever is later); Year 2 3.0 %, (effective July 1, 2026); Year 3 CPI-U (minimum 2%, maximum 4%) (effective July 1, 2027) * increases in Year 1 and 2 are linked to (E)

E) Employee contribution to CalPERS retirement (classic only). Increase the employee contribution to retirement premiums by 1% beginning in year 1 (upon ratification or July 1, 2025 – whichever is later), and an additional 1% beginning in year 2 (effective July 1, 2026).

F) Market Rate Adjustment: City proposes to increase the pay rate for the Account Clerk classification by 3% (effective upon ratification or July 1, 2025 – whichever is later).

6) **<u>One-time incentive</u>** payment per employee of $750.00 less applicable taxes to be paid in the paycheck that includes the first full pay period following ratification.

All other items not referenced herein are *<u>exluded</u>*.

AGREED: ________________________ (date)

FOR SEIU:

By: CHRIS VEAS
7/2/2025

Holly Bahl
7.2.2025

Steven C Stone
7-2-2025

FOR THE CITY:

By: David G. Ritchie Digitally signed by David G. Ritchie Date: 2025.07.01 10:35:03 -07'00'

RESOLUTION 25-26-**
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUTTER CREEK APPROVING THE AGREEMENT BETWEEN SEIU BARGAINING UNIT AND THE CITY OF SUTTER CREEK

WHEREAS, pursuant to the Sutter Creek Municipal Code, the City Council shall approve agreements based on employee negotiations; and

WHEREAS, in the past several months city staff has met four times with the employee representatives and their union negotiators; and

WHEREAS, both sides bargained in good faith and reached agreement on a three-year contract commencing July 1, 2025;

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby approves the agreement negotiated by management staff and represented employees attached as Exhibit A.

The foregoing resolution was duly passed and adopted at a regular meeting of the City Council of the City of Sutter Creek on the 18th day of August 2025, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

CITY OF SUTTER CREEK

____
Claire Gunselman, Mayor

ATTEST:

____
Aaron Wolcott, City Clerk

SUTTER 1854 CREEK

JEWEL OF THE MOTHER LODE

STAFF REPORT

TO: MAYOR AND MEMBERS OF THE CITY COUNCIL

MEETING DATE: AUGUST 18, 2025

FROM: CITY MANAGER DUBOIS

SUBJECT: APPROVAL OF AGREEMENT WITH POA

RECOMMENDATION:
Pass a resolution approving the agreed terms with SEIU for three years ending June 30, 2028.

BACKGROUND:
Representatives for the City and the POA labor union representing five city employees (four positions currently filled) met for several months to negotiate employment terms for the next three fiscal years. We have typically negotiated annual agreements, but each negotiation is costly in itself. A three year term gives the city budget certainty.

Through a series of closed sessions, council discussed terms and gave the City Manager clear negotiating authority, working with the City's employment attorney. This agreement was achieved within that authority.

DISCUSSION:
The signed Overall Tentative Agreement is attached and is currently being codified into an updated MOU, being reviewed by the Union. Council must approve the Resolution in order to finalize the good faith negotiations. With Council Approval, the City Manager will work with our attorney and the labor union to finalize the MOU.

City employees are the City's biggest assets.. Our employees are what makes Sutter Creek a city,and how everything is accomplished. Labor costs including salary, benefits, and pension costs are the City's largest expense. Benchmarking studies were done on nearby and similarly sized agencies to compare where we are in the market for comparable job classifications.

The new agreement also specified and clarified several items of importance to the City and the Union:

1. Updated bereavement leave policy to comply with state law.
2. Updated Union membership orientation language to comply with state law.
3. Switched uniform allowance to make it a lump sum payment with proration language for a new hire.

4. Increased contributions to employee health and welfare plans to $2000 in year 2, and $2100 in year 3 of the agreement (Currently at $1898 a ninth).
5. Provided a 6% cost of living increase. Members in the Classic pension plan must pay an additional 1% employee contribution to their pension.
6. Defined the work week to be 80 hours in 14 days

With this agreement I believe the City has achieved a fair agreement, recognizing the value of our employees and providing a fair wage balanced with caution on spending tax payer funds.

Other agencies have increased pay to their police officers, making it very difficult for us to offer a competitive wage, retain current staff and recruit new officers. We were below 30th percentile in our benchmarks. With these increases over the next three years, we are nearer the 50th percentiles. We must continue to make Sutter Creek an attractive place to work as we can not compete solely on compensation.

Most of our officers do not use city benefits, and the negotiations focused on take home pay. However, the City wanted to make the benefits competitive as well, so benefit limits are increased in years 2 and 3.

BUDGET IMPACT:
Total financial impact is an increase of $92,000 in FY25-26 over the previous year, This includes all costs - wages, benefits, uniforms, employment taxes, overtime assumptions, and pension costs. The amount has been accounted for in the approved budget. .

ATTACHMENTS:

1. Signed Overall Tentative Agreement
2. Resolution approving the Agreement

CITY OF SUTTER CREEK and POA
MOU NEGOTIATIONS 2025

SETTLEMENT OVERALL TENTATIVE AGREEMENT
July 21, 2025

Included items:

1) Any items tentatively agreed prior to presentation of this settlement package proposal.

2) City's changes to bereavement leave to conform to AB 1949 as presented in City's initial proposal #1

3) Term: 3 years ending June 30, 2028

4) Uniform allowance to be provided in a single lump sum annually, on a separate check, July 1 of each year, rather than divided across all pay periods. New employees will get the entire $1200 upon hire so they can buy uniforms, and the next July 1 payment will be for $100 for each full month of employment with the City.

.

5) City's proposal #6 regarding conforming to AB 119 – Article 6 Membership Orientation, Information and Dues Deduction as presented on June 4, 2025.

6) City's Comprehensive Economic Proposal:

A) Cost of Living Adjustment:
Year 1 5% (July 1, 2025);
Year 2 5%, (July 1, 2026);
Year 3 5% (July 1, 2027)

B) Additional increase to base pay in year 1 of 1% (July 1, 2025) for all unit employees. Employees who are "Classic" members of CalPERS shall contribute an additional 1% employee contribution to CalPERS retirement premiums effective (July 1, 2025).

Additional increase to base pay in year 2 of 1% (effective July 1, 2026) for all unit employees. Employees who are "Classic" members of CalPERS shall contribute an additional 1% employee contribution to CalPERS retirement premiums effective July 1, 2026.

C) Increase the employer contribution to Health and Welfare in year 1 to $1900/month for each employee (July 1, 2025 whichever is later); $2000/month July 1, 2026 and $2100/month July 1, 2027 for each employee.

CITY OF SUTTER CREEK and POA
MOU NEGOTIATIONS 2025

7) No requirement to repay the overtime pay error that occurred as a result of incorrect implementation of the 28-day, 171 hour work period. Return to the 14-day, 80 hour work period.

8) The POA has already ratified the above terms and conditions.

All other items not referenced herein are *excluded*.

AGREED: July 21, 2025 (date)

FOR POA:

By: 07/28/2025

FOR THE CITY:

David G. Ritchie Digitally signed by David G. Ritchie Date: 2025.07.23 12:40:44 -07'00'

By:

RESOLUTION 25-26-**
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUTTER CREEK APPROVING THE AGREEMENT BETWEEN POA BARGAINING UNIT AND THE CITY OF SUTTER CREEK

WHEREAS, pursuant to the Sutter Creek Municipal Code, the City Council shall approve agreements based on employee negotiations; and

WHEREAS, in the past several months city staff have met four times with the employee representatives and their union negotiators; and

WHEREAS, both sides bargained in good faith and reached agreement on a three-year contract commencing July 1, 2025;

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby approves the agreement negotiated by management staff and represented employees attached as Exhibit A.

The foregoing resolution was duly passed and adopted at a regular meeting of the City Council of the City of Sutter Creek on the 18th day of August 2025, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

CITY OF SUTTER CREEK

____
Claire Gunselman, Mayor

ATTEST:

____
Aaron Wolcott, City Clerk

SUTTER 1854 CREEK
JEWEL OF THE MOTHER LODE

STAFF REPORT

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

MEETING DATE: AUGUST 18, 2025

FROM: AARON WOLCOTT, CITY CLERK

SUBJECT: CITY OF SUTTER CREEK SALARY SCHEDULE 2025-26

RECOMMENDATION:
Approve Resolution 25-26-** adopting the Salary Schedule for fiscal year 2025-2026.

BACKGROUND:
State rules require CalPERS member agencies to make pay schedules and special compensation used in retirement calculations publicly available. The City created a salary schedule to meet these rules, reflecting pay rates already approved by the City Council.

The salary schedule for fiscal year 2024-2025 is provided here for reference:

		Hourly			
	1	2	3	4	5
Retail Clerk	$ 17.86	$ 18.75	$ 19.69	$ 20.68	$ 21.71
Account Clerk/Admin. Services Tech II	$ 20.67	$ 21.70	$ 22.79	$ 23.93	$ 25.12
Account Technician	$ 26.96	$ 28.31	$ 29.72	$ 31.21	$ 32.77
PW 1/WW OIT/Maint Worker 1	$ 21.91	$ 23.01	$ 24.16	$ 25.36	$ 26.63
PW II/WW I	$ 25.85	$ 27.14	$ 28.50	$ 29.92	$ 31.42
PW Foreman/ WW Chief	$ 32.02	$ 33.62	$ 35.30	$ 37.07	$ 38.92
Police Officer	$ 28.90	$ 30.35	$ 31.86	$ 33.46	$ 35.13
Police Sergeant	$ 34.28	$ 35.99	$ 37.79	$ 39.68	$ 41.67
Accounting Supervisor/Admin Services Supervisor	$ 37.93	$ 39.83	$ 41.82	$ 43.91	$ 46.10
Chief of Police					$ 69.63
City Manager					$ 77.67
represented by SEIU					
represented by POA					

The new salary schedule for fiscal year 2025-2026, reflecting cost of living (COLA) increases, as well as agreed market adjustments to relevant roles is provided here (and as Appendix A) for consideration in approving the resolution to adopt the Salary Schedule. The new schedule seeks to better distinguish roles represented by bargaining units.

City of Sutter Creek 2025-2026 Salary Schedule

		Hourly				
		1	2	3	4	5
SEIU	Account Clerk/Admin. Services Tech II	$ 22.14	$ 23.25	$ 24.41	$ 25.63	$ 26.91
SEIU	Account Technician	$ 28.04	$ 29.44	$ 30.91	$ 32.46	$ 34.08
SEIU	PW 1/WW OIT/Maint Worker 1	$ 22.79	$ 23.93	$ 25.12	$ 26.38	$ 27.70
SEIU	PW II/WW I	$ 26.89	$ 28.23	$ 29.64	$ 31.12	$ 32.68
SEIU	PW Foreman/ WW Chief	$ 33.30	$ 34.97	$ 36.72	$ 38.55	$ 40.48
POA	Police Officer	$ 30.63	$ 32.17	$ 33.77	$ 35.46	$ 37.24
POA	Police Sergeant	$ 36.34	$ 38.15	$ 40.06	$ 42.06	$ 44.17
Unrepresented	Project Manager					$ 31.00
Unrepresented	City Clerk					$ 32.50
Unrepresented	Accounting Supervisor/Admin Services Supervisor					$ 42.79
Unrepresented	Public Works Director					$ 54.44
Unrepresented	Chief of Police*					$ 72.42

Note: The pay for the City Manager is defined in the employment agreement. The position gets COLA and Benefits in line wit

DISCUSSION:

Adopting Resolution No. 25-26-** will ensure the City follows state rules for publicly available pay schedules and keeps its pay practices open and available to the public.

BUDGET IMPACT:

The budget impact for the approved Salary Schedule was considered in the approved budget for Fiscal Year 2025-26.

RESOLUTION 25-26-**
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUTTER CREEK ADOPTING A SALARY SCHEDULE FOR THE 2025-2026 FISCAL YEAR

WHEREAS, the City Council of the City of Sutter Creek has reviewed the projected revenues and expenditures for the 2025-26 fiscal year: and

WHEREAS, the City Council desires to adopt a salary schedule for its employees; and

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Sutter Creek adopts the following salary schedule for its employees:

City of Sutter Creek 2025-2026 Salary Schedule

		Hourly 1	Hourly 2	Hourly 3	Hourly 4	Hourly 5
SEIU	Account Clerk/Admin. Services Tech II	$ 22.14	$ 23.25	$ 24.41	$ 25.63	$ 26.91
SEIU	Account Technician	$ 28.04	$ 29.44	$ 30.91	$ 32.46	$ 34.08
SEIU	PW 1/WW OIT/Maint Worker 1	$ 22.79	$ 23.93	$ 25.12	$ 26.38	$ 27.70
SEIU	PW II/WW I	$ 26.89	$ 28.23	$ 29.64	$ 31.12	$ 32.68
SEIU	PW Foreman/ WW Chief	$ 33.30	$ 34.97	$ 36.72	$ 38.55	$ 40.48
POA	Police Officer	$ 30.63	$ 32.17	$ 33.77	$ 35.46	$ 37.24
POA	Police Sergeant	$ 36.34	$ 38.15	$ 40.06	$ 42.06	$ 44.17
Unrepresented	Project Manager					$ 31.00
Unrepresented	City Clerk					$ 32.50
Unrepresented	Accounting Supervisor/Admin Services Supervisor					$ 42.79
Unrepresented	Public Works Director					$ 54.44
Unrepresented	Chief of Police*					$ 72.42

Note: The pay for the City Manager is defined in the employment agreement. The position gets COLA and Benefits in line witl

The foregoing resolution was duly passed and adopted this 18th day of August, 2025, by the following vote:

AYES:
NOES:

ABSTAIN:
ABSENT:

Claire Gunselman, Mayor

ATTEST:

Aaron Wolcott, City Clerk

City of Sutter Creek 2025-2026 Salary Schedule

Group	Position	Hourly 1	Hourly 2	Hourly 3	Hourly 4	Hourly 5	Step 5 Yearly	Step 5 Monthly
SEIU	Account Clerk/Admin. Services Tech II	$ 22.14	$ 23.25	$ 24.41	$ 25.63	$ 26.91	$ 55,972.82	$ 4,664.40
SEIU	Account Technician	$ 28.04	$ 29.44	$ 30.91	$ 32.46	$ 34.08	$ 70,893.43	$ 5,907.79
SEIU	PW 1/WW OIT/Maint Worker 1	$ 22.79	$ 23.93	$ 25.12	$ 26.38	$ 27.70	$ 57,614.54	$ 4,801.21
SEIU	PW II/WW I	$ 26.89	$ 28.23	$ 29.64	$ 31.12	$ 32.68	$ 67,975.89	$ 5,664.66
SEIU	PW Foreman/ WW Chief	$ 33.30	$ 34.97	$ 36.72	$ 38.55	$ 40.48	$ 84,199.58	$ 7,016.63
POA	Police Officer	$ 30.63	$ 32.17	$ 33.77	$ 35.46	$ 37.24	$ 77,450.50	$ 6,454.21
POA	Police Sergeant	$ 36.34	$ 38.15	$ 40.06	$ 42.06	$ 44.17	$ 91,868.62	$ 7,655.72
Unrepresented	Project Manager					$ 31.00	$ 64,484.99	$ 5,373.75
Unrepresented	City Clerk					$ 32.50	$ 67,600.00	$ 5,633.33
Unrepresented	Accounting Supervisor/Admin Services Supervisor					$ 42.79	$ 89,010.27	$ 7,417.52
Unrepresented	Public Works Director					$ 54.44	$ 113,243.52	$ 9,436.96
Unrepresented	Chief of Police*					$ 72.42	$ 47,071.20	$ 3,922.60

* Part Time

Note: The pay for the City Manager is defined in the employment agreement. The position gets COLA and Benefits in line with SEIU.

1854

SUTTER CREEK

John Sutter

JEWEL OF THE MOTHER LODE

TO:	**THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**
MEETING DATE:	**AUGUST 18, 2025**
FROM:	**AARON WOLCOTT, CITY CLERK**
SUBJECT:	**CAL CITIES VOTING DELEGATE**

RECOMMENDATION:

Appoint a the voting delegate and up to two alternates for the 2025 Cal Cities Annual Conference and Expo.

BACKGROUND:

Every year, the League of California Cities convenes a member-driven General Assembly at the Cal Cities Annual Conference and Expo. The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place October 8-10, 2025, the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. The City's appointed voting delegate plays an important role during the General Assembly by representing the city and voting on resolutions.

To cast a vote during the General Assembly, Sutter Creek must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

Consistent with Cal Cities bylaws, the voting delegate and up to two alternates must be designated by the City Council.

DISCUSSION:

Last year City Manager DuBois attended the conference and was the voting delegate. The City Manager intends to attend the conference again this year and can again be the voting delegate. If any Council members plan to attend, they can be appointed as the voting delegate with the City Manager as an alternate.

RECOMMENDTION:

Make a motion to appoint a voting delegate and up to two alternates.

LEAGUE OF CALIFORNIA CITIES

Council Action Advised by September 24, 2025

DATE: Wednesday, July 16, 2025

TO: Mayors, Council Members, City Clerks, and City Managers

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference and Expo, Oct. 8-10, 2025
Long Beach Convention Center

Every year, the League of California Cities convenes a member-driven General Assembly at the Cal Cities Annual Conference and Expo. The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Oct. 10, the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

Action by Council Required. Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

Following council action, please submit your city's delegates through the online submission portal by Wed., Sept. 24. When completing the Voting Delegate submission form, you will be asked to attest that council action was taken. You will need to be signed in to your My Cal Cities account when submitting the form.

Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

Conference Registration Required. The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration is open on the Cal Cities website.

For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

Please view Cal Cities' event and meeting policy in advance of the conference.

Transferring Voting Card to Non-Designated Individuals Not Allowed. The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

Seating Protocol during General Assembly. At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the Long Beach Convention Center in Long Beach, will be open at the following times: Wednesday, Oct. 16, 8:00 a.m.-6:00 p.m. and Thursday, Oct. 17, 7:30 a.m.-4:00 p.m. On Friday, Oct. 18, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for submitting your voting delegate and alternates by Wednesday, Sept. 24. If you have questions, please contact Zach Seals at zseals@calcities.org.

Attachments:

- General Assembly Voting Guidelines
- Information Sheet: Cal Cities Resolutions and the General Assembly

General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.

2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.

3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.

4. **Signing Initiated Resolution Petitions**. Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.

5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.

6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

7. **Resolving Disputes**. In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.

LEAGUE OF CALIFORNIA CITIES

How it works: Cal Cities Resolutions and the General Assembly

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure Cal Cities represents cities with one voice. These policies directly guide Cal Cities' advocacy to promote local decision-making, and lobby against statewide policies that erode local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how resolutions and the General Assembly work.

Prior to the Annual Conference and Expo

General Resolutions

Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance to cities. The resolution must have the concurrence of at least five additional member cities or individual members.

Policy Committees

The Cal Cities President assigns general resolutions to policy committees where members review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.

During the Annual Conference and Expo

Petitioned Resolutions

The petitioned resolution is an alternate method to introduce policy proposals during the annual conference. The petition must be signed by voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.

Resolutions Committee

The Resolutions Committee considers all resolutions. General Resolutions approved[1] by either a policy committee or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go to the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.[2]

General Assembly

During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, and policy committee, as well as individuals appointed by the Cal Cities president.

Voting delegates are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates —one from every member city.

Seven **policy committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, and municipal department, as well as individuals appointed by the Cal Cities president.

[1] The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.
[2] Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI. Sec. 5(f).

For more information visit www.calcities.org/general-assembly

CENTRAL SAN JOAQUIN VALLEY RISK MANAGEMENT AUTHORITY (CSJVRMA)

City of Sutter Creek

August 2025

What is the Central San Joaquin Valley Risk Management Authority (CSJVRMA)?

- Public entity formed in 1979
- **Joint Powers Authority** (JPA) of 53 cities located in Central San Joaquin Valley
- Provides self-insured and group purchased coverage to members
- Contracts with Sedgwick for staffing to handle day-to-day operations

What is a JPA?

- In the 1970-1980s, public agencies were faced with rising insurance costs and little coverage
- In the mid-1970s, the California Legislature amended the Government Code
- Ability for two or more public agencies to join together, under a joint powers authority (JPA), to provide more effective and efficient government services

The language of “insurance” does not apply to JPAs.

Where are Risk Pooling JPAs now?

- Pooling industry 50 years old
- There are over 150 risk pooling joint powers authorities in the State of California

Major Advantages of JPAs

- Member controlled – governance, coverage, return of excess contributions
- Rates based upon actual claims experience of members
- Improved risk control services tailored to members' needs
- Better claims management services
- Investment income retained by JPA
- Lower operating expense ratios: usually 15-20% - compared to 30–40% for insurance companies
- NO CIGA* assessment (2% of premium)

The California Insurance Guarantee Association (CIGA) operates under Sections §1063-1063.77 of the California Insurance Code. CIGA provides a mechanism for the payment of covered (as defined by the Insurance Code and specific case law) property, casualty, and workers' compensation insurance claims of insolvent insurance companies.

Potential Disadvantages of JPAs

- Ultimate cost is not guaranteed
- Members subject to assessments
- Members jointly and severally liable
- Not an insurance company - requires active participation
- Governing Board with fiduciary responsibilities

CSJVRMA
Mission Statement

Central San Joaquin Valley Risk Management Authority, an innovative, member-driven JPA, provides quality, cost-effective risk financing and risk control services to meet the needs of its members.

Accredited With Excellence

- By California Association of Joint Powers Authorities (CAJPA)
- Requires reviews by independent consultants every 3 years in the following areas:
  - Governance, Accounting & Finance, Insurance and Coverages, Claims Management, Risk Control, Claims Management, and Operations/ Administrative Management
- CSJVRMA has highest designation possible: “Accredited with Excellence”

CSJVRMA Membership Criteria

To join, must be an incorporated municipality with:

- population of 75,000 or less at time of application
- professional management (council, city manager/administrator form of government)
- located within the State of California

Membership - Cities by Region

Current membership consists of 53 cities located in central valley.

NORTHERN REGION

1. Angels
2. Atwater
3. Ceres
4. Escalon
5. Gustine
6. Hughson
7. Lathrop
8. Livingston
9. Newman
10. Oakdale
11. Patterson
12. Ripon
13. Riverbank
14. Sonora
15. Sutter Creek
16. Tracy
17. Turlock
18. Waterford

CENTRAL REGION

1. Chowchilla
2. Clovis
3. Dinuba
4. Dos Palos
5. Firebaugh
6. Fowler
7. Huron
8. Kerman
9. Kingsburg
10. Los Banos
11. Madera
12. Mendota
13. Merced
14. Orange Cove
15. Parlier
16. Reedley
17. San Joaquin
18. Sanger
19. Selma

SOUTHERN REGION

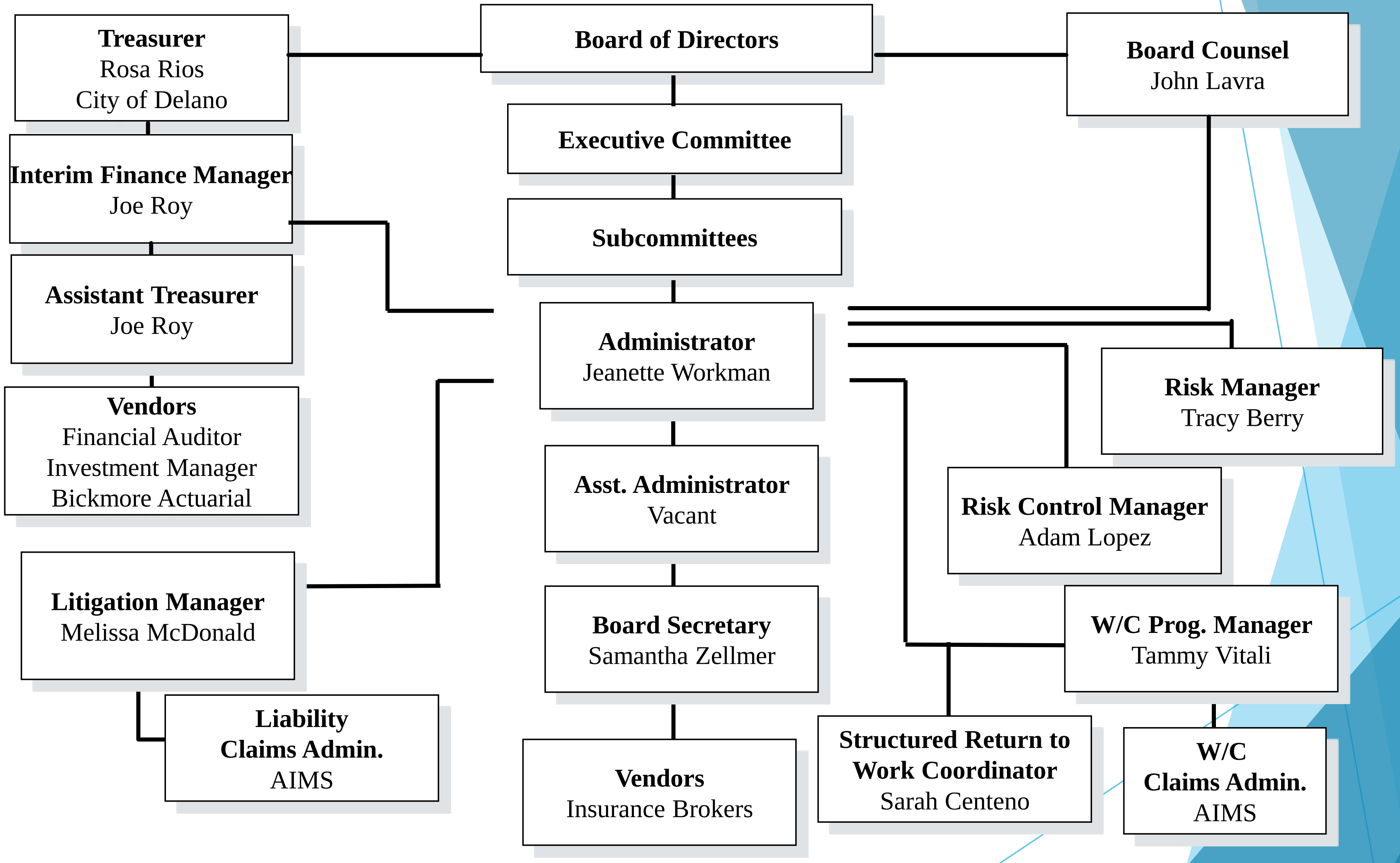
1. Arvin
2. Avenal
3. Corcoran
4. Delano
5. Exeter
6. Farmersville
7. Lemoore
8. Maricopa
9. McFarland
10. Porterville
11. Shafter
12. Taft
13. Tehachapi
14. Tulare
15. Wasco
16. Woodlake

Joint Exercise of Powers Agreement

- Contract among member cities
- By signing, member city agrees to participate in CSJVRMA under terms and conditions including joint and several liability
- Amendments require 2/3rds affirmative vote from city councils

CSJVRMA Organizational Chart

Section 13, Item A.



Typical Relationship Between Board and Partners

Board of Directors/Trustees

Marketing/ Brokerage

- Program Marketing (new members)
- Interface between Board and Members
- Consulting to Board
- Annual Stewardship Report

Sedgwick

- Daily Management of Group
- Bill Payments
- Banking Management
- Monthly Financial Review
- Consulting to Board
- Attendance at Board Meetings
- Actuarial Oversight
- Investment Oversight
- Litigation Management
- Safety and Risk Control
- Claims Management/Oversight
- Training and Education
- New Member Administration

Third-Party Claims Admin.

- Daily Claims Adjusting
- Loss Analysis Preparation
- Statistical Analysis
- PPO Network Management
- On-line Support
- Consulting to Board

Governance - Board of Directors

- Each city appoints 1 representative and 1 alternate representative
- Representative and alternate should be individuals with authority to make decisions on behalf of city
- Each city required to have representation at <u>all</u> Board meetings
  - Fines assessed for non-attendance
- Meets 3 times per fiscal year: October, March, and June

Governance – Executive Committee

- Comprised of:
  - President
  - 2 Vice Presidents
  - Past President
  - 3 Representatives & 1 Alternate elected by each of the 3 regions (Northern, Central, and Southern)
- 7 meetings scheduled per fiscal year

CSJVRMA - Pooled Programs

Liability (Mandatory)

- General, auto, & public officials' liability (E&O)
- First dollar coverage
- CSJVRMA retains $1 million of coverage; Excess coverage to $34.5 million through California Affiliated Risk Management Authorities (CARMA)
- Sutter Creek's retained limit: $10,000

Workers' Compensation & Employer's Liability

- First dollar coverage
- CSJVRMA retains $500k of coverage; Excess coverage to statutory through Local Agency Workers' Compensation Excess JPA (LAWCX)
- Sutter Creek's retained limit: $10,000

Liability and Workers' Compensation Claims Management Services

- Contract with third party administrator, Acclamation Insurance Management Services (AIMS), for claims administration
- Early claims intervention through each city immediately reporting claims
- Litigation management and workers' compensation claims management oversight by Sedgwick

Liability Coverage - Transfer of Risk and Special Events

- Required to transfer risk with vendors/contractors
  - Sedgwick issued Contractual Risk Transfer Manual for Public Entities as a guide
  - Failure to comply = doubling of retained limit in the event of a claim
- Required to transfer risk for special events not sponsored or co-sponsored by city
  - Failure to comply = tripling of retained limit up to $50,000 above retention in the event of a claim
  - Special events coverage available through HUB International (https://www.hubinternational.com/programs-associations/event-insurance/)

CSJVRMA Pooled Programs

Employment Practices Liability – Sutter Creek currently does not participate in this program.

- Coverage through Employment Risk Management Authority (ERMA)
- Training
  - AB 1825 Compliant (sexual harassment/discrimination)
  - AB 1234 Compliant (ethics)
  - Specialized training from attorney firms
  - Personnel related training
- Assistance with Personnel Policies
- ERMA retains first $1M of coverage
- Excess coverage is group purchased with limits of $3M each claim/member

CSJVRMA Pooled Programs

Property

- Repair/replacement cost coverage for city-owned real property, personal property, and contractor's type equipment or property in city's care, custody, or control
- Limit of coverage: $1 billion/occurrence
- Sutter Creeks's deductible: $5,000
- Sutter Creeks's total insured values: $18.7 Million

Auto Physical Damage

- Repair/replacement cost coverage for city-owned vehicles valued over $25,000
- Limit of coverage: $1 billion/occurrence
- Sutter Creek's deductible: $25,000
- Sutter Creek's total insured values: $806,304

CSJVRMA Pooled Programs

Low Value Vehicle Coverage

- Provides repair/actual cash value coverage for vehicles valued below $25K
- Limit of coverage: $24,500
- Sutter Creek's deductible: $500
- Sutter Creek's total insured values: $75,518

CSJVRMA Group Purchased Programs

- **Employee Assistance Program (Mandatory)**
  - Provided by SimpleEAP
  - Clinical short-term counseling - up to 6 sessions (3 per 6 months) for employees and immediate household members in-person or via video
  - Various online services – self-help programs, provider searches, etc..
  - Critical incident debriefing

- **Business Travel Accident Coverage**
  - Life and Accidental Death and Dismemberment Coverage for business-related travel
    - Does not cover travel to / from work
  - Limits of coverage range from $100K to $500K
  - No deductible

CSJVRMA Group Purchased Programs

The City of Sutter Creek currently does not participate in the following optional programs:

- **Alliant Crime Insurance Program**
  - Covers loss of money, securities, or other property due to dishonest acts of employee or failure of employee to perform duties prescribed by law
  - Includes coverage for elected/appointed officials, treasurer/tax collector & other employees/volunteers required to be bonded
- **Difference in Conditions (DIC)**
  - Provides earthquake and flood coverage for city owned property

SAFETY & RISK CONTROL SERVICES

- Assist members with:
  - Managing exposures
  - Reducing losses and costs
  - Minimizing operational disruptions
  - Becoming resilient
- Risk Management Consulting (e.g., assistance with Cal/OSHA matters, IIPP, workplace violence, playground safety)
- Workshops – Up to eight per year, per region
- Police and Public Works Forums – three per year, per region

Workshop Schedule	Webinars
Safety Communications	Streaming Videos
Forms and Checkists	Customizable Templates

FINANCIAL MATTERS

ANNUAL BUDGET

- Preliminary adopted by Board in March for upcoming program year
- Final adopted by Board in June
- Establishes each member's deposit premium (city coverage expense) for:
  - General Liability (GL)
  - Workers' Compensation (WC)
  - Property
  - Auto Physical Damage (APD)
  - Low Value Vehicle Coverage Program (LVVCP)
  - Employee Assistance Program (EAP)
  - Employment Risk Management Authority (ERMA) (employment practices liability)
- Premium for Business Travel Accident (BTA), Difference in Conditions (DIC), and Crime billed separately

RETROSPECTIVE ADJUSTMENT PROCESS

POOLED LIABILITY & W/C PROGRAMS

- Retrospective Adjustment summarizes transactions of each program year (ends on June 30)
- Each program year is maintained separately for each member
- "Retrospectively Adjusted" five (5) years after the end of the program year and annually thereafter until program year closed
- Program years remain open until the last claim in the program year is closed
  - Program years may be reopened if new claim activity occurs

POOLED LIABILITY & W/C PROGRAMS

The retrospective adjustment formula:

ACTIVITY	METHOD OF ALLOCATION TO MEMBER
+ DEPOSIT PREMIUM	ACTUAL AMOUNT PAID
+ INTEREST	ADJUSTED DEPOSIT PREMIUM*
- LOSSES UNDER RETAINED LIMIT (PAID + CASE RESERVES)	MEMBER SPECIFIC
- POOLED LOSSES INCURRED (PAID + CASE RESERVES)	ADJUSTED DEPOSIT PREMIUM
- EXCESS INSURANCE COST (ACTUAL)**	ADJUSTED DEPOSIT PREMIUM
- AGGREGATE STOP LOSS	ADJUSTED DEPOSIT PREMIUM
- IBNR (ACTUARIALLY DETERMINED LIABILITY)	ADJUSTED DEPOSIT PREMIUM
- ADMINISTRATIVE COSTS (ACTUAL)	ADJUSTED DEPOSIT PREMIUM
- CLAIMS ADJUSTING COSTS (ACTUAL)	ADJUSTED DEPOSIT PREMIUM
= MEMBER EQUITY	

If member equity is positive, funds are returned to member; if member equity is negative, additional funds are collected from member.

* Deposit premium paid is based on estimated payroll. The deposit premium used for the purpose of allocating revenue and expenses is adjusted based on actual payroll.

** Unless adjusted for dividends or assessments from CARMA or LAWCX

AGGREGATE LIMITS

- The Aggregate has been designed to provide an absolute maximum amount that any city can be charged in any one program year for direct and shared losses. The attachment point varies from year to year.
- Limits total claim payments to a maximum amount of loss per year
- Since 2014/15 program year, aggregate limit is 2 times a member's deposit premium, adjusted based on actual payroll

QUARTERLY FINANCIAL STATEMENTS

QUARTERLY FINANCIAL STATEMENTS

Provides a periodic summary of the financial position and results of operations of the CSJVRMA:

- Assets
- Liabilities
- Net Position
- Premiums Earned
- Expenses Incurred
- Administrative Expenses Compared to the Budget

Claim costs are re-estimated annually by the actuary:

- All program years are reviewed independently
- Any resulting increases or decreases to the ultimate cost of the claims are recognized in the quarterly financials

CENTRAL SAN JOAQUIN VALLEY RISK MANAGEMENT AUTHORITY

COMBINING STATEMENT OF NET POSITION

JUNE 30, 2024

	General Operating Fund	Workers' Compensation Program	Liability Program	Auto-Physical Damage Program	Property Program	Errors and Omissions Program	Totals
ASSETS:							
Current assets:							
Cash and cash equivalents	$ 5,145,607	$ 25,080,954	$ 11,533,416	$ 1,089,589	$ 1,227,057	$ 257,719	$ 44,334,342
Investments	3,178,282	15,491,730	7,123,835	673,005	757,915	159,185	27,383,952
Receivables:							
Members	1,453,569						1,453,569
Interest	1,023,459						1,023,459
Excess insurance	77,075						77,075
Prepaid expenses	678,463						678,463
Total current assets	11,556,455	40,572,684	18,657,251	1,762,594	1,984,972	416,904	74,950,860
Non-current assets:							
Receivables:							
Members		2,878,229					2,878,229
Investments	9,227,903	44,979,075	20,683,518	1,954,020	2,200,549	462,181	79,507,246
Projected retrospective assessments		12,548,899	9,750,378				22,299,277
Total non-current assets	9,227,903	60,406,203	30,433,896	1,954,020	2,200,549	462,181	104,684,752
TOTAL ASSETS	20,784,358	100,978,887	49,091,147	3,716,614	4,185,521	879,085	179,635,612
LIABILITIES:							
Current liabilities:							
Accounts payable	18,208						18,208
Due to members	20,498,480						20,498,480
Unearned premiums	314,702						314,702
Assessment payable		141,498					141,498
Current portion of claims liabilities		15,697,619	9,484,302	159,882			25,341,803
Total current liabilities	20,831,390	15,839,117	9,484,302	159,882			46,314,691
Non-current liabilities:							
Claims liabilities		70,188,767	27,331,021				97,519,788
Assessment payable		565,991					565,991
Total non-current liabilities		70,754,758	27,331,021				98,085,779
TOTAL LIABILITIES	20,831,390	86,593,875	36,815,323	159,882			144,400,470
NET POSITION	$ (47,032)	$ 14,385,012	$ 12,275,824	$ 3,556,732	$ 4,185,521	$ 879,085	$ 35,235,142

CENTRAL SAN JOAQUIN VALLEY RISK MANAGEMENT AUTHORITY

COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

YEAR ENDED JUNE 30, 2024

	General Operating Fund	Workers' Compensation Program	Liability Program	Auto-Physical Damage Program	Property Program	Errors and Omissions Program	Totals
REVENUES:							
Member contributions	$ 3,229,438	$ 34,896,690	$ 30,695,834	$ 3,627,896	$ 16,499,418	$ 15,000	$ 88,964,276
Program administrative fees	342,225						342,225
Total operating revenues	3,571,663	34,896,690	30,695,834	3,627,896	16,499,418	15,000	89,306,501
EXPENSES:							
Claims paid		16,862,228	10,396,440	1,387,061	704,879		29,350,608
Claims servicing		1,290,072	1,191,932				2,482,004
Change in unpaid claims		6,817,117	8,964,479	(308,117)	(152,314)		15,321,165
Change in projected retrospective assessments		(2,679,416)	(10,144,120)				(12,823,536)
Retrospective refunds		12,137,548	2,791,419				14,928,967
Insurance	3,111,293	5,312,196	16,005,688	2,590,141	14,968,019		41,987,337
Property appraisals					322,141		322,141
General and administrative	509,484	794,837	1,238,061	107,970	105,142		2,755,494
Total operating expenses	3,620,777	40,534,582	30,443,899	3,777,055	15,947,867		94,324,180
OPERATING INCOME	(49,114)	(5,637,892)	251,935	(149,159)	551,551	15,000	(5,017,679)
NONOPERATING REVENUE (EXPENSES):							
ERMA dividend	411,296						411,296
ERMA dividend distribution	(411,296)						(411,296)
Investment income (loss)		3,770,130	2,035,913	215,585	220,377	48,410	6,290,415
Total nonoperating revenue (expenses)		3,770,130	2,035,913	215,585	220,377	48,410	6,290,415
CHANGES IN NET POSITION	(49,114)	(1,867,762)	2,287,848	66,426	771,928	63,410	1,272,736
NET POSITION, BEGINNING OF YEAR	2,082	16,252,774	9,987,976	3,490,306	3,413,593	815,675	33,962,406
NET POSITION, END OF YEAR	$ (47,032)	$ 14,385,012	$ 12,275,824	$ 3,556,732	$ 4,185,521	$ 879,085	$ 35,235,142

10-YEAR DEPOSIT HISTORY

10-Year Deposit History

- Calculates the total cost of coverage for each program year, including:
  - Original deposit premium from the budget
  - Additional contributions made by the city
  - Annual retrospective refunds or assessments
  - Other assessments
- Compares the total cost to payroll for each program to determine the rate paid per $100 of payroll
- Allows cities to benchmark against peers and identify trends in historical deposit premiums

Section 13, Item A.

Central San Joaquin Valley Risk Management Authority
Deposit History
Analysis of Net Program Cost to Member
City of Sutter Creek
As of June 30, 2024

Workers' Compensation Program

Description	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Original Deposit Premium	63,571	67,992	71,054	71,234	77,677	83,418	84,847	80,580	89,614	103,350
Additional Contributions	-	-	-	11,505	-	-	-	-	-	-
2020 Retrospective Adjustment	(18,853)									
2021 Retrospective Adjustment	(1,941)	(20,407)								
2022 Retrospective Adjustment	148	(611)	(20,962)							
2023 Retrospective Adjustment	(2,972)	(4,189)	397	(5,113)						
2024 Retrospective Adjustment	(3,690)	(3,908)	(1,568)	(6,315)	(11,859)					
Contingency Fund	1,859	1,859	1,859	1,859	1,859	1,859	1,859	1,859	-	-
Net Program Cost	38,122	40,736	50,780	73,170	67,677	85,277	86,706	82,439	89,614	103,350
Payroll	934,095	977,626	924,359	1,014,419	1,095,075	1,072,435	1,011,311	1,196,180	1,338,613	1,387,214
Rate per $100/Payroll	4.08	4.17	5.49	7.21	6.18	7.95	8.57	6.89	6.69	7.45

Liability Program

Description	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Original Deposit Premium	24,054	27,871	27,682	28,867	35,404	36,539	39,870	51,715	59,592	73,806
Additional Contributions	-	-	3,253	-	-	-	-	-	-	-
2020 Retrospective Adjustment	(6,592)									
2021 Retrospective Adjustment	(567)	(7,650)								
2022 Retrospective Adjustment	266	(10)	2,026							
2023 Retrospective Adjustment	(129)	(10)	(1,641)	(1,024)						
2024 Retrospective Adjustment	(78)	(381)	369	(2,173)	(1,024)					
Net Program Cost	16,954	19,820	31,689	25,670	34,380	36,539	39,870	51,715	59,592	73,806
Payroll	934,095	977,626	924,359	1,014,419	1,095,075	1,072,435	1,011,311	1,196,180	1,338,613	1,387,214
Rate per $100/Payroll	1.82	2.03	3.43	2.53	3.14	3.41	3.94	4.32	4.45	5.32

Other Programs

Description	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
General Fund Deposit	7,835	5,909	5,366	5,762	5,456	4,764	3,700	1,472	268	3,798
Property Program	32,145	34,673	34,989	38,094	43,993	80,438	102,261	148,233	175,888	243,525
Auto Physical Damage Program	781	787	722	722	984	1,455	1,968	2,009	2,443	2,681
Low Value Vehicles Program	204	55	50	50	45	45	45	45	45	45
Employee Assistance Program	331	331	359	414	497	442	414	442	469	516
Employment Practices Liability	-	-	-	-	-	-	-	-	-	-
Earthquake and Flood	-	-	-	-	-	-	-	-	-	-
Business Travel Accident	24	16	11	11	30	38	29	62	61	65
Crime Program	-	-	-	-	-	-	-	-	-	-

Notes:
1. The above schedules do not reflect any projected future refunds from CSJVRMA.
2. Be aware that due to the lack of maturity, the net program cost of the more recent program years (i.e. 2019/20, 2020/21, 2021/22, 2022/23 and 2023/24) could fluctuate substantially.

How Does Sutter Creek Measure Up?

2024/25 EXPERIENCE MODIFICATION FACTOR

Workers' Compensation

ANGELS	0.99	MARICOPA	1.00
ARVIN	1.01	MCFARLAND	1.03
ATWATER	1.03	MENDOTA	1.00
AVENAL	1.03	NEWMAN	1.00
CERES	1.04	OAKDALE	0.98
CHOWCHILLA	1.01	ORANGE COVE	0.99
CORCORAN	1.01	PARLIER	1.02
DELANO	0.96	PATTERSON	0.99
DINUBA	1.06	PORTERVILLE	0.97
DOS PALOS	1.00	REEDLEY	0.96
ESCALON	1.00	RIPON	0.96
EXETER	1.01	RIVERBANK	0.97
FARMERSVILLE	0.99	SAN JOAQUIN	0.99
FIREBAUGH	0.98	SANGER	1.11
FOWLER	1.01	SELMA	1.07
GUSTINE	0.99	SHAFTER	0.94
HUGHSON	0.99	SONORA	0.98
HURON	0.99	SUTTER CREEK	1.00
KERMAN	1.02	TAFT	0.97
KINGSBURG	1.01	TEHACHAPI	0.99
LATHROP	0.93	TRACY	0.82
LEMOORE	1.02	TULARE	1.13
LIVINGSTON	0.98	WASCO	1.00
LOS BANOS	1.06	WATERFORD	0.99
MADERA	1.01	WOODLAKE	0.98

Liability

ANGELS	0.985	MARICOPA	0.999
ARVIN	1.033	MCFARLAND	1.069
ATWATER	1.105	MENDOTA	1.002
AVENAL	0.971	MERCED	1.158
CERES	1.087	NEWMAN	1.007
CHOWCHILLA	0.960	OAKDALE	1.020
CLOVIS	1.151	ORANGE COVE	0.992
CORCORAN	1.113	PARLIER	1.043
DELANO	0.994	PATTERSON	0.924
DINUBA	1.055	PORTERVILLE	0.891
DOS PALOS	1.002	REEDLEY	0.998
ESCALON	0.982	RIPON	0.964
EXETER	0.977	RIVERBANK	0.977
FARMERSVILLE	1.119	SAN JOAQUIN	0.994
FIREBAUGH	1.104	SANGER	0.961
FOWLER	0.991	SELMA	0.987
GUSTINE	0.994	SHAFTER	0.926
HUGHSON	1.003	SONORA	1.112
HURON	0.991	SUTTER CREEK	1.003
KERMAN	0.972	TAFT	0.926
KINGSBURG	0.975	TEHACHAPI	0.976
LATHROP	0.928	TRACY	0.713
LEMOORE	1.093	TULARE	1.007
LIVINGSTON	0.990	TURLOCK	0.872
LOS BANOS	0.943	WASCO	1.007
MADERA	0.961	WATERFORD	0.990
		WOODLAKE	1.001

5-YEAR LOSS RATE PER $100 OF PAYROLL

Workers' Compensation

ANGELS	2.47	MARICOPA	0.00
ARVIN	5.36	MCFARLAND	7.95
ATWATER	5.97	MENDOTA	3.07
AVENAL	7.69	NEWMAN	3.49
CERES	4.79	OAKDALE	2.46
CHOWCHILLA	4.47	ORANGE COVE	2.47
CORCORAN	4.55	PARLIER	6.40
DELANO	3.16	PATTERSON	3.53
DINUBA	6.15	PORTERVILLE	3.29
DOS PALOS	4.11	REEDLEY	2.23
ESCALON	4.48	RIPON	1.57
EXETER	5.83	RIVERBANK	0.26
FARMERSVILLE	2.53	SAN JOAQUIN	0.22
FIREBAUGH	1.09	SANGER	8.80
FOWLER	6.29	SELMA	7.29
GUSTINE	2.54	SHAFTER	2.26
HUGHSON	0.80	SONORA	1.93
HURON	1.80	SUTTER CREEK	4.44
KERMAN	5.97	TAFT	2.45
KINGSBURG	4.65	TEHACHAPI	2.86
LATHROP	1.02	TRACY	2.42
LEMOORE	4.68	TULARE	5.96
LIVINGSTON	2.38	WASCO	3.33
LOS BANOS	5.92	WATERFORD	0.12
MADERA	3.96	WOODLAKE	0.16

AVERAGE 3.84

Liability

ANGELS	0.37	MARICOPA	0.00
ARVIN	2.84	MCFARLAND	5.55
ATWATER	4.33	MENDOTA	1.56
AVENAL	0.00	MERCED	2.09
CERES	2.33	NEWMAN	1.78
CHOWCHILLA	0.04	OAKDALE	1.88
CLOVIS	1.83	ORANGE COVE	0.84
CORCORAN	5.38	PARLIER	3.60
DELANO	1.36	PATTERSON	0.21
DINUBA	2.28	PORTERVILLE	0.67
DOS PALOS	1.59	REEDLEY	1.36
ESCALON	0.09	RIPON	0.55
EXETER	0.04	RIVERBANK	0.44
FARMERSVILLE	8.37	SAN JOAQUIN	0.00
FIREBAUGH	8.55	SANGER	0.71
FOWLER	0.71	SELMA	1.15
GUSTINE	0.83	SHAFTER	0.56
HUGHSON	1.96	SONORA	6.78
HURON	0.25	SUTTER CREEK	1.81
KERMAN	0.34	TAFT	0.00
KINGSBURG	0.55	TEHACHAPI	0.72
LATHROP	0.18	TRACY	0.53
LEMOORE	3.41	TULARE	1.45
LIVINGSTON	1.07	TURLOCK	0.74
LOS BANOS	0.62	WASCO	1.70
MADERA	1.04	WATERFORD	0.05
		WOODLAKE	1.48

AVERAGE 1.41

City of Sutter Creek
City Treasurer's Report
July 2025

Receipts & Disbursements Report

City's Checking Account

Receipts

Deposits	$ 684,990	
Reversal of Bank Charges	-	
Total		$ 684,990

Disbursements

Accounts Payable	$ 173,540	
Payroll & Benefits	138,674	
Bank Charges	50	
Total		$ 312,264

Net Amount of Investment Transfers $ -

Recap of City Treasury

Investments on Hand July 31, 2025		Market or Withdrawal Value	Rate of Return
	Bank of Marin Checking	$ 1,548,218	0.01%
	Bank of Marin Money Market	$ 12,181	4.51%
	Bank of Marin Money Market #2	$ 1,996,102	4.51%
*	California State Treasurer's LAIF	$ 1,754,691	4.40%
	Total	$ 5,311,192	
	Total this month last year	$ 5,292,472	

*	LAIF 1	$ 64,519
	LAIF 2	$ 1,690,172

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 8/13/2025

1854
SUTTER CREEK
John Sutter
JEWEL OF THE MOTHER LODE

TO: TOM DUBOIS, CITY MANAGER
MEETING DATE: AUGUST 18, 2025
FROM: MASON PETERS, FINANCE SUPERVISOR
SUBJECT: FINANCE DEPT. JULY 2025 REPORT

CITY HALL/FINANCE DEPARTMENT UPDATE

- We ran our first Sewer Billing process in ERP Pro 10 and it went very smoothly. As usual during this time of year, our office got a lot of calls from residents who may not be keeping track of when rate increases occur, and they had concerns about why their bills went up so much.
- Payroll setup was in full force this month – I spent many hours with our implementation specialist setting up the internal systems for time tracking, leave types, pay types, setting up employees, setting up pay cycles, direct deposit, etc. This system should go live later in August, or potentially early September.
- We are setting up a system for digital timesheet submittals through ERP Pro 10, and it should roll out sometime in August. We will keep you posted on how that rollout goes.
- The online sewer payment site is up and running, and while there are a few hiccups we are working out, it works and looks much better than the last site we had from MOMs. We are working to get eCheck payment options available to folks ASAP. Currently, you are only able to pay using credit or debit card.
- We are now using ERP Pro 10 for business license generation – there was a bit of a miscommunication regarding when we needed that set up, but Tyler Technologies adjusted for us and made it happen.
- We are working on putting out an auditor RFP. It has been about 7 years since we last did a RFP for auditors, and it is best to shop around to make sure we are getting the best bang for our buck.

ACCOUNTS PAYABLE ACTIVITY

In July 2025, 64 warrants were issued, totaling $173,539.56. For comparison, in July 2024, all warrants totaled $212,836.84.

ACCOUNTS RECEIVABLE ACTIVITY

In July 2025, we received:

- Transient Occupancy Tax (TOT):
    - In July 2025, we have received $10,645.22 for June short term rentals. For comparison, in July 2024, we received $39,218.38. We are waiting for 2 of our bigger TOT payors to send payment, so the July 2025 figure should increase significantly.

- Building Permits:
    - In July 2025, we issued 9 building permits, totaling $3,290.47. Compared to July 2024, we issued 11 permits and total revenue generated at that time was $11.381.15. Lots of reroofs and HVAC installations.
- Sewer Billing
    - Auto Pay Customers
        - We have been having many residents come by and sign up for autopay. They are rightfully frustrated that their autopay was disabled, but we reassure them that we tried all communication channels to reach them for a couple of months prior to the conversion to minimize the surprise. We are helping folks set it up in City Hall if they struggle to do it at home.
    - E-Bill Customers
        - Current month: 211
        - Prior Month: 212 (+1)

City of SUTTER CREEK 1854

Check Register

Packet: APPKT00017 - Riddim Mon & Mercury Legal Settlement Checks

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Sutter Creek-AP-Sutter Creek						
HYP01	Dennis Hypolite	07/03/2025	Regular	0.00	325.00	310249
HAI02	Todd F. Haines, Attorney for Mercur	07/03/2025	Regular	0.00	3,750.00	310250

Bank Code AP-Sutter Creek Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	4,075.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	2	**2**	**0.00**	**4,075.00**

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	7/2025	4,075.00
			4,075.00

City of SUTTER CREEK 1854

Check Register

Packet: APPKT00024 - July 2025 Finance Accrual AP Process

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Sutter Creek-AP-Sutter Creek						
BLU04	BlueTriton Brands Inc	07/17/2025	Regular	0.00	163.30	310251
CAL30	CALIFORNIA BUILDING STAND	07/17/2025	Regular	0.00	61.00	310252
DEP22	California Department of Tax and Fe	07/17/2025	Regular	0.00	2,819.80	310253
COR01	Corbin Willits Systems, I	07/17/2025	Regular	0.00	875.00	310254
DEP01	Dept. of Conservation	07/17/2025	Regular	0.00	150.48	310255
SEI01	SEIU Local 1021	07/17/2025	Regular	0.00	443.33	310256
WEL06	WELLS FARGO FINANCIAL LEA	07/17/2025	Regular	0.00	239.25	310257
WIZ01	WIZIX TECHNOLOGY GROUP, I	07/17/2025	Regular	0.00	49.00	310258

Bank Code AP-Sutter Creek Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	8	8	0.00	4,801.16
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	8	**8**	**0.00**	**4,801.16**

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	7/2025	4,801.16
			4,801.16

Check Register

Packet: APPKT00025 - July 2025 Finance AP Process

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Sutter Creek-AP-Sutter Creek						
AMA28	Ama Co Auditor Controller	07/17/2025	Regular	0.00	5,732.00	310259
AMA34	Ama Co Transp Commission	07/17/2025	Regular	0.00	3,878.00	310260
AME15	AMERICAN FIDELITY ASSURAN	07/17/2025	Regular	0.00	1,320.39	310261
	Void	07/17/2025	Regular	0.00	0.00	310262
AME14	AMERICAN FIDELITY HEALTH	07/17/2025	Regular	0.00	2,296.46	310263
COM16	COMCAST BUSINESS	07/17/2025	Regular	0.00	143.90	310264
BOI02	Heidi A Boitano	07/17/2025	Regular	0.00	2,915.46	310265
KEE01	KEENAN & ASSOCIATES/PACE	07/17/2025	Regular	0.00	13,769.79	310266
	Void	07/17/2025	Regular	0.00	0.00	310267
MUT01	MUTUAL OF OMAHA	07/17/2025	Regular	0.00	428.08	310268
PRI08	PRINCIPAL LIFE INS. COMPA	07/17/2025	Regular	0.00	1,605.66	310269
	Void	07/17/2025	Regular	0.00	0.00	310270
VIO01	VIOLICH/SORACCO	07/17/2025	Regular	0.00	875.00	310271

Bank Code AP-Sutter Creek Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	10	10	0.00	32,964.74
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	10	**13**	**0.00**	**32,964.74**

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	7/2025	32,964.74
			32,964.74

City of SUTTER CREEK 1854

Check Register

Packet: APPKT00026 - July 2025 Public Works AP Process

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Sutter Creek-AP-Sutter Creek						
A&M01	A&M COOLING AND HEATING	07/17/2025	Regular	0.00	1,663.25	310272
AMA44	AMADOR AIR DISTRICT	07/17/2025	Regular	0.00	412.02	310273
QUA02	AQUALITY WATER MANAGEMENT	07/17/2025	Regular	0.00	2,750.00	310274
CIN02	AT&T Mobility	07/17/2025	Regular	0.00	343.27	310275
COM16	COMCAST BUSINESS	07/17/2025	Regular	0.00	388.50	310276
EWI01	EWING IRRIGATION PRODUCTS	07/17/2025	Regular	0.00	412.18	310277
FER02	FERGUSON ENTER,INC.#686	07/17/2025	Regular	0.00	49.46	310278
ACE03	JACKSON ACE HARDWARE & GA	07/17/2025	Regular	0.00	96.74	310279
LIN01	LINCOLN AQUATICS	07/17/2025	Regular	0.00	2,692.20	310280
LOW01	LOWE'S BUSINESS ACCOUNT	07/17/2025	Regular	0.00	4,003.21	310281
NAP01	NAPA AUTO PARTS	07/17/2025	Regular	0.00	80.02	310282
PAC02	PG&E (Electric,Gas)	07/17/2025	Regular	0.00	11,386.00	310283
	Void	07/17/2025	Regular	0.00	0.00	310284
PAC01	PG&E (Lighting District)	07/17/2025	Regular	0.00	3,510.99	310285
REP01	REPUBLIC SERVICES #594	07/17/2025	Regular	0.00	95.90	310286
SAF03	Safeguard Pest Control	07/17/2025	Regular	0.00	86.00	310287
SIE23	SIERRA SEPTIC SERVICES, I	07/17/2025	Regular	0.00	7,600.00	310288
THA02	THATCHER COMPANY - LB1106	07/17/2025	Regular	0.00	14,381.11	310289
UPC01	UPCOUNTRY POOL CENTER	07/17/2025	Regular	0.00	159.12	310290

Bank Code AP-Sutter Creek Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	21	18	0.00	50,109.97
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	21	**19**	**0.00**	**50,109.97**

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	7/2025	50,109.97
			50,109.97

Check Register

Packet: APPKT00027 - July 2025 Public Safety AP Process

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Sutter Creek-AP-Sutter Creek						
AMA08	Amador Co Sheriff's Dept	07/17/2025	Regular	0.00	429.05	310291
AMA19	Amador County General Services Ad	07/17/2025	Regular	0.00	1,500.00	310292
JAC01	Brusatori Enterprises Inc	07/17/2025	Regular	0.00	1,013.95	310293
HUN04	HUNT & SONS, INC	07/17/2025	Regular	0.00	3,203.03	310294
PEA01	PEACE OFFICERS RESEARCH A	07/17/2025	Regular	0.00	285.00	310295
TIR01	TireHub, LLC	07/17/2025	Regular	0.00	138.57	310296
TRA04	TRANSUNION RISK & ALTERNA	07/17/2025	Regular	0.00	75.00	310297

Bank Code AP-Sutter Creek Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	9	7	0.00	6,644.60
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	9	**7**	**0.00**	**6,644.60**

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	7/2025	6,644.60
			6,644.60

City of SUTTER CREEK 1854

Check Register

Packet: APPKT00028 - July 2025 Admin AP Process

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Sutter Creek-AP-Sutter Creek						
ABS01	ABSO TECHNOLOGIES	07/17/2025	Regular	0.00	1,818.00	310298
ACC03	ACC BUSINESS	07/17/2025	Regular	0.00	751.96	310299
HEA03	Andy Heath Financial Serv	07/17/2025	Regular	0.00	607.50	310300
AT&T2	AT&T CALNET 3	07/17/2025	Regular	0.00	95.98	310301
CIN02	AT&T Mobility	07/17/2025	Regular	0.00	343.27	310302
BRI04	BRITT GLOBAL INDUSTRIES L	07/17/2025	Regular	0.00	4,000.00	310303
WAL02	CAPITAL ONE - WALMART	07/17/2025	Regular	0.00	135.54	310304
CAR16	CHRISTIAN CARDONA	07/17/2025	Regular	0.00	500.00	310305
CIV01	CIVICPLUS LLC	07/17/2025	Regular	0.00	1,167.10	310306
COT01	COLE HUBER LLP	07/17/2025	Regular	0.00	15,545.00	310307
	Void	07/17/2025	Regular	0.00	0.00	310308
HAU02	HAUGE BRUECK ASSOCIATES,	07/17/2025	Regular	0.00	2,920.00	310309
HYD02	HYDROSCIENCE ENGINEERS, I	07/17/2025	Regular	0.00	2,677.50	310310
LED01	Ledger Dispatch	07/17/2025	Regular	0.00	118.00	310311
PET08	Mason Peters	07/17/2025	Regular	0.00	232.40	310312
MAZ01	MAZE & ASSOCIATES	07/17/2025	Regular	0.00	4,270.00	310313
SIG01	SIGNAL SERVICE	07/17/2025	Regular	0.00	6.44	310314
DUB01	Tom Dubois	07/17/2025	Regular	0.00	154.00	310315
WEA01	Weatherby, Reynolds, Frit	07/17/2025	Regular	0.00	11,880.00	310316
WEB01	Weber, Ghio & Assoc, Inc.	07/17/2025	Regular	0.00	27,721.40	310317
	Void	07/17/2025	Regular	0.00	0.00	310318

Bank Code AP-Sutter Creek Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	29	19	0.00	74,944.09
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	29	**21**	**0.00**	**74,944.09**

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	7/2025	74,944.09
			74,944.09

POLICE
SUTTER CREEK

Monthly Report
August 2025

To: **Tom DuBois, City Manager**
From: **Jim O'Connell, Chief of Police**
Date: **August 11, 2025**
Re: **July 2025 Staff Report**

July 2025 Department Statistics			
Calls For Service	119	+27	↑
Traffic Stops	69	-39	↓
Officer Initiated Incidents	273	-81	↓
Business Checks	155	-34	↓
Vehicle/Pedestrian Checks	10	-11	↓
Total Officer Reports	23	-13	↓
Arrests	13	-4	↓
Moving Citations	8	-4	↓
Parking Citations	0	-2	↓
TOTAL	**670**	**-143**	↓

119	**69**	**8**	**23**
Calls For Service	**Traffic Stops**	**Arrests**	**Officer Reports**

Volunteer Contributions:
During the month of July, our dedicated volunteers provided 28 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.
Cases of Interest:
During the month of July, SCPD conducted an illegal firearms and child pornography investigation in conjunction with our local partners. This was and continues to be a labor-intensive investigation.

SCPD, with cooperation from Sutter Creek Fire District and other agencies, are investigating a suspicious fire at 18 Main St.

Officer Recognition:
SCPD Officer Daniel Rego received an award and recognition for his exceptional accomplishments in the area of drunk driving enforcement from the Mothers Against Drunk Driving (MADD) organization. Kudos to Daniel!

1854

SUTTER CREEK

JEWEL OF THE MOTHER LODE

STAFF REPORT

TO:	**TOM DUBOIS, CITY MANAGER**
MEETING DATE:	**AUGUST 18, 2025**
FROM:	**DAN LAFONTAINE, PUBLIC WORKS DIRECTOR**
SUBJECT	**PUBLIC WORKS DEPARTMENT REPORT FOR JULY 2025**

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

Executive Summary: We have made some huge steps this past month on some of the major projects that have been in planning. We received two proposals and selected a firm for the new Wastewater Treatment Plant project, we completed approximately one-third of the collection system main replacement project, and emptied Henderson to be ready to begin construction on the Henderson Underdrain. We also submitted our list of mitigation projects to the Counties Local Hazard Mitigation Plan (LHMP) which will be out in draft form on Friday September 12, 2025, and submitted our priority projects to ACTC for funding consideration (Sutter Hill Road being our top priority). We are also working with AWA to help facilitate their leak detection grant main replacement and working to repair/update any underground utilities in the areas they are fixing the water mains. I think you can agree that the Public works department has been working hard to increase our resiliency well into the future.

Wastewater Treatment Request for Proposals – In July the City received two proposals for the new Wastewater Treatment Plant (WWTP) from Schneider Electric and Optera. The City appreciates the effort that went into the proposals and feels that both firms were very qualified to perform the work. The wastewater committee held interviews with the two firms the week of July 21st and scored the proposals. The City has notified the firms and is working to finalize a contract with the highest scoring firm (Schneider Electric).

The M*iscellaneous Sewer Main Replacement Project* – Work continues on the 2025 collection system projects as we finish up the first three phases of the project. The crews have finished Areas A (Napa Auto Parts – Installed one manhole), Area F (Greenstone Terrace - Installed one new cleanout, two new manholes and 30 feet of open cut, and approximately 800 feet of pipe bursting), Area B (Raylan Drive - Installed two new manholes and 160 feet of open cut). The crew is currently working on Area E (Old Highway 49 – Highland Drive to Old Sutter Hill Road) where we are installing 1,600 feet of 8-inch sewer mains and installing five manholes).

ARSA Henderson Underdrain Project – The Henderson reservoir is empty, and construction of the Underdrain project will commence on August 11, 2025. A preconstruction meeting was held on

Aug 6th with the Department of Dam Safety representatives, the City and our Resident Engineer (HydroSciences). We anticipate that the project will be completed by the beginning of October.

Upcoming: *Miscellaneous Sewer Main Replacement Project* - Next up will be Area C (Dennis Street – Installing one new cleanout and 400 feet of pipe bursting) which will require a road closure on Dennis Street to non-residents. After Dennis Street we will be moving on to Area D (Sutter Hotel/Fiefield Alley – Installing one manhole and 215 feet of pipe bursting) which will require a road closure on Fiefield Alley. Last will be Area G (Eureka Street at Broad Street – Installing one cleanout and 160 feet of pipe bursting). Area G will not require any road closures. All road closures will begin after 9am to help alleviate traffic. We appreciate everyone's patience with the road closures as we work to upgrade these problem areas in the collection system. This will save the City money for years to come.

Wastewater Treatment Plant – The City is working with Scheider Electric to get a contract in place.

ARSA Henderson Underdrain – Construction will begin on the underdrain on August 11, 2025

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

- *Miscellaneous Sewer main Replacement Projects*. – Work continues on the 2025 collection system projects as we finish up the first three phases of the project. The crews have finished Areas A (Napa Auto Parts – Installed one manhole). Area F (Greenstone Terrace - Installed one new cleanout, two new manholes and 30 feet of open cut, and approximately 800 feet of pipe bursting), Area B (Raylan Drive - Installed two new manholes and 160 feet of open cut). On Area F additional paving was required due to the existing asphalt being beyond repair and crumbling as soon as we touched the areas. The minimal additional cost to have a driven road was well worth it. On Area B approximately 50 feet of pipe replacement was added to the scope to deal with a siphon and Y-junction with no access that the crew feels contributed to the issues we have been having with sewer spills). The crew is currently working on Area E (Old Highway 49 – Highland Drive to Old Sutter Hill Road) where we are installing 1,600 feet of 8-inch sewer mains and installing five manholes). We understand that school returning on August 13th and are making every effort to have the road reopened for minimal days with school back in session. We appreciate everyone's patience with the road closures are we work to upgrade this critical infrastructure.
- *Upcoming Miscellaneous Sewer Main Replacement Projects* – Next on the list of areas is Area C (Dennis Street - Installing one new cleanout and 400 feet of pipe bursting) which will require a road closure on Dennis Street to non-residents. After Dennis Street we will be moving on to Area D (Sutter Hotel/Fiefield Alley – Installing one manhole and 215 feet of pipe bursting). Area D will require Fiefield Alley to be closed for a few days while the crews set up and pull pipe. Last will be Area G (Eureka Street at Broad Street – Installing one cleanout and 160 feet of pipe bursting). Area G will not require any road closures. All road closures will begin after 9am to help alleviate traffic.
- 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). With the spill in the creek last month and pending repairs, staff is putting together a targeted list of items to investigate/repair further for next year's collection system repairs. This list will be presented to council by the end of October and finalized before the end of the year.
- The City excavation on Eureka St to replace 120 feet of pipe and install a cleanout halfway down Eureka St. was postponed as priorities shifted to identifying deficiencies in the leak detection areas for the upcoming AWA construction. This work will be accomplished before the rainy season.

SSMP Activity

Calls for service.

- 7/26/25; 101 Boston Alley plugged private lift station, resulting in small private lateral spill.

Sewer System Cleaning and Maintenance.

- For July 2025, there was no SSMP conducted due to other projects that took priority. The total amount cleaned for the calendar year 2025 is 3,837 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 June 2025. On July 15th two proposals were received for the new WWTP. The Wastewater committee (comprised of the City Manager, Public Works Director, Chief Plant Operator, City Sanitary Engineer, City Project Engineer, and Wastewater Operations consultant) reviewed each of the proposals and conducted interviews with each firm on the week of July 21st. The proposals were deemed to be accepted and scored very closely, but Schneider considered all alternatives and scored slightly higher. The City is currently working with Schneider Electric to formalize a contract.

Table 1. Monthly Status of required reporting constituents.

Constituent	Monthly Results	Monthly Limits
Monthly Influent Flow	8.560 MG 0.308 MGD daily avg	0.48 mgd[1]
Effluent BOD, mg/L	13 mg/L	30 mg/l
Effluent Settleable Matter, mL/L	< 0.1 ml/L	0.5 ml/l
Effluent TSS, mg/L	19 mg/L	30 mg/l
Total Coliform, MPN	< 1.8 MPN	23 MPN
Sludge Wasted	25,929 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 June 2025 report was electronically submitted to the Regional Water Quality Control Board.

Operational Strategy Modifications:

- The rag bin was hauled on July 9, 2025.
- We continued normal sludge wasting in June with 26K gallons dewatered. The transfer pump for the polymer burned up and had to be replaced which effected our ability to waste sludge. The transfer pump has been replaced, and normal wasting has been resumed.
- A contract has been signed to receive a new power section for the Aerator. The Aerator diffusor head will be shipped back to the manufacturer for rebuild.
- 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 are talking with the field representative and waiting for correspondence back form the manufacturer.
- Geocon mobilized to the WWTP and conducted 8 test pits on July 21, 2025. Results of the test pits will be incorporated into the design of the new WWTP.

Wastewater RFP updates – In July the City received two proposals for the new Wastewater Treatment Plant (WWTP) from Schneider Electric and Optera. The wastewater committee comprised of the City Manager, Public Works Director, Chief Plant Operator, HydroSciences (City Project Engineer), City Sanitary Engineer, and City Operations Consultant. The committee held interviews with the two firms the week of July 21st and scored the proposals. The committee scored Schneider as the top proposal and is working with them to get an agreement in place to begin design work. We anticipate that this will take a few months to work out all the details.

Effluent Disposal

- Bowers and irrigation was resumed for the irrigation season on May 27, 2025. Ione has started receiving ARSA water on June 6, 2025, for the disposal season. As of July 31, Ione has received approximately 90 acre-feet of ARSA water.
- *Henderson Underdrain* – Current reservoir levels indicate that ARSA is at deadpan, and the underdrain project is set to begin on August 11, 2025. A preconstruction meeting was conducted on August 6th, 2025, with the City, HydroSciences, Stantec and DSOD. Next will be the issuance of a project schedule and plans to be approved for construction. During the project that City will work with the valve manufacturer to schedule a site visit to inspect the waterman valve and make recommendations to ensure the valve works properly. The City will also look into fortifying the pier to ensure the safety of our operators. The project must be finished by October 1, 2025.
- The manufacturer of the flow meter for Bowers has proposed a shorter spool length with a restocking cost of 2K. City staff are currently investigating if the flow meter can be used in another place to save the restocking fee.
- Progress is being made on the joint water balance, which is due by August 11, 2025. ARSA engineers believe that the joint water balance will be submitted on time.
- 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.

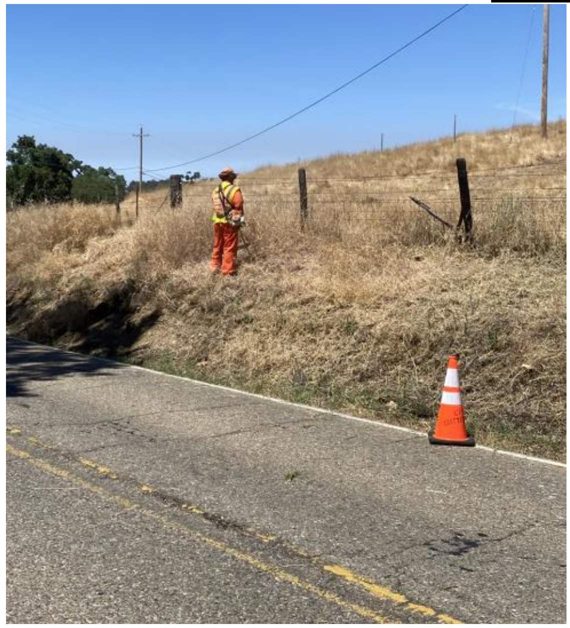
Streets and City Right of Way.

- On July 18, Campbell construction performed investigation of the storm drain and determined that the storm drainpipe was intact and the fill had been washed away. The void space was filled, and the asphalt was patched. See picture of the patch below:

- The City has received preliminary plans from Amador Water Agency (AWA) to do some leak repair work under a grant at Eureka St., Borgh Way, Broadway, and Hayden. Due to the width of Hayden Alley AWA has agreed that a T-trench will not work and the entire road will be repaved. On Broadway AWA has indicated that they will pave half of the road. Staff will present to council a cost estimate to pave the other half of the road at the Auguust council meeting. In addition, the repaving, AWA has indicated that they will replace the hydrant on Broadway and fix the sidewalk around the existing hydrant. The City has issued an encroachment permit for the work and expects the work to be completed by the end of October. Per the grant, all work must be completed by the end of the calendar year.
- The City is has received bids to fix the gutter on David drive and is waiting for the contractor to find time in the schedule to begin this repair. We hope to have this repair done before the rainy season.

Parks and Buildings

- On July 29, 2025, the City met with Cal OES to finalize the order for the new Early Warning Datacasting Receiver Program. The order was built for two antennas to be installed on the Auditorium and the Community building (on the South side) and three receivers (two for the Auditorium and one for the community center). We anticipate receiving the order in a few months.
- The CalFire crews have had many days of availability to help with fuel mitigation in Sutter Creek in July. The additional number of days is related to the camp having additional crews this year and a reduction of fire calls. In the Month of July, we have cleared the following locations (pictures below):
    - Gopher Flat roadside
    - Rabb Street
    - Spanish and Badger
    - Eureka St
    - Additional clearing at the Mine Head Site
    - Sutter Creek from the Auditorium up through the swimming area.



- Bryson Bathroom – WGA is finalizing the plans for the new Bathroom. Once plans have been finalized the project the City will review, and we will go out for bid.

Local Hazard Mitigation Plan

- Amador County has been working to complete its Local Hazard Mitigation Plan (LHMP) update (every 5 years). The City has been working as a participating jurisdiction and attending planning meetings as part of the FEMA requirements. The LHMP will be available for public review in draft form on September 12, 2025.
- On July 18, 2025, the City submitted its updated list of Mitigation actions and projects for identifying priority hazards. The list included the following for our participating local jurisdiction. This list can be amended or changed and added to, up to Aug 29, 2025.
    - Dam Failure
        - Henderson Underdrain project
    - Drought and Water Storage
        - The City is looking to provide recycled water to a newly proposed development
    - Earthquake
        - The City is participating in the CalOES pilot program for early earthquake warning (EEW) datacaster receiver pilot program. The City will install two antennas (one the Auditorium and one on the Community Center) and three datacaster (two in the Auditorium and one in the community center)
    - Flood – All
        - The Auditorium and parking lot have a history of localized flooding. The project includes clearing the creek of silt, sediment, organic debris and vegetation and volunteer trees including saplings.
        - Development of a Storm Water Master Plan
    - Multi-Hazard (Climate Change, Drought, Extreme Heat, Severe Weather, Wildfire)
        - Backup generator (Amador Air District compliant) for the Auditorium, community center and WWTP.

    - Walking Paths around Sutter Creek with native tree planting to provide shade
- Landslide, Mudslide, Debris Flow
    - Karsan Tributary south slope is failing and needs to be reinforced to prevent further erosion and clogging up of the tributary
- Wildfire
    - The project includes an establishment of a perimeter fire break around the City, identifying overgrown areas of the city with a one-time initial cleaning and ongoing maintenance of the overgrown areas to ensure that fire fuels are removed from the areas.

SUTTER 1854 CREEK
JEWEL OF THE MOTHER LODE

Staff Report

To: Tom DuBois, City Manager

Meeting Date: August 18, 2025

From: Frank Whitmore, 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 July 2025:

3	Plan checks were completed
33	Inspections were completed

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

4	Permit reviews were completed
0	Inspections were completed

3. **Code Enforcement**

   A. **30 Ridge Road** – Meeting with owner on site 8/7/2025. Owner has requested that the permit to replace the tanks be issued so that they do not receive a Notice of Violation from the State for non-compliance. Owner to provide documentation to support eviction process and provide letter stating they will follow through with eviction proceedings or remove nuisance.

   B. **300 Hanford Street** – Awaiting Mr. Navarro to provide a complete application and plans.

   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** – 95% plans and specifications have been prepared by Staff. City Engineer will review and send public works a draft for review. WGA will incorporate public works comments and complete project plans/specifications for a complete bid package.

1854
SUTTER CREEK
John Sutter
JEWEL OF THE MOTHER LODE

STAFF REPORT

TO: TOM DUBOIS, CITY MANAGER

MEETING DATE: AUGUST 18, 2025

FROM: AARON WOLCOTT, CITY CLERK

SUBJECT: CITY CLERK REPORT – JULY 2025

RECOMMENDATION:
Information only.

BACKGROUND:
July was a slower month for the City Clerk. I was out of the office for one week of vacation and we had fewer meetings in July. This allowed more time to focus on other areas such as records retention, the website and learning more about our RMA.
The below items represent the key functions of the role and activities completed in the month of June.

DISCUSSION:

- **City Clerk:**
  - Agendas and minutes created for 1 City Council Meetings, 1 Planning Commission, and 1 DRC meeting. July was a slow month for meetings.
  - 8 Public Record Requests. Building permit requests remain our most common request type, but in July we also received several requests for police records, which adds to load on PD.
  - 1 City Council Resolution
  - Permits: 1 Event Permits, 3 Encroachment Permits
  - Record Retention: A new record retention schedule is being drafted and will come to Council in September. In the meantime, I am working on a records review for the period from 2006-2011 due to some gaps in our electronic files.
  - Website: Links and documents on the website are being updated a little bit at a time. I have meeting with CivicPlus scheduled in August to better understand what changes can be made to our site (pictures, links, forms). This is especially important as we explore ways to better utilize City facilities. If there are specific areas of the website that Council would like to see improved, I am interested to hear that.

- **Risk Management**
  - I attended training on how to access and utilize our claims platform through CSJVRMA. At the moment we don't have any open claims in the system but is was good to learn the platform and process in the event we need to use it.
  - We have one pending historical Workers Compensation claim that is being worked on.
  - Council approved the new RMA JPA amendments and requested some more information on the RMA – I have been working with our RMA to get a presentation ready for Council.

- **Human Resources**
  - Worked on completing missing elements of employee and elected official files.

City of Sutter Creek
July 2025 Social Media Data and Analytics

INSTAGRAM

Views: 11,858
Interactions: 324
New Followers: 32
Content You Shared: 37

Views
11,858 Views

- 48% Non-Followers
- 52% Followers
- 3,050 Accounts reached (+30.3%)
- 58.9% of Views are from Posts, followed by Reels (28.1%), and Stories (13.0%)
- Top Content: Ragtime Intro Reel (1.4K), Ragtime Festival Sutter Creek Sign (1.4K), Sutter Creek Flea Market What's In My Basket (1.2K), Upcoming Events (696)
- 85 Profile Actions
  - 83 Profile Visits
  - 2 External Link Taps (14.3%)

Interactions
324

- 81.8% Followers
- 18.2% Non-Followers
- 115 Accounts Engaged
- Posts received the most interactions (60.8%), followed Reels and Stories
- 132 Likes
- 2 Comments
- 3 Saves
- 38 Shares
- Top Content Includes the Sutter Creek Ragtime Festival Sign (34), Tom Dubois and the New Pup Cafe (28), and Hiring Police Officer (12).

Followers
396 (+8.2%)

- 33 Follows
- 13 Unfollows
- Top Location: Sutter Creek, followed by Jackson, Pine Grove, Pioneer, Ione
- Top Age Range: 45-54 years old, 35-44 years old
- Gender: 83.9% Women, 16.1% Men

FACEBOOK

- 22,408 Views (+77%)
- 1,499 Engagement (+165%)
  - 406 Reactions
  - 49 Shares
  - 28 Comments
  - 60% Followers
  - 40% Non-Followers
- 0 Messages
- 18 New Followers (+1%) (2,125 Total Followers)
  - 73% Women
  - 32.4% 65+
  - Top Location: United States
  - Top Location: Sutter Creek, Jackson, Pine Grove, Ione
- 483 Interactions (+184%)

Overview

July was a highly engaging and growth-driven month for the City's social media platforms. Both Instagram and Facebook experienced strong increases in views, engagement, and follower growth, with key events like the Sutter Creek Ragtime Festival and local feature posts fueling these improvements.

Key Takeaways

1. **Event-Based Content Drives Traffic:**
   - Ragtime Festival posts were the highest performing across platforms – both in views and shares.
   - Strong interest in community events, visual storytelling, and historic charm.
2. **High Female Engagement:**
   - Across both platforms, women (especially age 35+) represent the majority of the audience. Future content should continue catering to this group, while also continuing to attract more of a male audience.
3. **Post Formats That Perform:**
   - Reels and Visual Posts receive strong viewership.
   - However, traditional posts still drive the highest engagement and interaction.
4. **Cross-Platform Growth:**
   - Instagram growth was stronger (+8.2%) vs Facebook (+1%), but Facebook delivered more impressions and engagement in total – demonstrating its value as a high-reach platform.

Recommendations for August and Beyond

1. **Double Down on Local Event Coverage:**
    - Continue highlighting festivals, markets, and local figures in real time.
    - Use countdowns, behind-the-scenes footage, and follow-up recaps to extend engagement.
2. **Encourage More Community Interaction:**
    - Create posts with calls-to-action (e.g., “Tell us your favorite spot in Sutter Creek!”)
    - Run polls or “This or That” stories to drive two-way interaction.
3. **Leverage Link Taps for Traffic:**
    - Use more link-in-bio features on Instagram.
    - Include more CTAs directing users to the city’s website or event calendars.
4. **Target Growth Through Reels:**
    - Reels are the second-largest view source. Boost them with timely, shareable themes—like historic facts, business highlights, or mini-tours.
5. **Explore Facebook Messaging:**
    - Although 0 messages were received, consider a campaign encouraging residents to use Messenger for inquiries or feedback.

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SUTTER CREEK

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TO: TOM DUBOIS, CITY MANAGER

MEETING DATE: AUGUST 18, 2025

FROM: ERIN VENTURA, CONTRACT PLANNER

SUBJECT PLANNING DEPARTMENT REPORT FOR JULY 2025

Executive Summary

The Following items were reviewed at the July 14, 2025 Planning Commission meeting:

- 59 Main Street- Sign- Approved

The Following items were reviewed at the July 14, 2025 DRC meeting:

- 110 Gold Dust Trail- New SFR- Continued

Detailed Summary

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.
- Updating the General Plan and Housing Element documents to make them more user friendly online