

YREKA CITY COUNCIL
AGENDA

June 6, 2013 – 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 an opportunity for members of the public to address the Council on subjects within its jurisdiction, whether or not on the agenda for this meeting. The Council has the right to reasonably limit the length of individual comments. Pursuant to Yreka Municipal Code Section 1.24.170 those addressing the Council shall limit their remarks to five minutes. For items, which are on this agenda, speakers may request that their comments be heard instead at the time the item is to be acted upon by the Council. The Council may ask questions, but may take no action during the Public Comment portion of the meeting, except to direct staff to prepare a report, or to place an item on a future agenda.

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 of Minutes of the meeting held May 16, 2013.
 - b. Approval of Warrants issued from May 17, 2013 through June 2, 2013.
2. Discussion/Possible Action – Discussion/Possible Action – Review draft Water and Wastewater Utility Rate Study and Provide Direction to Staff.
3. Discussion/Possible Action: Adopt Resolution No. 3018 consenting to the inclusion within a County Service Area for the provision of medical services and equipment within the City of Yreka.
4. Discussion/Possible Action – Approve the appointment of Marsha Hammon to the Yreka Volunteer Fire Department.
5. Discussion of 2013-2014 Annual Budget.
6. Discussion/Possible Action – Adopt Resolution No. 3019 setting forth the Reserve Policies for the General Funds.
7. Discussion/Possible Action – Adopt Ordinance No. 835 – An Ordinance of the City Council of the City of Yreka, California, amending Sections 2.56.010 and 2.56.020 of the Yreka Municipal Code and consolidating the City's General Municipal Elections with the Statewide General Election and establishing the date of the City's First General Municipal Election.

8. Discussion/Possible Action – Annexation of Industrial Land – Phillipe Lane.
9. Discussion/Possible Action - Approval of all Warrants payable to Siskiyou County Economic Development Council from May 17, 2013 through June 6, 2013.

City Manager 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 Real Property Negotiator (Government Code Section 54956.8)
Property: 1400 Fairlane Road, Yreka, CA
Third Party Negotiator: to be determined
City Negotiators: City Manager and Chief of Police
Under Negotiation: Possible acquisition including price, terms of payment, or both
2. Conference with Real Property Negotiator (Government Code Section 54956.8)
Property: 320 W. Miner St., Yreka, CA
Third Party Negotiator: to be determined
City Negotiators: City Manager and City Attorney
Under Negotiation: Possible sale including price, terms of payment, or both
3. Conference with Real Property Negotiator (Government Code Section 54956.8)
Property: 307 North St., Yreka, CA
Third Party Negotiator: to be determined
City Negotiators: City Manager and City Attorney
Under Negotiation: Possible sale including price, terms of payment, or both
4. 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).
5. Pending Litigation: Conference with Legal Counsel pursuant to Government Code § 54959.9
- On the Matter of City of Yreka v. Kimberlee Abbott., et al., Siskiyou County Superior Court Case No.11-1001.

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.

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF
YREKA HELD IN SAID CITY ON MAY 16, 2013

On the 16TH day of May 2013, 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: Rory McNeil, John Mercier and David Simmen. Absent – Robert Bicego and Bryan Foster.

Mayor Simmen reported that he has received a request to move items 2, 3, 4, & 5, to the consent calendar.

Following Council discussion, Mayor Simmen made the motion to move items 2, 3, 4, & 5 to the consent calendar as items c, d, e, & f.

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

Mayor Simmen thereupon declared the motion carried.

Consent Calendar: Mayor Simmen 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 of Minutes of the meeting held May 2, 2013.
- b. Approval of Warrants issued from May 3, 2013 through May 16, 2013.
- c. Adopt Resolution No. 3014 approving requests associated with the special event known as the “Kids Block Party” to be held on Saturday August 3, 2013.
- d. Adopt Resolution No. 3015 approving requests associated with the special event known as the “Taste of Siskiyou” to be held on Saturday October 19, 2013.
- e. Adopt Resolution No. 3016 identifying the Census Tracts comprising the “Targeted Employment Area” for the Siskiyou Enterprise Zone.
- f. Adopt Resolution No. 3017 approving requests associated with the Yreka Chamber of Commerce Special event to be held on June 15, 2013 known as Yreka Gold Rush Days.

Following Council discussion, Councilmember McNeil moved to approve items a, b, c, d, e, & f on the amended consent calendar.

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

Mayor Simmen thereupon declared the motion carried.

Introduce Ordinance No. 835 – An Ordinance of the City Council of the City of Yreka, California, amending Sections 2.56.010 and 2.56.020 of the Yreka Municipal Code and consolidating the City’s General Municipal Elections with the Statewide General Election and establishing the date of the City’s First General Municipal Election.

Following the reading of the title of the Ordinance and Council discussion, Councilmember McNeil moved to waive the reading of the body of the Ordinance and to introduce Ordinance No. 835 as submitted.

Council Member Mercier seconded the motion, and upon roll call, the following voted YEA: McNeil, Mercier and Simmen.

Mayor Simmen thereupon declared the motion carried.

City Manager Baker reported that the closed session item has been pulled from the agenda.

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

Attest:

David Simmen, Mayor
Minutes approved by Council
Motion June 6, 2013

Elizabeth E. Casson, City Clerk

Accounts Payable
Manual Check Proof List

User: lysandra
Printed: 05/22/2013 - 8:18AM

Ⓟ 5/30



Invoice No	Amount	Payment Date	Description	Check Number	Date	Acct Number	reference
Vendor: 1297	SCOTT VALLEY BANK						
05/20/13	73.25	05/20/2013	BANK CHARGES 5/13	442	05/20/2013	01-030-0000-526-000	
Total for Check	73.25						
Total for 1297	73.25						
Total Checks:		73.25					

Accounts Payable

Computer Check Proof List by Vendor

User: lysandra
 Printed: 05/30/2013 - 8:35AM
 Batch: 00008.05.2013

2 9/30



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 1003	ACS			Check Sequence: 1	ACH Enabled: False
905212	INV 905212	310.00	06/07/2013	01-030-0000-525-000	
	Check Total:	310.00			
Vendor: 1011	AMERICAN LINEN			Check Sequence: 2	ACH Enabled: False
LMED810024	INV LMED810024	45.70	06/07/2013	01-200-0000-526-000	
	Check Total:	45.70			
Vendor: 4301	AT&T CALNET 2			Check Sequence: 3	ACH Enabled: False
4316607	INV 4316607	179.34	06/07/2013	01-200-0000-517-000	
4339409	INV 4339409	595.39	06/07/2013	01-200-0000-517-000	
4342954	INV 4342954	22.86	06/07/2013	01-200-0000-517-000	
4367321	INV 4367321	16.15	06/07/2013	01-300-0000-517-000	
4367322	INV 4367322	15.93	06/07/2013	80-560-0000-517-000	
4367326	INV 4367326	45.73	06/07/2013	01-020-0000-517-000	
4368054	INV 4368054	15.93	06/07/2013	70-510-0000-517-000	
4368145	INV 4368145	117.88	06/07/2013	70-030-0000-517-006	
4368145	INV 4368145	117.87	06/07/2013	80-030-0000-517-006	
4376282	INV 4376282	66.80	06/07/2013	01-210-0000-517-000	
	Check Total:	1,193.88			
Vendor: 1017	BARNES DISTRIBUTION			Check Sequence: 4	ACH Enabled: False
5334708001	INV 5334708001	110.24	06/07/2013	01-350-0000-520-000	
	Check Total:	110.24			
Vendor: 6021	BASIC LABORATORY INC			Check Sequence: 5	ACH Enabled: False
1304294	INV 1304294	84.00	06/07/2013	70-500-0000-420-006	
1304402	INV 1304402	121.00	06/07/2013	80-560-0000-416-001	
1304545	INV 1304545	84.00	06/07/2013	70-500-0000-420-006	
1304782	INV 1304782	84.00	06/07/2013	70-500-0000-420-006	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
1304804	INV 1304804	121.00	06/07/2013	80-560-0000-416-001	
1304884	INV 1304884	932.00	06/07/2013	80-560-0000-416-001	
1304886	INV 1304886	699.00	06/07/2013	80-560-0000-416-001	
1304890	INV 1304890	233.00	06/07/2013	80-560-0000-416-001	
	Check Total:	2,358.00			
Vendor: 1023	BAXTER AUTO PARTS			Check Sequence: 6	ACH Enabled: False
3011217 4/13	ACCT 3011217 4/13	107.59	06/07/2013	70-510-0000-420-000	
	Check Total:	107.59			
Vendor: 1041	RON BLACK			Check Sequence: 7	ACH Enabled: False
06/07/13	JUNE 2013	675.00	06/07/2013	01-200-0000-521-004	
	Check Total:	675.00			
Vendor: 1423	ALICE BRANDON			Check Sequence: 8	ACH Enabled: False
1559	INV 1559	8.00	06/07/2013	70-510-0000-416-000	
	Check Total:	8.00			
Vendor: UB*00122	LEONA CHANEY			Check Sequence: 9	ACH Enabled: False
	Refund Check	11.43	05/21/2013	70-000-0000-950-000	
	Refund Check	28.55	05/21/2013	70-000-0000-950-000	
	Refund Check	37.95	05/21/2013	80-000-0000-950-000	
	Refund Check	3.80	05/21/2013	31-000-0000-950-000	
	Refund Check	5.15	05/21/2013	30-000-0000-950-000	
	Check Total:	86.88			
Vendor: 2198	CITY OF WEED			Check Sequence: 10	ACH Enabled: False
06/07/13	PROP 30 FUNDS	3,752.28	06/07/2013	60-200-6507-560-000	
	Check Total:	3,752.28			
Vendor: 3065	CITY OF YREKA - PETTY CASH			Check Sequence: 11	ACH Enabled: False
06/07/13	REIMBURSE PETTY CASH	11.10	06/07/2013	70-030-0000-515-000	
06/07/13	REIMBURSE PETTY CASH	15.00	06/07/2013	01-020-0000-512-000	
	Check Total:	26.10			
Vendor: 54945	COOLEY & POLLARD (WATER)			Check Sequence: 12	ACH Enabled: False
374311	INV 374311	3.84	06/07/2013	70-510-0000-420-001	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	3.84			
Vendor: 1093	DATA TICKET INC			Check Sequence: 13	ACH Enabled: False
46546	INV 46546	150.00	06/07/2013	24-200-0000-526-005	
46546	INV 46546	-55.00	06/07/2013	24-000-0000-825-000	
	Check Total:	95.00			
Vendor: 1099	DAVID DELLA LANA			Check Sequence: 14	ACH Enabled: False
05/02/13	YPD EXAM - B350008U	152.00	06/07/2013	01-200-0000-525-000	
05/03/13	YFD EXAM - B3500040	72.00	06/07/2013	01-210-0000-525-000	
	Check Total:	224.00			
Vendor: 1103	DEPT OF PUBLIC HEALTH			Check Sequence: 15	ACH Enabled: False
24034 13/14	RENEW TAYLOR - 3 YEARS	90.00	06/07/2013	70-510-0000-535-001	
28592 13/14	RENEW TAYLOR - 3 YEARS	60.00	06/07/2013	70-500-0000-535-002	
	Check Total:	150.00			
Vendor: 2167	DOWNEY BRAND LLP			Check Sequence: 16	ACH Enabled: False
451294	INV 451294	19.87	06/07/2013	80-550-0000-525-001	
	Check Total:	19.87			
Vendor: 1116	DRY CREEK LANDFILL INC			Check Sequence: 17	ACH Enabled: False
1882991	INV 1882991	2,512.08	06/07/2013	80-560-0000-420-006	
	Check Total:	2,512.08			
Vendor: UB*00124	SCOTT/PATIENCE DUTRA			Check Sequence: 18	ACH Enabled: False
	Refund Check	5.32	05/21/2013	30-000-0000-950-000	
	Check Total:	5.32			
Vendor: 2020	EFFICIENCY INC			Check Sequence: 19	ACH Enabled: False
1194	INV 1194	55.54	06/07/2013	01-200-0000-516-000	
	Check Total:	55.54			
Vendor: 1113	ELLIS BROOKS MOTORS			Check Sequence: 20	ACH Enabled: False
139425	INV 139425	250.00	06/07/2013	01-350-0000-520-000	
	Check Total:	250.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 2202	ETNA POLICE DEPT			Check Sequence: 21	ACH Enabled: False
06/07/13	PROP 30 FUNDS	3,752.28	06/07/2013	60-200-6507-560-000	
	Check Total:	3,752.28			
Vendor: 1130	NICK FRIDEN			Check Sequence: 22	ACH Enabled: False
06/07/13	REIMBURSE SUPPLIES	18.76	06/07/2013	01-230-0000-416-000	
	Check Total:	18.76			
Vendor: 1912	G & G HARDWARE (FALL CREEK)			Check Sequence: 23	ACH Enabled: False
151771	INV 151771	24.85	06/07/2013	70-510-0000-521-000	
151835	INV 151835	4.52	06/07/2013	70-510-0000-420-001	
151897	INV 151897	69.81	06/07/2013	70-510-0000-420-000	
151950	INV 151950	10.19	06/07/2013	70-510-0000-420-000	
152004	INV 152004	5.19	06/07/2013	70-510-0000-420-000	
152032	INV 152032	52.31	06/07/2013	70-510-0000-420-000	
152119	INV 152119	4.92	06/07/2013	70-510-0000-420-000	
152224	INV 152224	59.88	06/07/2013	70-510-0000-420-000	
152235	INV 152235	9.20	06/07/2013	70-510-0000-420-000	
152347	INV 152347	107.49	06/07/2013	70-510-0000-420-000	
152695	INV 152695	51.57	06/07/2013	70-510-0000-420-000	
	Check Total:	399.93			
Vendor: 1141	KARL GREINER			Check Sequence: 24	ACH Enabled: False
10020	INV 10020	500.00	06/07/2013	01-090-0000-525-000	
	Check Total:	500.00			
Vendor: 2142	DOHN HENION			Check Sequence: 25	ACH Enabled: False
06/07/13	JUNE 2013 (1)	1,250.00	06/07/2013	01-040-0000-525-001	
	Check Total:	1,250.00			
Vendor: 1148	THOMAS HESSELDENZ			Check Sequence: 26	ACH Enabled: False
1304COYRP	INV 1304COYRP	1,035.75	06/07/2013	60-400-6029-615-022	
	Check Total:	1,035.75			
Vendor: 1149	HINDERLITER DE LLAMAS & ASSOCIATES			Check Sequence: 27	ACH Enabled: False
20847-IN	INV 20847-IN	569.36	06/07/2013	01-020-0000-526-000	
	Check Total:	569.36			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 1451 13627	JAMES HITTSON INV 13627	301.00	06/07/2013	Check Sequence: 28 60-400-6009-615-003	ACH Enabled: False
	Check Total:	301.00			
Vendor: 2203 RFND DEPOSIT	IDANCE STUDIO RFND CLEANING 05/11/13	100.00	06/07/2013	Check Sequence: 29 01-470-0000-543-000	ACH Enabled: False
	Check Total:	100.00			
Vendor: 2197 06/07/13	KAAE INVESTMENTS LLC CLAIM - 300 HERZOG BLVD	597.50	06/07/2013	Check Sequence: 30 80-550-0000-530-005	ACH Enabled: False
	Check Total:	597.50			
Vendor: 1470 13000257	KRUGER INC INV 13000257	80.80	06/07/2013	Check Sequence: 31 80-560-0000-420-003	ACH Enabled: False
	Check Total:	80.80			
Vendor: 1406 3386	KUBWATER RESOURCES INV 3386	5,365.62	06/07/2013	Check Sequence: 32 80-560-0000-416-004	ACH Enabled: False
	Check Total:	5,365.62			
Vendor: 2200 06/07/13	LAKE SHASTINA CSD PROP 30 FUNDS	3,752.28	06/07/2013	Check Sequence: 33 60-200-6507-560-000	ACH Enabled: False
	Check Total:	3,752.28			
Vendor: 1184 01083462	LEHR AUTO ELECTRIC INC INV 01083462	41.86	06/07/2013	Check Sequence: 34 01-350-0000-520-000	ACH Enabled: False
	Check Total:	41.86			
Vendor: 1187 05/20/13 05/20/13	LIEBERT, CASSIDY & WHITMORE WORKBOOKS WORKBOOKS	108.75 65.25	06/07/2013 06/07/2013	Check Sequence: 35 01-040-0000-516-000 01-040-0000-516-000	ACH Enabled: False
	Check Total:	174.00			
Vendor: 1555 1273258-00	LN CURTIS & SONS INV 1273258-00	297.24	06/07/2013	Check Sequence: 36 01-210-0000-450-008	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	297.24			
Vendor: 1400 06/07/13	MADRONE HOSPICE JUNE 2013	5,343.75	06/07/2013	Check Sequence: 37 01-090-0000-560-004	ACH Enabled: False
	Check Total:	5,343.75			
Vendor: 1203 51123382	MCMMASTER-CARR INV 51123382	12.65	06/07/2013	Check Sequence: 38 70-510-0000-420-000	ACH Enabled: False
	Check Total:	12.65			
Vendor: 13Y6401 693793	MEEK'S (FALL CREEK) INV 693793	14.90	06/07/2013	Check Sequence: 39 70-510-0000-420-000	ACH Enabled: False
	Check Total:	14.90			
Vendor: UB*00123	KENNETH/NANCY MOUW Refund Check Refund Check Refund Check	16.85 22.40 2.25	05/21/2013 05/21/2013 05/21/2013	Check Sequence: 40 70-000-0000-950-000 80-000-0000-950-000 31-000-0000-950-000	ACH Enabled: False
	Check Total:	41.50			
Vendor: 2201 06/07/13	MT SHASTA POLICE DEPT PROP 30 FUNDS	3,752.28	06/07/2013	Check Sequence: 41 60-200-6507-560-000	ACH Enabled: False
	Check Total:	3,752.28			
Vendor: 1212 142252	MT SHASTA SPRING WATER INV 142252	35.45	06/07/2013	Check Sequence: 42 80-560-0000-420-003	ACH Enabled: False
	Check Total:	35.45			
Vendor: 22019 657121540001	OFFICE DEPOT INV 657121540001	235.09	06/07/2013	Check Sequence: 43 01-300-0000-515-000	ACH Enabled: False
	Check Total:	235.09			
Vendor: 15025 188557 188575	OHLUND'S OFFICE SUPPLY INV 188557 INV 188575	42.95 6.45	06/07/2013 06/07/2013	Check Sequence: 44 01-200-0000-515-000 01-220-0000-515-000	ACH Enabled: False
	Check Total:	49.40			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 16014	PACE ENGINEERING INC			Check Sequence: 45	ACH Enabled: False
20916	INV 20916	873.43	06/07/2013	71-510-3020-625-010	
20916	INV 20916	3,162.48	06/07/2013	71-510-3020-620-008	
20916	INV 20916	2,081.79	06/07/2013	71-510-3020-620-007	
20916	INV 20916	3,330.87	06/07/2013	71-500-3020-625-007	
20916	INV 20916	1,619.17	06/07/2013	71-510-3020-625-009	
20916	INV 20916	1,387.86	06/07/2013	71-500-3020-625-008	
20916	INV 20916	693.19	06/07/2013	71-500-3020-625-009	
20916	INV 20916	1,225.76	06/07/2013	71-500-3020-625-010	
	Check Total:	14,374.55			
Vendor: 1243	PACIFIC ELECTRICAL CONTRACTORS			Check Sequence: 46	ACH Enabled: False
120078	INV 120078	480.00	06/07/2013	80-560-0000-420-003	
	Check Total:	480.00			
Vendor: 1244	PACIFIC MUNICIPAL CONSULTANTS			Check Sequence: 47	ACH Enabled: False
37555	INV 37555	62.50	06/07/2013	01-060-0000-526-000	
37555	INV 37555	62.50	06/07/2013	60-310-6010-625-007	
37556	INV 37556	3,575.00	06/07/2013	01-060-0000-526-000	
	Check Total:	3,700.00			
Vendor: 1253	PERFECTION CLEANING INC			Check Sequence: 48	ACH Enabled: False
06/07/13	MAY 2013	185.00	06/07/2013	01-080-0000-526-001	
06/07/13	MAY 2013	680.00	06/07/2013	01-200-0000-526-001	
06/07/13	MAY 2013	300.00	06/07/2013	01-400-0000-426-003	
	Check Total:	1,165.00			
Vendor: 1515	RED SCARF SOCIETY			Check Sequence: 49	ACH Enabled: False
RFND DEPOSIT	RFND CLEANING 05/4/13	100.00	06/07/2013	01-470-0000-543-000	
	Check Total:	100.00			
Vendor: 1283	SC ECONOMIC DEVELOPMENT COUNCIL			Check Sequence: 50	ACH Enabled: False
06/07/13	JUNE 2013	3,333.33	06/07/2013	01-090-0000-560-001	
	Check Total:	3,333.33			
Vendor: 1506	SC SHERIFF			Check Sequence: 51	ACH Enabled: False
06/07/13	PROP 30 FUNDS	3,752.28	06/07/2013	60-200-6507-560-000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	3,752.28			
Vendor: 1298 4869	SCOTT VALLEY FEED INV 4869 TREES	156.93	06/07/2013	Check Sequence: 52 80-560-0000-416-000	ACH Enabled: False
	Check Total:	156.93			
Vendor: 1303 26898-IN	SHASTA FOREST PRODUCTS INV 26898-IN	161.25	06/07/2013	Check Sequence: 53 80-560-0000-420-003	ACH Enabled: False
	Check Total:	161.25			
Vendor: 19100 6601	SISKIYOU DAILY NEWS NEWS #6601	266.00	06/07/2013	Check Sequence: 54 60-400-6009-615-003	ACH Enabled: False
	Check Total:	266.00			
Vendor: 1658 05/20/13	SISKIYOU DESIGN GROUP INC INV 05/20/13 - WHIPPLE BUILDING	1,300.00	06/07/2013	Check Sequence: 55 01-200-0000-525-000	ACH Enabled: False
	Check Total:	1,300.00			
Vendor: 1314 11044	SISKIYOU OPPORTUNITY CENTER INV 11044	16.88	06/07/2013	Check Sequence: 56 01-200-0000-526-000	ACH Enabled: False
	Check Total:	16.88			
Vendor: 22015 002022 5/13 002535 5/13 002535 5/13 002543 5/13 002551 5/13 010421 5/13	SUBURBAN PROPANE 1638-002022 5/13 1638-002535 5/13 1638-002535 5/13 1638-002543 5/13 1638-002551 5/13 1638-010421 5/13	98.13 8.00 54.05 59.79 819.06 396.63	06/07/2013 06/07/2013 06/07/2013 06/07/2013 06/07/2013 06/07/2013	Check Sequence: 57 01-210-0000-518-002 04-610-1016-518-002 01-020-0000-518-002 01-470-0000-518-002 01-480-0000-518-002 01-210-0000-518-002	ACH Enabled: False
	Check Total:	1,435.66			
Vendor: 1842 PAYMENT #24A PAYMENT #24A PAYMENT #24A PAYMENT #24A PAYMENT #24A PAYMENT #24A	T & S CONSTRUCTION CO INC FALL CREEK PAYMENT #24A FALL CREEK PAYMENT #24A	6,076.21 22,000.51 14,482.49 23,171.99 11,264.16 9,654.99	06/07/2013 06/07/2013 06/07/2013 06/07/2013 06/07/2013 06/07/2013	Check Sequence: 58 71-510-3020-625-010 71-510-3020-620-008 71-510-3020-620-007 71-500-3020-625-007 71-510-3020-625-009 71-500-3020-625-008	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
PAYMENT #24A	FALL CREEK PAYMENT #24A	4,822.35	06/07/2013	71-500-3020-625-009	
PAYMENT #24A	FALL CREEK PAYMENT #24A	8,527.30	06/07/2013	71-500-3020-625-010	
	Check Total:	100,000.00			
Vendor: 2199 06/07/13	TULELAKE POLICE DEPT PROP 30 FUNDS	3,752.28	06/07/2013	60-200-6507-560-000	Check Sequence: 59 ACH Enabled: False
	Check Total:	3,752.28			
Vendor: 25090 06/07/13	USPS JUNE 2013	1,220.00	06/07/2013	70-030-0000-515-001	Check Sequence: 60 ACH Enabled: False
	Check Total:	1,220.00			
Vendor: UB*00125	GORDON VINCENT				Check Sequence: 61 ACH Enabled: False
	Refund Check	44.24	05/21/2013	70-000-0000-950-000	
	Refund Check	58.81	05/21/2013	80-000-0000-950-000	
	Refund Check	5.88	05/21/2013	31-000-0000-950-000	
	Check Total:	108.93			
Vendor: 23008 002555 006234 007710 009440 009440	WAL-MART COMMUNITY INV 002555 INV 006234 INV 007710 INV 009440 INV 009440	20.36 501.68 35.95 64.43 6.42	06/07/2013 06/07/2013 06/07/2013 06/07/2013 06/07/2013	70-510-0000-420-000 70-510-0000-416-000 70-510-0000-420-000 01-230-0000-416-000 01-200-0000-515-000	Check Sequence: 62 ACH Enabled: False
	Check Total:	628.84			
Vendor: 23040 36409	WELDON'S TIRE SERVICE INV 36409	823.10	06/07/2013	01-350-0000-520-200	Check Sequence: 63 ACH Enabled: False
	Check Total:	823.10			
Vendor: 1361 06/07/13	ROXY WEST REIMBURSE SUPPLIES	7.47	06/07/2013	01-200-0000-516-000	Check Sequence: 64 ACH Enabled: False
	Check Total:	7.47			
Vendor: 1574 RFND DEPOSIT	YMCA RFND CLEANING 05/17-20/13	100.00	06/07/2013	01-470-0000-543-000	Check Sequence: 65 ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	100.00			
Vendor: 1374 06/07/13	YREKA CHAMBER OF COMMERCE JUNE 2013	4,275.00	06/07/2013	Check Sequence: 66 01-090-0000-560-000	ACH Enabled: False
	Check Total:	4,275.00			
Vendor: 1379 06/07/13	YREKA POLICE DEPT PROP 30 FUNDS	3,752.28	06/07/2013	Check Sequence: 67 60-200-6507-560-000	ACH Enabled: False
	Check Total:	3,752.28			
Vendor: 25120 005821 5/13 024631 5/13 043311 5/13 054217 5/13	YREKA TRANSFER ACCT 005821 5/13 ACCT 24631 5/13 ACCT 043311 5/13 ACCT 054217 5/13	73.00 93.00 93.00 120.00	06/07/2013 06/07/2013 06/07/2013 06/07/2013	Check Sequence: 68 01-210-0000-518-004 01-200-0000-518-004 04-620-1017-518-004 01-480-0000-518-004	ACH Enabled: False
	Check Total:	379.00			
	Total for Check Run:	184,999.50			
	Total of Number of Checks:	68			



CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM

To: Yreka City Council

Prepared by: Steve Neill, Director of Public Works *SN*
Rhetta Hogan, Finance Director *RH*

Agenda Title: Discussion/Possible Action: Review DRAFT Water and Wastewater Utility Rate Study and Provide Direction to Staff

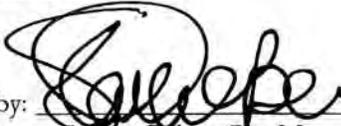
Meeting Date: June 6, 2013

Discussion:

A DRAFT Water and Wastewater Utility Rate Study dated May 2013 was distributed to Council for review. Paul Reuter, Managing Engineer from PACE Engineering, will make a presentation about the Study.

Council may be interested in some of the following issues from the Study:

1. The multi-year financial plan in the Study assumes future water setup fees will be decreased from \$100 to \$50, which will increase the typical single family residential water bill by about \$0.13 per month.
2. The percentage of revenue generated by the fixed rate charges transitions from the current 57% of revenue to 54% in FY 17-18. The percentage of revenue generated from the consumption charges transitions from the current 43% to 46% in FY 17-18.
3. Growth related fees (Development Impact Fees) are insufficient to fund growth related capital improvement costs on a pay as you go basis. Therefore, current rates are covering the cost of improvements from impacts of growth, and future Development Impact Fees will be used to offset debt servicing costs from those improvements.
4. The typical water and wastewater bills will increase by approximately 2.5 % per year.
5. Single Family water consumption rates are tiered to encourage water efficiency.
6. Depreciation remains unfunded.

Approved by: 
Steven Baker, City Manager

The Utility Rate Study completed in 2008 for rates for the years 2008 to 2012, has accomplished its goals of bringing the utility rates on track with the needed operations, maintenance, capital improvements, debt servicing and reserve requirements to operate these utilities.

In the fall of 2012, the City started looking ahead at where the rates should be over the next five years. This Utility Rate Study indicates that rates are on track, and only small increases are needed to keep pace with the costs of operating and maintaining the water and wastewater systems.

Fiscal Impact:

None

Recommendation and Requested Action:

That the Council review the DRAFT Water and Wastewater Utility Rate Study and provide staff with comments. The Study will be revised, and a FINAL Study will be presented to Council for approval at a subsequent meeting.



**CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM**

To: Yreka City Council
Prepared by: Steve Baker, City Manager
Agenda title: Discussion/Possible Action – Adopt Resolution 3018 Consenting to the Inclusion within a County Service Area for the Provision of Medical Services and Equipment within the City.
Meeting date: June 6, 2013

Discussion:

The Siskiyou County Fire Chiefs' Association has requested the support of the Yreka City Council for placing a measure on the November 2013 ballot for the provision of medical services to the North County. The beneficiaries would be 4 ambulance companies and 23 fire departments. Their request is attached.

The proposal to be submitted to the voters would create a North County Service Area to provide funding for emergency medical incidents. This service area would be similar to the County Service Area #3, which serves southern Siskiyou County.

The cost would be \$5 per year per improved property. The measure would need to pass by a 2/3rds vote and could not be increased without going to a ballot again.

Fiscal Impact:

No direct fiscal impact. This resolution would allow the residents of the City to vote on this proposed County Services Area. All costs of the election will be covered by the County.

Recommendation:

That the City Council adopt Resolution 3018 Consenting to the Inclusion within a County Service Area for the Provision of Medical Services and Equipment within the City.

Approved by: _____


Steven Baker, City Manager



COUNTY OF SISKIYOU

COUNTY FIRE WARDEN'S OFFICE

Bernie Paul, County Fire Warden
1809 Fairlane Road • P.O. Box 128, Yreka, CA 96097
Phone: (530) 842-3516, Fax Number: (530) 842-7952
www.fire.ca.gov

February 25, 2013

Mr. Steve Baker
Yreka City Manager
701 Fourth Street
Yreka, CA 96097

Dear Mr. Baker:

Enclosed you will find a letter from the Siskiyou County Fire Chiefs' Association requesting a resolution from the City of Yreka. This resolution is only to allow a vote from the city residents.

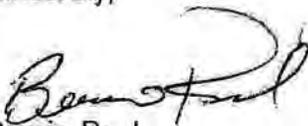
The Chiefs' Association acknowledges that asking for a vote for funding in today's economy will be difficult at best, but feel the North County is in need of funding to assure ambulance coverage and improve the level of services paramount.

Also funding for the Northern CSA-4 area will balance the County's funding for medical services that CSA-3 has had the burden of for the past 25 years.

If you or your City Council have any questions or would like someone to attend a City Council meeting, please call myself at 530-842-3516 or Grenada Fire Chief Bill Haars at 530-436-2200.

Thank you for your time and consideration.

Sincerely,


Bernie Paul
County Fire Warden

BP:dh

Attachment



Siskiyou County Fire Chiefs' Association

SISKIYOU COUNTY, CALIFORNIA

P.O. Box 128
Yreka, CA 96097

The Siskiyou County Fire Chiefs' Association is asking for your consideration to approve a city resolution supporting a ballot measure for a North County Service Area that would provide funding for emergency medical incidents.

The target date for the ballot measure is the November 2013 election. There are a number of steps that need to be in place to meet the deadline. Your timely consideration of a city resolution will help expedite the process.

South Siskiyou County has County Service Area #3 (CSA-3) that has been in place since December, 1974 and has resulted in a higher level of medical care for the public. CSA-3 has purchased many medical tools: back boards, defibrillators, auto pulses, communication equipment, stokes wheels to name just a few. The ambulance provider has also benefited from CSA-3 with state of the art equipment that is on loan from the County.

The Siskiyou County Volunteer Fire Departments' goal is to be your first at scene medical responders. The formation of a new County Service Area is needed to sustain if not raise the level of care for medical services to North County and to provide a level of medical care consistent with South County. The costs for medical equipment have increased over the years and most fire departments struggle to keep up with the increases.

The new CSA will be for the remaining county area outside of the existing CSA-3. The cost would be five dollars a year per improved property. It will benefit four ambulance companies and twenty-three fire departments and participating law enforcement. The measure would need to pass by a 2/3 vote of those voting and cannot be increased without going to ballot again.

An Advisory Board would be formed consisting of members from each North County fire department/volunteer ambulance company and a representative from each city. The Advisory Board would make expenditure recommendations to the CSA Board of Directors, who are the Board of Supervisors, as to how the tax revenue would be allocated. The tax money will only be used for medical equipment and supplies that would benefit North County communities and help to defray cost to North County volunteer fire departments.

Please support this endeavor to raise the level of medical care that the volunteer fire departments provide and to make the level of medical care consistent throughout Siskiyou County. The Siskiyou County Board of Supervisors is in support of creating a new County Service Area for the North County.

For more information, please contact Siskiyou County Fire Warden Bernie Paul at 530-842-3516 or Grenada Fire Chief Bill Haars at 530-436-2200.

RESOLUTION NO. 3018

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YREKA
CONSENTING TO THE INCLUSION WITHIN A COUNTY SERVICE AREA FOR
THE PROVISION OF MEDICAL SERVICES AND EQUIPMENT
WITHIN THE CITY OF YREKA

WHEREAS, the City of Yreka wishes to enhance the provision of emergency medical services within the City in order to improve the quality of life, better protect the public health, and improve the general welfare of the residents and businesses within the city; and

WHEREAS, Government Code Section 25213(t) specifies that a County Service Area may provide emergency medical services within the boundaries of its service area; and

WHEREAS, the Siskiyou County Fire Chiefs' Association has proposed the formation of a new County Service Area that would provide emergency medical services within the entirety of Siskiyou County excepting only that area that lies within County Service Area #3, which provides funding for emergency medical services in a portion of South Siskiyou County; and

WHEREAS, Government Code Section 25210.7(c) specifies that all or any part of a city may be included in a County Service Area only if the City Council gives its consent to inclusion within said County Service Area; and

WHEREAS, the City Council of the City of Yreka has duly considered the issue of giving consent to be included in the boundaries of a new County Service Area that would provide emergency medical services within the entirety of Siskiyou County, excepting only that area that lies within County Service Area #3.

NOW, THEREFORE, BE IT RESOLVED that the City of Yreka hereby gives its consent to be included in the boundaries of a new County Service Area that would provide emergency medical services within the entirety of Siskiyou County, excepting only that area that lies within County Service Area #3; and

BE IT FURTHER RESOLVED, that the Yreka City Council hereby affirms to the Executive Officer of the Siskiyou County Local Agency Formation Commission ("LAFCO") that such consent to be included in the boundaries of a new County Service Area to provide emergency medical services has been given and that the Executive Officer shall not withhold the issuance of a Certificate of Filing because of the lack of consent from the city for a subsequently filed LAFCO application to form a new County Service Area for the provision of emergency medical services; and

BE IT FURTHER RESOLVED, that the consent given herein is given with the understanding that formation of the new County Service Area is contingent upon the

voters or property owners within the boundaries of the new County Service Area approving the property related fees, taxes or charges to generate sufficient revenues to meet the financial obligations of the County Service Area, and that upon failure of such a vote the proposed County Service Area shall not be formed; and

BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized and directed to transmit to the LAFCO Executive Officer a certified copy of this Resolution.

Passed and adopted this 6th day of June 2013, by the following vote:

AYES:
NAYS:
ABSENT: McNeil

David Simmen, Mayor

Attest: _____
Elizabeth E. Casson,
City Clerk

MEMORANDUM

CITY OF YREKA



To: City Council
From: Allen Jones, Fire Chief
Re: Recruitment and Recommendation of Appointment of Candidate
Date: 5/13/13

Candidate Name: MARSHA HAMMON

I certify this candidate has completed all of the following steps in connection with their application

- Chief Memo regarding Application process
- Application
- Candidate's Release form
- Health Screen Questionnaire
- OSHA Respirator Questionnaire
- City of Yreka External Background check forms
- City of Yreka Internal Background check form
- DMV driver record information
- Essential Functions and Work Conditions of Firefighter
- Candidate Agility Test
- Certificate of Physician
- Department review and approval

I recommend that the City Council approve the appointment of this candidate to the Yreka Volunteer Fire Department:


Allen Jones, Fire Chief





**CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM**

To: Yreka City Council
Prepared by: Rhetta Hogan, Finance Director 
Agenda title: Discussion of 2013-2014 Annual Budget
Meeting date: June 6, 2013

Discussion:

City staff is pleased to present to the Council and citizens the City's 2013-2014 annual budget. This year's budget is both reflective of the fiscal discipline from evaluating vacant positions and a cost benefit approach to needed capital outlay.

The total estimated general operating fund revenues and transfers in are \$4,779,294 and expenses and transfers out are \$4,737,653. The excess of revenue over expenses of \$41,641 will be added to reserves.

Citywide total expenses for all funds are \$13,592,901 that are covered by a combination of anticipated revenues of \$13,734,661 and accumulated balances.

The fiscal budget is subject to budget revisions throughout the course of the year, based on revised revenue projections and identified emerging needs.

Fiscal Impact: see above

Recommendation and Requested Action:

That the City Council request presentation of the final 2013-2014 Annual Budget for Adoption at its regularly scheduled meeting on June 20, 2013.

Approved by



Steven Baker, City Manager



CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM

To: Yreka City Council
Prepared by: Rhetta Hogan, Finance Director
Steve Baker, City Manager *SB*
Agenda title: Discussion/Possible Action Adopt Resolution 3019 Setting Forth the Reserve Policies for the General Funds
Meeting date: June 6, 2013

Discussion:

The City currently has reserves in a number of different categories. These include the General Fund, Special Revenues Funds (DIF, fire tax), Road and Street Funds and Enterprise Funds (water and sewer). The General Fund covers general city services such as police, fire, parks, planning, building inspection, administration and similar activities and the General Fund Reserves are the focus of this report

The General Fund Reserves are classified in three categories, unassigned, assigned and restricted.

Unassigned Reserves

The unassigned or main General Fund reserve as of 6/30/12 was \$2,493,518 (and is expected to remain near \$2.5 million in fiscal year 2012-13 and 2013-14). This is the fund that is available for use when general fund revenues do not cover the City's on-going expenses (i.e. deficit spending). The size of this fund influences how rapidly the City must respond when either revenues decline significantly or expenses increase. For example some cities in dire financial straits had little in the way of reserves and had to drastically cut staff and services when revenues declined in the late 2000's. The City of Yreka's healthy reserves allowed for a well planned approach.

Assigned Reserves

The assigned or second category of general fund reserves consists of a number of different assignments, including the contingencies, planning and development and capital outlay and improvements.

The contingencies include workers compensation reserve, liability reserve, cash flow reserve and grant compliance. The City is very reliant on grant funding from state and federal governments, as well as foundations. The government grants, in particular, are funded on a reimbursement basis and can result in the City expending hundreds of thousands of dollars (or more) and waiting for reimbursement, which is not always prompt (and in some cases very lengthy). Other contingencies include reserves for Liability claims and Workers Compensation. The city is self-insured for the first \$25,000 in claims and participates in a pool above that amount through the Small Cities Organized Risk Effort (SCORE). Certain types of lawsuits are not covered through SCORE.

CalPERS Deferred Liability assigned balance, is a negative reserve balance or internal receivable from future payroll allocations to fund the valuation of the unfunded liability assessed by CalPERS on the City's pension funds prior to pooling with other cities. The City chose to pay that estimated valuation deficit and internally finance over a period of years. The deferred liability is expected to be satisfied by fiscal year 2016-2017.

Planning and development assigned balance is governed by activities that gave rise to these deposits, or funds, such as planning deposits, Campbell tract improvements, parking lot fees, and rent for City properties to the greenway, sidewalk in lieu funds, parkland funds, and other smaller specified assignments.

Capital outlay and improvement assignment reserves are \$904,047 on 6/30/2012. It is important to note however, the estimated balance of capital outlay assignment is projected to be just under \$500,000 by the end of fiscal year 2013-2014.

Assigned Reserves – Three Year Projections

Assignment Description	Balance 6/30/12	Est. Bal 6/30/13	Est. Bal 6/30/14
Contingencies for Cash Flow, General Liability, Grants Compliance	1,453,038	1,168,839	1,112,765
CalPERS Deferred Liability	-546,859	-416,606	-299,555
Planning and development (sidewalk in lieu, parkland, planning deposits, Campbell tract, parking fees)	194,882	194,882	194,882
Capital Outlay and Improvements	904,047	999,047	494,047
Total Assigned	2,005,108	1,946,162	1,502,139

Restricted Reserves

Finally, the City has restricted reserves of \$2,081,946 as of 6/30/2012, where the proceeds are restricted by external parties, e.g. the donor or creditor. Currently the City has been fortunate to have significant bequests left to the City for specific purposes. Collectively the Crandell and Stewart bequest amounted to \$1,964,581. Most of this is from the Crandall Fund, left to the City by Mr. Russell Crandall for infrastructure improvements. This reserve also contains the Stewart Trust, which can be used for the beautification of Miner Street (and currently funds the Miner Street Grant Program). Other restricted donor reserves are \$32,371 for Police Community programs and \$84,994 for the Yreka Volunteer Fire department activities

The City does not have specific numerical targets for any of these funds, instead relying on fiscal prudence. The size of the Crandall/Stewart Funds, as well as the volunteer fire department and police community projects reserves are determined by their net income and expenses, and therefore do not need numerical targets.

Policies for Unassigned

The unassigned General Fund reserve is approximately 40% of the General Fund expenses. Staff believes that the target for this reserve, given the size of the City, its dependence on revenue sources that fluctuate up and down with the overall economy and relatively small staff, should be established between 40% to 50% of annual operating expenses.

Policies for Assigned Reserves

Budget Stabilization Assignment: Establish a reserve assignment for budget stabilization. Many cities successfully use Budget Stabilization Reserve to take into account the normal variation on an annual basis of revenues and expenses. Staff recommends that this reserve start with \$100,000, with the intent of increasing it to 5% of General Fund Expenses in future years as revenues and expenses permit.

Contingencies Grants, Insurance Claims and Cash Flow Assignment: The General Fund cash flow reserve should be established at a target level of 10% of the general operating fund expenses, but no less than \$500,000. This reserve would aid in bridge financing for grant receivables and grant contingencies, should any aspect of a grant expense not qualify for reimbursement. In addition, the reserve assignment would cover insurance claim events not covered by SCORE and any other cash flow needs not covered by the cities unassigned reserves.

Planning and development Assignments: These are generally activity or project specific assignments that would not be reserved other than for that activity that gave rise to the revenue.

Capital Improvements and Outlay Assignment: The City has currently used receipt of one time money to fund capital outlay. The policy would be to continue the use of one time revenues, net of one-time expenses should be assigned to this account. These funds may be used for Capital Projects such as facilities, major maintenance of facilities as well as vehicle and equipment. (A separate Vehicles and Equipment reserve could be set up at some point in the future, although a depreciation and funding schedule for equipment would normally provide the funding for this reserve. At present, the City is not currently in a position to adequately fund a depreciation and equipment replacement reserve.)

OPEB Liability Assignment: Upon repayment of the CalPERs deferred liability expected in 2015-2016; the following year the City should begin assessing through payroll, a new expense for the establishment of an OPEB reserve (preferably in trust) to fund the City's actuarial estimated annual value of the City's OPEB liability. The total unfunded present value liability was valued in 2012 as \$868,991 for the City. Based on a 30-year full funding model, annual contributions were valued at \$72,048 in 2010, \$77,252 in 2011 and \$82,626 in 2012 for a cumulative OPEB obligation of \$199,177.

Policies for Restricted Reserves

The policies for restricted reserves are generally set by the external party that has set forth the restrictions on the funds.

The targets for various reserves are set forth in the attached resolution.

Fiscal Impact:

These actions do not have a direct fiscal impact. Staff time may increase for monitoring, audit compliance and reporting.

Recommendation:

That the City Council adopt Resolution 3019 Setting Forth the Reserve Policies for the General Funds.

Approved by: 
Steven Baker, City Manager

City of Yreka
Balance Sheet
and
Reconciliation of Total Governmental Fund Balance to the Statement of Net Assets - Governmental Activities
Governmental Funds
June 30, 2012

	General Fund	Special Grant Fund	Special Revenue Fund	Streets and Roads Fund	Total Governmental Funds
ASSETS					
Cash and investments	\$ 5,795,459	\$ 92,253	\$ 765,420	\$ 450,444	\$ 7,103,576
Receivables (net of allowance for doubtful accounts, where applicable):					
Loans, net of loan loss allowances	-	535,133	-	-	535,133
Intergovernmental	14,878	344,408	-	4,016	363,302
Accounts	256,753	(675)	45,890	2,246	304,214
Taxes	463,494	-	-	-	463,494
Interest	4,504	87	665	540	5,796
Due from other funds	292,729	18,197	-	6,233	317,159
Total assets	\$ 6,827,817	\$ 989,403	\$ 811,975	\$ 463,479	\$ 9,092,674
LIABILITIES AND FUND BALANCES					
Liabilities:					
Accounts payable	\$ 63,299	\$ 96,458	\$ 11,317	\$ 11,477	\$ 182,551
Payroll payable	95,600	-	-	-	95,600
Deferred revenue	10,000	7,520	-	-	17,520
Due to other funds	78,346	142,927	404,687	1,960	627,920
Total liabilities	247,245	246,905	416,004	13,437	923,591
Fund balances:					
Nonspendable:					
Noncurrent loans receivables	-	535,133	-	-	535,133
Total nonspendable	-	535,133	-	-	535,133
Restricted:					
Fire protection, voter tax assessment measure	-	-	392,643	-	392,643
Capital improvements, impact fee reserves	-	-	74,054	-	74,054
Revolving loan funds	-	207,365	-	-	207,365
Streets and sidewalks	-	-	-	450,042	450,042
Donor specified for community services and activities	32,371	-	-	-	32,371
Donor specified for volunteer fire department	84,994	-	-	-	84,994
Capital outlays, Crandall Trust Funds	1,964,581	-	-	-	1,964,581
Total restricted	2,081,946	207,365	466,697	450,042	3,206,050
Assigned:					
Capital improvements	904,047	-	-	-	904,047
Planning and development	194,882	-	-	-	194,882
Grant contingencies, and general liability reserves	906,179	-	-	-	906,179
Total assigned	2,005,108	-	-	-	2,005,108
Unassigned:					
	2,493,518	-	(70,726)	-	2,422,792
Total fund balance	6,580,572	742,498	395,971	450,042	8,169,083
Total liabilities and fund balance	\$ 6,827,817	\$ 989,403	\$ 811,975	\$ 463,479	\$ 9,092,674
Total governmental fund balance, as above					\$ 8,169,083
Amounts reported for governmental activities in the statement of net assets are different because:					
Capital assets used in governmental activities are not financial resources and therefore not reported in the funds					18,574,488
Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported in the funds					(2,724,902)
Compensated absences are not due and payable in the current period and therefore are not reported on the balance sheet					(226,238)
OPEB liabilities are not due and payable in the current period and therefore are not reported on the balance sheet					(143,466)
Net assets of governmental activities					<u>\$ 23,648,965</u>

The accompanying notes are an integral part of these financial statements.

RESOLUTION NO. 3019

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YREKA SETTING FORTH THE RESERVE POLICIES FOR THE GENERAL FUNDS

WHEREAS, the City currently has reserves, in a number of different classifications, unassigned, assigned and restricted in the General Funds.

WHEREAS, the City seeks to further formalize policies that clarify the use and level of reserves for these classifications, effective with the close of the fiscal year June 30, 2013, all in accordance with the governmental accounting standards GASB 54, Fund Balance Reporting and Governmental Fund Type Definitions.

WHEREAS, the City has determined and best practices would recommend the need for the City to identify a reserve assignment for budget stabilization to smooth government expenditures over the course of the business cycle, that can aid the City in closing budget gaps during periods of economic downturn.

WHEREAS, the City maintains restricted reserves. The proceeds in these reserves are restricted by external parties, e.g. the donor or creditor.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Yreka establishes the following policies for these three different classifications, unassigned, assigned and restricted in the General Funds:

Unassigned Reserves for General Funds

The target for this reserve, given the size of the City, its dependence on revenue sources that fluctuate up and down with the overall economy and relatively small staff, should be established between 40% to 50% of annual operating expenses.

Assigned Reserves for General Funds

Budget Stabilization Assignment: Establish a reserve assignment for budget stabilization. Many cities successfully use Budget Stabilization Reserve to take into account the normal variation on an annual basis of revenues and expenses. Staff recommends that this reserve start with \$100,000, with the intent of increasing it to 5% of General Fund Expenses in future years as revenues and expenses permit.

Contingencies Grants, Insurance Claims and Cash Flow Assignment: The General Fund cash flow reserve should be established at a target level of 10% of the general operating fund expenses, but no less than \$500,000. This reserve will aid in bridge financing for grant receivables, and grant contingencies should any aspect of a grant expense not qualify for reimbursement. In addition, the reserve assignment would cover insurance claim events not covered by SCORE and any other cash flow needs not covered by the City's unassigned reserves.

Capital Improvements and Outlay Assignment: The City has currently used receipt of one time money to fund capital outlay. The policy would be to continue the use of one time revenues, net of one-time expenses should be assigned to this account. These funds may be used for Capital Projects such as facilities, major maintenance of facilities as well as vehicle and equipment.

Passed and adopted this 6th day of June 2013, by the following vote:

AYES:

NAYS:

ABSENT:

David Simmen, Mayor

ATTEST: _____

Liz Casson, City Clerk



CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM

To: Yreka City Council

Prepared by: City Clerk

Agenda title: Adopt Ordinance No. 835 amending Sections 2.56.010 and 2.56.020 of the Yreka Municipal Code and consolidating the City's General Municipal Election with the Statewide General Election and establishing the date of the City's First General Municipal Election.

Meeting date: June 6, 2013

Discussion:

The Council introduced Ordinance No. 835 at its meeting held May 16, 2013.

Recommendation and Requested Action:

That the Council waive the reading of the body of the Ordinance and Adopt Ordinance No. 835 as submitted.

Approved by: _____

A handwritten signature in black ink, appearing to read "Steven Baker", written over a horizontal line.

Steven Baker, City Manager



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. 835 – An Ordinance of the City Council of the City of Yreka, California, amending Sections 2.56.010 and 2.56.020 of the Yreka Municipal Code and consolidating the City’s General Municipal Elections with the Statewide General Election and establishing the date of the City’s First General Municipal Election.
Meeting date: May 16, 2013.

Discussion:

Currently the City Council is elected at the primary election in June of even numbered years. Occasionally, this election has occurred at a different time when the primary election has been changed for political purposes.

We discussed informally at the goal setting session changing the election date to the November election cycle. All but three cities in the County are on this cycle (Yreka, Fort Jones and Montague). Traditionally, there is a higher turnout for the November General Election and the cost for holding the election would be less than the June election because more jurisdictions are included and the ballots are not printed by political party. In addition, the current election occurs at precisely the time that the budget process is concluding, sometimes resulting in newly elected councilmembers having to vote on the budget prior to having any experience on the Council (The new councilmember workshop sponsored by the League of California Cities is also scheduled in January shortly after the winners in the November elections are seated).

This ordinance would change the election to the November cycle, with the next election being moved from June 2014 to November 2014. If the ordinance is introduced and adopted, the City would send a notice to all registered voters of the change.

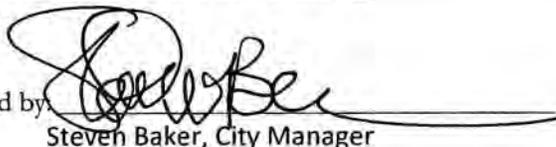
Fiscal Impact:

Cost savings for changing the election to November are estimated at approximately \$1,311 per election. There would be a one-time cost of approximately \$800 to cover publishing the Ordinance in the Newspaper and mailing the notice to notify Yreka voters of the change.

Recommendation:

That the City Council waive the reading of the body of the ordinance and introduce Ordinance No. 835 – An Ordinance of the City Council of the City of Yreka, California, amending Sections 2.56.010 and 2.56.020 of the Yreka Municipal Code and consolidating the City’s General Municipal Elections with the Statewide General Election and establishing the date of the City’s First General Municipal Election, as submitted.

Approved by



Steven Baker, City Manager

ORDINANCE NO. 835

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF YREKA, CALIFORNIA,
AMENDING SECTIONS 2.56.010 AND 2.56.020 OF THE YREKA MUNICIPAL CODE
AND CONSOLIDATING THE CITY'S GENERAL MUNICIPAL ELECTIONS
WITH THE STATEWIDE GENERAL ELECTION AND ESTABLISHING THE
DATE OF THE CITY'S FIRST GENERAL MUNICIPAL ELECTION**

WHEREAS, the City Council desires to establish the timing and schedule of the dates of the City's general municipal elections; and

WHEREAS, to date no general municipal election date has been set by the City Councilor by operation of law; and

WHEREAS, under the provisions of California Elections Code Section 1301, a city's general municipal election must be set on an established elections date as set forth in Elections Code Section 1000; and

WHEREAS, Under California Elections Code section 1000 established election dates are as follows:

- (a) The second Tuesday of April in each even-numbered year.
- (b) The first Tuesday after the first Monday in March of each odd-numbered year.
- (c) The first Tuesday after the first Monday in June in each year.
- (d) The first Tuesday after the first Monday in November of each year.
- (e) The first Tuesday in February of each year evenly divisible by the number four.

WHEREAS, Section 1301(b) provides that notwithstanding other options for scheduling a city's general municipal election, a city council may enact an ordinance requiring its general municipal election to be held on the same day as the statewide direct primary election, the day of the statewide general election, on the day of school district elections as set forth in Section 1302, the first Tuesday after the first Monday of March in each odd-numbered year, or the second Tuesday of April in each year.

WHEREAS, the statewide general election is held on the second Tuesday following the first Monday in November of even numbered years; and

WHEREAS, Elections Code sections 1301(b) and 10403.5 state that the City may by ordinance, consolidate its general municipal election regardless of what other established election date it might have been held on with the statewide general election; and

WHEREAS, consolidation of the City's first general municipal election with the statewide general election in November of 2014 is expressly permitted under the provisions of Elections Code Sections 1301, 1000 and 10403.5; and

WHEREAS, in order to reduce election costs and generate higher voter participation the City Council has determined that its first general municipal election should be consolidated with the statewide general election to be held in November of 2014; and

WHEREAS, The City Council finds, pursuant to Title 14 of the California Code of Regulations, Section 15061(b)(3) that this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a Project which has the potential for causing a significant effect on the environment.

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

SECTION 1. That the above recitations are true and correct.

SECTION 2. Section 2.56.010 of Chapter 2.56 of the Yreka Municipal Code is hereby supplanted with the following:

“Pursuant to California Elections Code sections 1301(b), 1000 and 10403.5, beginning in November of 2014 and every even-numbered year thereafter, the City of Yreka’s general municipal election shall be consolidated with the statewide general election held on the second Tuesday following the first Monday in November.”

SECTION 3. Section 2.56.020 of Chapter 2.56 of the Yreka Municipal Code is supplanted with the following:

“Section 2.56.020- Expiration of terms of city officers.
In accordance with the provisions of subparagraph (d) of Government Code Section 36503.5, those city officers whose terms of office would have expired, prior to the adoption of the ordinance codified in this chapter, shall instead continue in their offices until the next regularly scheduled city council meeting after receipt of the certification of the results from the county elections official following the statewide election.”

SECTION 4. The City Manager is hereby directed to submit this ordinance to the Siskiyou County Board of Supervisors for approval by such body in accordance with Elections Code sections 1301(b) and 10403. This ordinance shall not become effective unless and until it is approved by resolution of the Board of Supervisors.

SECTION 5. In the event that this ordinance is approved by the Board of Supervisors, the City's first general municipal election shall be consolidated with the statewide election to be held in November of, 2014, at which time the seats of the Council Members that would have been up for election at the general municipal election. The seats of the remaining Council Members shall be up for election at the second general municipal election, which shall be consolidated with the statewide election to be held in November of 2016.

SECTION 6. In the event that this ordinance is approved by the Board of Supervisors in accordance with Elections Code section 10403.5(e), the City Clerk shall cause a notice to be mailed to all of the City's registered voters within 30 days of the Board's action informing the voters of the City's first election date and that as a result of the consolidation of the City's general municipal election with the statewide general election that the terms of office of each of the current Members of the City Council will continue until their successors are elected and qualified.

SECTION 7. In the event that this ordinance is approved by the Board of Supervisors, the City's

general municipal election shall be conducted in accordance with all of the applicable procedural requirements of the Elections Code pertaining to the statewide general election, and commencing in November of 2014, shall thereafter occur in consolidation with that election.

SECTION 8. Validity. If any section, subsection, part, clause, sentence or phrase of this Ordinance or the application thereof is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, the validity of the remaining portions of this Ordinance, the application thereof, shall not be effected thereby but shall remain in full force and effect, it being the intention of the City Council to adopt each and every section, subsection, part, clause, sentence phrase regardless of whether any other section, subsection, part, clause, sentence or phrase or the application thereof is held to be invalid or unconstitutional.

SECTION 9. Posting and Publication. The City Clerk is directed to cause a copy of the full text of this ordinance to be published once in an adjudicated newspaper of general circulation in the City of Yreka within fifteen (15) days after adoption of this ordinance.

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

Introduced at a regular meeting of the City Council held May 16, 2013, and adopted as an ordinance of the City of Yreka at a regular meeting of the City Council held on June 6 , 2013, by the following vote:

AYES:

NOES:

ABSENT:

David Simmen, Mayor

Approved as to form:

Attest:

By: _____
DOHN R. HENION, City Attorney

By: _____
Elizabeth Casson, City Clerk



**CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM**

To: Yreka City Council
Prepared by: Steve Baker, City Manager
Agenda title: Discussion/Possible Action –Annexation of Industrial Land – Phillipe Lane.
Meeting date: June 6, 2013

Discussion:

The City currently owns a total of 130 acres on Phillipe Lane. The land is split between a 10 acre parcel and a 120 acre parcel (see map). The 10 acre parcel has been previously urbanized (it was part of the High Ridge Lumber Mill). The 120 acres has been used for grazing.

During the Strategic Goal session, annexation of this property (or at least the 10 acre site) was identified as a possible short term project. The project could also include making the project “development ready”. This report identifies the steps and costs associated with annexation.

The annexation process, including a General Plan amendment, sphere of influence amendment, pre-zoning, Local Agency Formation Commission (LAFCO) annexation application and environmental review is outlined in an attached memo from PMC. This memo contemplates the 10 acre parcel and total cost is approximately \$20,000-\$30,000, with a timeline of about a year.

Note that one of the decisions that the Council will need to make is whether to look at annexing the 120 acre parcel to the south at the same time (or a portion of it). As noted above, the annexation process is lengthy and has costs associated with it. There may not be a significant increase in costs to annex the other acreage as grazing land, although there may be some infrastructure considerations.

Once the property is annexed, some level of site preparation would be appropriate. This action would require a determination about the seasonal drainage pond and possible sensitive biological species. In addition, the appropriate level of improvements should be discussed. These improvements could include leveling all or a portion of the site, providing an access road other than Phillipe (particularly if the site is subdivided), and extending utilities to the site. Staff will need time to develop these costs and options, which could be decided upon at a later date.

Because this site is currently outside the city limits, it is not available for development that would use water and sewer connections until it is annexed. Staff recommends moving forward with annexation and review of the drainage pond, with the intention of doing some site preparation at some point in the future.

Fiscal Impact:

The costs for annexation are projected to be between \$20,000 - \$30,000. Final costs will be greater depending on the predevelopment work authorized.

Recommendation:

That the City Council authorize staff to proceed with annexation of the 130 acres.

Approved by 
Steven Baker, City Manager



MEMO

To: Steven Baker
CITY MANAGER

From: Scott Friend, AICP, Senior Associate – PMC

Cc: Liz Casson, City Clerk

Date: October 2, 2012

Re: Process and Potential Costs for a Project to Annex Property located West of South Phillippe Lane; South of SR3

Steve,

As per your request, this Memo has been prepared to provide you with an overview of the various tasks and processes that may need to be undertaken to annex into the City a certain property or properties located west of S. Phillippe Lane and south of the City's existing industrial park property in eastern Yreka. The purpose of this Memo is only to provide you with an overview of what may be required and to outline the steps that may need to be taken to complete a successful annexation of the property. It is noted that any dollar figures or timelines outlined in this Memo are estimations based upon our experience with similar projects in other locations in northern California and based upon our knowledge of the City and the Siskiyou County LAFCo.

Overview / Process Summary

The primary property being considered for annexation is a ten (10) acre parcel owned by the City of Yreka and described as APN 013-100-140. The property is an east-west oriented parcel located immediately south of property located within the City Limits of the City of Yreka and formerly occupied by the Hi Ridge Lumber Mill. The property can be described as a generally flat and undeveloped with a small drainage pond located on the eastern portion of the site closest to S. Phillippe Lane.

The basic process by which an annexation action is undertaken was established by the Cortese-Knox-Hertzberg (CKH) Act, codified at Section 56000 of the California Government Code. The CKH act establishes the following basic steps the need to occur in considering an annexation of property into a City:

- 1) General Plan Consistency Review;
- 2) Sphere of Influence Review;
- 3) Rezoning;
- 4) Filing of an Application with the Local Agency Formation Commission (Siskiyou County LAFCo)

The narrative below outlines the basic steps in the annexation process and highlights the actions that may be required to annex the subject parcel.

Annexation Process Steps

1) General Plan Amendment – City Action:

Based upon a summary review of the Land Use Diagram contained in the City of Yreka General Plan, it appears that the subject property is designated with the *Industrial* land use designation consistent with the designation on the lands inside the City and located north of the project.

Action Required: No General Plan action would be required to establish a City of Yreka General Plan land use designation on the site.

2) Sphere of Influence Amendment – LAFCo Action:

A review of the Municipal Services Review (MSR) document adopted by the Siskiyou County LAFCo for the City of Yreka indicates that the subject property was not included in the City's Sphere of Influence when LAFCo adopted the City's MSR document in 2011. As such, the City cannot annex the parcel until such time as the MSR document is amended to incorporate the parcel into the City's Sphere of Influence. By law, this action must be completed prior to the Siskiyou County LAFCo taking any action on a request to annex property. The subject property appears to be contiguous to the existing City Limits and the adopted Sphere of Influence and appears to meet all of the qualifications for annexation (size, proximity, access, etc.).

Action Required: Prior to initiating any action with the Siskiyou County LAFCo to annex the property, the City of Yreka must file a request with the Siskiyou County LAFCo to update and amend the Municipal Services Review (MSR) document to incorporate the parcel into the City's Sphere area. Action by LAFCo on this matter is subject to environmental review and is required to be acted upon at a noticed public hearing. An action to amend an MSR may take 3-4 months to complete, not including the time necessary to prepare the environmental analysis and LAFCo fees would be applicable to the action.

3) Rezoning – City Action:

Prior to the submittal of an application to the Siskiyou County LAFCo for annexation, the City of Yreka will need to Prezone the site with a City zoning designation consistent with its land use designation. The prezone action establishes the City zoning on the site that will be effective on the parcel upon approval of the annexation. It is noted that the City may not change the zoning on a site within a 2-year period of time following the completion of the annexation action by LAFCo.

Action Required: Prior to submitting an application for Annexation of the site into the City, the City will need to Prezone the site with a City of Yreka Zoning designation. This action is subject to environmental review and is required to be considered at a noticed public hearing and would require consideration by the Planning Commission and City Council. A rezoning or prezone action of this nature may take 3-4 months to complete.

4) LAFCo Application to Annex – LAFCo Action:

Following the completion of the actions to amend the Municipal Services Review document and prezone the site with a City zoning designation, the City may then file a petition with the Siskiyou County Local Agency Formation Commission (LAFCo) to consider an annexation of the site to the City.

Action Required: The City of Yreka would be required to file an application with the Siskiyou LAFCo petitioning the Commission to consider the City's request to annex the property. As the City is the property owner and is the responsible party to file the annexation application, it is assumed that the City will not protest its own action. As a result, LAFCo may consider the request by the City at one (1) noticed public hearing. It is noted that a Tax Sharing Agreement is required to be in place prior to or concurrent with the consideration of the action by the LAFCo. This action may take 2-4 months to complete and is subject to environmental review. LAFCo fees may be applicable to this action. Following approval of the annexation action by the Siskiyou LAFCo, the site is considered to be annexed into and a part of the City of Yreka.

5) Environmental Review:

All discretionary land use actions by public agencies in California are potentially subject to review pursuant to the California Environmental Quality Act (CEQA). This action, including all of the necessary actions to complete this request, would be subject to CEQA review. It is assumed that one (1) CEQA document would be prepared for all of the necessary procedural actions and it is assumed that the Siskiyou LAFCo would accept and utilize an environmental document prepared by the City of Yreka in support of this request.

Action Required: It is assumed that the City of Yreka would be required to prepare at least an Initial Study / Mitigated Negative Declaration (IS/MND) for this project. If it is determined that a potential significant impact to the environment could occur from the annexation and development of the site, it is possible that an Environmental Impact Report (EIR) could be required. It is assumed that the City of Yreka would prezone the site with the M2 - Heavy Industrial zoning designation. The City's environmental analysis would need to assume a reasonable and probable level of development on the site based upon the applicable zoning and land use designation. As such, the environmental document would need to assume the presence of industrial development on the site and analyze at a programmatic level potential impacts to include noise, light, traffic and hazards. Costs for an IS/MND for this type of action generally would not be less than \$10-12,000 excluding any necessary special studies to support the analysis may most likely would range between \$18-\$26,000. Timelines for the completion of such an analysis could range from 4 months and up depending on the need for special studies, weather, outside agency and public comment and complexity. However, it is believed that such a study could be concluded within 6-7 months. Timelines and costs for an EIR for a project could range from \$100,000-\$200,000 and could take 1-2 years to complete.

Comment: Due to the sites proximity to the former Hi Ridge Mill Facility and in consideration of the existing drainage pattern in the area which flows north-to-south with drainage from the historic mill site draining into the on-site pond, the City would be advised to verify that the site is generally clean and that the pond site or area south of the bark tailings pile does not contain controlled substances at levels that would cause concern. Additionally, it is suggested that the City undertake some preliminary evaluation of the pond site to identify the presence of any potentially sensitive biological species. If it is envisioned that the pond would be filled, additional biological and hydrological studies would most likely be required. It is noted that the presence of hazardous chemicals or sensitive species could require the preparation of an EIR if development of the site would cause a disturbance or physical impact on the site.

Summary

The annexation of the subject property and/or additional properties located south of the site would required multiple actions by both the City of Yreka and the Siskiyou County LAFCo and would require the preparation of an environmental document analyzing the potential impacts associated with the annexation and development of the site as an Industrial property. The project would entail costs associated with staff and consultant time for tasks to include project processing, environmental review, public outreach and any necessary special studies. The project would also entail costs associated with LAFCo application and processing fees. While it is highly speculative to assign a price to the full action based upon the information available at this time, it is anticipated that the cost could exceed \$20-\$30,000. Additionally, while it is possible to simultaneously process multiple elements of the project to reduce timelines, it is anticipated that this action would take at least 12-months to complete when considering time requirements for environmental analysis, public hearings by both agencies, appeal periods for Ordinances and filings, application review times and the scheduling of meetings.

While the time and costs associated with the project may appear significant, it is noted that the actual actions necessary to achieve annexation are fairly routine, occur frequently, and are not generally beyond the scope of reason for a small community. PMC has directly undertaken this type of an effort on behalf of our clients on many occasions and has provided support services to our public agency clients on similar requests many times before. We would be happy to support the City of Yreka in its effort to annex the property if you chose to pursue this action and we would be more than happy to discuss this any part of the Memo with you if you wanted us to do so.

Thank you for allowing PMC to provide the City with this input.

