

YREKA CITY COUNCIL
AGENDA

June 4, 2015 – 6:30 P.M.

Yreka City Council Chamber 701 Fourth Street, Yreka, CA

The full agenda packet can be found on the City's website www.ci.yreka.ca.us/council

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS: This is the time for public comments. Council may ask questions but may take no action during the public comment section of the meeting, except to direct staff to prepare a report or place an item on a future agenda. If you are here to make comments on a specific agenda item, you may speak at that time. If not, this is the time. Please limit your remarks to 5 minutes.

SPEAKERS: Please speak from the podium. State your name and mailing address so that City Staff can respond to you in regard to your comments, or provide you with information, if appropriate. You are not required to state your name and address if you do not desire to do so.

1. Discussion/Possible Action - Consent Calendar: All matters listed under the consent calendar are considered routine and will be enacted by one motion unless any member of the Council wishes to remove an item for discussion or a member of the audience wishes to comment on an item. The City Manager recommends approval of the following consent calendar items:
 - a. Approval/ratification of payments issued from May 22, through June 4, 2015
 - b. Approval of Minutes of the meeting held May 21, 2015.
2. Discussion/Possible Action - Status Update Crandall Fund – Councilmember Simmen.
3. Discussion/Possible Action – Adopt Resolution approving request for additional funding for the Yreka Police Department New Station Retrofit project and authorizing the project advertisement for public bid.
4. Public Hearing to receive public comments regarding a proposed Ordinance amending and repealing certain sections of the Yreka Municipal Code in Chapter 1.24 entitled “City Council Procedure” and Chapter 13.16 entitled “Exempt Signs” and “Fee Exempt Signs”.
 - Discussion/Possible Action - Introduce Ordinance amending and repealing certain sections of the Yreka Municipal Code in Chapter 1.24 entitled “City Council Procedure” and Chapter 13.16 entitled “Exempt Signs” and “Fee Exempt Signs” and finding the adoption of this Ordinance to be exempt from CEQA.

City Manager's Report

Council Statements and Requests: Members of the Council may make brief announcements or reports or request staff to report to Council on any matter at a subsequent meeting.

CLOSED SESSION:

1. Conference with Legal Counsel - Anticipated Litigation
Initiation of litigation pursuant to Subdivision (c) of Section 54956.9 of the Government Code:
(Number of cases to be discussed – 1 - The names of the parties are not disclosed as it is believed

that that to do so would jeopardize the City's ability to serve process or to conclude existing settlement negotiations to the City's advantage).

RETURN TO OPEN SESSION: Announcement of any action taken by the City Council in Closed Session required by the Ralph M. Brown Act. (Government Code Section 54950 et. seq.)

Adjournment.

In compliance with the requirements of the Brown Act, notice of this meeting has been posted in a public accessible place, 72 hours in advance of the meeting.

All documents produced by the City which are related to an open session agenda item and distributed to the City Council are made available for public inspection in the City Clerk's Office during normal business hours.

In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the City Clerk 48 hours prior to the meeting at (530) 841-2324 or by notifying the Clerk at casson@ci.yreka.ca.us.

Accounts Payable

Manual Check Proof List

User: lysandra
Printed: 05/27/2015 - 1:49PM
Batch: 00005.05.2015



Invoice No	Amount	Payment Date	Description	Check Number	Date	Acct Number	reference
Vendor: 19141	CA PUBLIC EMPLOYEES RETIREM						
				556	05/26/2015		
05/26/15	850.00	05/26/2015	GASB 68 REPORTING SERVICE FEE			01-030-0000-525-000	
05/26/15	850.00	05/26/2015	GASB 68 REPORTING SERVICE FEE			01-030-0000-525-000	
05/26/15	850.00	05/26/2015	GASB 68 REPORTING SERVICE FEE			01-030-0000-525-000	
05/26/15	850.00	05/26/2015	GASB 68 REPORTING SERVICE FEE			01-030-0000-525-000	
Total for Check	3,400.00						
Total for 19141	3,400.00						
Total Checks:		<hr/> <hr/> <u>3,400.00</u> <hr/> <hr/>					

W
5/28/15

Accounts Payable

Manual Check Proof List

User: lysandra
Printed: 05/28/2015 - 9:01AM
Batch: 00006.05.2015



Invoice No	Amount	Payment Date	Description	Check Number	Date	Acct Number	reference
Vendor: 1381	US BANKCORP, LEASING DIVISIC						
				557	05/28/2015		
05/28/15	9,579.74	05/28/2015	MAY 2015			30-210-0000-740-001	
05/28/15	713.26	05/28/2015	MAY 2015			30-210-0000-745-001	
Total for Check	10,293.00						
Total for 1381	10,293.00						
		<hr/> <hr/>					
Total Checks:	10,293.00						
		<hr/> <hr/>					

② 5/28/15

Accounts Payable

Computer Check Proof List by Vendor

User: lysandra
 Printed: 05/28/2015 - 12:38PM
 Batch: 00008.05.2015



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 1527	ACME COMPUTER			Check Sequence: 1	ACH Enabled: False
FPA-88295	INV FPA-88295	3,375.00	06/05/2015	01-050-0000-525-000	
	Check Total:	3,375.00			
Vendor: 4301	AT&T CALNET 2			Check Sequence: 2	ACH Enabled: False
6603813	INV 6603813	17.48	06/05/2015	01-300-0000-517-000	
6603814	INV 6603814	17.32	06/05/2015	80-560-0000-517-000	
6603818	INV 6603818	33.18	06/05/2015	01-020-0000-517-000	
6604533	INV 6604533	17.32	06/05/2015	70-510-0000-517-000	
6604621	INV 6604621	117.88	06/05/2015	70-030-0000-517-006	
6604621	INV 6604621	117.87	06/05/2015	80-030-0000-517-006	
	Check Total:	321.05			
Vendor: 1019	BASIC FENCING			Check Sequence: 3	ACH Enabled: False
12065	INV 12065	64.50	06/05/2015	04-610-1018-561-000	
	Check Total:	64.50			
Vendor: 1041	RON BLACK			Check Sequence: 4	ACH Enabled: False
06/05/15	JUNE 2015	696.00	06/05/2015	01-200-0000-521-004	
	Check Total:	696.00			
Vendor: 1043	BUDGE-MCHUGH			Check Sequence: 5	ACH Enabled: False
144804	INV 144804	3,369.80	06/05/2015	71-500-0000-450-001	
	Check Total:	3,369.80			
Vendor: 1068	CL POPE CO			Check Sequence: 6	ACH Enabled: False
23731	INV 23731	27.96	06/05/2015	80-560-0000-510-000	
	Check Total:	27.96			

5/28/15 1-7

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 1073	COASTWIDE LABORATORIES INC			Check Sequence: 7	ACH Enabled: False
2772062	INV 2772062	32.44	06/05/2015	01-480-0000-520-000	
2772340	INV 2772340	58.75	06/05/2015	01-470-0000-520-000	
	Check Total:	91.19			
Vendor: 1104	DEPT OF WATER RESOURCES			Check Sequence: 8	ACH Enabled: False
1800091347	INV 1800091347	5,213.00	06/05/2015	01-400-0000-535-000	
	Check Total:	5,213.00			
Vendor: 1910	G & G HARDWARE (PARKS)			Check Sequence: 9	ACH Enabled: False
175280	INV 175280	7.51	06/05/2015	01-400-1028-516-000	
175291	INV 175291	3.21	06/05/2015	70-500-0000-420-009	
175425	INV 175425	2.68	06/05/2015	01-400-0000-416-000	
175914	INV 175914	5.35	06/05/2015	01-400-0000-416-000	
176228	INV 176228	18.86	06/05/2015	01-400-0000-416-000	
176242	INV 176242	12.19	06/05/2015	01-400-0000-421-000	
176315	INV 176315	15.96	06/05/2015	01-400-0000-416-000	
176316	INV 176316	0.65	06/05/2015	01-400-0000-416-000	
176320	CM 176320	-1.51	06/05/2015	01-400-0000-416-000	
176337	INV 176337	9.72	06/05/2015	01-400-0000-416-000	
176560	INV 176560	3.54	06/05/2015	01-400-0000-416-018	
176695	INV 176695	32.68	06/05/2015	01-200-0000-521-000	
176793	INV 176793	7.07	06/05/2015	01-400-0000-416-000	
177214	INV 177214	6.70	06/05/2015	01-400-0000-416-018	
177274	INV 177274	25.78	06/05/2015	01-400-0000-416-000	
177321	INV 177321	18.25	06/05/2015	71-500-0000-450-001	
177467	INV 177467	13.96	06/05/2015	01-400-0000-416-000	
177477	INV 177477	7.27	06/05/2015	71-500-0000-450-001	
177530	INV 177530	14.53	06/05/2015	71-500-0000-450-001	
177603	INV 177603	11.11	06/05/2015	71-500-0000-450-001	
177639	INV 177639	30.08	06/05/2015	71-500-0000-450-001	
177641	INV 177641	81.69	06/05/2015	01-400-0000-416-018	
177655	INV 177655	1.06	06/05/2015	01-400-0000-416-018	
177740	INV 177740	6.64	06/05/2015	01-400-0000-416-018	
177787	INV 177787	1.06	06/05/2015	01-400-0000-416-018	
177789	INV 177789	9.13	06/05/2015	01-400-0000-422-000	
177803	INV 177803	33.67	06/05/2015	01-400-0000-416-018	
	Check Total:	378.84			
Vendor: 2142	DOHN HENION			Check Sequence: 10	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
05/01/15	APRIL 2015	138.25	06/05/2015	70-510-0000-525-003	
05/01/15	APRIL 2015	25.14	06/05/2015	81-550-6010-525-000	
05/01/15	APRIL 2015	-3,677.26	06/05/2015	01-040-0000-525-000	
05/01/15	APRIL 2015	465.02	06/05/2015	31-030-0000-526-000	
05/01/15	APRIL 2015	150.82	06/05/2015	01-040-0000-525-000	
05/01/15	APRIL 2015	791.79	06/05/2015	80-300-0000-525-001	
05/01/15	APRIL 2015	1,156.25	06/05/2015	70-520-0000-525-000	
05/01/15	APRIL 2015	3,988.51	06/05/2015	01-200-0000-525-000	
	Check Total:	3,038.52			
Vendor: 2142	DOHN HENION			Check Sequence: 11	ACH Enabled: False
06/05/15	JUNE 2015 (1)	1,250.00	06/05/2015	01-040-0000-525-001	
	Check Total:	1,250.00			
Vendor: 1149	HINDERLITER DE LLAMAS & ASSOCIATES			Check Sequence: 12	ACH Enabled: False
23850-IN	INV 23850-IN	512.06	06/05/2015	01-020-0000-525-000	
	Check Total:	512.06			
Vendor: 23080	JIM WILSON MOTORS			Check Sequence: 13	ACH Enabled: False
46035	INV 46035	43.10	06/05/2015	01-200-0000-520-360	
46087	INV 46087	46.32	06/05/2015	01-200-0000-520-360	
	Check Total:	89.42			
Vendor: 1010	KLAMATH MOTOR LODGE			Check Sequence: 14	ACH Enabled: False
04/10/15	1 HOTEL VOUCHER - 04/10/15	66.00	06/05/2015	02-200-1007-561-020	
05/02/15	1 HOTEL VOUCHER - 05/02/15	66.00	06/05/2015	02-200-1007-561-020	
05/17/15	1 HOTEL VOUCHER - 05/17/15	55.00	06/05/2015	02-200-1007-561-020	
05/18/15	1 HOTEL VOUCHER - 05/18/15	55.00	06/05/2015	02-200-1007-561-020	
	Check Total:	242.00			
Vendor: 1400	MADRONE HOSPICE			Check Sequence: 15	ACH Enabled: False
06/05/15	JUNE 2015	5,625.00	06/05/2015	01-090-0000-560-004	
	Check Total:	5,625.00			
Vendor: 1513	MUNICIPAL CODE CORPORATION			Check Sequence: 16	ACH Enabled: False
255629	INV 255629	550.00	06/05/2015	01-020-0000-526-002	
	Check Total:	550.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 1215	MUNNELL & SHERRILL			Check Sequence: 17	ACH Enabled: False
136083	INV 136083	44.76	06/05/2015	01-400-0000-510-000	
136083	INV 136083	44.76	06/05/2015	20-310-0000-510-000	
136083	INV 136083	96.99	06/05/2015	70-500-0000-422-000	
136083	INV 136083	96.99	06/05/2015	80-550-0000-422-000	
136083	INV 136083	29.84	06/05/2015	24-320-0000-510-000	
136083	INV 136083	44.76	06/05/2015	20-390-0000-510-000	
	Check Total:	358.10			
Vendor: 1223	NORTH COAST ELECTRIC COMPANY			Check Sequence: 18	ACH Enabled: False
65131	INV 65131	2,296.20	06/05/2015	20-312-0000-650-000	
	Check Total:	2,296.20			
Vendor: 1253	PERFECTION CLEANING INC			Check Sequence: 19	ACH Enabled: False
06/05/15	MAY 2015	425.00	06/05/2015	01-080-0000-526-001	
06/05/15	MAY 2015	680.00	06/05/2015	01-200-0000-526-001	
06/05/15	MAY 2015	300.00	06/05/2015	01-400-0000-426-003	
	Check Total:	1,405.00			
Vendor: 1630	PERSONNEL PREFERENCE			Check Sequence: 20	ACH Enabled: False
67165	INV 67165	87.45	06/05/2015	70-030-0000-526-000	
67165	INV 67165	87.45	06/05/2015	80-030-0000-526-000	
67165	INV 67165	143.10	06/05/2015	01-030-0000-526-000	
	Check Total:	318.00			
Vendor: 1280	SC AUDITOR			Check Sequence: 21	ACH Enabled: False
FIRE 1/1-3/31	01/01/15-03/31/15 INCIDENTS	1,980.00	06/05/2015	01-210-0000-526-003	
FIRE 10/1-12/31	10/01/14-12/31/14 INCIDENTS	1,915.00	06/05/2015	01-210-0000-526-003	
	Check Total:	3,895.00			
Vendor: 1283	SC ECONOMIC DEVELOPMENT COUNCIL			Check Sequence: 22	ACH Enabled: False
06/05/15	JUNE 2015	3,333.33	06/05/2015	01-090-0000-560-001	
	Check Total:	3,333.33			
Vendor: 19102	SISKIYOU DISTRIBUTING			Check Sequence: 23	ACH Enabled: False
338091	INV 338091	323.99	06/05/2015	01-400-0000-416-002	
	Check Total:	323.99			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 1320	DONALD SOLUS			Check Sequence: 24	ACH Enabled: False
01/26/15	PW EXAM - 22188	0.85	06/05/2015	01-090-0000-516-000	
01/26/15	PW EXAM - 22188	8.50	06/05/2015	20-390-0000-516-000	
01/26/15	PW EXAM - 22188	4.25	06/05/2015	24-320-0000-416-000	
01/26/15	PW EXAM - 22188	17.85	06/05/2015	20-310-0000-416-001	
01/26/15	PW EXAM - 22188	17.00	06/05/2015	01-400-0000-416-000	
01/26/15	PW EXAM - 22188	1.70	06/05/2015	01-420-0000-416-000	
01/26/15	PW EXAM - 22188	17.00	06/05/2015	70-500-0000-416-000	
01/26/15	PW EXAM - 22188	17.85	06/05/2015	80-550-0000-416-000	
	Check Total:	85.00			
Vendor: 1330	STATE WATER RESOURCES CONTROL BOA			Check Sequence: 25	ACH Enabled: False
06/05/15	CERT FEE - MILLER	70.00	06/05/2015	70-500-0000-535-002	
	Check Total:	70.00			
Vendor: 1333	STEINHOFF HEAVY EQUIPMENT & REPAIR			Check Sequence: 26	ACH Enabled: False
35942	INV 35942	62.80	06/05/2015	20-313-0000-450-000	
	Check Total:	62.80			
Vendor: 1334	TRAVIS STRINGER			Check Sequence: 27	ACH Enabled: False
5261520264	INV 5261520264	387.16	06/05/2015	01-350-0000-522-000	
	Check Total:	387.16			
Vendor: 22015	SUBURBAN PROPANE			Check Sequence: 28	ACH Enabled: False
55433	INV 55433	24.93	06/05/2015	70-500-0000-416-000	
55433	INV 55433	8.32	06/05/2015	80-550-0000-416-000	
	Check Total:	33.25			
Vendor: 1255	SYN-TECH SYSTEMS INC			Check Sequence: 29	ACH Enabled: False
110916	INV 110916	495.00	06/05/2015	01-350-0000-520-000	
	Check Total:	495.00			
Vendor: 21027	UNITED PARCEL SERVICE			Check Sequence: 30	ACH Enabled: False
84V993175	INV 84V993175	5.88	06/05/2015	70-510-0000-420-000	
84V993175	INV 84V993175	7.51	06/05/2015	80-560-0000-420-003	
	Check Total:	13.39			
Vendor: 25090	USPS			Check Sequence: 31	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
06/05/15	JUNE 2015	1,400.00	06/05/2015	70-030-0000-515-001	
	Check Total:	1,400.00			
Vendor: 23008 002186	WAL-MART COMMUNITY INV 002186	31.93	06/05/2015	01-200-0000-516-000	Check Sequence: 32 ACH Enabled: False
	Check Total:	31.93			
Vendor: 1374 06/05/15	YREKA CHAMBER OF COMMERCE JUNE 2015	4,750.00	06/05/2015	01-090-0000-560-000	Check Sequence: 33 ACH Enabled: False
	Check Total:	4,750.00			
Vendor: 25040 105633 105643 105648 105649	YREKA HARDWARE INV 105633 INV 105643 INV 105648 INV 105649	4.09 7.71 30.28 58.82	06/05/2015 06/05/2015 06/05/2015 06/05/2015	70-500-0000-416-009 01-400-0000-416-018 70-500-0000-416-009 70-500-0000-416-009	Check Sequence: 34 ACH Enabled: False
	Check Total:	100.90			
Vendor: 25120 005821 5/15 024631 5/15 054217 5/15	YREKA TRANSFER ACCT 005821 5/15 ACCT 024631 5/15 ACCT 054217 5/15	82.00 102.00 129.00	06/05/2015 06/05/2015 06/05/2015	01-210-0000-518-004 01-200-0000-518-004 01-480-0000-518-004	Check Sequence: 35 ACH Enabled: False
	Check Total:	313.00			
Vendor: 1390 606074	YREKA TRANSIT MIX INV 606074	91.58	06/05/2015	20-310-0000-422-000	Check Sequence: 36 ACH Enabled: False
	Check Total:	91.58			
Vendor: 1596 74388	ZERO WASTE USA INC INV 74388	532.13	06/05/2015	01-400-0000-416-000	Check Sequence: 37 ACH Enabled: False
	Check Total:	532.13			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Total for Check Run:	45,140.10			
	Total of Number of Checks:	37			

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF
YREKA HELD IN SAID CITY ON MAY 21, 2015

On the 21st day of May 2015, the City Council of the City of Yreka met in the City Council Chambers of said City in regular session, and upon roll call, the following were present: Deborah Baird, Bryan Foster, Joan Smith Freeman, John Mercier, and David Simmen. Absent – None.

Consent Calendar: Mayor Mercier announced that all matters listed under the consent calendar are considered routine and will be enacted by one motion unless any member of the Council wishes to remove an item for discussion or a member of the audience wishes to comment on an item:

- a. Approval/ratification of payments issued from May 8 through May 21, 2015.
- b. Approval of Minutes of the meeting held May 7, 2015.

Councilmember Simmen requested item 1a be pulled for discussion.

Following Council discussion, Councilmember Freeman moved to approve the minutes as submitted.

Councilmember Foster seconded the motion, and upon roll call, the following voted YEA: Baird, Foster, Freeman, Mercier and Simmen. Mayor Mercier thereupon declared the motion carried.

Approval/ratification of payments issued from May 8 through May 21, 2015.

Following Council discussion, Councilmember Simmen moved to approve the payments as submitted.

Councilmember Freeman seconded the motion, and upon roll call, the following voted YEA: Baird, Foster, Freeman, Mercier and Simmen.

Mayor Mercier thereupon declared the motion carried.

Miner Street Grant - Community Projects Application – Old Town Yreka Merchants – re-paint light poles and clock tower black and purchase and install new banners on light poles on Miner Street.

Heidi Martin addressed the Council on behalf of the Old Town Yreka Merchants to answer any questions regarding the grant application.

Following Council discussion, Councilmember Baird moved to approve the grant application authorizing a grant in an amount not to exceed \$5,000.

Councilmember Simmen seconded the motion, and upon roll call, the following voted YEA:

Baird, Foster, Freeman, Mercier and Simmen. Mayor Mercier thereupon declared the motion carried.

Miner Street Grant - Façade Program Application – Ken Barnes – 200 & 202 W. Miner Street – Stucco repair, paint, refurbish/purchase and install awnings over windows and purchase and install new front door - 202 W. Miner.

Following Council discussion, Councilmember Freeman moved to approve the grant application authorizing a reimbursement allocation up to \$9,377.

Councilmember Foster seconded the motion, and upon roll call, the following voted YEA: Baird, Foster, Freeman, Mercier and Simmen. Mayor Mercier thereupon declared the motion carried.

Miner Street Grant - Façade Program Application –Dan and Patti Daniels – 320 W. Miner Street – replace upper and lower windows.

Following Council discussion, Councilmember Simmen moved to approve the grant application authorizing a reimbursement allocation up to \$5,301.

Councilmember Baird seconded the motion, and upon roll call, the following voted YEA: Baird, Foster, Freeman, Mercier and Simmen. Mayor Mercier thereupon declared the motion carried.

Adopt Resolution approving execution of the Memorandum of Understanding between the City of Yreka and the Yreka City Employees Association and Opt Out Medical Letters of Understanding with other bargaining groups.

City Manager Baker reported that staff has been negotiating with the Yreka City Employees Association to reach a Memorandum of Understanding. This two-year agreement addresses employee compensation for wages and health benefits. The salary schedules reflect a 2.5% increase for calendar year 2015 and a 2.5% increase for 2016. The salary increases will be effective retroactively to January 1, 2015, and the first full pay period after January 1, 2016.

This agreement also changes the cap on health care contributions by the city, increasing them \$20, \$40, and \$60 for employee only, employee and one dependent, employee and two or more dependents, and \$20 for all Opt Out employees respectively each year in 2015 and 2016.

The fiscal impact is estimated to be approximately \$13,254 in 2015 and \$26,957 in 2016. This agreement also commits the City to do a classification study.

Following Council discussion, Councilmember Foster moved to adopt the Resolution as submitted.

Councilmember Freeman seconded the motion, and upon roll call, the following voted YEA:

Baird, Foster, Freeman, Mercier and Simmen. Mayor Mercier thereupon declared the motion carried.

Approve Amendment to Employment Agreement – City Manager.

Finance Director Rhetta Hogan reported that this amendment includes a salary increase of 2.5% for calendar year 2015, the employee picking up the employee's share of pension contribution of 7% in exchange for a 7% salary increase, and the increase to health care as negotiated by the employee groups.

Following Council discussion, Councilmember Freeman moved to approve the amendment to the City Manager's Employment Agreement.

Councilmember Simmen seconded the motion, and upon roll call, the following voted YEA: Baird, Foster, Freeman, Mercier and Simmen. Mayor Mercier thereupon declared the motion carried.

Approve a supplemental appropriation request of \$15,000 to support CDBG related project activities.

City Manager Baker reported that Community Development Block Grant (CDBG) funds have been used to complete prior projects and develop new projects, but were not included in the FY 2014-2016 budget. Budget adjustments are now necessary to cover these costs.

In 2011, the City Council authorized an application to the CDBG program to evaluate the potential feasibility and interest for a Tourism Improvement District. The Planning and Technical Assistance Grant was completed and closed in December 2013. The City incurred grant-related staff costs, in the amount of approximately \$2,500 to support the Siskiyou Economic Development Council in moving forward with the recommended Tourism Business Improvement District. On October 16, 2014, the Council authorized \$5,000 as a cash contribution for this effort, but we had not included staff support costs in that request.

City staff has also been evaluating the feasibility of making the restrooms at City Hall accessible. Professional architectural assistance was requested to develop conceptual plans and costs estimates that could be used in support of a future CDBG grant application or use of program income. Costs incurred at this time are approximately \$2,500.

Evaluation of projects for new CDBG funding, including the City Hall restrooms and other community needs requires funding of staff costs. These additional costs may be up to \$10,000 over the two-year budget cycle.

These items were not budgeted because they were unknown at the time of preparation of the 2014-2016, but are necessary to support projects that may or may not develop. A supplemental appropriation in the amount of \$15,000 is requested to incorporate these expenditures into the City's budget to be paid by the CDBG administrative allocation on Program Income – Revolving Loans.

Approval of the 2014-2015 Midyear Operating Budget Revision.

Finance Director Rhetta Hogan provided the County with a recap by account and description of the budget revisions and accompanying description for the revisions, reporting that during the course of the year budget revisions are needed to reflect changes in the budget estimates to more accurately reflect the revenue and expense trends. As the year closes, there will be more revisions, as part of closing books.

Following Council discussion, Councilmember Foster moved to approve the supplemental appropriation in the amount of \$15,000 and moved to approve the 2014-2015 Midyear Operating Budget Revision as submitted.

Councilmember Freeman seconded the motion, and upon roll call, the following voted YEA: Baird, Foster, Freeman, Mercier and Simmen. Mayor Mercier thereupon declared the motion carried.

City Treasurer's Report: Acceptance of:

Cash Balances Report – March 2015

Quarterly Treasurer's Investment Report – 3rd Quarter FY 2014/2015

Budget of Revenue and Expenditures with Year to Date Actuals through March 2015

Quarterly Fiscal Performance Report – 3rd Quarter Fiscal Year 2014/2015

Following Council discussion, Councilmember Foster moved to accept the Treasurer's reports as submitted.

Councilmember Freeman seconded the motion, and upon roll call, the following voted YEA: Baird, Foster, Freeman, Mercier and Simmen. Mayor Mercier thereupon declared the motion carried.

Mayor Mercier announced that the Closed Session has been pulled from the agenda.

ADJOURNMENT There being no further business before the Council the meeting was adjourned.

Attest:

John Mercier, Mayor
Minutes approved by Council
Motion June 4, 2015

Elizabeth E. Casson, City Clerk

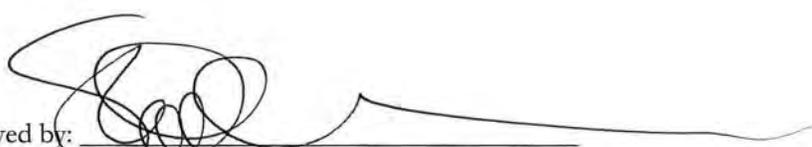


**CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM**

To: Yreka City Council
Prepared by: Steve Baker, City Manager
Agenda title: Status Update Crandall Fund
Meeting date: June 4, 2015

Discussion:

At the last City Council meeting, Councilmember Simmen requested a status update of the Crandall fund be placed on tonight's agenda.

Approved by: 
Steven Baker, City Manager

City of Yreka
Crandell and Stewart Trust
Summary Analysis
(as of 5/26/15)

Springbrook Fund 04

	<u>As of 5/26/2015</u>					
	<u>2014-15</u>	<u>2013-14</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2010-11</u>	<u>2009-10</u>
Investment Revenue						
801.0400.005.002	7,470.51	10,301.94	5,792.89	7,294.74	9,193.99	13,283.12
Hi-Ridge Leases (Grazing/FG Parcel)						
04-630-1019-831-000	2,400.00	100.00	200.00	200.00	200.00	
Smith Barney - Unrealized Gain/Loss						
801.0400.005.005				-	2,187.51	(5,462.45)
North St. Property Rental Revenue						
801.0400.005.007		3,080.84	14,853.57	23,086.90	26,431.57	25,397.20
Stewart Trust Cash & Proceeds					-	156,646.71
04-610-1018-882-000						
Gain/Loss on Sale of Real Property*		215,950.82				
04-630-1019-831-000						
Total Revenue	<u>9,870.51</u>	<u>229,433.60</u>	<u>20,846.46</u>	<u>30,581.64</u>	<u>38,013.07</u>	<u>189,864.58</u>
Expenses						
Maintenance North Street Property						
801.0002.516.002/(Resource 1017)		997.66	22,583.46	13,588.59	6,079.24	8,025.67
Black's Property Maintenance						
801.0002.516.004 (Resource 1016)		207.53	6,031.54	1,775.29	1,247.67	-
Black's Property Prof Services Feas						
04-610-1016-525-000						12,462.40
Downtown Revitalization						
04-610-0000-525-001				20,000.00 (2)		
General Plan Update						
801.0006.550.001/801.0006.525.006						800.00
Stewart French St Prop Exp.						438.33
04-610-1018-526-000						
Stewart Miner St Comm Grant Alloc	1,504.05	11,504.39	41,767.21	16.09		
04-610-1018-560-000						
High Ridge Property Prof Services	3,667.45	1,720.00	2,514.15			
04-630-1019-525-000						
High Ridge Property Prop Taxes	1,799.92	1,799.28	1,796.48	2,502.30		
04-630-1019-534-000						
High Ridge Land Acquisition					175,090.73	9,507.00
04-630-1019-610-000						
Community Theatre Siding	71,065.55					
04-470-0000-620-100						
Crandall - Transfer to Grants/Capital					869.40 (1)	
801.0099.000.650/04-000-0000-760-060						
Crandall - Transfer to YPD Building Fund		1,300,000.00				
04-000-0000-760-011						
Total Expense	<u>78,036.97</u>	<u>1,316,228.86</u>	<u>74,692.84</u>	<u>37,882.27</u>	<u>183,287.04</u>	<u>31,233.40</u>
Excess of Revenue over Expense	<u>(68,166.46)</u>	<u>(1,086,795.26)</u>	<u>(53,846.38)</u>	<u>(7,300.63)</u>	<u>(145,273.97)</u>	<u>158,631.18</u>
Original Bequest 1999						2,175,455.52
Net Activity from 1999-6/30/2010						(216,930.67)
Beginning Fund Balance	823,939.79	1,910,735.05	1,964,581.43	1,971,882.06	2,117,156.03	1,958,524.85
Excess of Revenue over Expense	(68,166.46)	(1,086,795.26)	(53,846.38)	(7,300.63)	(145,273.97)	158,631.18
Ending Fund Balance	<u>755,773.33</u>	<u>823,939.79</u>	<u>1,910,735.05</u>	<u>1,964,581.43</u>	<u>1,971,882.06</u>	<u>2,117,156.03</u>
Crandall	<u>654,356.69</u>	<u>721,019.10</u>	<u>1,796,309.97</u>	<u>1,808,389.14</u>	<u>1,815,673.68</u>	<u>1,960,947.65</u>
Stewart	<u>101,416.64</u>	<u>102,920.69</u>	<u>114,425.08</u>	<u>156,192.29</u>	<u>156,208.38</u>	<u>156,208.38</u>
Cash Balance (Crandall and Stewart)	627,510.59	684,572.81	1,912,761.11	1,963,730.75	1,969,720.88	1,053,310.89
Note/Investments - (real property notes)	124,417.76	138,742.97	-	-	-	1,062,812.49
Total Cash and Investment	<u>751,928.35</u>	<u>823,315.78</u>	<u>1,912,761.11</u>	<u>1,963,730.75</u>	<u>1,969,720.88</u>	<u>2,116,123.38</u>
Net AR (or AP if negative)	3,844.98	624.01	(2,026.06)	850.68	2,161.18	1,032.65

(1) 418 South Oregon St. - Courthouse match
(2) Required Match RZ Greenhorn Park Grant



CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM

To: Yreka City Council
Prepared by: Brian Bowles, Chief of Police
Agenda title: Discussion/Possible Action – Adopt Resolution approving request for additional funding for the Yreka Police Department New Station Retrofit project and authorizing the project advertisement for public bid.
Meeting date: June 4, 2015

Discussion/Possible Action:

On September 11, 2013, the Yreka City council allocated \$1,800,000 for the new Yreka Police Department project. \$1,300,000 was from the Crandall Fund restricted reserves, 04 and \$500,000 from the general fund, 09. The city has utilized approximately \$900,000 for the purchase of the building and architectural services. This leaves a balance of approximately \$900,000.

Staff has worked on creating a modern police facility that will serve the citizens of Yreka well into the future. Many factors go into creating a modern and functional police facility such as meeting requirements to function during or after a critical incident or disaster. In addition, modernization of our furnishing and equipment is essential to operate efficiently. Dennis Dong (Architect) estimates bids for the project to come in at approximately \$150 a square foot. This will make the retrofit cost approximately \$1,350,000. Staff estimates the contents, computer move/upgrade, furniture, radio console, and furnishing at an additional \$350,000. Staff recommends \$100,000 for any contingency that may arise during the process. Based on these assumptions an additional \$900,000 is needed to complete this project.

Fiscal Impact:

The allocation of \$900,000 in additional funding for the Yreka Police Retrofit. \$700,000 to be taken out of the Crandall Fund restricted reserves and \$200,000 out of the general fund.

Recommendation:

That the Council adopt the Resolution allocating an additional \$900,000 for the Yreka Police Department New Station Retrofit project and authorizing the project advertisement for public bid.

Attachments:

1. Yreka Police Department cost breakdown.

Approved by: _____

Steven Baker, City Manager

RESOLUTION NO. 2015-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YREKA APPROVING
REQUEST FOR ADDITIONAL FUNDING FOR THE YREKA POLICE
DEPARTMENT NEW STATION RETROFIT PROJECT
AND AUTHORIZING THE PROJECT ADVERTISEMENT FOR PUBLIC BID

WHEREAS, the city has allocated funding in the amount of \$1,800,000 for the purchase and architectural services for the project; and

WHEREAS, the city realizes that additional funding is necessary for the code requirements, modernization, furnishings, and equipment essential to operate a modern police facility efficiently well into the future; and

WHEREAS, the allocation of \$900,000 in additional funding is needed to complete this project; and

WHEREAS, placing the project out to public bid when the city plan check is completed is required.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Yreka that it does hereby resolve, determine and order as follows:

Section 1. Approve the allocation of \$900,000 in additional funding for the Yreka Police Department New Station Retrofit project. \$700,000 to be taken out of the Crandall fund restricted reserves, 04 and \$200,000 out of the general fund capital reserves, fund 09.

Section 2. Authorize the advertisement of the project for public bid.

Section 3. The City Manager or his designee is hereby authorized and directed to execute such other agreements, documents and certificates, and to perform such other acts and deeds, as may be necessary or convenient to effect the purposes of this resolution and transactions herein authorized.

Passed and adopted this 4th day of June 2015, by the following vote:

AYES:

NAYS:

ABSENT:

John Mercier, Mayor

Attest: _____
Elizabeth E. Casson, City Clerk

Y.P.D. New Building

Building Retrofit		
Project	Who	Cost
Construction, walls, wiring, plumbing	To Bid	
Electrical main	To Bid	
Radio tower pad, wall plates	To Bid	
Records storage units	To Bid	
M & F wall lockers	To Bid	
Pad for parking lights wiring (water)	To Bid	
Water for K-9 kennels	To Bid	
Run electric for generator	To Bid	
Covered parking	Deduction alt	
Water fountains	To Bid	
Rough in, for door buzzers, proximity readers	Coordinate/IT	
Rough in for interview rooms 3	To Bid	
Flag pole mount, install flag pole	To Bid	
Toilets, facuets	To Bid	
Lockers, mirrors	To Bid	
Pavement	To Bid	
Dispatch - bullet proof	To Bid	
Bullet proof glass, speaker hole	To Bid	
Cabinets - lobby	To Bid	
Paint	Determine color	
Camera pole mounted on water building	To Bid	
Ceiling fans	To Bid	
Heating & Air	To Bid	
LED lighting - indirect	To Bid	
Sink, counter	To Bid	
Emergency lighting	To Bid	
Landscaping/Prep work	To Bid	
Fencing/kennels	To Bid	
2 Gates/electric	Deductive alt	
Cement wall	Deductive alt	
Chain link fencing	Deductive alt	
Parking lot/bumpers/stripping	To Bid	
Generator	Deductive alt	
Generator throw switch	To Bid	
Propane tank/Pad	Lease or buy	
Install appliances	To Bid	
Window covering	To Bid	
Fire extinguishers	To Bid	
Rough in, for phones	To Bid	
Door striker	To Bid	
Rough in, video	To Bid	

Bike rack	To Bid	
White board walls, patrol/EOC	To Bid	
Rough in for fire alarm system	To Bid	
Stove hood	To Bid	
Parking lot mount and wiring & poles	To Bid	
Gun room gates	To Bid	
Flooring	determine color/type	
IT low voltage wiring, phone, proximity reader, door locks, camera system, fire alarm, speaker system, computer, network, printers & radior console wires. Cat 6	To Bid	
Install all items above		
Landscaping/Prep work	To Bid	
Building plaque	determine wording	
		1,350,000.00

Y.P.D. New Building

Furniture/Contents		
Project	Who	Cost
Furniture - all chairs, tables, file cabinets	Furniture, State bid	137,000
Evidence room racks	Furniture, State bid	4,000
Dispatch corner unit & install	Furniture, State bid	30,000
Gun room furniture	Furniture, State bid	3,000
Décor	Chief	2,500
Refridgerator	Sears	600
Microwave	Sears	150
Stove	Sears	500
Dishwasher	Sears	400
Radio console - 30 yoa 25 - 124k	Day wireless	40,050
Scanner, speaker system hardware	County radio	1,300
Radio move & install	County radio	9,000
IT low voltage plan check & review hours	Rob	3,000
IT computer system/plan/check/review hours	Com. Logs.	5,000
IT, computer system/move/upgrade	Com. Logs. 24 - 92k	73,000
IT racks/5 racks	Rhetta	5,000
Wireless network	Computer Logs.	500
Building camera system 6-10k	SLUS	6,000
YPD Exterior sign	YPD	5,000
Phones	State bid	500
Phone system	Use existing	0
		326,500

Y.P.D. New Building

Moving Expenses		
Project	Who	Cost
911 Move 60-80 hours x 2, \$180 hr	AT&T	14,400
ATT&T phone system move 30 x \$70 per line	AT&T / Punch down board	2,100
Verizon	Verizon	1,600
CLETS / DOJ	Computer Logs.	
IT computers	Computer Logs.	X
Dispatch	Furniture Co.	in furniture bid
LVR	YPD	0
Amber Alert lines	AT&T	300
Fiber 3 year contract	Cal Ore	0
Moving company	TBA	
Evidence move	Department	X
Dumpsters	Yreka Transfer	1,000
Move metal carport	City Yard	500
Move YPD Gate Motor	?	500
		20,400

Y.P.D. New Building

Stuff

Project	Who	Cost
2 Big screen tv's EOC	Wal Mart/Best Buy	2,000
2 Dispatch tv's	Wal Mart/Best Buy	2,000
Interview rooms - cameras		1,000
4 White boards	Quill	600
Letterhead - change address	Gold Nugget	500
Business cards - change address	Gold Nugget	500
Envelopes - change address	Gold Nugget	500
		7,100
	Retrofit	1350000
	Furniture	326500
	Moving	20400
	Stuff	7100
Grand Total		\$1,704,000.00



CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM

To: Yreka City Council

Prepared by: Steve Baker, City Manager

Agenda title: Discussion/Possible Action – Introduce Ordinance No. 840 - an Ordinance of the City Council of the City of Yreka, amending and repealing certain sections of the Yreka Municipal Code in Chapter 1.24 entitled “City Council Procedure”, and Chapter 13.16 entitled “Exempt Signs” and “Fee Exempt Signs and finding the adoption of this Ordinance to be exempt from CEQA”.

Meeting date: June 4, 2015

Discussion:

The City completes periodic reviews of the Yreka Municipal Code to amend or delete provisions which have become obsolete or that do not follow current City policies and practices. The following portions of the Yreka Municipal Code have been submitted for amendment or deletion by staff as part of this periodic review:

Section 1.24.150 Rules of Order. Staff is recommending an amendment to replace Robert’s Rules of Order, with Rosenberg’s Rules of order, which are known as the “Simple Rules of Parliamentary Procedure for the 21st. Century. Attached is a copy of the 2011 Rosenberg’s Rules of Order.

Section 13.16.020 Exempt Signs and Section 13.16.040 Fee Exempt Signs. Staff is recommending deletion of these sections. These sections were originally adopted in 1969, and are obsolete. These sections were inadvertently missed when the City updated the Sign Code in 2004.

The following sections will be deleted in its entirety:

13.16.020 Exempt Signs (a) *the provisions and regulations of this title shall not apply to the following signs:*

5. *A business identification sign not exceeding twelve (12) square feet, which identifies a business or service available in any one building.*

13.16.030 – Fee Exempt Signs:

All temporary signs and signs erected by nonprofit organizations are exempt from the requirement of paying application and sign permit fees. An application and sign permit for any such sign is required in the same manner as otherwise provided in this title.

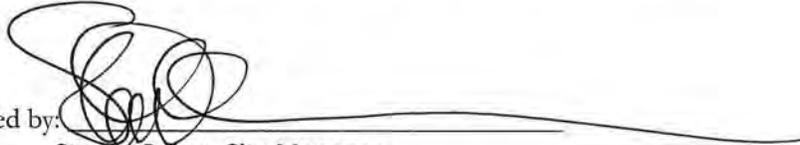
Recommendation:

Staff recommends that the Council consider the introduction of an Ordinance entitled “an Ordinance of the City Council of the City of Yreka, amending and repealing certain sections of the Yreka Municipal Code in Chapter 1.24 entitled “City Council Procedure”, and Chapter 13.16 entitled “Exempt Signs” and “Fee Exempt Signs and finding the adoption of this Ordinance to be exempt from CEQA” by opening a public hearing to consider the introduction of the Ordinance, consider any public comment, close the hearing, and following the consideration of any deliberation by the Council, that the Ordinance be passed to a subsequent regular City Council meeting for consideration of its adoption with the following motion:

“I move that the Council approve the introduction of the Ordinance and waive its full reading, it having been read by title only.”

A majority of affirmative votes of those members present will result in this motion’s adoption.

Approved by:

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Steven Baker, City Manager



ORDINANCE NO. 840

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF YREKA AMENDING AND REPEALING CERTAIN SECTIONS OF THE YREKA MUNICIPAL CODE IN CHAPTER 1.24 ENTITLED "CITY COUNCIL PROCEDURE", AND CHAPTER 13.16 ENTITLED "EXEMPT SIGNS" AND "FEE EXEMPT SIGNS" AND FINDING THE ADOPTION OF THIS ORDINANCE TO BE EXEMPT FROM CEQA

Recitals

BE IT ORDAINED by the City Council of the City of Yreka as follows:

SECTION 1. Section 1.24.150 of Chapter 1.24 of the Yreka Municipal Code is hereby supplanted with the following:

"Section 1.24.150 Rules of Order. Except as provided in this code, or other rules adopted by the City Council, or applicable provisions of state law, the procedures of the Council shall be governed by the latest revised edition of Rosenberg's Rules of Order."

SECTION 2. Section 13.16.020(a)(5) of Chapter 13.16 entitled Exempt Signs is hereby repealed in its entirety.

SECTION 3. Section 13.16.030 of Chapter 13.16 entitled Fee Exempt Signs is hereby repealed in its entirety.

SECTION 4. Any provisions of the Yreka Municipal Code, or appendices thereto, or any other ordinances of the City inconsistent herewith, to the extent of such inconsistencies and no further, are hereby repealed.

SECTION 5. Exemption from CEQA. The action taken in this Ordinance does not commit the City to any action that may have a significant effect on the environment. As a result, pursuant to Title 14 of the California Code of Regulations, Section 15061(b)(3) such approval

35 does not constitute a project subject to the requirements of the California Environmental Quality
36 Act. The City Council directs City staff to file a Notice of Exemption within five (5) days
37 following adoption of this Ordinance with the Siskiyou County Clerk.

38
39 SECTION 6. Severability. If any section, subsection, part, clause, sentence or phrase of
40 this Ordinance or the application thereof is for any reason held to be invalid or unconstitutional
41 by a decision of any court of competent jurisdiction, the validity of the remaining portions of this
42 Ordinance, the application thereof, shall not be effected thereby but shall remain in full force and
43 effect, it being the intention of the City Council to adopt each and every section, subsection, part,
44 clause, sentence phrase regardless of whether any other section, subsection, part, clause, sentence
45 or phrase or the application thereof is held to be invalid or unconstitutional.

46
47 SECTION 7. Effective Date. This ordinance shall take effect thirty days after its
48 adoption.

49
50 SECTION 8. Implementation. The City Council hereby authorizes and directs the
51 City Manager to take any action and sign any documents necessary to implement this
52 Ordinance.

53
54 SECTION 9. Publication. The City Clerk is directed to cause a copy of the full text of
55 this ordinance to be published once in an adjudicated newspaper of general circulation in the
56 City of Yreka within fifteen (15) days after adoption of this ordinance. If the charge for
57 publication of the ordinance exceeds the customary rate charged by the newspaper for
58 publication of private legal notices, the City Clerk is directed to prepare, post and publish a
59 summary of this ordinance as provided in Government Code Section 36933(c)(1).

60
61 SECTION 10. Codification. The City Clerk is directed and authorized to instruct the
62 publisher of the City of Yreka Municipal Code that codification of this Ordinance is limited to
63 Sections 1, 2, and 3.

64
65 SECTION 11. Execution. The Mayor and City Clerk are authorized to subscribe this
66 ordinance where indicated below to evidence its approval.

67 Introduced at a regular meeting of the City Council held June 4, 2015, and adopted as an
68 ordinance of the City of Yreka at a regular meeting of the City Council held on June 18, 2015 by
69 the following vote:

70
71

72 AYES:

73 NOES:

74 ABSENT:

75
76
77

78 APPROVED AS TO FORM

79
80

81 _____
Dohn Henion, City Attorney

John Mercier, Mayor

Attest:

Elizabeth E. Casson, City Clerk

Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century

by Dave Rosenberg

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that hasn't always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules, *Robert's Rules of Order*, which are embodied in a small but complex book. Virtually no one I know has actually read this book cover to cover.

Worse yet, the book was written for another time and purpose. If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook. On the other hand, if you're running a meeting of a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order. Hence, the birth of "Rosenberg's Rules of Order."

This publication covers the rules of parliamentary procedure based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified and slimmed down for 21st century meetings, yet they retain the basic tenets of order to which we are accustomed.

"Rosenberg's Rules of Order" are supported by the following four principles:

1. Rules should establish order. The first purpose of the rules of parliamentary procedure is to establish a

framework for the orderly conduct of meetings.

2. Rules should be clear. Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate and those who do not fully understand and do not fully participate.

3. Rules should be user-friendly. That is, the rules must be simple enough that citizens feel they have been able to participate in the process.

4. Rules should enforce the will of the majority while protecting the rights of the minority. The ultimate purpose of the rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, the majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

The Chairperson Should Take a Back Seat During Discussions

While all members of the governing body should know and understand the rules of parliamentary procedure, it is the chairperson (chair) who is charged with applying the rules of conduct. The chair should be well versed in those

rules, because the chair, for all intents and purposes, makes the final ruling on the rules. In fact, all decisions by the chair are final unless overruled by the governing body itself.

Because the chair conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the body in debates and discussions. This does *not* mean that the chair should not participate in the debate or discussion. On the contrary, as a member of the body, the chair has full rights to participate in debates, discussions and decision-making. The chair should, however, strive to be the last to speak at the discussion and debate stage, and should not make or second a motion unless he or she is convinced that no other member of the body will do so.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, published agenda; informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon road map for the meeting. And each agenda item can be handled by the chair in the following basic format.

First, the chair should clearly announce the agenda item number and should clearly state what the subject is. The chair should then announce the format that will be followed.

Second, following that agenda format, the chair should invite the appropriate people to report on the item, including any recommendation they might have. The appropriate person may be the chair, a member of the governing body,

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire to move on.

a staff person, or a committee chair charged with providing information about the agenda item.

Third, the chair should ask members of the body if they have any technical questions for clarification. At this point, members of the governing body may ask clarifying questions to the people who reported on the item, and they should be given time to respond.

Fourth, the chair should invite public comments or, if appropriate at a formal meeting, open the meeting to public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of each public speaker. At the conclusion of the public comments, the chair should announce that public input has concluded (or that the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion from the governing body members. The chair should announce the name of the member who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member who seconds the motion. It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and a vote on the motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion. This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the members of the governing body. If there is no desired discussion or the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or a very brief discussion, the vote should proceed immediately, and there is no need to repeat the motion. If there has been substantial discussion, it is normally best to make sure everyone understands the motion by repeating it.

Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Ninth, the chair takes a vote. Simply asking for the "ayes" and then the "nays" is normally sufficient. If members of the body do not vote, then they "abstain." Unless the rules of the body provide otherwise or unless a super-majority is required (as delineated later in these rules), a simple majority determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days' notice for all future meetings of this governing body."

Motions in General

Motions are the vehicles for decision-making. It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus on the motion before them.

Motions are made in a simple two-step process. First, the chair recognizes the member. Second, the member makes a motion by preceding the member's desired approach with the words: "I move ..." A typical motion might be: "I move that we give 10 days' notice in the future for all our meetings."

The chair usually initiates the motion by:

1. Inviting the members to make a motion: "A motion at this time would be in order."

2. Suggesting a motion to the members: "A motion would be in order that we give 10-days' notice in the future for all our meetings."
3. Making the motion.

As noted, the chair has every right as a member of the body to make a motion, but normally should do so only if he or she wishes a motion to be made but no other member seems willing to do so.

The Three Basic Motions

Three motions are the most common:

1. **The basic motion.** The basic motion is the one that puts forward a decision for consideration. A basic motion might be: "I move that we create a five-member committee to plan and put on our annual fundraiser."
2. **The motion to amend.** If a member wants to change a basic motion that is under discussion, he or she would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

3. The substitute motion. If a member wants to completely do away with the basic motion under discussion and put a new motion before the governing body, he or she would “move a substitute motion.” A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

A motion to amend seeks to retain the basic motion on the floor, but to modify it in some way.

A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it.

The decision as to whether a motion is really a motion to amend or a substitute motion is left to the chair. So that if a member makes what that member calls a motion to amend, but the chair determines it is really a substitute motion, the chair's designation governs.

When Multiple Motions Are Before The Governing Body

Up to three motions may be on the floor simultaneously. The chair may reject a fourth motion until the three that are on the floor have been resolved.

When two or three motions are on the floor (after motions and seconds) at the same time, the *first* vote should be on the *last* motion made. So, for example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee, to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows.

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passes*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) *failed*, the chair would proceed to consideration of the second (now the last) motion on the floor, the motion to amend.

If the substitute motion failed, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would now move to consider the main motion (the first motion) as *amended*. If the motion to amend failed, the chair would now move to consider the main motion (the first motion) in its original format, not amended.

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Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee) or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are *not* debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.

A motion to fix the time to adjourn.

This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to

be placed on "hold." The motion may contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion may contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call for the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second to the motion, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body. Note that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the

the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions occur when the body is taking an action that effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super-majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," "I move the question," "I call for the question" or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body, such as the chair, nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a two-thirds vote to pass.

pend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider.

First is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted *in the majority* on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body may second the motion). If a member who voted *in the minority* seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If you are running the British Parliament, Robert's Rules of Order is a dandy and quite useful handbook.

motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super-Majority Votes

In a democracy, decisions are made with a simple majority vote. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means

Motion to object to the consideration of a question. Normally, such a motion is unnecessary, because the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to sus-

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. And at the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every

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lege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be: "Point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focus on the item and the policy in question, not on the personalities of the members of the body. Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body. Can a member of the body interrupt the speaker? The general rule is no. There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: "Point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privi-

relate to anything that would not be considered appropriate conduct of the meeting; for example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

Special Notes About Public Input

The rules outlined here help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

Public input is essential to a healthy democracy, and community participation in public meetings is an important element of that input. The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items. The rules presented here for conducting a meeting are offered as tools for effective leadership and as a means of developing sound public policy. ■