



## **City Council Meeting Agenda**

**Monday, November 03, 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](http://www.cityofsuttercreek.org)**

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**The City of Sutter Creek City Council Meeting will be available via Zoom and in person.**

**Join Zoom meeting:**

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

**Please note: Zoom participation is only available for VIEWING the Council meeting.**

**\*Public Comment will not be taken from Zoom\***

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

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

- 1. Call to Order and Establish a Quorum for Regular Meeting**
- 2. Pledge of Allegiance to the Flag**
- 3. Public Forum**

*At this time, the public is permitted to address the City Council on items not appearing on the agenda. Comments may not exceed 5 minutes. In accordance with State Law, however, no action or discussion may take place on any item not appearing on the posted agenda. The City Council may respond to statements made or questions asked or may request Staff to report back at a future meeting on the matter. The exceptions under which the City Council may discuss and/or take action on items not appearing on the agenda are contained in Government Code §54954.2. Public comment on any item listed below shall be limited to five minutes, unless additional time is permitted by the Mayor/Council.*

#### **4. City Manager's Report**

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

#### **5. Presentations**

##### **A. Tri County Wildlife Care**

*Presentation*

##### **B. Sutter Creek Fire Protection District**

*Presentation*

#### **6. Approval of Minutes**

##### **A. [City Council Minutes of October 20, 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. [2025 Bryan Park Bathroom Project Award of Contract](#)**

*[Approve the low bid an additive alternates #1, #2, and #3 and award the contract](#)*

#### **8. Ordinances and Public Hearing**

#### **9. Administrative Agenda**

##### **A. [Sutter Creek Police Department Annual Update](#)**

*[Information Report for Discussion and Feedback](#)*

##### **B. [Report out from Finance Ad-hoc on Sustainable Police Budget](#)**

*[Information Report for discussion and feedback](#)*

##### **C. [City Tree Planting Update](#)**

*[Information Report for Discussion and Feedback](#)*

##### **D. [Short Term Rental Moratorium](#)**

#### **10. 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.*

#### **11. 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.*

**12. 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.*

**13. Information and Correspondence**

**14. Closed Session**

**A. Public Employee Performance Evaluation**

*Title: City Manager*

**15. Report from Closed Session**

**16. Adjournment**

**The next regularly scheduled meeting is Month, DD YYY.**



## City Council Meeting Minutes

Monday, October 20, 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](http://www.cityofsuttercreek.org)

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

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

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

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

**Absent:** None

**City Treasurer:** Victoria Runquist

**Staff:** Tom DuBois - City Manager, Jim O'Connell - Chief of Police, Will Watson - Project Manager, Derek Cole - City Attorney, Mason Peters - Finance Supervisor

### 2. Pledge of Allegiance to the Flag

### 3. Public Forum

Steve Christensen - here on behalf of Jaren Branton - running for democratic State Representative, he would like to meet with COSC city council members to discuss shared issues regarding rural county challenges. He is on the board of supervisors for Tuolumne County. Examples of discussions: roads, affordable housing, preserving health care/protecting rural hospitals, education, fire protection

### 4. City Manager's Report

City Manager Tom DuBois provided updates on some key City activities. The first economic development event at the grammar school is scheduled to take place on Wednesday October 22. A

meeting with Outdoor Recreation representatives and Julia Sierk will be held in the front conference room. The car show feedback from mainstreet businesses was positive. Henderson Project - The construction entity will attempt to dislodge the obstruction to allow work to continue as planned. WWTP - Tom is reaching out to several financial advisors to discuss potential funding options. Cal Cities provided good networking opportunities, allowing participants to connect with key industry leaders and exchange valuable insights. The city currently has open positions for both a city clerk and a police officer position. Auditorium Ownership - Although the township was dissolved in the 1960s, the city now has sufficient information to proceed with the title change. The upcoming November meeting will focus on public safety initiatives and related community concerns.

**5. Presentations**

- A. Tri County Wildlife Care
- B. Presentation - Did not occur

**6. Approval of Minutes**

- A. City Council Minutes of October 6, 2025  
 Recommendation: By motion approve minutes as presented.
- B. Addendum to Minutes from September 15, 2025

**Motion to approve the Minutes from September 15, 2025 by Susan Feist, second by Council member Riordan.**

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

**ABSENT:** 0

**NOES:** 0

**MOTION CARRIED 5-0**

**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.

Amador City to Sutter Creek Multimodel Improvements Resolution to accept, plan and implement Sutter Creek Portions.

**Motion to approve the Amador City to Sutter Creek Bicycle and Pedestrian Project by Julia Sierk, second by Council member Riordan.**

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

**ABSENT:** 0

**NOES:** 0

**MOTION CARRIED 5-0**

**8. Ordinances and Public Hearing**

## 9. Mayor and Council Member Reports

**Council Member Riordan** - loading zone on main street and Eureka question- 36ft - to remove 16 feet, concern regarding spanish street visibility. Also, there are concerns regarding the 2 parking spots proposed for Spanish street. Loading zone and red zone are merged currently. Furthermore, there isn't parking enforcement.

**Dan Lafontaine** - Zones need to be striped before PD can enforce. Additionally, making the proposed parking spots on Spanish be changed to a red zone would mitigate safety concerns.

**Council Member Sierk** - The intersection at Gopher Flat and Broad doesn't have yellow indicator striping (stop bar). Trees were cut back to assist with visibility issues.

**Mayor Gunselman** - We would like to see parallel striping - photos requested.

**Public** - Barbara Holmes California Drive - Hanford and gopher flat crosswalk requested a 4 way crosswalk discussion for Handford and Gopher Flat.

**Public** - Brian Holmes California Drive - Stated that the intersection at Hanford and gopher flat is dangerous. Requesting more striping, considered the most dangerous intersection in the city.

### B. Update to Improvement Standards for Roadway Excavation

By motion to approve Resolution 25-26-\*\* authorizing Public Works Director to execute additional provisions to the City's improvement standards

**Dan Lafontaine** - 5 year lifespan with asphalt, 3 years for chip seal.

**Council Member Riordan** - Stated he would like to see a list of collaborative entity efforts. As well as adding information to standards.

### **Motion to approve the Amador City to Update Improvement Standards for Roadway Excavation by Dan Riordan, second by Council Member Julia Sierk,**

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

**ABSENT:** 0

**NOES:** 0

**MOTION CARRIED 5-0.**

### C. Discussion about City Tree Ordinance Update

Direction from Council on updating Ordinance Chapter 13.24

**Council Member Swift** - Insurance stipulation should included

**Council Member Riordan** - Tree removal should be looked at closely, not done unpermitted, or fines should be imposed. Currently \$500, but should be revisited, and rather increased.

**Mayor Gunselman** - Ordinance should have increased fines, smaller/mature trees should be included. An ordinance should be in place for enforcement, replacement, permitted, certain species of trees should be included. Arborists should be contracted to determine tree removal that is in question (regarding the health of a tree).

**Council Member Feist** - Are there ordinances for undeveloped parcels?

**Tom DuBois** - Yes, but not for developed parcels. Reconfirming direction from council

#### D. FY25-26 Q1 Financial Update

For information and discussion

**Mason Peters** - Sewage rates - Late Fees - Charges will commence in November, grace period given to customers. PD and PW overtime has increased.

**Council Riordan** - Data gathered regarding variables should be included into the budget to be able to capture unexpected expenses.

**Tom DuBois** - We are doing a good job, using 3 months of data, and should have an accurate quarterly budget update.

**Mayor Gunselman** - Sales tax data - are businesses all charging sales tax, is being funneled correctly to the city of sutter creek?

**Mason Peters** - Research/investigation being conducted.

**Council Member Riordan** - suggests a work session regarding the reports to better understand everything that encompasses the reporting feature.

#### 10. City Attorney's Report

Nothing to report.

#### 11. Information and Correspondence

- A. September 22025 - Public Works Report
- B. October 2025 - Expense Report
- C. October 2025 - Polled Cash Report
- D. October - 2025 Treasurer's Report
- E. Marketing Monthly Report - September 2025

**12. Closed Session** - the meeting was adjourned into closed session at 8:32PM

A. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6

Agency Negotiator: Tom DuBois, City Manager

Employee Organizations: Sutter Creek SEIU

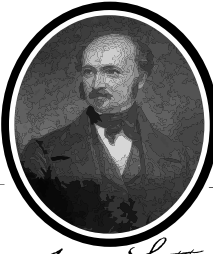
**13. Report from Closed Session**

Nothing to Report

**14. Adjournment**

The meeting was adjourned at 8:32PM.

**The next regularly scheduled meeting is November 3, 2025**



18 54

**SUTTER CREEK**

*John Sutter*

JEWEL OF THE MOTHER LODE

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

**MEETING DATE: NOVEMBER 3, 2025**

**FROM: FRANK WHITMORE, CITY ENGINEER**

**SUBJECT: BRYSON PARK BATHROOM EXPANSION PROJECT**

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**RECOMMENDATION:**

Approve the resolution awarding the construction contract for the Bryson Park Bathroom Expansion Project to the low bidder for the Base Bid and Additive Alternates 1-3.

**BACKGROUND:**

Amador County Park and Recreation Impact Fees were approved for the construction of a new ADA bathroom at Bryson Park. The City and County entered into an agreement to transfer these impact fees in June 2025.

WGA initially prepared 35% preliminary project plans to secure funding from Amador County. At the 35%, 65%, 90% design stages, WGA coordinated with Public Works Director, Dan LaFontaine for city staff input. As the project design evolved, the City requested upgrades should sufficient funds be available. Therefore, the project was broken out to include these potential upgrades (Additive Alternates) to ensure that sufficient funds were available for the project. The base bid project consists of construction of the unisex ADA bathroom. Additive Alternate #1 consists of upgrading the bathroom with stainless steel fixtures. Additive Alternate #2 consists of adding a drinking fountain near the front of the bathroom and would be the same model as the drinking fountain recently installed by the Minnie Provis Park Bathroom. Additive Alternate #3 consists of adding a roll up door to the storage building (old bathroom location at Bryson Park). Additive Alternate #4 consists of installing 3 solar lights within Bryson Park.

**DISCUSSION:**

The City of Sutter Creek conducted the bid opening for the Bryson Park Bathroom Expansion Project at 10:00 a.m. on October 21, 2025. The City received five bids for the project as follows:

	<u>Base Bid</u>	<u>Add. Alt. 1</u>	<u>Add. Alt. 2</u>	<u>Add Alt. 3</u>	<u>Add Alt. 4</u>	<u>Total</u>
1. John Allen Const.	\$ 68,275.00	\$ 2,900.00	\$ 6,600.00	\$ 4,800.00	\$17,400.00	\$ 99,975.00
2. PIK Const.	\$106,500.00	\$ 6,700.00	\$11,900.00	\$10,200.00	\$32,595.00	\$167,895.00
3. 345 Builders	\$130,200.00	\$ 6,700.00	\$ 9,100.00	\$ 6,500.00	\$49,855.00	\$202,355.00
4. Belz Const.	\$158,862.00	\$ 2,500.00	\$ 1,950.00	\$ 3,750.00	\$ 2,975.00	\$170,037.00
5. J Villa Const.	\$163,849.00	\$13,750.00	\$12,475.00	\$12,550.00	\$29,700.00	\$232,324.00

There were a few discrepancies that were noted in the bid review for 345 Builders and Belz Construction. Based upon the attached bid summary, I hereby recommend the City Council of the City of Sutter award the contract for the Base Bid (\$68,275), Additive Alternate #1 (\$2,900), Additive Alternate #2 (\$6,600) and Additive Alternate #3 (\$4,800) to the low bidder, John Allen Construction for a total amount of \$82,575.00.

Section 7, Item A.

**BUDGET IMPACT:**

	<b>Project Costs</b>
Total Funding Amount	\$ 112,500.00
Approximate Costs to Date	\$ 13,000.00
Construction Bids (Base Bid + Additive Alternates 1-3)	\$ 82,575.00
Remaining Funds	\$ 16,925.00

With the low bidder’s construction cost of \$82,575.00 for the Base Bid & Additive Alternates 1-3, this would leave approximately \$16,925 for construction contingencies and construction inspection & management.

Attachments:

- Bid Tabulation
- Resolution of Award

#3143  
2025-11-03 Staff Report-Award of Contract

**CITY OF SUTTER CREEK  
BRYSON PARK BATHROOM EXPANSION PROJECT**

**BID SUMMARY**

**BID OPENING: OCTOBER 21, 2025 at 10:00 A.M.**

**BASE BID:**

ITEM	DESCRIPTION	UNITS	QTY	ENGINEER'S ESTIMATE		JOHN ALLEN CONSTRUCTION		PIK CONSTRUCTION, INC.		345 BUILDERS, LLC		BELZ CONSTRUCTION, INC.		J VILLA CONSTRUCTION, INC.	
				\$/UNIT	TOTAL	\$/UNIT	TOTAL	\$/UNIT	TOTAL	\$/UNIT	TOTAL	\$/UNIT	TOTAL	\$/UNIT	TOTAL
1	Locate & Protect Existing Utilities	LS	1	\$2,000.00	\$2,000.00	\$1,200.00	\$1,200.00	\$2,500.00	\$2,500.00	\$10,000.00	\$10,000.00	\$2,700.00	\$2,700.00	\$41,780.00	\$41,780.00
2	Concrete Path of Travel	SF	225	\$30.00	\$6,750.00	\$24.00	\$5,400.00	\$62.00	\$13,950.00	\$35.56	\$8,000.00	\$38.50	\$8,662.00	\$59.20	\$13,320.00
3	Demolition	LS	1	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00	\$4,800.00	\$4,800.00	\$9,000.00	\$9,000.00	\$26,500.00	\$26,500.00	\$9,460.00	\$9,460.00
4	Foundation	LS	1	\$10,000.00	\$10,000.00	\$6,800.00	\$6,800.00	\$11,800.00	\$11,800.00	\$12,000.00	\$12,000.00	\$30,000.00	\$30,000.00	\$23,480.00	\$23,480.00
5	Rough Carpentry	LS	1	\$10,000.00	\$10,000.00	\$8,400.00	\$8,400.00	\$14,700.00	\$14,700.00	\$22,000.00	\$22,000.00	\$15,000.00	\$15,000.00	\$22,000.00	\$22,000.00
6	Electrical	LS	1	\$5,000.00	\$5,000.00	\$5,400.00	\$5,400.00	\$9,000.00	\$9,000.00	\$14,900.00	\$14,900.00	\$10,000.00	\$10,000.00	\$12,400.00	\$12,400.00
7	Plumbing	LS	1	\$10,000.00	\$10,000.00	\$16,675.00	\$16,675.00	\$15,250.00	\$15,250.00	\$17,200.00	\$17,200.00	\$7,000.00	\$7,000.00	\$10,050.00	\$10,050.00
8	Mechanical	LS	1	\$5,000.00	\$5,000.00	\$800.00	\$800.00	\$3,500.00	\$3,500.00	INCLUDED	\$0.00	\$15,000.00	\$15,000.00	\$1,512.00	\$1,512.00
9	Siding & Roofing	LS	1	\$10,000.00	\$10,000.00	\$8,300.00	\$8,300.00	\$12,000.00	\$12,000.00	\$19,000.00	\$19,000.00	\$20,000.00	\$20,000.00	\$17,415.00	\$17,415.00
10	Finish Work	LS	1	\$15,000.00	\$15,000.00	\$12,800.00	\$12,800.00	\$19,000.00	\$19,000.00	\$18,100.00	\$18,100.00	\$24,000.00	\$24,000.00	\$12,432.00	\$12,432.00
<b>BASE BID TOTALS:</b>				<b>\$78,750.00</b>		<b>\$68,275.00</b>		<b>\$106,500.00</b>		<b>\$130,200.00</b>		<b>\$158,862.00</b>		<b>\$163,849.00</b>	

**ADDITIVE ALTERNATE #1:**

ITEM	DESCRIPTION	UNITS	QTY	ENGINEER'S ESTIMATE		JOHN ALLEN CONSTRUCTION		PIK CONSTRUCTION, INC.		345 BUILDERS, LLC		BELZ CONSTRUCTION, INC.		J VILLA CONSTRUCTION, INC.	
				\$/UNIT	TOTAL	\$/UNIT	TOTAL	\$/UNIT	TOTAL	\$/UNIT	TOTAL	\$/UNIT	TOTAL	\$/UNIT	TOTAL
1	Stainless Steel Plumbing	LS	1	\$5,000.00	\$5,000.00	\$2,900.00	\$2,900.00	\$6,700.00	\$6,700.00	\$6,700.00	\$6,700.00	\$2,500.00	\$2,500.00	\$13,750.00	\$13,750.00
<b>ADDITIVE ALTERNATE #1 TOTALS:</b>				<b>\$5,000.00</b>		<b>\$2,900.00</b>		<b>\$6,700.00</b>		<b>\$6,700.00</b>		<b>\$2,500.00</b>		<b>\$13,750.00</b>	

**ADDITIVE ALTERNATE #2:**

ITEM	DESCRIPTION	UNITS	QTY	ENGINEER'S ESTIMATE		JOHN ALLEN CONSTRUCTION		PIK CONSTRUCTION, INC.		345 BUILDERS, LLC		BELZ CONSTRUCTION, INC.		J VILLA CONSTRUCTION, INC.	
				\$/UNIT	TOTAL	\$/UNIT	TOTAL	\$/UNIT	TOTAL	\$/UNIT	TOTAL	\$/UNIT	TOTAL	\$/UNIT	TOTAL
1	Exterior Drinking Fountain	LS	1	\$8,000.00	\$8,000.00	\$6,600.00	\$6,600.00	\$11,900.00	\$11,900.00	\$9,100.00	\$9,100.00	\$1,950.00	\$1,950.00	\$12,475.00	\$12,475.00
<b>ADDITIVE ALTERNATE #2 TOTALS:</b>				<b>\$8,000.00</b>		<b>\$6,600.00</b>		<b>\$11,900.00</b>		<b>\$9,100.00</b>		<b>\$1,950.00</b>		<b>\$12,475.00</b>	

**ADDITIVE ALTERNATE #3:**

ITEM	DESCRIPTION	UNITS	QTY	ENGINEER'S ESTIMATE		JOHN ALLEN CONSTRUCTION		PIK CONSTRUCTION, INC.		345 BUILDERS, LLC		BELZ CONSTRUCTION, INC.		J VILLA CONSTRUCTION, INC.	
				\$/UNIT	TOTAL	\$/UNIT	TOTAL	\$/UNIT	TOTAL	\$/UNIT	TOTAL	\$/UNIT	TOTAL	\$/UNIT	TOTAL
1	Roll Up Door	LS	1	\$5,000.00	\$5,000.00	\$4,800.00	\$4,800.00	\$10,200.00	\$10,200.00	\$6,500.00	\$6,500.00	\$3,750.00	\$3,750.00	\$12,550.00	\$12,550.00
<b>ADDITIVE ALTERNATE #3 TOTALS:</b>				<b>\$5,000.00</b>		<b>\$4,800.00</b>		<b>\$10,200.00</b>		<b>\$6,500.00</b>		<b>\$3,750.00</b>		<b>\$12,550.00</b>	

**ADDITIVE ALTERNATE #4:**

ITEM	DESCRIPTION	UNITS	QTY	ENGINEER'S ESTIMATE		JOHN ALLEN CONSTRUCTION		PIK CONSTRUCTION, INC.		345 BUILDERS, LLC		BELZ CONSTRUCTION, INC.		J VILLA CONSTRUCTION, INC.	
				\$/UNIT	TOTAL	\$/UNIT	TOTAL	\$/UNIT	TOTAL	\$/UNIT	TOTAL	\$/UNIT	TOTAL	\$/UNIT	TOTAL
1	Solar Light	EA	3	\$10,000.00	\$30,000.00	\$5,800.00	\$17,400.00	\$10,865.00	\$32,595.00	\$16,618.33	\$49,855.00	\$991.67	\$2,975.00	\$9,900.00	\$29,700.00
<b>ADDITIVE ALTERNATE #4 TOTALS:</b>				<b>\$30,000.00</b>		<b>\$17,400.00</b>		<b>\$32,595.00</b>		<b>\$49,855.00</b>		<b>\$2,975.00</b>		<b>\$29,700.00</b>	

**BASE BID AND ADDITIVE ALTERNATE 1-4 TOTALS:      \$126,750.00                      \$99,975.00                      \$167,895.00                      \*      \$202,355.00                      \*      \$170,037.00                      \$232,324.00**

- 345 Builders:**
- Item 2 of Base Bid: Unit Price and Total Price calculation error; Total Price was utilized.
  - Item 8 of Base Bid was included in Item 7 of Base Bid.
  - Base Bid Total calculation error; correct amount utilized.
  - Additive Alternate #3: Unit Price and Total Price calculation error; Total Price was utilized.
  - Additive Alternate #4: Unit Price and Total Price calculation error; Total Price was utilized.

- Belz Construction, Inc.**
- Item 2 of Base Bid: Unit Price and Total Price calculation error; Total Price was utilized.
  - Additive Alternate #4: Unit price and Total Price calculation error; Total Price was utilized.

**RESOLUTION 25-26-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUTTER CREEK  
AWARDING THE CONSTRUCTION CONTRACT FOR THE  
BRYSON PARK BATHROOM EXPANSION PROJECT**

**WHEREAS**, the City of Sutter Creek conducted the bid opening for the Bryson Park Bathroom Expansion Project at 10:00 a.m. on October 21, 2025; and

**WHEREAS**, The City received five bids for the project; and

**WHEREAS**, no discrepancies were noted during the bid review from the lower bidder, John Allen Construction; and

**NOW THEREFORE BE IT RESOLVED**, the City Council of the City of Sutter Creek hereby awards the contract to John Allen Construction for the Base Bid (\$68,275), Additive Alternate #1 (\$2,900), Additive Alternate #2 (\$6,600) and Additive Alternate #3 (\$4,800) for a total amount of \$82,575.00 in accordance with the contract documents.

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 November 2025, by the following vote:

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

THE CITY OF SUTTER CREEK

\_\_\_\_\_  
Claire Gunselman, Mayor

ATTEST:

\_\_\_\_\_  
Mason Peters, Deputy City Clerk

# Sutter Creek Police Department: A Year In Review 2025



Chief Jim O'Connell  
November 3, 2025



# Organizational Authorized Staffing

- 5 Full-Time Police Officers
- 1 Part-Time Police Chief
- 0 Administrative Assistants

# Total Staffing Including



# Reserves and Volunteers

- 1 Chief of Police
- 1 Sergeant
- 4 Police Officers
- 3 Reserve Officers
- 6 Civilian Volunteers

# Sutter Creek Police Services

- 24/7 Public Safety Services

- Patrol

- Investigations

- Traffic Enforcement

- Mutual Aid

- Business Liaison

- Concealed Weapons Permits

- School Presence

- Parade Management

- Evidence Management

- Court Liaison

- Records Management



# The Hours Your Officers Work

When fully staffed Officers work 80  
hour pay periods

Officers work 12-hour shifts and work  
3 days in one week and 4 days in the  
next

Rotating Weekends Off

Shifts are selected one year in advance

Must work at least one day shift and  
evening shift throughout the year



# Recruitment and Retention

Staff retention continues to be a challenging endeavor here and in other Amador agencies.

This last year we lost a local, qualified officer to a larger metropolitan agency.

Since 2016 we have lost 6 officers to other agencies.



# Recruitment and Retention

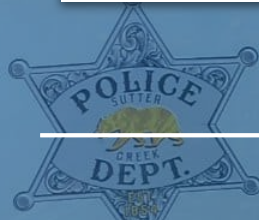
This year Reserve Officer Wassner joined the SCPD team and now regularly assists in covering shift shortages.

SCPD is currently doing a pre-employment background investigation on a police officer candidate, which would bring us to authorized staffing levels.

Officers cite organizational culture and stability, as well as the take home car program as reasons they stay with SCPD.

# 2025 Training

- Perishable Skills (Driving, Use of Force, Range, Laws)
- Peer Support
- Officer Wellness International Conference
- Field Training Officer Update
- Four Week Management Course
- Crisis Intervention



**POLICE**  
SUTTER GREEK



# Important Partnerships

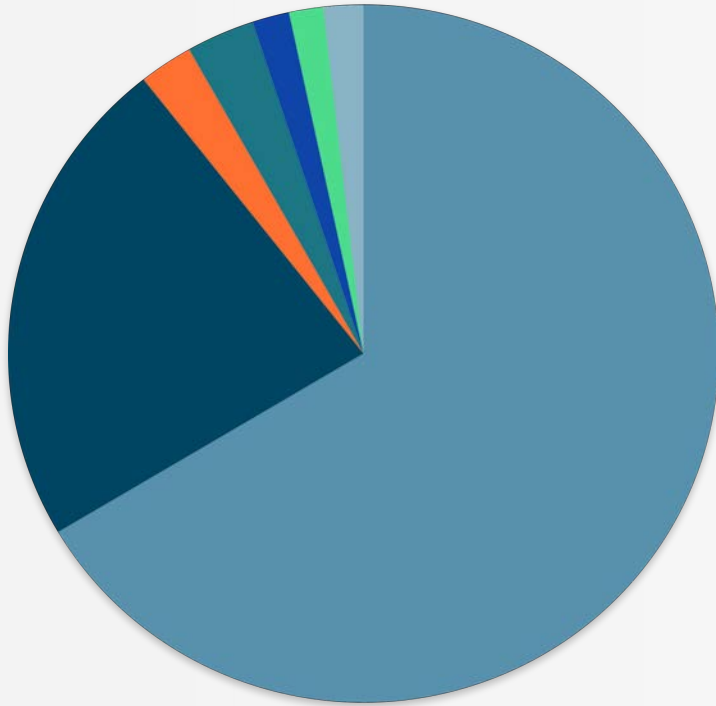
- Amador Sheriff's Department
- CHP
- Jackson PD
- Lone PD
- Amador Chaplains
- Amador Probation
- Sutter Creek Fire District
- Schools
- Department of Justice
- Operation CARE

# Racial and Identity Profiling Act (RIPA) AB953

Requires all law enforcement agencies in the state to collect perceived demographic and other detailed data regarding pedestrian and traffic stops.

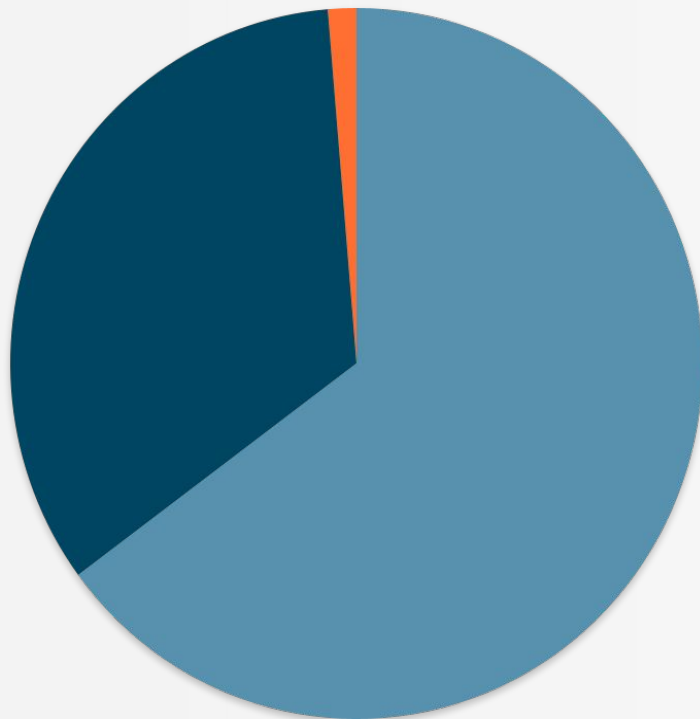
censusreporting.org reports Sutter Creek is 81% White, 9% Two Races, 8% Hispanic.  
Amador County is 74% White, 5% two races, and 16% Hispanic

# Perceived Race



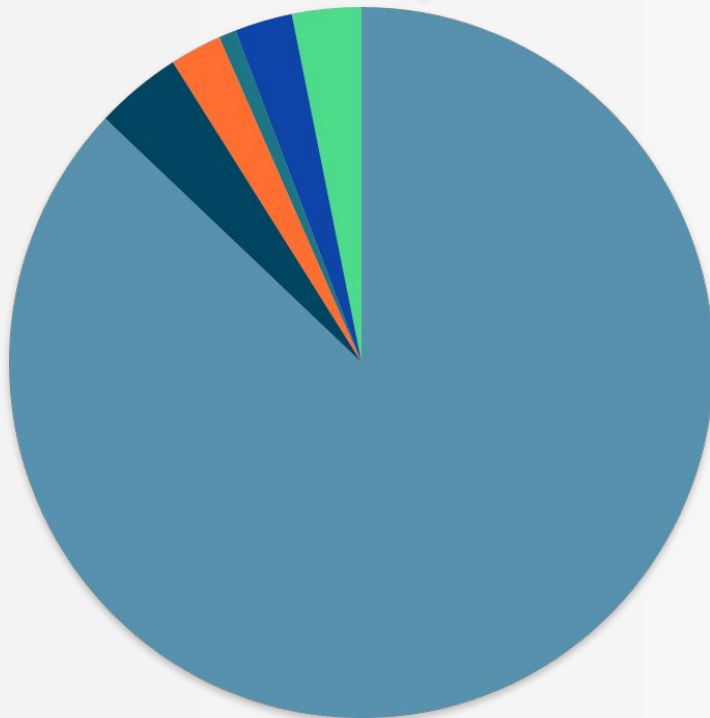
- White (66.5%)
- Hispanic (22.9%)
- Black / African American (2.5%)
- Asian (3.1%)
- Middle Eastern or South Asian (1.7%)
- Native American (1.6%)
- Pacific Islander (1.8%)

# Perceived Gender



- Cisgender Man/Boy (64.9%)
- Cisgender Woman/Girl (33.8%)
- Transgender (1.3%)

# How Do Stops End



- Warning (87%)
- Citation for Infraction (4%)
- In-Field Cite and Release (2.4%)
- Custodial Arrest Pursuant to Warrant (0.8%)
- Custodial Arrest Without Warrant (2.6%)
- No Action (3.2%)



# Relevant Statistics

Total Incidents	5,585
Officer Initiated Incidents	4,338
Business Checks	2,349
Traffic Stops	1,395
Traffic Citations	135
Injury Traffic Collisions	10
Non-Injury Traffic Collisions	13
Total Arrests	173
Use of Force*	0
Citizen Complaints	0

\*Does not includes Verbal Commands, Control Holds, Restraints Without Injury



# Response Times

## To Calls For Service

Section 9, Item A.

- **Disturbance Calls (Family Disputes, Fights, etc.)**  
186 calls  
After being dispatched, officers arrived on scene 5:24 later
  - ACSO 13:01 \*\*\*
- **Burglary Calls (Homes or Businesses)**  
14 calls  
After being dispatched, officers arrived on scene 4:16 later
  - ACSO 14:58 \*\*\*
- **Assist Outside Agencies Calls**  
After being dispatched, officers arrived on scene 6:14 later
  - ACSO 19:04 \*\*\*

\*\*\* Responsible for entire unincorporated County

# Part 1 Crime Statistics

Murder	0
Rape	1
Aggravated Assault	5
Robbery	0
Burglary	3
Larceny	18
Motor Vehicle Theft	5
Arson	1
Human Trafficking	0



# Notable Accomplishments

- Amador County Officer of the Year Daniel Rego
- MADD award for Officer Rego
- Shop with a Cop
- Business Liaison
- Parade Management
- Wellness Grant/ City Gym



# Organizational Needs

- Additional Police Officer
- Administrative Support Staff
- City Camera System



# The Future of SCPD

- Continue to grow strong relationships with community.
- Enhance officer training.
- Focus on officer health and wellness.
- Implement more community events such as a citizen's academy.
- Grow the Police Foundation to help augment the purchase of police equipment and community engagement.

# PD Financial Ad-Hoc Committee

This year, an ad-hoc committee was formed by the City Council to examine funding of the Sutter Creek PD.

Members of the committee included Council members Swift and Riordan, as well as City Manager DuBois and Police Chief O'Connell.

Some goals of the committee included determining the percentage of the general fund allocated to SCPD and a comparison to other similar sized municipalities, costs per citizen, and alternative options for public safety.

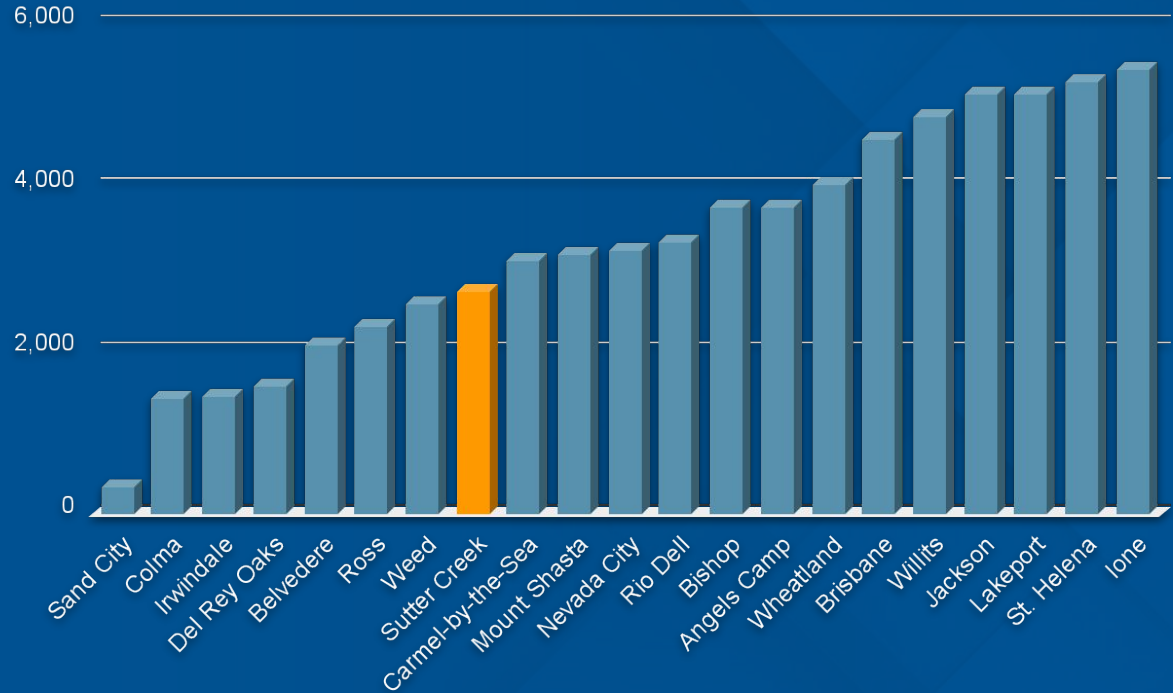
# Police Budget Analysis: An overview of police funding across California's smallest cities

21 of California's smallest cities analyzed, all with populations of less than 5,500.

Populations range from 328 (Sand City) to 5,413 (Ione) residents, representing some of California's smallest municipalities.

All cities in the dataset maintain their own police departments, despite small populations.

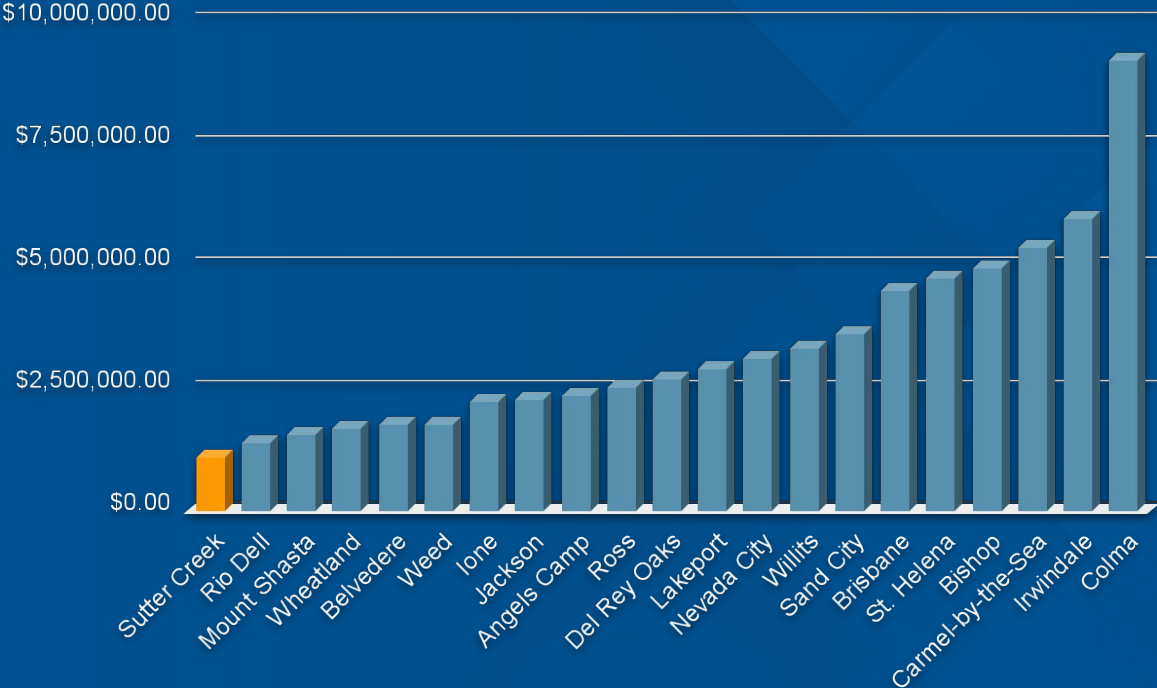
# Population



## Key Findings

- Colma has the highest budget at nearly \$9.2 million.
- Sutter Creek has the lowest budget at less than \$1.1 million.
- The average across all cities is just over \$3.4 million.

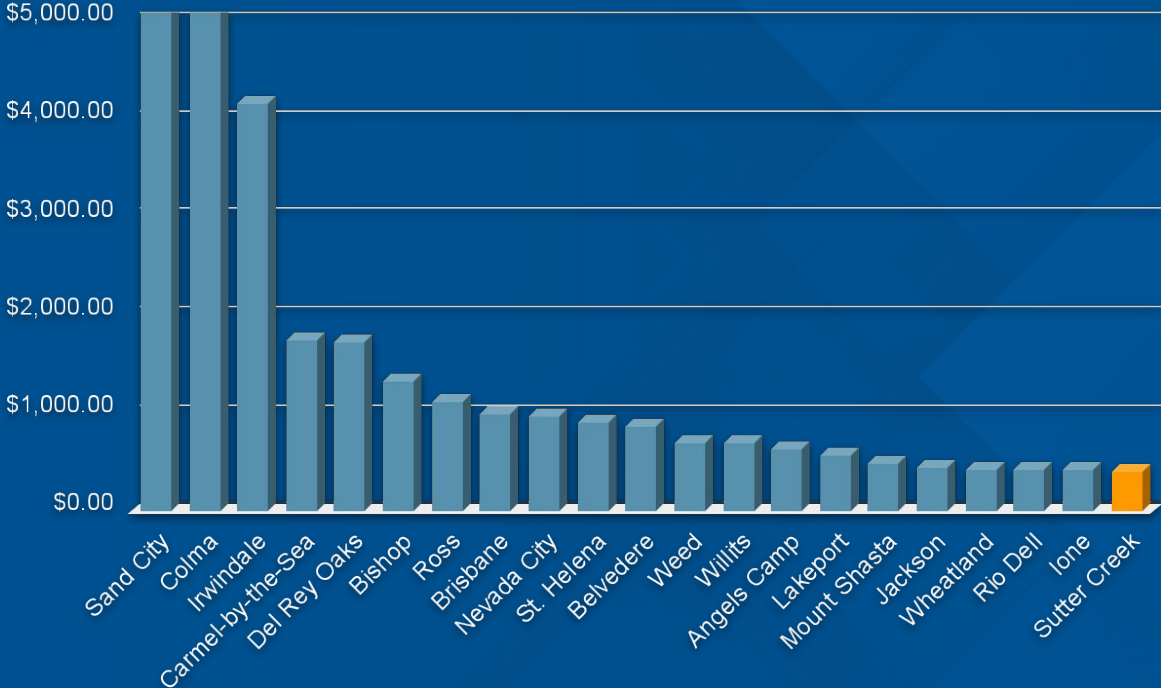
# Police Department Budget



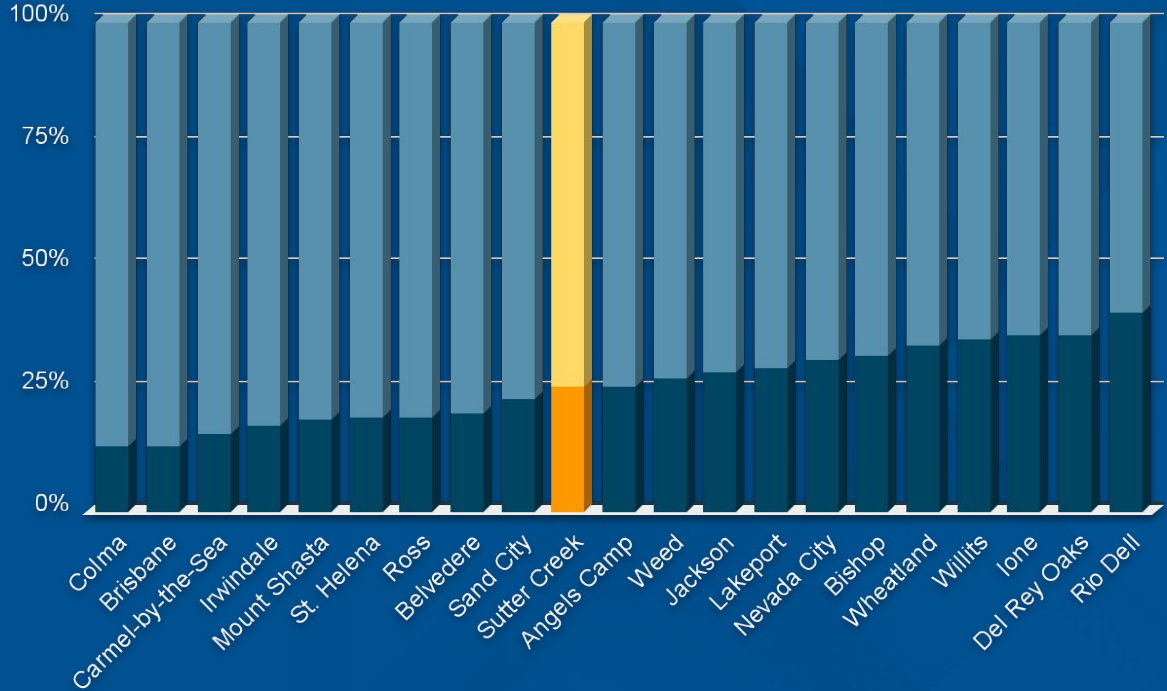
## Key Findings

- Sand City has the highest per resident spending at \$10,967.09
- Sutter Creek has the lowest per resident spending at \$391.48
- The average across all cities is \$2,375.87 per resident
- 5 cities spend more than \$1,000 per resident

# Spending Per Resident



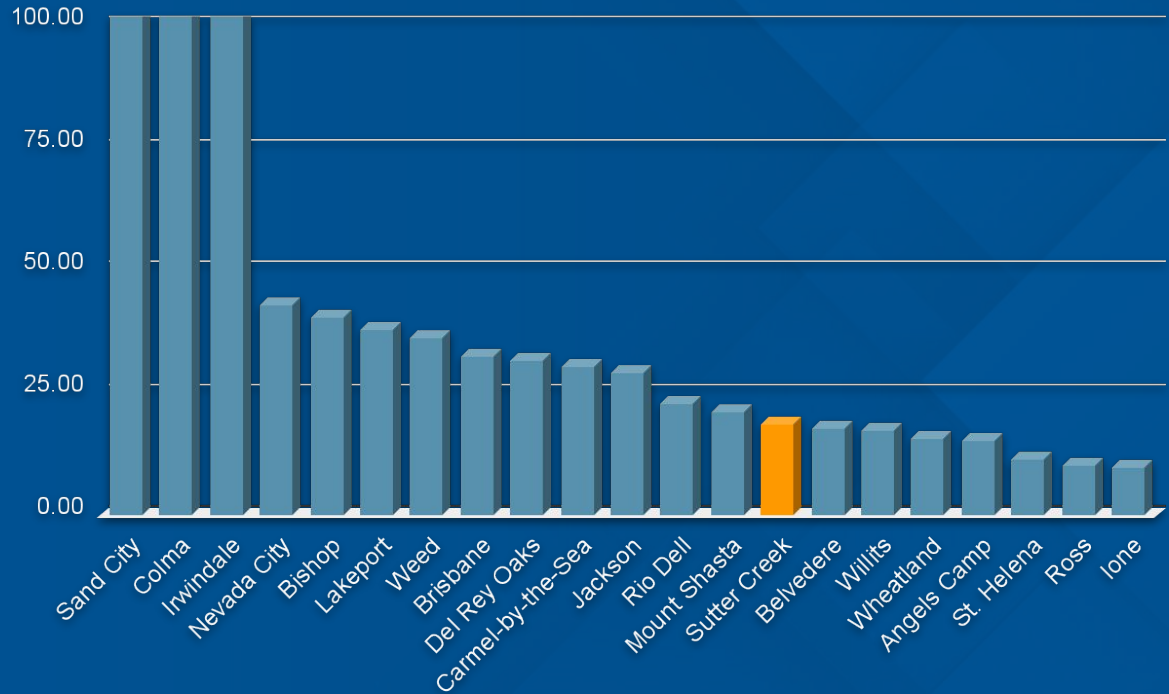
# Police Budget vs. General Fund



## Key Findings

- Despite having the smallest police budget and lowest paid officers, Sutter Creek ranks as one of the safest cities.

# Crime Rates (Adjusted for Population)





# Biggest Challenges Today

- Retain the staff we have
- Add desperately needed support staff
- Revenue generation
- Maintain level of service
- Increase Volunteer Staff
- Rebuild Cadet Program



## What Works Well

- Our officers earnestly care about the community.
- They never forget the honor and responsibility of public service.
- SCPD staff all work extremely hard.
- Each officer has taken on a number of ancillary assignments.
- We feel blessed to have the support of our community.
- Our relationships with our neighboring agencies is strong, supportive and reciprocal.

**Thank you**

**Questions?**

# Sutter Creek Financial ad hoc Committee

## Maximizing our Police Spending

Date: 10/24/2025  
 Author: Dan Riordan

The purpose of the Financial ad hoc Committee (FAC) is to perform a thorough and in-depth study of the annual police budget to ascertain our fiscal performance compared to similar communities in California and to explore feasibility of alternative public safety alternatives. The committee includes Dan Riordan (City Council), Tom DuBois (City Manager), Jim O'Connell (Chief of Police), and Jim Swift (City Council). Sergeant Matt Brewer, Al Bierce, Robert Trudgen and others have also attended meetings.

### Objectives and Outcomes

#### 1. Analyze financial performance

**Outcome:** Staff gathered multiple data points for review, looking at Sutter Creek vs other similar sized cities. Overall the Sutter Creek Police Dept consistently performs very positively from a financial perspective when compared to similar small cities in California. Looking at percentage of general fund, costs per citizen, cost per call etc our city stacks up well. Some of this information was included in Chief O'Connell's annual update and some summaries of other departments are attached to this report.

#### 2. Explore additional revenue opportunities

**Outcome:** Once it was determined that the Sutter Creek Police Department's financial performance was comparatively strong, we began to focus on additional revenue opportunities. When looking at other, similarly sized cities in California, many of them have dedicated revenue streams to fund their police department. Several cities used a cannabis tax when that option was available several years ago. However, that opportunity has closed and is not raising the anticipated funds. Other cities use dedicated property or sales tax for public safety. Some have a unique asset, like an airport or event center that helps generate revenue. This is a longer term option to consider.

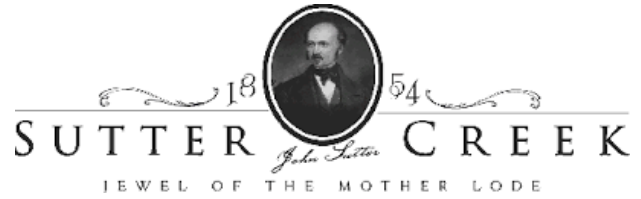
### **3. Explore potential partnerships with other Cities.**

**Outcome:** The ad-hoc has just started exploring possible cost sharing with other cities. We are completing multiple interviews with stakeholders of the Central Marin Police Authority. This is a unique JPA formed between Corte Madera, Larkspur, and San Anselmo police departments to provide a single police force across the three city areas. Will will update the Council once we have more information on options for local partnerships and cost sharing.

## City of Sutter Creek

### City Overview

- The City of Sutter Creek is a historic Gold Rush town located in Amador County.
- Population: 2,718
- Size: 2.6 square miles
- The local economy is driven by tourism and retail, with a strong emphasis on its historic charm and gold rush heritage.



### Police Department

- The Sutter Creek Police Department is responsible for carrying out patrol, community service, code enforcement, and investigations.
- Total crime rate is 18.46 - 17.23 property crime rate & 1.23 violent crime rate.
- In 2023, police made 1,064 traffic stops.
- The department has 6 personnel.

Chief	1
Sergeant	1
Officer	4

### Police Budget

- Cost per resident for police is \$391.48.
- Top of range hourly salary for full-time police officers is \$35.13.

General Fund	Police Expenditures	Police % of GF	Personnel	Dispatch
\$2,832,870	\$1,064,036	37.56%	\$792,700	\$155,936

### Police Special Revenues

- Proposition 172 Public Safety Sales Tax generates \$16,000.
- Receives \$228,800 from COPS Grant Funding.
- Collects revenue from police fees: Police Department Fees, Police Special Services Fees.
- Uses AB-1600 Fund to purchase police materials and equipment.

### Partnerships

- The City of Sutter Creek contracts its dispatch services with the Amador County Sheriff's Office for \$155,936.
- Has mutual aid agreements with the Jackson and Ione Police Departments.
- Partnered with the Amador County Sheriff's Office to implement Amador County Emergency Alerts, alerting residents and businesses with important information that may immediately impact their safety.

Police Fees	
Description	Fee
Vehicle Code Fines <ul style="list-style-type: none"> <li>&gt; Prohibited Areas</li> <li>&gt; Conformity w/ Marking</li> <li>&gt; Time Limits (2, 4, or 12 hrs)</li> <li>&gt; Block Sidewalk, Driveway, Firehydrant</li> <li>&gt; Red Zone</li> <li>&gt; Green Zone</li> <li>&gt; Blue/Disabled</li> <li>&gt; Yellow (Loading Zone)</li> <li>&gt; White (ATM Zone)</li> <li>&gt; Private Property w/o Permissions</li> <li>&gt; Public Street or Lot Over 72 hrs</li> </ul>	\$35.00 \$35.00 \$50.00, 50.00, 35.00 \$50.00 \$150.00 \$40.00 \$350.00 \$40.00 \$40.00 \$50.00 \$75.00
Police Reports <ul style="list-style-type: none"> <li>&gt; First 5 pages</li> <li>&gt; Additional pages</li> </ul>	\$25.00 \$0.25
Towed Vehicle Release	\$125.00
Blasting Permit	\$250.00
Citation Sign-Off (non-resident or other agency)	\$10.00
Vehicle Identification <ul style="list-style-type: none"> <li>&gt; VIN Number Verifications</li> <li>&gt; Copies of Citations</li> </ul>	\$10.00 \$10.00
DWI Accident Responses	\$275.00
License and Permit Fees <ul style="list-style-type: none"> <li>&gt; Initial Permit</li> <li>&gt; Renewal</li> </ul>	\$76.00 (\$66 to DOJ & \$10 to City) \$15.00 (\$10 to DOJ & \$5 to City)
Redemption Fees <ul style="list-style-type: none"> <li>&gt; Dogs (1st Impound, 2nd, 3rd)</li> </ul>	\$25.00, 35.00, 45.00
Concealed Carry Weapon Permit (Initial)	\$175.00
Concealed Carry Weapon Permit (Renewal)	\$100.00

**City Overview**

- The City of Plymouth is a historic Gold County town and the gateway to the Shenandoah Valley, an extensive wine-producing region.
- Population: 1,250
- Size: 2.7 square miles



**Police Department**

- Plymouth does not have its own police department.
- The City contracts its law enforcement services with the Amador County Sheriff’s Office, providing the City with police protection and dispatching services.

**Police Special Revenues**

- Has a police impact fee that goes towards their contract with the Sheriff’s Office.
- Receives COPS Grant funding that amounts to \$167,000.

**Law Enforcement Services Agreement with Sheriff’s Office**

- The County provides all labor, supervision, equipment, communication facilities, and supplies needed to maintain police protection and dispatching services in the City.
- The City is not responsible for paying salaries, wages, or other compensation to County officers performing law enforcement services for the City.
- The Sheriff will designate a “Liaison” to be the primary contact between the City and Sheriff on operational issues. The Undersheriff is the primary contact for all contractual issues.
- The Sheriff determines the minimum level of Police Protection Services that the County provides.
- At the end of each month, the Sheriff provides the City with a summary of law enforcement activities engaged within the City. If the level of service exceeds expectations, the County and City will discuss an adjustment to the City’s payment obligations.
- The City is responsible for addressing all animal issues within its boundaries; if Amador County Animal Control is called upon to respond to animal emergencies, the City will be charged.

**Costs**

4/1/2025 - 3/31/2026	\$387,500
4/1/2026 - 3/31/2027	\$406,875
4/1/2027 - 3/31/2028	\$427,219
4/1/2028 - 3/31/2029	\$448,580
4/1/2029 - 3/31/2030	\$471,009

- 5% fee escalator each year.
- In the 4/1/2025 - 3/31/2026 period, the cost of law enforcement services per resident is \$310.

**City Overview**

- Nevada City is a historic Gold Rush town located in the Sierra Nevada foothills of Nevada County.
- Population: 3,347
- Size: 2.2 sq. miles
- The local economy relies on tourism and recreation, with lots of retail, restaurants, and tourism-related establishments.



**Police Department**

- Nevada City Police Department conducts patrol, criminal investigations, code enforcement, and Neighborhood Watch services.
- Total crime rate is 42.88 - 31.1 property crime rate & 11.78 violent crime rate.
- In 2023, police made 742 traffic stops.
- The department has 16 personnel.

**Police Special Revenues**

- Residents passed Measure C, a special sales tax of 0.375% that generates \$678,793 dedicated solely to police and fire expenses.
- Nevada County has a half-cent sales tax through Proposition 172, allotting \$53,760 to public safety services.
- The Proposition 64 Control, Regulate, and Tax Adult Use of Marijuana Act grants Nevada City \$3,000,000 over a 5-year period to assist with law enforcement.
- Nevada City charges for parking in commercial areas, meters generating \$107,120 that is used for police services.

Chief	1
Lieutenant	1
Sergeant	2
Officer	6
Records Coordinator	1
Parking Enforcement Officer	1
Code Compliance Officer	1
Reserve Officer	3

**Partnerships**

- Nevada City contracts its dispatch services with the Nevada County Sheriff's Office.
- The Police Department, in cooperation with the Grass Valley Police Department, maintains an active professional Police Volunteer Program; these volunteers assist with patrol, traffic control, special events, community engagement activities, and administrative tasks.
- Nevada City and Grass Valley Police Departments are currently considering consolidating their evidence handling units to increase efficiency and reduce costs.

**Police Budget**

- Cost per resident for police is \$923.95.
- Top of range hourly salary rate for full-time police officers is \$38.04.

General Fund	Police Expenditures	Police % of GF	Personnel	Dispatch
\$6,837,744	\$3,092,461	45.23%	\$2,313,525	\$145,000

Police Fees

Description	Fee
Civil Subpoena for Officer	\$275.00
Daily Meter Rental	\$40.00
Parking Permit	\$40.00 per month
Parking Meter Hourly Rate	\$0.50 per hour
Police Report	\$10.00 for 5 pages, then \$0.75 per page
Transportation Permit Yearly	\$200.00
Transportation Permit Daily	\$40.00
Parking in Disabled	\$290.00
Vehicle Release from Impound	\$50.00
Notice of Violation Appeal	\$200.00
Administrative Ticket Contest	\$25.00
Alcohol Daily License Permit	\$10.00 per license
Fix-It Ticket Sign-Off	\$15.00 per infraction
Special Event Clearance	\$1,000.00 refundable
Clearance Letter	\$20.00
Local OWN Criminal History Review	\$20.00
Vehicle Abatement	\$225.00
Litter Fee	\$1.00 per item sold
Graffiti Removal	\$100.00 per hour
Special Service Fee	\$50.00 deposit + cost
False Alarm Response Fee (1st occurrence, 2nd, 3rd)	\$40.00, 90.00, 150.00
DUI Investigation Report / Recovery	\$1.80 per minute
Vacant Building Registration Processing	\$175.00
Vacant Building Monitoring (paid each quarter)	\$225.00
Vehicle Code <ul style="list-style-type: none"> <li>➤ Handicapped Parking</li> <li>➤ Parking - Red Zone</li> <li>➤ Parking - Yellow Zone</li> <li>➤ Parking - White Zone</li> <li>➤ Parking - Green Zone</li> <li>➤ Posted No Parking</li> <li>➤ Blocking Crosswalk</li> <li>➤ Blocking Driveway</li> <li>➤ On Sidewalk</li> </ul>	\$300.00 \$50.00 \$50.00 \$50.00 \$50.00 \$50.00 \$50.00 \$50.00

Police Fees

Vehicle Code

➤ Double Parked	\$50.00
➤ Over 18 in. From Curb	\$50.00
➤ Facing Wrong Way	\$50.00
➤ Parked in Traffic Lane	\$50.00
➤ Meter Parking Overtime	\$50.00
➤ Wheel Cramp	\$50.00
➤ Permit Parking	\$50.00
➤ Fire Hydrant	\$50.00
➤ Overtime Parking	\$50.00
➤ Parking Out of Space	\$50.00
➤ Use of Street Storage	\$50.00
➤ Expired Registration Tags	\$50.00
➤ All Other Violations	\$50.00

**City Overview**

- The City of Wheatland is located about 40 miles north of Sacramento in Yuba County and has a history tied to the California Gold Rush.
- Population: 4,022
- Size: 8.1 sq. miles
- The local economy relies on the city’s proximity to Beale Air Force Base, which provides a stable customer base for local businesses and services.



**Police Department**

- The Wheatland Police Department is divided into 2 divisions: administration and patrol.
- In 2019, Wheatland PD took over Code Enforcement for the City of Wheatland, hiring the part-time Code Enforcement Officer to process and enforce all code violations within city limits.
- Handles all animal control calls, and is charged by Yuba County Animal Control if they provide assistance.
- Total crime rate is 15.34 - 14.2 property crime rate & 1.14 violent crime rate.
- In 2023, police made 1,284 traffic stops.
- The department has 12 personnel.

Chief	1
Sergeant	1
Reserve Sergeant	1
Officer	5
Reserve Officer	1
Administrative Assistant	1
Code Enforcer	1

**Police Budget**

- Cost per resident for police is \$415.18.

**Police Budget**

General Fund	Police Expenditures	Police % of GF
\$3,251,169	\$1,669,856	51.36%

**Police Special Revenues**

- STEP Traffic Safety Grant through the California Office of Traffic Safety (OTS) to be used for enforcement, equipment, training, and educational initiatives.
- CHP Marijuana Grant that gives them approximately 500 hours of reimbursable traffic safety overtime.
- In the process of applying for the Federal COPS 2025 Grant.
- Half-cent sales tax increase that contributes to the city’s General Fund.

**Partnerships**

- The Wheatland Police Department contracts dispatch services with the Yuba County Sheriff's Dispatch Center for \$6/7,000 per month.
- The police are partnered with Crime Watch, improving communication efficiency and crime reporting within the Wheatland community.
- Community volunteers help assist with Code Enforcement and save the city a considerable amount of money.

Police Fees	
Description	Fee
Copies of Police Reports	\$10.00, \$15.00 with thumb drive
Vehicle Release	\$200.00
Deer Tag Violation	\$8.00
Fingerprinting	\$20.00
Local Background Check	\$25.00

**City Overview**

- Mount Shasta is a small town in far Northern California in Siskiyou County.
- Population: 3,179
- Size: 3.8 sq. miles
- The local economy relies heavily on tourism and a significant portion of residents are employed in tourism, recreation, and related service industries.



**Police Department**

- Mount Shasta Police Department is broken into 4 divisions: patrol, communications dispatch, records, and code enforcement.
- Total crime rate is 20.82 - 18.98 property crime rate & 1.84 violent crime rate.
- In 2023, police made 1,177 traffic stops.
- The department has 13 personnel.

- Eliminated take-home cars to save on fuel and mileage costs.

General Fund	Police Expenditures	Police % of GF	Personnel	Dispatch
\$6,645,185	\$2,256,671	33.96%	\$1,488,227	\$461,565

Chief	1
Sergeant	2
Officer	5
Services Manager	1
Dispatcher	4
Code Enforcement Officer	1

**Police Special Revenues**

- Uses COPS funding for a full-time officer position, with remainder helping fund their K-9 program and equipment.
- CA Proposition 64 Public Health & Safety Grant Program funds their Community Enhancement Program and pays for full-time community service, code enforcement, and task force officers.
- Receives grants for providing 24-hour dispatch services.
- Matching grants assist with uniform costs.
- Public donations from local businesses contribute to their Community Public Safety Enhancement Fund.
- Updated their fee schedule, adding administrative citations to municipal code.
- Currently adding a new ballot measure with a 1% Public Safety Sales Tax.

**Police Budget**

- Cost per resident for police is \$709.87.
- Top of range hourly salary for full-time police officers is \$33.59.
- Implemented a new 84 hour schedule for officers, saving \$60,000 in overtime costs.
- No longer pays officers for comp time.

**Partnerships**

- Mount Shasta PD has a Volunteer Program to support police department staff and assist with the heavy work load.

- The Siskiyou County Sheriff coordinates mutual aid amongst all law enforcement agencies within the county; their Law Enforcement Mutual Aid Plan provides all

agencies with assistance and coordination when emergencies arise.

Section 9, Item B.

- Partnered with the North State Major Investigation Team, allowing them to receive special monies.

Police Fees

Description	Fee
Concealed Carry Weapon Permit (Initial)	\$170.00
Concealed Carry Weapon Permit (Renewal)	\$77.00
Concealed Carry Weapon Permit (Modifications)	\$10.00
Live Scan Fingerprinting	\$25.00-99.00
Parking Violations	Fines collected by County & portion remitted to City

**City Overview**

- Angels Camp is a gold county town located in Calaveras County.
- Population: 3,896
- Size: 3.6 sq. miles
- Most residents work within the city or in neighboring areas like Arnold and San Andres.
- The local economy relies heavily on tourism and its associated industries, including hospitality, retail, and dining.



**Police Department**

- Angels Camp Police Department works alongside the Calaveras Sheriff’s Department and San Andres CHP for law enforcement in Angels Camp.
- Total crime rate is 14.8 - 12.92 property crime rate & 1.88 violent crime rate.
- In 2023, police made 794 traffic stops.
- The department has 9 personnel.

Chief	1
Sergeant	2
Officer	4
Police Administrator	1
Services Technician	1

**Police Budget**

- Cost per resident for police is \$573.29.
- Top of range hourly rate for full-time police officers is \$46.60.

General Fund	Police Expenditures	Police % of GF	Personnel	Dispatch
\$6,760,983	\$2,233,520	33.04%	\$877,471	\$196,432

**Police Special Revenues**

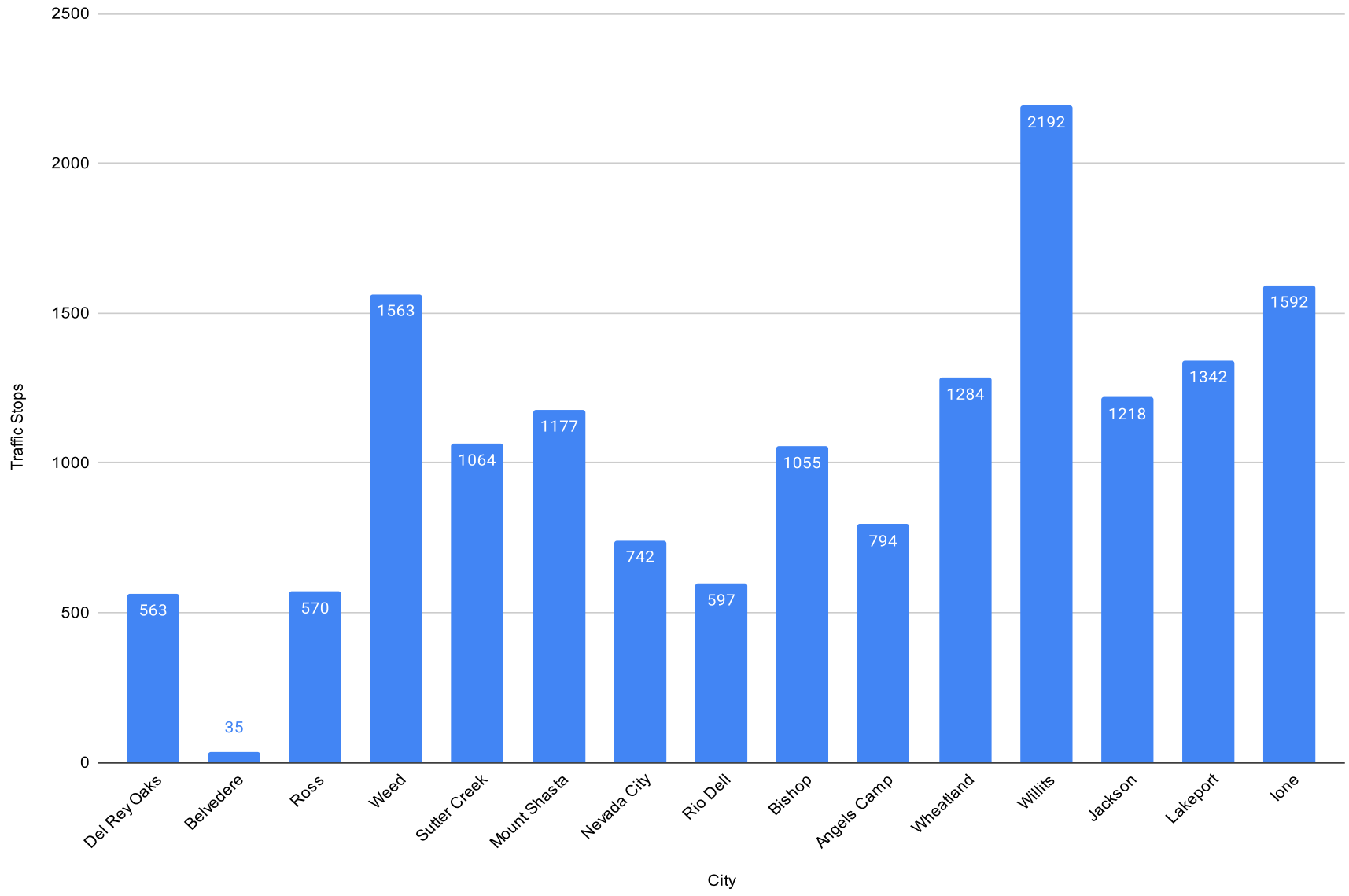
- The Angels Camp Police Department serves as the County Parking Enforcement Authority and generates revenues from parking citations.
- The department also received state funding from the CA Highway Patrol for the 2024-25 fiscal year as a result of Proposition 64, the Control, Regulate, and Tax Adult Use of Marijuana Act, which they can use for law enforcement purposes.

**Partnerships**

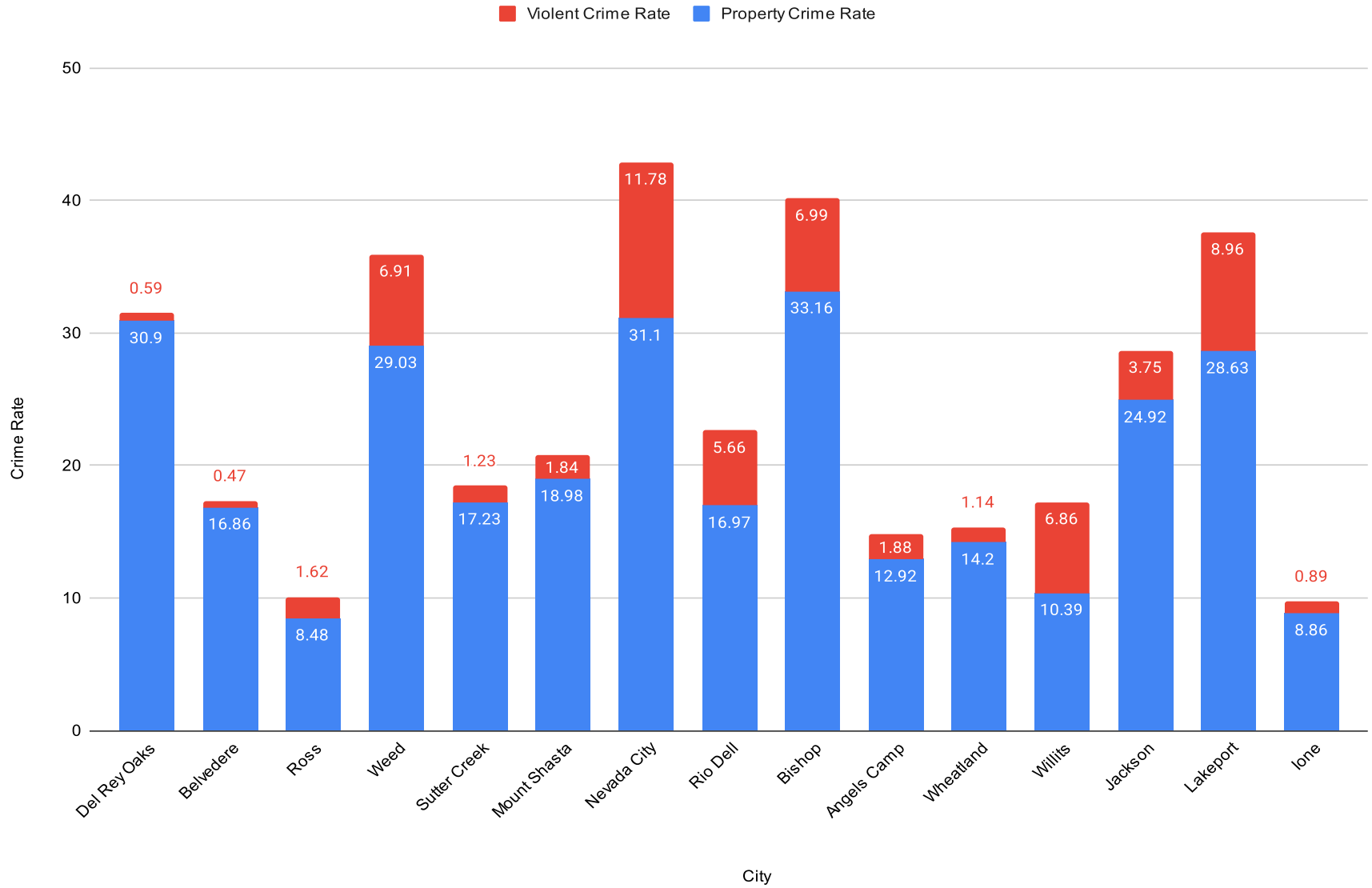
- The City of Angels Camp contracts dispatch services with the Calaveras County Sheriff’s Office.
- The Angels Camp Police Department is a member of the Calaveras County Multi-Agency Coordinating Group (MAC), a management team responsible for responding to and managing emergency events; some other member agencies include the Calaveras County Sheriff’s Office, CalTrans, CA Highway Patrol, and the U.S. Forest Service. MAC helps optimize limited resources, sets objections for emergency operations within Calaveras County, and makes final decisions relative to the preceding plans.

Police Fees	
Description	Fee
ABC Letter	\$12.00
CCW Permit Original	\$215.00
CCW Permit Renewal	\$84.00
CCW Amendment	\$12.00
Citation Clearance (Other Agency)	\$12.00
Clearance Letter	\$12.00
Copy of Lost Citation	\$2.00
Copy of Report	\$15.00
Evidence Audio Recording	\$24.00
Evidence Photographs	\$6.00
Evidence Video Recording	\$24.00
Immigration Letter	\$12.00
Repossession Fee	\$18.00
Vehicle Release (Non-Criminal)	\$12.00
Vehicle Release Impound/Storage	\$186.00
VIN Verification	\$12.00

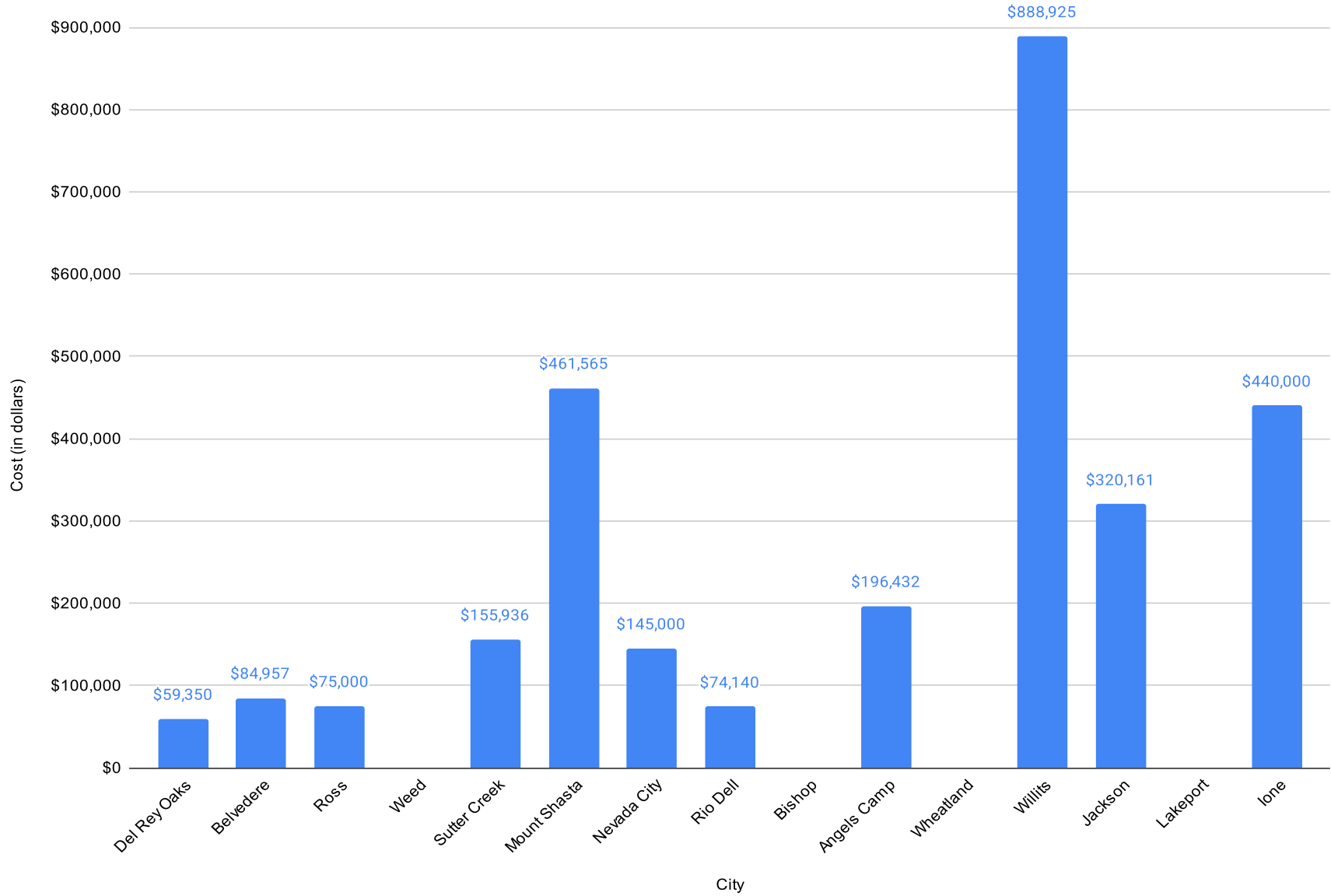
Traffic Stops Per Year (in 2023)



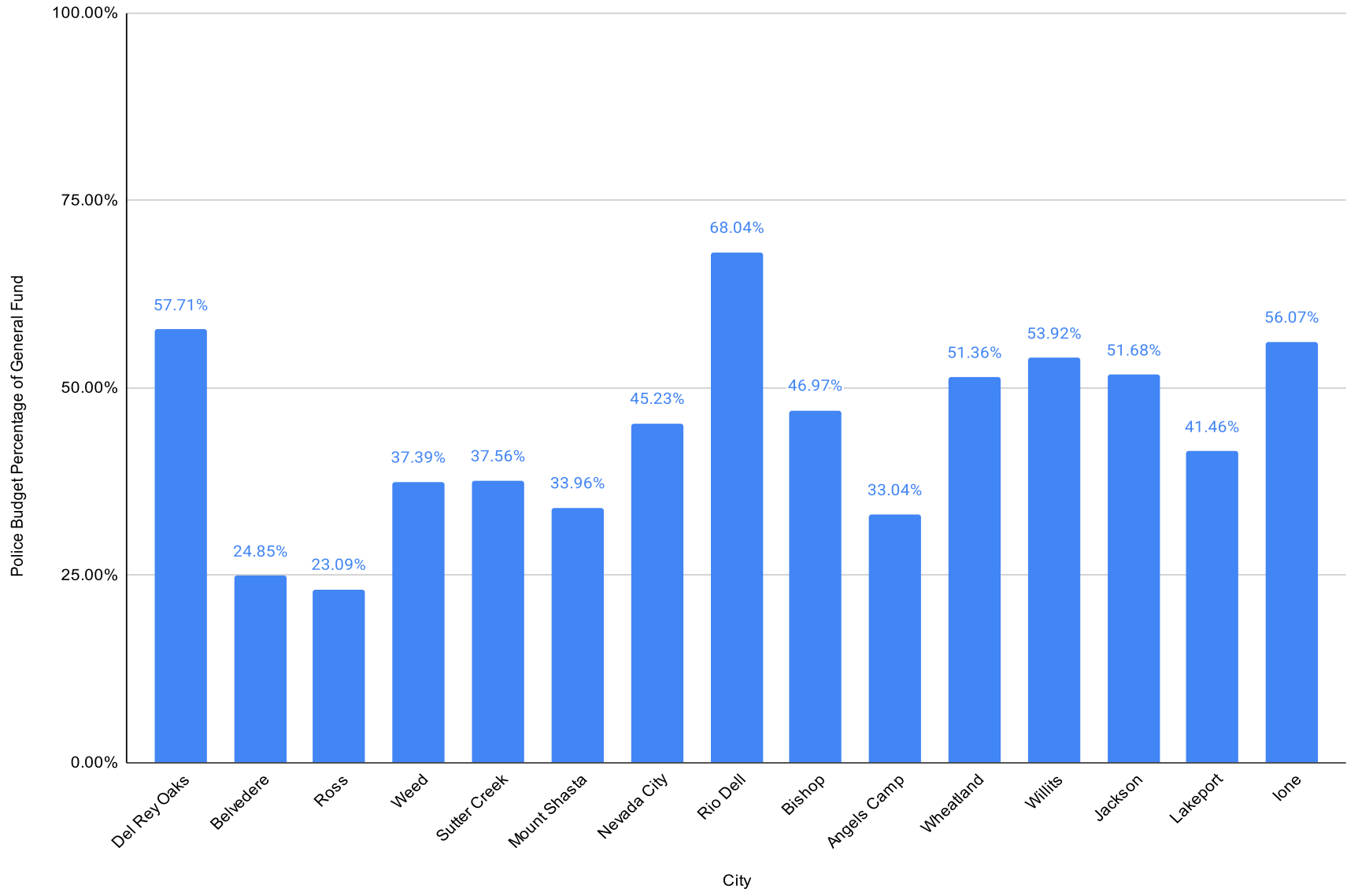
### Total Crime Rates



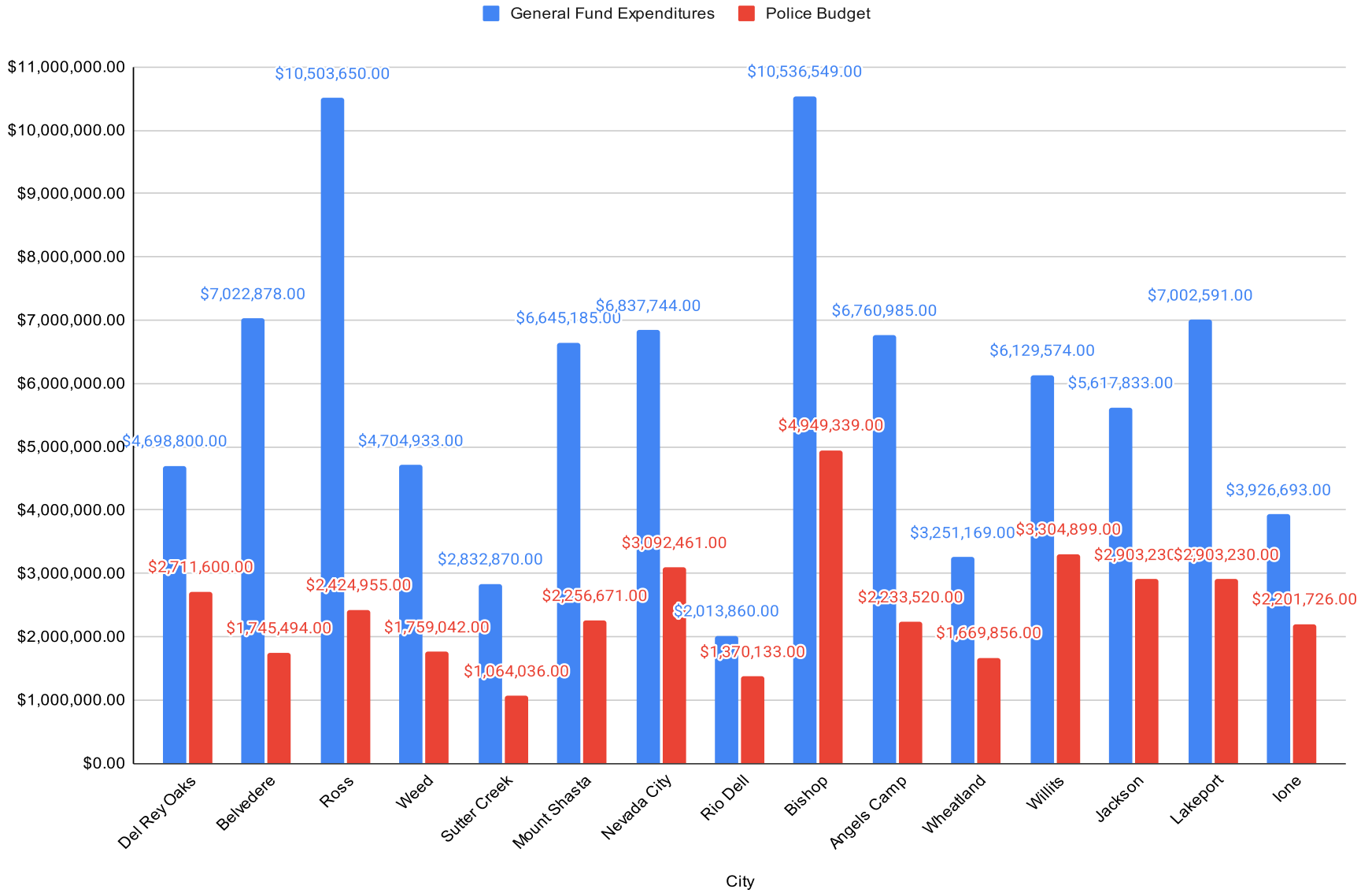
### Dispatch Costs



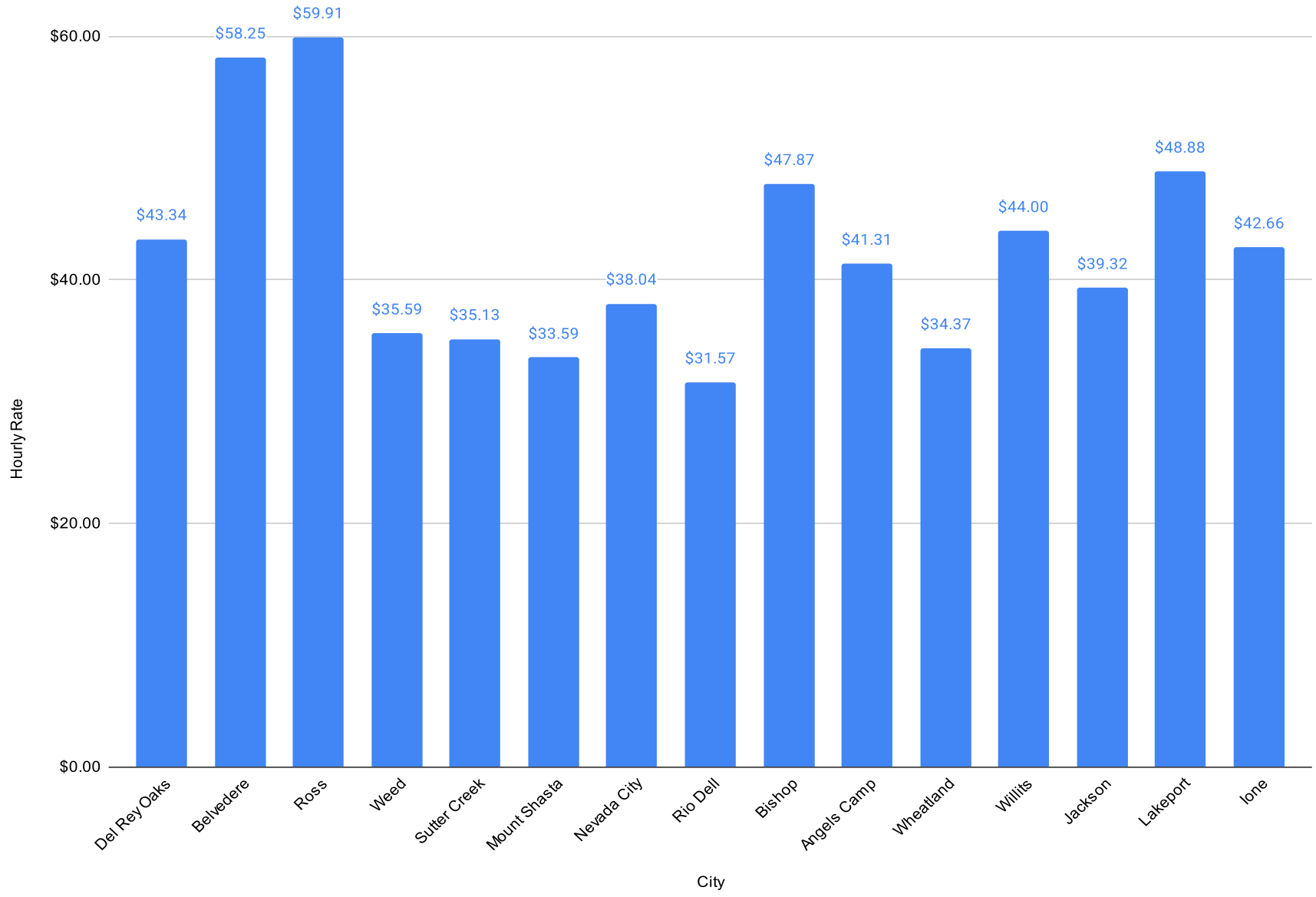
### Police Cost Percentage of General Fund



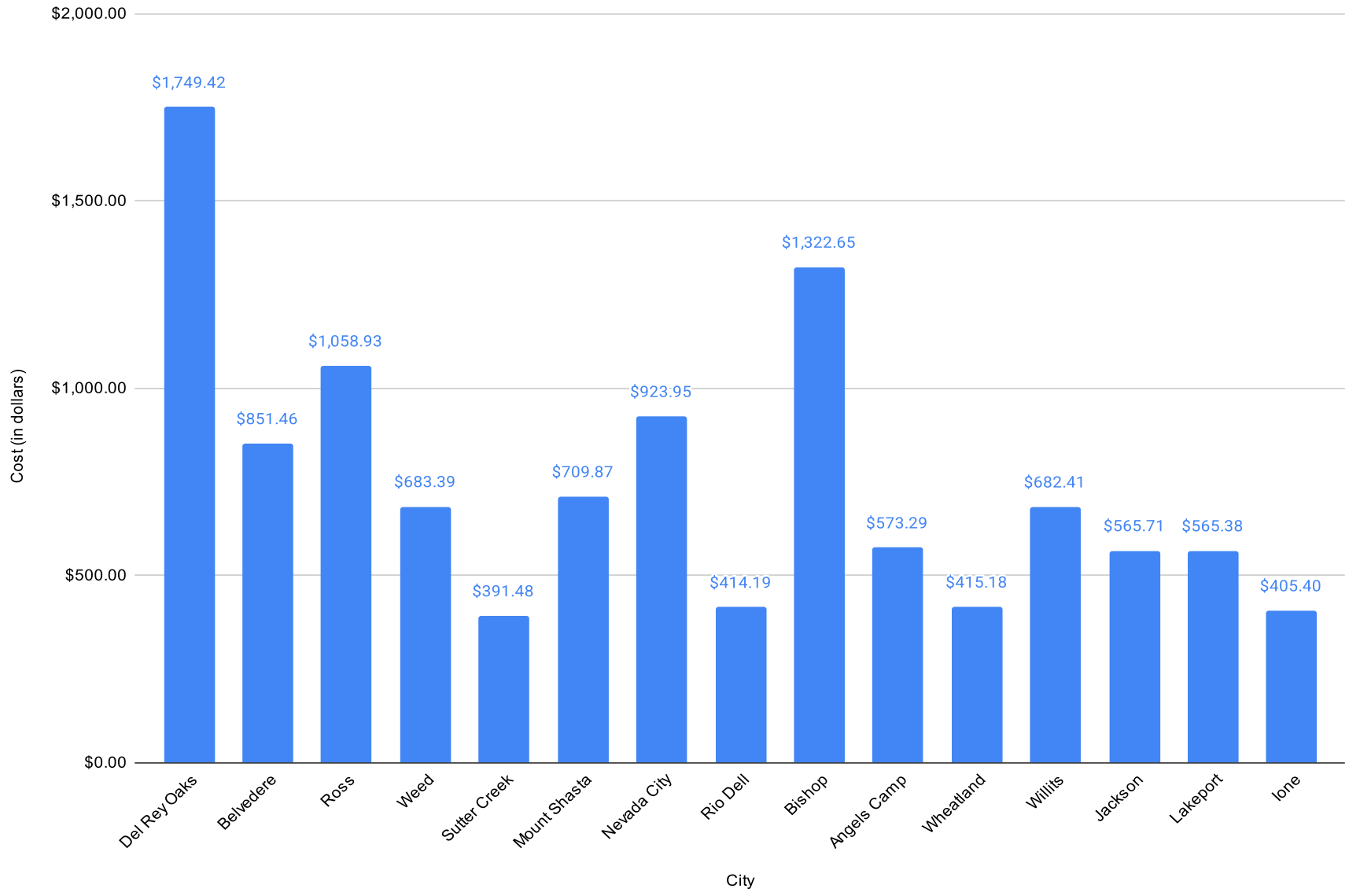
### Budgets




### Top of Range Officer Salaries



### Police Cost Per Resident



18  54

# SUTTER CREEK

*John Sutter*

JEWEL OF THE MOTHER LODGE

**INFORMATIONAL STAFF REPORT**

**TO:** THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL  
**MEETING DATE:** NOVEMBER 3, 2024  
**FROM:** DAN LAFONTAINE, PUBLIC WORK DIRECTOR  
**SUBJECT:** TREES IN DOWNTOWN PROJECT

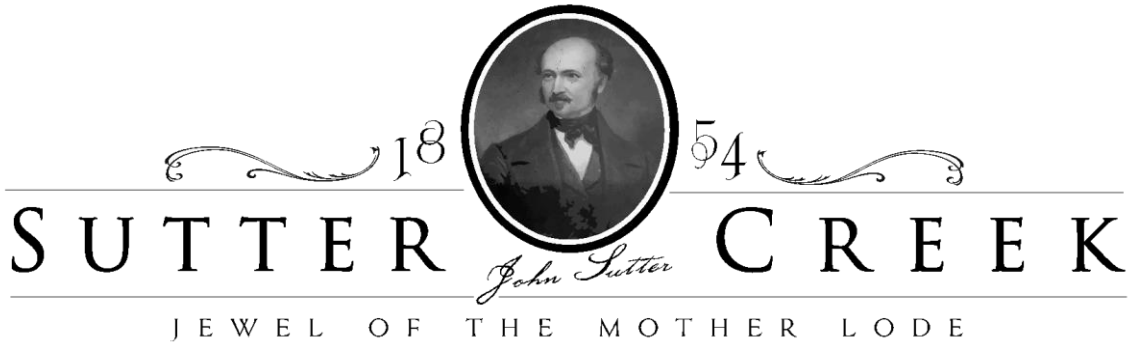
**RECOMMENDATION:** Staff is presenting this tree planting plan to recommend locations to add trees in the downtown parking lot area. Staff are requesting direction on the location of the trees to benefit the City and the environment.

**BACKGROUND:** Trees possess the ability to provide shade, control erosion, buffer noise, and help improve our air quality. Trees also have roots that infiltrate our storm drains and sewer mains and must be controlled to avoid costly repairs. The location of planted trees must be planned carefully to minimize any adverse effects of the tree root system. Trees must have space to grow and not be installed around underground utilities and far enough away from roads to ensure the root system does not lift the road or sidewalks.

**DISCUSSION:** Staff recommend the installation of trees at the parking lot on Gopher flat in between Mill Street and Tucker Hill Rd. A line of 5 (five) Crape Myrtle trees are currently installed on the Gopher flat frontage area. There appears to be enough room to add 3 (three) more Crape Myrtle trees to complete this tree line. Trees would be matched with the existing trees to maintain consistency and provide additional shade. The approximate tree placement locations are presented below:



**BUDGET IMPACT:** This project cost is minimal, costs could be absorbed into the budget or funded through the use of volunteers and donations.. This project will have ongoing maintenance costs associated with the maintenance of tree limbs near City roads. Some water will be required to establish the root system at a minimal cost (additional water usage less than \$50 per month). It is anticipated that after the tree roots are established due to the shallow groundwater level in the region that water usage will be minimal and limited to summer months if required.



**STAFF REPORT**

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

**MEETING DATE: NOVEMBER 3, 2025**

**FROM: DEREK COLE, CITY ATTORNEY**

**SUBJECT: MORATORIUM ON REVIEW, PROCESSING, OR APPROVAL OF NEW SHORT TERM-RENTAL APPLICATIONS PENDING THE CITY COUNCIL’S ADOPTION OF A PERMANENT ORDINANCE**

**Background and Analysis**

The City has for several years considered how to regulate short-term rentals within City limits. In past years, the City Council considered various iterations of an ordinance regulating such rentals. Ultimately, the City Council chose to use its existing conditional use permit (“CUP”) process to address the issue. The Council previously determined it would allow up to 20 CUPs to be issued, and at or around the issuance of this number, the Council would consider the adoption of permanent regulations.

The City has issued 19 CUPs for short-term rentals. Because the 20-CUP threshold approaches, the City Council is requested to consider a moratorium on the issuance of new CUPs for short-term rentals. The purpose of the moratorium would be to create space to allow the City Council to revisit the regulations that would be enacted in a permanent short-term rental ordinance.

A *four-fifths* vote of the Council is required to approve the proposed moratorium. Should four-fifths of the City Council vote to enact the urgency ordinance, the ordinance would become effective immediately, but *only for a period of 45 days* unless extended

The ordinance may be extended *two* additional times, as follows: (1) for an extension of 10 months and 15 days, and (2) for an extension of an additional year. The ordinance may remain in effect for no longer than two years. The purpose of this overall two-year period is to allow the City Council to consider and formulate a permanent ordinance while the moratorium is in effect.

If the Council approves the ordinance, it should give direction regarding the scheduling of any further meeting to continue the urgency ordinance beyond the initial 45-day period. Without an extension, the initial moratorium would expire on December 18, 2025.

**Fiscal Impact**

There is no material financial impact associated with the adoption of the proposed moratorium.

**Recommendation**

The City Council should consider the adoption of an ordinance imposing a moratorium on the review, processing, or approval of new short-term rentals within City limits.

**ATTACHMENTS:**

1. Ordinance Imposing Moratorium on Approval or Processing of Short-Term Rental Applications

**ORDINANCE NO. \_\_-25**

**AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUTTER CREEK IMPOSING A MORATORIUM ON THE PERMITTING OF SHORT-TERM RENTALS WITHIN CITY LIMITS PENDING THE DEVELOPMENT OF A PERMANENT ORDINANCE REGULATING SUCH RENTALS**

**WHEREAS**, the City Council has previously considered the adoption of a Short-Term Rental (“STR”) Ordinance to establish permanent regulations for the use of privately-owned, single-family residential dwellings as STRs that minimize the negative secondary effects on the residential quality of surrounding neighborhoods.

**WHEREAS**, to date, in lieu of adopting a STR Ordinance, the City has issued conditional use permits (“CUPs”) with conditions for STRs, such as: (1) maintaining the exterior appearance of the vacation rental unit compatible with the single-family residence; (2) maintaining an adequate number of off-street parking spaces; (3) maintaining a valid City business license (4) paying the monthly transient occupancy tax (“TOT”) to the City; (5) providing the City with proof of insurance; (6) providing the City with a Site Plan and Floor Plan for the STR; (7) providing a completed checklist for fire safety; (8) ensuring the maximum number of overnight guests for an STR does not exceed two persons per bedroom; (9) complying with all standards and regulations stated in Chapter 10.50 of the City of Sutter Creek Municipal Code concerning noise; and (10) ensuring trash is not left in public view, except in proper containers.

**WHEREAS**, at its October 6, 2025 City Council meeting, City Staff reported to the Council that the City had approved 19 CUPs for STRs; and

**WHEREAS**, previously, the City Council has determined that the City Council should revisit the adoption of a permanent STR Ordinance when it reaches 20 approved CUPs for STRs; and

**WHEREAS**, pursuant to the City of Sutter Creek’s police power, the City Council of the City of Sutter Creek has the authority to enact and enforce ordinances and regulations for the public peace, morals, and welfare of the City and its residents; and

**WHEREAS**, California Government Code Section 65858 provides that, without following the procedures otherwise required prior to the adoption of a zoning ordinance and for the purpose of protecting the public safety, health and welfare, the City Council may adopt, as an urgency measure, an interim ordinance prohibiting any uses that may be in conflict with “a contemplated general plan, specific plan, or zoning proposal that the City Council, planning commission or the planning department is considering or studying or intends to study within a reasonable time”; and

**WHEREAS**, consistent with the above authority, and in response to conditions and evidence of which it has become aware through the workshops and meetings described above, the City Council desires to adopt a moratorium on the permitting of STUs within city limits to allow for evaluation of their impact on the residential quality of neighborhoods and for adequate time to adopt a

permanent ordinance establishing STR regulations.

**WHEREAS**, for the reasons more fully described within, the City Council determines, by at least a four-fifths (4/5) vote, that this urgency ordinance is a matter of City-wide importance, is a reasonable and necessary measure designed for the immediate preservation and protection of the public health, safety, or welfare of the community; and is in accordance with the public purposes and provisions of applicable State and local laws and requirements.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUTTER CREEK DOES ORDAIN AS FOLLOWS:**

**SECTION 1. MORATORIUM FINDINGS.**

A. Currently, the City issues CUPS with conditions for STRs and the City has nearly reached its limit of 20 STRs within city limits imposed by the City Council.

B. Without the imposition of a temporary moratorium on STRs, the City may be required to process applications for STRs even though its existing conditions require updating based on study and analysis that results in recommendations of new standards and best practices for such uses.

C. There is a current and immediate threat to the public health, safety, and welfare of the City and its residents, thereby necessitating the immediate enactment of this urgency moratorium, in that the approval of any additional CPUs for STRs in the City would be required to be processed under the City’s existing conditions, without taking into consideration the potential negative impacts of STRs on the residential quality of neighborhoods.

D. The adoption of this urgency moratorium is necessary to protect the City and its residents from the overgrowth of STRs, which can be contentious in certain neighborhoods and also infringe on the rights of neighbors.

E. Imposition of the moratorium will allow the City sufficient time to conclude the preparation of a comprehensive ordinance for the regulation of STRs moving forward. While the moratorium is in effect, the City seeks to consider a permanent ordinance that will balance the needs and rights of property owners and neighbors, ensure the health and safety of guests and residents, support tourism in a balanced way, and be economically beneficial to the City.

**SECTION 2. IMPOSITION OF MORATORIUM.**

For so long as this Ordinance is in effect, including through any extension, the City shall not receive, accept, process, or approve any application for any conditional use permit or other City-issued authorization concerning any STR.

**SECTION 3. CEQA FINDING.**

4908-1545-2021.1

The City Council determines that the provisions of this ordinance are exempt from the California Environmental Quality Act (“CEQA”) because the instant ordinance involves continuing administrative activities and thus is not a project, as CEQA defines, pursuant to Section 15378(b)(2) of the CEQA Guidelines. To the extent the adoption of this Ordinance constitutes a project, the City Council finds pursuant to CEQA Guideline Section 15061(b)(3) that the project is exempt from environmental review because it can be seen with certainty that the adoption of this urgency ordinance would not have any significant impact on the environment.

**SECTION 4. REPORT.**

The City Manager, or designee, is authorized and directed to prepare the report required by paragraph (d) of California Government Code Section 65858 describing the measures taken to alleviate the condition which led to adoption of this Ordinance for presentation to the City Council no later than ten days prior to the expiration of this Ordinance.

**SECTION 5. EFFECTIVE DATE; FOUR-FIFTHS VOTE REQUIRED.**

This Ordinance shall become effective immediately upon adoption if adopted by at least a four-fifths (4/5) vote of the total members of the City Council and shall be in effect for forty-five (45) days from the date of adoption, unless extended by the City Council as provided in California Government Code Section 65858.

**SECTION 6. PUBLICATION.**

The City Clerk shall certify to the passage of this Ordinance and shall cause this Ordinance or a summary thereof to be printed once within fifteen (15) days after its adoption in a newspaper of general circulation, published and circulated in the City of Sutter Creek.

PASSED, APPROVED, AND ADOPTED this 3rd day of November 2025 by the following vote:

- AYES:
- NOES:
- ABSTENTIONS:
- ABSENT:

APPROVED:

\_\_\_\_\_  
Claire Gunselman, Mayor

ATTEST:

\_\_\_\_\_  
Mason Peters, Deputy City Clerk

\_\_\_\_\_  
Date

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