

YREKA CITY COUNCIL

AGENDA

August 1, 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 July 18, 2013.
 - b. Approval of Warrants issued from July 19 through August 1, 2013.
2. Discussion/Possible Action – Adopt Resolution No. 3026 approving the destruction of Certain City Records – Yreka Police Department.
3. Discussion/Possible Action – Adopt Resolution No. 3027 amending Resolution No. 2736 suspending 50% of the set-up fee for a new service account for water and sewer.
4. Discussion/Possible Action – City reserves available for capital projects.
5. Discussion/Possible Action - Ratify/Approval of all Warrants payable to Siskiyou County Economic Development Council from June 21, 2013 through August 1, 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 Labor Negotiator Government Code Section 54957.6 (a)
Agency negotiator: Steven Baker

Employee Organizations: Yreka Management Team Association, Confidential Unit, Yreka City Employees Association, Yreka Police Administration Unit, Yreka Police Sergeants Association, and the Yreka Police Officer's Association.

2. Conference with Real Property Negotiator (Government Code Section 54956.8)

Property: 307 North St., Yreka, CA
Third Party Negotiator: Dieter D. Ruf Trust
City Negotiators: City Manager and City Attorney
Under Negotiation: Possible sale including price, terms of payment, or both

3. 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.

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF
YREKA HELD IN SAID CITY ON JULY 18, 2013

On the 18th day of July 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.

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 June 20, 2013.
- b. Approval of Warrants issued from June 21, 2013 through July 18, 2013.
- c. Approval of Treasurer's Report to Council for the months of April and May 2013 and Budget of Revenue and Expenditures with Actuals through April 30, 2013 and May 31, 2013.

Following Council discussion, Council Member McNeil moved to approve the items on the consent calendar 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.

Adopt Resolution No. 3024 approving requests associated with Special Event known as the Yreka High School District 2013 Yreka Elks Cross Country Invitational.

Brady Svlich, Assistant Cross Country Coach, addressed the Council on behalf of the High School to answer any questions regarding the event.

Following Council discussion, Council Member Mercier moved to adopt Resolution No. 3024 as submitted.

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

Mayor Simmen thereupon declared the motion carried.

Authorize the City Manager to contract with Aiello Goodrich and Teuscher for Financial Audit Services.

Finance Director Rhetta Hogan reported to the Council that creditors require that the City obtain independent financial audit services. The City periodically issues a Request for Proposals (RFP) from available firms for these services and that the City typically engages an audit firm for a

period of three years, with the possibility of two 1-year extensions. The last time an auditor was selected for the City pursuant to a competitive review was in 2008.

Finance Director Hogan further reported that the City received three well-qualified proposals this year. The proposals were received from firms located in Mt. Shasta, Redding and Oakland. Any of the three firms who provided a proposal would be able to perform the requested independent audit services. Aiello Goodrich and Teuscher in Mt. Shasta has been the City's auditors for the past five years and has established a good working knowledge of the City's management procedures and financial records. Staff has reviewed the proposals with the Audit Committee and the Committee decided to select Aiello Goodrich and Teuscher, and it is staff's recommendation that the Council authorize the City Manager to enter into an agreement with Aiello Goodrich and Teuscher for the financial audit services.

Following Council discussion, Council Member McNeil moved to authorize the City Manager to enter into an agreement with Aiello Goodrich and Teuscher and to execute all related documents for financial audit services.

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

Mayor Simmen thereupon declared the motion carried.

Reject all bids for the North Yreka Creek Trail Project and authorize staff to advertise for bids again.

Director of Public Works, Steve Neill reported to the Council that on June 10, 2013, bids were opened and the low bidder was Marrone Construction, Inc. of Mt. Shasta. Timberworks, of Mt. Shasta protested any award to Marrone as the low bidder contending that the bid was not responsive in several respects. Staff investigated the protest and determined that any award would require the City Council to waive a minor irregularity in Marrone's bid. Since this waiver potentially exposes the City to litigation staff recommends that the City Council instead reject all bids and re-solicit bids for the project. The contract documents allow the City to reject any and all bids. If the Council authorizes rejection of all bids and re-solicitation of bids for the project, the bid protest will be rendered moot. This action by the Council would be final and not subject to further appeal.

Director of Public Works Neill further reported that the River Parkways grant deadline for this project is in May 2016 and the regulatory permits are valid until 2015. Therefore, the delay of advertising for bids again will still allow the project to be completed by these deadlines.

Following Council discussion, Council Member McNeil moved to reject all bids for the North Yreka Creek Trail project and authorize staff to re-advertise for bids.

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.

Provide Direction on Financing of Council Priority Projects.

City Manager Baker reported that Council identified a number of priorities, which require a source of funding in order to accomplish. These include the replacement of the police station, streets, storm drains, Ringe Pool, and vehicle equipment replacement.

There are three major ways of financing projects. The first is to utilize accumulated reserves, to the extent that they are available. The second is to borrow the funds and repay them over time. The third is to raise revenues, typically through a ballot measure raising taxes.

The City's reserve funds are in various funds. In June 2013, the Council adopted reserve policies setting targets for various General Fund reserves. The City's Crandall Fund is from a bequest from Russell Karl Crandall for infrastructure. The City also has a smaller Stewart Trust fund from a bequest that is allocated to the beautification of Miner Street.

The City has a number of possible options for borrowing funds. These include borrowing from USDA-RD or banks. Lenders will require a firm commitment of a revenue stream for purposes of borrowing such as a general sales tax. Financing would need to be structured as certificates of participation or lease-buyback agreement; otherwise, the City cannot encumber funds in future years without voter approval.

The city could also fund borrowing inside similar to how the CalPERS unfunded liability was funded in 2002, which ties into the reserves discussion.

The City could place a tax measure on the ballot for a vote by the citizens. Except when a financial emergency is declared, this measure would to on the same ballot as the election of City Councilmembers; the next date is November 2014. The options for tax increases include sales tax, a parcel tax, utility users' tax, hotel tax or a general obligation bond, specifically for facility construction.

The Finance Director has provided you with a detailed description of the options and benefits/costs of various funding mechanisms, as well as the fund balances of the various General Fund balances as of the last audit, a comparison of different borrowing mechanisms, Chapter 9 from the California Municipal Revenue Sources Handbook that identified different ways of financing capital assets, and the voting requirements for ballot measures.

Following Council discussion, it was the consensus of the Council members present to direct staff to report back to council with a current estimate of available reserve funds.

Water and Wastewater Rate Study:

1. Provide direction on lowering set up fees, including the effective date
2. Direct staff to defer increasing the rate on water and wastewater for the 2013-2014 fiscal year.
3. Discuss options to lower costs associated with residential tenant accounts.

City Manager Steve Baker reported that at the June 6 and June 20, 2013 Council meetings, Staff presented the rate study for the water and wastewater for the next five years. At the June 20 meeting, Council indicated that they would prefer to defer any increases to the rates for one year. In addition, the Council wanted to review the reduction of the initial sign-up fee from \$100 to \$50.

Originally, the five year rate increases were proposed by staff (and incorporated into the rate study) to occur on January 1 of successive years beginning in January 2014. Although explicitly stated, the decrease in the set-up fee was also contemplated to begin at the same time.

The decrease in the set-up fee from \$100 to \$50 is approximately the equivalent of 13 cents per month on an average residential account. This was incorporated into the overall proposed increase. Without an increase, this cost will have to be absorbed by the existing rate structure. At the same time, the cost and staff time for a Proposition 218 rate setting process for a 13-cent increase for one year does not make fiscal sense. The fee generated approximately \$32,900 in 2012-2013. Half of this amount would be an impact of \$16,450. If Council wishes to lower this fee this year, staff recommends that it be absorbed in the current rates, effective either January 1, 2014 (the originally contemplated date), or another date selected by the council.

The main driver of water set up fees are new rental accounts for single-family homes. These are more staff intensive because the rental agreement needs to be reviewed and many of the renters are filling out a water application for the first time. These accounts also have our highest delinquency rate. Approximately 90% of accounts sent to collection are from tenant accounts. These accounts are a significant source of operations costs for such activities as high payment delinquency, turn-off, payment plan arrangements, forwarding to collections, set-up, and other related problems, e.g. tampering of meters, illegal taps.

Staff plans to present options at a future meeting (a redrafting of the water and wastewater ordinances are in process) to reduce these costs through limiting putting residential water accounts in tenant names either for all such accounts or perhaps by treating owners of multiple single family rentals (e.g. 4 homes or more) the same as multifamily rental accounts, meaning that the accounts stay in the property owner's name. Commercial tenant accounts are not being recommended for changes because the problems noted for residential tenant accounts are significantly lower with commercial accounts.

The series of actions that staff is requesting that the Council consider is to 1) defer any rate increase in the current fiscal year, 2) provide direction on whether to lower the set up fees from \$100 to \$50 this current year (with a suggested implementation date of January 1, 2014) and absorbing the costs of doing so in the existing rates; or defer that decision to next fiscal year and 3) provide direction on the options to consider to lower costs associated with tenant-paid water accounts during the future discussion on the water and wastewater ordinance updates.

The implementation of the reduction of the setup fee will result in a loss of revenue estimated at approximately \$16,000 per year. Changing the policies for residential rentals is expected to result in lower staff time and collections costs. The deferral of a rate increase may result in larger percentage increases in the future.

Following Council discussion, it was the consensus of the Council to defer increasing the rate on water and wastewater for the 2013-2014 fiscal year, and to direct staff to prepare a Resolution suspending half of the water set-up fee for new customers, effective January 2014, for consideration at a future meeting.

Adopt Resolution No. 3025 authorizing the sale of 320 W. Miner Street.

City Manager Baker reported that the City solicited proposals for the purchase and reuse of the Black's Building at 320 Miner Street. On June 20, the Council gave direction to the City Manager relating to the sales price and terms of payment for purchase agreement with Danny and Patti Daniels, including participation in the Miner Street Grant Program.

The County Recorder's office requires a formal resolution for the transfer of title. This resolution ratifies the execution of the Purchase and Sales Agreement by the City Manager as well as his authorization to execute all other documents necessary to consummate the sale.

Following Council discussion, Council Member McNeil moved to adopt Resolution No. 3025 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.

Approval of all Warrants payable to Siskiyou County Economic Development Council from June 21, 2013 through July 18, 2013.

City Manager Baker reported that due to the absence of Council Members Bicego & Foster, the recusal of Council Member Mercier would leave the Council without a quorum; therefore, this item has been pulled from the agenda.

CLOSED SESSION:

1. Conference with Labor Negotiator Government Code Section 54957.6 (a)
 Agency negotiator: Steven Baker
 Employee Organizations: Yreka Management Team Association, Confidential Unit, Yreka City Employees Association, Yreka Police Administration Unit, Yreka Police Sergeants Association, and the Yreka Police Officer's Association.
2. Conference with Real Property Negotiator (Government Code Section 54956.8)
 Property: 307 North St., Yreka, CA
 Third Party Negotiator: Dieter D. Ruf Trust
 City Negotiators: City Manager and City Attorney
 Under Negotiation: Possible sale including price, terms of payment, or both
3. 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: Upon return to open session, City Manager Baker reported that as to items # 1 & 2, the Council gave direction to its negotiators, and no further reportable action was taken in closed session.

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

Attest:

David Simmen, Mayor
Minutes approved by Council
Motion August 1, 2013

Elizabeth E. Casson, City Clerk

Accounts Payable

Computer Check Proof List by Vendor

User: lysandra
Printed: 07/23/2013 - 8:48AM
Batch: 00006.07.2013

① 7/23/13



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 2142	DOHN HENION			Check Sequence: 1	ACH Enabled: False
07/23/13	JULY 2013 (2)	1,250.00	07/23/2013	01-040-0000-525-001	
	Check Total:	1,250.00			
Vendor: 1213	MT SHASTA TITLE			Check Sequence: 2	ACH Enabled: False
4701-4440271	INV 4701-4440271	82.50	07/23/2013	04-610-1016-525-000	
	Check Total:	82.50			
	Total for Check Run:	1,332.50			
	Total of Number of Checks:	2			

Accounts Payable

Manual Check Proof List

User: lysandra
Printed: 07/23/2013 - 8:33AM @ 7/23/13



Invoice No	Amount	Payment Date	Description	Check Number	Date	Acct Number	reference
Vendor: 1297	SCOTT VALLEY BANK						
				450	07/19/2013		
07/19/13	74.68	07/19/2013	BANK CHARGES 7/13			01-030-0000-526-000	
Total for Check	74.68						
Total for 1297	74.68						
Total Checks:		74.68					

Accounts Payable

Computer Check Proof List by Vendor

User: lysandra
 Printed: 07/25/2013 - 8:32AM
 Batch: 00008.07.2013

@ 7/23/13



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 4301	AT&T CALNET 2			Check Sequence: 1	ACH Enabled: False
4536462	INV 4536462	16.28	06/30/2013	01-300-0000-517-000	
4536463	INV 4536463	15.94	06/30/2013	80-560-0000-517-000	
4536467	INV 4536467	60.26	06/30/2013	01-020-0000-517-000	
4537194	INV 4537194	15.94	06/30/2013	70-510-0000-517-000	
4537285	INV 4537285	117.88	06/30/2013	70-030-0000-517-006	
4537285	INV 4537285	117.87	06/30/2013	80-030-0000-517-006	
	Check Total:	344.17			
Vendor: 6021	BASIC LABORATORY INC			Check Sequence: 2	ACH Enabled: False
1306044	INV 1306044	121.00	06/30/2013	80-560-0000-416-001	
1306250	INV 1306250	932.00	08/02/2013	80-560-0000-416-001	
1306251	INV 1306251	233.00	08/02/2013	80-560-0000-416-001	
1306273	INV 1306273	121.00	08/02/2013	80-560-0000-416-001	
1306470	INV 1306470	121.00	08/02/2013	80-560-0000-416-001	
1306730	INV 1306730	121.00	08/02/2013	80-560-0000-416-001	
	Check Total:	1,649.00			
Vendor: 1041	RON BLACK			Check Sequence: 3	ACH Enabled: False
08/02/13	AUGUST 2013	682.00	08/02/2013	01-200-0000-521-004	
	Check Total:	682.00			
Vendor: 1423	ALICE BRANDON			Check Sequence: 4	ACH Enabled: False
1585	INV 1585	55.00	06/30/2013	80-560-0000-416-001	
	Check Total:	55.00			
Vendor: 3065	CITY OF YREKA - PETTY CASH			Check Sequence: 5	ACH Enabled: False
08/02/13	REIMBURSE PETTY CASH	1.66	08/02/2013	01-370-0000-516-000	
08/02/13	REIMBURSE PETTY CASH	3.00	08/02/2013	20-300-0000-516-000	
08/02/13	REIMBURSE PETTY CASH	3.60	08/02/2013	70-500-0000-513-000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	8.26			
Vendor: 3643 6345 7/13	CITY OF YREKA - WATER DEPT 006345-000 7/13 FINAL	87.29	08/02/2013	Check Sequence: 6 04-610-1016-518-003	ACH Enabled: False
	Check Total:	87.29			
Vendor: 1068 21803	CL POPE CO INV 21803	148.35	08/02/2013	Check Sequence: 7 80-560-0000-420-003	ACH Enabled: False
	Check Total:	148.35			
Vendor: 20056 SL130919	DEPT OF TRANSPORTATION INV SL130919 4-6/13	972.65	06/30/2013	Check Sequence: 8 24-320-0000-518-001	ACH Enabled: False
	Check Total:	972.65			
Vendor: 1116 1897587 1902426	DRY CREEK LANDFILL INC INV 1897587 INV 1902426	556.92 1,968.12	06/30/2013 08/02/2013	Check Sequence: 9 80-560-0000-420-006 80-560-0000-420-006	ACH Enabled: False
	Check Total:	2,525.04			
Vendor: UB*00128	FANNIE MAE OR RYAN GREEN			Check Sequence: 10	ACH Enabled: False
	Refund Check	22.61	08/02/2013	70-000-0000-950-000	
	Refund Check	23.12	08/02/2013	80-000-0000-950-000	
	Refund Check	2.32	08/02/2013	31-000-0000-950-000	
	Refund Check	3.14	08/02/2013	30-000-0000-950-000	
	Check Total:	51.19			
Vendor: 1128 0248259	FLOYD A BOYD CO INV 0248259	86.00	06/30/2013	Check Sequence: 11 80-560-0000-421-004	ACH Enabled: False
	Check Total:	86.00			
Vendor: 1915 155047 155351	G & G HARDWARE (VEHICLE MAINT) INV 155047 INV 155351	67.09 6.32	06/30/2013 06/30/2013	Check Sequence: 12 01-350-0000-521-000 01-350-0000-521-000	ACH Enabled: False
	Check Total:	73.41			
Vendor: 2142 08/02/13	DOHN HENION AUGUST 2013 (1)	1,250.00	08/02/2013	Check Sequence: 13 01-040-0000-525-001	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,250.00			
Vendor: 23080 34724	JIM WILSON MOTORS INV 34724	76.84	08/02/2013	01-350-0000-520-000	Check Sequence: 14 ACH Enabled: False
	Check Total:	76.84			
Vendor: 1406 3497	KUBWATER RESOURCES INV 3497	4,024.21	08/02/2013	80-560-0000-416-004	Check Sequence: 15 ACH Enabled: False
	Check Total:	4,024.21			
Vendor: 1400 08/02/13	MADRONE HOSPICE AUGUST 2013	5,343.75	08/02/2013	01-090-0000-560-004	Check Sequence: 16 ACH Enabled: False
	Check Total:	5,343.75			
Vendor: 1212 167318	MT SHASTA SPRING WATER INV 167318	36.45	08/02/2013	80-560-0000-420-003	Check Sequence: 17 ACH Enabled: False
	Check Total:	36.45			
Vendor: 1230 28783333	NORTHERN TOOL & EQUIPMENT INV 28783333	76.93	08/02/2013	01-350-0000-522-000	Check Sequence: 18 ACH Enabled: False
	Check Total:	76.93			
Vendor: 1237 1691666 1700938	OLIN CORP - CHLOR ALKALI INV 1691666 INV 1700938	5,133.08 5,155.93	06/30/2013 08/02/2013	80-560-0000-416-002 80-560-0000-416-002	Check Sequence: 19 ACH Enabled: False
	Check Total:	10,289.01			
Vendor: 1253 08/02/13 08/02/13 08/02/13	PERFECTION CLEANING INC JULY 2013 JULY 2013 JULY 2013	185.00 680.00 300.00	08/02/2013 08/02/2013 08/02/2013	01-080-0000-526-001 01-200-0000-526-001 01-400-0000-426-003	Check Sequence: 20 ACH Enabled: False
	Check Total:	1,165.00			
Vendor: 1257 PC570136467	PETERSON INV PC570136467	98.55	08/02/2013	01-350-0000-520-000	Check Sequence: 21 ACH Enabled: False
	Check Total:	98.55			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 2012	PROFORCE			Check Sequence: 22	ACH Enabled: False
175029	INV 175029	6,683.06	06/30/2013	01-200-0000-516-000	
177905	CM 177905	-4,928.00	06/30/2013	01-200-0000-516-000	
	Check Total:	1,755.06			
Vendor: 1283	SC ECONOMIC DEVELOPMENT COUNCIL			Check Sequence: 23	ACH Enabled: False
08/02/13	AUGUST 2013	3,333.33	08/02/2013	01-090-0000-560-001	
	Check Total:	3,333.33			
Vendor: 25035	MICHAEL SIMAS			Check Sequence: 24	ACH Enabled: False
39026	INV 39026	851.75	08/02/2013	01-030-0000-516-000	
39042	INV 39042	384.85	08/02/2013	01-090-0000-561-026	
39063	INV 39063	317.13	08/02/2013	01-400-1005-516-000	
	Check Total:	1,553.73			
Vendor: 19100	SISKIYOU DAILY NEWS			Check Sequence: 25	ACH Enabled: False
06/07/13	CLASSIFIED AD 06/07/13	138.00	06/30/2013	80-560-0000-516-000	
06/14/13	CLASSIFIED AD 06/14/13	138.00	06/30/2013	80-560-0000-516-000	
	Check Total:	276.00			
Vendor: 22015	SUBURBAN PROPANE			Check Sequence: 26	ACH Enabled: False
002022 7/13	1638-002022 7/13	45.26	08/02/2013	01-210-0000-518-002	
002535 7/13	1638-002535 7/13	8.00	08/02/2013	01-020-0000-518-002	
002535 7/13	1638-002535 7/13	8.00	08/02/2013	04-610-1016-518-002	
002543 7/13	1638-002543 7/13	47.93	08/02/2013	01-470-0000-518-002	
002551 7/13	1638-002551 7/13	406.80	08/02/2013	01-480-0000-518-002	
010421 7/13	1638-010421 7/13	8.00	08/02/2013	01-210-0000-518-002	
	Check Total:	523.99			
Vendor: 25090	USPS			Check Sequence: 27	ACH Enabled: False
08/02/13	AUGUST 2013	1,300.00	08/02/2013	70-030-0000-515-001	
	Check Total:	1,300.00			
Vendor: 1355	VALLEY INDUSTRIAL COMMUNICATIONS			Check Sequence: 28	ACH Enabled: False
228310	INV 228310	160.50	08/02/2013	01-210-0000-450-007	
	Check Total:	160.50			
Vendor: 23008	WAL-MART COMMUNITY			Check Sequence: 29	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
004369	INV 004369	18.73	06/30/2013	70-510-0000-420-000	
	Check Total:	18.73			
Vendor: 1374	YREKA CHAMBER OF COMMERCE			Check Sequence: 30	ACH Enabled: False
08/02/13	AUGUST 2013	4,275.00	08/02/2013	01-090-0000-560-000	
	Check Total:	4,275.00			
Vendor: 25040	YREKA HARDWARE			Check Sequence: 31	ACH Enabled: False
102337	INV 102337	34.56	06/30/2013	80-560-0000-420-003	
	Check Total:	34.56			
Vendor: 25120	YREKA TRANSFER			Check Sequence: 32	ACH Enabled: False
005821 7/13	ACCT 005821 7/13	79.00	08/02/2013	01-210-0000-518-004	
043311 7/13	ACCT 043311 7/13	116.00	08/02/2013	04-620-1017-518-004	
054217 7/13	ACCT 054217 7/13	120.00	08/02/2013	01-480-0000-518-004	
155920	INV 155920 ACCT 47811	1,772.79	06/30/2013	80-560-0000-420-006	
	Check Total:	2,087.79			
	Total for Check Run:	44,361.79			
	Total of Number of Checks:	32			



CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM

To: Yreka City Council
Prepared by: Brian Bowles, Chief of Police
Agenda title: Request Action: Approval of Resolution 3026, approving the
destruction of certain City records
Meeting date: August 1, 2013

Discussion:

The Police Department from time to time purges cases that have no investigative value and the law allows for their destruction. Reports written from January 1, 2001 through December 31, 2002, numbered 01-0001 through 01-2012 and 02-0001 through 02-2312, and 96-0895, 97-0544, 97-2350, 00-0064, 00-0081, 00-0458, 00-1006, 00-1540, 00-1630, 00-0920, 01-1459, have been reviewed and are ready for destruction.

Reports 01-0092, 01-0165, 01-0269, 01-0279, 01-0494, 01,0679, 01-0718, 01-0849, 01-0852, 01-0928, 01-0988, 01-1113, 01-1121, 01-1193, 01-1313, 01-1391, 01-1486, 02-0059, 02-0483, 05-0510, 02-0512, 02-0594, 02-0690, 02-0715, 02-0752, 02-0761, 02-0823, 02-0858, 02-0917, 02-0977, 02-1122, 02-1201, 02-1302, 02-1325, 02-1432, 02-1594, 02-1599, 02-1660, 02-1867, 02-1895, 02-2024, 02-2058, 02-2131,02-2135, 02-2248, 02-2281, 98-1042, 99-1557 will be retained for evidentiary purposes. The reports not listed above between 01-0001and 02-2312 are not needed any further and do not have any further investigative value, therefore Yreka Police Department request that they be destroyed.

Fiscal Impact:

Staff on duty will be assigned to shred cases. \$0 in overtime will be used to accomplish this task.

Recommendation and Requested Action:

That the City Council adopt Resolution 3026, approving the destruction of certain records.

Approved by _____

Steven Baker, City Manager

RESOLUTION NO. 3026
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YREKA
APPROVING THE DESTRUCTION OF CERTAIN CITY RECORDS
YREKA POLICE DEPARTMENT

WHEREAS, the Chief of Police has requested destruction of certain City documents and records, as hereinafter set forth; and

WHEREAS, the destruction of said records is consented to by the City Attorney and City Manager.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Yreka as follows:

SECTION 1: The Yreka Police Department is hereby authorized to destroy the following records, which have been determined by the Chief of Police to have no investigative value: Reports written from January 1, 2001 through December 31, 2002, numbered 01-0001 through 01-2012 and 02-0001 through 02-2312, and 96-0895, 97-0544, 97-2350, 00-0064, 00-0081, 00-0458, 00-1006, 00-1540, 00-1630, 00-0920, and 01-1459.

Reports numbered 01-0092, 01-0165, 01-0269, 01-0279, 01-0494, 01,0679, 01-0718, 01-0849, 01-0852, 01-0928, 01-0988, 01-1113, 01-1121, 01-1193, 01-1313, 01-1391, 01-1486, 02-0059, 02-0483, 05-0510, 02-0512, 02-0594, 02-0690, 02-0715, 02-0752, 02-0761, 02-0823, 02-0858, 02-0917, 02-0977, 02-1122, 02-1201, 02-1302, 02-1325, 02-1432, 02-1594, 02-1599, 02-1660, 02-1867, 02-1895, 02-2024, 02-2058, 02-2131,02-2135, 02-2248, 02-2281, 98-1042, and 99-1557 are expressly excepted from this order and shall be retained as requested by the Chief of Police for evidentiary purposes.

SECTION 2: The City Council hereby expressly determines that said records are no longer required and that the same have no historical value.

Passed and adopted this 1st. day of August 2013 by the following vote:

AYES:
NOES:
ABSENT:

Consent is hereby given
to the form and content of the
foregoing Resolution

Dohn R. Henion,
City Attorney

David Simmen, Mayor

ATTEST:

Elizabeth E. 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 – City Reserves Available for Capital Projects.
Meeting date: August 1, 2013

Discussion:

On July 18, 2013, the City Council directed staff to place on a future agenda a discussion of reserves available for Capital Projects, with a focus on the police station replacement. Staff discussed the concept of a “safe harbor” number for reserves since the books have not been closed for the 2012-13 fiscal year. This report reflects that concept.

The City has a number of reserves and in June set conservative reserve policies. The available reserves include the Crandall Fund, which is specifically for capital projects, as well as the amounts in other general fund reserves that are in excess of the reserve targets adopted by the City Council. These figures also take into account previously budgeted items for the 2013-14 fiscal year.

Fund	Available Cash Balances ("Safe Harbor")
Crandall	\$1,800,000
Contingency Reserves	\$ 280,000
Capital Reserves	\$ 500,000

At the July 18,, 2013 meeting, the Council expressed a desire to not expend all of the Crandall Fund and a conservative approach to drawing down reserves in general.

Assuming a drawdown of only 50% of the available Crandall Fund and 75% of the available excess reserves in the Capital Reserves and Contingency Reserves the available funds would be as below. Note that for illustrative purposes, we have assumed a project cost of \$2 million for the Police station replacement. The actual cost will vary based on a variety of factors.

Available Funds – Scenario #1

Crandall (50%)	\$ 900,000
Contingency Reserves (75%)	\$ 210,000
Capital Reserves (75%)	\$ 375,000
Total Available	\$1,485,000
Project Cost	\$2,000,000
Shortfall	\$ 515,000

Approved by:  _____
Steven Baker, City Manager

A second scenario could use funds in the General Fund reserve that are in excess of the 40% lower end target (the Council may recall that the target for the main General Fund reserve was 40% to 50% of General Fund expenses). The General Fund reserves are estimated to total 2.39 million. At the 40% target, approximately \$450,000 could be available (at 50%, none is available).

Scenario #2 (50% of Crandall, 100% of contingency and capital reserves, excess above 40% of General Fund Reserve).

Available Funds – Scenario #2

Crandall (50%)	\$ 900,000
Contingency Reserves (100%)	\$ 280,000
Capital Reserves (100%)	\$ 500,000
Total Available	\$2,130,000
Project Cost	\$2,000,000
Excess	\$ 130,000

Note that Scenario #2 is a significantly more aggressive use of accumulated reserves

Fiscal Impact: see discussion.

Recommendation:

That the Council Discuss and Provide Direction as appropriate regarding City Reserves Available for Capital Projects.



**CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM**

To: Yreka City Council
Prepared by: Steve Baker, City Manager
Agenda title: Discussion/Possible Action – Adopt Resolution # 3027 Amending Resolution No. 2736, Suspending 50% of the Set-up fee for a new service account for water and sewer.
Meeting date: August 1, 2013

Discussion:

On July 18, 2013, the City Council directed staff to place on a future agenda the suspension of one-half of the current set up fee for water and sewer accounts. The fee is currently \$100. This action would reduce the fee to \$50 effective January 1, 2014.

Fiscal Impact: The set up fees last fiscal year were \$32,900. Based on reducing this by half, the annual impact would be approximately \$16,450 less revenue (for the 2013-14 fiscal year, the revenue decrease would be approximately \$8,000 because of the effective date of January 1, 2014).

Recommendation:

That the Council Adopt Resolution #3027 Suspending 50% of the Set-up fee for a new service account for water and sewer.

Approved by: _____

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

Steven Baker, City Manager

RESOLUTION NO. 3027

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF YREKA AMENDING RESOLUTION NO. 2736 SUSPENDING 50%
OF THE SET-UP FEE FOR A NEW SERVICE ACCOUNT FOR WATER AND SEWER.**

WHEREAS, on October 2, 2008, the City Council adopted Resolution 2736 establishing fees relating to operations and administration of the water and wastewater utilities of the City of Yreka pursuant to Ordinance 805 and setting public hearing for modified fees; and

WHEREAS, on July 18, 2013, the Yreka City Council instructed staff to prepare a Resolution to suspend 50% of the set-up fee for a new service account for water and combined water and sewer accounts; and

WHEREAS, pursuant to Title 14 of the California Code of Regulations, Section 15061(b)(3) this action 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.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS: Resolution Number 2736 is hereby amended to read as follows:

Effective January 1, 2014, the following fees as set forth in Resolution No. 2736 are hereby suspended by 50%:

Water and Sewer Combined service new account set up fee of \$100.00

Water new account set up fee (water service only) \$100.00

PASSED AND ADOPTED this 1st day of August 2013, by the following vote:

AYES:
NOES:
ABSENT:

David Simmen, Mayor

ATTEST:

Elizabeth E. Casson, City Clerk