

CITY COUNCIL A G E N D A

MONDAY, MARCH 18, 2024

6:30 P.M. Special Session

33 Church Street, Sutter Creek CA 95685

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

**THE CITY OF SUTTER CREEK CITY COUNCIL MEETING WILL BE AVAILABLE VIA ZOOM AND
IN PERSON.**

Join Zoom Meeting

<https://us02web.zoom.us/j/9568520224>

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

Meeting ID: 956 852 0224

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

4. 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.

5. 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.

6. PRESENTATIONS

- A. Proclamation commending Chyenne Vaith for creating the best entry of a new city logo design. – Late Packet
- B. Amador Recreational Agency Update – Justin Howard, Executive Director- Late Packet

7. APPROVAL OF MINUTES

- A. City Council Minutes of Special Session March 4, 2024.
Recommendation: By motion approve minutes as presented.
- B. City Council Minutes of Regular Session March 4, 2024.
Recommendation: By motion approve minutes as presented.

8. 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. Adopt Council Procedures and Protocols
- B. Housing Element Annual Report/HCD
- C. Adopt Resolution 23-24-* Designating City Manager as Rep for FEMA and OES
Late Packet

9. ORDINANCES & PUBLIC HEARING - None

10. ADMINISTRATIVE AGENDA

- A. Wastewater Rate Payer Study Base Case
- B. 40 Broad Street Exemption – Late Packet
- C. 90 Spanish Exemption – Late Packet
- D. Emergency Pool Repair Discussion – Late Packet

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. 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.

14. INFORMATION/CORRESPONDENCE

- A. Monthly Police Report
- B. Monthly Public Works Report
- C. Treasurer’s Report
- D. Monthly Administrative Services Report
- E. Monthly Finance Department Report
- F. Warrants

- G. Monthly Engineer's Report
- H. Monthly Planning Report

15. CLOSED SESSION

- A. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Gov. Code Section 54956.9)
SEIU Local 1021 v. City of Sutter Creek, Pub. Emp. Rel. Bd.
Case No. SA-CE-1244-M
- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Section 54957
Title: Council Appointed Officers

REPORT FROM CLOSED SESSION

ADJOURNMENT

The next scheduled meeting is TUESDAY, APRIL 2nd at 6:00 P.M

**A PROCLAMATION OF THE SUTTER CREEK CITY COUNCIL
COMMENDING CHYENNE VAITH FOR CREATING THE BEST ENTRY OF A NEW
CITY LOGO DESIGN**

WHEREAS, The City of Sutter Creek desired a new logo for city marketing and business use;
and

WHEREAS, The City of Sutter Creek held a contest to receive new logo designs and award a
winner; and

WHEREAS, Amador High School students were given the opportunity to submit their artwork
for consideration; and

WHEREAS, The City of Sutter Creek received many great designs; and

WHEREAS, The logo created by Chyenney Vaith was determined to be the winner of the
competition; and

WHEREAS, The City of Sutter Creek would like to recognize the talent and effort that went
into creating the logo.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the City of Sutter Creek City
Council does hereby adopt this Proclamation in appreciation of Chyenney Vaith for her
contribution to the City.

THE CITY OF SUTTER CREEK

Claire Gunselman, Mayor



Amador County Recreation Agency

10877 Conductor Blvd., Suite 100

Sutter Creek, CA 95685

www.goacra.org

Phone: (209) 223-6349 • Fax: (209) 257-1409 • Email: jhoward@amadorgov.org

March 18, 2024

ACRA Update

**ACRA Board of
Directors**

Dear Mayor Gunselman and Sutter Creek City Council:

Chairman:

Frank Axe

Supervisor District 3

Vice Chairman:

Jeff Brown

Supervisor, District 4

Clerk:

Julia Sierk

City of Sutter Creek

Members:

James Marzano

ACUSD

Marianne Akerland

City of Plymouth

Russell Robinson

City of Amador City

Chad Simmons

City of Jackson

Staff:

Executive Director:

Justin Howard

I am pleased to present you with an update for ACRA and its impact on the City of Sutter Creek as it relates to upcoming membership fee dues.

Total Membership Fees paid FY 23/24: \$16,835 @ \$6.50 per capita

Youth Programs Families Served

KAP: 15-17 families' daily

Intersession: 50-60 families served

Summer Camp: 75-100 families served

ACRA has an MOU with Amador County Office of Education ensuring classroom space and endorsement from Extended Learning Program. Programs are fee based with the opportunity of subsidized cost through The Resource Connection. No cost is passed on to City of Sutter Creek for youth enrichment programs.

ACRA also provided a monthly Trivia Night in Sutter Creek, drawing 20-30 community members monthly, while also helping start up weekly Trivia, not facilitated by ACRA.

ACRA Hosted the Spring 49er 5k/10k fun run taking place in Sutter Creek and Amador City drawing in appx 75 participants and additional foot traffic to the region.

ACRA partners and works closely with Amador Trails Stewardship and Motherlode Land Trust with events and usage at Erickson Ranch.

ACRA Pool Season- Total Cost Pool Management: \$28,779

Sutter Creek pool was the busiest of ACRA managed pools and included the following:

Twice Daily Lap Swim, Twice Weekly Water Aerobics, Five hours per day of open swim.

ACRA intends to hire swim instructors for the summer 2024 season.

The pool at Sutter Creek (Amador High) was the busiest of the ACRA managed pools. ACRA understands the elevated costs of the pool maintenance and chemicals and is open to a three-way discussion between the school district, city and ACRA.

We look forward to a continued partnership with the City of Sutter Creek and growing low cost high quality recreation across the county.

Kind regards,

Justin Howard

Executive Director (ACRA)

Invoice No. **MF-SC2324**

Amador County Recreation Agency

INVOICE

Customer

Name City of Sutter Creek
Address 18 Main Street
City Sutter Creek State CA ZIP 95685
Phone

Misc

Date 7/1/2023
Order No.
Rep
FOB

Population

Description

Per Capita

TOTAL

2590 MembershipFees FY23/24
City of Sutter Creek Population

\$ 6.50 \$ 16,835.00

SubTotal \$ 16,835.00

Shipping

Tax Rate(s)

TOTAL \$ 16,835.00

Payment

Select One...

Comments

Name

CC #

Expires

Office Use Only

ACRA 10877 Conductor Blvd., Suite 100, Sutter Creek, Ca. 95685 (209)223-6349

Everybody gets to PLAY!

ALL SEASON

Amador County Recreation Agency

INVOICE

Customer

Name City of Sutter Creek
Address 18 Main Street
City Sutter Creek State CA ZIP 95685
Phone

Misc

Date Summer 2023
Order No.
Rep
FOB

Qty	Description	Unit Price	TOTAL
1	Sutter Creek Pool Summer 2023	\$ 30,541.75	\$ 30,541.75
1	Lifeguards, Pool Manager & Staff	\$ 150.00	\$ 150.00
1	Advertising, Supplies and Travel Reimbursement		
1	Worker's Comp @ 15%	\$ 4,581.26	\$ 4,581.26
1	Administration Fee @ 10%	\$ 3,054.18	\$ 3,054.18
-1	Less Income	\$ 9,548.00	\$ (9,548.00)

Payment

Select One...

Comments

Name

CC #

Expires

Tax Rate(s)

SubTotal \$ 28,779.19

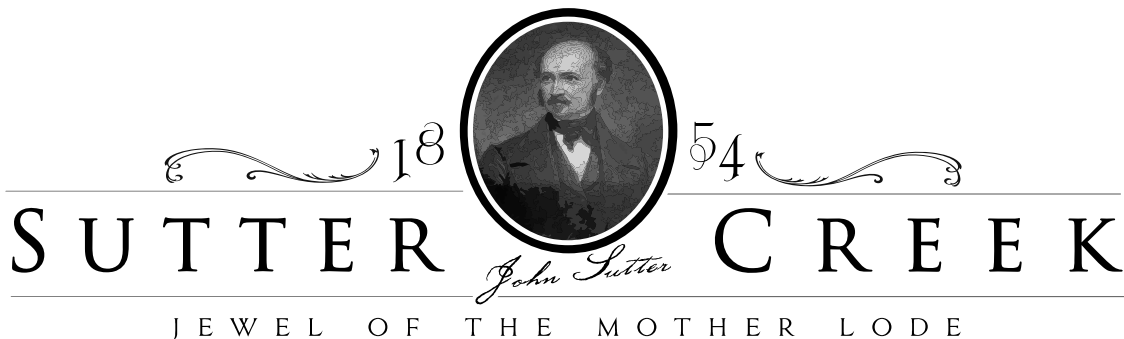
Shipping

TOTAL \$ 28,779.19

Office Use Only

ACRA 10877 Conductor Blvd., Suite 100, Sutter Creek, Ca. 95685 (209)223-6349

Everybody gets to PLAY!



**CITY COUNCIL MINUTES
MONDAY, MARCH 4, 2024
Special Session**

THIS MEETING WAS CONDUCTED IN-PERSON AT 33 CHURCH STREET,
THE PUBLIC WAS ABLE TO VIEW FROM HOME:

Join Zoom Meeting

<https://us02web.zoom.us/j/9568520224>

6:30 P.M. 1. CALL TO ORDER AND ESTABLISH A QUORUM FOR REGULAR MEETING

Council members present:

Feist, Riordan, Sierk, Swift and Gunselman

Vicky Runquist, City Treasurer

Staff Present:

Tom DuBois, City Manager

Elizabeth Fratarcangeli, City Attorney

Karen Darrow, City Clerk

Dan LaFontaine, Public Works Director

Erin Ventura, Contract Planner

2. PLEDGE OF ALLEGIANCE TO THE FLAG

3. PUBLIC FORUM

Lisa Klosowski distributed the year end visitor center report and invited the Council to the sponsor appreciation party being hosted by the visitor center volunteers.

Mike Kirkley noted that he is in support of dissolving ARSA but is confused about how it would save \$550,000 as reported in the city newsletter because that would eliminate the need to raise the sewer rates.

4. CITY MANAGER'S REPORT

City Manager Tom DuBois clarified that the \$550,000 savings would be the forgiveness of the Gold Rush Ranch debt and interest.

He noted that there were no real storm issues from the weekend, and that progress is being made with the Jackson Rancheria about the sewer line extension with possible completion by June. There will be community polling in March with results in April that will help with making budget priorities.

Upcoming events:

March 34/24 - Behind the Cellar Door

April 19 – Sutter Creek Spring Fling
April 20 - Earth Day run/walk
April 26 - Kit Carson Wagon Train

Upcoming meetings will include an ACRA update on March 18th, HCD update, sewer rate study and an annual Police update and midyear budget review.

Mike Kirkley- commented that with the purchase of the spray easements for \$750,000 it is misleading to say there will be savings because that money has been spent.

5. PRESENTATIONS- None.

6. APPROVAL OF MINUTES

A. City Council Minutes of February 20, 2024.

Recommendation: By motion approve minutes as presented.

M/S Council member Sierk/Riordan to approve the City Council Minutes of February 20, 2024, as amended.

AYES: Feist, Riordan, Sierk, Swift and Gunselman

NOES: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED

7. CONSENT AGENDA

A. Adopt Resolution 24-25-* accepting the work on the Gold Strike Court Storm Drain Replacement and authorizing the City Manager to execute the Notice of Completion and cause it to be filed with the Amador County Recorder

M/S Council member Riordan/Swift to Adopt Resolution 24-25-21 accepting the work on the Gold Strike Court Storm Drain Replacement and authorizing the City Manager to execute the Notice of Completion and cause it to be filed with the Amador County Recorder

AYES: Feist, Riordan, Sierk, Swift and Gunselman

NOES: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED

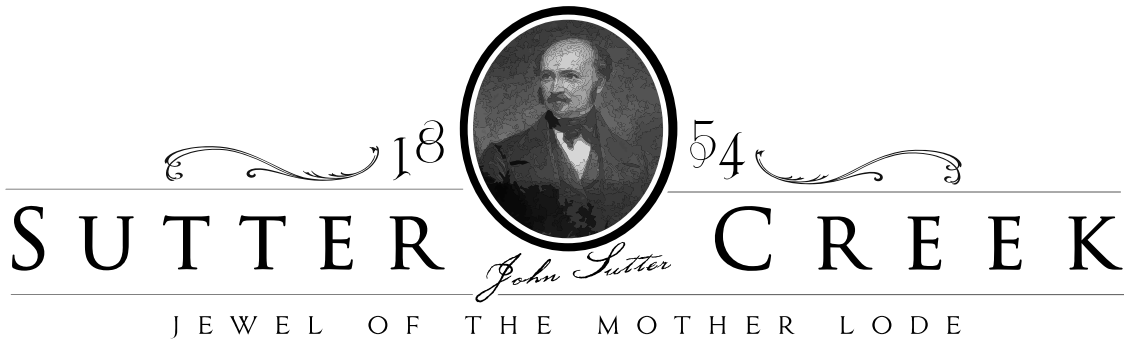
ADJOURNMENT

Adjourn into Regular Session at 6:49 p.m.

Claire Gunselman, Mayor

Karen Darrow, City Clerk

Date Approved:



**CITY COUNCIL MINUTES
MONDAY, MARCH 4, 2024**

THIS MEETING WAS CONDUCTED IN-PERSON AT 33 CHURCH STREET,
THE PUBLIC WAS ABLE TO VIEW FROM HOME:

Join Zoom Meeting
<https://us02web.zoom.us/j/9568520224>

7:00 P.M. 1. CALL TO ORDER AND ESTABLISH A QUORUM FOR REGULAR MEETING

Council members present:

Feist, Riordan, Sierk, Swift and Gunselman

Vicky Runquist, City Treasurer

Staff Present:

Tom DuBois, City Manager

Elizabeth Fratarcangeli, City Attorney

Karen Darrow, City Clerk

Dan LaFontaine, Public Works Director

Erin Ventura, Contract Planner

2. PUBLIC FORUM

Erika Simmons Coordinator with the Amador County Childcare Council encouraged the community to participate in the surveys that are being circulated online to help assess the childcare needs in Amador County.

3. ORDINANCES & PUBLIC HEARING

A. Waive the second reading in full and enact Ordinance No. ____ Amending Chapter 2.04.010 of the Sutter Creek Municipal Code regarding dates and times of City Council meetings.

M/S Council member Riordan/Feist to Waive the second reading in full and enact Ordinance 375 Amending Chapter 2.04.010 of the Sutter Creek Municipal Code regarding dates and times of City Council meetings.

AYES: Feist, Riordan, Sierk, Swift and Gunselman

NOES: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED

4. ADMINISTRATIVE AGENDA

A. Adopt Resolution 23-24-* Approving an exemption for Tentative Parcel Map #2917

Contract Planner Erin Ventura presented. Surveyor Aaron Brusatori clarified the location of easement and lot lines.

Council member Sierk asked for the purpose of the lot division.

Erin Ventura noted that there is no proposed development at this time, just a lot split.

Mike Kirkley asked how the city will maintain the existing lateral and does not believe in new division of lots that do not meet the city standards.

Erin Ventura noted that Public Works and the City Sanitation Engineer have reviewed the plans.

Council member Swift, Feist and Mayor Gunselman noted that they see it as a good in fill lot.

M/S Council member Swift/Riordan to Adopt Resolution 23-24-22 Approving an exemption for Tentative Parcel Map #2917

AYES: Feist, Riordan, Sierk, Swift and Gunselman

NOES: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED

B. Long Term financial forecast

Presentation by City Manager Tom DuBois

C. Sewer Collection System Overview

Presentation by Public Works Director Dan Lafontaine

Council member Riordan noted that smoke testing was done three years ago and no repairs and that he does not want that to happen again.

D. Adopt Council Procedures and Protocols

Discussion and edits suggested by Council. City Manager Tom DuBois noted that staff will make edits and bring back on Consent for adoption.

5. MAYOR AND COUNCIL MEMBER REPORTS

Council member Sierk reported that there was a Bike/Ped meeting last week. She participated in a discussion about safety access from Gopher Flat to Main Street and Hanford as part of phased overall plan to increase complete access from Amdor City to Sutter Creek. Waiting on an estimate from the engineer and then plan to apply to ACTC for a portion of the funds.

Council member Riordan ACTC is getting ready to finalize the regional transportation plan that contains a list if the roads based on priority.

6. CITY ATTORNEY'S REPORT – None.

7. FUTURE AGENDA ITEMS

Council member Riordan requested an update on the six-month junkyard enforcement plan and noted that there is a volunteer tree planting effort in the works for Miners' Bend Park.

ADJOURNMENT

The meeting was adjourned into closed session at 8:32 p.m

9. CLOSED SESSION

- A. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Gov. Code Section 54956.9)
SEIU Local 1021 v. City of Sutter Creek, Pub. Emp. Rel. Bd.
Case No. SA-CE-1244-M

REPORT FROM CLOSED SESSION

No reportable action.

Claire Gunselman, Mayor

Karen Darrow, City Clerk

Date Approved:

COUNCIL PROCEDURES MANUAL FOR THE CITY OF SUTTER CREEK

March 18, 2024

1.0 Introduction

The City of Sutter Creek staff and City Attorney have prepared a procedures manual to assist the City Council by documenting currently accepted and best practices. Through agreement of the City Council and staff to be bound by these practices, the effective administration of City Council affairs is greatly enhanced. While attempting not to be overly restrictive, procedures are established so that expectation and practices can be clearly articulated to guide Council Members in their actions. It is anticipated that this Procedures Manual will be reviewed regularly and may be revised from time to time.

2.0 Overview of City Documents

This procedures manual provides a summary of important aspects of City Council activities. However, it cannot incorporate all material and information necessary for undertaking the business of a city council. Many other laws, policies, plans and documents exist which bind the City Council to certain courses of action and practices. A summary of some of the most notable documents that establish City Council direction is provided below.

2.1 Municipal Code: The Municipal Code contains laws and regulations adopted by ordinances. The code establishes the offices of the City Council, Mayor Pro Tempore, and other City officers. The Municipal Code is available from the City Clerk.

2.2 California Government Code: The State Government Code contains many requirements for the operation of city government. Many of these requirements are also replicated within the municipal code to ensure there is broad awareness of such requirements. Sutter Creek is a “general law” city, which means it is organized in accordance with provisions of the State Government Code. Also described within the government code is the Council-City Manager form of government. Basically, this form of government prescribes that a city council’s role is to establish policies and priorities, while the role of the City Manager is to oversee the operations of the city government.

2.3 Annual Budget: The City’s annual budget provides a description of city services and the resources used to provide services. The document contains both a broad overview of the budget as well as descriptions of programs and services organized for convenience by department. The City operates on a July 1 through June 30 fiscal year.

2.4 General Plan: The General Plan is comprised of a number of elements, such as land use, transportation, open space and housing, in accordance with State requirements, and provides a policy framework for various land use and planning matters that fall within these areas.

2.5 Orientation of New Council Members

It is important that members of the Council have an understanding of the full range of services and programs provided by the organization. As new members join the City Council, the City Manager coordinates with staff to provide tours of City facilities and meetings with City employees. New Council Members are also encouraged to attend the League of California Cities New Council Member training seminar.

2.6 League of California Cities Guide

A publication that provides additional useful information is the *Mayors and Council Members Resource Guide* published by the League of California Cities. The Guide contains general information on the role and responsibilities of city Council Members and on the specific requirements and laws that govern Council actions. The Guide is available from the City Clerk.

3.0 Sutter Creek City Council: Powers and Responsibilities

3.1 City Council Generally

The powers of a city council in California to establish policy are quite broad. Essentially, councils may undertake any action related to city affairs other than those forbidden or preempted by state or federal law. Specifically, *the Council shall have the power, in the name of the city, to do and perform all acts and things appropriate to a municipal corporation and the general welfare of its inhabitants and which are not specifically forbidden by the Constitution and laws of the State of California (California Government Code).*

It is important to note that the Council acts as a body. No member has any extraordinary powers beyond those of other members. While the Mayor and Mayor Pro Tem have some additional ceremonial and administrative responsibilities, as described below, in the establishment of policies, voting and in other significant areas, all members are equal. It is also important to note that policy is established by at least a majority vote of the Council. While individual members may disagree with decisions of the majority, a decision of the majority does bind the Council to a course of action. In turn, it is staff's responsibility to ensure the policy of the Council is upheld. Actions of staff to pursue the policy direction established by a majority of Council do not reflect any bias against Council Members who held a minority opinion on an issue.

The City Council has occasionally debated whether it should take positions of a broader nature or limit itself to purely municipal functions. Historically, Sutter Creek City Councils have chosen to not take positions on issues outside of their immediate authority to effect. The Propensity of the City Council to involve itself in such issues reflects the personalities and outlooks of the members who make up the two-year Council sessions.

Limitations are imposed on a Council member's ability to serve on appointed boards of the city. State law expresses that no member of the Council shall serve as a voting member of any city board, committee, or commission, whether composed of citizen volunteers, city employees, or a combination of both. This is not construed as prohibiting members of the Council from serving on committees or subcommittees of the Council itself, or of agencies representing other levels of government. In fact, Council Members are strongly encouraged to report to the Council on matters discussed at subcommittees and other regional or state board/agency/group activities in which they have been involved.

1.5 Core Responsibilities

- A. Demonstrate honesty and integrity in every action and statement
- B. Comply with both the letter and spirit of the laws and policies affecting the operation operations of government.
- C. Serve as a model of leadership and civility to the community
- D. Inspire public confidence in Sutter Creek government
- E. Work for the common good, not personal interest
- F. Prepare in advance of Council meetings and be familiar with issues on the agenda

- G. Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others
- H. Participate in scheduled activities to increase Council effectiveness
- I. Review Council procedures, such as these Council Protocols, at least annually
- J. Represent the City at ceremonial functions at the request of the Mayor
- K. Be responsible for the highest standards of respect, civility and honesty in ensuring the effective maintenance of intergovernmental relations
- L. Respect the proper roles of elected officials and City staff in ensuring open and effective government

3.2 Role of Mayor & Mayor Pro Tempore

3.2.1 Mayor: As reflected in the Municipal Code, the Mayor is to preside at all meetings of the City Council and perform such other duties consistent with the office as may be imposed by the Council or by vote of the people. The Mayor does not possess any power of veto. As presiding officer of the Council, the Mayor is to faithfully communicate the will of the Council majority in matters of policy. The Mayor is also recognized as the official head of the city for all ceremonial purposes.

The Mayor, unless unavailable, shall sign all ordinances, and other documents that have been adopted by the City Council and require an official signature, except when the City Manager has been authorized by Council to sign documents. In the event the Mayor is unavailable, the Mayor Pro Tempore's signature may be used.

Traditionally, the Mayor has also been assigned by the City Council to consult and coordinate with the City Manager in the development of agendas for meetings of the City Council. The scope of such review focuses on the timing of business items and the volume of business that can be considered at any one meeting. Such review does not allow for a unilateral unlimited delay of items to be considered by the Council or the introduction of new items not otherwise part of the Council's identified priorities or staff's work plan. Should any significant disagreement arise regarding the scheduling of items, these matters are to be resolved by the full City Council. The staff maintains a "tentative" Council Calendar that programs when matters will likely be considered at future meetings.

3.2.2 Mayor Pro Tempore: The City Council has specified that the Mayor Pro Tempore shall perform the duties of the Mayor during the Mayor's absence or disability. The Mayor Pro Tempore shall serve in this capacity at the pleasure of the City Council. The Mayor Pro Tempore title is often abbreviated to Mayor Pro Tem; and a more common and contemporary title of Vice Mayor may be substituted as well.

3.3 Appointment of City Manager, City Attorney

The City Council appoints two positions within the city organization: the City Manager

and City Attorney. Both positions serve at the will of the City Council. The City Manager is an employee of the City and has an employment agreement that specifies certain terms of employment including an annual evaluation by the City Council. The City Manager is responsible for all other personnel appointments within the City. For the past several years, the City Attorney has been a member of a law firm specializing in municipal law and has not been a City employee, but rather has provided legal services under contract.

3.4 Role in Disaster

The City Council has some special, extraordinary powers in the case of a disaster. Some meeting restrictions and expenditure controls are eased in such extreme situations. In critical situations the Council may be directed by the City Manager/Emergency Services Director to assemble wherever appropriate, to provide policy guidance and to receive information in an emergency. Should the City Council not be available during an emergency, state law specifies a hierarchy as to who may serve in place of the City Council.

3.5 Appointment of Advisory Bodies

The City has a number of standing advisory bodies. These procedures apply to all appointments to standing advisory bodies.

In addition, resident committees and task forces are occasionally appointed by the City Council to address issues of interest. A task force or other ad hoc body is a body created by Council for a specific task. Council subcommittees, when used, are to help the Council do its job. Committees ordinarily will assist the Council by preparing policy alternatives and implications for council deliberation. Council subcommittees will normally not have direct dealings with staff operations. Council subcommittees may not speak or act for the Council. Subcommittees will be used sparingly and ordinarily in an ad hoc capacity. This policy applies to any group that is formed by Council action, whether or not it is called a subcommittee. Unless otherwise stated, a subcommittee ceases to exist as soon as its task is complete. The Council may assign, and specify the role of, one or two Council Members to the task force (if more, it becomes a de facto Council meeting). Unless otherwise specified, Council Members have all the rights, and only the rights, of ordinary citizens with respect to task forces and other ad hoc bodies.

Note that both appointed advisory bodies ad hoc committees are usually subject to the open meetings laws commonly known as the Brown Act.

3.6 Council Relationship with Advisory Bodies

The City Council has determined that Council Members should not lobby commissioners for particular votes. It is inappropriate for a Council Member to contact a Board or Commission member to lobby on behalf of an individual, business, or developer, or to advocate a particular policy perspective. However, Council Members may attend meetings as residents and request that commissioners consider certain issues during their deliberations or in unusual instances as Council Members to reflect the views of the Council as a body. If attending a board or commission meeting, identify your comments as personal views or opinions. Council Members should take caution, however, in attending commission meetings to avoid concerns regarding prohibited “serial

meetings” under the Brown Act and especially when a matter may subsequently be appealed from the commission to City Council.

Council Members choosing to attend commission or committee meetings also should be sensitive to the fact that they are not participating members of the body. Council Members have the rights, and only the rights, of ordinary citizens with respect to Commissions – including the right to write to and speak to the Commission during public comment periods. Council members should make a point to clearly state it is an individual opinion and not a representation of the feelings of the entire City Council.

3.7 Role of Commission Liaison

Members of the Council are assigned to serve in a liaison capacity with one or more city commissions. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the Council’s familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, members may elect to attend commission meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission chair on a regular basis.

Members should be sensitive to the fact that they are not participating members of the commission, but are there rather to create a linkage between the City Council and commission. In interacting with commissions, Council Members are to reflect the views of the Council as a body. Being a commission liaison bestows no special right with respect to Commission business.

Typically, assignments to commission liaison positions are made at the beginning of a Council term in January. The Mayor will ask Council Members which liaison assignments they desire and will submit recommendations to the full Council regarding the various committees, boards, and commissions which City Council Members will represent as a liaison. In the rare instance where more than one Council Member wishes to be the appointed liaison to a particular commission, a vote of the Council will be taken to confirm appointments.

4.0 City Council Meetings

4.1 General Procedures

The City hereby adopts a modified version of Roberts Rules of Order.

4.1.1 Presiding Officer: The Mayor is the presiding officer and acts as chair at Council meetings. In the absence or incapacity of the Mayor, the Mayor Pro Tempore serves as presiding officer.

4.1.2 Seating arrangement of the Council: The Mayor Pro Tempore is seated immediately next to the Mayor. The Mayor, with the approval of the individual Council Members, shall establish the seating arrangement for regular Council meetings.

4.1.3 Quorum: Three-fifths of the Council Members constitute a quorum for the transaction of business.

4.2 Meeting Schedule

Regular meetings are usually held in the Community Building, 33 Church Street, on the first and third Monday of each month at 6 p.m., with study and closed sessions generally being convened earlier, as needed, or at the end of the meeting at the conclusion of public business.

When the Monday on which a Council meeting would normally be held is a federal or state holiday, the Council meeting is held on the next Tuesday.

On occasion, the Council meeting may hold a meeting in an alternative location. Other meetings throughout the year may be cancelled as well. Council Members should inform the City Manager as soon as possible if they intend to be out of town on a set meeting date. On occasion, arrangements may be made in order for Council Members to remotely participate in Council meetings by telephone conference call when out of town.

4.3 Special Meetings

Special meetings may be called by the Mayor or by three members of the City Council. Written notice must be given to the City Council and to the media 24 hours prior to a special meeting. No business other than that officially notice may be discussed.

4.4 Public Comment:

At all regular and special meetings, public comments must be permitted before or during consideration of any item appearing on the agenda. Public comment is appropriate on any matter within the jurisdiction of the City Council.

4.5 Meeting Notices and Minutes:

Notice requirements of the Brown Act are complied with for all meetings; minutes of the meeting are taken by the City Clerk or designee and made available for public inspection.

4.6 Placing Items on Agenda

4.6.1 City Council: A Council Member may request an item be considered on a future agenda and, upon agreement of a majority of Council, staff will prepare a staff report if formal Council action is required. Council Members may make this request verbally during a meeting or may submit a written memo. Up to two council members may sign such a memo. Normally, the process involves two steps: initial consideration of the request by the full Council at the soonest possible regularly scheduled meeting; and, if a majority agrees, the matter is then scheduled for further consideration on an upcoming meeting agenda once staff has had the ability to analyze staff and fiscal impacts.

4.6.2 Emergency and Non-Agendized items: Emergency and non-agendized items may be added to an agenda only in accordance with state law. Emergency items are only those matters affecting public health or safety such as work stoppages, disasters and other severe emergencies. Adding an emergency item requires a majority vote. Emergency items are very rare. More likely, after the agenda is posted an item arises that the Council would like to act on. Non-agendized items may be added to the agenda only if the Council makes findings that (1) the need to consider the item arose after the posting of the agenda, and; (2) there is a need to take immediate action at this meeting of the City Council. These findings must be approved by a 4/5 vote; if less than five members of the Council are present, the findings require a unanimous vote of those present.

4.7 Notification and Advertising

The City attempts to well publicize matters of significant neighborhood or community public interest that appear on a City Council agenda, as well as all matters where advertising is required by law. Advertisements and notifications are intended to inform all interested individuals.

4.8 Order of Business

The City Council establishes the order of business for meetings through the adoption of this policy on meeting procedures. Closed sessions are generally held after the regular City Council meeting at 6:00 p.m. Following determination of a quorum by the City Clerk, the Pledge of Allegiance, and any ceremonial matters, Public Comment, City Manager's report and then the consent agenda is considered. Thereafter, regular business matters are considered, followed by Council Member, Ad-hoc, Commission and Committee reports. Workshops, if held, are usually held at the end of a meeting, but from time to time may be held prior to the regular Council agenda, such as at 5:00 p.m.

4.8.1 Closed Sessions (*closed to the public*): The ability of the City Council to conduct sessions not open to the public is restricted by state law to ensure open proceedings. Certain defined circumstances exist wherein a city council may meet without the public in attendance. Such circumstances include:

Real Property: The purchase, sale, exchange or lease of real property with the City's negotiator; the real property and the person(s) with whom the City may negotiate, along with the matters under negotiation, must be announced in open session prior to the closed session (*Cal Govt Code §54956.8*).

Litigation: Pending or significant exposure to litigation or the decision to initiate litigation; for pending cases, the litigation title must be identified in open session prior to the closed session unless the Council states that to do so would jeopardize its ability to conclude existing settlement negotiations or effectuate service of process.

Compensation: Salaries and benefits of employees; Council meets in closed session to review its position and instruct designated representatives (*Cal Govt Code §54957.6*).

Personnel: A closed session is held to discuss the appointment, employment, evaluation of performance, or dismissal of public employee, or to hear a complaint against the employee unless the employee requests a public hearing (*Cal Govt Code §54957.6*).

It is critical to stress that there shall be no disclosure of closed session confidential information. Members of the Council, employees of the City, or anyone else present shall not disclose to any person, including affected/opposing parties, the press, or anyone else, the content or substance of any discussion which takes place in a closed session without Council direction and concurrence. Whenever possible, written reports received for closed session items will be turned in at the end of the meeting.

Typically, closed sessions will be scheduled prior to the public portions of the meeting or at the end of the meeting after public business has been concluded. This is done so public portions of the meeting are not interrupted by closed sessions. In addition, such sessions may require the attendance of special legal counsel and consultants. In an attempt to manage the costs of these professionals, it is beneficial to conduct closed sessions at a time certain. On occasion, during the course of a regular meeting, an issue arises that requires the Council to adjourn to a closed session on the advice of the City Attorney.

4.8.2 Consent Agenda: Those items on the Council agenda that are considered to be of a routine and non-controversial nature by the City Manager are placed on “Consent .” These items shall be approved, adopted, accepted, etc., by one motion of the Council. Typical consent calendar items include the final reading and adoption of ordinances, various resolutions approving agreements, awards of contracts, minor budgetary adjustments, meeting minutes, status reports, and reports of routine city operations.

Council Members may request that any item listed under “Consent” be removed from the Consent Agenda, and Council will then take action separately on this item. A member of the public may request that an item listed under “Consent” be removed and Council action taken separately on the item. Items that are removed (“pulled”) by members of the Council for discussion will typically be heard after other Consent items are approved unless the majority of Council chooses an earlier or later time.

Council Members are encouraged to contact the City Manager’s office prior to noon on the day of a Council meeting day to provide notification of items to be removed from Consent. This practice allows the City Manager to notify staff that may need to be

present to respond to removed items. Equally important, it also allows the City Manager to inform staff who do not need to be present at the meeting. Unless contacted in advance of the meeting with sufficient time, the presumption is that staff will not be present.

4.8.3 Public Comment: Before the Consent Calendar, the public is provided time to comment on matters within the City's jurisdiction not appearing on the agenda. Comments on agenda items should not be heard until the appropriate item is called. Individuals desiring to speak are to address the Council from the speaker podium after giving their name and place of residence. Speaker cards may be required and should be filled out, including the speaker's actual jurisdiction of residence, and given to the City Clerk prior to Public Comment.

Comments should focus on a specific matter within the Council's jurisdiction. Members of the public are encouraged to present written comments, preferable in advance of the meeting, as a way to fully communicate their thoughts on agenda or non-agenda items. When written materials are presented, they should be submitted to the City Clerk for distribution and record keeping ahead of time. Comments are typically limited to 5 minutes per speaker so that all have an opportunity to address the Council.

Videos, PowerPoint or similar presentations may be permitted, but only upon approval of the Mayor. Such presentations must be made within the 5-minute time limit permitted for public comment. The Mayor reserves the privilege to further limit such requests as necessary for the effective conduct of the meeting. If permitted to use videos, Powerpoints, or similar presentations, speakers are still to address their comments to the City Council from the podium. The speaker is also responsible for setting up the electronic presentation in advance of the meeting; set-up time shall not be provided once the meeting has begun.

Public comment on regular business items normally follows staff's presentation of the staff report, clarifying questions from Council Members and Applicant comments as necessary and appropriate. Typically, applicants or appellants are limited to a maximum of 10 minutes. Members of the public generally are limited to 5 minutes.

Members of the public shall generally be permitted to speak only once during public comment or as to a regular business item. The Mayor shall have discretion to permit members of the public one additional opportunity to speak on a regular business item, provided all others wishing to speak have first been provided an opportunity to address the City Council. Members of the public shall address their comments only to the Council. Dialogue with individual Council Members, the City Manager, the City Attorney, or Staff shall generally not be permitted. Should members of the public have questions of the Council or staff, they should state their questions during their allotted speaking time. Generally, all questions asked during public comments should be addressed at the same time, following the closure of public comment. The Mayor, however, shall have discretion to allow questions to be answered during public comment if, in his or her opinion, answering the question at that time would be in the best interests of the Council and public attending the meeting.

4.8.4 City Manager Comments: Provides an opportunity for the City Manager to provide updates to the public and the Council. By scheduling after Public Comments, the City Manager can respond to those comments when appropriate. Updates can highlight items on future agendas, provide information of general interest received from outside agencies, respond to

comments or inquiries received from the public, or other announcements of interest to the public.

4.8.5 Public Hearing: Sometimes the City Council is required by law to hold public hearings. Examples of such hearings include enactment of ordinances, consideration of certain land use applications, adoption of the annual City budget, and adoption of municipal fees and charges. For such hearings, once the Council has voted to close the hearing, no member of the public shall be permitted to address the Council or the staff from the audience, except at the discretion of the presiding officer (Mayor).

4.8.6 Regular Business Items: Regular items are shown on the agenda and are normally taken in the order listed.

4.8.7 Written Communications: The City Council has established a practice of placing written communication between Members requesting items to be agendaized, letters from the public and select letters sent by agencies to Council Members on the meeting agenda so that this correspondence receives wide distribution. If letters or emails from the public are received on the day of or just before a meeting, copies will be placed at the Council Members' positions on the dais.

4.8.8 Council Member Reports: Council member reports provide the Council an opportunity to introduce matters not currently before the Council, including brief announcements, to pose questions of staff and make requests for items to be placed on the agenda at a future meeting. Examples of appropriate communications would be information of general interest received from outside agencies, comments or inquiries received from the public, requests to agendaize future items, or announcements of interest to the public.

State law provides that Council can take action only on such matters that have been noticed at least three days (72 hours) in advance of the regular meeting, or 24 hours in the case of a special meeting, unless special circumstances are found to exist (as mentioned above). Formal action or approval on non-agendaized items is not allowed, and such items should be placed on the agenda of the next available regular meeting.

4.8.9 Commission Reports: Commission reports provide an opportunity for designated members of appointed boards to address the Council on matters of importance or to update the Council and community on studies that are underway.

4.8.10 Study Session: From time to time, the Council will hold study sessions. These meetings are normally scheduled either at the end of a Council meeting or at a special time before the regular Council meeting. On occasion, dedicated study sessions may be held instead of a regular meeting on the first Monday of the month. The purpose of study sessions is to give the Council a less formal and more interactive forum to discuss issues in advance of any official action to be taken. Staff often presents policy alternatives and is more directly engaged in the dialogue. Official minutes are not generally kept, but meetings are open to the public when held in the Council Chambers and at the direction of the Council. While general direction may be given to staff or the proponent behind the topic of discussion, no formal action by the Council is taken in a study session.

4.9 Discussion Rules

To assist the City Council in the orderly discussion of items, rules are followed which represent accepted practices for the management of Council meetings.

4.9.1 Obtaining the floor: A member of the City Council or staff shall first address the Mayor and gain recognition. Comments and questions should be directed through the chair and limited to the issue before the Council. Cross-exchange between Council Members and public should be avoided.

4.9.2 Questions to staff: A Council Member shall, after recognition by the Mayor, address questions to the City Manager, City Attorney, department head or designated staff member. If a Council Member has questions on an agenda item, that member should preferably contact staff prior to the meeting in order to allow staff time to research a response for the meeting.

4.9.3 Interruptions: Once recognized, a Council Member is considered to have the floor, and another Council Member may not interrupt the speaker except to make a point of order or point of personal privilege. In such a circumstance, the Council Member holding the floor shall cease speaking until the point of order or privilege is resolved.

Upon being recognized by the Mayor, members of the staff shall hold the floor until completion of their remarks or until recognition is withdrawn by the Mayor.

4.9.4 Discussion: A Council Member should not speak more than once on a particular subject until every other Council Member has had the opportunity to speak. Council Members are encouraged to discuss items during the decision-making process and may ask staff to respond when appropriate. The Mayor normally allows other members to speak first, then will give his/her views and summarize.

4.9.5 Tabling procedure: Tabling an item immediately stops discussion and causes a vote to postpone a matter indefinitely or to time and date certain. A motion to “continue” an agenda item has the same effect, but is generally used when a scheduling problem arises or when insufficient time is available to address the matter thoroughly.

4.9.6 Right of protest: A Council Member is not required to state reasons for a dissenting vote.

4.9.7 Calling for the question: The purpose of calling for the question is to disallow further debate and put an issue to an immediate vote. A Council Member may move to “call for the question” on an item which is being considered. The motion requires a second, is not debatable, and must pass by a four-fifths vote. If the motion carries, the item is no longer debatable and the City Council must vote on it.

4.9.8 Conducting business at a late hour. All regular meetings of the Council are to end by 11:00PM unless there is a three-fourths vote taken by 10:00 pm to extend the meeting. The motion to extend is to include the title of the items to be considered after 10:00 and a new ending time for the meeting.

4.10 Voting Procedures

When present, all Council Members are to vote. Failure of a seated member to orally express a vote constitutes an affirmative vote.

No ordinance, resolution or motion shall be passed or become effective without an affirmative vote by the majority with a quorum present.

A conflict of interest shall be declared whenever appropriate and in compliance with state law. The affected Council Member shall disclose the existence and nature of the conflict and then step down from the dais and leave the Chambers.

Council Members may declare general consensus at the direction of the presiding officer, if there are no negative votes or objections.

Upon request of any Council Member, a roll call vote will be taken and recorded.

A tie vote is equivalent to a motion that has failed. The presiding officer may publicly explain the effect of the tie vote for the audience or may direct a member of the staff to do so.

Reconsideration of an item shall be allowed in accordance with the following Council guidelines. A Member of the prevailing majority when the previous vote was taken must make a motion for reconsideration, which must be seconded and carried. The City Council has determined that any motion for reconsideration should be made at the meeting immediately following that at which the action was taken. No motion for reconsideration will be entertained after this time unless the City Council determines significant new information has arisen which warrants such action.

4.11 Other Guidelines

Other guidelines have been developed to ensure that meetings of the Council are conducted in a civil and professional manner. Council Members and staff shall:

- Work to preserve appropriate civility, order and decorum during all meetings.
- Discourage side conversations, disruptions, interruptions or delaying efforts.
- Inform the Mayor before departing from a meeting.
- Limit disruptive behavior. The Mayor will call persons demonstrating rude, boisterous, or profane behavior to order. If such conduct continues, the Mayor may call a recess, request the removal of such person(s) from the Council Chambers, adjourn the meeting, or take such other appropriate action. The Council has a policy to discourage applause, booing or other similar behaviors from the public during meetings.

- Demonstrate Effective Problem-Solving Approaches. Council Members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole. Council Members are role models for residents, business people and other stakeholders involved in public debate.
- Recognize that only the City Council, staff, advisory body chairs or designated representative, and those authorized by the presiding officer shall be permitted to sit at the Council or staff tables.
- Limit breaks of the City Council to 5-10 minutes. The Council has authorized the Mayor to resume the meeting if a quorum exists and other members have not returned from the break within the announced time period.
- Impose time limits on speakers. While the City Council encourages and embraces the need for and right of public participation, it acknowledges that public comments must, at times, be limited. Typically, speakers are limited to five minutes but a shorter time limit may be established as deemed necessary.

4.12 Values of Respect: The City Council has also recognized the importance of approaching the public's business in an environment of personal respect and courtesy, which places emphasis on the consideration of policy and avoids personalization of comments. Some guidelines utilized by the City Council include:

- Discussion should focus on policy matters
- Personal criticism of members is inappropriate
- Proper decorum should be displayed as other members express their views
- Treat members of the public equally, applying rules in a fair and consistent manner

4.13 Enforcement of Order: The City Attorney serves as the Sergeant-At-Arms. Any Council Member may request the Mayor to enforce the rules of protocol. Upon motion and majority vote, the presiding officer shall be required to do so.

5.0 Open Meeting Laws (“The Brown Act”)

Operations and procedures of the City and City Council incorporate requirements of the state’s open meeting law (commonly referred to as the Brown Act). Because this law is such an important part of local government operations, some specific requirements of the law are highlighted below.

5.1 Overview: The entire city organization conducts its business in compliance with the Ralph M. Brown Act, State Government Code Section 54950. The intent of the Act is to ensure that deliberation and actions of local public agencies are conducted in open and at public meetings.

5.2 Applicability: The Act applies to Council and all commissions, boards, Council appointed subcommittees, and other bodies described in Government Code section 54952. Staff cannot promote actions that would violate the Act.

5.3 Meetings: All meetings shall be open and public. A City Council meeting takes place whenever a quorum (3 or more members) is present and information about the business of the body is received; discussions qualify as a meeting. Social functions (e.g., receptions, dinners) do not fall under the Act unless city business is discussed.

Serial meetings take place when any member of Council or city staff contact more than two Council Members for the purpose of deliberating or acting upon an item pending before the City Council. This restriction does not apply to the public or media who may contact Council Members. Correspondence that merely takes a position on an issue is acceptable. Note that the Brown Act applies to City Council Members immediately after their election and prior to their swearing in ceremony.

5.4 Agendas: Agendas for regular meetings must be posted at least 72 hours in advance of the meeting and must meet various requirements.

5.5 Actions: No action can be taken on any item not appearing on the posted agenda.

5.5.1 Exceptions: 1) An emergency situation exists (determined by a majority of the Council). 2) The need to take action arose subsequent to the agenda being posted and there is a need for immediate action (determined by 2/3 vote of the Council; or if less than 2/3 are present, by unanimous vote). 3) The item was continued to another meeting that was scheduled and posted within 5 days of the original agenda.

5.6 Public Input: The public, by law, has an opportunity to address the Council on any item of interest to the public that is within the jurisdiction of the Council, at the time the matter is heard. The Mayor has the right to establish a time limit on speakers and the total time allocated for a particular issue. Five minutes per speaker has been standard, but in unusual cases either shorter or longer time periods may be established by the Mayor or the Council.

5.7 Public Disruptions: A portion or all of the public may be removed if willful disruption makes conducting the meeting “unfeasible”; the press may remain unless they participate in the disruption.

5.8 Correspondence: All writings distributed for discussion or consideration at a public meeting are public records.

5.9 Special Meetings: Special meetings may be called by the Mayor or a majority of the Council with strict notification requirements for delivery to the media and Council 24 hours before the time of the meeting.

5.10 Emergency Meetings: Emergency meetings may be called without notification due to the disruption or threatened disruption of public facilities. Only work stoppages or crippling disasters that impair the public health and/or safety qualify for emergency meetings.

5.11 Other Provisions: The Act provides many other restrictions and requirements; this description is intended merely as a Council summary and overview of the Act, and nothing in this Chapter supersedes the provisions of the Brown Act. Please check with the City Attorney and/or the City Clerk for more information.

6.0 Council Communications

6.1 Overview

Perhaps the most fundamental role of a Council Member is communication – communication with the public to assess community opinions and needs – communication with staff to provide policy direction and to gain an understanding of the implications of various policy alternatives. Because the City Council performs as a body (that is, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking as a Council Member. Equally important, when members are expressing personal views and not those of the Council, the public should be so advised.

6.2 Correspondence from Council Members

Members of the City Council may occasionally be called upon to write letters to citizens, businesses or other public agencies. Typically, the Mayor will be charged with transmitting the City's position on policy matters to outside agencies on behalf of the City Council. Correspondence sent on behalf of the Council is placed on official City letterhead and is signed by the Mayor or City Manager. Individual members of Council may prepare letters to constituents in response to inquiries or to provide requested information. Staff can assist in the preparation of such correspondence. Council Members are required to place on file and to provide copies upon request of any correspondence sent.

On occasion, members may wish to transmit correspondence on an issue upon which the Council has yet to take a position or about an issue for which the Council has no position. In these circumstances, members should use their personalized letterhead and clearly indicate within letters that they are not speaking for the City Council as a whole, but for themselves as one member of Council.

After the City Council has taken a position on an issue, official correspondence should reflect this position. While members who may disagree with a position are free to prepare correspondence on such issues as private citizens, City letterhead, official Council title, and staff support should not be utilized in order to avoid confusion. In addition, City letterhead and staff support cannot be utilized for personal or political purposes.

Council Members may be asked to prepare letters of recommendation for students and others seeking appointment. It is appropriate for individual Council Members to utilize City letterhead and their Council titles for such letters. No review by the full Council is required; however, copies will be kept on file.

6.3 Speaking for “the City”

Similar to written correspondence, when members are requested to speak to groups or are asked the Council’s position on an issue, the response should reflect the position of the Council as a whole. Of course, a member may clarify their vote on a matter by stating, for example, “While I voted against ‘X,’ the City Council voted in support of it.” When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the City Council’s position rather than that of an individual member.

When dealing with members of the media, it is usually the Mayor who represents the position and interest of the City Council. When the City Manager is contacted, they too will refer the media first to the Mayor for comment. Similarly, when the City issues a Press Release, the Mayor is consulted in terms of any Council Member quotes or references. The City Manager decides whether staff is available to respond to media requests directly or not.

6.4 Local Legislation, Propositions

The City has been a member of the League of California Cities for many years. Either through the advisories received from these two organizations or as a result of City staff following key legislative bills of importance to the City, the Council is at times requested to take a position or an action on pending state legislation. Unless the Council has previously acted on a similar bill in the recent past, in which the City’s position is clear, the Council has a practice of requiring analysis and discussion of bills prior to taking an official position. The analysis includes a summary of the legislation’s purpose and a listing of those entities both in support of and against the proposed legislation. The City may enter into alliances with other entities to promote common goals.

6.5 Proclamations

Ceremonial proclamations are often requested of the City in recognition of an event or individual. Proclamations are not statements of policy but a manner in which the city can make special recognition of an event (e.g., Recycling Week) or individual. As part of his/her ceremonial responsibilities, the Mayor is charged with administration of proclamations. Individual Council Members do not issue proclamations. Proclamations can be sent to the requestor or presented at a City Council meeting as arranged with the requesting body and at the Mayor’s discretion.

7.0 Interaction with City Staff

7.1 Overview

City Council policy is implemented on a daily basis through staff. Therefore, it is critical that the relationship between Council and staff be well understood by all parties so that policies and programs may be implemented successfully. The City of Sutter Creek has a long tradition of positive relationships between members of the City Council and staff. To maintain these effective relationships, it is important that roles are clearly recognized.

7.2 Council-Manager Form of Government

Like most California cities, Sutter Creek has adopted a City Council-City Manager form of government. The Council appoints a City Manager to implement policy, enforce its laws, to direct the daily operations of city government, and to prepare and monitor the municipal budget. The Municipal Code specifies roles and responsibilities and requires that Council Members work through the City Manager in dealing with City staff unless simply requesting information from department heads or other staff members. The City Manager is responsible to the City Council as a body rather than to individual Council Members.

7.3 Council-Manager Relationship

The employment relationship between the City Council and City Manager reflects the fact that the City Manager is the chief executive officer of the City. The City Manager has an employment agreement with the City Council. Regular communication between the City Council and City Manager is important in maintaining effective interpersonal relations. All dealings with the City Manager, whether in public or private, should be consistent with the authority of the City Manager in administrative and personnel matters. Council Members should avoid situations that can result in City staff being directed, intentionally or unintentionally, by one or more members of the City Council. Further, Council Members should avoid involving themselves in matters regarding individual City employees or related affairs.

The City Council evaluates the City Manager's performance on a regular basis to ensure that both the City Council and City Manager are in agreement about organizational performance and priority goals that are based on mutual trust and common objectives.

As in any professional relationship, it is important that the City Manager keep the City Council informed. The City Manager respects that the final responsibility for establishing the policy direction of the City is held by the City Council. The City Manager communicates with City Council in various ways. In addition to the formal Council meetings, there are periodic briefing meetings with individual Council Members and written memoranda and email. Communication must be undertaken in such a way that all Council Members are treated similarly and kept equally informed. It is also important that the Council provide ongoing feedback, information and perceptions to the City Manager including responses to written communications and surveys requesting feedback.

7.4 City Manager Code of Ethics

The City Manager is subject to a professional code of ethics that binds the City Manager to certain practices that are designed to ensure his or her actions are in support of the City's best interests. Violations of such standards can result in censure.

7.5 City Council-City Attorney Relationship

The City Attorney is the legal advisor for the Council, City Manager and departments. The general legal responsibilities of the City Attorney are to: 1) provide legal assistance necessary for formulation and implementation of legislative policies and projects; 2) represent the City's interest, as determined by the City Council, in litigation, administrative hearings, negotiations and similar proceedings; 3) prepare ordinances, resolutions, contracts and other legal documents to best reflect and implement the purposes for which they are prepared; and 4) keep City Council and staff apprised of court rulings and legislation affecting the legal interest of the City. It is important to note that the City Attorney does not represent individual members of Council, but the City Council as a whole.

7.6 Roles and Information Flow

7.6.1 Objectives: It is the intent of staff to ensure Council Members have free and easy access to information from the City and to ensure that such information is communicated completely, with candor and without bias. Individual Council Members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, or executing department priorities without the prior knowledge and approval of the City Council as a whole. This is necessary to protect staff from undue influence and pressure from individual Council Members, and to allow staff to execute the priorities given by management and the Council as a whole without fear of reprisal.

7.6.2 Council roles: The full City Council retains power to accept, reject, amend, influence, or otherwise guide and direct staff actions, decisions, recommendations, service levels, work loads and schedules, departmental priorities, and the performance of City business. If a Council Member wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of staff, that member must prevail upon the Council to do so as a matter of Council policy.

Should a Council Member become dissatisfied about a department, he/she should always talk it over with the City Manager, not the department head. Concerns about a department head must be taken to the City Manager only. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. As with your Council colleagues, practice civility and decorum in all interactions with City staff. Never publicly criticize an individual employee. Criticism is differentiated from questioning facts or the opinion of Staff. All critical comments about staff performance should only be made to the City Manager through private correspondence or conversation.

7.6.3 Access to Information: Individual Council Members as well as the Council as a whole shall receive the full cooperation and candor of staff in being provided with any requested information. The City Manager or appropriate staff will inform council when a critical

or unusual event occurs about which the public would be concerned.

To assist the City Manager in his or her ability to monitor the flow of information, requests for information are best tracked if submitted in writing, either in memorandum form or through email. And to ensure proper responsiveness, Council Members are to “cc” both the department head and the City Manager on all correspondence with staff.

There are limited restrictions when information cannot be provided. Draft documents (e.g., staff reports in progress, administrative draft EIRs) under review are not available for release until complete and after review by city management. In addition, there are legal restrictions on the City’s ability to release certain personnel information even to members of the City Council. Certain aspects of Police Department affairs (access to restricted or confidential information related to crimes) may not be available to members of the Council.

City Council Members have a responsibility in this information flow as well. It is critical that they make use of staff reports and commission minutes. Council Members should come to meetings well prepared – having read staff reports and attachments, and requesting in advance any necessary and available information from staff. If a Council Member has questions on an agenda item, that member should preferably contact staff prior to the meeting in order to allow staff time to research a response for the meeting.

7.6.4 Staff roles: The Council recognizes the primary functions of staff as serving the community, executing Council policy and actions and in keeping the Council informed. Staff is obligated to take guidance and direction only from the Council as a whole or from the appropriate management supervisors. Staff is directed to report to the City Manager any attempts by individual members of the Council to unduly direct or otherwise pressure them into making, changing or otherwise influencing recommendations.

City staff will make every effort to respond in a timely and professional manner to all requests made by individual Council Members for information or assistance; provided that, in the judgment of the City Manager, the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned to staff through the direction of the full City Council. If a request by an individual Council Member is determined by the City Manager to take one hour or more of staff time to complete, that request may be included on the formal Council agenda for full Council discussion.

7.7 Dissemination of Information

In Cases where a staff response to an individual Council Member request involves written materials that may be of interest to other Council Members, the City Manager will provide copies of the material to all other Council Members. In making this judgment, the City Manager will consider whether the information is significant, new, otherwise not available to the Council or of interest to the Council.

7.8 Magnitude of Information Request

Any information, service-related request, or revised policy position perceived as necessary

by individual Council Members, and that cannot be fulfilled based on the above guidelines, should be submitted by the individual Council Member in writing to the Council as a whole. When raised at a Council meeting, the full Council can decide whether and when to agendaize the request for further consideration. The City Manager will seek necessary clarification as to whether the Council desires staff research or a report prepared; and, if so, the relative priority that should be given to such a request in light of other priorities and potential workload impacts.

7.9 Staff Relationship with Advisory Bodies

Staff support and assistance is typically provided to commissions and task forces. However, advisory bodies do not have authority over City employees. While staff may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and ultimately the City Manager and City Council. The Members of the commission/board/committee are responsible for the functions of the advisory body, and the chairperson is responsible for committee compliance with City policies and practices.

Staff support often includes preparation of an agenda and its posting in compliance with the Brown Act. Staff may also prepare reports providing background on the issue, alternatives, a recommendation, and appropriate backup materials, if necessary. Advisory body members should have sufficient information to reach decisions based upon a clear explanation of the issues. The assigned staff person may serve as secretary, taking minutes as needed. Staff members are to assist the advisory body chair to ensure appropriate compliance with state and local laws and regulations.

It is important that advisory bodies wishing to communicate recommendations to the City Council do so through approved Council agenda procedures. In addition, if a commission wishes to correspond with an outside agency, that correspondence will be prepared by staff for review by the City Manager and possible approval by the City Council. Individuals who would like staff to perform research or for the commission to review a particular issue must gain the approval for such a request from the full City Council before any work is planned or done. The annual work plan for the City's commission is determined by the City Council at its priority-setting that precedes the adoption of the fiscal year budget.

7.10 Restrictions on Political Involvement by Staff

Local governments are non-partisan entities. Professional staff, as reflected within the principles of the Council-Manager form of government, formulates recommendations in compliance with Council policy and for the good of the community and is not influenced by political factors. For this reason, it is very important to understand the restrictions of staff in any level of political involvement through campaigns, fund-raisers, or other means.

By working for the City, staff members do not surrender rights to be involved in local elections. Indeed, laws are in place to preserve those rights. However, there are limitations to such involvement. Different restrictions apply to management and to general employees.

General employees have no restrictions while off the job. No participation in campaigns or other activities may take place while on the job. No City resources may be used by staff in support of any campaign. Even while off the job, no employee may participate in campaign or other activities in City uniform. For example, posing for a promotional photograph for a candidate for

local office while in uniform is inappropriate. The support of the City Council in these matters is requested. A Council Member asking staff to sign petitions or similar items can similarly create an awkward situation.

For management staff, the City Manager strongly discourages any involvement in a local campaign even while on personal time. Such involvement could erode the tenet that staff is to provide an equal level of service to all members of the City Council. The City Manager specifically prohibits any political involvement in local campaigns by department heads.

8. Support provided to City Council

8.1 Staff Support

Sensitivity to the workload of support staff members in the City Manager's Office is appreciated. Should requested tasks require significant time commitments, prior consultation with the City Manager is requested.

8.2 Office Equipment

E-mail and other technologies facilitate efficient communication by Council Members. However, their use also raises important legal issues to which Council Members must pay special attention. First, the Brown Act prohibits members from using "technological devices" to develop a concurrence by a majority regarding an action to be taken by the Council. "Technological devices" under the Brown Act include phones, faxes, computer email, public access cable TV and video. Council Members should not use e-mail, faxed or phones for communicating with other Council Members in order to develop a majority position on any particular issue that may come before the full Council. Particular caution is advised when using or responding to email.

Second, be aware that most emails sent by Council Members probably are public records under the Public Records Act. Even though it does not create paper, sending email is more similar to mailing a letter than placing a telephone call. The information in the email is stored on the computer network until deleted, and may continue to exist on the network's back-up systems even after being deleted. As a result, emails can become records of the City maintained in the course of business, and thus available for public disclosure under the Public Records Act.

Finally, the City's email system is intended for the conduct of official business, and not for political reasons.

8.3 Mail, Deliveries

Members of the City Council receive a large volume of mail and other materials from the public, private interests and staff. The City Clerk's Office staff maintains a mailbox for each member. Meeting agenda materials are available for pick up Friday evening at 5:30pm and are posted on the City's website. Members are encouraged to return unwanted reports and documents to staff for distribution to the public or for recycling.

8.4 Financial Matters

8.4.1 Council Compensation

State law and Municipal Code provide for modest compensation to members of the City Council. State law limits an increase in City Council salaries to 5% per year, effective only following the next election after adoption. Currently, Council Members receive a stipend of \$240 per month (the mayor receives \$300 per month).

8.4.2 Expenditure Allowance

The annual city budget may include limited funding for members to undertake official City business. Eligible expenses include travel for attendance at conferences or educational seminars, and the purchase of publications and annual subscriptions. Travel expense reimbursement for meals does not allow reimbursement for alcohol. Donations to organizations are not eligible nor are meals for individuals other than Council Members. Available funds are disbursed on a first come first served basis, with the Mayor and City Manager monitoring expenses during the year.

8.4.3 Expenditure Guidelines

It is important to note that any expense must be related to City affairs. Public property and funds may not be used for any private or personal purpose. Courts have ruled that this prohibition includes personal political purposes. For example, reimbursement could not be allowed to pay for meals at a meeting designed to discuss political or campaign strategies. It is also inappropriate for City funds to pay for a meal or other expenses of a private citizen.

City budgetary practices and accounting controls apply to expenditures within the City Council budget. Reimbursement requests should be made through the City Manager's Office monthly with receipts. Expenditure records are public information. Questions arising as to the proper application or interpretation of the adopted policy will result in the City Manager conferring with the Mayor.

9.0 Conflicts & Liability

9.1 Conflict of Interest

State laws are in place to prevent an action by a Council Member that would or may constitute a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest. At any time, a Member believes a potential for conflict of interest exists, he/she is encouraged to consult with the City Attorney or private legal counsel for advice. Staff may also request an opinion from the City Attorney regarding a member's potential conflict. Laws that regulate conflicts are very complicated. Violations may result in significant penalties including criminal prosecution.

There are two primary laws that govern conflicts of interest for public officials in California – the Political Reform Act and Government Code §1090. In general terms, the Political Reform Act prohibits a public official from having a financial interest in a decision before the official; §1090 prohibits a public official from having an interest in government contracts.

The Political Reform Act prohibits public officials from making, participating in, or in any way attempting to use their official position to influence a governmental decision in which they know, or have reason to know, that they have a financial interest. Therefore, if a public official has a conflict of interest, the official must disqualify himself or herself from acting on or participating in the decision before the City. Once a year Council Members and certain staff are required to file statement of economic interests.

Government Code §1090 is similar to the Political Reform Act, but applies only to City contracts in which a public official has a financial interest. The financial interests covered by §1090 are different from those in the Political Reform Act. A Member having an interest in a contract may preclude the City from entering into the contract at all. In addition, the penalties for violating §1090 are severe. If a Council Member believes that he or she may have any financial interest in a contract that will be before the Council, the Member should immediately seek advice from the City Attorney or the Member's personal attorney.

There are a number of other restrictions placed on Council actions that are highlighted in the League of California Cities' *Guide*. Such restrictions include prohibitions on secrecy and discrimination as well as assurance that all city funds are spent for public purposes. Violations of these restrictions may result in personal liability for individual Council Members.

9.2 City Attorney Advice

The City Attorney has an affirmative duty to protect the City and City Council from conflicts of interest wherever possible. It is critical to note that while the City Attorney can render advice on the interpretation of State laws and regulations on conflict matters, such advice is solely and interpretation of the law. The only authority that can provide binding interpretations on such matters is the State Fair Political Practices Commission (FPPC). Members or the full Council may also solicit opinions on such matters directly from the FPPC; however, such opinions often take time to develop and may not readily respond to urgent matters. It is important to note that the City Attorney does not represent individual members of Council, but the City Council as a whole.

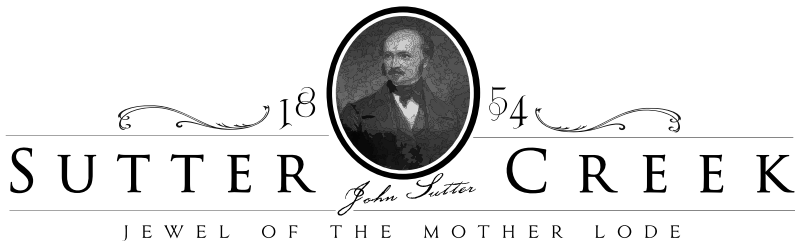
9.3 Conflict of Interest Forms

Annual disclosure statements are required of all Council Members, designated commissioners and senior staff which indicate potential conflicts of interest including sources of income, ownership of property and receipt of loans and gifts. Council Members and the City Manager often serve on the governing board of other agencies as a result of their positions. These agencies also require submittal of disclosure forms. These forms require information including income, loans, receipt of gifts, and interest in real property among other items.

9.4 Liability

The City is a large institution offering a variety of services and may occasionally find itself subject to legal actions through lawsuits. For example, those involved in automobile accidents sometimes choose to take actions against a City since the accident occurred on a City roadway. The City must always approach its responsibilities in a manner that reduces risk to all involved; however, with such a wide variety of high-profile services all risk cannot be eliminated. The City belongs to an agency with other governments to manage insurance and risk activities

It is important to note that violations of certain laws and regulations by individual members of the City Council may result in that member's being personally liable for damages which would not be covered by the City's insurance. Examples may include discrimination, harassment or fraud.



MEETING DATE: MARCH 18, 2024
TO: CITY COUNCIL
FROM: ERIN VENTURA, PLANNING CONSULTANT
SUBJECT: SUTTER CREEK HOUSING ELEMENT ANNUAL PROGRESS REPORT- 2023

INFORMATION REPORT:

1. This report will be filed with HCD

BACKGROUND:

Local jurisdictions are required to submit a Housing Element Annual Report (APR) to the Governor's Office of Planning and Research (OPR) and the Housing and Community Development (HCD) by April 1 of each year. The report provides information to the State, and the public, on the implementation of the Housing Element and progress toward our Regional Housing Needs Allocation numbers.

APRs must be presented to the local legislative body for its review and acceptance, usually as a consent or discussion item on a regular meeting agenda. The APR is scheduled to be reviewed by the City Council on March 18, 2024.

DISCUSSION:

Staff prepared the Sutter Creek Housing Element APR for the year 2023. The 6th Cycle Housing Element was adopted at the end of 2023, and many of the programs have not yet been implemented (Table D). As staff availability and budget are available, programs will be implemented throughout the Housing Cycle.

In 2023 the City permitted or entitled 50 units (4 Single family homes and 46 multifamily units) and completed 1 single family home (Table A2). The City is on track to meet its RHNA for below market rate housing.

BUDGET IMPACT:

There is no budget impact directly. The APR recommends implementation of programs that may have budget impacts that will be addressed in each annual City budget.

Please Start Here

General Information	
Jurisdiction Name	Sutter Creek
Reporting Calendar Year	2023
Contact Information	
First Name	Erin
Last Name	Ventura
Title	Contract Planner
Email	eventura@haugebrueck.com
Phone	2092675647
Mailing Address	
Street Address	18 Main Street
City	Sutter Creek
Zipcode	95685

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

[Click here to download APR Instructions](#)

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

v_2_15_24

Optional: This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

Optional: Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is reopened.

Optional: This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Link to the online system: <https://apr.hcd.ca.gov/APR/login.do>

Toggles formatting that turns cells green/yellow/red based on data validation rules.

Submittal Instructions

Please save your file as Jurisdictionname2023 (no spaces). Example: the city of San Luis Obispo would save their file as SanLuisObispo2023

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

1. Online Annual Progress Reporting System - Please see the link to the online system to the left. This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.*

2. Email - If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

Jurisdiction	Sutter Creek	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	09/15/2021 - 09/15/2029

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		4
Total Units		4

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	0	4	1
2 to 4 units per structure	0	0	0
5+ units per structure	46	0	0
Accessory Dwelling Unit	0	0	0
Mobile/Manufactured Home	0	0	0
Total	46	4	1

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	4	4
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	0
Number of Proposed Units in All Applications Received:	0
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions - Applications	
Number of SB 35 Streamlining Applications	0
Number of SB 35 Streamlining Applications Approved	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 35 (2017)	0	0

Ministerial and Discretionary Applications	# of Applications	Units
Ministerial	0	0
Discretionary	0	0

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	55
Sites Rezoned to Accommodate the RHNA	0

Jurisdiction	Sutter Creek	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	09/15/2021 - 09/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

[illegible]

[illegible]

[illegible]

Jurisdiction	Sutter Creek
Reporting Year	2023 (Jan. 1 - Dec. 31)
Planning Period	6th Cycle 09/15/2021 - 09/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1		2									3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 12/31/2018-09/14/2021	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	15	-	-	-	-	-	-	-	-	-	-	-	15
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	
Low	Deed Restricted	12	-	-	-	-	-	-	-	-	-	-	-	12
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	
Moderate	Deed Restricted	13	-	-	-	-	-	-	-	-	-	-	-	13
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	
Above Moderate		34	7	1	1	4	-	-	-	-	-	-	13	21
Total RHNA		74												
Total Units			7	1	1	4	-	-	-	-	-	-	13	61
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5		2021	2022	2023	2024	2025	2026	2027	2028	2029	6	7
		Extremely low-income Need											Total Units to Date	Total Units Remaining
Extremely Low-Income Units*		8		-	-	-	-	-	-	-	-	-	-	8

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

VLI Deed Restricted

VLI Non Deed Restricted

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction		Sutter Creek	
Reporting Year		2023	(Jan. 1 - Dec. 31)
Table D			
Program Implementation Status pursuant to GC Section 65583			
<div>Housing Programs Progress Report</div> <div>Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.</div>			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Program 1: Countywide Housing Working Group	<ul style="list-style-type: none"> Amador County, and the Cities of Amador City, Lone, Jackson, Plymouth, and Sutter Creek to establish a Countywide Housing Working Group, including one representative from each jurisdiction's Planning Department, by February 2024 to discuss and implement housing strategies. The Countywide Housing Working Group shall meet on a regular basis. Each jurisdiction shall annually evaluate the effectiveness of the CHWG in the implementation of programs. If the CHWG is determined to be ineffective in implementing any of the programs, each jurisdiction shall identify alternative actions to facilitate the implementation of relevant programs. 	Feb-24	The working group will be established by Spring 2024

Program 2: Housing Element Monitoring/Annual Reporting	Review the Housing Element annually and provide opportunities for public participation, in conjunction with the submission of the Annual Progress Report to the State Department of Housing and Community Development by April 1st of each year.	Annually	Annual Reports will be prepared by staff in March annually. The report will be reviewed by the Planning Commission and City Council during public meetings.
Program 3: Adequate Sites	<ul style="list-style-type: none"> ● Each jurisdiction shall develop a formal ongoing procedure to evaluate development proposals, rezones, and other land use decisions and update the inventory and capacity of sites by income groups as necessary by the end of 2023. ● Each jurisdiction to work with the Amador-Tuolumne Community Action Agency (ATCAA) and private developers on an ongoing basis to find suitable sites for affordable housing and special needs groups, including extremely low income, transitional, supportive, and single heads of households housing with an emphasis on prioritizing housing opportunities in higher resource areas. 	Annually	Implementation in progress and ongoing. The Housing Element includes a citywide inventory of potential infill sites. The inventory list contained in the Housing Element is available at the Community Development Department offices and at Sutter Creek City Hall counter, and is posted on the City's website, www.cityofsuttercreek.org . The inventory was updated at the time the Housing Element is updated. Between updates of the Housing Element, City staff will maintain a database of the housing inventory, and vacant or infill sites with modifications entered each time a building permit or use permit is approved. The Planning staff will post the database on the City website and make available at the City Hall and Community Development counters.

Program 3: Adequate Sites	<ul style="list-style-type: none">●Each jurisdiction to maintain adequate sites to accommodate the RHNA throughout the 6th Cycle pursuant to Government Code Section 65863 (No Net Loss Law): Sutter Creek: 15 very low, 12 low, 13 moderate, and 34 above moderate income units●The Zoning Code for each jurisdiction shall be updated to allow residential use by right for housing developments in which at least 20 percent of the units are affordable to lower income households for: 1) lower income sites that are vacant and have been included in the inventory from two or more consecutive planning periods, and 2) lower income sites that are underutilized (nonvacant) and have been included in the inventory from a prior planning period consistent with the requirements of Government Code Section 65583.2. The attachment to the Annex for each jurisdiction identifies lower income sites that have been included in prior Housing Elements.	Annually	Zoning Ordinance was updated in Fall 2023.
----------------------------------	---	----------	---

Program 4: Accessory Dwelling Units, Junior Accessory Dwelling Units, and SB9 Units	<p>Amador County, Amador City, Jackson, Plymouth, and Sutter Creek to update their codes to allow ADUs, JADUs, and SB 9 units, as applicable, consistent with the requirements of State law by July 2024.</p> <ul style="list-style-type: none">• Housing Working Group to coordinate development of a Countywide web page by September 2024 to promote ADU and SB 9 opportunities to interested residents that includes examples of successful ADU projects, an ADU resource guide, and links to the ADU and SB 9 requirements for each jurisdiction.• Each jurisdiction shall provide technical and resource guides online, including lot split provisions per SB 9 by December 2023.• Each jurisdiction shall conduct outreach and education on ADU and SB 9 options and requirements to homeowners and Homeowners' Associations on an annual basis (2023-2029) to expand opportunities throughout the jurisdiction, with an emphasis on outreach to homeowners' associations and property owners in higher opportunity areas within each jurisdiction.	Various	<p>Once the working group is formed, workshop and handout materials can be prepared to be presented at Planning Commission meetings and available for the public online or at City Hall.</p>
--	--	----------------	---

Program 4: Accessory Dwelling Units, Junior Accessory Dwelling Units, and SB9 Units	<ul style="list-style-type: none">• Each jurisdiction shall pursue State funding available to assist lower- and moderate income homeowners in the construction of ADUs on an annual basis (2024, 2026, 2028).• Each jurisdiction shall provide financial assistance to qualified property owners to build ADUs when State funds (such as CalHOME) or other funds are available on an ongoing basis.• By December 2025, assess each jurisdiction's progress in ADU construction; evaluate incentives to further promote ADUs if construction goals are not met.• Sutter Creek: 5 ADUs/JADUs	Various	Planning staff will pursue State funding by December 2024. If funding is available staff will provide assistance to qualified homeowners.
Program 5: Affordable Housing Land Acquisition	<p>Amador Countywide:</p> <ul style="list-style-type: none">• Countywide Housing Working Group to work with the Amador-Tuolumne Community Action Agency (ATCAA) and private developers to identify potential suitable affordable housing sites for land acquisition on a regular basis. <p>Each Jurisdiction:</p> <ul style="list-style-type: none">• Individual jurisdictions to evaluate sites identified by the Countywide Housing Working Group to determine site acquisition feasibility, and work with for-profit and nonprofit resources as necessary to obtain such lands.	Ongoing	The working group will meet on this in 2024.

Program 5B: Homeless Services Coordination	<ul style="list-style-type: none"> Countywide, by 2027, work with developers and service providers to provide 30 new shelter or transitional housing beds, with at least 2 beds provided apiece in Amador City and Plymouth, 3 beds provided apiece in Lone, Plymouth, and Sutter Creek, and 10 beds provided apiece in Jackson and the unincorporated County. Beginning in 2024, Housing Working Group shall coordinate annually with the administration, Police Department, and Planning staff of each jurisdiction has information available regarding services for the homeless and at-risk population. 	Dec-27	Not yet implemented
Program 6: Affordability Targets	NA	NA	NA
Program 7: Historically Significant Structures	Coordinate the rehabilitation and adaptive reuse of at least 1 historically significant structures as appropriate on an ongoing basis by December 2027.	Ongoing	Implemented, November 2023. The Design Review Committee reviewed renovation plans for a historical home on Main Street within our Historical Downtown District. Extra attention was given to make sure that the renovations were in keeping with the existing character of the home and period.

Program 8: Neighborhood Beautification and Housing Rehabilitation	<ul style="list-style-type: none">● Countywide Housing Working Group to identify funding sources for housing rehabilitation, weatherization, energy-efficient improvements, emergency repair, and wildland urban interface/fire hardening on an annual basis.o Housing Working Group to coordinate with individual jurisdictions to determine if available funding should be sought at the regional level or by individual jurisdictions.o Housing Working Group to coordinate with individual jurisdictions to identify a single entity to assist in the implementation of housing rehabilitation programs in order to provide efficient and effective assistance throughout the County.o Potential funding sources include USDA Section 504 Home Repair, Community Development Block Grant (CDBG), HOME, and CalFIRE Wildfire Prevention Grant programs.	Annually	As staff availability provides, the City will pursue funding.
--	---	-----------------	--

Program 8: Neighborhood Beautification and Housing Rehabilitation	<ul style="list-style-type: none">• Individual jurisdictions to promote the available housing rehabilitation, energy efficiency, accessibility, and home improvement programs on each jurisdiction's website, through social media, and by way of handouts available at the public counter as well as through the local real estate community by June 2023.• Individual jurisdictions to continue to respond to code complaints as complaints are received.• Each jurisdiction's Planning Department shall work with property owners, residents, and Homeowner Associations to ensure safe and decent housing. Staff will identify concentrations of housing in need of repair and multifamily developments in need of significant repair and connect property owners with resources for rehabilitation and junk removal on an ongoing basis.	Annually	As staffing is available, additional outreach will be completed.
Program 8: Neighborhood Beautification and Housing Rehabilitation	<ul style="list-style-type: none">• Secure funding, either individually or Countywide, for rehabilitation, improvement, and/or emergency repair of housing: Sutter Creek: 3 extremely low, 3 very low, and 2 low income units to determine if available funding should be sought at the regional level or by individual jurisdictions.	Annually	As staff availability provides, the City will pursue funding.

Program 9: Affordable and Special Needs Housing Assistance and Incentives	<p>Countywide Housing Working Group will review available funding sources for housing affordable to extremely low, very low, low, and moderate income households and housing for special needs groups at least twice each year.</p> <ul style="list-style-type: none">• Countywide Housing Working Group will actively pursue federal, State, County and private funding sources that are available at the regional level and to determine the feasibility of developing a Regional Affordable Housing Trust Fund.• Countywide Housing Working Group will proactively reach out annually to affordable housing providers and special needs housing providers, including homeless service providers interested in constructing extremely low income housing, emergency shelters, transitional housing, and supportive housing, agricultural worker housing providers, senior and disability housing providers, and providers serving large families and/or single heads of household with children to assist in identifying appropriate sites for development and connecting providers with assistance, including fundings and incentives for housing.	Annually	Not yet implemented
--	--	-----------------	----------------------------

Program 9: Affordable and Special Needs Housing Assistance and Incentives	<ul style="list-style-type: none">• Each jurisdiction within Amador County to actively pursue federal, State, and private funding sources for affordable housing as a means of leveraging local funds and maximizing assistance, and also support developers in securing outside funding sources. If multiple projects are proposed for funding, jurisdictions shall prioritize projects that improve very low/low income access to the most resources and most positive environmental, educational, economic, and transportation outcomes.• Amador County to actively pursue federal, State, or other funding sources to assist developers and property owners in meeting the State's wildfire safety standards for residential and mixed uses in the Very High Fire Hazard Severity Zone.• If interest in affordable or special needs housing exceeds federal, State, and private funding resources for affordable housing, prioritize assisting projects located in TCAC highest resource areas.	Annually	Not yet implemented
--	---	-----------------	----------------------------

Program 9: Affordable and Special Needs Housing Assistance and Incentives	<ul style="list-style-type: none">• By December 2024, each jurisdiction shall identify a menu of incentives, including permit streamlining, reduced or deferred development fees, ministerial review of minor lot line adjustments, technical assistance to acquire funding, and modification of development requirements through Planned Development overlays or similar provisions for affordable and special needs housing. Incentives shall be specifically identified for extremely low income housing, which may include adopting priority processing, granting fee waivers or deferrals, modifying development standards, and granting concessions and incentives. Sutter Creek and Plymouth shall also identify reduced or deferred fees for deed-restricted moderate income housing.• Each jurisdiction to promote affordable and special needs housing, as well as a variety of housing types, when reviewing and implementing Planned Development, Specific Plan, and any large-scale projects to ensure new residential development provides for a variety of housing types and affordability levels.	Annually	Not yet implemented
--	--	-----------------	----------------------------

Program 9: Affordable and Special Needs Housing Assistance and Incentives	<ul style="list-style-type: none">● To promote and incentivize affordable and special needs housing, each jurisdiction shall annually email regional affordable housing developers and nonprofits the menu of incentives, the inventory of sites for very low and low income housing, a list of available financial resources, and the jurisdiction's dedicated contact to discuss affordable housing opportunities.● In conjunction with other programs promoting affordable housing and reducing barriers to a variety of housing types, approve and permit development of new affordable and special needs units as follows: Sutter Creek: 8 extremely low, 7 very low, and 12 low income units	Annually	Not yet implemented
--	---	-----------------	----------------------------

Program 10: Preservation of Existing Affordable Housing	<ul style="list-style-type: none">• Annually monitor each jurisdiction's affordable housing stock to ensure that deed-restricted units are preserved.• Should any of the assisted properties become at risk of converting to market rate, the jurisdiction(s) will work with property owners, interest groups, and the State and federal governments to ensure compliance with State law and implement the following:<ul style="list-style-type: none">o Technical Assistance: Provide technical assistance where feasible to public and non-profit agencies interested in purchasing and/or managing units at risk.o Preservation Programs: Provide information to owners of at-risk properties regarding rehabilitation assistance and/or mortgage financing in exchange for extending affordability restrictions.o Tenant Education: Hold public hearings upon receipt of any Notice of Intent to Sell or Notice of Intent to Convert to Market Rate Housing, pursuant to Section 65863.10 of the Government Code and provide tenant education on housing rights• Retain all assisted multifamily housing (lone – 43 units, Jackson – 258 unit, and Sutter Creek – 34 units)	Annually	Staff will monitor affordable housing stock.
--	---	-----------------	---

Program 11: Preserve Multifamily and Mobile Home Opportunities	<ul style="list-style-type: none">● Update the code by December 2025 to establish provisions addressing the conversion or demolition of multifamily rental housing and mobile home parks with the intent of retaining multifamily units (701 units as identified in Background Report Table II-25) and mobile homes (1,432 units as identified in Background Report Table II-25) in all jurisdictions and assisting any households subject to relocation due to a multifamily or mobile home park demolition or conversion. The provisions shall address:<ul style="list-style-type: none">o Identification of affected households by income, household size, and special housing needso Notification to households at least 6 months prior to a required move-out date.o Assistance to all lower income and special needs households in identifying affordable housing opportunities.	Dec-25	Not yet implemented
---	--	---------------	----------------------------

Program 11: Preserve Multifamily and Mobile Home Opportunities	<ul style="list-style-type: none">o Moving costs to all affected households.o Rental assistance for a minimum period of time to all lower income households who are not able to procure housing that is affordable to their income group (extremely low, very low, low).o Option for all affected households to receive priority for any new or rehabilitated housing built on the same site within 3 years of move-out.	Dec-25	Not yet impletmented
---	--	---------------	-----------------------------

<p>Program 12: Fair Housing Services</p>	<ul style="list-style-type: none"> • As a means of furthering fair housing education and outreach in the community, each jurisdiction in Amador County will advertise the fair housing program through placement of fair housing information brochures on their websites, at the public counters, and in the local library(ies) by December 2023. • Each jurisdiction to provide an annual outreach event to promote fair housing and to educate the community, landlords, and real estate professionals regarding fair housing requirements. • Each jurisdiction shall continue to provide referrals to CDFEH and HUD and any locally designated providers on an ongoing basis, including promoting fair housing practices, review and enforcement assistance with fair housing complaints, and education to housing providers. 	<p>Dec-23</p>	<p>Not yet implemetned as the Housing Working Group has not yest been estabilished.</p>
<p>Program 12: Fair Hosuing Services</p>	<ul style="list-style-type: none"> • Housing Working Group to coordinate with ATCAA in 2023/2024 to determine if ATCAA can offer fair housing services to all County residents. If ATCAA cannot offer fair housing services, the Housing Working Group to contact fair housing advocates to identify interest in providing fair housing services to the County and identify a single Countywide point of contact for fair housing concerns by the end of 2024. 	<p>Dec-24</p>	<p>Not yet implemented.</p>

Program 13: Affirmatively Further Fair Housing	Implement measures to affirmatively further fair housing on an ongoing basis, and as further outlined in Table 1.	Annually and ongoing	Not yet implemented.
Program 14: Affordable Housing Resources for Renters and Owners	<ul style="list-style-type: none">• Develop an outreach program by December 2024 to connect lower income residents and the lower income workforce with new rental and ownership opportunities and access to resources for home ownership, housing rehabilitation, fair housing, temporary and long-term assistance in the event of a disaster, and other housing assistance programs as those become available, promoting fair housing choice and access to safe and decent housing within the community. Information shall be provided on each jurisdiction's website and social media channels, via announcements at the Board of Supervisors and City Council meetings, at the public counters, and in the local library(ies).• Update outreach program materials at least annually to reflect correct contacts and program information.	Dec-24	Not yet implemented

Program 15: Adopt a Reasonable Accommodation Procedure for Housing	<ul style="list-style-type: none">● Amador County, Amador City, Jackson, Plymouth, and Sutter Creek: Review and amend the Municipal Code a necessary to provide individuals with disabilities reasonable accommodation (in full compliance with Senate Bill 520) in rules, policies, practices, and procedures that may be necessary to ensure equal access to housing by December 2023. Include the following information:<ul style="list-style-type: none">o Providing notice to the public of the availability of an accommodation process. The notice will be provided at all counters where applications are made for a permit, license, or other authorization for siting, funding, development, or use of housing.o Procedures for requesting reasonable accommodation, including preparation of a Fair Housing Accommodation Request form and designating the appropriate individual, committee, commission, or body responsible for acting on requests.	Dec-23	Partially implemented. Chapter 18.58- Accommodations of Persons with Disabilities was added to the Municipal Code in November 2023.
---	---	---------------	--

Program 15: Adopt a Reasonable Accommodation Procedure for Housing	<p>o Review procedures for requests for reasonable accommodation, including provisions for issuing a written decision within 30 days of the date of the application.</p> <p>o Criteria to be used in considering requests for reasonable accommodation.</p> <p>o Appeal procedure for denial of a request for reasonable accommodation. The procedure should establish that there is no fee for processing requests for reasonable accommodation or for appealing an adverse decision related to a request for reasonable accommodation.</p> <ul style="list-style-type: none">• All Jurisdictions: Create a public information brochure on reasonable accommodation for disabled persons and provide that information on each jurisdiction's website.	Dec-23	Public information and brochures have not yet been provided.
---	--	---------------	---

Program 15B: Smoke-free Multi-unit Housing	<ul style="list-style-type: none">● In 2024, review methods to reduce exposure to second-hand smoke in multi-unit and mixed use residential projects and identify at least three methods for implementation in 2025-2029. Methods may vary from jurisdiction to jurisdiction and may include:<ul style="list-style-type: none">o Consideration of a smoke-free ordinance, encouraging compliance through education, signage requirements, and property manager actions rather than police, fines, or evictions.o Targeted education to landlords and tenants on the benefits of a smoke-free housing policy.o Targeted outreach to landlords with resources including language to include in leases, assistance available to purchase signage, and local resources for residents who want to quit tobacco.	Dec-24	Not yet implemented
---	--	---------------	----------------------------

Program 16: Federal Voucher Program	<ul style="list-style-type: none">● Countywide Housing Working Group to contact the Stanislaus County Regional Housing Authority (StanCoHA) and ATCAA annually to invite StanCoHA to attend a meeting and provide information regarding the number of vouchers issued within the county, to identify opportunities to access additional assistance programs, including the Family Unification Program, currently unavailable in Amador County, to determine if additional vouchers may become available, and to identify if there are unused vouchers that should be advertised to County residents.● If vouchers are available to Amador County residents or the waitlist opens up, the Countywide Housing Working Group shall coordinate outreach via each jurisdiction's website and announcements at the Board of Supervisors and City Council meetings.	Annually and ongoing	Not yet implemented
--	---	-----------------------------	----------------------------

Program 16: Federal Voucher Program	<ul style="list-style-type: none">●Continue to facilitate the use of the HCV and other Housing Authority and ATCAA programs throughout the County by advertising programs semiannually (double the current advertising schedule) on each jurisdiction's website, in community newsletters, and via each jurisdiction's social media accounts to reach a Countywide audience.●Conduct annual targeted education to landlords and tenants in the area of the County with the highest proportions of persons with disabilities and in areas with the highest resources.●Provide information on the availability of the Housing Choice Voucher Program on the County's and each jurisdiction's website and review information bi- annually to ensure contact information is correct.●Work with StanCoHA to increase the number of households receiving Housing Choice Vouchers by 5%.	Annually and ongoing	Not yet implemented
--	--	-----------------------------	----------------------------

Program 17: Development Code/Zoning Code Amendments	<p>Each jurisdiction to complete the following zoning and development amendments to its code to streamline definitions, encourage and support a variety of housing types, including special needs housing and affordable housing, by July 2024 (note: refer to Chapter III (Housing Constraints) for a detailed analysis of revisions required to each jurisdiction's code):</p> <ul style="list-style-type: none">o Definitions- Family (Amador County, Amador City, Sutter Creek): Define "family" and "household" to include unrelated members of a household who reside together, to not regulate the relationship of members, and to impose no restriction on the number of persons who may reside together as a family or household.	Jul-24	The definition of family was amended in September 2023.
--	--	---------------	--

Program 17: Development Code/Zoning Code Amendments	<p>o Low Barrier Navigation Centers (Amador County, Amador City, Jackson, Plymouth, and Sutter Creek): Define and permit low barrier navigation centers consistent with the requirements of Government Code Sections 65660 through 65668, including treating low barrier navigation centers as a by-right use in areas zoned for mixed use and in nonresidential zones permitting multi-family uses (if applicable).</p> <p>o Transitional and Supportive Housing (Amador County, Amador City, Jackson, Plymouth, and Sutter Creek): Revise as necessary to ensure that transitional and supportive housing are allowed in residential and mixed-use zones in accordance with Government Code Section 65583(c)(3), and to allow eligible supportive housing in zones where multi-family and mixed uses are permitted in accordance with Government Code Sections 65650 through 65656.</p>	Jul-24	Low barrier navigation centers and Transitional and Supportive housing were added to the Zoning Ordinance in September 2023.
--	---	---------------	---

Program 17: Development Code/Zoning Code Amendments	<p>o Special Needs Housing (Amador County, Amador City, Plymouth, and Sutter Creek): Revise as necessary to ensure that special needs housing is accommodated in accordance with California Health and Safety (HSC) Code Section 1566.3, which establishes requirements for residential facilities that serve six or fewer persons including that residential care homes serving six or fewer persons will be treated in the same manner as a residence of the same type and not be subject to additional standards (such as parking).</p> <p>o Persons with Disabilities - Group homes 7 or more persons (Amador County, Amador City, Lone, Jackson, Plymouth, and Sutter Creek): Permit these uses in all zones allowing residential uses with objectivity and only subject to the requirements of other residential uses of the same type in the same zone.</p>	Ongoing	Special Needs Housing was added to the Zoning Ordinance in September 2023.
--	--	----------------	---

Program 17: Development Code/Zoning Code Amendments	<p>o Employee Housing (Amador County, Amador City, Jackson, and Plymouth, and Sutter Creek): Ensure that employee housing serving six or fewer employees shall be deemed a single family structure and shall be treated subject to the standards for a single family dwelling in the same zone per requirements of Health and Safety Code Section 17021.5.</p> <p>o Farmworker Housing (Amador County, Jackson, Sutter Creek): Ensure that agricultural employee housing is allowed in zones that permit agricultural uses consistent with the requirements of Health and Safety Code Sections 17021.6 and 17021.8.</p> <p>o Farmworker Housing (Plymouth): Ensure that agricultural employee housing is allowed consistent with the requirements of Health and Safety code Section 17021.8.</p>	Jul-24	Employee Housing was added to the Zoning Ordinance in September 2023.
--	--	---------------	--

Program 17: Development Code/Zoning Code Amendments	<p>o Emergency Shelters: (Amador County, Amador City, Jackson, and Sutter Creek): Revise as necessary to ensure that emergency shelters are accommodated in accordance with the federal Religious Land Use and Institutionalized Persons Act and Government Code Section 65583, which requires each jurisdiction to identify one or more zoning districts where emergency shelters are allowed without a discretionary permit, including ensuring that emergency shelters are allowed in zones where residential uses are also permitted consistent with the requirements of Government Code Section 65583(a)(4)(H) and are defined consistent with Government Code Sections 65582 and 65583(a)(4)(C). Require sufficient parking to accommodate all staff working in an emergency shelter, provided that the standards will not require more parking for emergency shelters than other residential or commercial uses within the same zone.</p> <p>o Emergency Shelters: (Jackson): Revise to allow 25 beds within each emergency shelter.</p>	Jul-24	Emergency Shelters were added to the Zoning Ordinance in September 2023.
--	---	---------------	---

Program 17: Development Code/Zoning Code Amedments	<p>o Emergency Shelters (All jurisdictions): Update the definition of emergency shelter to be consistent with Government Code Section 65583(a)(4)(C) and ensure that emergency shelters are permitted ministerially when ancillary to permitted places of worship and churches.</p> <p>o Emergency Shelters (lone): Update the Zoning Code to allow emergency shelters in zones that allow residential use and that have vacant residential sites of at least 0.1 acre within ½-mile of services (school, transit, library, shopping and services), consistent with the requirements of Government Code Section65583(a)(4)(A) and (H), and remove emergency shelters as a permitted use in the M-1 and M-2 zones.</p>	Jul-24	The definition of Emergency Shelters was updated in the Zoning Ordinance in September 2023.
---	---	---------------	--

Program 17: Development Code/Zoning Code Amendments	<p>o Mobile Homes and Manufactured Homes (Amador County, Amador City, Plymouth, and Sutter Creek): Review and amend as necessary to remove restrictions on mobile homes and manufactured homes that conflict with the provisions of Government Code Section 65852.3, which require that manufactured and mobile homes on a permanent foundation be subject to the same requirements as a single family residence, with certain exceptions for architectural requirements, age of the home, and sites listed on the National Register of Historic Places. Additional jurisdiction-specific updates are as follows:● Sutter Creek: Limit the restriction of manufactured homes within the “Historic District” designations or the HR Combining Zone to places, buildings, structures, or objects listed on the National Register of Historic Places, with manufactured homes subject to the same review requirements as other residential unit development in this district.</p>	Jul-24	Not yet implemented.
--	--	---------------	-----------------------------

Program 17: Development Code/Zoning Code Amedments	<p>o Application Streamlining (Amador County, Amador City, Plymouth, Sutter Creek, and Jackson): To facilitate residential development and to comply with State law, each jurisdiction will be updated to ensure that eligible multi-family projects with an affordable housing component are provided streamlined review and are subject only to objective design standards consistent with relevant provisions of SB 35 and SB 330, as provided for by applicable sections of the Government Code, including but not limited to Sections 65905.5, 65913.4, 65940, 65941.1, 65950, and 66300. State law defines objective design standards as those that “involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant and public official prior to submittal.” Each jurisdiction will review and modify the Design Review criteria to ensure application processing timelines comply with the requirements of applicable State laws, including Government Code Sections 65950-65957.5), streamline and simplify the process, including a limitation on the maximum number of hearings per project, and ensure objective standards and findings are applied to projects subject to Design</p>	Jul-24	Included as part of the September 2023 Zoning Ordinance Amendment.
---	--	---------------	---

Program 17: Development Code/Zoning Code Amendments	<p>o Objective Design & Development Standards (Amador County, Amador City, Jackson, Plymouth, and Sutter Creek). Each jurisdiction will adopt objective design and development standards for multifamily housing, including ministerial (by-right) residential and mixed-use development, and will ensure that the standards, including floor area ratio, unit size, height, setback, and parking requirements, accommodate the maximum densities permitted, and provide flexibility with the design of building types and units to accommodate irregular lots and steep slopes. These objective standards will replace any subjective standards, including site plan review findings, design review standards, and other standards required for single family and multifamily housing or will remove or include objective definitions and/or illustrations of any subjective terms, such as “compatibility”, “orderly”, “harmonious”, “character”, and “integrity”.</p>	Jul-24	Not yet implemented
--	--	---------------	----------------------------

Program 17: Development Code/Zoning Code Amendments	<p>o Density Bonus (Amador County, Amador City, Ione, Jackson, Plymouth, and Sutter Creek). Revise to reflect current requirements of the State's density bonus law, including alternative parking ratios, which shall also be reflected in the jurisdiction's parking standards section(s) of its code, including 1 space per studio (0 bedroom) and 1-bedroom units and 1.5 spaces per 2- and 3-bedroom units for projects that include affordable and special needs housing, and establish application requirements and decision-making criteria (Government Code Section 65915).</p> <p>o Reasonable Accommodations (Amador County, Amador City, Jackson, Plymouth, and Sutter Creek). Provide for reasonable accommodation for persons with a disability consistent with the HCD Reasonable Accommodation Model Ordinance, including objective findings for the approval of a reasonable accommodation application.</p> <p>o Accessibility (All jurisdictions): Require new development projects with 10 or more units to include accessibility options for buyers as part of each home plan.</p>	Jul-24	Included as part of the September 2023 Zoning Ordinance Amendment.
--	--	---------------	---

Program 17: Development Code/Zoning Code Amedments	<p>o Density Range (All jurisdictions): Require new development on the sites identified for very low, low, and moderate income to occur at 75% of allowed densities or higher, with exceptions provided for site-specific development constraints, affordable housing, and special needs housing.</p> <p>o Conversion of Multifamily Rental to Ownership or Non-Residential Uses: Establish provisions to ensure that the conversion of multifamily rental to ownership or non-residential uses addresses the potential for displacement of households, including adequate notice (6 or more months), identification of affordable housing opportunities in the region, assistance to lower income and special needs housing with locating replacement housing, moving assistance, and priority for any residents interested in new ownership opportunities at the location.</p>	Jul-24	Included as part of the September 2023 Zoning Ordinance Amendment.
---	--	---------------	---

Program 17: Development Code/Zoning Code Amendments	<p>o Reduce Constraints to a Variety of Housing Types:</p> <ul style="list-style-type: none">- Encourage developer constructed affordable housing in large, undeveloped portions of the City's planning area through use of the Planned Development (PD) land use zoning designation, including provisions to encourage clustering of units on small lots to reduce the cost of lots, housing construction, improvements, site preparation, and infrastructure.	Jul-24	Implemented on a case by case basis.
Program 18: Code Reivew	<p>Review and update local codes to address requirements of State law. Codes shall be reviewed every 3 years to implement any housing laws or any changes identified, including changes identified by HCD as part of its review of implementation of the Housing Element or review of ordinances where provided by the Government Code, to comply with existing housing laws.</p> <ul style="list-style-type: none">● Review local code requirements annually to ensure that amendments are made where necessary to reduce impacts to life and property.● Review updates to the California Building Standards Code on a triennial basis and adopt updates to code requirements accordingly.	Ongoing	The Municipal Code will be evaluated throughout the year and required changes will be grouped together and adopted as time and staffing permits.

Program 19: Water and Wastewater Infrastructure Capacity	<ul style="list-style-type: none">● In 2023, the Housing Working Group shall meet with AWA to identify necessary steps and resources to address water and wastewater system improvements where needed to accommodate the RHNA.● Housing Working Group to identify methods to encourage water conservation and reduce wastewater effluent by December 2025, including coordinating with the water and wastewater providers to promote conservation and reviewing opportunities to increase efficiencies in new construction and rehabilitation projects.● Continue to work cooperatively with AWA, ARSA, and other agencies that own or operate water and sewer infrastructure on an ongoing basis and each jurisdiction shall review efforts annually and the Housing Working Group shall meet with water and wastewater providers at least annually..	Dec-25	Not yet implemented
---	--	---------------	----------------------------

Program 19: Water and Wastewater Infrastructure Capacity	<ul style="list-style-type: none">● Housing Working Group to support infrastructure providers in pursuing funding to complete necessary improvements or to assist developers and agencies to complete these capital improvement projects as necessary on an ongoing basis to increase the availability of housing for low and very low income households, with efforts to identify potential applications and submittal of applications at least annually.● Housing Working Group to investigate establishment of assessment districts with a capital facilities fee on an ongoing basis to assist in funding infrastructure improvements by December 303+.● Submit a funding application to the USDA's Small Communities Rural Utilities Service Grants & Loans Program annually.	Dec 2025, Ongoing	Not yet implemented
---	--	--------------------------	----------------------------

Program 19: Water and Wastewater Infrastructure Capacity	<ul style="list-style-type: none">● Each jurisdiction shall adopt any necessary fee programs and shall seek funding resources to support improvement and expansion of water and wastewater systems to accommodate the RHNA by December 2025.● The City of Lone shall develop a program to complete wastewater system improvements to expand its treatment capacity by 2024/2025 in order to accommodate its RHNA.● Coordinate with AWA and the cities to update Figures III-1 and III-2 X every 3 years (December 2026, December 2029) to identify parcels that are proximate to existing water and sewer service and planned water and sewer service as well as parcels where the cost to extend services would be considerable to assist developers in targeting locations for housing proposals.	Dec 2025, Ongoing	Not yet implemented
---	---	--------------------------	----------------------------

Program 19: Water and Wastewater Infrastructure Capacity	<ul style="list-style-type: none">• Where applicable, use development agreements or other mechanisms to ensure fair-share funding of off-site infrastructure and facility improvements on an ongoing basis and review projects at least annually to ensure implementation.• Following adoption of the Housing Element, each jurisdiction shall provide the adopted Housing Element within 30 days to its water and sewer providers and shall include a cover letter identifying the requirements of Government Code Section 65589.7(a) requiring priority service for developments that provide housing for lower income households.	Dec 2025, Ongoing	Not yet implemented
---	---	--------------------------	----------------------------

Program 20" Partnerships with Affordable Housing Developers	<ul style="list-style-type: none">● Facilitate land divisions, lot line adjustments, and specific plans resulting in parcel sizes that facilitate multi-family developments affordable to lower income households.● Work with property owners and non-profit developers to target and market the availability of sites with the best potential for development, including annual outreach to property owners and non-profit developers identifying very low and low income sites included in the inventory of residential land.● Host an annual meeting with affordable housing developers and non-profits to identify housing opportunities and to identify City programs and incentives that support affordable housing development through provision of land writedowns, regulatory incentives, and/or direct assistance.● Annually meet with County representatives to discuss farmworker housing needs and to identify opportunities and potential applications for funding.	Ongoing	Not yet implemented
Program 21: Child Care Program	<ul style="list-style-type: none">● Continue to promote the provision of childcare in conjunction with residential development, including affordable housing projects, on an ongoing basis.	Ongoing	Zoning Ordinance updated to include childcare as an allowed use, September 2023.

Program 22: Application Processing Procedures	<ul style="list-style-type: none"> • Review application processing procedures in 2025 and 2028 and make any necessary amendments to reduce constraints to housing approvals and ensure development proposals are processed in accordance with State law, including the time periods identified by the Permit Streamlining Act. 	Ongoing, 2025 and 2028	Procedure will be reviewed annual and updated as staffing and budget permit
Program 23: Ongoing Community Education and Outreach	<ul style="list-style-type: none"> • Provide information on ADUs, JADUs, SB 9 units, and streamlined permitting opportunities for eligible housing development projects at the public counter of each jurisdiction, at local libraries, and on each jurisdiction's website by June 2023 and update information bi-annually. • Amador County to maintain the County's existing webpage providing links and contact information for of the County's housing and job-training organizations (e.g., Amador County Association of Realtors, Gold Country Alliance for the Mentally Ill, ATCAA, Voices for Families, Area 12 Agency on Aging, Amador Affordable Housing Coalition, Amador Economic Development Corporation, Amador County Department of Health & Human Services, and similar organizations) and review page annually to update contact information as necessary. 	Jun-23	Not yet implemented but planned for 2024.

Program 23: Ongoing Community Education and Outreach	<ul style="list-style-type: none">• Provide information regarding housing rehabilitation, energy efficiency programs, weatherization, emergency repair assistance, and free energy audits (when available) at the public counter of each jurisdiction, at local libraries, and on each jurisdiction's website by June 2023 and update information biannually.• In coordination with ATCAA, encourage low income homeowners or renters to apply for free energy audits and home weatherization through ATCAA by June 2023.<ul style="list-style-type: none">o Provide handouts at the public counter and website of each jurisdiction.o Promote these programs through the senior centers for seniors seeking assistance with home maintenance.	Jun-23	Not yet implemented but planned for 2024.
---	--	---------------	--

Program 23: Ongoing Community Education and Outreach	<ul style="list-style-type: none">• Continue to make available published materials and resource referral information for renters on the following subjects: housing discrimination, landlord/tenant relations, access to legal aid services for housing complaints, and information on housing advocacy programs and similar information. Information should be made available at each jurisdiction's public counter and website, at the Health and Human Services Agency, at the County library (and its branches), and similar locations where individuals may be in need of fair housing information by June 2023.• Provide information on the availability of the Housing Choice Voucher Program at each jurisdiction's public counter and website by June 2023.	Jun-23	Information is currently available on the City's Website.
Program 24: Governmental Transparency	<p>All jurisdictions to provide fiscal documents to ensure transparency pursuant to Government Code Section 65940 no later than December 2024:</p> <ul style="list-style-type: none">• Sutter Creek to update its website to provide its building permit fee schedule and its five previous annual fee reports, and archive of impact fee nexus studies, cost of service studies, or equivalent conducted on or after January 1, 2018.	Dec-24	Documents will be added to the City's Website by December 2024.

Program 25: Energy Conservation Initiatives	<ul style="list-style-type: none">● Continue to enforce the State of California's Title 24 energy requirements on an ongoing basis. Housing Plan 35● Continue to explore ways to promote energy conservation and sustainability, with a focus on reducing energy usage and energy-related costs in new and existing residential development throughout each jurisdiction, with the Housing Working Group meeting at least annually to address this issue and summarize best practices.● Each jurisdiction to advertise available programs, with an emphasis on outreach to lower income households, to address energy-efficient improvements to single and multi-family units on an ongoing basis and assist households with reducing energy-related costs on each jurisdiction's website and at the Planning Counters; information shall be provided by August 2024 and reviewed and updated at least bi-annually (by August 2026, 2028).	August 2024, August 2026, August 2028	Not yet implemented.
--	--	--	-----------------------------

Program 25: Energy Conservation Initiatives	<ul style="list-style-type: none">• Each jurisdiction to provide outreach and education to developers, architects, and residents on an ongoing basis at least annually to provide information on how to incorporate sustainability in project design, as well as in existing structures.• Participate in the Amador County Energy Savings Working Group and support implementation of the County's Energy Action Plan, including PG&E programs and ATCAA programs with Housing Working Group members attending an Energy Savings Working Group meeting at least biannually (2024, 2026, 2028).• Continue to collaborate with PG&E to install energy-efficient lighting through sharing information on each jurisdiction's website by August 2024 and reviewing and updating information as necessary at least biannually (August 2026, 2028)..• On an ongoing basis, continue to provide residents with the local PG&E representative's contact information when an inquiry is made regarding energy efficiency and review contact information at least annually (December of each year).	August 2024, August 2026, August 2028	Not yet implemented.

General Comments			

Jurisdiction	Sutter Creek	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	09/15/2021 - 09/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F									
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)									
Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.									
Activity Type	Units that Do Not Count Towards RHNA* Listed for Informational Purposes Only				Units that Count Towards RHNA * Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1*. For detailed reporting requirements, see the chcklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	Extremely Low-Income*	Very Low-Income*	Low-Income*	TOTAL UNITS*	Extremely Low-Income*	Very Low-Income*	Low-Income*	TOTAL UNITS*	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	Sutter Creek	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	09/15/2021 - 09/15/2029

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code 65915(b)(1)(F)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Not
Cells in c

Table J												
Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915												
Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved						
1				2	3	4						
APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SH - Student Housing)	Date	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income
Summary Row: Start Data Entry Below												

Jurisdiction	Sutter Creek	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	09/15/2021 - 09/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Table K

Tenant Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No
If the Jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage on their internet website containing authorizing local ordinance and supporting materials.	
Notes	

[illegible]

Completed Entitlement Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	45
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	1
	Non-Deed Restricted	0
Above Moderate		0
Total Units		46

Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		1
Total Units		1

Table	Cell	Row	Error Type
Table A2	G	13	This cell is blank and should have a value as long as any other item in this row is populated.
Table A2	G	13	This cell must contain one of these values: r, o
Table A2	G	14	This cell is blank and should have a value as long as any other item in this row is populated.
Table A2	G	14	This cell must contain one of these values: r, o
Table A2	G	15	This cell is blank and should have a value as long as any other item in this row is populated.
Table A2	G	15	This cell must contain one of these values: r, o
Table A2	G	16	This cell is blank and should have a value as long as any other item in this row is populated.
Table A2	G	16	This cell must contain one of these values: r, o
Table A2	G	17	This cell is blank and should have a value as long as any other item in this row is populated.
Table A2	G	17	This cell must contain one of these values: r, o
Table D	B	40	This cell is blank and should have a value as long as any other item in this row is populated.
Table K	D	13	This cell is blank and should have a value as long as any other item in this row is populated.

RESOLUTION 23-24-*

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUTTER CREEK
DESIGNATING THE CITY MANAGER AS THE INDIVIDUAL TO BE THE CITY'S
REPRESENTATIVE TO FEMA AND CAL OES**

WHEREAS, natural disasters and other emergencies can arise from time to time, such as last year's rain and flooding; and

WHEREAS, damage can occur due to a State of Emergency, and

WHEREAS, the City Council of the City of Sutter Creek intends to repair economic injury to its businesses and residents with alacrity, pursuant to public health advisories, to restore its recent prosperity and position itself for future economic sustainability; and

WHEREAS, the City of Sutter Creek intends to apply for all available funding and resources to assist the City, businesses and residents recover from economic displacements; and

WHEREAS, an applicant agency's designee for funding representation is required to be on file.

NOW THEREFORE BE IT RESOLVED, that the City Council does hereby endorse and authorize as follows:

Section 1. The recitals above are true and correct and hereby incorporated.

Section 2. The City Council hereby designates the City Manager its agency representative for FEMA and Cal OES.

Section 3. 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 March 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

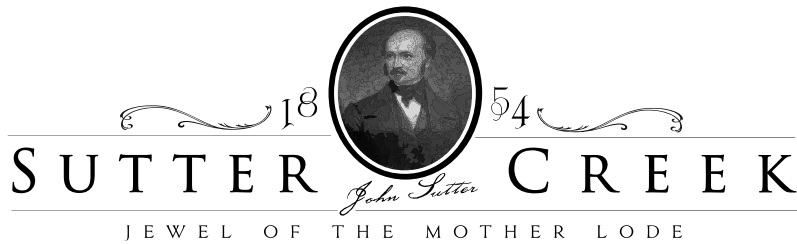
ABSENT:

THE CITY OF SUTTER CREEK

Claire Gunselman, Mayor

ATTEST:

Karen Darrow, City Clerk



MEETING DATE: MARCH 18, 2024
TO: CITY COUNCIL
FROM: TOM DUBOIS, CITY MANAGER
SUBJECT: SEWER RATE STUDY BASE CASE

INFORMATION REPORT:

Mark Hildebrand, our sewer rate consultant, will present the forecasting model with our base case / worst case scenario.

BACKGROUND:

While we have one year left on our approved sewer rate increases, we know that the increase is not sufficient to keep up with inflation. Looking at our capital needs for collection, treatment and disposal, we will show a worst-case model. This will give Council an opportunity to understand the factors and levels and set of assumptions that are being made. Mark is continuing to refine the model that will be presented at the meeting.

DISCUSSION:

Similar to the budget process, the initial sewer rate forecast includes everything on our capital improvement lists.

For the collection system it includes known high priority projects, a reserve to replace our WW mains over 75 years and additional capacity for future growth. For the WW treatment plant, the forecast includes high priority capital projects, completion of planning for a new plant, and debt w grant funding for construction of a tertiary plant. Finally, for disposal, the model assumes continuation of usage of the ARSA pipeline for 13 years.

The results shown should not be construed to be suggested actual WW rate increases – they will be worst case. Staff will return with realistic scenarios in a future meeting and ask Council to decide then on a rate of funding. We will then go through the Prop 218 rate increase process. Because of starting late on this, the work may not be included in time for a rate increase on July 1. That is ok, we can increase rates at any time when the work is completed and the public hearing process is completed.

BUDGET IMPACT:

Establishing our wastewater rates will determine our capital and operating reserves for the next several years.

TO: CITY OF SUTTER CREEK CITY COUNCIL
MEETING DATE: March 18, 2024
FROM: Erin Ventura, Planning Consultant
SUBJECT: Vesting Tentative Parcel Map #2895, 40 Broad Street, Guthrie Family Revocable Trust (APN 018-163-013)

RECOMMENDATION:

1. Adopt Resolution 23-24-* Approving an exception to the Zoning Ordinance 18.16 (R-1 Zoning) and 18.48 (Off-street Parking) for Vesting Tentative Parcel Map #2895

BACKGROUND:

The Project is located within the City of Sutter Creek, within the Historic District, on the east side of Broad Street between Eureka Street and Randolph Street, as shown on the location map, Figure 1. The Project is within the General Plan Residential Single Family land use designation and the R-1 zone. The parcel is flat. There currently is an existing single-family residence, detached garage, and screed porch on the property. (Figure 2). The site is surrounded by existing residential properties.

The applicant is requesting the approval of a Vesting Tentative Parcel Map (Exhibit A) to divide one 0.43-acre (18,748 square feet) parcel zoned and designated R-1/RSF Residential Single Family, into two parcels (See Exhibit A) zoned and designated R-1/RSF Residential Single-Family;

- Parcel 1 – 0.23 acre (10,128 square feet), 106.03’ lot frontage width
- Parcel 2 – 0.20 acre (8,620 square feet), 74.58’ lot frontage width

Table 1. General Analysis.

Site Location	40 Broad Street (APN 018-163-013)
Building Plan	N/A
Lot Size	0.43 acres to be split into two parcels: <ul style="list-style-type: none"> • Parcel 1 – 0.23 acre (10,128 square feet), 106.03’ lot frontage width • Parcel 2 – 0.20 acre (8,620 square feet), 74.58’ lot frontage width
General Plan Land Use Designation	RSF – Residential Single Family (no change)
Zoning	R-1 – One Family Dwelling (no change)
Main Street Historic District	No
Historic District	Yes

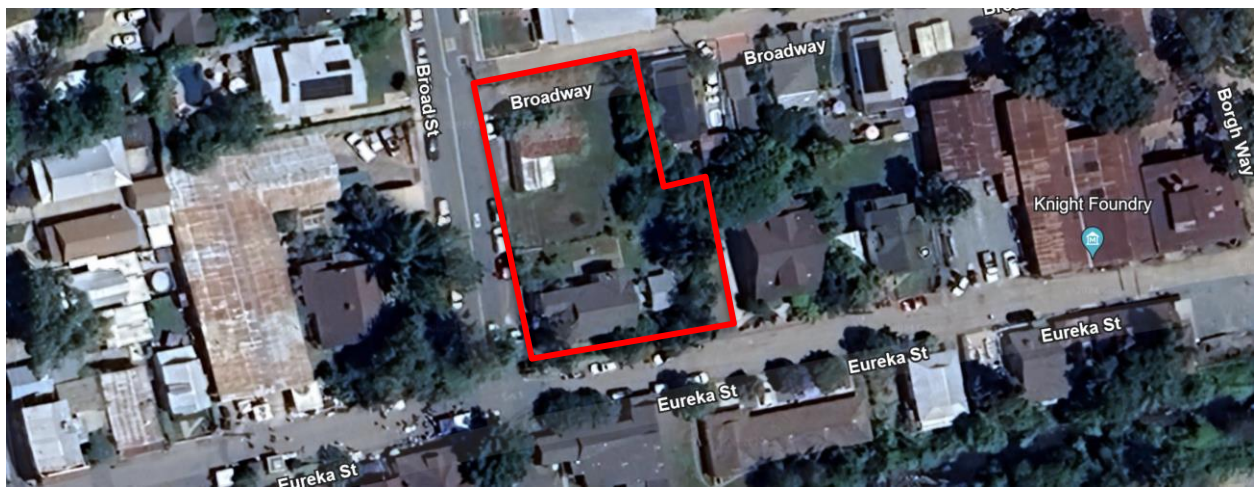


Figure 1: Parcel Location Maps



Figure 2a: Street View of 40 Broad Street



Figure 2b: Street View of 40 Broad Street from Eureka Street

DISCUSSION:

General Plan and Zoning Compliance

The application, as proposed, is consistent with the General Plan Land Use Designation of RSF – Residential Single Family and Zoning designation of R-1. The minimum parcel or lot size is 7,000 square feet (0.16 acre) for lots within the R-1 zoning.

The proposed division of one parcel into two parcels is in compliance with the General Plan and zoning code of the City of Sutter Creek. No amendments are proposed or required for this application.

Subdivision Code Compliance

The applicant is requesting an exemption to comply with the Zoning Ordinance, Section 18.16- R-1 Zone-One Family Dwelling regarding setbacks and Zoning Ordinance 18.48 Off-Street Parking. 18.16.040-Yard—Front requires a 25ft front yard setback. The existing home on the property currently does not have 25 ft front yard setbacks. The existing front yard setback is 8.5’.

The existing home is likely over 100 years old and was built prior to the required 25 ft front yard setback. The application is not requesting to increase the nonconforming setback, just maintain it.

Also, if the Parcel Map is approved, Parcel 2 will no longer have the required off-street parking of two parking spaces per dwelling unit. At this time staff is not recommending the requirement off street parking but recommends that a condition be placed on the property, and recorded with on the final map, that if the existing home is expanded, demolished or anything is done to the screen porch, off- street parking must be required.

Attached is a request from the property owners requesting an exemption to setback and off-street parking requirement. The form used is the Variance application form, they are not applying for a variance. (Exhibit B)

A review of parcels within the neighborhood shows that there are other parcels within the vicinity of the project site that have reduced front yard setbacks and less than required off street parking.

Exemptions can only be approved by the City Council after the Planning Commission has reviewed the proposed map and made the following three findings per Subdivision Code 17.30.010:

A. That there are special circumstances or conditions affecting the property.

The existing home is likely over 100 years old and was constructed prior to the setback requirements. The existing development of the proposed Parcel 2 does not allow for off-street parking at this time.

B. That the exception is necessary for the preservation and enjoyment of a substantial property right of the petitioner.

The exception to setbacks will not change anything about what currently exists on the property. It will not allow for additional reduced setbacks. This will allow for the creation of lots sized appropriately for the R-1 zone/ RSF land use designation rather than continuing an oversized lot for this designation/zoning. The lack of off-street parking will also not change as the existing detached garage structure is not safe for use.

C. That the granting of the exception will not be detrimental to the public welfare or injurious to other property in the territory in which the property is situated.

Adjacent residences have nonconforming front yard setbacks, and nothing will change the existing conditions of the lot or the structures on the lot. The proposed lots will be of an appropriate size for the R-1 Zoning district and the neighborhood. Other properties within the vicinity also lack of street parking.

A General Plan review was conducted by City staff, and the General Plan policies are met. Conditions of Approval for the Project are attached as Exhibit C.

Planning Commission Review

The Planning Commission, at their regular schedule meeting on March 11, 2024, conditionally approved Venting Tentative Parcel Map #2895 by adopting Resolution 23-24-* (attached). Condition #20 states “Authorization by the City Council for an exception to the requirements of the Zoning Ordinance 18.16, allowing nonconforming front yard setbacks and 18.48 off-street parking, for Parcel 2. ” Per the Subdivision Code 17.30.030 “the City Council may by resolution authorize the Planning Commission to approve the tentative map with the exceptions and conditions the Council deems necessary to substantially secure the objectives of this title.”

The Planning Commission made the following findings and staff recommends that the City Council also make the required findings per Subdivision Code 17.30.010 to allow reduced setbacks and no off street parking:

FINDINGS:

1. The proposed split of the property into two parcels is essential or desirable to the public convenience or welfare;
2. The proposed action is in compliance with the Sutter Creek General Plan goals, policies, and RSF designation.
3. The proposed action will not impair the integrity and character of the zoning district because the use is consistent with activities within the R-1 Zone, which allows a lot split in which the area of the resulting lots is greater than 7,000 square feet.
4. The proposed action would not be detrimental to public health, safety or general welfare.
5. The proposed split of the property implements the Sutter Creek General Plan and the purposes of the Planning Title.

Findings per Subdivision Code 17.30.010 to allow a front yard setback of less than 25ft and no required off-street parking:

1. That there are special circumstances or conditions affecting the property.
The existing home likely is over 100 years old and was constructed prior to the setback requirements. The existing development of the proposed Parcel 2 does not allow for off-street parking at this time.
2. That the exception is necessary for the preservation and enjoyment of a substantial property right of the petitioner.
The exception to setbacks will not change anything about what currently exists on the property. It will not allow for additional reduced setbacks. This will allow for the creation of lots sized appropriately for the R-1 zone/ RSF land use designation rather than continuing an oversized lot for this designation/zoning. The lack of off-street parking will also not change as the existing detached garage structure is not safe for use.
3. That the granting of the exception will not be detrimental to the public welfare or injurious to other property in the territory in which the property is situated.
Adjacent residences have nonconforming front yard setbacks, and nothing will change the existing conditions of the lot or the structures on the lot. The proposed lots will be of an appropriate size for the R-1 Zoning district and the neighborhood. Other properties within the vicinity also lack off-street parking.

CONDITIONS OF APPROVAL:

All conditions shall be met as appropriate, prior to or concurrent with the recording of a Parcel Map.

1. The Parcel Map shall be in substantial compliance with the Tentative Parcel Map as approved by the Planning Commission and on file at the offices of the City of Sutter Creek.
2. Upon approval of the Planning Commission, a Parcel Map shall be prepared and processed in accordance with City Code Chapter 17.22 “Parcel Maps.”
3. The Subdivider shall continue to meet the requirements of the City Subdivision Ordinance, Zoning Ordinance, Sign Ordinance, Noise Ordinance, Tree and Landscape Ordinance, and Park Dedication

and In Lieu Fee Ordinance, unless otherwise specifically superseded by these Conditions of Approval.

4. The ordinance requirements of the Amador Water Agency shall continue to be met.
5. Prior to the completion of a Final Map for Tentative Map No. 2895, the property owners will need have a new water service installed and obtain an AWA Will Serve for Parcel 1.
6. The ordinance requirements of the Sutter Creek Fire District shall continue to be met.
7. The Applicant shall pay the \$50.00 Notice of Exemption filing fee to the Amador County Recorder.
8. This subdivision shall consist of a maximum of two Residential Single-Family parcels.
9. The Tentative Parcel Map is valid for an initial period of 24-months from the date of approval, with extension requests filed prior to the expiration of the map.
10. All improvements shall be made to City Improvement Standards Details and Notes. All work shall be inspected by the City's Public Works and/or Engineering Department.
11. The applicant shall pay to the City all appropriate fees and shall submit to the City grading detail, drainage studies, tree removal plans, and any other documentation required by the City prior to the issuance of development permits.
12. Any structural development on the parcels shall comply with the CBC and Title 24 regulations, as well as demonstrate defensible space.
13. Parcel 1 will be required to install a new service line to the sewer main in the Broad Street right of way on the same side of the road as Parcel 1.
14. Prior to installing a service line, the property owner must obtain an encroachment permit from the City and have Public Works locate the main.
15. Prior to occupation of a residence on Parcel 1 the property owner must complete a Sewer Service application at City Hall and pay the current sewer connection fees.
16. The detached garage on Parcel 1 must be demolished prior to the completion of the Final Map.
17. Off- street parking will be required for Parcel 1.
18. If additional work is done to Parcel 2 or the existing screen porch, off-street parking must be provided.
19. If Parcel 2 is redeveloped, the applicant shall have the lateral inspected with a closed-circuit television (CCTV) which will be reviewed by the public works department, who will determine if a new lateral must be installed.
20. Authorization by the City Council for an exception to the requirements of Subdivision section 18.16, allowing nonconforming front yard setbacks and off-street parking.

BUDGET IMPACT:

There is no budget impact directly.

* * * *

EXHIBIT A TENTATIVE PARCEL MAP #2895

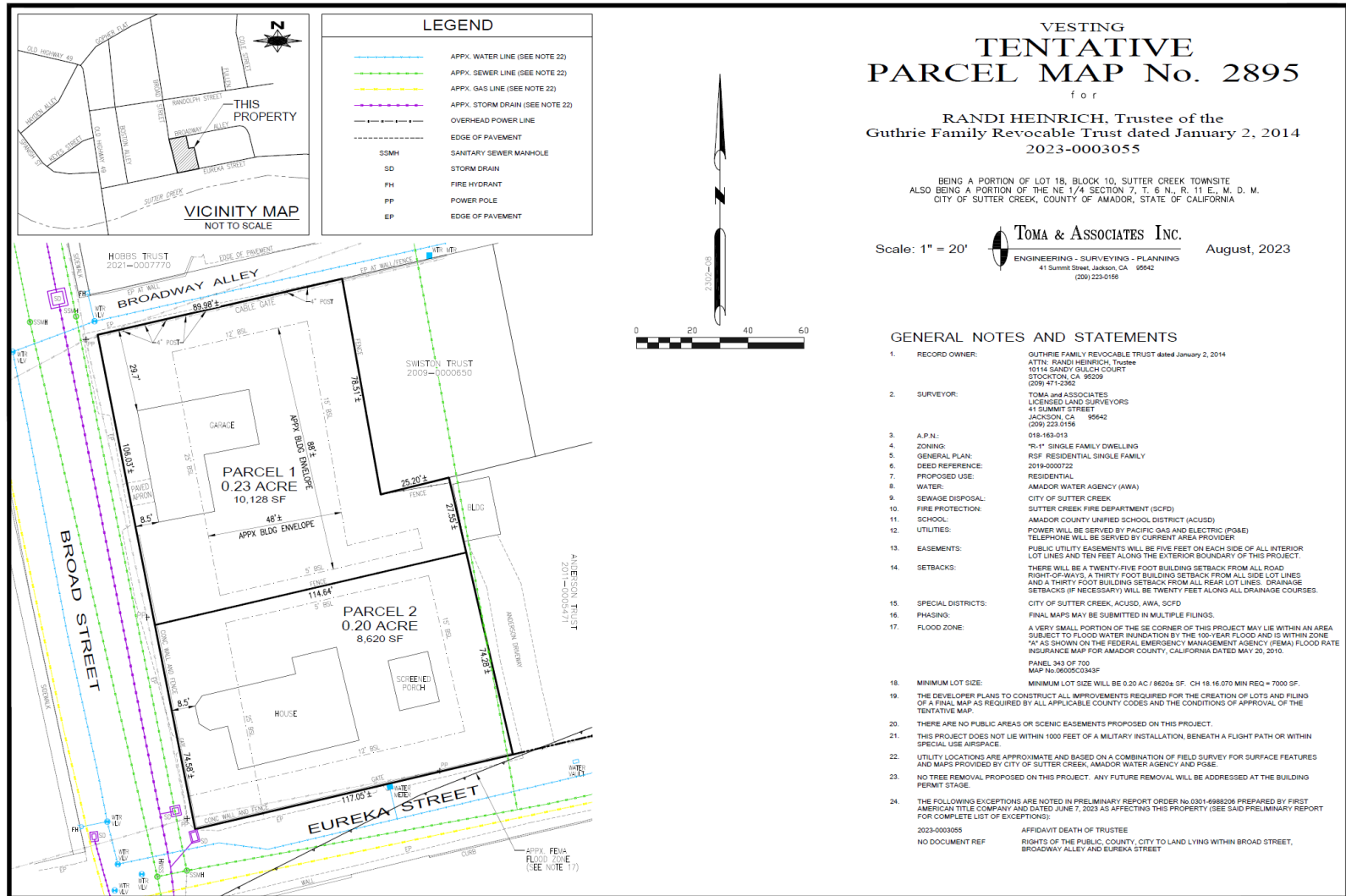


EXHIBIT B

City of Sutter Creek 18 Main Street Sutter Creek, CA 95685 209-267-5647 www.cityofsuttercreek.org	RECEIVED: _____ FEE PAID: _____
Submission Requirements 1- Application* 2- Map* 3- Fees (Refer to current fee schedule. All Fees must be paid at City Hall) *All documentation must be submitted via the application portal on the City website	
VARIANCE APPLICATION	
Page 1 of 4	
Project Applicant: <u>GUTHRIE FAMILY REVOCABLE TRUST, ATTN: RANDI HEINRICH</u>	
Project Address: <u>40 BROAD ST, SUTTER CREEK, CA 95685</u>	
APN: <u>018-163-013</u>	Is this located in the Historic District? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <small>If yes, please see checklist for Design Review.</small>
Deed References (book and page): <u>2023-0003055</u>	
General description of location: <u>40 BROAD STREET AT THE</u> <u>INTERSECTION OF BROAD AND EUREKA STREETS</u>	
Zoning District: <u>"R-1" SINGLE FAMILY DWELLING</u>	
General Plan Land Use Designation: <u>RSF- RESIDENTIAL SINGLE FAMILY</u>	
Property Owner: <u>GUTHRIE FAMILY REV, TRUST</u>	
Name: <u>ATTN: RANDI HEINRICH</u>	Phone: <u>(209) 471-2362</u>
Mailing Address: <u>10114 SANDY GULCH CT</u>	Email: <u>randimac2014@gmail.com</u>
City: <u>STOCKTON</u> State: <u>CA</u>	Zip: <u>95209</u>
Is this person the project contact? If not, please specify who the contact person is.	
Name: <u>TDMA & ASSOCIATES</u>	Email: <u>gina@tomasurvey.com</u>
Mailing Address: <u>41 SUMMIT ST, JACKSON, CA 95642</u>	

- A. I am requesting a variance in order to allow me to construct the facility shown on the attached site plan. This facility does not comply with requirement of the referenced zoning district for the following reasons:

Explain: ① NON-CONFORMING BLDG SETBACKS DUE TO AGE OF EXISTING STRUCTURES.

② PROPOSED PARCEL 2 DOES NOT CURRENTLY AND WILL NOT BE PROPOSING OFF STREET PARKING.

PROPOSED PARCEL 1 PARKING WOULD BE AT THE BUILDING PERMIT STAGE.

- B. *What are the special circumstances applicable to the subject property, including size, shape, topography, and location of surroundings that would deprive the subject property of privileges enjoyed by other properties in the vicinity and under identical zone classifications?

Explain: PROPOSED PARCEL 1: NONE

PROPOSED PARCEL 2: AGE AND LOCATION OF EXISTING HOUSE/SCREENED PORCH/LANDSCAPING/FENCING MAKE IT DIFFICULT TO FIND ADEQUATE AREA FOR OFF STREET PARKING.

- C. *Would a variance granted per this request constitute a grant of special privileges to the subject property inconsistent with the limitations upon other properties in the vicinity and zone?

Explain: NO. MOST HOUSES ALONG BROAD AND EUREKA STREETS HAVE SIMILAR NON-CONFORMING SETBACKS AND MOST HAVE NO OFF STREET PARKING.

- D. *Would the granting of a variance be detrimental to the public health, safety, convenience and welfare or injurious to property and improvements in the same vicinity and zone?

Explain: NO.

- E. *Would the granting of such variance conflict with the general plan of the City?

Explain: NO. GENERAL PLAN IS RSF- RESIDENTIAL SINGLE FAMILY.

**NOTE: The law requires that the conditions set forth in Sections b,c,d, & e must be established before a variance CAN be granted. Answers to these Sections must be complete and full.*

ENVIRONMENTAL INFORMATION

1. Describe Project: PROPOSED SPLIT OF APN 018-163-013 (0.43 AC)
INTO 2 PARCELS WITH RESULTANT ACREAGES OF
0.20± AC (8620 SF) AND 0.23± AC (10,128 SF).
2. Existing use of property(ies): SINGLE FAMILY RESIDENTIAL
3. Will grading occur on slopes of 10% or more? NO
4. Will any springs or wet areas be affected as a result of this project? NO
5. Estimated length of proposed roads and driveways: NONE PROPOSED
6. Estimated type and amount (acreage or number) of vegetation to be disturbed for grading, roads, driveways, building sites, or other alteration. (Examples: Approx. 1 acre of Manzanita and other Brush to be cleared for building pads; over 100 small shrubs and oak trees to be cleared, etc.):
BUILDING ENVELOPE FOR PROPOSED PARCEL 1 WOULD BE
APPX 4200± SF. NO CHANGES FOR PROPOSED PARCEL 2
ON THIS PROJECT.
7. Project description: Use space below and/or attach additional sheets giving project description in sufficient detail to allow adequate evaluation of potential effects.
 - a. Proposed facilities: NONE PROPOSED
 - b. Building Sizes: NONE PROPOSED
 - c. Access: NONE PROPOSED (PROPOSED PARCEL 1 AT BLDG PERMIT)
 - d. Parking: NONE PROPOSED (PROPOSED PARCEL 1 AT BLDG PERMIT)
 - e. Water Source: AWA PARCEL 1: AT BLDG PERMIT
PARCEL 2: EXISTING
 - f. Estimated Water Consumption: N/A
 - g. Method of Sewage Disposal: CITY OF SUTTER CREEK PARCEL 1: AT BLDG PERMIT
PARCEL 2: EXISTING
 - h. Nature of Business: N/A
 - i. Estimated Daily Volume of Traffic: N/A
 - j. Estimated Number of Employees: N/A
 - k. Estimated Energy Consumption: TBD FOR PARCEL 1 AT BLDG PERMIT
 - l. Percentage of lot to be covered by buildings/paving: TBD FOR PARCEL 1 - NONE PROPOSED
 - m. Construction schedule: N/A
 - n. Any historical/archaeological features on property: 1940 EXISTING HOUSE
 - o. Other (please explain): UNKNOWN BLDG YEAR FOR GARAGE ON
PROPOSED PARCEL 1
8. Describe special circumstances of the project or project site which may result in problems or adverse environmental effects. (Example: steep slopes, drainages, noisy equipment, hazardous access, lack of services.): N/A

9. Indicate mitigation measures which may lessen problems or adverse environmental effects (including energy conservation) to be incorporated into project to eliminate or reduce adverse effects): N/A
10. Describe most logical alternatives to project and how these alternatives would change the problems or effects discussed in items 13 and 14 above (include the alternative of "no project"): N/A

Applicant certification, signature(s), and agreement to pay application processing costs.

I hereby certify that the statements furnished herein and on any attached pages present the data required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

I hereby certify that I own or am the authorized representative of the owner of the land hereby requesting Variance approval and that I am aware of and do agree to pay the hourly rates as established by Resolution of the City of Sutter Creek for the time spent by the City staff as necessary to process, review and provide consultation to the City concerning this application. I am also aware that said hourly charges are in addition to set fees required for preliminary review and administration and may also include charges to monitor compliance with conditions of approval if my request is approved.

Randi Heinrich
Printed Name
Randi Heinrich
Signature

1/15/2024
Date

RESOLUTION 23-24-*

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF SUTTER CREEK APPROVING AN EXCEPTION TO MUNICIPAL CODE
17.16.100, FOR REDUCED LOT FRONTAGES, FOR VESTING TENTATIVE PAREL MAP
2895
FOR APN 018-163-013 AT 40 BROAD STREET**

WHEREAS, the City Council of the City of Sutter Creek did on Monday March, 18, 2024, hold a public meeting for an exception to setbacks and off street parking for Vesting Tentative Map 2895 to split APN 018-163-013 into two separate lots; and

WHEREAS, the Planning Commission, on March 11, 2024, held a public hearing, received a report from the planning staff, received input from the Applicant and members of the public in attendance, and at the closing of said public hearing did deliberate and consider the same, approving Resolution 23-24-10; and

WHEREAS, the Planning Commission found the proposal is exempt from environmental review as a Class 153332 Infill under CEQA.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Sutter Creek hereby authorize the Planning Commission's conditional approval of Tentative Map 2895 with an exception to setbacks and off street parking based on the following findings per Subdivision Code 17.30.010:

1. That there are special circumstances or conditions affecting the property.
The existing home likely is over 100 years old and was constructed prior to the setback requirements. The existing development of the proposed Parcel 2 does not allow for off-street parking at this time.
2. That the exception is necessary for the preservation and enjoyment of a substantial property right of the petitioner.
The exception to setbacks will not change anything about what currently exists on the property. It will not allow for additional reduced setbacks. This will allow for the creation of lots sized appropriately for the R-1 zone/ RSF land use designation rather than continuing an oversized lot for this designation/zoning. The lack of off-street parking will also not change as the existing detached garage structure is not safe for use.
3. That the granting of the exception will not be detrimental to the public welfare or injurious to other property in the territory in which the property is situated.
Adjacent residences have nonconforming front yard setbacks, and nothing will change the existing conditions of the lot or the structures on the lot. The proposed lots will be of an appropriate size for the R-1 Zoning district and the neighborhood. Other properties within the vicinity also lack off-street parking.

PASSED AND ADOPTED by the City Council of the City of Sutter Creek on Monday the 18th day of March 2024 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

THE CITY OF SUTTER CREEK

Claire Gunselman, Mayor

ATTEST:

Karen Darrow, City Clerk

TO: CITY OF SUTTER CREEK CITY COUNCIL
MEETING DATE: March 18, 2024
FROM: Erin Ventura, Planning Consultant
SUBJECT: Vesting Tentative Parcel Map #2871, 290 Spanish Street, Michael and Barbi Boyle (APN 180-054-002)

RECOMMENDATION:

1. Adopt Resolution 2023-2024-* Approving an exception to the Zoning Ordinance 18.16. (setbacks) for Vesting Tentative Parcel Map #2871

BACKGROUND:

The Project is located within the City of Sutter Creek, within the Historic District, on the east side of Spanish Street between Amelia Street and China Gulch Road, and also fronts on Amador Trail, as shown on the location map, Figure 1. The Project is within the General Plan Residential Single Family land use designation and the R-1 zone. The parcel slopes from Spanish Street to Amador Trail. There are two existing homes and a swimming pool on the lot that will all remain. (Figure 2). The site is surrounded by existing single-family residences and across the street from Amador High School.

The applicant is requesting the approval of a Vesting Tentative Parcel Map (Exhibit A) to divide one 0.39-acre (17,180 square feet) parcel zoned and designated R-1/RSF Residential Single Family, into two parcels (See Figure 2) zoned and designated R-1/RSF Residential Single-Family;

- Parcel 1 – 0.23 acre (10,167 square feet), 89.56’ lot frontage width
- Parcel 2 – 0.16 acre (7,013 square feet), 90.32’ lot frontage width

Table 1. General Analysis.

Site Location	290 Spanish Street (APN 180-054-002)
Building Plan	N/A
Lot Size	0.39 acres to be split into two parcels: <ul style="list-style-type: none"> • Parcel 1 – 0.23 acre (10,167 square feet), 89.56’ lot frontage width • Parcel 2 – 0.16 acre (7,013 square feet), 90.32’ lot frontage width
General Plan Land Use Designation	RSF – Residential Single Family (no change)
Zoning	R-1 – One Family Dwelling (no change)
Main Street Historic District	No
Historic District	Yes



Figure 1: Parcel Location Maps



Figure 2a: Street View of 290 Spanish Street



Figure 2b: Street View of 290 Spanish Street from Amador Trail, 215 Amador Trail

DISCUSSION:

General Plan and Zoning Compliance

The application, as proposed, is consistent with the General Plan Land Use Designation of RSF – Residential Single Family and Zoning designation of R-1. The minimum parcel or lot size is 7,000 square feet (0.16 acre) for lots within the R-1 zoning.

The proposed division of one parcel into two parcels is in compliance with the General Plan and zoning code of the City of Sutter Creek. No amendments are proposed or required for this application.

Subdivision Code Compliance

The applicant is requesting an exemption to comply with the Zoning Ordinance, Section 18.16- R-1 Zone-One Family Dwelling regarding setbacks. 18.16.040- Yard—Front requires a 25ft front yard setback. The existing homes on the property currently do not have 25 ft front yard setbacks. The home facing Spanish Street has a setback of 11.97ft and the home facing Amador Trail is on the property line.

Both homes have been in existence since approximately the 1940s, possibly prior to any setback requirements. Attached is a request from the property owners requesting an exemption to setbacks from the homes. (Exhibit B)

A review of parcels within the neighborhood shows that there are other parcels within the vicinity of the project site that have reduced front yard setbacks.

Exemptions can only be approved by the City Council after the Planning Commission has reviewed the proposed map and made the following three findings per Subdivision Code 17.30.010:

A. That there are special circumstances or conditions affecting the property.

The two houses were permitted many years ago as they currently exist.

B. That the exception is necessary for the preservation and enjoyment of a substantial property right of the petitioner.

The exception will not change anything about what currently exists on the property. It will not allow for additional reduced setbacks. This will allow for the creation of lots sized appropriately for the R-1 zone/ RSF land use designation rather than continuing an oversized lot for this designation/zoning.

C. That the granting of the exception will not be detrimental to the public welfare or injurious to other property in the territory in which the property is situated.

Adjacent residences have nonconforming front yard setbacks and nothing will change the existing conditions of the lot or the structures on the lot. The proposed lots will be of an appropriate size for the R-1 Zoning district and the neighborhood.

A General Plan review was conducted by City staff, and the General Plan policies are met. Conditions of Approval for the Project are attached as Exhibit C.

Planning Commission Review

The Planning Commission, at their regular schedule meeting on March 11, 2024, conditionally approved Venting Tentative Parcel Map #2871 by adopting Resolution 23-24-* (attached). Condition #18 states “Authorization by the City Council for an exception to the requirements of Subdivision section 18.16, allowing nonconforming front yard setbacks. .” Per the Subdivision Code 17.30.030 “the City Council may by resolution authorize the Planning Commission to approve the tentative map with the exceptions and conditions the Council deems necessary to substantially secure the objectives of this title.”

The Planning Commission made the following findings and staff recommends that the City Council also make the required findings per Subdivision Code 17.30.010 to allow reduced setbacks:

FINDINGS:

1. The proposed split of the property into two parcels is essential or desirable to the public convenience or welfare;
2. The proposed action is in compliance with the Sutter Creek General Plan goals, policies, and RSF designation.
3. The proposed action will not impair the integrity and character of the zoning district because the use is consistent with activities within the R-1 Zone, which allows a lot split in which the area of the resulting lots is greater than 7,000 square feet.
4. The proposed action would not be detrimental to public health, safety or general welfare.

5. The proposed split of the property implements the Sutter Creek General Plan and the purposes of the Planning Title.

Findings per Subdivision Code 17.30.010 to allow a front yard setback of less than 25ft:

1. That there are special circumstances or conditions affecting the property.
The two houses were permitted many years ago as they currently exist.
2. That the exception is necessary for the preservation and enjoyment of a substantial property right of the petitioner.
The exception will not change anything about what currently exists on the property. It will not allow for additional reduced setbacks. This will allow for the creation of lots sized appropriately for the R-1 zone/ RSF land use designation rather than continuing an oversized lot for this designation/zoning.
3. That the granting of the exception will not be detrimental to the public welfare or injurious to other property in the territory in which the property is situated.
A adjacent residences have nonconforming front yard setbacks and nothing will change the existing conditions of the lot or the structures on the lot. The proposed lots will be of an appropriate size for the R-1 Zoning district and the neighborhood.

CONDITIONS OF APPROVAL:

All conditions shall be met as appropriate, prior to or concurrent with the recording of a Parcel Map.

1. The Parcel Map shall be in substantial compliance with the Tentative Parcel Map as approved by the Planning Commission and on file at the offices of the City of Sutter Creek.
2. Upon approval of the Planning Commission, a Parcel Map shall be prepared and processed in accordance with City Code Chapter 17.22 "Parcel Maps."
3. The Subdivider shall continue to meet the requirements of the City Subdivision Ordinance, Zoning Ordinance, Sign Ordinance, Noise Ordinance, Tree and Landscape Ordinance, and Park Dedication and In Lieu Fee Ordinance, unless otherwise specifically superseded by these Conditions of Approval.
4. The ordinance requirements of the Amador Water Agency shall continue to be met.
5. The ordinance requirements of the Sutter Creek Fire District shall continue to be met.
6. The Applicant shall pay the \$50.00 Notice of Exemption filing fee to the Amador County Recorder.
7. This subdivision shall consist of a maximum of two Residential Single-Family parcels.
8. The Tentative Parcel Map is valid for an initial period of 24-months from the date of approval, with extension requests filed prior to the expiration of the map.
9. All improvements shall be made to City Improvement Standards Details and Notes. All work shall be inspected by the City's Public Works and/or Engineering Department.
10. The applicant shall pay to the City all appropriate fees and shall submit to the City grading detail, drainage studies, tree removal plans, and any other documentation required by the City prior to the issuance of development permits.
11. Any structural development on the parcels shall comply with the CBC and Title 24 regulations, as well as demonstrate defensible space.
12. All easements of record shall be noted on the Parcel Map, including the 10 foot sewer easement show on the Preliminary Map.
13. A cleanout must be installed upstream from Parcel 2's service connection point to the shared service line.
14. A statement must be added to the deeds of both Parcel 1 and Parcel 2 that there is a mutual agreement for maintenance and replacement of the shared portion of the existing service line past the point of connection of the house on Parcel 2 out to the connection point at the City's sewer main. This statement shall be reviewed by the City Attorney in form and content prior to recording.
15. As an option to Condition 13 and 14, the house on Parcel 2 can disconnect from the existing shared sewer service line and extend a new service line out to the City's sewer main. The property owner must obtain an encroachment permit for the installation.

16. Verify that two sewer connection fees have been paid for the existing parcel. Per City ordinance, each parcel must pay for their own connection.
17. If either parcel is redeveloped, the applicant shall have the lateral inspected with a closed-circuit television (CCTV) which will be reviewed by the public works department who will determine if a new lateral must be installed.
18. Authorization by the City Council for an exception to the requirements of Subdivision section 18.16, allowing nonconforming front yard setbacks.

BUDGET IMPACT:

There is no budget impact directly.

* * * *

134

EXHIBIT B

February 25, 2024

To: City of Sutter Creek Planning Commission

RE: 290 Spanish Street and 215 Amador Trail split, Existing Parcel 2

Please see the attached legal description for the house on Amador Trail showing that when the City of Sutter Creek vacated part of the Amador Trail Road in 1985, the map shows that the house that had been there for many years was held to the current setbacks.

If you read the legal description from the title report it states on Parcel Three that the property line runs contiguous with the eave of the house:

"A PARCEL OF LAND SITUATED IN THE CITY OF SUTTER CREEK, COUNTY OF AMADOR, STATE OF CALIFORNIA, BEING A PORTION OF THE "TRAIL TO AMADOR", AS SHOWN ON THE ORIGINAL "MAP OF THE TOWN OF SUTTER CREEK", MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A ¾ INCH REBAR L.S. 3570 MARKING THE EAST CORNER OF THAT CERTAIN PARCEL OF THE LAND DELINEATED AND DESIGNATED "PARCEL 2 0.24 AC, "UPON THAT CERTAIN MAP RECORDED IN THE OFFICE OF THE RECORDER OF AMADOR COUNTY IN BOOK 32 OF THE MAPS AND PLATS, AT PAGE 3; THENCE, FROM SAID POINT OF BEGINNING, ALONG AN EXISTING FENCE LINE NORTH 62 DEGREES 35' 10" EAST 38.18 FEET; THENCE, ALONG A LINE PARALLEL TO, AND CONTIGUOUS TO, **THE EAVE LINE OF A PORCH OF AN EXISTING HOUSE**, SOUTH 23 DEGREES 59' 20" EAST 89.31 FEET, TO AN EXISTING FENCE LINE; ETC."

From what we can find, the house has probably been there since 1945 (approximately) when the house on the same lot was built that faces Spanish Street, when there were probably no setback requirements.

You can also see from the map that the neighbor next to us in lot 9, also has property that took part of Amador Road and was acquired from the City of Sutter Creek.

Both houses on Spanish and Amador trail have long been there, both have separate addresses, separate sewer and Electricity, separate entrances/driveways etc. You would not even know that they are on the same lot.

We kindly ask that you allow us to split these two homes to make 2 single family homes without the required setbacks of the Amador Trail home.

Sincerely,

Michael and Barbara Boyle

LEGAL DESCRIPTION

Real property in the City of Sutter Creek, County of Amador, State of California, described as follows:

PARCEL ONE:

ALL OF THAT PART OR PORTION OF LOT TWO (2) BLOCK NO. THREE (3) OF SUTTER CREEK TOWNSITE (NOW KNOWN AS CITY OF SUTTER CREEK), AS SAID LOT AND BLOCK ARE LAID DOWN AND DESIGNATED ON THE OFFICIAL MAP OF SAID TOWNSITE NOW ON FILE IN THE OFFICE OF THE COUNTY OF SAID AMADOR COUNTY, PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT ON THE WESTERLY BOUNDARY LINE OF SAID LOT NO. 2, 148 FEET SOUTHERLY FROM THE NORTHWEST CORNER SAID LOT NO. 2 AND AT THE SOUTHWEST CORNER OF A STRIP OF LAND 4 FEET IN WIDTH, NORTH AND SOUTH CONVEYED BY DEED RECORDED JANUARY 7, 1946 IN [BOOK 26 AT PAGE 326](#), AMADOR COUNTY OFFICIAL RECORDS TO CLAUDE W. MURPHY AND EDITH G. MURPHY, HIS WIFE AND THENCE RUN AS FOLLOWS:

(1) SOUTHERLY, ALONG THE WESTERLY BOUNDARY LINE OF SAID LOT NO. 2, 90 FEET;

(2) EASTERLY, ON A LINE PARALLEL WITH THE NORTHERLY BOUNDARY LINE OF SAID LOT NO. 2 AND 90 FEET SOUTHERLY FROM THE SOUTHERN BOUNDARY LINE OF SAID TRACT SO CONVEYED TO CLAUDE W. MURPHY AND EDITH G. MURPHY, HIS WIFE BY DEED RECORDED JANUARY 7, 1946 IN [BOOK 26 AT PAGE 326](#), AMADOR COUNTY OFFICIAL RECORDS, TO THE EASTERLY BOUNDARY LINE OF SAID LOT NO. 2;

(3) NORTHERLY, ALONG THE EASTERLY BOUNDARY LINE OF SAID LOT NO. 2, AND 90 FEET TO THE SOUTHEASTERLY CORNER OF SAID TRACT SO CONVEYED TO CLAUDE W. MURPHY AND EDITH G. MURPHY, HIS WIFE BY DEED RECORDED JANUARY 7, 1946 IN [BOOK 26 AT PAGE 326](#), AMADOR COUNTY OFFICIAL RECORDS AND

(4) WESTERLY, ALONG THE SOUTHERN BOUNDARY LINE OF SAID LATTER TRACT, TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM ALL THAT PORTION OF LOT NO. 2 BLOCK 3 LYING NORTHERLY OF THAT CERTAIN LINE DESCRIBED IN DOCUMENT ENTITLED "BOUNDARY LINE AGREEMENT" RECORDED FEBRUARY 26, 1979 IN [BOOK 348, PAGE 30](#) AMADOR COUNTY OFFICIAL RECORDS.

PARCEL TWO:

ALL THAT PORTION OF LOT NO. 2 BLOCK 3 LYING SOUTHERLY OF THAT CERTAIN LINE DESCRIBED IN DOCUMENT ENTITLED "BOUNDARY LINE AGREEMENT" RECORDED FEBRUARY 26, 1979 IN [BOOK 348, PAGE 30](#) AMADOR COUNTY OFFICIAL RECORDS.

PARCEL THREE:

A PARCEL OF LAND SITUATED IN THE CITY OF SUTTER CREEK, COUNTY OF AMADOR, STATE OF CALIFORNIA, BEING A PORTION OF THE "TRAIL TO AMADOR", AS SHOWN ON THE ORIGINAL "MAP OF THE TOWN OF SUTTER CREEK", MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A ¾ INCH REBAR L.S. 3570 MARKING THE EAST CORNER OF THAT CERTAIN PARCEL OF LAND DELINEATED AND DESIGNATED "PARCEL 2 0.24 AC." UPON THAT CERTAIN MAP RECORDED IN THE OFFICE OF THE RECORDER OF AMADOR COUNTY IN [BOOK 32 OF MAPS AND PLATS, AT PAGE 3](#); THENCE, FROM SAID POINT OF BEGINNING, ALONG AN EXISTING FENCE LINE NORTH 62°35'10" EAST

38.18 FEET; THENCE, ALONG A LINE PARALLEL TO, AND CONTIGUOUS TO, THE EAVE LINE OF A PORCH OF AN EXISTING HOUSE, SOUTH 23°59'20" EAST 89.31 FEET, TO AN EXISTING FENCE LINE; THENCE, ALONG SAID EXISTING FENCE LINE SOUTH 62°45'14" WEST 33.19 FEET TO THE APPROXIMATE NORTHEAST LINE OF LOT 2, BLOCK 3, OF THE TOWNSITE OF SUTTER CREEK, AS SHOWN ON THE ABOVE REFERRED TO ORIGINAL MAP; THENCE, ALONG SAID NORTHEAST LINE, NORTH 25°24'35" WEST 53.85 FEET; THENCE, NORTH 29°54'35" WEST 35.27 FEET TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM FROM THE ABOVE THREE PARCELS ANY MINE OF GOLD, SILVER, CINNABAR OR COPPER, OR TO ANY VALID MINING CLAIM OR POSSESSION HELD UNDER THE EXISTING LAWS OF CONGRESS, AS EXCEPTED BY THE UNITED STATES OF AMERICA, BY PATENT RECORDED FEBRUARY 15, 1875 IN [BOOK "O" OF DEEDS, PAGE 273](#), AMADOR COUNTY RECORDS.

APN: 018-054-002

EXHIBIT C
RESOLUTION 23-24-*

**A RESOLUTION OF THE PLANNING COMMISSION OF
THE CITY OF SUTTER CREEK APPROVING VESTING TENTATIVE PAREL MAP 2871
FOR APN 180-054-002 AT 290 SPANISH STREET**

WHEREAS, on the Planning Commission of the City of Sutter Creek did on Monday March 11, 2024, hold a public hearing for Vesting Tentative Map 2871 to split APN 180-054-002 into two separate lots to hear public comments regarding the proposed lot split; and

WHEREAS, the Planning Commission did at said public hearing receive a report from the planning staff, receive input from the Applicant and members of the public in attendance at said public hearing, and at the closing of said public hearing did deliberate and consider the same; and

WHEREAS, the Planning Commission does find the proposal is exempt from environmental review as a Class 153332 Infill under CEQA.

NOW, THEREFORE BE IT RESOLVED that the Planning Commission of the City of Sutter Creek hereby approves Vesting Tentative Parcel Map 2871 based on the following Findings:

1. The proposed split of the property into two parcels is essential or desirable to the public convenience or welfare;
2. The proposed action is in compliance with the Sutter Creek General Plan goals, policies, and RSF designation.
3. The proposed action will not impair the integrity and character of the zoning district because the use is consistent with activities within the R-1 Zone, which allows a lot split in which the area of the resulting lots is greater than 7,000 square feet.
4. The proposed action would not be detrimental to public health, safety or general welfare.
5. The proposed split of the property implements the Sutter Creek General Plan and the purposes of the Planning Title.

BE IT FURTHER RESOLVED that the Planning Commission of the City of Sutter Creek recommend that the City Council authorize the Planning Commission to approve Tentative Map 2871 with an exception to front yard setbacks on the following findings per Subdivision Code 17.30.010:

1. That there are special circumstances or conditions affecting the property.
The two houses were permitted many years ago as they currently exist.
2. That the exception is necessary for the preservation and enjoyment of a substantial property right of the petitioner.
The exception will not change anything about what currently exists on the property. It will not allow for additional reduced setbacks. This will allow for the creation of lots sized appropriately for the R-1 zone/ RSF land use designation rather than continuing an oversized lot for this designation/zoning.
3. That the granting of the exception will not be detrimental to the public welfare or injurious to other property in the territory in which the property is situated.
Adjacent residences have nonconforming front yard setbacks and nothing will change the existing conditions of the lot or the structures on the lot. The proposed lots will be of an appropriate size for the R-1 Zoning district and the neighborhood.

BE IT FURTHER RESOLVED the Planning Commission hereby approves Vesting Tentative Parcel Map 2871, subject to the following Conditions of Approval. All conditions shall be met as appropriate, prior to or concurrent with the recording of a Parcel Map.

1. The Parcel Map shall be in substantial compliance with the Tentative Parcel Map as approved by the Planning Commission and on file at the offices of the City of Sutter Creek.
2. Upon approval of the Planning Commission, a Parcel Map shall be prepared and processed in accordance with City Code Chapter 17.22 "Parcel Maps."
3. The Subdivider shall continue to meet the requirements of the City Subdivision Ordinance, Zoning Ordinance, Sign Ordinance, Noise Ordinance, Tree and Landscape Ordinance, and Park Dedication and In Lieu Fee Ordinance, unless otherwise specifically superseded by these Conditions of Approval.
4. The ordinance requirements of the Amador Water Agency shall continue to be met.
5. The ordinance requirements of the Sutter Creek Fire District shall continue to be met.
6. The Applicant shall pay the \$50.00 Notice of Exemption filing fee to the Amador County Recorder.
7. This subdivision shall consist of a maximum of two Residential Single-Family parcels.
8. The Tentative Parcel Map is valid for an initial period of 24-months from the date of approval, with extension requests filed prior to the expiration of the map.
9. All improvements shall be made to City Improvement Standards Details and Notes. All work shall be inspected by the City's Public Works and/or Engineering Department.
10. The applicant shall pay to the City all appropriate fees and shall submit to the City grading detail, drainage studies, tree removal plans, and any other documentation required by the City prior to the issuance of development permits.
11. Any structural development on the parcels shall comply with the CBC and Title 24 regulations, as well as demonstrate defensible space.
12. All easements of record shall be noted on the Parcel Map, including the 10 foot sewer easement show on the Preliminary Map.
13. A cleanout must be installed upstream from Parcel 2's service connection point to the shared service line.
14. A statement must be added to the deeds of both Parcel 1 and Parcel 2 that there is a mutual agreement for maintenance and replacement of the shared portion of the existing service line past the point of connection of the house on Parcel 2 out to the connection point at the City's sewer main. This statement shall be reviewed by the City Attorney in form and content prior to recording.
15. As an option to Condition 13 and 14, the house on Parcel 2 can disconnect from the existing shared sewer service line and extend a new service line out to the City's sewer main. The property owner must obtain an encroachment permit for the installation.
16. Verify that two sewer connection fees have been paid for the existing parcel. Per City ordinance, each parcel must pay for their own connection.
17. If either parcel is redeveloped, the applicant shall have the lateral inspected with a closed-circuit television (CCTV) which will be reviewed by the public works department who will determine if a new lateral must be installed.
18. Authorization by the City Council for an exception to the requirements of Subdivision section 18.16, allowing nonconforming front yard setbacks.

PASSED AND ADOPTED by the Planning Commission of the City of Sutter Creek on Monday the 11th day of March, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

THE CITY OF SUTTER CREEK

Michael Kirkley, Chairman

ATTEST:

Karen Darrow, City Clerk

RESOLUTION 23-24-*

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF SUTTER CREEK APPROVING AN EXECPTION TO SUBDIVISION CODE
17.16.100, FOR REDUCED LOT FRONTAGES, FOR VESTING TENTATIVE PAREL MAP
2871
FOR APN 180-054-002 AT 290 SPANISH STREET**

WHEREAS, the City Council of the City of Sutter Creek did on Monday March, 18, 2024, hold a public meeting for an exception to lot frontage for Vesting Tentative Map 2871 to split APN 180-054-002 into two separate lots; and

WHEREAS, the Planning Commission, on March 11, 2024, held a public hearing, received a report from the planning staff, received input from the Applicant and members of the public in attendance, and at the closing of said public hearing did deliberate and consider the same, approving Resolution 23-24-09; and

WHEREAS, the Planning Commission found the proposal is exempt from environmental review as a Class 153332 Infill under CEQA.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Sutter Creek hereby authorize the Planning Commission's conditional approval of Tentative Map 2871 with an exception to setbacks based on the following findings per Subdivision Code 17.30.010:

1. That there are special circumstances or conditions affecting the property.
The two houses were permitted many years ago as they currently exist.
2. That the exception is necessary for the preservation and enjoyment of a substantial property right of the petitioner.
The exception will not change anything about what currently exists on the property. It will not allow for additional reduced setbacks. This will allow for the creation of lots sized appropriately for the R-1 zone/ RSF land use designation rather than continuing an oversized lot for this designation/zoning.
3. That the granting of the exception will not be detrimental to the public welfare or injurious to other property in the territory in which the property is situated.
Adjacent residences have nonconforming front yard setbacks and nothing will change the existing conditions of the lot or the structures on the lot. The proposed lots will be of an appropriate size for the R-1 Zoning district and the neighborhood.

PASSED AND ADOPTED by the City Council of the City of Sutter Creek on Monday the 18th day of March 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

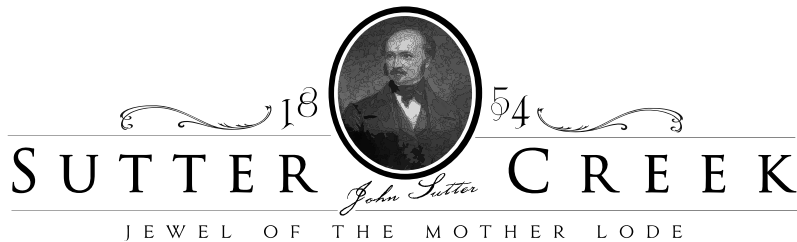
ABSENT:

THE CITY OF SUTTER CREEK

Claire Gunselman, Mayor

ATTEST:

Karen Darrow, City Clerk



Item 10D

MEETING DATE: MARCH 18, 2024
TO: CITY COUNCIL
FROM: TOM DUBOIS, CITY MANAGER
SUBJECT: EMERGENCY POOL REPAIR

ACTION ITEM:

Give direction on priority and funding sources for needed pool repairs.

BACKGROUND:

At some point, the pool fell into disrepair and needed major repairs to be functional. It was closed for some number of years. Then, in 2001, a citizens group raised money (I've gotten conflicting reports on whether it was \$150,000 or \$250,000 but it was a lot of money) and repaired the pool, adding a fiberglass liner on top of the concrete. That liner was to last 15-25 years (it's at the end of its life).

At that time, a formal lease was put in place between the Community group, the school district and the City/ Under a twenty-year lease, the city leased the Sutter Creek pool from the Amador Unified School district for \$1 a year until October 31st, 2021. Since that fateful Halloween night, the lease continues on a year-to-year basis.

The lease says that the City is responsible for maintaining the premises, landscaping, cleaning the buildings, pool, filters, and "all routine and minor maintenance". The district is responsible for maintaining road access, parking, and insuring their own use of the pool. The "Committee to Save the Amador Pool" was responsible in a joint resolution for ongoing operating expenses.

The lease is silent on "major repairs". It can be terminated with 30 days' notice at this point and there is little to no obligation to ensure the pool remains operational by the school district. It is called out in the lease that if the pool were to be damaged by a fire or other disaster or for any reason rendered unusable, the lease will simply cease. We can ask the school district to help with repairs but their response could be to just terminate the lease.

In 2018, the city paid \$9,800 to repair a small crack that went down the wall and 15 feet out into the pool.

Currently there is a crack at the same location, where the shallow end starts to slant into the deep end. The crack goes down one wall, 45 feet across the pool and up the other wall. We've gotten a \$50,000 estimate to repair the crack with fiberglass.

DISCUSSION:

This is a community asset enjoyed by many during the hot summer months. Council should have a discussion on how urgently repairs should be made and sources of funding.

In terms of understanding the issue, staff has further investigated to see if we can determine the cause of the crack. Ground penetrating radar just determined in the last few days there is NOT a void under the pool, so it appears the crack is likely by general ground movement rather than erosion under the pool.

We did not budget for a large pool repair and there are no funds in the pool budget. The city can try to assemble multiple funding sources to pay for repairs, with the Council's help. ACRA may have some

funds available. We can appeal to the Amador Community Fund. We could do community fundraising by approaching those who use the pool or by hosting some community events.

As we work on the midyear budget update, it looks like the economy has been quite good and budget revenue is greater than expected. With council direction, we can potentially fund repairs rapidly so the pool could open this summer. We could then try to pay back the city through fundraising efforts, though that might be more difficult with the pool repair already completed. Additionally, the pool buildings are not enclosed structures but three-sided and open. They store dangerous chemicals and should ideally be lockable, secure buildings.

With ongoing maintenance and repairs needed, we should also approach the school district about potentially transferring ownership of the pool over to the city. It is difficult to see how we can continue to spend public funds on an asset that is leased and not owned by the city.

BUDGET IMPACT:

Staff is seeking additional bids for repairs. Impact as of today would be \$50,000 from the general fund.



POLICE

SUTTER CREEK

Monthly Report

To: Tom DuBois, City Manager
 From: Jim O'Connell, Chief of Police
 Date: March 6, 2024
 Re: February 2024 Staff Report

February 2024 Department Statistics		
Calls For Service	107	-2
Traffic Stops	185	-60
Officer Initiated Incidents	527	-117
Business Checks	286	-60
Vehicle/Pedestrian Checks	18	-2
Total Officer Reports	42	+11
Arrests	25	+7
Moving Citations	15	-12
Parking Citations	1	1
TOTAL	1,206	-231

Downtown Foot Patrol

During the month of February, Sutter Creek Police Officers continued to conduct daily foot patrol in the downtown area and averaged over 30 minutes per officer each day. During daily foot patrols, officers continued their practice of going into businesses, contacting the owners, staff, and customers, and provided information on safety practices and crime prevention.

Volunteer Service

During the month of February our dedicated volunteers contributed more than 18 hours of service. Volunteers handled numerous tasks including report and citation processing and fulfilling records requests. The contributions of our volunteers have greatly enhanced our officers' abilities to serve the citizens of Sutter Creek.

Community Outreach

SCPD staff engaged our downtown business community regarding safety. Staff conducted several site inspections and participated in the business association meeting to offer safety and crime prevention suggestions.

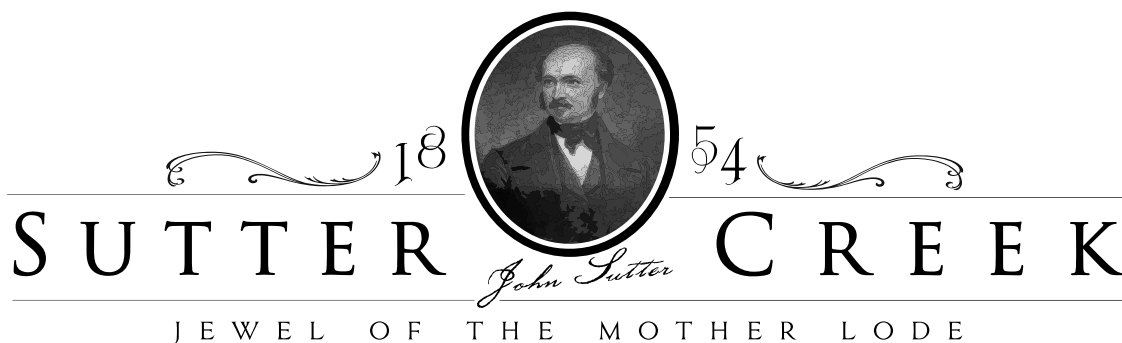
Notable Investigations

During the month of February, SCPD staff made six narcotics arrests stemming from proactive, officer-initiated contacts. Additionally, SCPD conducted three domestic violence investigations and made two related arrests.



Sutter Creek Schools

SCPD staff continues to spend significant time daily on our school campuses, interacting with staff and students. SCPD endeavors to be visible around our schools regularly, and when calls for service permit, be present during drop off and pick up time, when vehicular and pedestrian traffic can be congested.



STAFF REPORT

TO: TOM DUBOIS, CITY MANAGER
MEETING DATE: MARCH 18, 2024
FROM: DAN LAFONTAINE, PUBLIC WORKS DIRECTOR
SUBJECT: PUBLIC WORKS DEPARTMENT REPORT FOR FEBRUARY 2024

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

Wastewater Treatment Plant Status:

The WWTP met all effluent quality discharge requirements for the month of February 2024.

Table 1. Monthly Status of required reporting constituents.

Constituent	Monthly Results	Monthly Limits
Influent Flow	0.589 MGD avg, 17.083 MG	0.48mgd ¹
Effluent BOD (mg/L)	12 mg/L	30 mg/l
Effluent Settleable Matter, (mL/L)	< 0.1 ml/L	0.5 ml/l
Effluent TSS (mg/L)	13 mg/L	30 mg/l
Total Coliform (MPN)	< 1.8 MPN	23 MPN
Sludge Wasted (gal)	65,993 gallons	NA
Rain (in)	6.26 in.	17.3 in. YTD (51.94" Last YTD)

Plant Compliance Issues:

- The February 2024 monthly report was electronically submitted to the Regional Water Quality Control Board.

Capital Improvements at Facility:

- The sludge pump was reinstalled (see picture below). Sludge screw press was rebuilt, and all three drums are operational. Sludge wasting resumed in February.

New WWTF grant progress:

- Draft project report received from Carollo; City comments issued at end of February.

Operational Strategy Modifications:

- Currently 2 roto strainers are in operation for the winter months.
- The rag bin was hauled and replaced with a new one on February 22, 2024
- The regular sludge wasting schedule has resumed with 66K gallons dewatered for Feb.

Collection System Status:

SSMP Activity:

- No sanitary sewer overflows (SSO's) were reported in February 2024

Sewer System Cleaning and Maintenance.

- For February 2024, there was 1,999 feet of sewer line cleaned. Total amount cleaned for 2024 is 2,629 feet.

Capital Improvement Projects

- Sutter Oaks pipe relining project. The contractor has replaced approximately 50% of the sewer main on Patricia Ln. Work is ongoing to finish Patricia Ln and move onto Judy Dr. (See pictures below)

Service Requests

Responded to 10 service requests in February.

- Five were for street issues.
- Three were for private lateral issues.
- One was for facility issues.
- One was referred to code enforcement.

Effluent Disposal

- Bowers, Hoskins, and Preston Irrigation off for the season.
- Received annual inspection reports from Dam safety (attached Henderson and Preston)
- Ongoing maintenance of the cattle water troughs along the pipeline.
- Performing weed and rodent abatement at the three reservoirs.
- Sending weekly updates to the Regional Board on reservoir levels and volumes.
- Daily flow checks and level readings.
- The vent pipe/flow meter pipe broke off at the flange during a storm as a result of a downed tree. The vent pipe was reinstalled in February.

Streets and City Right of Way.

- Storm knocked down tree on Sutter Hill Rd. Helped with Road closure as ATT removed tree. (see pictures below). A huge thank you to ATT and the crew!
- Underground Service Alert (USA) revealed an issue with the location of one of the radar signs. Job was significantly delayed due to weather and location change. Radar signs will be installed in March.
- Walked Eureka Rd overlay project with engineers to build a cost estimate.
- Decaying tree removed from corner of Randolph and Main street.
- Removal of significant debris from storm drains around town to prevent clogs and flooding prior to large storms cleared known problem drains.
- Storm drain project at Worley street had USA marked and cut. Replacement drainage to be completed in March.
- Ongoing cleaning of streets and roads for weeds and leaf removal.

Parks and Buildings

- Installed replacement swing at Mini-Provis park (see picture below)
- Unclogged drain at Mini-Provis park bathroom.
- Ongoing set up and take down for the meetings in the Community Center.
- Ongoing cleanup of Community Center, Auditorium and Grammar School for the use as rentals.

Sump pump installation –February 2024



Sutter Oaks Sewer Main Replacement Project – February 2024





Tree Removal on Sutter Hill Road





New Swing at Mini-Provis Park



City of Sutter Creek

City Treasurer's Report

February 2024

Receipts & Disbursements Report

City's Checking Account

Receipts

Deposits	\$	516,127	
Reversal of Bank Charges		-	
Total			\$ 516,127

Disbursements

Accounts Payable	\$	361,892	
Payroll & Benefits		116,665	
Bank Charges		5	
Total			\$ 478,562

Net Amount of Investment Transfers

\$ -

Recap of City Treasury

Investments on Hand February 29, 2024

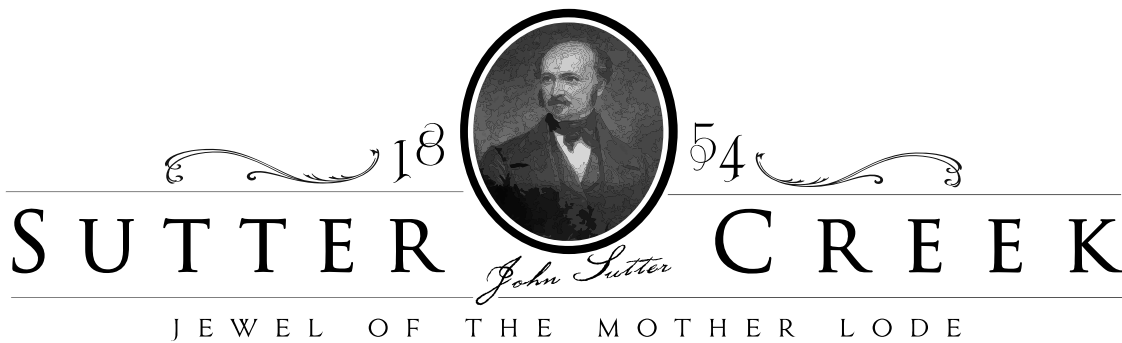
		Market or Withdrawal Value	Rate of Return
	Bank of Marin Checking	\$ 1,220,742	0.01%
	Bank of Marin Money Market	\$ 11,658	0.76%
	Bank of Marin Money Market #2	\$ 2,071,706	1.77%
*	California State Treasurer's LAIF	\$ 1,640,885	4.00%
	Bank of Marin CD	\$ 1,000,000	3.50%
	Total	\$ 5,944,991	
	Total this month last year	\$ 5,351,056	

* LAIF 1 \$ 60,334

LAIF 2 \$ 1,580,551

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 Runquist3/8/2024



STAFF REPORT

TO: TOM DUBOIS, CITY MANAGER
MEETING DATE: MARCH 18, 2024
FROM: KAREN DARROW, ADMINISTRATIVE SERVICES SUPERVISOR
SUBJECT: ADMINISTRATIVE SERVICES FEBRUARY 2024 REPORT

RECOMMENDATION:

For information.

BACKGROUND:

The Administrative Services Department encompasses a variety of functions on behalf of the City including Human Resources, Risk Management, the Office of the City Clerk and Public Engagement and Marketing.

Included is an overview of the activity within the Administrative Services department for the month of February 2024.

DISCUSSION:

Human Resources

- Recruitment process for part time Account Clerk.
- Monitor Annual FPPC filing. Due by April 1st.

Risk Management

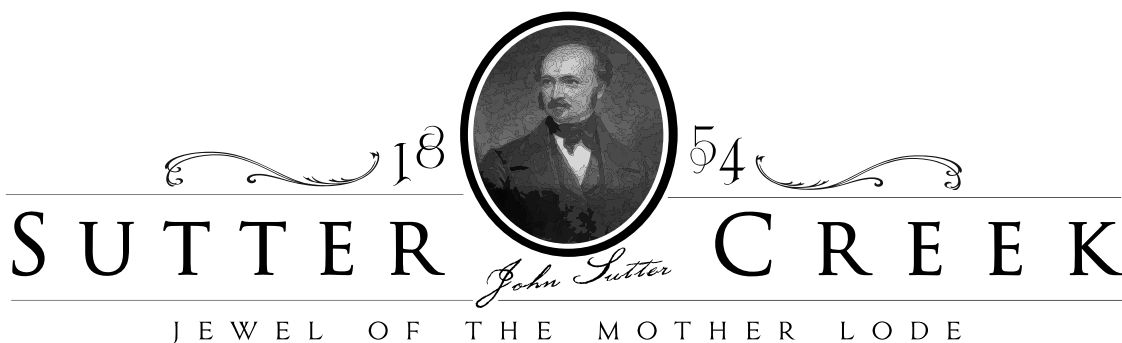
- CSJVRMA Property Insurance Renewal

City Clerk

- 4 Public Record Request, 4-Citizen Inquiries responses and 2- Public Hearing Notice.
- Prop 218 process
- Agenda preparation, minutes and follow up for:
3-City Council, 1-Planning Commission, 1- DRC and 1- ARSA meetings.
- Permit issuance: 1-Design Clearance permit and 1- Sign permit.

Public Engagement and Marketing

- Regula update and reviewing of content for the City of Sutter Creek website.
- City social media account.
- Design and coordinate content for a monthly newsletter.
- Ongoing oversight of Monteverde Store. The Store is currently open to the public on the weekends from 10-4pm and for private tours during the week. There is one regular active volunteer.



TO: TOM DUBOIS, CITY MANAGER
MEETING DATE: MARCH 18, 2024
FROM: MASON PETERS, FINANCE SUPERVISOR
SUBJECT: FINANCE DEPT. FEBRUARY 2024 REPORT

RECOMMENDATION:

Informational only.

BACKGROUND:

To provide information regarding the activities of the Finance Department for the month of February 2024.

DISCUSSION:

Accounts Receivable

- Eleven (11) building permits were issued for a total of \$5,390, a slight uptick compared to January. A good variety of projects as well: HVAC, patio cover, deck, electrical, solar, etc.
- TOT collected for January 2024 was \$9,186. This is a sharp decrease from December, most likely due to lack of tourism in winter after the holiday season.
- Currently we have 351 Sewer customers enrolled in Auto Pay and 207 enrolled in E-Bill. Compared to prior months' data, this is solid growth in both areas. The iPad has been lightly used, still having some technical issues that are being worked out.

Accounts Payables

- Total amount of warrant checks issued was \$362,519.

Misc.

- FY 22-23 Audit with Maze & Associates
 - Working on wrapping up the audit, final items being worked on
- Cross training in-office continuing to move forward
- Collaborating with Andy Heath, financial consultant
 - General Fund forecast complete, working on Fund 80 and Enterprise Fund
- Governmental Compensation in California report

**CITY OF SUTTER CREEK
CASH FLOW REPORT
PERIOD ENDING FEBRUARY 29, 2024**

FUND	BEGINNING BALANCE	CASH IN	CASH OUT	ADJ	BALANCE
01 - General Fund	305,879.00	1,601,969.00	786,945.00	(720,136.00)	400,767.00
03 - Streets and Sidewalks	(32,355.00)	188,269.00	65,914.00	(95,785.00)	(5,785.00)
04 - Crestview Light District	5,240.00	1.00	825.00	52.00	4,468.00
07 - Cemetary Sell of Plots	(12,286.00)	-	985.00	(2,740.00)	(16,011.00)
09 - HMGP Hazard Mitigation Grant Proj	1,217.00	-	-	13.00	1,230.00
10 - Sewer M&O	1,384,492.00	1,031,423.00	628,586.00	146,191.00	1,933,520.00
11 - Sewer WCRF Hook up Fees	605,926.00	41,579.00	-	6,530.00	654,035.00
12 - Sewer Line Replacement	606,718.00	-	-	6,405.00	613,123.00
14 - Sewer Cap Reserves	989,215.00	-	6,749.00	10,607.00	993,073.00
15 - Sewer Debt Service	2,750.00	-	-	(10,228.00)	(7,478.00)
17 - Monteverde Store	1,341.00	166.00	1,024.00	8.00	491.00
19 - Knights Foundary Restore	2,964.00	-	50.00	32.00	2,946.00
20 - FEMA	149,973.00	-	263,393.00	427.00	(112,993.00)
26 - COSC Community Facilities	953.00	-	-	10.00	963.00
28 - Public Safety/AB109, Grant	20,168.00	-	708.00	211.00	19,671.00
29 - Swimming Pool	(57,355.00)	-	34,550.00	(5,521.00)	(97,426.00)
30 - Traffic Mitig - S. Crest Gopher Flat	(77,710.00)	-	-	-	(77,710.00)
31 - Traffic Mitig - S.Hill/Mesa de Oro	79,329.00	1,992.00	-	848.00	82,169.00
32 - Traffic Mitig - Crestview	(24,779.00)	-	-	-	(24,779.00)
33 - Traffic Mitig - Sutter lone	(38,262.00)	-	-	-	(38,262.00)
34 - Traffic Mitig - Highway 49 Bypass	60,666.00	-	-	640.00	61,306.00
35 - Traffic Mitig - General	221,148.00	18,868.00	-	2,403.00	242,419.00
36 - Traffic Mitig - County Regional	18,527.00	15,512.00	17,133.00	191.00	17,097.00
37 - Parking In Lieu	65,278.00	-	-	689.00	65,967.00
38 - Fire Mitigation	36,664.00	2,780.00	-	380.00	39,824.00
39 - General Reserve	697,390.00	-	-	7,362.00	704,752.00
42 - AB1600	174,375.00	28,371.00	23,123.00	1,487.00	181,110.00
47 - Grant Projects non-CIP	54,216.00	-	-	187.00	54,403.00
48 - Covid-19	575,152.00	-	-	6,072.00	581,224.00
50 - COPS Fast Program	2,646.00	-	-	28.00	2,674.00
57 - First Time Home Buyers Grant	187,100.00	29,034.00	-	697.00	216,831.00
59 - Auditorium & Community Center Rentals	(17,656.00)	83,581.00	77,471.00	(41,716.00)	(53,262.00)
60 - Funding for Oak Bypass Mitigation	88.00	-	-	1.00	89.00
73 - Park Impact Fee	45,314.00	35,708.00	-	608.00	81,630.00
80 - Effluent Disposal	(539,696.00)	193,777.00	373,083.00	(153,327.00)	(872,329.00)
81 - Visitor Center and Store	(22,470.00)	-	1,267.00	(848.00)	(24,585.00)
86 - General Savings Reserve	72,113.00	-	-	725.00	72,838.00
87 - Refuse	3,354.00	-	-	35.00	3,389.00
88 - City Council Discretionary	20,564.00	-	-	217.00	20,781.00
89 - Capital Improvement Projects	(225,071.00)	188,535.00	102,087.00	-	(138,623.00)
91 - Road Capital Improvements	113,909.00	15,893.00	-	(14,658.00)	115,144.00
92 - Pension & Ins Reserve	136,389.00	-	-	1,439.00	137,828.00
93 - Vehicle Cap Reserve	17,183.00	-	-	181.00	17,364.00
94 - Vacation Cash Out and Accruals	91,844.00	-	-	(22,489.00)	69,355.00
95 - General Operations Reserve	102,421.00	-	-	1,329.00	103,750.00
96 - General Capital Reserves	49,677.00	-	-	524.00	50,201.00
TOTAL	5,854,543	3,477,458	2,383,893	-870,919	6,077,189

FUND	FUND Name	ACCT	ACCT Name	DEPT	DEPT Name	BUDGET	YTD ACTUAL	%	BALANCE	PROJECTED YE
1	General Fund	40015	Sal/Wages-Elect	1010	City Council	15,120.00	8,820.00	58.33%	6,300.00	15,120.00
1	General Fund	41000	FICA	1010	City Council	950.00	546.84	57.56%	403.16	950.00
1	General Fund	41010	SUI	1010	City Council	200.00	162.18	81.09%	37.82	200.00
1	General Fund	41030	Medicare	1010	City Council	220.00	127.89	58.13%	92.11	220.00
1	General Fund	52010	Gen. Supplies	1010	City Council	100.00	107.75	107.75%	(7.75)	107.75
1	General Fund	65030	Membership/Dues	1010	City Council	2,015.00	1,972.00	97.87%	43.00	2,015.00
1	General Fund	65040	Travel,Conf,Trg	1010	City Council	2,000.00	700.00	35.00%	1,300.00	2,000.00
DEPT 1010 Subtotal ----->						20,605.00	12,436.66	60.36%	8,168.34	20,605.00
1	General Fund	40000	Salaries	1020	City Clerk	41,650.00	26,957.12	64.72%	14,692.88	41,650.00
1	General Fund	40024	Vacation Payout	1020	City Clerk	2,490.00	-	0.00%	2,490.00	2,490.00
1	General Fund	41000	FICA	1020	City Clerk	2,727.00	1,671.36	61.29%	1,055.64	2,727.00
1	General Fund	41010	SUI	1020	City Clerk	79.00	78.76	99.70%	0.24	79.00
1	General Fund	41020	PERS	1020	City Clerk	3,378.00	2,070.24	61.29%	1,307.76	3,378.00
1	General Fund	41025	PERS Unfunded	1020	City Clerk	8,135.00	5,131.12	63.07%	3,003.88	8,135.00
1	General Fund	41030	Medicare	1020	City Clerk	638.00	390.88	61.27%	247.12	638.00
1	General Fund	41040	Employee Benefi	1020	City Clerk	11,160.00	7,206.83	64.58%	3,953.17	11,160.00
1	General Fund	41050	Workers Comp.	1020	City Clerk	3,079.00	2,459.67	79.89%	619.33	3,079.00
1	General Fund	52010	Gen. Supplies	1020	City Clerk	176.00	44.77	25.44%	131.23	176.00
1	General Fund	60013	Network Svcs Co	1020	City Clerk	196.00	-	0.00%	196.00	196.00
1	General Fund	60016	Muni Code Web	1020	City Clerk	1,960.00	-	0.00%	1,960.00	1,960.00
1	General Fund	61057	Contracts-Other	1020	City Clerk	2,450.00	-	0.00%	2,450.00	2,450.00
1	General Fund	65040	Travel,Conf,Trg	1020	City Clerk	245.00	-	0.00%	245.00	245.00
1	General Fund	66012	Water Utilities	1020	City Clerk	98.00	53.65	54.74%	44.35	98.00
1	General Fund	66014	PG&E Utilities	1020	City Clerk	466.00	136.81	29.36%	329.19	466.00
DEPT 1020 Subtotal ----->						78,927.00	46,201.21	58.54%	32,725.79	78,927.00
1	General Fund	40015	Sal/Wages-Elect	1030	City Treasurer	2,250.00	1,312.50	58.33%	937.50	2,250.00
1	General Fund	41000	FICA	1030	City Treasurer	140.00	81.41	58.15%	58.59	140.00
1	General Fund	41030	Medicare	1030	City Treasurer	33.00	19.04	57.70%	13.96	33.00
1	General Fund	65030	Membership/Dues	1030	City Treasurer	100.00	-	0.00%	100.00	100.00
DEPT 1030 Subtotal ----->						2,523.00	1,412.95	56.00%	1,110.05	2,523.00
1	General Fund	40000	Salaries	1040	City Manager	82,500.00	51,366.08	62.26%	31,133.92	82,500.00
1	General Fund	41000	FICA	1040	City Manager	5,115.00	3,161.40	61.81%	1,953.60	5,115.00
1	General Fund	41010	SUI	1040	City Manager	81.00	161.01	198.78%	(80.01)	161.01
1	General Fund	41020	PERS	1040	City Manager	6,336.00	1,912.53	30.19%	4,423.47	6,336.00
1	General Fund	41025	PERS Unfunded	1040	City Manager	8,301.00	5,235.84	63.07%	3,065.16	8,301.00
1	General Fund	41030	Medicare	1040	City Manager	1,196.00	739.34	61.82%	456.66	1,196.00
1	General Fund	41040	Employee Benefi	1040	City Manager	8,541.00	4,451.00	52.11%	4,090.00	8,541.00
1	General Fund	41050	Workers Comp.	1040	City Manager	10,445.00	4,613.54	44.17%	5,831.46	10,445.00
1	General Fund	52010	Gen. Supplies	1040	City Manager	750.00	305.75	40.77%	444.25	750.00
1	General Fund	53015	Repair/Maint	1040	City Manager	-	603.50	0.00%	(603.50)	603.50
1	General Fund	55019	EE Development	1040	City Manager	125.00	-	0.00%	125.00	125.00
1	General Fund	60013	Network Svcs Co	1040	City Manager	750.00	331.87	44.25%	418.13	750.00
1	General Fund	61055	Prof Services	1040	City Manager	-	4,144.09	0.00%	(4,144.09)	4,144.09
1	General Fund	62010	Communications	1040	City Manager	-	493.72	0.00%	(493.72)	493.72
1	General Fund	65040	Travel,Conf,Trg	1040	City Manager	1,000.00	592.01	59.20%	407.99	1,000.00
1	General Fund	66012	Water Utilities	1040	City Manager	150.00	48.53	32.35%	101.47	150.00
1	General Fund	66014	PG&E Utilities	1040	City Manager	425.00	139.58	32.84%	285.42	425.00
DEPT 1040 Subtotal ----->						125,715.00	78,299.79	62.28%	47,415.21	125,715.00
1	General Fund	40000	Salaries	1050	Finance	76,161.00	46,862.60	61.53%	29,298.40	76,161.00
1	General Fund	40024	Vacation Payout	1050	Finance	3,399.00	-	0.00%	3,399.00	3,399.00
1	General Fund	41000	FICA	1050	Finance	4,541.00	2,941.54	64.78%	1,599.46	4,541.00
1	General Fund	41010	SUI	1050	Finance	270.00	347.92	128.86%	(77.92)	347.92
1	General Fund	41020	PERS	1050	Finance	4,174.00	2,850.97	68.30%	1,323.03	4,174.00
1	General Fund	41025	PERS Unfunded	1050	Finance	13,946.00	8,795.92	63.07%	5,150.08	13,946.00
1	General Fund	41030	Medicare	1050	Finance	1,062.00	687.95	64.78%	374.05	1,062.00
1	General Fund	41040	Employee Benefi	1050	Finance	19,132.00	9,274.33	48.48%	9,857.67	19,132.00
1	General Fund	41050	Workers Comp.	1050	Finance	5,127.00	4,094.89	79.87%	1,032.11	5,127.00
1	General Fund	52010	Gen. Supplies	1050	Finance	7,140.00	3,501.74	49.04%	3,638.26	7,140.00
1	General Fund	60013	Network Svcs Co	1050	Finance	4,620.00	2,832.49	61.31%	1,787.51	4,620.00
1	General Fund	60016	Muni Code Web	1050	Finance	1,960.00	-	0.00%	1,960.00	1,960.00
1	General Fund	60020	MOM online fees	1050	Finance	4,200.00	8,273.07	196.98%	(4,073.07)	8,273.07
1	General Fund	61015	Audit & Acctg	1050	Finance	15,120.00	16,025.68	105.99%	(905.68)	16,025.68
1	General Fund	61057	Contracts-Other	1050	Finance	504.00	900.00	178.57%	(396.00)	900.00
1	General Fund	65040	Travel,Conf,Trg	1050	Finance	2,184.00	707.35	32.39%	1,476.65	2,184.00
1	General Fund	66012	Water Utilities	1050	Finance	400.00	152.04	38.01%	247.96	400.00

1 General Fund	66014 PG&E Utilities	1050 Finance	2,520.00	(200.92)	-7.97%	2,720.92	2,520.00
1 General Fund	67010 O&M Equipment	1050 Finance	420.00	-	0.00%	420.00	420.00
1 General Fund	69070 PayChex & Bank	1050 Finance	5,460.00	3,658.17	67.00%	1,801.83	5,460.00
1 General Fund	69075 Interest Expens	1050 Finance	-	68.22	0.00%	(68.22)	68.22
DEPT 1050 Subtotal ----->			172,340.00	111,773.96	64.86%	60,566.04	172,340.00
1 General Fund	40000 Salaries	1060 Police Dept	450,849.00	267,892.64	59.42%	182,956.36	450,849.00
1 General Fund	40020 Overtime	1060 Police Dept	45,000.00	20,223.41	44.94%	24,776.59	45,000.00
1 General Fund	40024 Vacation Payout	1060 Police Dept	17,657.00	-	0.00%	17,657.00	17,657.00
1 General Fund	41000 FICA	1060 Police Dept	30,743.00	18,518.11	60.24%	12,224.89	30,743.00
1 General Fund	41010 SUI	1060 Police Dept	1,127.00	1,312.24	116.44%	(185.24)	1,312.24
1 General Fund	41020 PERS	1060 Police Dept	69,452.00	42,226.46	60.80%	27,225.54	69,452.00
1 General Fund	41025 PERS Unfunded	1060 Police Dept	166,907.00	110,034.72	65.93%	56,872.28	166,907.00
1 General Fund	41030 Medicare	1060 Police Dept	7,190.00	4,330.81	60.23%	2,859.19	7,190.00
1 General Fund	41040 Employee Benefi	1060 Police Dept	113,880.00	64,257.65	56.43%	49,622.35	113,880.00
1 General Fund	41050 Workers Comp.	1060 Police Dept	31,559.00	25,204.27	79.86%	6,354.73	31,559.00
1 General Fund	52010 Gen. Supplies	1060 Police Dept	3,500.00	2,852.57	81.50%	647.43	3,500.00
1 General Fund	52012 Fuel	1060 Police Dept	32,000.00	16,866.10	52.71%	15,133.90	32,000.00
1 General Fund	55001 Special Depart	1060 Police Dept	1,000.00	1,109.00	110.90%	(109.00)	1,109.00
1 General Fund	55040 Clothing	1060 Police Dept	3,000.00	2,611.48	87.05%	388.52	3,000.00
1 General Fund	55050 Safety Equip	1060 Police Dept	30,000.00	-	0.00%	30,000.00	30,000.00
1 General Fund	60013 Network Svcs Co	1060 Police Dept	7,000.00	3,450.00	49.29%	3,550.00	7,000.00
1 General Fund	61058 Dispatching	1060 Police Dept	100,000.00	101,090.33	101.09%	(1,090.33)	101,090.33
1 General Fund	62010 Communications	1060 Police Dept	5,500.00	3,097.32	56.31%	2,402.68	5,500.00
1 General Fund	65030 Membership/Dues	1060 Police Dept	350.00	-	0.00%	350.00	350.00
1 General Fund	65040 Travel,Conf,Trg	1060 Police Dept	5,000.00	4,271.52	85.43%	728.48	5,000.00
1 General Fund	66012 Water Utilities	1060 Police Dept	500.00	367.11	73.42%	132.89	500.00
1 General Fund	66014 PG&E Utilities	1060 Police Dept	7,000.00	(579.08)	-8.27%	7,579.08	7,000.00
1 General Fund	67009 Vehicle Maintna	1060 Police Dept	10,000.00	12,936.01	129.36%	(2,936.01)	12,936.01
1 General Fund	67010 O&M Equipment	1060 Police Dept	7,000.00	616.18	8.80%	6,383.82	7,000.00
1 General Fund	69050 Misc-Bookings	1060 Police Dept	200.00	125.00	62.50%	75.00	200.00
1 General Fund	69055 Misc-Court/Invs	1060 Police Dept	100.00	-	0.00%	100.00	100.00
1 General Fund	70040 Machinery &	1060 Police Dept	49,000.00	27,882.20	56.90%	21,117.80	49,000.00
DEPT 1060 Subtotal ----->			1,195,514.00	730,696.05	61.12%	464,817.95	1,195,514.00
1 General Fund	40015 Sal/Wages-Elect	1090 Planning	6,750.00	3,712.50	55.00%	3,037.50	6,750.00
1 General Fund	41000 FICA	1090 Planning	-	230.34	0.00%	(230.34)	230.34
1 General Fund	41010 SUI	1090 Planning	-	66.42	0.00%	(66.42)	66.42
1 General Fund	41030 Medicare	1090 Planning	-	53.79	0.00%	(53.79)	53.79
1 General Fund	52010 Gen. Supplies	1090 Planning	200.00	159.72	79.86%	40.28	200.00
1 General Fund	61045 Planner	1090 Planning	132,600.00	13,624.80	10.28%	118,975.20	132,600.00
1 General Fund	61048 LAFCO Expense	1090 Planning	8,000.00	5,358.00	66.98%	2,642.00	8,000.00
1 General Fund	61050 Computer Maint.	1090 Planning	100.00	-	0.00%	100.00	100.00
1 General Fund	61057 Contracts-Other	1090 Planning	7,500.00	7,996.00	106.61%	(496.00)	7,996.00
1 General Fund	64011 PH Notices	1090 Planning	1,200.00	1,921.10	160.09%	(721.10)	1,921.10
DEPT 1090 Subtotal ----->			156,350.00	33,122.67	21.18%	123,227.33	156,350.00
1 General Fund	61028 Plan Chk & Insp	1100 Building DEPT	25,000.00	37,547.88	150.19%	(12,547.88)	37,547.88
1 General Fund	55065 E&P Reimb Engr.	1115 Engineering	70,000.00	37,431.32	53.47%	32,568.68	70,000.00
1 General Fund	61025 Engineering	1115 Engineering	50,000.00	30,766.25	61.53%	19,233.75	50,000.00
1 General Fund	61028 Plan Chk & Insp	1115 Engineering	35,000.00	2,125.50	6.07%	32,874.50	35,000.00
DEPT 1115 Subtotal ----->			180,000.00	107,870.95	59.93%	72,129.05	180,000.00
1 General Fund	40000 Salaries	1130 Parks & Recreat	59,907.00	37,503.60	62.60%	22,403.40	59,907.00
1 General Fund	40024 Vacation Payout	1130 Parks & Recreat	3,298.00	-	0.00%	3,298.00	3,298.00
1 General Fund	41000 FICA	1130 Parks & Recreat	3,714.00	2,372.91	63.89%	1,341.09	3,714.00
1 General Fund	41010 SUI	1130 Parks & Recreat	153.00	455.41	297.65%	(302.41)	455.41
1 General Fund	41020 PERS	1130 Parks & Recreat	5,461.00	3,055.88	55.96%	2,405.12	5,461.00
1 General Fund	41025 PERS Unfunded	1130 Parks & Recreat	15,772.00	9,947.60	63.07%	5,824.40	15,772.00
1 General Fund	41030 Medicare	1130 Parks & Recreat	869.00	552.14	63.54%	316.86	869.00
1 General Fund	41040 Employee Benefi	1130 Parks & Recreat	21,637.00	13,251.41	61.24%	8,385.59	21,637.00
1 General Fund	41050 Workers Comp.	1130 Parks & Recreat	4,194.00	3,350.61	79.89%	843.39	4,194.00
1 General Fund	52010 Gen. Supplies	1130 Parks & Recreat	1,000.00	75.37	7.54%	924.63	1,000.00
1 General Fund	52012 Fuel	1130 Parks & Recreat	6,000.00	5,630.89	93.85%	369.11	6,000.00
1 General Fund	53015 Repair/Maint	1130 Parks & Recreat	13,000.00	3,458.06	26.60%	9,541.94	13,000.00
1 General Fund	55015 Beautification	1130 Parks & Recreat	5,000.00	-	0.00%	5,000.00	5,000.00
1 General Fund	55040 Clothing	1130 Parks & Recreat	900.00	1,997.60	221.96%	(1,097.60)	1,997.60
1 General Fund	55085 Weed Control	1130 Parks & Recreat	7,000.00	-	0.00%	7,000.00	7,000.00
1 General Fund	55090 Restrooms	1130 Parks & Recreat	400.00	73.89	18.47%	326.11	400.00
1 General Fund	55095 Taxes/Fees/Lics	1130 Parks & Recreat	200.00	345.95	172.98%	(145.95)	345.95

1 General Fund	61057 Contracts-Other	1130 Parks & Recreat	17,000.00	16,835.00	99.03%	165.00	17,000.00
1 General Fund	66012 Water Utilities	1130 Parks & Recreat	13,000.00	14,302.21	110.02%	(1,302.21)	14,302.21
1 General Fund	66014 PG&E Utilities	1130 Parks & Recreat	2,000.00	998.01	49.90%	1,001.99	2,000.00
1 General Fund	67009 Vehicle Maintna	1130 Parks & Recreat	3,000.00	2,022.85	67.43%	977.15	3,000.00
1 General Fund	67010 O&M Equipment	1130 Parks & Recreat	1,500.00	544.50	36.30%	955.50	1,500.00
1 General Fund	67015 O&M Blg/Structu	1130 Parks & Recreat	23,000.00	1,593.09	6.93%	21,406.91	23,000.00
1 General Fund	67020 Janitorial	1130 Parks & Recreat	9,000.00	5,002.92	55.59%	3,997.08	9,000.00
1 General Fund	70040 Machinery &	1130 Parks & Recreat	3,000.00	-	0.00%	3,000.00	3,000.00
1 General Fund	70028 Improvement Bld	1130 Parks & Recreat	-	4,372.30	0.00%	(4,372.30)	4,372.30
DEPT 1130 Subtotal ----->			220,005.00	127,742.20	58.06%	92,262.80	220,005.00
1 General Fund	55010 Community Prom	1150 Marketing	2,000.00	8,196.24	409.81%	(6,196.24)	8,196.24
1 General Fund	55012 Holiday decor	1150 Marketing	8,000.00	1,786.68	22.33%	6,213.32	8,000.00
1 General Fund	55015 Beautification	1150 Marketing	2,000.00	-	0.00%	2,000.00	2,000.00
1 General Fund	60014 Internet Servic	1150 Marketing	3,200.00	955.16	29.85%	2,244.84	3,200.00
1 General Fund	64010 Advertising	1150 Marketing	750.00	554.80	73.97%	195.20	750.00
1 General Fund	68012 Lease-Prkg lot	1150 Marketing	41,480.00	31,864.14	76.82%	9,615.86	41,480.00
DEPT 1150 Subtotal ----->			57,430.00	43,357.02	75.50%	14,072.98	57,430.00
1 General Fund	41040 Employee Benefi	6100 Central Servies	2,400.00	1,395.00	58.13%	1,005.00	2,400.00
1 General Fund	52010 Gen. Supplies	6100 Central Servies	1,250.00	727.62	58.21%	522.38	1,250.00
1 General Fund	53020 Equipmnt Maint.	6100 Central Servies	375.00	209.62	55.90%	165.38	375.00
1 General Fund	60010 Computer Hardwr	6100 Central Servies	1,250.00	329.33	26.35%	920.67	1,250.00
1 General Fund	60013 Network Svcs Co	6100 Central Servies	20,000.00	10,637.89	53.19%	9,362.11	20,000.00
1 General Fund	60014 Internet Servic	6100 Central Servies	2,750.00	5,452.49	198.27%	(2,702.49)	5,452.49
1 General Fund	62010 Communications	6100 Central Servies	3,250.00	2,729.20	83.98%	520.80	3,250.00
1 General Fund	65010 Risk Management	6100 Central Servies	157,500.00	153,113.32	97.21%	4,386.68	157,500.00
1 General Fund	65030 Membership/Dues	6100 Central Servies	1,000.00	854.80	85.48%	145.20	1,000.00
1 General Fund	65040 Travel,Conf,Trg	6100 Central Servies	1,000.00	952.57	95.26%	47.43	1,000.00
1 General Fund	67010 O&M Equipment	6100 Central Servies	1,750.00	-	0.00%	1,750.00	1,750.00
DEPT 6100 Subtotal ----->			192,525.00	176,401.84	91.63%	16,123.16	192,525.00
1 General Fund	61030 Legal	6130 City Attorney	30,000.00	18,446.68	61.49%	11,553.32	30,000.00
FUND TOTAL			2,431,934.00	1,487,761.98	61.18%	944,172.02	2,431,934.00
3 Streets/Sidewal	40000 Salaries	1020 City Clerk	8,500.00	5,501.44	64.72%	2,998.56	8,500.00
3 Streets/Sidewal	40024 Vacation Payout	1020 City Clerk	508.00	-	0.00%	508.00	508.00
3 Streets/Sidewal	41000 FICA	1020 City Clerk	556.00	341.12	61.35%	214.88	556.00
3 Streets/Sidewal	41010 SUI	1020 City Clerk	16.00	16.08	100.50%	(0.08)	16.08
3 Streets/Sidewal	41020 PERS	1020 City Clerk	689.00	422.56	61.33%	266.44	689.00
3 Streets/Sidewal	41025 PERS Unfunded	1020 City Clerk	1,660.00	1,047.20	63.08%	612.80	1,660.00
3 Streets/Sidewal	41030 Medicare	1020 City Clerk	130.00	79.84	61.42%	50.16	130.00
3 Streets/Sidewal	41040 Employee Benefi	1020 City Clerk	2,278.00	194.28	8.53%	2,083.72	2,278.00
3 Streets/Sidewal	41050 Workers Comp.	1020 City Clerk	628.00	501.28	79.82%	126.72	628.00
3 Streets/Sidewal	52010 Gen. Supplies	1020 City Clerk	40.00	9.14	22.85%	30.86	40.00
3 Streets/Sidewal	60013 Network Svcs Co	1020 City Clerk	40.00	-	0.00%	40.00	40.00
3 Streets/Sidewal	60016 Muni Code Web	1020 City Clerk	400.00	-	0.00%	400.00	400.00
3 Streets/Sidewal	61057 Contracts-Other	1020 City Clerk	500.00	-	0.00%	500.00	500.00
3 Streets/Sidewal	65040 Travel,Conf,Trg	1020 City Clerk	50.00	-	0.00%	50.00	50.00
3 Streets/Sidewal	66012 Water Utilities	1020 City Clerk	20.00	7.85	39.25%	12.15	20.00
3 Streets/Sidewal	66014 PG&E Utilities	1020 City Clerk	95.00	27.92	29.39%	67.08	95.00
DEPT 1020 Subtotal ----->			16,110.00	8,148.71	50.58%	7,961.29	16,110.00
3 Streets/Sidewal	40000 Salaries	1040 City Manager	16,500.00	10,273.22	62.26%	6,226.78	16,500.00
3 Streets/Sidewal	41000 FICA	1040 City Manager	1,023.00	613.69	59.99%	409.31	1,023.00
3 Streets/Sidewal	41010 SUI	1040 City Manager	16.00	32.20	201.25%	(16.20)	32.20
3 Streets/Sidewal	41020 PERS	1040 City Manager	1,267.00	382.51	30.19%	884.49	1,267.00
3 Streets/Sidewal	41025 PERS Unfunded	1040 City Manager	1,660.00	1,047.20	63.08%	612.80	1,660.00
3 Streets/Sidewal	41030 Medicare	1040 City Manager	239.00	143.54	60.06%	95.46	239.00
3 Streets/Sidewal	41040 Employee Benefi	1040 City Manager	1,708.00	674.85	39.51%	1,033.15	1,708.00
3 Streets/Sidewal	41050 Workers Comp.	1040 City Manager	2,089.00	923.51	44.21%	1,165.49	2,089.00
3 Streets/Sidewal	52010 Gen. Supplies	1040 City Manager	150.00	34.26	22.84%	115.74	150.00
3 Streets/Sidewal	55019 EE Development	1040 City Manager	25.00	-	0.00%	25.00	25.00
3 Streets/Sidewal	60013 Network Svcs Co	1040 City Manager	150.00	22.50	15.00%	127.50	150.00
3 Streets/Sidewal	61055 Prof Services	1040 City Manager	-	806.02	0.00%	(806.02)	806.02
3 Streets/Sidewal	62010 Communications	1040 City Manager	-	80.14	0.00%	(80.14)	80.14
3 Streets/Sidewal	65040 Travel,Conf,Trg	1040 City Manager	200.00	70.00	35.00%	130.00	200.00
3 Streets/Sidewal	66012 Water Utilities	1040 City Manager	30.00	7.87	26.23%	22.13	30.00
3 Streets/Sidewal	66014 PG&E Utilities	1040 City Manager	85.00	27.92	32.85%	57.08	85.00
DEPT 1040 Subtotal ----->			25,142.00	15,139.43	60.22%	10,002.57	25,142.00

3 Streets/Sidewal	40000 Salaries	1050 Finance	14,507.00	8,926.21	61.53%	5,580.79	14,507.00
3 Streets/Sidewal	40024 Vacation Payout	1050 Finance	648.00	-	0.00%	648.00	648.00
3 Streets/Sidewal	41000 FICA	1050 Finance	865.00	539.34	62.35%	325.66	865.00
3 Streets/Sidewal	41010 SUI	1050 Finance	52.00	39.40	75.77%	12.60	52.00
3 Streets/Sidewal	41020 PERS	1050 Finance	795.00	543.08	68.31%	251.92	795.00
3 Streets/Sidewal	41025 PERS Unfunded	1050 Finance	2,656.00	1,675.44	63.08%	980.56	2,656.00
3 Streets/Sidewal	41030 Medicare	1050 Finance	202.00	126.13	62.44%	75.87	202.00
3 Streets/Sidewal	41040 Employee Benefi	1050 Finance	3,644.00	1,523.72	41.81%	2,120.28	3,644.00
3 Streets/Sidewal	41050 Workers Comp.	1050 Finance	976.00	779.98	79.92%	196.02	976.00
3 Streets/Sidewal	52010 Gen. Supplies	1050 Finance	1,360.00	492.18	36.19%	867.82	1,360.00
3 Streets/Sidewal	60013 Network Svcs Co	1050 Finance	880.00	439.53	49.95%	440.47	880.00
3 Streets/Sidewal	60016 Muni Code Web	1050 Finance	400.00	-	0.00%	400.00	400.00
3 Streets/Sidewal	60020 MOM online fees	1050 Finance	800.00	-	0.00%	800.00	800.00
3 Streets/Sidewal	61015 Audit & Acctg	1050 Finance	2,880.00	2,456.32	85.29%	423.68	2,880.00
3 Streets/Sidewal	61057 Contracts-Other	1050 Finance	96.00	-	0.00%	96.00	96.00
3 Streets/Sidewal	65040 Travel,Conf,Trg	1050 Finance	416.00	-	0.00%	416.00	416.00
3 Streets/Sidewal	66012 Water Utilities	1050 Finance	32.00	27.23	85.09%	4.77	32.00
3 Streets/Sidewal	66014 PG&E Utilities	1050 Finance	480.00	119.62	24.92%	360.38	480.00
3 Streets/Sidewal	67010 O&M Equipment	1050 Finance	80.00	-	0.00%	80.00	80.00
3 Streets/Sidewal	69070 PayChex & Bank	1050 Finance	1,040.00	350.18	33.67%	689.82	1,040.00
DEPT 1050 Subtotal ----->			32,809.00	18,038.36	54.98%	14,770.64	32,809.00
3 Streets/Sidewal	40000 Salaries	1120 Streets/Roads	68,062.00	50,234.84	73.81%	17,827.16	68,062.00
3 Streets/Sidewal	40024 Vacation Payout	1120 Streets/Roads	2,501.00	-	0.00%	2,501.00	2,501.00
3 Streets/Sidewal	41000 FICA	1120 Streets/Roads	4,220.00	3,121.85	73.98%	1,098.15	4,220.00
3 Streets/Sidewal	41010 SUI	1120 Streets/Roads	164.00	162.93	99.35%	1.07	164.00
3 Streets/Sidewal	41020 PERS	1120 Streets/Roads	8,052.00	5,042.85	62.63%	3,009.15	8,052.00
3 Streets/Sidewal	41025 PERS Unfunded	1120 Streets/Roads	16,930.00	10,785.76	63.71%	6,144.24	16,930.00
3 Streets/Sidewal	41030 Medicare	1120 Streets/Roads	987.00	726.77	73.63%	260.23	987.00
3 Streets/Sidewal	41040 Employee Benefi	1120 Streets/Roads	23,225.00	16,416.14	70.68%	6,808.86	23,225.00
3 Streets/Sidewal	41050 Workers Comp.	1120 Streets/Roads	4,764.00	3,843.15	80.67%	920.85	4,764.00
3 Streets/Sidewal	52010 Gen. Supplies	1120 Streets/Roads	1,485.00	1,028.10	69.23%	456.90	1,485.00
3 Streets/Sidewal	52012 Fuel	1120 Streets/Roads	5,940.00	9,072.76	152.74%	(3,132.76)	9,072.76
3 Streets/Sidewal	55040 Clothing	1120 Streets/Roads	396.00	766.80	193.64%	(370.80)	766.80
3 Streets/Sidewal	55060 Patching	1120 Streets/Roads	4,950.00	1,342.85	27.13%	3,607.15	4,950.00
3 Streets/Sidewal	55070 Signs	1120 Streets/Roads	248.00	-	0.00%	248.00	248.00
3 Streets/Sidewal	55075 Flood Control	1120 Streets/Roads	990.00	-	0.00%	990.00	990.00
3 Streets/Sidewal	55085 Weed Control	1120 Streets/Roads	4,950.00	-	0.00%	4,950.00	4,950.00
3 Streets/Sidewal	61057 Contracts-Other	1120 Streets/Roads	5,940.00	-	0.00%	5,940.00	5,940.00
3 Streets/Sidewal	66025 Street Lights	1120 Streets/Roads	31,680.00	22,773.12	71.88%	8,906.88	31,680.00
3 Streets/Sidewal	67009 Vehicle Maintna	1120 Streets/Roads	1,980.00	839.47	42.40%	1,140.53	1,980.00
3 Streets/Sidewal	67010 O&M Equipment	1120 Streets/Roads	990.00	-	0.00%	990.00	990.00
DEPT 1120 Subtotal ----->			188,454.00	126,157.39	66.94%	62,296.61	188,454.00
FUND TOTAL			262,515.00	167,483.89	63.80%	95,031.11	262,515.00
4 Crestview Lgt/D	40000 Salaries	1120 Streets/Roads	687.00	-	0.00%	687.00	687.00
4 Crestview Lgt/D	40024 Vacation Payout	1120 Streets/Roads	25.00	-	0.00%	25.00	25.00
4 Crestview Lgt/D	41000 FICA	1120 Streets/Roads	43.00	-	0.00%	43.00	43.00
4 Crestview Lgt/D	41010 SUI	1120 Streets/Roads	2.00	-	0.00%	2.00	2.00
4 Crestview Lgt/D	41020 PERS	1120 Streets/Roads	81.00	-	0.00%	81.00	81.00
4 Crestview Lgt/D	41025 PERS Unfunded	1120 Streets/Roads	171.00	-	0.00%	171.00	171.00
4 Crestview Lgt/D	41030 Medicare	1120 Streets/Roads	10.00	-	0.00%	10.00	10.00
4 Crestview Lgt/D	41040 Employee Benefi	1120 Streets/Roads	235.00	-	0.00%	235.00	235.00
4 Crestview Lgt/D	41050 Workers Comp.	1120 Streets/Roads	48.00	-	0.00%	48.00	48.00
4 Crestview Lgt/D	52010 Gen. Supplies	1120 Streets/Roads	15.00	7.57	50.47%	7.43	15.00
4 Crestview Lgt/D	52012 Fuel	1120 Streets/Roads	60.00	-	0.00%	60.00	60.00
4 Crestview Lgt/D	55040 Clothing	1120 Streets/Roads	4.00	-	0.00%	4.00	4.00
4 Crestview Lgt/D	55060 Patching	1120 Streets/Roads	50.00	-	0.00%	50.00	50.00
4 Crestview Lgt/D	55070 Signs	1120 Streets/Roads	3.00	-	0.00%	3.00	3.00
4 Crestview Lgt/D	55075 Flood Control	1120 Streets/Roads	10.00	-	0.00%	10.00	10.00
4 Crestview Lgt/D	55085 Weed Control	1120 Streets/Roads	50.00	-	0.00%	50.00	50.00
4 Crestview Lgt/D	61057 Contracts-Other	1120 Streets/Roads	60.00	-	0.00%	60.00	60.00
4 Crestview Lgt/D	66025 Street Lights	1120 Streets/Roads	320.00	-	0.00%	320.00	320.00
4 Crestview Lgt/D	67009 Vehicle Maintna	1120 Streets/Roads	20.00	4.93	24.65%	15.07	20.00
4 Crestview Lgt/D	67010 O&M Equipment	1120 Streets/Roads	10.00	-	0.00%	10.00	10.00
DEPT 1120 Subtotal ----->			1,904.00	12.50	0.66%	1,891.50	1,904.00
FUND TOTAL			1,904.00	12.50	0.66%	1,891.50	1,904.00

7 Cemetery	40000 Salaries	1020 City Clerk	850.00	550.08	64.72%	299.92	850.00
7 Cemetery	40024 Vacation Payout	1020 City Clerk	51.00	-	0.00%	51.00	51.00
7 Cemetery	41000 FICA	1020 City Clerk	56.00	34.08	60.86%	21.92	56.00
7 Cemetery	41010 SUI	1020 City Clerk	2.00	1.61	80.50%	0.39	2.00
7 Cemetery	41020 PERS	1020 City Clerk	69.00	42.24	61.22%	26.76	69.00
7 Cemetery	41025 PERS Unfunded	1020 City Clerk	166.00	104.72	63.08%	61.28	166.00
7 Cemetery	41030 Medicare	1020 City Clerk	13.00	8.00	61.54%	5.00	13.00
7 Cemetery	41040 Employee Benefi	1020 City Clerk	228.00	159.05	69.76%	68.95	228.00
7 Cemetery	41050 Workers Comp.	1020 City Clerk	63.00	50.73	80.52%	12.27	63.00
7 Cemetery	52010 Gen. Supplies	1020 City Clerk	4.00	0.90	22.50%	3.10	4.00
7 Cemetery	60013 Network Svcs Co	1020 City Clerk	4.00	-	0.00%	4.00	4.00
7 Cemetery	60016 Muni Code Web	1020 City Clerk	40.00	-	0.00%	40.00	40.00
7 Cemetery	61057 Contracts-Other	1020 City Clerk	50.00	-	0.00%	50.00	50.00
7 Cemetery	65040 Travel,Conf,Trg	1020 City Clerk	5.00	-	0.00%	5.00	5.00
7 Cemetery	66012 Water Utilities	1020 City Clerk	2.00	0.96	48.00%	1.04	2.00
7 Cemetery	66014 PG&E Utilities	1020 City Clerk	10.00	2.79	27.90%	7.21	10.00
DEPT 1020 Subtotal ----->			1,613.00	955.16	59.22%	657.84	1,613.00
7 Cemetery	40000 Salaries	1050 Finance	850.00	-	0.00%	850.00	850.00
7 Cemetery	40024 Vacation Payout	1050 Finance	51.00	-	0.00%	51.00	51.00
7 Cemetery	41000 FICA	1050 Finance	56.00	-	0.00%	56.00	56.00
7 Cemetery	41010 SUI	1050 Finance	2.00	-	0.00%	2.00	2.00
7 Cemetery	41020 PERS	1050 Finance	69.00	-	0.00%	69.00	69.00
7 Cemetery	41025 PERS Unfunded	1050 Finance	166.00	-	0.00%	166.00	166.00
7 Cemetery	41030 Medicare	1050 Finance	13.00	-	0.00%	13.00	13.00
7 Cemetery	41040 Employee Benefi	1050 Finance	228.00	-	0.00%	228.00	228.00
7 Cemetery	41050 Workers Comp.	1050 Finance	63.00	-	0.00%	63.00	63.00
7 Cemetery	52010 Gen. Supplies	1050 Finance	4.00	-	0.00%	4.00	4.00
7 Cemetery	60013 Network Svcs Co	1050 Finance	4.00	-	0.00%	4.00	4.00
7 Cemetery	60016 Muni Code Web	1050 Finance	40.00	-	0.00%	40.00	40.00
7 Cemetery	61057 Contracts-Other	1050 Finance	50.00	-	0.00%	50.00	50.00
7 Cemetery	65040 Travel,Conf,Trg	1050 Finance	5.00	-	0.00%	5.00	5.00
7 Cemetery	66012 Water Utilities	1050 Finance	2.00	-	0.00%	2.00	2.00
7 Cemetery	66014 PG&E Utilities	1050 Finance	10.00	-	0.00%	10.00	10.00
DEPT 1050 Subtotal ----->			1,613.00	-	0.00%	1,613.00	1,613.00
FUND TOTAL			3,226.00	955.16	29.61%	2,270.84	3,226.00
10 Sewer M&O	40000 Salaries	1020 City Clerk	17,000.00	11,002.88	64.72%	5,997.12	17,000.00
10 Sewer M&O	40024 Vacation Payout	1020 City Clerk	1,016.00	-	0.00%	1,016.00	1,016.00
10 Sewer M&O	41000 FICA	1020 City Clerk	1,113.00	682.24	61.30%	430.76	1,113.00
10 Sewer M&O	41010 SUI	1020 City Clerk	32.00	48.21	150.66%	(16.21)	48.21
10 Sewer M&O	41020 PERS	1020 City Clerk	1,379.00	844.96	61.27%	534.04	1,379.00
10 Sewer M&O	41025 PERS Unfunded	1020 City Clerk	3,321.00	2,094.32	63.06%	1,226.68	3,321.00
10 Sewer M&O	41030 Medicare	1020 City Clerk	260.00	159.52	61.35%	100.48	260.00
10 Sewer M&O	41040 Employee Benefi	1020 City Clerk	4,555.00	597.37	13.11%	3,957.63	4,555.00
10 Sewer M&O	41050 Workers Comp.	1020 City Clerk	1,257.00	1,004.56	79.92%	252.44	1,257.00
10 Sewer M&O	52010 Gen. Supplies	1020 City Clerk	80.00	18.28	22.85%	61.72	80.00
10 Sewer M&O	60013 Network Svcs Co	1020 City Clerk	80.00	-	0.00%	80.00	80.00
10 Sewer M&O	60016 Muni Code Web	1020 City Clerk	800.00	-	0.00%	800.00	800.00
10 Sewer M&O	61057 Contracts-Other	1020 City Clerk	1,000.00	-	0.00%	1,000.00	1,000.00
10 Sewer M&O	65040 Travel,Conf,Trg	1020 City Clerk	100.00	-	0.00%	100.00	100.00
10 Sewer M&O	66012 Water Utilities	1020 City Clerk	40.00	15.75	39.38%	24.25	40.00
10 Sewer M&O	66014 PG&E Utilities	1020 City Clerk	190.00	55.85	29.39%	134.15	190.00
DEPT 1020 Subtotal ----->			32,223.00	16,523.94	51.28%	15,699.06	32,223.00
10 Sewer M&O	40000 Salaries	1040 City Manager	33,000.00	20,546.43	62.26%	12,453.57	33,000.00
10 Sewer M&O	41000 FICA	1040 City Manager	2,046.00	1,250.59	61.12%	795.41	2,046.00
10 Sewer M&O	41010 SUI	1040 City Manager	32.00	64.40	201.25%	(32.40)	64.40
10 Sewer M&O	41020 PERS	1040 City Manager	2,534.00	765.01	30.19%	1,768.99	2,534.00
10 Sewer M&O	41025 PERS Unfunded	1040 City Manager	3,321.00	2,094.32	63.06%	1,226.68	3,321.00
10 Sewer M&O	41030 Medicare	1040 City Manager	479.00	292.47	61.06%	186.53	479.00
10 Sewer M&O	41040 Employee Benefi	1040 City Manager	3,416.00	1,780.39	52.12%	1,635.61	3,416.00
10 Sewer M&O	41050 Workers Comp.	1040 City Manager	4,178.00	1,845.01	44.16%	2,332.99	4,178.00
10 Sewer M&O	52010 Gen. Supplies	1040 City Manager	300.00	68.52	22.84%	231.48	300.00
10 Sewer M&O	55019 EE Development	1040 City Manager	50.00	-	0.00%	50.00	50.00
10 Sewer M&O	60013 Network Svcs Co	1040 City Manager	300.00	191.25	63.75%	108.75	300.00
10 Sewer M&O	61055 Prof Services	1040 City Manager	-	1,612.04	0.00%	(1,612.04)	1,612.04
10 Sewer M&O	62010 Communications	1040 City Manager	-	222.30	0.00%	(222.30)	222.30

10 Sewer M&O	65040 Travel,Conf,Trg	1040 City Manager	400.00	382.01	95.50%	17.99	400.00
10 Sewer M&O	66012 Water Utilities	1040 City Manager	60.00	21.86	36.43%	38.14	60.00
10 Sewer M&O	66014 PG&E Utilities	1040 City Manager	170.00	55.84	32.85%	114.16	170.00
DEPT 1040 Subtotal ----->			50,286.00	31,192.44	62.03%	19,093.56	50,286.00
10 Sewer M&O	40000 Salaries	1050 Finance	56,214.00	34,589.08	61.53%	21,624.92	56,214.00
10 Sewer M&O	40024 Vacation Payout	1050 Finance	2,509.00	-	0.00%	2,509.00	2,509.00
10 Sewer M&O	41000 FICA	1050 Finance	3,351.00	2,130.43	63.58%	1,220.57	3,351.00
10 Sewer M&O	41010 SUI	1050 Finance	200.00	147.74	73.87%	52.26	200.00
10 Sewer M&O	41020 PERS	1050 Finance	3,080.00	2,104.30	68.32%	975.70	3,080.00
10 Sewer M&O	41025 PERS Unfunded	1050 Finance	10,294.00	6,492.24	63.07%	3,801.76	10,294.00
10 Sewer M&O	41030 Medicare	1050 Finance	784.00	498.24	63.55%	285.76	784.00
10 Sewer M&O	41040 Employee Benefi	1050 Finance	14,121.00	11,113.23	78.70%	3,007.77	14,121.00
10 Sewer M&O	41050 Workers Comp.	1050 Finance	3,784.00	3,021.40	79.85%	762.60	3,784.00
10 Sewer M&O	52010 Gen. Supplies	1050 Finance	5,270.00	6,689.99	126.94%	(1,419.99)	6,689.99
10 Sewer M&O	60013 Network Svcs Co	1050 Finance	3,410.00	1,703.10	49.94%	1,706.90	3,410.00
10 Sewer M&O	60016 Muni Code Web	1050 Finance	800.00	-	0.00%	800.00	800.00
10 Sewer M&O	60020 MOM online fees	1050 Finance	3,100.00	-	0.00%	3,100.00	3,100.00
10 Sewer M&O	61015 Audit & Acctg	1050 Finance	11,160.00	10,327.24	92.54%	832.76	11,160.00
10 Sewer M&O	61057 Contracts-Other	1050 Finance	372.00	-	0.00%	372.00	372.00
10 Sewer M&O	65040 Travel,Conf,Trg	1050 Finance	1,612.00	469.70	29.14%	1,142.30	1,612.00
10 Sewer M&O	66012 Water Utilities	1050 Finance	124.00	117.73	94.94%	6.27	124.00
10 Sewer M&O	66014 PG&E Utilities	1050 Finance	1,860.00	(179.52)	-9.65%	2,039.52	1,860.00
10 Sewer M&O	67010 O&M Equipment	1050 Finance	310.00	-	0.00%	310.00	310.00
10 Sewer M&O	69070 PayChex & Bank	1050 Finance	4,030.00	4,031.29	100.03%	(1.29)	4,031.29
DEPT 1050 Subtotal ----->			126,385.00	83,256.19	65.88%	43,128.81	126,385.00
10 Sewer M&O	40000 Salaries	1510 Sewer Treatment	112,997.00	63,000.39	55.75%	49,996.61	112,997.00
10 Sewer M&O	40020 Overtime	1510 Sewer Treatment	4,000.00	8,534.40	213.36%	(4,534.40)	8,534.40
10 Sewer M&O	40024 Vacation Payout	1510 Sewer Treatment	4,163.00	-	0.00%	4,163.00	4,163.00
10 Sewer M&O	41000 FICA	1510 Sewer Treatment	7,006.00	4,331.03	61.82%	2,674.97	7,006.00
10 Sewer M&O	41010 SUI	1510 Sewer Treatment	242.00	274.94	113.61%	(32.94)	274.94
10 Sewer M&O	41020 PERS	1510 Sewer Treatment	17,329.00	9,802.85	56.57%	7,526.15	17,329.00
10 Sewer M&O	41025 PERS Unfunded	1510 Sewer Treatment	24,904.00	15,707.20	63.07%	9,196.80	24,904.00
10 Sewer M&O	41030 Medicare	1510 Sewer Treatment	1,638.00	1,020.45	62.30%	617.55	1,638.00
10 Sewer M&O	41040 Employee Benefi	1510 Sewer Treatment	34,164.00	22,131.51	64.78%	12,032.49	34,164.00
10 Sewer M&O	41050 Workers Comp.	1510 Sewer Treatment	7,910.00	6,317.96	79.87%	1,592.04	7,910.00
10 Sewer M&O	52010 Gen. Supplies	1510 Sewer Treatment	2,000.00	3,115.64	155.78%	(1,115.64)	3,115.64
10 Sewer M&O	52012 Fuel	1510 Sewer Treatment	6,500.00	5,673.73	87.29%	826.27	6,500.00
10 Sewer M&O	52015 Supplies - Chem	1510 Sewer Treatment	150,000.00	77,673.09	51.78%	72,326.91	150,000.00
10 Sewer M&O	52020 Supplies - Lab	1510 Sewer Treatment	9,000.00	3,644.00	40.49%	5,356.00	9,000.00
10 Sewer M&O	55040 Clothing	1510 Sewer Treatment	900.00	697.97	77.55%	202.03	900.00
10 Sewer M&O	55095 Taxes/Fees/Lics	1510 Sewer Treatment	30,000.00	31,786.15	105.95%	(1,786.15)	31,786.15
10 Sewer M&O	60011 Computer Softwr	1510 Sewer Treatment	8,500.00	150.00	1.76%	8,350.00	8,500.00
10 Sewer M&O	60014 Internet Servic	1510 Sewer Treatment	2,500.00	1,431.06	57.24%	1,068.94	2,500.00
10 Sewer M&O	61025 Engineering	1510 Sewer Treatment	20,000.00	5,122.50	25.61%	14,877.50	20,000.00
10 Sewer M&O	61057 Contracts-Other	1510 Sewer Treatment	150,000.00	22,119.05	14.75%	127,880.95	150,000.00
10 Sewer M&O	62010 Communications	1510 Sewer Treatment	300.00	188.95	62.98%	111.05	300.00
10 Sewer M&O	65030 Membership/Dues	1510 Sewer Treatment	750.00	744.00	99.20%	6.00	750.00
10 Sewer M&O	65040 Travel,Conf,Trg	1510 Sewer Treatment	250.00	-	0.00%	250.00	250.00
10 Sewer M&O	66012 Water Utilities	1510 Sewer Treatment	23,000.00	11,191.22	48.66%	11,808.78	23,000.00
10 Sewer M&O	66014 PG&E Utilities	1510 Sewer Treatment	32,000.00	14,529.45	45.40%	17,470.55	32,000.00
10 Sewer M&O	67009 Vehicle Maintna	1510 Sewer Treatment	6,000.00	148.38	2.47%	5,851.62	6,000.00
10 Sewer M&O	67010 O&M Equipment	1510 Sewer Treatment	15,000.00	8,899.59	59.33%	6,100.41	15,000.00
10 Sewer M&O	67050 O & M-Sewer Plt	1510 Sewer Treatment	25,000.00	11,010.15	44.04%	13,989.85	25,000.00
10 Sewer M&O	67060 Sludge	1510 Sewer Treatment	55,000.00	26,506.66	48.19%	28,493.34	55,000.00
10 Sewer M&O	68020 Rentals-Mach/Eq	1510 Sewer Treatment	15,000.00	-	0.00%	15,000.00	15,000.00
10 Sewer M&O	69074 Principal Pymt	1510 Sewer Treatment	455,000.00	-	0.00%	455,000.00	455,000.00
10 Sewer M&O	70030 Improvements	1510 Sewer Treatment	-	15,306.32	0.00%	(15,306.32)	15,306.32
10 Sewer M&O	70040 Machinery &	1510 Sewer Treatment	30,000.00	-	0.00%	30,000.00	30,000.00
10 Sewer M&O	70041 Pumps-Equipment	1510 Sewer Treatment	-	8,782.38	0.00%	(8,782.38)	8,782.38
DEPT 1510 Subtotal ----->			1,251,053.00	379,841.02	30.36%	871,211.98	1,251,053.00
10 Sewer M&O	40000 Salaries	1520 Sewer Collectio	53,497.00	27,567.74	51.53%	25,929.26	53,497.00
10 Sewer M&O	40020 Overtime	1520 Sewer Collectio	500.00	681.59	136.32%	(181.59)	681.59
10 Sewer M&O	40024 Vacation Payout	1520 Sewer Collectio	2,964.00	-	0.00%	2,964.00	2,964.00
10 Sewer M&O	41000 FICA	1520 Sewer Collectio	3,317.00	1,906.15	57.47%	1,410.85	3,317.00
10 Sewer M&O	41010 SUI	1520 Sewer Collectio	121.00	132.37	109.40%	(11.37)	132.37
10 Sewer M&O	41020 PERS	1520 Sewer Collectio	6,788.00	3,515.17	51.79%	3,272.83	6,788.00
10 Sewer M&O	41025 PERS Unfunded	1520 Sewer Collectio	12,452.00	7,853.60	63.07%	4,598.40	12,452.00

10 Sewer M&O	41030 Medicare	1520 Sewer Collectio	776.00	442.62	57.04%	333.38	776.00
10 Sewer M&O	41040 Employee Benefi	1520 Sewer Collectio	17,082.00	10,933.56	64.01%	6,148.44	17,082.00
10 Sewer M&O	41050 Workers Comp.	1520 Sewer Collectio	3,745.00	2,991.07	79.87%	753.93	3,745.00
10 Sewer M&O	52010 Gen. Supplies	1520 Sewer Collectio	50.00	-	0.00%	50.00	50.00
10 Sewer M&O	52012 Fuel	1520 Sewer Collectio	1,100.00	-	0.00%	1,100.00	1,100.00
10 Sewer M&O	55040 Clothing	1520 Sewer Collectio	650.00	489.30	75.28%	160.70	650.00
10 Sewer M&O	60011 Computer Softwr	1520 Sewer Collectio	7,500.00	-	0.00%	7,500.00	7,500.00
10 Sewer M&O	61020 Management	1520 Sewer Collectio	6,788.00	-	0.00%	6,788.00	6,788.00
10 Sewer M&O	61025 Engineering	1520 Sewer Collectio	5,000.00	11,745.00	234.90%	(6,745.00)	11,745.00
10 Sewer M&O	61055 Prof Services	1520 Sewer Collectio	500.00	-	0.00%	500.00	500.00
10 Sewer M&O	67009 Vehicle Maintna	1520 Sewer Collectio	5,000.00	-	0.00%	5,000.00	5,000.00
10 Sewer M&O	67010 O&M Equipment	1520 Sewer Collectio	2,000.00	1,756.27	87.81%	243.73	2,000.00
10 Sewer M&O	67015 O&M Blg/Structu	1520 Sewer Collectio	6,000.00	1,126.04	18.77%	4,873.96	6,000.00
10 Sewer M&O	70030 Improvements	1520 Sewer Collectio	900,000.00	37,284.30	4.14%	862,715.70	900,000.00
10 Sewer M&O	70032 Sewer Sys Impr	1520 Sewer Collectio	-	8,206.00	0.00%	(8,206.00)	8,206.00
10 Sewer M&O	70040 Machinery &	1520 Sewer Collectio	40,000.00	-	0.00%	40,000.00	40,000.00
DEPT 1520 Subtotal ----->			1,075,830.00	116,630.78	10.84%	959,199.22	1,075,830.00
10 Sewer M&O	41040 Employee Benefi	6100 Central Servies	2,400.00	945.00	39.38%	1,455.00	2,400.00
10 Sewer M&O	52010 Gen. Supplies	6100 Central Servies	1,250.00	727.57	58.21%	522.43	1,250.00
10 Sewer M&O	53020 Equipmnt Maint.	6100 Central Servies	375.00	209.57	55.89%	165.43	375.00
10 Sewer M&O	60010 Computer Hardwr	6100 Central Servies	1,250.00	-	0.00%	1,250.00	1,250.00
10 Sewer M&O	60013 Network Svcs Co	6100 Central Servies	20,000.00	9,246.55	46.23%	10,753.45	20,000.00
10 Sewer M&O	60014 Internet Servic	6100 Central Servies	2,750.00	5,452.50	198.27%	(2,702.50)	5,452.50
10 Sewer M&O	62010 Communications	6100 Central Servies	3,250.00	2,700.23	83.08%	549.77	3,250.00
10 Sewer M&O	65010 Risk Management	6100 Central Servies	157,500.00	153,113.32	97.21%	4,386.68	157,500.00
10 Sewer M&O	65030 Membership/Dues	6100 Central Servies	1,000.00	854.80	85.48%	145.20	1,000.00
10 Sewer M&O	65040 Travel,Conf,Trg	6100 Central Servies	1,000.00	-	0.00%	1,000.00	1,000.00
10 Sewer M&O	67010 O&M Equipment	6100 Central Servies	1,750.00	224.37	12.82%	1,525.63	1,750.00
DEPT 6100 Subtotal ----->			192,525.00	173,473.91	90.10%	19,051.09	192,525.00
10 Sewer M&O	61030 Legal	6130 City Attorney	30,000.00	17,254.18	57.51%	12,745.82	30,000.00
FUND TOTAL			2,758,302.00	818,172.46	29.66%	1,940,129.54	2,758,302.00
14 Sewer Cap Res	70030 Improvements	1520 Sewer Collectio	-	6,749.00	0.00%	(6,749.00)	6,749.00
FUND TOTAL			-	6,749.00	0.00%	(6,749.00)	6,749.00
15 Sewer Debt Svcr	69075 Interest Expens	1510 Sewer Treatment	-	6,654.37	0.00%	(6,654.37)	6,654.37
FUND TOTAL			-	6,654.37	0.00%	(6,654.37)	6,654.37
17 M.V.Store Trust	55017 MonteVerde Exp.	1130 Parks & Recreat	-	18.04	0.00%	(18.04)	18.04
17 M.V.Store Trust	66012 Water Utilities	1720 MonteVerde Muse	-	499.80	0.00%	(499.80)	499.80
17 M.V.Store Trust	66014 PG&E Utilities	1720 MonteVerde Muse	-	228.80	0.00%	(228.80)	228.80
17 M.V.Store Trust	67015 O&M Blg/Structu	1720 MonteVerde Muse	-	172.00	0.00%	(172.00)	172.00
DEPT 1720 Subtotal ----->			-	900.60	0.00%	(900.60)	900.60
FUND TOTAL			-	918.64	0.00%	(918.64)	918.64
19 Knights Foundry	61055 Prof Services	1710 Knights Foundry	-	50.00	0.00%	(50.00)	50.00
FUND TOTAL			-	50.00	0.00%	(50.00)	50.00
20 FEMA	40024 Vacation Payout	1050 Finance	677.00	-	0.00%	677.00	677.00
20 FEMA	70029 Infrastructure	1115 Engineering	-	9,967.56	0.00%	(9,967.56)	9,967.56
20 FEMA	70029 Infrastructure	1120 Streets/Roads	-	175,158.72	0.00%	(175,158.72)	175,158.72
20 FEMA	70044 FIXED ASST OTHR	1120 Streets/Roads	-	45,026.80	0.00%	(45,026.80)	45,026.80
DEPT 1120 Subtotal ----->			-	220,185.52	0.00%	(220,185.52)	220,185.52
20 FEMA	70030 Improvements	1510 Sewer Treatment	-	17,492.07	0.00%	(17,492.07)	17,492.07
FUND TOTAL			677.00	247,645.15	36579.79%	(246,968.15)	247,645.15
28 Public Safety	65040 Travel,Conf,Trg	1060 Police Dept	-	708.41	0.00%	(708.41)	708.41
FUND TOTAL			-	708.41	0.00%	(708.41)	708.41
29 Swimming Pool	40000 Salaries	1140 Swimming Pool	5,627.00	3,545.55	63.01%	2,081.45	5,627.00
29 Swimming Pool	40024 Vacation Payout	1140 Swimming Pool	207.00	-	0.00%	207.00	207.00
29 Swimming Pool	41000 FICA	1140 Swimming Pool	349.00	204.28	58.53%	144.72	349.00
29 Swimming Pool	41010 SUI	1140 Swimming Pool	11.00	10.18	92.55%	0.82	11.00
29 Swimming Pool	41020 PERS	1140 Swimming Pool	971.00	579.91	59.72%	391.09	971.00
29 Swimming Pool	41025 PERS Unfunded	1140 Swimming Pool	1,162.00	732.88	63.07%	429.12	1,162.00

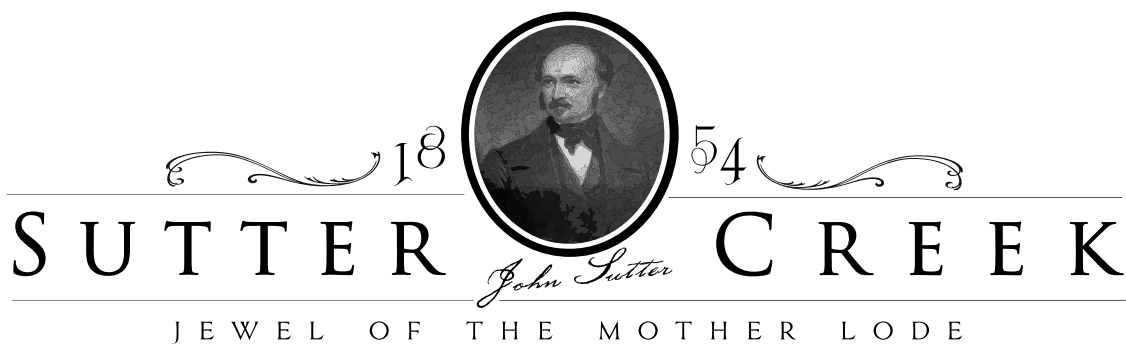
29 Swimming Pool	41030 Medicare	1140 Swimming Pool	82.00	49.66	60.56%	32.34	82.00
29 Swimming Pool	41040 Employee Benefi	1140 Swimming Pool	1,594.00	1,020.33	64.01%	573.67	1,594.00
29 Swimming Pool	41050 Workers Comp.	1140 Swimming Pool	394.00	314.90	79.92%	79.10	394.00
29 Swimming Pool	52010 Gen. Supplies	1140 Swimming Pool	100.00	22.12	22.12%	77.88	100.00
29 Swimming Pool	52015 Supplies - Chem	1140 Swimming Pool	11,000.00	723.14	6.57%	10,276.86	11,000.00
29 Swimming Pool	53015 Repair/Maint	1140 Swimming Pool	2,000.00	2,658.44	132.92%	(658.44)	2,658.44
29 Swimming Pool	55095 Taxes/Fees/Lics	1140 Swimming Pool	450.00	444.00	98.67%	6.00	450.00
29 Swimming Pool	61057 Contracts-Other	1140 Swimming Pool	43,000.00	38,406.57	89.32%	4,593.43	43,000.00
29 Swimming Pool	67010 O&M Equipment	1140 Swimming Pool	1,500.00	-	0.00%	1,500.00	1,500.00
29 Swimming Pool	67015 O&M Blg/Structu	1140 Swimming Pool	3,500.00	-	0.00%	3,500.00	3,500.00
DEPT 1140 Subtotal ----->			71,947.00	48,838.83	67.88%	23,108.17	71,947.00
FUND TOTAL			71,947.00	48,838.83	67.88%	23,108.17	71,947.00
42 AB 1600	65040 Travel,Conf,Trg	1060 Police Dept	-	328.98	0.00%	(328.98)	328.98
FUND TOTAL			-	328.98	0.00%	(328.98)	328.98
59 Building Facili	40000 Salaries	1050 Finance	19,947.00	12,273.55	61.53%	7,673.45	19,947.00
59 Building Facili	40024 Vacation Payout	1050 Finance	891.00	-	0.00%	891.00	891.00
59 Building Facili	41000 FICA	1050 Finance	1,189.00	746.88	62.82%	442.12	1,189.00
59 Building Facili	41010 SUI	1050 Finance	71.00	59.10	83.24%	11.90	71.00
59 Building Facili	41020 PERS	1050 Finance	1,093.00	746.67	68.31%	346.33	1,093.00
59 Building Facili	41025 PERS Unfunded	1050 Finance	3,653.00	2,303.68	63.06%	1,349.32	3,653.00
59 Building Facili	41030 Medicare	1050 Finance	784.00	174.73	22.29%	609.27	784.00
59 Building Facili	41040 Employee Benefi	1050 Finance	5,011.00	1,746.46	34.85%	3,264.54	5,011.00
59 Building Facili	41050 Workers Comp.	1050 Finance	1,343.00	1,071.47	79.78%	271.53	1,343.00
59 Building Facili	52010 Gen. Supplies	1050 Finance	1,870.00	1,098.59	58.75%	771.41	1,870.00
59 Building Facili	60013 Network Svcs Co	1050 Finance	1,210.00	604.31	49.94%	605.69	1,210.00
59 Building Facili	60020 MOM online fees	1050 Finance	1,100.00	-	0.00%	1,100.00	1,100.00
59 Building Facili	61015 Audit & Acctg	1050 Finance	3,960.00	3,670.44	92.69%	289.56	3,960.00
59 Building Facili	61057 Contracts-Other	1050 Finance	132.00	-	0.00%	132.00	132.00
59 Building Facili	65040 Travel,Conf,Trg	1050 Finance	572.00	63.79	11.15%	508.21	572.00
59 Building Facili	66012 Water Utilities	1050 Finance	44.00	39.33	89.39%	4.67	44.00
59 Building Facili	66014 PG&E Utilities	1050 Finance	660.00	(63.71)	-9.65%	723.71	660.00
59 Building Facili	67010 O&M Equipment	1050 Finance	110.00	-	0.00%	110.00	110.00
59 Building Facili	69070 PayChex & Bank	1050 Finance	1,430.00	796.20	55.68%	633.80	1,430.00
DEPT 1050 Subtotal ----->			45,070.00	25,331.49	56.20%	19,738.51	45,070.00
59 Building Facili	40000 Salaries	1130 Parks & Recreat	23,090.00	13,445.24	58.23%	9,644.76	23,090.00
59 Building Facili	40024 Vacation Payout	1130 Parks & Recreat	850.00	-	0.00%	850.00	850.00
59 Building Facili	41000 FICA	1130 Parks & Recreat	1,432.00	819.20	57.21%	612.80	1,432.00
59 Building Facili	41010 SUI	1130 Parks & Recreat	60.00	61.10	101.83%	(1.10)	61.10
59 Building Facili	41020 PERS	1130 Parks & Recreat	1,819.00	870.54	47.86%	948.46	1,819.00
59 Building Facili	41025 PERS Unfunded	1130 Parks & Recreat	6,143.00	3,874.48	63.07%	2,268.52	6,143.00
59 Building Facili	41030 Medicare	1130 Parks & Recreat	335.00	185.55	55.39%	149.45	335.00
59 Building Facili	41040 Employee Benefi	1130 Parks & Recreat	8,427.00	6,233.76	73.97%	2,193.24	8,427.00
59 Building Facili	41050 Workers Comp.	1130 Parks & Recreat	1,616.00	1,290.24	79.84%	325.76	1,616.00
59 Building Facili	52010 Gen. Supplies	1130 Parks & Recreat	100.00	50.80	50.80%	49.20	100.00
59 Building Facili	53015 Repair/Maint	1130 Parks & Recreat	25,000.00	9,641.46	38.57%	15,358.54	25,000.00
59 Building Facili	66012 Water Utilities	1130 Parks & Recreat	2,500.00	2,505.89	100.24%	(5.89)	2,505.89
59 Building Facili	66014 PG&E Utilities	1130 Parks & Recreat	50,000.00	9,891.20	19.78%	40,108.80	50,000.00
59 Building Facili	67010 O&M Equipment	1130 Parks & Recreat	1,000.00	-	0.00%	1,000.00	1,000.00
59 Building Facili	67015 O&M Blg/Structu	1130 Parks & Recreat	4,000.00	2,421.75	60.54%	1,578.25	4,000.00
59 Building Facili	70028 Improvement Bld	1130 Parks & Recreat	-	4,372.30	0.00%	(4,372.30)	4,372.30
DEPT 1130 Subtotal ----->			126,372.00	55,663.51	44.05%	70,708.49	126,372.00
FUND TOTAL			171,442.00	80,995.00	47.24%	90,447.00	171,442.00
80 Effluent Disp.	40000 Salaries	1020 City Clerk	17,000.00	11,002.88	64.72%	5,997.12	17,000.00
80 Effluent Disp.	40024 Vacation Payout	1020 City Clerk	1,016.00	-	0.00%	1,016.00	1,016.00
80 Effluent Disp.	41000 FICA	1020 City Clerk	1,113.00	682.24	61.30%	430.76	1,113.00
80 Effluent Disp.	41010 SUI	1020 City Clerk	32.00	16.08	50.25%	15.92	32.00
80 Effluent Disp.	41020 PERS	1020 City Clerk	1,379.00	844.96	61.27%	534.04	1,379.00
80 Effluent Disp.	41025 PERS Unfunded	1020 City Clerk	3,321.00	2,094.32	63.06%	1,226.68	3,321.00
80 Effluent Disp.	41030 Medicare	1020 City Clerk	260.00	159.52	61.35%	100.48	260.00
80 Effluent Disp.	41040 Employee Benefi	1020 City Clerk	4,555.00	2,930.31	64.33%	1,624.69	4,555.00
80 Effluent Disp.	41050 Workers Comp.	1020 City Clerk	1,257.00	1,004.56	79.92%	252.44	1,257.00
80 Effluent Disp.	52010 Gen. Supplies	1020 City Clerk	80.00	18.28	22.85%	61.72	80.00
80 Effluent Disp.	60013 Network Svcs Co	1020 City Clerk	80.00	-	0.00%	80.00	80.00
80 Effluent Disp.	60016 Muni Code Web	1020 City Clerk	800.00	-	0.00%	800.00	800.00

80 Effluent Disp.	61057 Contracts-Other	1020 City Clerk	1,000.00	-	0.00%	1,000.00	1,000.00
80 Effluent Disp.	65040 Travel,Conf,Trg	1020 City Clerk	100.00	-	0.00%	100.00	100.00
80 Effluent Disp.	66012 Water Utilities	1020 City Clerk	40.00	20.85	52.13%	19.15	40.00
80 Effluent Disp.	66014 PG&E Utilities	1020 City Clerk	190.00	55.84	29.39%	134.16	190.00
DEPT 1020 Subtotal ----->			32,223.00	18,829.84	58.44%	13,393.16	32,223.00
80 Effluent Disp.	40000 Salaries	1040 City Manager	33,000.00	20,546.43	62.26%	12,453.57	33,000.00
80 Effluent Disp.	41000 FICA	1040 City Manager	2,046.00	1,250.61	61.12%	795.39	2,046.00
80 Effluent Disp.	41010 SUI	1040 City Manager	32.00	64.40	201.25%	(32.40)	64.40
80 Effluent Disp.	41020 PERS	1040 City Manager	2,534.00	765.03	30.19%	1,768.97	2,534.00
80 Effluent Disp.	41025 PERS Unfunded	1040 City Manager	3,321.00	2,094.32	63.06%	1,226.68	3,321.00
80 Effluent Disp.	41030 Medicare	1040 City Manager	479.00	292.47	61.06%	186.53	479.00
80 Effluent Disp.	41040 Employee Benefi	1040 City Manager	3,416.00	1,711.39	50.10%	1,704.61	3,416.00
80 Effluent Disp.	41050 Workers Comp.	1040 City Manager	4,178.00	1,845.01	44.16%	2,332.99	4,178.00
80 Effluent Disp.	52010 Gen. Supplies	1040 City Manager	300.00	68.53	22.84%	231.47	300.00
80 Effluent Disp.	53015 Repair/Maint	1040 City Manager	-	301.75	0.00%	(301.75)	301.75
80 Effluent Disp.	55019 EE Development	1040 City Manager	50.00	-	0.00%	50.00	50.00
80 Effluent Disp.	60013 Network Svcs Co	1040 City Manager	300.00	166.88	55.63%	133.12	300.00
80 Effluent Disp.	61055 Prof Services	1040 City Manager	-	1,612.03	0.00%	(1,612.03)	1,612.03
80 Effluent Disp.	62010 Communications	1040 City Manager	-	211.99	0.00%	(211.99)	211.99
80 Effluent Disp.	65040 Travel,Conf,Trg	1040 City Manager	400.00	140.00	35.00%	260.00	400.00
80 Effluent Disp.	66012 Water Utilities	1040 City Manager	60.00	20.85	34.75%	39.15	60.00
80 Effluent Disp.	66014 PG&E Utilities	1040 City Manager	170.00	55.84	32.85%	114.16	170.00
DEPT 1040 Subtotal ----->			50,286.00	31,147.53	61.94%	19,138.47	50,286.00
80 Effluent Disp.	40000 Salaries	1050 Finance	14,507.00	8,926.21	61.53%	5,580.79	14,507.00
80 Effluent Disp.	40024 Vacation Payout	1050 Finance	648.00	-	0.00%	648.00	648.00
80 Effluent Disp.	41000 FICA	1050 Finance	865.00	539.36	62.35%	325.64	865.00
80 Effluent Disp.	41010 SUI	1050 Finance	52.00	39.40	75.77%	12.60	52.00
80 Effluent Disp.	41020 PERS	1050 Finance	795.00	543.09	68.31%	251.91	795.00
80 Effluent Disp.	41025 PERS Unfunded	1050 Finance	2,656.00	1,675.44	63.08%	980.56	2,656.00
80 Effluent Disp.	41030 Medicare	1050 Finance	202.00	126.13	62.44%	75.87	202.00
80 Effluent Disp.	41040 Employee Benefi	1050 Finance	3,644.00	4,922.23	135.08%	(1,278.23)	4,922.23
80 Effluent Disp.	41050 Workers Comp.	1050 Finance	976.00	1,949.95	199.79%	(973.95)	1,949.95
80 Effluent Disp.	52010 Gen. Supplies	1050 Finance	1,360.00	848.46	62.39%	511.54	1,360.00
80 Effluent Disp.	60013 Network Svcs Co	1050 Finance	880.00	439.53	49.95%	440.47	880.00
80 Effluent Disp.	60016 Muni Code Web	1050 Finance	800.00	-	0.00%	800.00	800.00
80 Effluent Disp.	60020 MOM online fees	1050 Finance	800.00	-	0.00%	800.00	800.00
80 Effluent Disp.	61015 Audit & Acctg	1050 Finance	2,880.00	2,474.32	85.91%	405.68	2,880.00
80 Effluent Disp.	61057 Contracts-Other	1050 Finance	96.00	-	0.00%	96.00	96.00
80 Effluent Disp.	65040 Travel,Conf,Trg	1050 Finance	416.00	-	0.00%	416.00	416.00
80 Effluent Disp.	66012 Water Utilities	1050 Finance	32.00	30.77	96.16%	1.23	32.00
80 Effluent Disp.	66014 PG&E Utilities	1050 Finance	480.00	(212.19)	-44.21%	692.19	480.00
80 Effluent Disp.	67010 O&M Equipment	1050 Finance	80.00	-	0.00%	80.00	80.00
80 Effluent Disp.	69070 PayChex & Bank	1050 Finance	1,040.00	1,147.06	110.29%	(107.06)	1,147.06
DEPT 1050 Subtotal ----->			33,209.00	23,449.76	70.61%	9,759.24	33,209.00
80 Effluent Disp.	52012 Fuel	1120 Streets/Roads	-	2,149.70	0.00%	(2,149.70)	2,149.70
80 Effluent Disp.	41040 Employee Benefi	1520 Sewer Collectio	-	500.73	0.00%	(500.73)	500.73
80 Effluent Disp.	40000 Salaries	1600 Effluent	-	(41,558.01)	0.00%	41,558.01	-
80 Effluent Disp.	40020 Overtime	1600 Effluent	-	(41,223.76)	0.00%	41,223.76	-
80 Effluent Disp.	41000 FICA	1600 Effluent	-	3,852.95	0.00%	(3,852.95)	3,852.95
80 Effluent Disp.	41010 SUI	1600 Effluent	-	234.21	0.00%	(234.21)	234.21
80 Effluent Disp.	41020 PERS	1600 Effluent	-	8,220.07	0.00%	(8,220.07)	8,220.07
80 Effluent Disp.	41025 PERS Unfunded	1600 Effluent	-	19,895.76	0.00%	(19,895.76)	19,895.76
80 Effluent Disp.	41030 Medicare	1600 Effluent	-	906.96	0.00%	(906.96)	906.96
80 Effluent Disp.	41040 Employee Benefi	1600 Effluent	(42,136.00)	17,696.62	-42.00%	(59,832.62)	17,696.62
80 Effluent Disp.	41050 Workers Comp.	1600 Effluent	-	9,036.24	0.00%	(9,036.24)	9,036.24
80 Effluent Disp.	52010 Gen. Supplies	1600 Effluent	-	(1,899.33)	0.00%	1,899.33	-
80 Effluent Disp.	52012 Fuel	1600 Effluent	-	(0.04)	0.00%	0.04	-
80 Effluent Disp.	53015 Repair/Maint	1600 Effluent	-	167.35	0.00%	(167.35)	167.35
80 Effluent Disp.	55040 Clothing	1600 Effluent	-	180.00	0.00%	(180.00)	180.00
80 Effluent Disp.	55095 Taxes/Fees/Lics	1600 Effluent	-	1,322.01	0.00%	(1,322.01)	1,322.01
80 Effluent Disp.	61030 Legal	1600 Effluent	-	(1,164.00)	0.00%	1,164.00	-
80 Effluent Disp.	67009 Vehicle Maintna	1600 Effluent	-	(656.09)	0.00%	656.09	-
80 Effluent Disp.	67010 O&M Equipment	1600 Effluent	-	(1,800.09)	0.00%	1,800.09	-
80 Effluent Disp.	67055 ARSA	1600 Effluent	426,752.00	320,238.91	75.04%	106,513.09	426,752.00
DEPT 1600 Subtotal ----->			384,616.00	296,100.19	76.99%	88,515.81	384,616.00
FUND TOTAL			500,334.00	369,527.32	73.86%	130,806.68	500,334.00

81 Visitor Center	55018 Visitor's Centr	1155 Visitor Center	-	260.00	0.00%	(260.00)	260.00
81 Visitor Center	68015 Rentals -Bldgs	1155 Visitor Center	-	500.00	0.00%	(500.00)	500.00
DEPT 1155 Subtotal ----->			-	957.47	0.00%	(957.47)	957.47
FUND TOTAL			-	1,936.97	0.00%	(1,936.97)	1,936.97
89 CIP	64011 PH Notices	1090 Planning	-	490.92	0.00%	(490.92)	490.92
89 CIP	71120 Zoning Update	1090 Planning	-	16,496.00	0.00%	(16,496.00)	16,496.00
DEPT 1090 Subtotal ----->			-	16,986.92	0.00%	(16,986.92)	16,986.92
89 CIP	70030 Improvements	1130 Parks & Recreat	-	507.50	0.00%	(507.50)	507.50
89 CIP	72030 Construction	1130 Parks & Recreat	-	15,878.90	0.00%	(15,878.90)	15,878.90
DEPT 1130 Subtotal ----->			-	16,386.40	0.00%	(16,386.40)	16,386.40
89 CIP	71020 RFP/RFQ Design/	7110 WWTP Grant	-	60,541.25	0.00%	(60,541.25)	60,541.25
89 CIP	71025 Rate Study/Prop	7110 WWTP Grant	-	472.50	0.00%	(472.50)	472.50
DEPT 7110 Subtotal ----->			-	61,013.75	0.00%	(61,013.75)	61,013.75
FUND TOTAL			-	94,387.07	0.00%	(94,387.07)	94,387.07
94 Vacation Fund	40024 Vacation Payout	1050 Finance	-	807.60	0.00%	(807.60)	807.60
94 Vacation Fund	40024 Vacation Payout	1060 Police Dept	-	10,561.74	0.00%	(10,561.74)	10,561.74
94 Vacation Fund	40024 Vacation Payout	1130 Parks & Recreat	-	1,042.79	0.00%	(1,042.79)	1,042.79
94 Vacation Fund	40024 Vacation Payout	1510 Sewer Treatment	-	4,039.67	0.00%	(4,039.67)	4,039.67
94 Vacation Fund	40024 Vacation Payout	1520 Sewer Collectio	-	2,426.83	0.00%	(2,426.83)	2,426.83
94 Vacation Fund	40024 Vacation Payout	1600 Effluent	-	4,335.56	0.00%	(4,335.56)	4,335.56
FUND TOTAL			-	23,214.19	0.00%	(23,214.19)	23,214.19

FUND	FUND NAME	ACCT	ACCT NAME	BUDGET	CURRENT ACTUAL	YTD ACTUAL	%	BALANCE	PROJECTED YE
1	General Fund	30100	Prop Tax - Secured (County)	620,000.00	-	373,261.71	60.20%	246,738.29	620,000.00
1	General Fund	30105	Property Tax in Lieu of MVL	290,000.00	148,918.00	148,918.00	51.35%	141,082.00	290,000.00
1	General Fund	30110	Prop Tax - Curr Supple(County)	15,000.00	-	6,763.48	45.09%	8,236.52	15,000.00
1	General Fund	30115	Delinquent Supplemental	2,800.00	-	111.28	3.97%	2,688.72	2,800.00
1	General Fund	30200	Prop Tax - Unsecured (County)	12,000.00	-	18,165.06	151.38%	(6,165.06)	18,165.06
1	General Fund	30210	Unsecured Supplemental	-	-	591.00	0.00%	(591.00)	591.00
1	General Fund	30220	Delinqt Unsecured Supplemental	-	-	20.26	0.00%	(20.26)	20.26
1	General Fund	30900	Prop Tax - Unsecured Prior (Co	-	-	253.48	0.00%	(253.48)	253.48
1	General Fund	31660	Tax, Franchise - Aces Waste	61,880.00	6,684.80	42,247.09	68.27%	19,632.91	61,880.00
1	General Fund	31662	Tax, Franchise - Comcast	35,000.00	7,210.54	22,173.51	63.35%	12,826.49	35,000.00
1	General Fund	31664	Tax, Franchise - PG&E	53,000.00	-	-	0.00%	53,000.00	53,000.00
1	General Fund	31670	Tax, Transfer - Real Property	21,000.00	-	13,495.92	64.27%	7,504.08	21,000.00
1	General Fund	31850	Tax, TOT - Transient Lodge Tax	350,000.00	15,981.98	223,558.10	63.87%	126,441.90	350,000.00
1	General Fund	31930	Tax - Gen'l Retail Sales	450,000.00	44,741.59	308,293.33	68.51%	141,706.67	450,000.00
1	General Fund	32100	License - Business	55,000.00	2,256.00	44,529.29	80.96%	10,470.71	55,000.00
1	General Fund	32111	Permit - Encroachments	31,000.00	374.50	2,802.50	9.04%	28,197.50	31,000.00
1	General Fund	32125	Permit - Garage Sale	50.00	-	45.00	90.00%	5.00	50.00
1	General Fund	32130	Permit / Licenses - Other	750.00	-	1,160.00	154.67%	(410.00)	1,160.00
1	General Fund	32135	Permit - Signs	800.00	200.00	1,100.00	137.50%	(300.00)	1,100.00
1	General Fund	33120	Sales Tax-Public Safety	16,000.00	1,092.41	9,303.39	58.15%	6,696.61	16,000.00
1	General Fund	33500	SB 2 State Planning Grant	25,500.00	-	-	0.00%	25,500.00	25,500.00
1	General Fund	33505	LEAP	57,100.00	-	-	0.00%	57,100.00	57,100.00
1	General Fund	33510	State Cops Grant	190,000.00	14,909.29	152,968.94	80.51%	37,031.06	190,000.00
1	General Fund	33512	Hm Prop Tax Relief - Exemption	6,000.00	-	3,152.93	52.55%	2,847.07	6,000.00
1	General Fund	34130	Zoning Application Fees	200.00	-	-	0.00%	200.00	200.00
1	General Fund	34131	Subdivision fees	5,500.00	-	5,680.00	103.27%	(180.00)	5,680.00
1	General Fund	34132	Fees - Variance & conditional	1,000.00	1,550.00	1,264.12	126.41%	(264.12)	1,264.12
1	General Fund	34135	Site Plans	50,000.00	-	35,784.49	71.57%	14,215.51	50,000.00
1	General Fund	34139	Building Permit Fees	65,000.00	4,169.02	89,064.04	137.02%	(24,064.04)	89,064.04
1	General Fund	34140	Plan Check Fees	68,000.00	1,743.10	27,568.07	40.54%	40,431.93	68,000.00
1	General Fund	34141	Fees-PD Services	250.00	-	152.45	60.98%	97.55	250.00
1	General Fund	34160	Fees - Police Reports	800.00	30.00	665.00	83.13%	135.00	800.00
1	General Fund	34168	Concealed Weapon	600.00	300.00	500.00	83.33%	100.00	600.00
1	General Fund	34210	PD Fee Special Services	1,500.00	200.00	904.76	60.32%	595.24	1,500.00
1	General Fund	34385	Fees - Admin Charges	-	-	150.00	0.00%	(150.00)	150.00
1	General Fund	35130	Fines - Vehicle Code	8,000.00	80.46	5,347.82	66.85%	2,652.18	8,000.00
1	General Fund	36100	Income - Interest Earnings	2,500.00	2,890.58	(525.97)	-21.04%	3,025.97	2,500.00
1	General Fund	36820	Income - Other Revenue	-	1.45	14,476.96	0.00%	(14,476.96)	14,476.96
FUND TOTAL				2,496,230.00	253,333.72	1,553,946.01	62.25%	942,283.99	2,496,230.00
3	Streets/Sidewal	33005	Vehicle License Fee	2,800.00	3,264.71	3,264.71	116.60%	(464.71)	3,264.71
3	Streets/Sidewal	33551	2107 Highway User Tax	21,000.00	1,786.63	14,746.89	70.22%	6,253.11	21,000.00
3	Streets/Sidewal	33552	2106 Highway User Tax	16,000.00	1,383.40	11,052.87	69.08%	4,947.13	16,000.00
3	Streets/Sidewal	33553	2105 Highway User Tax	15,000.00	1,297.43	10,633.72	70.89%	4,366.28	15,000.00
3	Streets/Sidewal	33554	2107-5 Highway User Tax	1,000.00	-	1,000.00	100.00%	-	1,000.00
3	Streets/Sidewal	33556	2103 Highway User Tax	22,000.00	1,756.88	16,892.82	76.79%	5,107.18	22,000.00
3	Streets/Sidewal	33558	Road Maintenance & Rehabilit	65,000.00	6,476.77	43,529.31	66.97%	21,470.69	65,000.00
3	Streets/Sidewal	33559	RSTP	-	57,000.00	102,600.00	0.00%	(102,600.00)	102,600.00
3	Streets/Sidewal	36100	Income - Interest Earnings	25.00	-	-	0.00%	25.00	25.00
FUND TOTAL				142,825.00	72,965.82	203,720.32	142.64%	(60,895.32)	203,720.32
4	Crestview Lgt/D	34280	Street Lighting Charges	2,650.00	-	-	0.00%	2,650.00	2,650.00
4	Crestview Lgt/D	36100	Income - Interest Earnings	-	-	51.18	0.00%	(51.18)	51.18
FUND TOTAL				2,650.00	-	51.18	1.93%	2,598.82	2,650.00
9	HMGP-Hazard Mit	36100	Income - Interest Earnings	-	-	12.85	0.00%	(12.85)	12.85
FUND TOTAL				-	-	12.85	0.00%	(12.85)	12.85
10	Sewer M&O	33520	WWTP Grant State Water Board	150,000.00	-	25,209.00	16.81%	124,791.00	150,000.00
10	Sewer M&O	34390	Effluent Disposal	298,004.00	-	-	0.00%	298,004.00	298,004.00
10	Sewer M&O	34410	Fees - Sewer Service Undist	1,953,727.00	150,644.07	1,166,700.56	59.72%	787,026.44	1,953,727.00
10	Sewer M&O	34411	Fees - Sewer Connection Charge	37,500.00	-	41,579.05	110.88%	(4,079.05)	41,579.05
10	Sewer M&O	34412	Septic Dumping Fee	52,000.00	2,918.79	32,522.56	62.54%	19,477.44	52,000.00
10	Sewer M&O	34413	Contract Sewer Rev AWA	203,093.00	18,809.00	145,883.66	71.83%	57,209.34	203,093.00
10	Sewer M&O	34414	Sewer Svc Chrges Amador City	44,475.00	3,234.00	26,600.66	59.81%	17,874.34	44,475.00
10	Sewer M&O	34479	Late Charges	34,680.00	2,616.06	23,636.63	68.16%	11,043.37	34,680.00
10	Sewer M&O	36100	Income - Interest Earnings	6,000.00	-	15,457.27	257.62%	(9,457.27)	15,457.27
FUND TOTAL				2,779,479.00	178,221.92	1,436,010.34	51.66%	1,343,468.66	2,779,479.00
17	M.V.Store Trust	36100	Income - Interest Earnings	-	-	8.57	0.00%	(8.57)	8.57
17	M.V.Store Trust	36700	Income - Donations, Private So	3,791.00	-	165.85	4.37%	3,625.15	3,791.00
FUND TOTAL				3,791.00	-	174.42	4.60%	3,616.58	3,791.00
29	Swimming Pool	36710	Swimming Pool Revenues	-	-	9,548.00	0.00%	(9,548.00)	9,548.00
FUND TOTAL				-	-	9,548.00	0.00%	(9,548.00)	9,548.00
31	TM-Sutter Hill	36100	Income - Interest Earnings	-	-	848.35	0.00%	(848.35)	848.35
31	TM-Sutter Hill	36335	Income - Traffic Mitigation Fe	-	-	1,991.54	0.00%	(1,991.54)	1,991.54
FUND TOTAL				-	-	2,839.89	0.00%	(2,839.89)	2,839.89

34 TM-49/Bypass	36100 Income - Interest Earnings	-	-	640.44	0.00%	(640.44)	640.44
FUND TOTAL		-	-	640.44	0.00%	(640.44)	640.44
35 TM-General	36100 Income - Interest Earnings	-	-	2,403.19	0.00%	(2,403.19)	2,403.19
35 TM-General	36335 Income - Traffic Mitigation Fe	-	-	18,868.21	0.00%	(18,868.21)	18,868.21
FUND TOTAL		-	-	21,271.40	0.00%	(21,271.40)	21,271.40
42 AB 1600	36100 Income - Interest Earnings	-	-	1,815.76	0.00%	(1,815.76)	1,815.76
42 AB 1600	36300 General Developer Impact Fee	-	-	5,248.45	0.00%	(5,248.45)	5,248.45
FUND TOTAL		-	-	7,064.21	0.00%	(7,064.21)	7,064.21
57 HOME Grant CA	33500 SB 2 State Planning Grant	-	-	29,034.40	0.00%	(29,034.40)	29,034.40
57 HOME Grant CA	36100 Income - Interest Earnings	-	-	696.17	0.00%	(696.17)	696.17
FUND TOTAL		-	-	29,730.57	0.00%	(29,730.57)	29,730.57
59 Building Facili	34745 Historical Grammer School Rev	14,000.00	1,927.50	11,800.00	84.29%	2,200.00	14,000.00
59 Building Facili	34746 Cribbs Field/Snack Shack Rent	200.00	-	240.00	120.00%	(40.00)	240.00
59 Building Facili	34747 Cribbs/Snack Utilities	-	-	75.00	0.00%	(75.00)	75.00
59 Building Facili	34748 Fees - Community Ctr Utilities	3,000.00	275.00	1,675.00	55.83%	1,325.00	3,000.00
59 Building Facili	34749 Fees - Community Center	6,500.00	426.00	4,296.00	66.09%	2,204.00	6,500.00
59 Building Facili	34750 Fees - Auditorium Use	12,000.00	-	5,325.00	44.38%	6,675.00	12,000.00
59 Building Facili	34751 Lease Revenue-AT&T Wireless	37,800.00	2,900.00	23,200.00	61.38%	14,600.00	37,800.00
59 Building Facili	34752 Fees- Auditorium Utilities	4,500.00	-	1,850.00	41.11%	2,650.00	4,500.00
59 Building Facili	34753 Fees-Jazzercise Rental Income	12,000.00	870.00	6,870.00	57.25%	5,130.00	12,000.00
FUND TOTAL		90,000.00	6,398.50	55,331.00	61.48%	34,669.00	90,000.00
73 Park Impact Fee	36100 Income - Interest Earnings	-	-	608.11	0.00%	(608.11)	608.11
73 Park Impact Fee	36373 Parks Regional Impact Fee	-	-	35,707.61	0.00%	(35,707.61)	35,707.61
FUND TOTAL		-	-	36,315.72	0.00%	(36,315.72)	36,315.72
80 Effluent Disp.	34390 Effluent Disposal	-	-	41,625.50	0.00%	(41,625.50)	41,625.50
FUND TOTAL		-	-	41,625.50	0.00%	(41,625.50)	41,625.50
89 CIP	33500 SB 2 State Planning Grant	-	-	10,583.33	0.00%	(10,583.33)	10,583.33
89 CIP	33516 State Grants	-	-	177,952.00	0.00%	(177,952.00)	177,952.00
FUND TOTAL		-	-	188,535.33	0.00%	(188,535.33)	188,535.33



TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
MEETING DATE: MARCH 18, 2024
FROM: JODI ARROYOS, DEPUTY FINANCE SUPERVISOR
SUBJECT: WARRANTS PAID ON MARCH 11, 2024

RECOMMENDATION:

Attached you will find one warrant report for warrants paid on March 11, 2024.

BUDGET IMPACT:

Amount paid on March 11, 2024 was \$351,754.40

REPORT.: Mar 07 24 Thursday
RUN...: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 001
ID #: PY-IP
CTL.: SUT

P.O. Box 5077

*** VENDOR.: ACC03 (ACC BUSINESS)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
240429991	INTERNET CITY HALL	03-24	02/27/24	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	INTERNET CITY HALL	01 60014 6100		1	373.11	373.11
		(General Fund Internet Servics Central Servies)				
0002	INTERNET CITY HALL	10 60014 6100		1	373.11	373.11
		(Sewer M&O Internet Servics Central Servies)				
					Invoice Extension ---->	746.22

Vendor Total -----> 746.22
=====

6500 BUENA VISTA RD

*** VENDOR.: ACE02 (ACES WASTE SERVICES)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
743690	TONNAGE	03-24	03/01/24	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	TONNAGE	10 67060 1510		1	1160.96	1160.96
		(Sewer M&O Sludge Sewer Treatment)				
					Invoice Extension ---->	1160.96

Vendor Total -----> 1160.96
=====

2695 N TRACY BLVD

*** VENDOR.: ACE03 (JACKSON ACE HARDWARE & GARDEN)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
STMTFEB24	FEBRUARY 2024 STATEMENT	03-24	02/25/24	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	FEBRUARY 2024 STATEMENT	01 67010 1130		1	749.90	749.90
		(General Fund O&M Equipment Parks & Recreat)				
					Invoice Extension ---->	749.90

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 002
ID #: PY-IP
CTL.: SUT

2695 N TRACY BLVD *** VENDOR.: ACE03 (JACKSON ACE HARDWARE & GARDEN)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
Vendor Total ----->						749.90 =====

1499 Huntington Dr Ste 305 *** VENDOR.: ADE01 (Assurance Development)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
REF030424	CUP-175 SUTTER HILL RD-APPLICATION W/D-BAL REFUN	03-24	03/04/24	N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	CUP-175 SUTTER HILL RD-APPLICATION W/D-BAL REFUND	01 34132		1	755.14	755.14
		(General Fund Fees - Variance & conditional)				-----
					Invoice Extension ---->	755.14
Vendor Total ----->						755.14 =====

PO BOX 660579 *** VENDOR.: ALH02 (ALHAMBRA)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
73550324	WATER DELIVERY - MAR 2024	03-24	02/29/24	N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	WATER DELIVERY - MAR 2024	01 52010 1060		1	56.22	56.22
		(General Fund Gen. Supplies Police Dept)				
0002	WATER DELIVERY - MAR 2024	01 52010 1050		1	23.61	23.61
		(General Fund Gen. Supplies Finance)				
0003	WATER DELIVERY - MAR 2024	03 52010 1050		1	4.50	4.50
		(Streets/Sidewal Gen. Supplies Finance)				
0004	WATER DELIVERY - MAR 2024	59 52010 1050		1	6.18	6.18
		(Building Facili Gen. Supplies Finance)				
0005	WATER DELIVERY - MAR 2024	10 52010 1050		1	17.43	17.43
		(Sewer M&O Gen. Supplies Finance)				
0006	WATER DELIVERY - MAR 2024	80 52010 1050		1	4.49	4.49
		(Effluent Disp. Gen. Supplies Finance)				-----
					Invoice Extension ---->	112.43

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 003
ID #: PY-IP
CTL.: SUT

PO BOX 660579

*** VENDOR.: ALH02 (ALHAMBRA)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
Vendor Total ----->						112.43 =====

25825 Creekside Dr

*** VENDOR.: ALL15 (Molly Allen)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
REIMFEB24	HOLIDAY DECOR-PARADE OF LIGHTS 2023	03-24	02/27/24	N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	HOLIDAY DECOR-CHRISTMAS DECORATIONS 2023	01 55012 1150		1	220.00	220.00
(General Fund Holiday decor Marketing)						
Invoice Extension ---->						220.00
Vendor Total ----->						220.00 =====

208 MASON STREET

*** VENDOR.: ALP01 (ALPHA ANALYTICAL LABORATORIES, INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
STMTFEB24	FEBRUARY 2024 STATEMENT	03-24	02/29/24	N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	FEBRUARY 2024 STATEMENT	10 52020 1510		1	712.25	712.25
(Sewer M&O Supplies - Lab Sewer Treatment)						
0002	FEBRUARY 2024 STATEMENT	80 52020 1600		1	281.25	281.25
(Effluent Disp. Supplies - Lab Effluent)						
Invoice Extension ---->						993.50
Vendor Total ----->						993.50 =====

P.O. BOX 611450

*** VENDOR.: AMA02 (Amador Water Agency)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
--------------	-------------	--------	------	----	------------------	----------------

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 004
ID #: PY-IP
CTL.: SUT

P.O. BOX 611450

*** VENDOR.: AMA02 (Amador Water Agency)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
30000224	MONTEVERDE STORE	03-24	02/12/24	N N N	A-NET30 FROM INVOICE	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	MONTEVERDE STORE	17 66012 1720		1	68.91	68.91
(M.V.Store Trust Water Utilities MonteVerde Muse)						
Invoice Extension ---->						68.91

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
50000224	HWY 49 GATEWAY	03-24	02/12/24	N N N	A-NET30 FROM INVOICE	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	HWY 49 GATEWAY	01 66012 1130		1	68.91	68.91
(General Fund Water Utilities Parks & Recreat)						
Invoice Extension ---->						68.91

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
50010224	BRYSON DR PARK	03-24	02/12/24	N N N	A-NET30 FROM INVOICE	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	BRYSON DR PARK	01 66012 1130		1	152.23	152.23
(General Fund Water Utilities Parks & Recreat)						
Invoice Extension ---->						152.23

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
50030224	MEDIAN STRIP & MINERS BEND	03-24	02/12/24	N N N	A-NET30 FROM INVOICE	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	MEDIAN STRIP & MINERS BEND	01 66012 1130		1	68.91	68.91
(General Fund Water Utilities Parks & Recreat)						
Invoice Extension ---->						68.91

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
50040224	MAIN ST PARK	03-24	02/12/24	N N N	A-NET30 FROM INVOICE	20200

REPORT.: Mar 07 24 Thursday
 RUN....: Mar 07 24 Time: 13:44
 Run By.: Jodi Arroyos

City of Sutter Creek
 Invoice/Pre-Paid Check Audit Trail
 Batch C40307 - 13:44

PAGE: 005
 ID #: PY-IP
 CTL.: SUT

.....
 P.O. BOX 611450 *** VENDOR.: AMA02 (Amador Water Agency)

INVOICE-TYPE DESCRIPTION		PERIOD	DATE	SE	TERM-DESCRIPTION		G/L ACCOUNT No
Line	Description				Unit(s)	Unit Cost	Amount
0001	MAIN ST PARK				1	68.91	68.91
					(General Fund Water Utilities Parks & Recreat)		
					Invoice Extension ---->		68.91

INVOICE-TYPE DESCRIPTION		PERIOD	DATE	SE	TERM-DESCRIPTION		G/L ACCOUNT No
50050224	ORO MADRE WAY	03-24	02/12/24	N N N	A-NET30 FROM INVOICE		20200
Line	Description				Unit(s)	Unit Cost	Amount
0001	ORO MADRE WAY				1	320.19	320.19
					(Sewer M&O Water Utilities Sewer Treatment)		
					Invoice Extension ---->		320.19

INVOICE-TYPE DESCRIPTION		PERIOD	DATE	SE	TERM-DESCRIPTION		G/L ACCOUNT No
50060224	CEMETERY	03-24	02/12/24	N N N	A-NET30 FROM INVOICE		20200
Line	Description				Unit(s)	Unit Cost	Amount
0001	CEMETERY				1	77.75	77.75
					(Cemetery Water Utilities Cemetery)		
					Invoice Extension ---->		77.75

INVOICE-TYPE DESCRIPTION		PERIOD	DATE	SE	TERM-DESCRIPTION		G/L ACCOUNT No
50070224	CHURCH ST PARK	03-24	02/12/24	N N N	A-NET30 FROM INVOICE		20200
Line	Description				Unit(s)	Unit Cost	Amount
0001	CHURCH ST PARK				1	291.13	291.13
					(General Fund Water Utilities Parks & Recreat)		
					Invoice Extension ---->		291.13

INVOICE-TYPE DESCRIPTION		PERIOD	DATE	SE	TERM-DESCRIPTION		G/L ACCOUNT No
50080224	COMMUNITY & ADMIN BLDGS	03-24	02/12/24	N N N	A-NET30 FROM INVOICE		20200
Line	Description				Unit(s)	Unit Cost	Amount

REPORT.: Mar 07 24 Thursday
 RUN....: Mar 07 24 Time: 13:44
 Run By.: Jodi Arroyos

City of Sutter Creek
 Invoice/Pre-Paid Check Audit Trail
 Batch C40307 - 13:44

PAGE: 006
 ID #: PY-IP
 CTL.: SUT

P.O. BOX 611450

*** VENDOR.: AMA02 (Amador Water Agency)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	COMMUNITY & ADMIN BLDGS	59 66012 1130		1	76.34	76.34
	(Building Facili Water Utilities Parks & Recreat)					
0002	COMMUNITY & ADMIN BLDGS	01 66012 1040		1	4.77	4.77
	(General Fund Water Utilities City Manager)					
0003	COMMUNITY & ADMIN BLDGS	03 66012 1040		1	.95	.95
	(Streets/Sidewal Water Utilities City Manager)					
0004	COMMUNITY & ADMIN BLDGS	10 66012 1040		1	1.91	1.91
	(Sewer M&O Water Utilities City Manager)					
0005	COMMUNITY & ADMIN BLDGS	80 66012 1040		1	1.91	1.91
	(Effluent Disp. Water Utilities City Manager)					
0006	COMMUNITY & ADMIN BLDGS	01 66012 1020		1	4.68	4.68
	(General Fund Water Utilities City Clerk)					
0007	COMMUNITY & ADMIN BLDGS	07 66012 1020		1	.10	.10
	(Cemetery Water Utilities City Clerk)					
0008	COMMUNITY & ADMIN BLDGS	80 66012 1020		1	1.91	1.91
	(Effluent Disp. Water Utilities City Clerk)					
0009	COMMUNITY & ADMIN BLDGS	10 66012 1020		1	1.91	1.91
	(Sewer M&O Water Utilities City Clerk)					
0010	COMMUNITY & ADMIN BLDGS	03 66012 1020		1	.95	.95
	(Streets/Sidewal Water Utilities City Clerk)					
Invoice Extension ---->						95.43

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
50090224	AUDITORIUM & CITY HALL	03-24	02/12/24	N N N	A-NET30 FROM INVOICE	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	AUDITORIUM & CITY HALL	59 66012 1130		1	113.21	113.21
	(Building Facili Water Utilities Parks & Recreat)					
0002	AUDITORIUM & CITY HALL	01 66012 1060		1	24.26	24.26
	(General Fund Water Utilities Police Dept)					
0003	AUDITORIUM & CITY HALL	01 66012 1050		1	10.19	10.19
	(General Fund Water Utilities Finance)					
0004	AUDITORIUM & CITY HALL	03 66012 1050		1	1.94	1.94
	(Streets/Sidewal Water Utilities Finance)					
0005	AUDITORIUM & CITY HALL	59 66012 1050		1	2.67	2.67
	(Building Facili Water Utilities Finance)					
0006	AUDITORIUM & CITY HALL	10 66012 1050		1	7.52	7.52
	(Sewer M&O Water Utilities Finance)					
0007	AUDITORIUM & CITY HALL	80 66012 1050		1	1.94	1.94
	(Effluent Disp. Water Utilities Finance)					
Invoice Extension ---->						161.73

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 007
ID #: PY-IP
CTL.: SUT

P.O. BOX 611450

*** VENDOR.: AMA02 (Amador Water Agency)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
50100224	84 MAIN ST	03-24	02/12/24	N N N	A-NET30 FROM INVOICE	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	84 MAIN ST	01 66012 1130		1	86.59	86.59
(General Fund Water Utilities Parks & Recreat)						
Invoice Extension ---->						86.59

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
50120224	GOPHER FLAT & MAIN	03-24	02/12/24	N N N	A-NET30 FROM INVOICE	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	GOPHER FLAT & MAIN	01 66012 1130		1	58.91	58.91
(General Fund Water Utilities Parks & Recreat)						
Invoice Extension ---->						58.91

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
50140224	SOUTHWEST RIDGE RD	03-24	02/12/24	N N N	A-NET30 FROM INVOICE	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	SOUTHWEST RIDGE RD	10 66012 1510		1	948.14	948.14
(Sewer M&O Water Utilities Sewer Treatment)						
Invoice Extension ---->						948.14

Vendor Total -----> 2467.74
=====

700 Court St

*** VENDOR.: AMA08 (Amador Co Sheriff's Dept)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
JAN2024	JANUARY 2024 MONTHLY MOBILE DATA	03-24	02/12/24	N N N	A-NET30 FROM INVOICE	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	JANUARY 2024 MONTHLY MOBILE DATA	01 62010 1060		1	342.68	342.68
(General Fund Communications Police Dept)						
Invoice Extension ---->						342.68

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 008
ID #: PY-IP
CTL.: SUT

700 Court St *** VENDOR.: AMA08 (Amador Co Sheriff's Dept)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
Vendor Total ----->						342.68 =====

ATTN: FLEX ACCT ADMIN *** VENDOR.: AME13 (AMERICAN FIDELITY ASSURANCE COMPANY)

PO BOX 219309

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
2357876	FLEX PREMIUM-MAR 2024	03-24	02/29/24	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	FLEX PREMIUM-MAR 2024	01 41040 1020		1	49.00	49.00
		(General Fund Employee Benefi City Clerk)				
0002	FLEX PREMIUM-MAR 2024	07 41040 1020		1	1.00	1.00
		(Cemetery Employee Benefi City Clerk)				
0003	FLEX PREMIUM-MAR 2024	10 41040 1020		1	20.00	20.00
		(Sewer M&O Employee Benefi City Clerk)				
0004	FLEX PREMIUM-MAR 2024	80 41040 1020		1	20.00	20.00
		(Effluent Disp. Employee Benefi City Clerk)				
0005	FLEX PREMIUM-MAR 2024	01 41040 1130		1	125.00	125.00
		(General Fund Employee Benefi Parks & Recreat)				
0006	FLEX PREMIUM-MAR 2024	59 41040 1130		1	41.67	41.67
		(Building Facili Employee Benefi Parks & Recreat)				
0007	FLEX PREMIUM-MAR 2024	03 41040 1020		1	30.83	30.83
		(Streets/Sidewal Employee Benefi City Clerk)				
0008	FLEX PREMIUM-MAR 2024	10 41040 1520		1	20.84	20.84
		(Sewer M&O Employee Benefi Sewer Collectio)				
Invoice Extension ---->						308.34 =====

Vendor Total -----> 308.34
=====

P.O. BOX 258886 *** VENDOR.: AME14 (AMERICAN FIDELITY HEALTH SERVICES ADMIN)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
MAR2024	HSA MARCH 2024	03-24	02/20/24	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
------	-------------	----------------	-----	---------	-----------	--------

REPORT.: Mar 07 24 Thursday
RUN...: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 009
ID #: PY-IP
CTL.: SUT

P.O. BOX 258886

*** VENDOR.: AME14 (AMERICAN FIDELITY HEALTH SERVICES ADMIN)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	HSA MARCH 2024	01 41040 1040		1	387.50	387.50
	(General Fund Employee Benefi City Manager)					
0002	HSA MARCH 2024	10 41040 1040		1	155.00	155.00
	(Sewer M&O Employee Benefi City Manager)					
0003	HSA MARCH 2024	80 41040 1040		1	155.00	155.00
	(Effluent Disp. Employee Benefi City Manager)					
0004	HSA MARCH 2024	03 41040 1120		1	118.50	118.50
	(Streets/Sidewal Employee Benefi Streets/Roads)					
0005	HSA MARCH 2024	01 41040 1520		1	5.00	5.00
	(General Fund Employee Benefi Sewer Collectio)					
0006	HSA MARCH 2024	10 41040 1510		1	110.00	110.00
	(Sewer M&O Employee Benefi Sewer Treatment)					
0007	HSA MARCH 2024	10 41040 1520		1	35.00	35.00
	(Sewer M&O Employee Benefi Sewer Collectio)					
0008	HSA MARCH 2024	80 41040 1600		1	105.00	105.00
	(Effluent Disp. Employee Benefi Effluent)					
0009	HSA MARCH 2024	29 41040 1140		1	4.00	4.00
	(Swimming Pool Employee Benefi Swimming Pool)					
Invoice Extension ---->						1075.00
Vendor Total ----->						1075.00
						=====

P.O. BOX 268805

*** VENDOR.: AME15 (AMERICAN FIDELITY ASSURANCE)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
D697327	INSURANCE PREMIUMS MARCH 2024	03-24	03/01/24	N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	INSURANCE PREMIUMS MARCH 2024	01 41040 1060		1	651.61	651.61
	(General Fund Employee Benefi Police Dept)					
0002	INSURANCE PREMIUMS MARCH 2024	01 41040 1020		1	104.84	104.84
	(General Fund Employee Benefi City Clerk)					
0003	INSURANCE PREMIUMS MARCH 2024	07 41040 1020		1	3.64	3.64
	(Cemetery Employee Benefi City Clerk)					
0004	INSURANCE PREMIUMS MARCH 2024	80 41040 1020		1	42.79	42.79
	(Effluent Disp. Employee Benefi City Clerk)					
0005	INSURANCE PREMIUMS MARCH 2024	01 41040 1040		1	64.63	64.63
	(General Fund Employee Benefi City Manager)					

REPORT.: Mar 07 24 Thursday
 RUN....: Mar 07 24 Time: 13:44
 Run By.: Jodi Arroyos

City of Sutter Creek
 Invoice/Pre-Paid Check Audit Trail
 Batch C40307 - 13:44

PAGE: 010
 ID #: PY-IP
 CTL.: SUT

P.O. BOX 268805

*** VENDOR.: AME15 (AMERICAN FIDELITY ASSURANCE)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
Line	Description					
0006	INSURANCE PREMIUMS MARCH 2024	10	41040 1040	1	25.85	25.85
	(Sewer M&O Employee Benefi City Manager)	80	41040 1040	1	25.85	25.85
0007	INSURANCE PREMIUMS MARCH 2024	(Effluent Disp. Employee Benefi City Manager)	03	41040 1120	1	134.20
0008	INSURANCE PREMIUMS MARCH 2024	(Streets/Sidewal Employee Benefi Streets/Roads)	01	41040 1130	1	87.70
0009	INSURANCE PREMIUMS MARCH 2024	(General Fund Employee Benefi Parks & Recreat)	10	41040 1510	1	12.03
0010	INSURANCE PREMIUMS MARCH 2024	(Sewer M&O Employee Benefi Sewer Treatment)	10	41040 1520	1	3.00
0011	INSURANCE PREMIUMS MARCH 2024	(Sewer M&O Employee Benefi Sewer Collectio)	10	41040 1510	1	194.09
0012	INSURANCE PREMIUMS MARCH 2024	(Sewer M&O Employee Benefi Sewer Treatment)	10	41040 1520	1	88.48
0013	INSURANCE PREMIUMS MARCH 2024	(Sewer M&O Employee Benefi Sewer Collectio)	80	41040 1600	1	80.45
0014	INSURANCE PREMIUMS MARCH 2024	(Effluent Disp. Employee Benefi Effluent)	29	41040 1140	1	13.02
0015	INSURANCE PREMIUMS MARCH 2024	(Swimming Pool Employee Benefi Swimming Pool)	59	41040 1130	1	34.58
0016	INSURANCE PREMIUMS MARCH 2024	(Building Facili Employee Benefi Parks & Recreat)	01	41040 1050	1	114.12
0017	INSURANCE PREMIUMS MARCH 2024	(General Fund Employee Benefi Finance)	59	41040 1050	1	65.21
0018	INSURANCE PREMIUMS MARCH 2024	(Building Facili Employee Benefi Finance)	80	41040 1050	1	65.21
0019	INSURANCE PREMIUMS MARCH 2024	(Effluent Disp. Employee Benefi Finance)	10	41040 1050	1	65.21
0020	INSURANCE PREMIUMS MARCH 2024	(Sewer M&O Employee Benefi Finance)	01	41040 1130	1	8.23
0021	INSURANCE PREMIUMS MARCH 2024	(General Fund Employee Benefi Parks & Recreat)	03	41040 1120	1	8.23
0022	INSURANCE PREMIUMS MARCH 2024	(Streets/Sidewal Employee Benefi Streets/Roads)	59	41040 1130	1	8.23
0023	INSURANCE PREMIUMS MARCH 2024	(Building Facili Employee Benefi Parks & Recreat)	10	41040 1510	1	8.23
0024	INSURANCE PREMIUMS MARCH 2024	(Sewer M&O Employee Benefi Sewer Treatment)	80	41040 1520	1	8.25
0025	INSURANCE PREMIUMS MARCH 2024	(Effluent Disp. Employee Benefi Sewer Collectio)	80	41040 1520	1	.00
0026	INSURANCE PREMIUMS MARCH 2024	(Effluent Disp. Employee Benefi Sewer Collectio)				
Invoice Extension ---->						1917.68
Vendor Total ----->						1917.68
						=====

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 011
ID #: PY-IP
CTL.: SUT

PO BOX 9011

*** VENDOR.: AT&T2 (AT&T CALNET 3)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
21280236	COMMUNICATIONS WWTP	03-24	02/17/24	N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	COMMUNICATIONS WWTP	01 62010 1510		1	29.35	29.35
	(General Fund Communications Sewer Treatment)					
	Invoice Extension ---->					29.35

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
21280239	Communications Police Dep	03-24	02/17/24	N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	Communications Police Dep	01 62010 1060		1	59.59	59.59
	(General Fund Communications Police Dept)					
	Invoice Extension ---->					59.59

Vendor Total -----> 88.94
=====

80 FULLEN ST

*** VENDOR.: BOI02 (Heidi A Boitano)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
04012024	Lease-Prkg lot Marketing	03-24	04/01/24	N N N	A-NET30 FROM INVOICE	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	Lease-Prkg lot Marketing	01 68012 1150		1	2915.46	2915.46
	(General Fund Lease-Prkg lot Marketing)					
	Invoice Extension ---->					2915.46

Vendor Total -----> 2915.46
=====

175 SUTTER HILL RD

*** VENDOR.: CAM05 (CAMPBELL CONSTRUCTION GEN. ENGINEERING)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
--------------	-------------	--------	------	----	------------------	----------------

REPORT.: Mar 07 24 Thursday
 RUN....: Mar 07 24 Time: 13:44
 Run By.: Jodi Arroyos

City of Sutter Creek
 Invoice/Pre-Paid Check Audit Trail
 Batch C40307 - 13:44

PAGE: 012
 ID #: PY-IP
 CTL.: SUT

175 SUTTER HILL RD *** VENDOR.: CAM05 (CAMPBELL CONSTRUCTION GEN. ENGINEERING)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
3013	ORO MADRE WAY POTHOLING	03-24	02/07/24	N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	ORO MADRE WAY POTHOLING	03 55060 1120		1	2476.00	2476.00
	(Streets/Sidewal Patching Streets/Roads)					
	Invoice Extension ---->					2476.00

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
3018	STAINLESS ANGLE IRON CATWALK DRILLED MATERIAL ON	03-24	02/13/24	N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	STAINLESS ANGLE IRON CATWALK DRILLED MATERIAL ONLY	10 67050 1510		1	7704.00	7704.00
	(Sewer M&O O & M-Sewer Plt Sewer Treatment)					
	Invoice Extension ---->					7704.00

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
I-014024	AUGER RETURNED 1-26-24	03-24	02/06/24	N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	AUGER RETURNED 1-26-24	10 67015 1520		1	64.08	64.08
	(Sewer M&O O&M Blg/Structu Sewer Collectio)					
	Invoice Extension ---->					64.08

Vendor Total -----> 10244.08
 =====

559 MAIN STREET *** VENDOR.: CAR07 (CARBON COPY, INC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
627171	COPIER MAINTENANCE	03-24	02/26/24	N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	COPIER MAINTENANCE	01 53020 6100		1	29.00	29.00
	(General Fund Equipmt Maint. Central Servies)					

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 013
ID #: PY-IP
CTL.: SUT

559 MAIN STREET

*** VENDOR.: CAR07 (CARBON COPY, INC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0002	COPIER MAINTENANCE			10 53020 6100	1	28.99	28.99
				(Sewer M&O Equipmt Maint. Central Servies)			
					Invoice Extension ---->		57.99
					Vendor Total ----->		57.99
							=====

PO BOX 6463

*** VENDOR.: CIN02 (AT&T Mobility)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
29690224	CELLULAR SERVICE	03-24	02/06/24	N N N	-Unknown Discount Trm	20200	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0001	CELLULAR SERVICE			01 62010 1060	1	92.73	92.73
				(General Fund Communications Police Dept)			
0002	CELLULAR SERVICE			01 62010 6100	1	54.36	54.36
				(General Fund Communications Central Servies)			
0003	CELLULAR SERVICE			10 62010 6100	1	54.36	54.36
				(Sewer M&O Communications Central Servies)			
0004	CELLULAR SERVICE			01 62010 1040	1	79.67	79.67
				(General Fund Communications City Manager)			
0005	CELLULAR SERVICE			03 62010 1040	1	15.93	15.93
				(Streets/Sidewal Communications City Manager)			
0006	CELLULAR SERVICE			10 62010 1040	1	31.87	31.87
				(Sewer M&O Communications City Manager)			
0007	CELLULAR SERVICE			80 62010 1040	1	31.87	31.87
				(Effluent Disp. Communications City Manager)			
					Invoice Extension ---->		360.79
					Vendor Total ----->		360.79
							=====

P.O. Box 737311

*** VENDOR.: CIV01 (CIVICPLUS LLC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
--------------	-------------	--------	------	----	------------------	----------------

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 014
ID #: PY-IP
CTL.: SUT

.....
P.O. Box 737311 *** VENDOR.: CIV01 (CIVICPLUS LLC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
284131	ONLINE CODE HOSTING	03-24	01/01/24	N N N	-Unknown Discount Trm	20200	
Line	Description		G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	ONLINE CODE HOSTING		01 60016 1020		1	495.00	495.00
			(General Fund Muni Code Web City Clerk)				
					Invoice Extension ---->		495.00

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
293140	AGENDA & MEETING MGMT ANNUAL	03-24	02/16/24	N N N	-Unknown Discount Trm	20200	
Line	Description		G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	AGENDA & MEETING MGMT ANNUAL		01 60016 1020		1	2880.00	2880.00
			(General Fund Muni Code Web City Clerk)				
					Invoice Extension ---->		2880.00
					Vendor Total ----->		3375.00
							=====

.....
PO BOX 60533 *** VENDOR.: COM16 (COMCAST BUSINESS)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
87730224	WWTP INTERNET	03-24	02/12/24	N N N	-Unknown Discount Trm	20200	
Line	Description		G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	WWTP INTERNET		10 60014 1510		1	204.40	204.40
			(Sewer M&O Internet Servic Sewer Treatment)				
					Invoice Extension ---->		204.40
					Vendor Total ----->		204.40
							=====

.....
3755 Washington Blvd. *** VENDOR.: COR01 (Corbin Willits Systems, Inc.)
Suite 204

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
--------------	-------------	--------	------	----	------------------	----------------

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 015
ID #: PY-IP
CTL.: SUT

3755 Washington Blvd. *** VENDOR.: COR01 (Corbin Willits Systems, Inc.)
Suite 204

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
C402151	FINANCIAL SOFTWARE	03-24	02/15/24	N N N	A-NET30 FROM INVOICE	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	FINANCIAL SOFTWARE	01 60013 1050		1	329.64	329.64
0002	FINANCIAL SOFTWARE	03 60013 1050		1	62.79	62.79
0003	FINANCIAL SOFTWARE	10 60013 1050		1	243.30	243.30
0004	FINANCIAL SOFTWARE	59 60013 1050		1	86.33	86.33
0005	FINANCIAL SOFTWARE	80 60013 1050		1	62.79	62.79
Invoice Extension ---->						784.85
Vendor Total ----->						784.85

2281 LAVA RIDGE CT, STE 300 *** VENDOR.: COT01 (COLE HUBER LLP)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
200459957	LEGAL SERVICES JAN 31, 2024 300 HANFORD A&B	03-24	02/06/24	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	LEGAL SERVICES JAN 31, 2024 300 HANFORD A&B	01 61030 6130		1	420.00	420.00
0002	LEGAL SERVICES JAN 31, 2024 300 HANFORD A&B	10 61030 6130		1	420.00	420.00
Invoice Extension ---->						840.00

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
200459962	LEGAL SERVICE JAN 31, 2024 VAN DER VEEN VS COSC	03-24	02/06/24	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	LEGAL SERVICE JAN 31, 2024 VAN DER VEEN VS COSC	01 61030 6130		1	84.35	84.35
0002	LEGAL SERVICE JAN 31, 2024 VAN DER VEEN VS COSC	10 61030 6130		1	84.35	84.35
Invoice Extension ---->						168.70

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 016
ID #: PY-IP
CTL.: SUT

2281 LAVA RIDGE CT, STE 300

*** VENDOR.: COT01 (COLE HUBER LLP)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
200459963	LEGAL SERVICES JAN 31, 2024	03-24	02/06/24	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	LEGAL SERVICES JAN 31, 2024	01 61030 6130		1	1987.50	1987.50
		(General Fund Legal City Attorney)				
0002	LEGAL SERVICES JAN 31, 2024	10 61030 6130		1	1987.50	1987.50
		(Sewer M&O Legal City Attorney)				
0003	LEGAL SERVICES JAN 31, 2024	01 61030 6130 126		1	270.00	270.00
		(General Fund Legal City Attorney)				

					Invoice Extension ---->	4245.00

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
200459976	LEGAL SERVICES JAN 31, 2024 SEIU 1021 VS COSC	03-24	02/06/24	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	LEGAL SERVICES JAN 31, 2024 SEIU 1021 VS COSC	01 61030 6130		1	132.00	132.00
		(General Fund Legal City Attorney)				
0002	LEGAL SERVICES JAN 31, 2024 SEIU 1021 VS COSC	10 61030 6130		1	132.00	132.00
		(Sewer M&O Legal City Attorney)				

					Invoice Extension ---->	264.00

Vendor Total -----> 5517.70
=====

455 Grant Ave Apt 14

*** VENDOR.: DUB01 (Tom Dubois)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
LOANMAR24	LOAN AGREEMENT MAR 2024	03-24	03/01/24	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	LOAN AGREEMENT MAR 2024	24 11570		1	2500.00	2500.00
		(Lg Term Debt A/R - Employee Loans)				

					Invoice Extension ---->	2500.00

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
REIMFEB24	REIMBURSEMENT-NOTARY/SAM ID	03-24	02/29/24	N N N	-Unknown Discount Trm	20200

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 017
ID #: PY-IP
CTL.: SUT

455 Grant Ave Apt 14

*** VENDOR.: DUB01 (Tom Dubois)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
Line	Description				G/L Account No CTR	Unit(s) Unit Cost Amount
0001	REIMBURSEMENT-NOTARY/SAM ID				01 52010 1040	1 22.50 22.50
					(General Fund Gen. Supplies City Manager)	
0002	REIMBURSEMENT-NOTARY/SAM ID				03 52010 1040	1 4.50 4.50
					(Streets/Sidewal Gen. Supplies City Manager)	
0003	REIMBURSEMENT-NOTARY/SAM ID				10 52010 1040	1 9.00 9.00
					(Sewer M&O Gen. Supplies City Manager)	
0004	REIMBURSEMENT-NOTARY/SAM ID				80 52010 1040	1 9.00 9.00
					(Effluent Disp. Gen. Supplies City Manager)	
					Invoice Extension ---->	45.00
					Vendor Total ----->	2545.00

25 W Lockeford St

*** VENDOR.: DUN03 (Duncan Press)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
37846	OFFICE SUPPLIES	03-24	02/29/24	N N N	-Unknown Discount Trm	20200
Line	Description				G/L Account No CTR	Unit(s) Unit Cost Amount
0001	OFFICE SUPPLIES				01 52010 1050	1 85.53 85.53
					(General Fund Gen. Supplies Finance)	
0002	OFFICE SUPPLIES				03 52010 1050	1 16.29 16.29
					(Streets/Sidewal Gen. Supplies Finance)	
0003	OFFICE SUPPLIES				10 52010 1050	1 63.13 63.13
					(Sewer M&O Gen. Supplies Finance)	
0004	OFFICE SUPPLIES				59 52010 1050	1 22.40 22.40
					(Building Facili Gen. Supplies Finance)	
0005	OFFICE SUPPLIES				80 52010 1050	1 16.30 16.30
					(Effluent Disp. Gen. Supplies Finance)	
					Invoice Extension ---->	203.65
					Vendor Total ----->	203.65

P.O. BOX 740827

*** VENDOR.: FER02 (FERGUSON ENTER, INC.#686)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
--------------	-------------	--------	------	----	------------------	----------------

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 018
ID #: PY-IP
CTL.: SUT

P.O. BOX 740827

*** VENDOR.: FER02 (FERGUSON ENTER,INC.#686)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
STMTFEB24	INV 4857457,4857457-1,4872190,CREDIT PY4602777*903-24	02/28/24	N N N		-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	INV 4857457,4857457-1,4872190,CREDIT PY4602777*9	10 67015 1520		1	30.82	30.82
	(Sewer M&O O&M Blg/Structu Sewer Collectio)					
0002	INV 4857457,4857457-1,4872190,CREDIT PY4602777*9	10 67015 1520		1	267.80	267.80
	(Sewer M&O O&M Blg/Structu Sewer Collectio)					
0003	INV 4857457,4857457-1,4872190,CREDIT PY4602777*9	01 53015 1060		1	78.56	78.56
	(General Fund Repair/Maint Police Dept)					
0004	INV 4857457,4857457-1,4872190,CREDIT PY4602777*9	59 53015 1130		-1	65.04	-65.04
	(Building Facili Repair/Maint Parks & Recreat)					
Invoice Extension ---->						312.14
Vendor Total ----->						312.14
						=====

PO BOX 31001-2265

*** VENDOR.: FOR07 (FORWARD, INC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
63889	SLUDGE	03-24	02/15/24	N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	SLUDGE	10 67060 1510		1	835.66	835.66
Invoice Extension ---->						835.66
Vendor Total ----->						835.66

P.O. BOX 743626

*** VENDOR.: GAL01 (GALLS, LLC - DBA BLUMENTHAL UNIFORM)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
27116676	PD UNIFORMS	03-24	02/16/24	N N N	A-NET30 FROM INVOICE	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 019
ID #: PY-IP
CTL.: SUT

P.O. BOX 743626

*** VENDOR.: GAL01 (GALLS, LLC - DBA BLUMENTHAL UNIFORM)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0001	PD UNIFORMS			01 55040 1060	1	847.95	847.95
				(General Fund Clothing Police Dept)			
					Invoice Extension ---->		847.95
					Vendor Total ----->		847.95
							=====

DEPT 848324158

*** VENDOR.: GRA05 (Grainger Indust/Com Equip)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
008294259	SSMP SUPPLIES	03-24	02/02/24	N N N	-Unknown Discount Trm	20200	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0001	SSMP SUPPLIES			10 67010 1520	1	1310.99	1310.99
				(Sewer M&O O&M Equipment Sewer Collectio)			
					Invoice Extension ---->		1310.99
					Vendor Total ----->		1310.99
							=====

19965 HWY 88

*** VENDOR.: GUY01 (GUY'S SAW CENTER)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
541349	PARKS EQUIPMENT MAINTENANCE	03-24	01/26/24	N N N	-Unknown Discount Trm	20200	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0001	PARKS EQUIPMENT MAINTENANCE			01 52010 1130	1	14.00	14.00
				(General Fund Gen. Supplies Parks & Recreat)			
					Invoice Extension ---->		14.00

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 020
ID #: PY-IP
CTL.: SUT

19965 HWY 88

*** VENDOR.: GUY01 (GUY'S SAW CENTER)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
542299	PARKS EQUIPMENT MAINTENANCE	03-24	02/27/24	N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	PARKS EQUIPMENT MAINTENANCE	01 67010 1130		1	355.04	355.04
(General Fund O&M Equipment Parks & Recreat)						
Invoice Extension ---->						355.04
Vendor Total ----->						369.04

*** VENDOR.: HAM03 (Shirley Hampton)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
TRNGMAR01	PEER SUPPORT CERTIFICATION TRAINING-MCKEON MAR	2003-24	02/29/24	N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	PEER SUPPORT CERTIFICAITON TRAINGING-MCKEON MAR 24	28 65040 1060		1	200.00	200.00
(Public Safety Travel,Conf,Trg Police Dept)						
Invoice Extension ---->						200.00

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
TRNGMAR02	PEER SUPPORT CERTIFICATION TRAINING-REGO MAR	20203-24	02/29/24	N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	PEER SUPPORT CERTIFICATION TRAINING-REGO MAR 2024	28 65040 1060		1	200.00	200.00
(Public Safety Travel,Conf,Trg Police Dept)						
Invoice Extension ---->						200.00
Vendor Total ----->						400.00

3606A GREYSTONE DRIVE

*** VENDOR.: HAU02 (HAUGE BRUECK ASSOCIATES, LLC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
--------------	-------------	--------	------	----	------------------	----------------

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 021
ID #: PY-IP
CTL.: SUT

3606A GREYSTONE DRIVE *** VENDOR.: HAU02 (HAUGE BRUECK ASSOCIATES, LLC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
1860	PLANNING/E&P-JANUARY 2024	03-24	01/31/24	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	PLANNING/E&P-JANUARY 2024	01 61045 1090		1	5202.00	5202.00
		(General Fund Planner Planning)				
0002	SP-321 HWY 49	01 55065 1115 152		1	40.00	40.00
		(General Fund E&P Reimb Engr. Engineering)				
0003	SP-BOWERS RD & VALLEY VIEW	01 55065 1115 126		1	136.00	136.00
		(General Fund E&P Reimb Engr. Engineering)				
0004	TM-BROADMEADOWS	01 55065 1115 P53		1	600.00	600.00
		(General Fund E&P Reimb Engr. Engineering)				
0005	TM-CARLSON	01 55065 1115 154		1	456.00	456.00
		(General Fund E&P Reimb Engr. Engineering)				
0006	SPECIFIC PLAN-SUTTER CREEK RANCH	01 55065 1115 112		1	564.00	564.00
		(General Fund E&P Reimb Engr. Engineering)				
0007	TM-81 SPANISH ST-BOTTOROFF	01 55065 1115 142		1	216.00	216.00
		(General Fund E&P Reimb Engr. Engineering)				
0008	IP & PC-92 RIDGE RD	01 55065 1115 141		1	40.00	40.00
		(General Fund E&P Reimb Engr. Engineering)				
0009	TM-40 BROAD ST	01 55065 1115 150		1	120.00	120.00
		(General Fund E&P Reimb Engr. Engineering)				
0010	BLA-290 SPANISH ST	01 55065 1115 151		1	248.00	248.00
		(General Fund E&P Reimb Engr. Engineering)				
0011	BLA-290 SPANISH ST	01 61027 1090		1	160.00	160.00
		(General Fund Housing Element Planning)				

				Invoice Extension ---->		7782.00

				Vendor Total ----->		7782.00
						=====

6517 Rusty Blackbird Ct *** VENDOR.: HEA03 (Andy Heath Financial Services)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
24-01	FINANCE CONSULTING SERVICES 1/18/24-2/14/24	03-24	02/15/24	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	FINANCE CONSULTING SERVICES 1/18/24-2/14/24	01 61057 1050		1	3175.00	3175.00
		(General Fund Contracts-Other Finance)				
0002	FINANCE CONSULTING SERVICES 1/18/24-2/14/24	03 61057 1050		1	605.00	605.00
		(Streets/Sidewal Contracts-Other Finance)				
0003	FINANCE CONSULTING SERVICES 1/18/24-2/14/24	10 61057 1050		1	2948.00	2948.00
		(Sewer M&O Contracts-Other Finance)				

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 022
ID #: PY-IP
CTL.: SUT

.....
6517 Rusty Blackbird Ct *** VENDOR.: HEA03 (Andy Heath Financial Services)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0004	FINANCE CONSULTING SERVICES 1/18/24-2/14/24	59	61057 1050		1	832.00	832.00
				(Building Facili Contracts-Other Finance)			
				Invoice Extension ---->			7560.00
				Vendor Total ----->			7560.00
							=====

.....
3378 GUIDO ST. *** VENDOR.: HIL03 (HILDEBRAND CONSULTING, LLC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
604	2023 SEWER RATES AND CONNECTION FEES	03-24	02/09/24	N N N	-Unknown Discount Trm	20200	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0001	2023 SEWER RATES AND CONNECTION FEES	10	61057 1510		1	3910.00	3910.00
				(Sewer M&O Contracts-Other Sewer Treatment)			
				Invoice Extension ---->			3910.00
				Vendor Total ----->			3910.00
							=====

.....
P.O. BOX 101630 *** VENDOR.: HUN04 (HUNT & SONS, INC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
870727	FUEL	03-24	02/15/24	N N N	-Unknown Discount Trm	20200	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0001	FUEL	01	52012 1060		1	833.07	833.07
				(General Fund Fuel Police Dept)			
0002	FUEL	01	52012 1130		1	433.24	433.24
				(General Fund Fuel Parks & Recreat)			
0003	FUEL	10	52012 1510		1	273.46	273.46
				(Sewer M&O Fuel Sewer Treatment)			

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 023
ID #: PY-IP
CTL.: SUT

P.O. BOX 101630

*** VENDOR.: HUN04 (HUNT & SONS, INC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
Line	Description				G/L Account No CTR	Unit(s) Unit Cost Amount
0004	FUEL				03 52012 1120 (Streets/Sidewal Fuel Streets/Roads)	1 372.62 372.62
					Invoice Extension ---->	1912.39

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
893425	FUEL	03-24	02/29/24	N N N	-Unknown Discount Trm	20200
Line	Description				G/L Account No CTR	Unit(s) Unit Cost Amount
0001	FUEL				01 52012 1060 (General Fund Fuel Police Dept)	1 1194.90 1194.90
0002	FUEL				01 52012 1130 (General Fund Fuel Parks & Recreat)	1 84.88 84.88
0003	FUEL				10 52012 1510 (Sewer M&O Fuel Sewer Treatment)	1 162.47 162.47
0004	FUEL				03 52012 1120 (Streets/Sidewal Fuel Streets/Roads)	1 216.66 216.66
					Invoice Extension ---->	1658.91
					Vendor Total ----->	3571.30 =====

55 Brook Ave Ste G

*** VENDOR.: IND02 (Industrial Chem Labs & Services Inc)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
388107	SSMP SUPPLIES	03-24	02/02/24	N N N	-Unknown Discount Trm	20200
Line	Description				G/L Account No CTR	Unit(s) Unit Cost Amount
0001	SSMP SUPPLIES				10 67015 1520 (Sewer M&O O&M Blg/Structu Sewer Collectio)	1 154.03 154.03
					Invoice Extension ---->	154.03
					Vendor Total ----->	154.03 =====

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 024
ID #: PY-IP
CTL.: SUT

100 Academy Dr *** VENDOR.: JAC01 (Brusatori Enterprises Inc)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
33966	PARKS VEHICLE REPAIR	03-24	02/19/24	N N N	A-NET30 FROM INVOICE	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	PARKS VEHICLE REPAIR	01 67009 1130		1	150.00	150.00
		(General Fund Vehicle Maintna Parks & Recreat)				
				Invoice Extension ---->		150.00

Vendor Total -----> 150.00
=====

P.O. BOX 4328 *** VENDOR.: KEE01 (KEENAN & ASSOCIATES/PACE)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
032024	MARCH 2024 HEALTH INSURANCE PREMIUMS	03-24	02/20/24	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	MARCH 2024 HEALTH INSURANCE PREMIUMS	01 41040 1060		1	1358.51	1358.51
		(General Fund Employee Benefi Police Dept)				
0002	MARCH 2024 HEALTH INSURANCE PREMIUMS	03 41040 1120		1	545.79	545.79
		(Streets/Sidewal Employee Benefi Streets/Roads)				
0003	MARCH 2024 HEALTH INSURANCE PREMIUMS	01 41040 1130		1	458.65	458.65
		(General Fund Employee Benefi Parks & Recreat)				
0004	MARCH 2024 HEALTH INSURANCE PREMIUMS	10 41040 1510		1	46.53	46.53
		(Sewer M&O Employee Benefi Sewer Treatment)				
0005	MARCH 2024 HEALTH INSURANCE PREMIUMS	10 41040 1520		1	77.98	77.98
		(Sewer M&O Employee Benefi Sewer Collectio)				
0006	MARCH 2024 HEALTH INSURANCE PREMIUMS	10 41040 1510		1	1406.66	1406.66
		(Sewer M&O Employee Benefi Sewer Treatment)				
0007	MARCH 2024 HEALTH INSURANCE PREMIUMS	10 41040 1520		1	503.83	503.83
		(Sewer M&O Employee Benefi Sewer Collectio)				
0008	MARCH 2024 HEALTH INSURANCE PREMIUMS	80 41040 1600		1	1386.61	1386.61
		(Effluent Disp. Employee Benefi Effluent)				
0009	MARCH 2024 HEALTH INSURANCE PREMIUMS	29 41040 1140		1	74.50	74.50
		(Swimming Pool Employee Benefi Swimming Pool)				
0010	MARCH 2024 HEALTH INSURANCE PREMIUMS	59 41040 1130		1	152.88	152.88
		(Building Facili Employee Benefi Parks & Recreat)				
0011	MARCH 2024 HEALTH INSURANCE PREMIUMS	01 41040 1050		1	891.18	891.18
		(General Fund Employee Benefi Finance)				
0012	MARCH 2024 HEALTH INSURANCE PREMIUMS	03 41040 1050		1	178.24	178.24
		(Streets/Sidewal Employee Benefi Finance)				
0013	MARCH 2024 HEALTH INSURANCE PREMIUMS	80 41040 1050		1	891.18	891.18
		(Effluent Disp. Employee Benefi Finance)				

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 025
ID #: PY-IP
CTL.: SUT

.....
P.O. BOX 4328 *** VENDOR.: KEE01 (KEENAN & ASSOCIATES/PACE)

INVOICE-TYPE DESCRIPTION					PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
Line	Description					G/L Account No CTR		Unit(s)	Unit Cost	Amount
0014	MARCH 2024	HEALTH	INSURANCE	PREMIUMS	10	41040 1050	1	1604.13	1604.13	
						(Sewer M&O Employee Benefi Finance)				
0015	MARCH 2024	HEALTH	INSURANCE	PREMIUMS	01	41040 1040	1	532.87	532.87	
						(General Fund Employee Benefi City Manager)				
0016	MARCH 2024	HEALTH	INSURANCE	PREMIUMS	03	41040 1040	1	106.57	106.57	
						(Streets/Sidewal Employee Benefi City Manager)				
0017	MARCH 2024	HEALTH	INSURANCE	PREMIUMS	10	41040 1040	1	213.15	213.15	
						(Sewer M&O Employee Benefi City Manager)				
0018	MARCH 2024	HEALTH	INSURANCE	PREMIUMS	80	41040 1040	1	213.15	213.15	
						(Effluent Disp. Employee Benefi City Manager)				
0019	MARCH 2024	HEALTH	INSURANCE	PREMIUMS	01	41040 1130	1	339.36	339.36	
						(General Fund Employee Benefi Parks & Recreat)				
0020	MARCH 2024	HEALTH	INSURANCE	PREMIUMS	03	41040 1120	1	339.36	339.36	
						(Streets/Sidewal Employee Benefi Streets/Roads)				
0021	MARCH 2024	HEALTH	INSURANCE	PREMIUMS	59	41040 1130	1	339.36	339.36	
						(Building Facili Employee Benefi Parks & Recreat)				
0022	MARCH 2024	HEALTH	INSURANCE	PREMIUMS	10	41040 1510	1	339.36	339.36	
						(Sewer M&O Employee Benefi Sewer Treatment)				
0023	MARCH 2024	HEALTH	INSURANCE	PREMIUMS	80	41040 1520	1	339.36	339.36	
						(Effluent Disp. Employee Benefi Sewer Collectio)				
0024	MARCH 2024	HEALTH	INSURANCE	PREMIUMS	01	21711	1	2903.35	2903.35	
						(General Fund P/R - Medical Health Pay.)				

Invoice Extension ---->									15242.56	
Vendor Total ----->									15242.56	
									=====	

.....
PO BOX 602 *** VENDOR.: KIT01 (KIT CARSON MOUNTAINMEN)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
02282024	KIT CARSON WAGON TRAIN SPONSORSHIP 2024	03-24	02/28/24	N N N	A-NET30 FROM INVOICE	20200	
Line	Description	G/L Account No CTR			Unit(s)	Unit Cost	Amount
0001	KIT CARSON WAGON TRAIN SPONSORSHIP 2024	01	64010 1150		1	650.00	650.00
	(General Fund Advertising Marketing)						-----
		Invoice Extension ---->					650.00
		Vendor Total ----->					650.00
							=====

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 026
ID #: PY-IP
CTL.: SUT

1928 BURTON PL *** VENDOR.: LAF01 (LAFONTAINE, DAN)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
REIMFEB24	MILEAGE-CLEAN FUELS CONFERENCE-161 MILES	03-24	03/04/24	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	MILEAGE-CLEAN FUELS CONFERENCE-161 MILES	10 65040 1510		1	107.87	107.87
	(Sewer M&O Travel,Conf,Trg Sewer Treatment)					
	Invoice Extension ---->					107.87

Vendor Total -----> 107.87
=====

1400 K STREET, 4TH FLOOR *** VENDOR.: LEA02 (League of Calif. Cities)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
5307	SACRAMENTO VALLEY DIVISION MEMBERSHIP DUES 2024	03-24	01/20/24	N N N	A-NET30 FROM INVOICE	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	SACRAMENTO VALLEY DIVISION MEMBERSHIP DUES 2024	01 65030 1010		1	100.00	100.00
	(General Fund Membership/Dues City Council)					
	Invoice Extension ---->					100.00

Vendor Total -----> 100.00
=====

P.O. Box 1240 *** VENDOR.: LED01 (Ledger Dispatch)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
41074	PUBLIC NOTICE-PROPOSED INCREASE TO SOLID WASTE	03-24	12/29/23	N N N	A-NET30 FROM INVOICE	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	PUBLIC NOTICE-PROPOSED INCREASE TO SOLID WASTE	01 64011 1090		1	334.00	334.00
	(General Fund PH Notices Planning)					
	Invoice Extension ---->					334.00

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 027
ID #: PY-IP
CTL.: SUT

P.O. Box 1240

*** VENDOR.: LED01 (Ledger Dispatch)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
41349	PUBLIC NOTICE	03-24	02/02/24	N N N	A-NET30 FROM INVOICE	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	PUBLIC NOTICE	01 64011 1090	142	1	67.50	67.50
(General Fund PH Notices Planning)						
Invoice Extension ---->						67.50

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
41586	PUBLIC NOTICE	03-24	03/01/24	N N N	A-NET30 FROM INVOICE	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	PUBLIC NOTICE	01 64011 1090	150	1	73.56	73.56
(General Fund PH Notices Planning)						
0002	PUBLIC NOTICE	01 64011 1090	151	1	73.56	73.56
(General Fund PH Notices Planning)						
Invoice Extension ---->						147.12
Vendor Total ----->						548.62
						=====

PO BOX 530970

*** VENDOR.: LOW01 (LOWE'S BUSINESS ACCOUNT)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
STMT0224	FEBRUARY 2024 STATEMENT	03-24	02/17/24	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	FEBRUARY 2024 STATEMENT	01 53015 1130		1	153.39	153.39
(General Fund Repair/Maint Parks & Recreat)						
0002	FEBRUARY 2024 STATEMENT	01 53015 1130		1	36.37	36.37
(General Fund Repair/Maint Parks & Recreat)						
0003	FEBRUARY 2024 STATEMENT	59 53015 1130		1	1283.43	1283.43
(Building Facili Repair/Maint Parks & Recreat)						
0004	FEBRUARY 2024 STATEMENT	03 55060 1120		1	1286.38	1286.38
(Streets/Sidewal Patching Streets/Roads)						
0005	FEBRUARY 2024 STATEMENT	80 53015 1600		1	161.06	161.06
(Effluent Disp. Repair/Maint Effluent)						
0006	FEBRUARY 2024 STATEMENT	10 67050 1510		1	835.90	835.90
(Sewer M&O O & M-Sewer Plt Sewer Treatment)						

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 028
ID #: PY-IP
CTL.: SUT

PO BOX 530970

*** VENDOR.: LOW01 (LOWE'S BUSINESS ACCOUNT)

INVOICE-TYPE DESCRIPTION		PERIOD	DATE	SE	TERM-DESCRIPTION		G/L ACCOUNT No
Line	Description	G/L Account No CTR		Unit(s)	Unit Cost	Amount	
0007	FEBRUARY 2024 STATEMENT	01	54010 1130	1	183.23	183.23	
		(General Fund Small Equipment Parks & Recreat)					
0008	FEBRUARY 2024 STATEMENT	01	67009 1130	1	91.08	91.08	
		(General Fund Vehicle Maintna Parks & Recreat)					
Invoice Extension ---->						4030.84	
Vendor Total ----->						4030.84	=====

PO BOX 7690

*** VENDOR.: MCM02 (MCMASTER-CARR SUPPLY CO)

INVOICE-TYPE DESCRIPTION		PERIOD	DATE	SE	TERM-DESCRIPTION		G/L ACCOUNT No
22685621	WWTP	03-24	02/26/24	N N N	-Unknown Discount Trm		20200
Line	Description	G/L Account No CTR		Unit(s)	Unit Cost	Amount	
0001	WWTP	10	67050 1510	1	669.16	669.16	
		(Sewer M&O O & M-Sewer Plt Sewer Treatment)					
Invoice Extension ---->						669.16	

INVOICE-TYPE DESCRIPTION		PERIOD	DATE	SE	TERM-DESCRIPTION		G/L ACCOUNT No
22690631	WWTP	03-24	02/26/24	N N N	-Unknown Discount Trm		20200
Line	Description	G/L Account No CTR		Unit(s)	Unit Cost	Amount	
0001	WWTP	10	67050 1510	1	212.13	212.13	
		(Sewer M&O O & M-Sewer Plt Sewer Treatment)					
Invoice Extension ---->						212.13	
Vendor Total ----->						881.29	=====

C/O MIDAMERICA
P.O. BOX 24927

*** VENDOR.: MID04 (AUL HEALTH BENEFIT TRUST)

INVOICE-TYPE DESCRIPTION		PERIOD	DATE	SE	TERM-DESCRIPTION		G/L ACCOUNT No
--------------------------	--	--------	------	----	------------------	--	----------------

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 029
ID #: PY-IP
CTL.: SUT

.....
C/O MIDAMERICA *** VENDOR.: MID04 (AUL HEALTH BENEFIT TRUST)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
2NDQTR24	APR TO JUN 2024 RETIREE CONTRIBUTIONS	03-24	02/29/24	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	APR TO JUN 2024 RETIREE CONTRIBUTIONS	01 41040 6100		1	472.50	472.50
		(General Fund Employee Benefi Central Servies)				
0002	APR TO JUN 2024 RETIREE CONTRIBUTIONS	10 41040 6100		1	472.50	472.50
		(Sewer M&O Employee Benefi Central Servies)				
					Invoice Extension ---->	945.00

Vendor Total -----> 945.00
=====

.....
P.O. Box 4432 *** VENDOR.: MOT12 (Mission IT Solutions)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
2078	IT SERVICES-PW ETHERNET/ACER EQUIPMENT/48 PORT POE	P03-24	02/29/24	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	IT SERVICES-PW ETHERNET/ACER EQUIPMENT/48 PORT POE	01 60013 1060		1	150.00	150.00
		(General Fund Network Svcs Co Police Dept)				
0002	IT SERVICES-PW ETHERNET/ACER EQUIPMENT/48 PORT POE	01 60013 6100		1	1605.31	1605.31
		(General Fund Network Svcs Co Central Servies)				
0003	IT SERVICES-PW ETHERNET/ACER EQUIPMENT/48 PORT POE	10 60013 6100		1	1605.31	1605.31
		(Sewer M&O Network Svcs Co Central Servies)				
0004	IT SERVICES-PW ETHERNET/ACER EQUIPMENT/48 PORT POE	10 60011 1510		1	312.36	312.36
		(Sewer M&O Computer Softwr Sewer Treatment)				
					Invoice Extension ---->	3672.98

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
2115	MONTHLY IT SERVICES	03-24	03/01/24	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	MONTHLY IT SERVICES	01 60013 1060		1	150.00	150.00
		(General Fund Network Svcs Co Police Dept)				
0002	MONTHLY IT SERVICES	01 60013 6100		1	1024.65	1024.65
		(General Fund Network Svcs Co Central Servies)				
0003	MONTHLY IT SERVICES	10 60013 6100		1	1024.65	1024.65
		(Sewer M&O Network Svcs Co Central Servies)				
					Invoice Extension ---->	2199.30

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 030
ID #: PY-IP
CTL.: SUT

P.O. Box 4432

*** VENDOR.: MOT12 (Mission IT Solutions)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
--------------	-------------	--------	------	----	------------------	----------------

Vendor Total -----> 5872.28
=====

PAYMENT PROCESSING CENTER
PO BOX 2147

*** VENDOR.: MUT01 (MUTUAL OF OMAHA)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
--------------	-------------	--------	------	----	------------------	----------------

658382051	MARCH 2024 LTD/STD PREMIUMS	03-24	02/29/24	N N N	-Unknown Discount Trm	20200
-----------	-----------------------------	-------	----------	-------	-----------------------	-------

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	MARCH 2024 LTD/STD PREMIUMS	01 41040 1060		1	286.19	286.19
	(General Fund Employee Benefi Police Dept)					
0002	MARCH 2024 LTD/STD PREMIUMS	01 41040 1020		1	40.72	40.72
	(General Fund Employee Benefi City Clerk)					
0003	MARCH 2024 LTD/STD PREMIUMS	10 41040 1020		1	16.62	16.62
	(Sewer M&O Employee Benefi City Clerk)					
0004	MARCH 2024 LTD/STD PREMIUMS	07 41040 1020		1	1.27	1.27
	(Cemetery Employee Benefi City Clerk)					
0005	MARCH 2024 LTD/STD PREMIUMS	80 41040 1020		1	16.62	16.62
	(Effluent Disp. Employee Benefi City Clerk)					
0006	MARCH 2024 LTD/STD PREMIUMS	01 41040 1040		1	57.50	57.50
	(General Fund Employee Benefi City Manager)					
0007	MARCH 2024 LTD/STD PREMIUMS	10 41040 1040		1	23.00	23.00
	(Sewer M&O Employee Benefi City Manager)					
0008	MARCH 2024 LTD/STD PREMIUMS	03 41040 1120		1	58.89	58.89
	(Streets/Sidewal Employee Benefi Streets/Roads)					
0009	MARCH 2024 LTD/STD PREMIUMS	01 41040 1130		1	23.07	23.07
	(General Fund Employee Benefi Parks & Recreat)					
0010	MARCH 2024 LTD/STD PREMIUMS	01 41040 1510		1	11.37	11.37
	(General Fund Employee Benefi Sewer Treatment)					
0011	MARCH 2024 LTD/STD PREMIUMS	01 41040 1520		1	3.75	3.75
	(General Fund Employee Benefi Sewer Collectio)					
0012	MARCH 2024 LTD/STD PREMIUMS	10 41040 1510		1	62.06	62.06
	(Sewer M&O Employee Benefi Sewer Treatment)					
0013	MARCH 2024 LTD/STD PREMIUMS	10 41040 1520		1	33.45	33.45
	(Sewer M&O Employee Benefi Sewer Collectio)					
0014	MARCH 2024 LTD/STD PREMIUMS	80 41040 1600		1	101.11	101.11
	(Effluent Disp. Employee Benefi Effluent)					
0015	MARCH 2024 LTD/STD PREMIUMS	29 41040 1140		1	1.21	1.21
	(Swimming Pool Employee Benefi Swimming Pool)					
0016	MARCH 2024 LTD/STD PREMIUMS	59 41040 1130		1	29.68	29.68
	(Building Facili Employee Benefi Parks & Recreat)					
0017	MARCH 2024 LTD/STD PREMIUMS	01 41040 1050		1	22.77	22.77
	(General Fund Employee Benefi Finance)					

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 031
ID #: PY-IP
CTL.: SUT

.....
PAYMENT PROCESSING CENTER *** VENDOR.: MUT01 (MUTUAL OF OMAHA)
PO BOX 2147
INVOICE-TYPE DESCRIPTION PERIOD DATE SE TERM-DESCRIPTION G/L ACCOUNT No

Line Description G/L Account No CTR Unit(s) Unit Cost Amount

0018 MARCH 2024 LTD/STD PREMIUMS 10 41040 1050 1 19.52 19.52
(Sewer M&O Employee Benefi Finance)
0019 MARCH 2024 LTD/STD PREMIUMS 80 41040 1050 1 6.50 6.50
(Effluent Disp. Employee Benefi Finance)
Invoice Extension ----> 815.30
Vendor Total -----> 815.30
=====

.....
FILE 56893 *** VENDOR.: NAP01 (NAPA AUTO PARTS)
INVOICE-TYPE DESCRIPTION PERIOD DATE SE TERM-DESCRIPTION G/L ACCOUNT No

STMT0224 FEBRUARY 2024 STATEMENT ACCOUNT 8810990 03-24 02/29/24 N N N -Unknown Discount Trm 20200
Line Description G/L Account No CTR Unit(s) Unit Cost Amount

0001 FEBRUARY 2024 STATEMENT ACCOUNT 8810990 03 67009 1120 1 47.48 47.48
(Streets/Sidewal Vehicle Maintna Streets/Roads)
0002 FEBRUARY 2024 STATEMENT ACCOUNT 8810990 10 67009 1510 1 62.47 62.47
(Sewer M&O Vehicle Maintna Sewer Treatment)
0003 FEBRUARY 2024 STATEMENT ACCOUNT 8810990 80 52010 1600 1 428.39 428.39
(Effluent Disp. Gen. Supplies Effluent)
Invoice Extension ----> 538.34
Vendor Total -----> 538.34
=====

.....
8400 Carbide Ct Ste A *** VENDOR.: NEX01 (NextGen Alpha Upfitting)
INVOICE-TYPE DESCRIPTION PERIOD DATE SE TERM-DESCRIPTION G/L ACCOUNT No

649 2020 FORD UTILITY UPFITTING 03-24 02/08/24 N N N -Unknown Discount Trm 20200
Line Description G/L Account No CTR Unit(s) Unit Cost Amount

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 032
ID #: PY-IP
CTL.: SUT

8400 Carbide Ct Ste A *** VENDOR.: NEX01 (NextGen Alpha Upfitting)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
Line	Description				G/L Account No CTR	Unit(s) Unit Cost Amount
0001	2020 FORD UTILITY UPFITTING				01 70040 1060 (General Fund Machinery & Police Dept)	1 23590.87 23590.87
					Invoice Extension ---->	23590.87

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
650	2020 FORD UTILITY SINGLE DRAWER BOX	03-24	02/08/24	N N N	-Unknown Discount Trm	20200
Line	Description				G/L Account No CTR	Unit(s) Unit Cost Amount
0001	2020 FORD UTILITY SINGLE DRAWER BOX				01 70040 1060 (General Fund Machinery & Police Dept)	1 1931.56 1931.56
					Invoice Extension ---->	1931.56

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
661	UTILITY 2019 COMPUTER MOUNT	03-24	02/12/24	N N N	-Unknown Discount Trm	20200
Line	Description				G/L Account No CTR	Unit(s) Unit Cost Amount
0001	UTILITY 2019 COMPUTER MOUNT				01 70040 1060 (General Fund Machinery & Police Dept)	1 450.03 450.03
					Invoice Extension ---->	450.03

Vendor Total -----> 25972.46
=====

PO Box 997300 *** VENDOR.: PAC01 (PG&E (Lighting District))

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
29440224	CRESTVIEW ESTATES	03-24	02/08/24	N N N	A-NET30 FROM INVOICE	20200
Line	Description				G/L Account No CTR	Unit(s) Unit Cost Amount
0001	CRESTVIEW ESTATES				04 66025 1450 (Crestview Lgt/D Street Lights CrestView Lgt)	1 127.82 127.82
					Invoice Extension ---->	127.82

REPORT.: Mar 07 24 Thursday
 RUN....: Mar 07 24 Time: 13:44
 Run By.: Jodi Arroyos

City of Sutter Creek
 Invoice/Pre-Paid Check Audit Trail
 Batch C40307 - 13:44

PAGE: 033
 ID #: PY-IP
 CTL.: SUT

PO Box 997300 *** VENDOR.: PAC01 (PG&E (Lighting District))

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
42830224	PLAZA LIGHTING	03-24	02/08/24	N N N	A-NET30 FROM INVOICE	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	PLAZA LIGHTING	03 66025 1120		1	197.72	197.72
(Streets/Sidewal Street Lights Streets/Roads)						
Invoice Extension ---->						197.72

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
50170224	SIERRA WEST BUSINESS PARK	03-24	02/08/24	N N N	A-NET30 FROM INVOICE	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	SIERRA WEST BUSINESS PARK	03 66025 1120		1	176.34	176.34
(Streets/Sidewal Street Lights Streets/Roads)						
Invoice Extension ---->						176.34

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
63050224	VALLEY VIEW/BOWERS	03-24	02/08/24	N N N	A-NET30 FROM INVOICE	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	VALLEY VIEW/BOWERS	03 66025 1120		1	61.19	61.19
(Streets/Sidewal Street Lights Streets/Roads)						
Invoice Extension ---->						61.19

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
83880224	CHURCH ST	03-24	02/08/24	N N N	A-NET30 FROM INVOICE	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	CHURCH ST	03 66025 1120		1	152.55	152.55
(Streets/Sidewal Street Lights Streets/Roads)						
Invoice Extension ---->						152.55

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
92690224	MAIN ST	03-24	02/08/24	N N N	A-NET30 FROM INVOICE	20200

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 034
ID #: PY-IP
CTL.: SUT

PO Box 997300 *** VENDOR.: PAC01 (PG&E (Lighting District))

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0001	MAIN ST			03 66025 1120	1	2336.99	2336.99
				(Streets/Sidewal Street Lights Streets/Roads)			
					Invoice Extension ---->		2336.99

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
96690224	SUTTER CREST & MANOR ST	03-24	02/08/24	N N N	A-NET30 FROM INVOICE	20200	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0001	SUTTER CREST & MANOR ST			03 66025 1120	1	408.29	408.29
				(Streets/Sidewal Street Lights Streets/Roads)			
					Invoice Extension ---->		408.29
					Vendor Total ----->		3460.90
							=====

PO Box 997300 *** VENDOR.: PAC02 (PG&E (Electric,Gas))

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
02200224	MONTEVERDE STORE	03-24	02/28/24	N N N	A-NET30 FROM INVOICE	20200	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0001	MONTEVERDE STORE			17 66014 1720	1	38.54	38.54
				(M.V.Store Trust PG&E Utilities MonteVerde Muse)			
					Invoice Extension ---->		38.54

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
12900224	WWTP OUTSIDE LIGHTS	03-24	02/28/24	N N N	A-NET30 FROM INVOICE	20200	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0001	WWTP OUTSIDE LIGHTS			10 66014 1510	1	10.52	10.52
				(Sewer M&O PG&E Utilities Sewer Treatment)			
					Invoice Extension ---->		10.52

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 035
ID #: PY-IP
CTL.: SUT

PO Box 997300

*** VENDOR.: PAC02 (PG&E (Electric,Gas))

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
14660224	FLAG POLE	03-24	02/28/24	N N N	A-NET30 FROM INVOICE	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	FLAG POLE	03 66025 1120		1	35.62	35.62
(Streets/Sidewal Street Lights Streets/Roads)						
Invoice Extension ---->						35.62

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
16050224	LIFT STATION	03-24	02/28/24	N N N	A-NET30 FROM INVOICE	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	LIFT STATION	10 66014 1510		1	133.91	133.91
(Sewer M&O PG&E Utilities Sewer Treatment)						
Invoice Extension ---->						133.91

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
28690224	GATEWAY PARK	03-24	02/28/24	N N N	A-NET30 FROM INVOICE	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	GATEWAY PARK	03 66014 1120		1	12.39	12.39
(Streets/Sidewal PG&E Utilities Streets/Roads)						
Invoice Extension ---->						12.39

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
42950224	ADMIN BUILDING	03-24	02/28/24	N N N	A-NET30 FROM INVOICE	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	ADMIN BUILDING	01 66014 1040		1	44.98	44.98
(General Fund PG&E Utilities City Manager)						
0002	ADMIN BUILDING	03 66014 1040		1	9.00	9.00
(Streets/Sidewal PG&E Utilities City Manager)						
0003	ADMIN BUILDING	10 66014 1040		1	17.99	17.99
(Sewer M&O PG&E Utilities City Manager)						
0004	ADMIN BUILDING	80 66014 1040		1	17.99	17.99
(Effluent Disp. PG&E Utilities City Manager)						
0005	ADMIN BUILDING	01 66014 1020		1	44.08	44.08
(General Fund PG&E Utilities City Clerk)						

REPORT.: Mar 07 24 Thursday
 RUN....: Mar 07 24 Time: 13:44
 Run By.: Jodi Arroyos

City of Sutter Creek
 Invoice/Pre-Paid Check Audit Trail
 Batch C40307 - 13:44

PAGE: 036
 ID #: PY-IP
 CTL.: SUT

PO Box 997300

*** VENDOR.: PAC02 (PG&E (Electric,Gas))

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0006	ADMIN BUILDING	03 66014 1020		1	9.00	9.00
	(Streets/Sidewal PG&E Utilities City Clerk)					
0007	ADMIN BUILDING	07 66014 1020		1	.90	.90
	(Cemetery PG&E Utilities City Clerk)					
0008	ADMIN BUILDING	10 66014 1020		1	17.99	17.99
	(Sewer M&O PG&E Utilities City Clerk)					
0009	ADMIN BUILDING	80 66014 1020		1	17.98	17.98
	(Effluent Disp. PG&E Utilities City Clerk)					
Invoice Extension ---->						179.91

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
44590228	AUDITORIUM & CITY HALL	03-24	02/28/24	N N N	A-NET30 FROM INVOICE	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	AUDITORIUM & CITY HALL	59 66014 1130		1	2589.87	2589.87
	(Building Facili PG&E Utilities Parks & Recreat)					
0002	AUDITORIUM & CITY HALL	01 66014 1060		1	554.97	554.97
	(General Fund PG&E Utilities Police Dept)					
0003	AUDITORIUM & CITY HALL	01 66014 1050		1	233.09	233.09
	(General Fund PG&E Utilities Finance)					
0004	AUDITORIUM & CITY HALL	03 66014 1050		1	44.40	44.40
	(Streets/Sidewal PG&E Utilities Finance)					
0005	AUDITORIUM & CITY HALL	59 66014 1050		1	61.05	61.05
	(Building Facili PG&E Utilities Finance)					
0006	AUDITORIUM & CITY HALL	10 66014 1050		1	172.04	172.04
	(Sewer M&O PG&E Utilities Finance)					
0007	AUDITORIUM & CITY HALL	80 66014 1050		1	44.40	44.40
	(Effluent Disp. PG&E Utilities Finance)					
Invoice Extension ---->						3699.82

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
45850224	HWY 104/BOWERS DR	03-24	02/28/24	N N N	A-NET30 FROM INVOICE	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	HWY 104/BOWERS DR	03 66025 1120		1	115.28	115.28
	(Streets/Sidewal Street Lights Streets/Roads)					
Invoice Extension ---->						115.28

REPORT.: Mar 07 24 Thursday
 RUN....: Mar 07 24 Time: 13:44
 Run By.: Jodi Arroyos

City of Sutter Creek
 Invoice/Pre-Paid Check Audit Trail
 Batch C40307 - 13:44

PAGE: 037
 ID #: PY-IP
 CTL.: SUT

PO Box 997300

*** VENDOR.: PAC02 (PG&E (Electric,Gas))

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
56240224	COMMUNITY BUILDING GAS	03-24	02/28/24	N N N	A-NET30 FROM INVOICE	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	COMMUNITY BUILDING GAS	59 66014 1130		1	211.53	211.53
(Building Facili PG&E Utilities Parks & Recreat)						
Invoice Extension ---->						211.53

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
66480224	WWTP	03-24	02/28/24	N N N	A-NET30 FROM INVOICE	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	WWTP	10 66014 1510		1	2460.23	2460.23
		(Sewer M&O PG&E Utilities Sewer Treatment)				
					Invoice Extension ---->	2460.23

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
77120224	WWTP OFFICE	03-24	02/28/24	N N N	A-NET30 FROM INVOICE	20200	
Line	Description	G/L Account No CTR			Unit(s)	Unit Cost	Amount
0001	WWTP OFFICE	10	66014	1510	1	206.30	206.30
(Sewer M&O PG&E Utilities Sewer Treatment)							
Invoice Extension ---->						206.30	

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
78130224	PUBLIC RESTROOMS	03-24	02/28/24	N N N	A-NET30 FROM INVOICE	20200	
Line	Description	G/L Account No CTR			Unit(s)	Unit Cost	Amount
0001	PUBLIC RESTROOMS	01 66014 1130			1	88.45	88.45
(General Fund PG&E Utilities Parks & Recreat)							
Invoice Extension ---->						88.45	

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
82130224	COMMUNITY BLDG	03-24	02/28/24	N N N	A-NET30 FROM INVOICE	20200

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 038
ID #: PY-IP
CTL.: SUT

PO Box 997300

*** VENDOR.: PAC02 (PG&E (Electric,Gas))

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
Line	Description				G/L Account No CTR	Unit(s) Unit Cost Amount
0001	COMMUNITY BLDG				59 66014 1130	1 413.37 413.37
					(Building Facili PG&E Utilities Parks & Recreat)	
					Invoice Extension ---->	413.37

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
82990224	LITTLE LEAGUE PARK	03-24	02/28/24	N N N	A-NET30 FROM INVOICE	20200
Line	Description				G/L Account No CTR	Unit(s) Unit Cost Amount
0001	LITTLE LEAGUE PARK				01 66014 1130	1 63.89 63.89
					(General Fund PG&E Utilities Parks & Recreat)	
					Invoice Extension ---->	63.89

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
95900224	HISTORICAL GRAMMER SCHOOL	03-24	02/28/24	N N N	A-NET30 FROM INVOICE	20200
Line	Description				G/L Account No CTR	Unit(s) Unit Cost Amount
0001	HISTORICAL GRAMMER SCHOOL				59 66014 1130	1 1603.69 1603.69
					(Building Facili PG&E Utilities Parks & Recreat)	
					Invoice Extension ---->	1603.69

Vendor Total -----> 9273.45
=====

8570--23RD AVENUE

*** VENDOR.: PAC06 (PAC MACHINE CO INC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
93471	M2000 INLINE METER	03-24	02/21/24	N N N	-Unknown Discount Trm	20200
Line	Description				G/L Account No CTR	Unit(s) Unit Cost Amount
0001	M2000 INLINE METER				10 67010 1510	1 6431.41 6431.41
					(Sewer M&O O&M Equipment Sewer Treatment)	
					Invoice Extension ---->	6431.41

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 039
ID #: PY-IP
CTL.: SUT

8570--23RD AVENUE

*** VENDOR.: PAC06 (PAC MACHINE CO INC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
Vendor Total ----->						6431.41 =====

2940 ADVANTAGE WAY

*** VENDOR.: PEA01 (PEACE OFFICERS RESEARCH ASSOCIATION)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
434485	PEACE OFFICERS QUARTERLY UNION DUES	03-24	03/01/24	N N N	A-NET30 FROM INVOICE	20200	
Line	Description	G/L Account No		CTR	Unit(s)	Unit Cost	Amount
0001	PEACE OFFICERS QUARTERLY UNION DUES	01	21709		1	138.00	138.00
(General Fund P/R - PORAC Dues)							
Invoice Extension ---->						138.00	
Vendor Total ----->						138.00 =====	

80 MAIN ST

*** VENDOR.: PET09 (AIMEE PETERSON)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
REIMFEB24	HOLIDAY DECOR-PARADE OF LIGHTS 2023	03-24	02/27/24	N N N	-Unknown Discount Trm	20200	
Line	Description	G/L Account No		CTR	Unit(s)	Unit Cost	Amount
0001	HOLIDAY DECOR-CHRISTMAS DECORATIONS 2023	01	55012 1150		1	500.00	500.00
(General Fund Holiday decor Marketing)							
Invoice Extension ---->						500.00	
Vendor Total ----->						500.00 =====	

PO BOX 981022

*** VENDOR.: PIT04 (PITNEY BOWES GLOBAL FINANCIAL SERVICES)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
--------------	-------------	--------	------	----	------------------	----------------

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 040
ID #: PY-IP
CTL.: SUT

PO BOX 981022 *** VENDOR.: PIT04 (PITNEY BOWES GLOBAL FINANCIAL SERVICES)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
87580224	COPIER LEASE	03-24	02/09/24	N N N	A-NET30 FROM INVOICE	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	COPIER LEASE	01 52010 1050		1	89.64	89.64
		(General Fund Gen. Supplies Finance)				
0002	COPIER LEASE	03 52010 1050		1	17.08	17.08
		(Streets/Sidewal Gen. Supplies Finance)				
0003	COPIER LEASE	10 52010 1050		1	66.17	66.17
		(Sewer M&O Gen. Supplies Finance)				
0004	COPIER LEASE	59 52010 1050		1	23.48	23.48
		(Building Facili Gen. Supplies Finance)				
0005	COPIER LEASE	80 52010 1050		1	17.07	17.07
		(Effluent Disp. Gen. Supplies Finance)				

					Invoice Extension ---->	213.44

					Vendor Total ----->	213.44
						=====

C/O FIVE STAR BANK *** VENDOR.: POR01 (PORAC Legal Defense Fund)
2400 DEL PASO RD, SUITE 100

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
759204	LEGAL DEFENSE FUND	03-24	03/01/24	N N N	A-NET30 FROM INVOICE	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	LEGAL DEFENSE FUND	01 21709		1	228.00	228.00
		(General Fund P/R - PORAC Dues)				

					Invoice Extension ---->	228.00

					Vendor Total ----->	228.00
						=====

LOCKBOX #0134114 *** VENDOR.: PRE03 (PREMIERE ACCESS INSURANCE CO)
P.O. BOX 884114

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
MAR2024	MARCH 2024 DENTAL PREMIUMS	03-24	02/29/24	N N N	-Unknown Discount Trm	20200

REPORT.: Mar 07 24 Thursday
 RUN....: Mar 07 24 Time: 13:44
 Run By.: Jodi Arroyos

City of Sutter Creek
 Invoice/Pre-Paid Check Audit Trail
 Batch C40307 - 13:44

PAGE: 041
 ID #: PY-IP
 CTL.: SUT

LOCKBOX #0134114
 P.O. BOX 884114

*** VENDOR.: PRE03 (PREMIERE ACCESS INSURANCE CO)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
Line	Description					
0001	MARCH 2024 DENTAL PREMIUMS	01	41040 1060	1	323.24	323.24
	(General Fund Employee Benefi Police Dept)	07	41040 1400	1	8.03	8.03
0002	MARCH 2024 DENTAL PREMIUMS		(Cemetery Employee Benefi Cemetery)			
0003	MARCH 2024 DENTAL PREMIUMS	03	41040 1120	1	159.93	159.93
	(Streets/Sidewal Employee Benefi Streets/Roads)	01	41040 1130	1	70.21	70.21
0004	MARCH 2024 DENTAL PREMIUMS		(General Fund Employee Benefi Parks & Recreat)			
0005	MARCH 2024 DENTAL PREMIUMS	01	41040 1510	1	2.78	2.78
	(General Fund Employee Benefi Sewer Treatment)	01	41040 1520	1	6.88	6.88
0006	MARCH 2024 DENTAL PREMIUMS		(General Fund Employee Benefi Sewer Collectio)			
0007	MARCH 2024 DENTAL PREMIUMS	10	41040 1510	1	164.12	164.12
	(Sewer M&O Employee Benefi Sewer Treatment)	10	41040 1520	1	73.79	73.79
0008	MARCH 2024 DENTAL PREMIUMS		(Sewer M&O Employee Benefi Sewer Collectio)			
0009	MARCH 2024 DENTAL PREMIUMS	80	41040 1600	1	209.86	209.86
	(Effluent Disp. Employee Benefi Effluent)	29	41040 1140	1	7.02	7.02
0010	MARCH 2024 DENTAL PREMIUMS		(Swimming Pool Employee Benefi Swimming Pool)			
0011	MARCH 2024 DENTAL PREMIUMS	59	41040 1130	1	72.27	72.27
	(Building Facili Employee Benefi Parks & Recreat)	01	41040 1050	1	113.13	113.13
0012	MARCH 2024 DENTAL PREMIUMS		(General Fund Employee Benefi Finance)			
0013	MARCH 2024 DENTAL PREMIUMS	59	41040 1050	1	11.12	11.12
	(Building Facili Employee Benefi Finance)	10	41040 1050	1	96.97	96.97
0014	MARCH 2024 DENTAL PREMIUMS		(Sewer M&O Employee Benefi Finance)			
0015	MARCH 2024 DENTAL PREMIUMS	01	41040 1130	1	42.41	42.41
	(General Fund Employee Benefi Parks & Recreat)	03	41040 1120	1	42.41	42.41
0016	MARCH 2024 DENTAL PREMIUMS		(Streets/Sidewal Employee Benefi Streets/Roads)			
0017	MARCH 2024 DENTAL PREMIUMS	59	41040 1130	1	42.41	42.41
	(Building Facili Employee Benefi Parks & Recreat)	10	41040 1510	1	42.41	42.41
0018	MARCH 2024 DENTAL PREMIUMS		(Sewer M&O Employee Benefi Sewer Treatment)			
0019	MARCH 2024 DENTAL PREMIUMS	80	41040 1520	1	42.41	42.41
	(Effluent Disp. Employee Benefi Sewer Collectio)					
	Invoice Extension ---->					1531.40
	Vendor Total ----->					1531.40
						=====

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 042
ID #: PY-IP
CTL.: SUT

P.O. BOX 77202

*** VENDOR.: PRI08 (PRINCIPAL LIFE INS. COMPANY)

INVOICE-TYPE DESCRIPTION		PERIOD	DATE	SE	TERM-DESCRIPTION		G/L ACCOUNT No
MAR2024	MARCH 2024 VISION PREMIUMS	03-24	02/29/24	N N N	-Unknown Discount Trm		20200
Line	Description	G/L Account No CTR			Unit(s)	Unit Cost	Amount
0001	MARCH 2024 VISION PREMIUMS	01	41040	1060	1	44.75	44.75
		(General Fund Employee Benefi Police Dept)					
0002	MARCH 2024 VISION PREMIUMS	01	41040	1020	1	14.20	14.20
		(General Fund Employee Benefi City Clerk)					
0003	MARCH 2024 VISION PREMIUMS	80	41040	1020	1	5.79	5.79
		(Effluent Disp. Employee Benefi City Clerk)					
0004	MARCH 2024 VISION PREMIUMS	07	41040	1020	1	.29	.29
		(Cemetery Employee Benefi City Clerk)					
0005	MARCH 2024 VISION PREMIUMS	07	41040	1400	1	.87	.87
		(Cemetery Employee Benefi Cemetery)					
0006	MARCH 2024 VISION PREMIUMS	03	41040	1120	1	22.96	22.96
		(Streets/Sidewal Employee Benefi Streets/Roads)					
0007	MARCH 2024 VISION PREMIUMS	01	41040	1130	1	9.74	9.74
		(General Fund Employee Benefi Parks & Recreat)					
0008	MARCH 2024 VISION PREMIUMS	10	41040	1510	1	.39	.39
		(Sewer M&O Employee Benefi Sewer Treatment)					
0009	MARCH 2024 VISION PREMIUMS	10	41040	1520	1	.90	.90
		(Sewer M&O Employee Benefi Sewer Collectio)					
0010	MARCH 2024 VISION PREMIUMS	10	41040	1510	1	25.70	25.70
		(Sewer M&O Employee Benefi Sewer Treatment)					
0011	MARCH 2024 VISION PREMIUMS	10	41040	1520	1	13.01	13.01
		(Sewer M&O Employee Benefi Sewer Collectio)					
0012	MARCH 2024 VISION PREMIUMS	80	41040	1600	1	22.59	22.59
		(Effluent Disp. Employee Benefi Effluent)					
0013	MARCH 2024 VISION PREMIUMS	29	41040	1140	1	.97	.97
		(Swimming Pool Employee Benefi Swimming Pool)					
0014	MARCH 2024 VISION PREMIUMS	59	41040	1130	1	1.58	1.58
		(Building Facili Employee Benefi Parks & Recreat)					
0015	MARCH 2024 VISION PREMIUMS	59	41040	1050	1	3.61	3.61
		(Building Facili Employee Benefi Finance)					
0016	MARCH 2024 VISION PREMIUMS	01	41040	1050	1	11.98	11.98
		(General Fund Employee Benefi Finance)					
0017	MARCH 2024 VISION PREMIUMS	03	41040	1050	1	1.84	1.84
		(Streets/Sidewal Employee Benefi Finance)					
0018	MARCH 2024 VISION PREMIUMS	80	41040	1050	1	10.00	10.00
		(Effluent Disp. Employee Benefi Finance)					
0019	MARCH 2024 VISION PREMIUMS	10	41040	1050	1	18.96	18.96
		(Sewer M&O Employee Benefi Finance)					
Invoice Extension ---->							210.13
Vendor Total ----->							210.13
							=====

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 043
ID #: PY-IP
CTL.: SUT

1900 TERRACINA DR *** VENDOR.: QUA02 (AQUALITY WATER MANAGEMENT, INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
20071245	WWTP CONTRACT SERVICES 1/26/24-2/25/24	03-24	02/26/24	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	WWTP CONTRACT SERVICES 1/26/24-2/25/24	10 61057 1510		1	2750.00	2750.00
(Sewer M&O Contracts-Other Sewer Treatment)						
Invoice Extension ---->						2750.00

Vendor Total -----> 2750.00
=====

PO Box 1144 *** VENDOR.: SAF03 (Safeguard Pest Control)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
387874	MONTEVERDE STORE PEST CONTROL	03-24	02/19/24	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	MONTEVERDE STORE PEST CONTROL	17 67015 1720		1	86.00	86.00
(M.V.Store Trust O&M Blg/Structu MonteVerde Muse)						
Invoice Extension ---->						86.00

Vendor Total -----> 86.00
=====

P.O. BOX 7523 *** VENDOR.: SEI01 (SEIU Local 1021)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
022024	FEBRUARY 2024 UNION DUES	03-24	03/06/24	N N N	A-NET30 FROM INVOICE	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	FEBRUARY 2024 UNION DUES	01 21730		1	415.42	415.42
(General Fund P/R - S.C. Employees Assoc.)						
Invoice Extension ---->						415.42

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 044
ID #: PY-IP
CTL.: SUT

P.O. BOX 7523

*** VENDOR.: SEI01 (SEIU Local 1021)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
Vendor Total ----->						415.42 =====

11751 SWEET PEA WAY

*** VENDOR.: SIE23 (SIERRA SEPTIC SERVICES, INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
3431	GRAVITY BOX RENTAL JAN 2024	03-24	02/02/24	N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	GRAVITY BOX RENTAL JAN 2024	10 67060 1510		1	3800.00	3800.00
(Sewer M&O Sludge Sewer Treatment)						
Invoice Extension ---->						3800.00
Vendor Total ----->						3800.00 =====

PO BOX 597

*** VENDOR.: SIG01 (SIGNAL SERVICE)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
381851	CITY HALL & POLICE DEPT BATTERY FOR FIRE ALARM S03-24	02/16/24		N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	CITY HALL & POLICE DEPT BATTERY FOR FIRE ALARM SYS	01 67015 1130		1	88.36	88.36
(General Fund O&M Blg/Structu Parks & Recreat)						
Invoice Extension ---->						88.36

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
382933	CITY HALL & POLICE DEPT BURG & FIRE ALM 3/1-5/3103-24	02/15/24		N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	CITY HALL & POLICE DEPT BURG & FIRE ALM 3/1-5/31	01 67015 1130		1	438.00	438.00
(General Fund O&M Blg/Structu Parks & Recreat)						
Invoice Extension ---->						438.00

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 045
ID #: PY-IP
CTL.: SUT

PO BOX 597 *** VENDOR.: SIG01 (SIGNAL SERVICE)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
Vendor Total ----->						526.36 =====

903 E Lodi Ave *** VENDOR.: SOR02 (Soracco, Inc)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
PROGINV2	SUTTER OAKS SEWER MAIN PIPE BURSTING INVOICE 2	03-24	02/29/24	N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	SUTTER OAKS SEWER MAIN PIPE BURSTING INVOICE 2	10 70030 1520		1	165009.40	165009.40
(Sewer M&O Improvements Sewer Collectio)						
Invoice Extension ---->						165009.40
Vendor Total ----->						165009.40 =====

11400 HWY 49 *** VENDOR.: STE17 (STERLING AUTO REPAIR)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
30776	2008 CHEVROLET REPAIRS	03-24	02/05/24	N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	2008 CHEVROLET REPAIRS	01 67009 1130		1	1446.90	1446.90
(General Fund Vehicle Maintna Parks & Recreat)						
Invoice Extension ---->						1446.90
Vendor Total ----->						1446.90 =====

ATTN: A/P 775 FIERO LN STE 200 *** VENDOR.: SUN07 (SUNRUN INC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
--------------	-------------	--------	------	----	------------------	----------------

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 046
ID #: PY-IP
CTL.: SUT

.....
ATTN: A/P 775 FIERO LN STE 200

*** VENDOR.: SUN07 (SUNRUN INC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
REF021424	CANCELLED BUILDING PERMIT 2023-OCT-07 PARTIAL RE03-24	02/14/24	N N N	-Unknown Discount Trm	20200	

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	CANCELLED BUILDING PERMIT 2023-OCT-07 PARTIAL REF	01 34139		1	336.08	336.08
	(General Fund Building Permit Fees)					
	Invoice Extension ---->					336.08

Vendor Total -----> 336.08
=====

.....
P.O. BOX 2209

*** VENDOR.: TEX01 (TEXAS LIFE INSURANCE COMPANY)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
MAR2024	MARCH 2024 LIFE INSURANCE	03-24	02/13/24	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	MARCH 2024 LIFE INSURANCE	01 41040 1020		1	72.40	72.40
	(General Fund Employee Benefi City Clerk)					
0002	MARCH 2024 LIFE INSURANCE	10 41040 1020		1	29.55	29.55
	(Sewer M&O Employee Benefi City Clerk)					
0003	MARCH 2024 LIFE INSURANCE	07 41040 1020		1	1.48	1.48
	(Cemetery Employee Benefi City Clerk)					
0004	MARCH 2024 LIFE INSURANCE	03 41040 1020		1	14.78	14.78
	(Streets/Sidewal Employee Benefi City Clerk)					
0005	MARCH 2024 LIFE INSURANCE	80 41040 1020		1	29.54	29.54
	(Effluent Disp. Employee Benefi City Clerk)					
	Invoice Extension ---->					147.75

Vendor Total -----> 147.75
=====

.....
PO BOX 35146

*** VENDOR.: THA02 (THATCHER COMPANY - LB1106)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
50100840	Supplies - Chem Sewer Tre	03-24	02/06/24	N N N	-Unknown Discount Trm	20200

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 047
ID #: PY-IP
CTL.: SUT

PO BOX 35146 *** VENDOR.: THA02 (THATCHER COMPANY - LB1106)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0001	Supplies - Chem Sewer Tre			10 52015 1510	1	2752.46	2752.46
				(Sewer M&O Supplies - Chem Sewer Treatment)			
					Invoice Extension ---->		2752.46

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
50101014	Supplies - Chem Sewer Tre	03-24	02/22/24	N N N	-Unknown Discount Trm	20200	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0001	Supplies - Chem Sewer Tre			10 52015 1510	1	3894.01	3894.01
				(Sewer M&O Supplies - Chem Sewer Treatment)			
					Invoice Extension ---->		3894.01

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
50101016	Supplies - Chem Sewer Tre	03-24	02/23/24	N N N	-Unknown Discount Trm	20200	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0001	Supplies - Chem Sewer Tre			10 52015 1510	1	3440.56	3440.56
				(Sewer M&O Supplies - Chem Sewer Treatment)			
					Invoice Extension ---->		3440.56
					Vendor Total ----->		10087.03
							=====

P.O. BOX 209047 *** VENDOR.: TRA04 (TRANSUNION RISK & ALTERNATIVE)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No	
6598FEB24	PD PERSON SEARCH FEB 2024	03-24	03/01/24	N N N	-Unknown Discount Trm	20200	
Line	Description			G/L Account No CTR	Unit(s)	Unit Cost	Amount
0001	PD PERSON SEARCH FEB 2024			01 52010 1060	1	75.00	75.00
				(General Fund Gen. Supplies Police Dept)			
					Invoice Extension ---->		75.00

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 048
ID #: PY-IP
CTL.: SUT

P.O. BOX 209047

*** VENDOR.: TRA04 (TRANSUNION RISK & ALTERNATIVE)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
Vendor Total ----->						75.00 =====

*** VENDOR.: VAI01 (CHYENNE VAITH)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
CONTMAR24	STUDENT WINNER-CITY OF SUTTER CREEK LOGO CONTEST	03-24	03/07/24	N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	STUDENT WINNER-CITY OF SUTTER CREEK LOGO CONTEST	01 55010 1150		1	100.00	100.00
(General Fund Community Prom Marketing)						
Invoice Extension ---->						100.00
Vendor Total ----->						100.00 =====

2295 Bella Vista Drive

*** VENDOR.: VIO01 (VIOLICH/SORACCO)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
APR24LOT	Lease-Prkg lot Marketing-APRIL 2024	03-24	04/01/24	N N N	A-NET30 FROM INVOICE	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	Lease-Prkg lot Marketing-APRIL 2024	01 68012 1150		1	625.00	625.00
(General Fund Lease-Prkg lot Marketing)						
Invoice Extension ---->						625.00
Vendor Total ----->						625.00 =====

669 PLACERVILE DR.

*** VENDOR.: WAY02 (WAYNE'S LOCKSMITH SERVICE)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
--------------	-------------	--------	------	----	------------------	----------------

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 049
ID #: PY-IP
CTL.: SUT

669 PLACERVILE DR. *** VENDOR.: WAY02 (WAYNE'S LOCKSMITH SERVICE)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
i12070	SERVICE/CYLINDER MONTEVERDE STORE/DEADBOLT AUDI	03-24	03/04/24	N N N	-Unknown Discount Trm	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	SERVICE/CYLINDER MONTEVERDE STORE/DEADBOLT AUDI	17 52010 1720		1	222.54	222.54
		(M.V.Store Trust Gen. Supplies MonteVerde Muse)				
0002	SERVICE/CYLINDER MONTEVERDE STORE/DEADBOLT AUDI	59 52010 1130		1	134.69	134.69
		(Building Facili Gen. Supplies Parks & Recreat)				
						357.23

Vendor Total -----> 357.23
=====

206 Peek Street *** VENDOR.: WEA01 (Weatherby, Reynolds, Fritson)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
42574	Engineering	03-24	01/31/24	N N N	A-NET30 FROM INVOICE	20200

Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	Engineering	10 61025 1510		1	607.50	607.50
		(Sewer M&O Engineering Sewer Treatment)				
0002	Engineering	10 61025 1520		1	2632.50	2632.50
		(Sewer M&O Engineering Sewer Collectio)				
0003	WWTP UPGRADE	89 71025 7110		1	810.00	810.00
		(CIP Rate Study/Prop WWTP Grant)				
0004	SUTTER OAKS MAIN REPLACEMENT	10 70030 1520		1	2632.50	2632.50
		(Sewer M&O Improvements Sewer Collectio)				
						6682.50

Vendor Total -----> 6682.50
=====

P.O. BOX 251 *** VENDOR.: WEB01 (Weber, Ghio & Assoc, Inc.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
JAN2024	Engineering	03-24	02/13/24	N N N	A-NET30 FROM INVOICE	20200

REPORT.: Mar 07 24 Thursday
RUN....: Mar 07 24 Time: 13:44
Run By.: Jodi Arroyos

City of Sutter Creek
Invoice/Pre-Paid Check Audit Trail
Batch C40307 - 13:44

PAGE: 050
ID #: PY-IP
CTL.: SUT

P.O. BOX 251

*** VENDOR.: WEB01 (Weber, Ghio & Assoc, Inc.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
Line	Description					
0001	GENERAL CITY ENGINEERING	01	61025	1115	1	2669.00
		(General Fund	Engineering	Engineering)		
0002	CIP ESTIMATE	01	61025	1115	1	89.00
		(General Fund	Engineering	Engineering)		
0003	PLANNING COMMISSION REPORTS	01	61025	1115	1	801.50
		(General Fund	Engineering	Engineering)		
0004	SUTTER CREEK DRAINAGE ISSUES ONGOING	01	61025	1115	1	2215.00
		(General Fund	Engineering	Engineering)		
0005	ORO MADRE OVERLAY	01	61025	1115	1	623.00
		(General Fund	Engineering	Engineering)		
0006	CODE ENFORCEMENT	01	61025	1115	1	1087.50
		(General Fund	Engineering	Engineering)		
0007	EUREKA ROAD OVERLAY PROJECT	01	61025	1115	1	623.00
		(General Fund	Engineering	Engineering)		
0008	ENCROACHMENT PLAN REVIEW	01	61028	1115	1	89.00
		(General Fund	Plan Chk & Insp	Engineering)		
0009	SP-440 HWY 49	01	55065	1115	136	117.00
		(General Fund	E&P Reimb	Engr. Engineering)		
0010	TM-40 BROAD ST	01	55065	1115	150	304.75
		(General Fund	E&P Reimb	Engr. Engineering)		
0011	BLA-290 SPANISH	01	55065	1115	151	260.50
		(General Fund	E&P Reimb	Engr. Engineering)		
0012	IP & PC - 92 RIDGE RD	01	55065	1115	141	2345.00
		(General Fund	E&P Reimb	Engr. Engineering)		
0013	TM-81 SPANISH ST	01	55065	1115	142	614.75
		(General Fund	E&P Reimb	Engr. Engineering)		
0014	TM-AMELIA ST CLOSED E&P	01	55065	1115	1	385.50
		(General Fund	E&P Reimb	Engr. Engineering)		
0015	TM-AMELIA ST CLOSED E&P	01	55065	1115	154	617.00
		(General Fund	E&P Reimb	Engr. Engineering)		
0016	BUILDING DEPARTMENT SERVICES	01	61028	1100	154	1088.84
		(General Fund	Plan Chk & Insp	Building DEPT)		
0017	BUILDING PERMIT INSPECTIONS/PLAN CHECKS	01	61028	1100	154	2760.99
		(General Fund	Plan Chk & Insp	Building DEPT)		
0018	STORM DAMAGE GOLD STRIKE CT	20	70029	1115	154	339.50
		(FEMA Infrastructure	Engineering)			

Invoice Extension ----> 17030.83

Vendor Total -----> 17030.83
=====

PO BOX 77096

*** VENDOR.: WEL06 (WELLS FARGO FINANCIAL LEASING)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
--------------	-------------	--------	------	----	------------------	----------------

REPORT.: Mar 07 24 Thursday
 RUN....: Mar 07 24 Time: 13:44
 Run By.: Jodi Arroyos

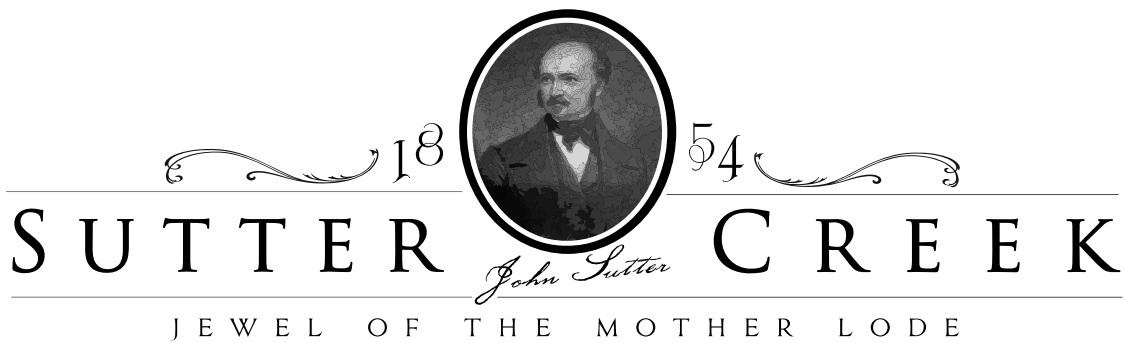
City of Sutter Creek
 Invoice/Pre-Paid Check Audit Trail
 Batch C40307 - 13:44

PAGE: 051
 ID #: PY-IP
 CTL.: SUT

PO BOX 77096

*** VENDOR.: WEL06 (WELLS FARGO FINANCIAL LEASING)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	SE	TERM-DESCRIPTION	G/L ACCOUNT No
28756992	COPIER LEASE	03-24	02/20/24	N N N	-Unknown Discount Trm	20200
Line	Description	G/L Account No	CTR	Unit(s)	Unit Cost	Amount
0001	COPIER LEASE	01 52010 1050		1	99.56	99.56
		(General Fund Gen. Supplies Finance)				
0002	COPIER LEASE	03 52010 1050		1	18.96	18.96
		(Streets/Sidewal Gen. Supplies Finance)				
0003	COPIER LEASE	59 52010 1050		1	73.49	73.49
		(Building Facili Gen. Supplies Finance)				
0004	COPIER LEASE	59 52010 1050		1	26.08	26.08
		(Building Facili Gen. Supplies Finance)				
0005	COPIER LEASE	80 52010 1050		1	18.96	18.96
		(Effluent Disp. Gen. Supplies Finance)				
Invoice Extension ---->						237.05
Vendor Total ----->						237.05
						=====
** Total Invoices ---->						351754.40
** Total Checks ----->						.00
*** Total Purchases --->						351754.40
						=====



TO: Tom DuBois, City Manager
FROM: Matt Ospital, PE City Engineer
SUBJECT: Project Status Update
DATE: March 11, 2024

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

- 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 February 2024:

6

Plan checks were completed

42

Inspections were completed
- Encroachment Permit Review** – Encroachment permits are reviewed as needed when requested by the City’s Deputy Finance Supervisor, Jodi Arroyos. For February 2024:

3

Permit reviews were completed

0

Inspections were completed
- Gold Strike Court Storm Drain Replacement Project** – Project has been accepted by Council. Retention will be paid to Contractor in April.
- Oro Madre Street Rehabilitation Project** – Potholing of the existing utilities is completed. Working with City Sanitary Sewer Engineer/Public Works to incorporate sewer main repair work into the project. Project design is 90%. Shooting for releasing the project in early April for bidding.
- Eureka Road Rehabilitation Project** – Project plans/specifications are approximately 65% complete and anticipate completion by the end of April.
- Capital Improvement Plan** – Preliminary cost estimates and exhibits have been completed. Meeting with Public Works Director as soon as possible to discuss incorporating additional drainage improvements and sewer improvements and finalizing draft capital improvement plan.
- 330 Gopher Flat Road Drainage Repair** – Surveying work is completed. Design is anticipated to be completed mid March. A new storm drain easement will be prepared after construction is completed.

Sutter Creek Projects as 3/11/24:

City Projects

Housing Element Update- The Final Draft Housing Element was submitted to HCD.

The Planning Commission reviewed the Housing Element Annual Progress Report on 3/11.

Applicant Projects

Broad Meadows Estate

The applicant has resubmitted the project. The Initial Study/Mitigated Negative Declaration has been circulated and comments are being addressed by the applicant. Staff anticipate the application being ready for public review in early 2024.

81 Spanish St.- Lot split application. Approved by Planning Commission and approved by the City Council

290 Spanish Street-Lot split application. Reviewed by the Planning Commission on 3/11

321 Highway 49- Site Permit application for tenant improvements at an existing Professional/Medical office building, schedule for Planning Commission 3/11

40 Broad Street- Lot split application. Reviewed by the Planning Commission on 3/11

Sign Permits- 30 Ridge Road and 81 Hanford