

YREKA CITY COUNCIL
AGENDA

Tuesday January 6, 2015 – 6:30 P.M.

Yreka City Council Chamber 701 Fourth Street, Yreka, CA

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

PLEDGE OF ALLEGIANCE

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

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

1. Discussion/Possible Action - Consent Calendar: All matters listed under the consent calendar are considered routine and will be enacted by one motion unless any member of the Council wishes to remove an item for discussion or a member of the audience wishes to comment on an item. The City Manager recommends approval of the following consent calendar items:
 - a. Approval/ratification of payments issued from December 19, 2014 through January 6, 2015.
 - b. Approval of Minutes of the meeting held December 18, 2014.
2. Discussion/Direction to Staff: Development Impact Fees Waiver on Five Single Family Dwellings.
3. Discussion/Possible Action – Approval of the City of Yreka Training and Travel Policy dated January 6, 2015.
4. Discussion/Possible Action – Approve appointment to fill the unexpired term on the Yreka Planning Commission.
5. Discussion/Possible Action – Adopt Resolution approving execution of the Memorandum of Understanding between the City of Yreka and the Yreka Management Team Association.
6. City Treasurer's Report: Discussion/Possible Action – Acceptance of:
 - Cash Balances Report – November 2014
 - Budget of Revenue and Expenditures with Year to Date Actuals through November 2014

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 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).

2. Conference with Labor Negotiator Government Code Section 54957.6 (a)
Agency negotiator: Steven Baker.
Employee Organizations: The Yreka City Employees Association.

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

Adjournment.

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

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

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

Accounts Payable

Computer Check Proof List by Vendor

User: lysandra
 Printed: 12/23/2014 - 9:30AM
 Batch: 01222.12.2014



Handwritten signature

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: UB*00184	WOLFGANG HEIMPEL			Check Sequence: 1	ACH Enabled: False
	Refund Check	2.69	12/23/2014	31-000-0000-950-000	
	Refund Check	19.19	12/23/2014	70-000-0000-950-000	
	Refund Check	25.51	12/23/2014	80-000-0000-950-000	
	Check Total:	47.39			
Vendor: 16030	PACIFIC POWER			Check Sequence: 2	ACH Enabled: False
56810274 11/14	62665681-027 4 11/14	231.87	12/23/2014	01-200-0000-518-001	
56810274 11/14	62665681-027 4 11/14	1,229.41	12/23/2014	01-200-0000-518-001	
	Check Total:	1,461.28			
Vendor: 1515	RED SCARF SOCIETY			Check Sequence: 3	ACH Enabled: False
RFND DEPOSIT	RFND CLEANING 10/18/14	100.00	12/23/2014	01-470-0000-543-000	
	Check Total:	100.00			
Vendor: 1918	SISKIYOU HABITAT FOR HUMANITY			Check Sequence: 4	ACH Enabled: False
RFND DEPOSIT	RFND CLEANING 10/16/14	27.50	12/23/2014	01-470-0000-543-000	
	Check Total:	27.50			
Vendor: 1127	TASC			Check Sequence: 5	ACH Enabled: False
IN417090	INV IN417090	1,474.80	12/23/2014	90-110-0000-390-150	
	Check Total:	1,474.80			
Vendor: UB*00185	TODD WHIPPLE			Check Sequence: 6	ACH Enabled: False
	Refund Check	43.00	12/23/2014	80-000-0000-950-000	
	Refund Check	6.64	12/23/2014	70-000-0000-950-000	
	Refund Check	32.35	12/23/2014	70-000-0000-950-000	
	Refund Check	4.53	12/23/2014	31-000-0000-950-000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	86.52			
	Total for Check Run:	3,197.49			
	Total of Number of Checks:	6			

Accounts Payable

Manual Check Proof List

User: lysandra
Printed: 12/30/2014 - 12:26PM
Batch: 00004.12.2014



Invoice No	Amount	Payment Date	Description	Check Number	Date	Acct Number	reference
Vendor: 1381	US BANKCORP, LEASING DIVISIC						
				529	12/30/2014		
12/30/14	9,509.79	12/30/2014	DECEMBER 2014			30-210-0000-740-001	<i>End</i>
12/30/14	783.21	12/30/2014	DECEMBER 2014			30-210-0000-745-001	
Total for Check	10,293.00						
Total for 1381	10,293.00						
Total Checks:		10,293.00					

Accounts Payable

Void Check Proof List

User: lysandra
 Printed: 12/30/2014 - 12:31PM
 Batch: 00002.12.2014



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task	Type	PONumber	Close PO?	Line Item
Vendor: 1368		WINGFOOT COMMERCIAL								
Check No: 104167		Check Date: 11/07/2014								
01-350-0000-520-200	824.42	187-1041227	11/03/2014	INV 187-1041227				0000005871		1
Check Total:	824.42									
Vendor Total:	824.42									
Report Total:	824.42									

Elk

Accounts Payable

Computer Check Proof List by Vendor

User: lysandra
 Printed: 12/30/2014 - 1:00PM
 Batch: 01223.12.2014



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Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 1527	ACME COMPUTER			Check Sequence: 1	ACH Enabled: False
FPA-87424	INV FPA-87424	3,375.00	01/02/2015	01-050-0000-525-000	
	Check Total:	3,375.00			
Vendor: 1011	AMERICAN LINEN			Check Sequence: 2	ACH Enabled: False
LMED1062811	INV LMED1062811	25.00	01/02/2015	01-200-0000-526-000	
	Check Total:	25.00			
Vendor: 1012	AMERICAN VETERINARY HOSPITAL			Check Sequence: 3	ACH Enabled: False
101394	INV 101394	120.00	01/02/2015	01-230-0000-416-000	
101405	INV 101405	134.80	01/02/2015	01-230-0000-416-000	
	Check Total:	254.80			
Vendor: 4301	AT&T CALNET 2			Check Sequence: 4	ACH Enabled: False
5994903	INV 5994903	179.55	01/02/2015	01-200-0000-517-000	
6022171	INV 6022171	17.07	01/02/2015	01-470-0000-517-000	
6022172	INV 6022172	17.07	01/02/2015	01-210-0000-517-000	
6022289	INV 6022289	630.13	01/02/2015	01-200-0000-517-000	
6023359	INV 6023359	17.08	01/02/2015	01-350-0000-517-000	
6026639	INV 6026639	24.69	01/02/2015	01-200-0000-517-000	
6057907	INV 6057907	17.16	01/02/2015	01-300-0000-517-000	
6057908	INV 6057908	17.05	01/02/2015	80-560-0000-517-000	
6057912	INV 6057912	32.59	01/02/2015	01-020-0000-517-000	
6058627	INV 6058627	17.26	01/02/2015	70-510-0000-517-000	
6058715	INV 6058715	117.87	01/02/2015	80-030-0000-517-006	
6058715	INV 6058715	117.88	01/02/2015	70-030-0000-517-006	
6067368	INV 6067368	66.88	01/02/2015	01-210-0000-517-000	
6072822	INV 6072822	15.44	01/02/2015	70-510-0000-517-000	
6072823	INV 6072823	46.36	01/02/2015	70-510-0000-517-000	
6072826	INV 6072826	17.20	01/02/2015	70-510-0000-517-000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,351.28			
Vendor: 1024 223766141215M	BAY ALARM COMPANY INV 223766141215M	572.22	01/02/2015	Check Sequence: 5 01-200-0000-517-000	ACH Enabled: False
	Check Total:	572.22			
Vendor: 1041 01/02/15	RON BLACK JANUARY 2015	696.00	01/02/2015	Check Sequence: 6 01-200-0000-521-004	ACH Enabled: False
	Check Total:	696.00			
Vendor: 1423 1924	ALICE BRANDON INV 1924	20.00	01/02/2015	Check Sequence: 7 80-550-0000-516-000	ACH Enabled: False
	Check Total:	20.00			
Vendor: 1039 4048	BSB CINDER COMPANY INV 4048	580.50	01/02/2015	Check Sequence: 8 20-310-1010-416-004	ACH Enabled: False
	Check Total:	580.50			
Vendor: 1178 10867054	CA CHAMBER OF COMMERCE INV 10867054	194.14	01/02/2015	Check Sequence: 9 01-030-0000-515-000	ACH Enabled: False
	Check Total:	194.14			
Vendor: 2223 1-CHD02545	CALPO HOM & DONG ARCHITECTS INC INV 1-CHD02545	5,760.00	01/02/2015	Check Sequence: 10 11-200-0911-525-000	ACH Enabled: False
	Check Total:	5,760.00			
Vendor: 1027 230680	CENTRAL VALLEY TOXICOLOGY INC INV 230680	78.00	01/02/2015	Check Sequence: 11 01-200-0000-526-000	ACH Enabled: False
	Check Total:	78.00			
Vendor: 1066 8540212	CITY CLERKS ASSN OF CA DUES - 2015	90.00	01/02/2015	Check Sequence: 12 01-020-0000-511-000	ACH Enabled: False
	Check Total:	90.00			
Vendor: 1068 23288	CL POPE CO INV 23288	12.00	01/02/2015	Check Sequence: 13 20-310-0000-416-001	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
23288	INV 23288	10.00	01/02/2015	20-311-0000-650-000	
23288	INV 23288	5.50	01/02/2015	20-312-0000-420-000	
23288	INV 23288	12.00	01/02/2015	01-400-0000-416-000	
23288	INV 23288	12.00	01/02/2015	70-500-0000-416-000	
23288	INV 23288	15.00	01/02/2015	70-510-0000-416-000	
23288	INV 23288	12.00	01/02/2015	20-390-0000-516-000	
23288	INV 23288	12.00	01/02/2015	24-320-0000-416-000	
23288	INV 23288	9.35	01/02/2015	80-560-0000-416-000	
23288	INV 23288	15.00	01/02/2015	80-550-0000-416-000	
23328	INV 23328	29.03	01/02/2015	80-550-0000-510-000	
23328	INV 23328	19.51	01/02/2015	70-510-0000-510-000	
	Check Total:	163.39			
Vendor: 1085	CREATIVE FORMS & CONCEPTS			Check Sequence: 14	ACH Enabled: False
113497	INV 113497	105.40	01/02/2015	01-030-0000-515-000	
	Check Total:	105.40			
Vendor: 10101	DEPT OF JUSTICE			Check Sequence: 15	ACH Enabled: False
144388	INV 144388	51.00	01/02/2015	01-200-0000-525-000	
	Check Total:	51.00			
Vendor: 1309	DOUBLE D ELECTRIC			Check Sequence: 16	ACH Enabled: False
9652	INV 9652	160.00	01/02/2015	01-200-0000-521-000	
	Check Total:	160.00			
Vendor: 1916	G & G HARDWARE (POLICE)			Check Sequence: 17	ACH Enabled: False
181418	INV 181418	27.94	01/02/2015	01-200-0000-516-000	
181422	INV 181422	13.96	01/02/2015	01-200-0000-516-000	
182001	INV 182001	16.11	01/02/2015	01-200-0000-516-000	
	Check Total:	58.01			
Vendor: 1388	GRAFIX SHOPPE			Check Sequence: 18	ACH Enabled: False
97821	INV 97821	770.00	01/02/2015	10-200-0000-650-000	
	Check Total:	770.00			
Vendor: 2142	DOHN HENION			Check Sequence: 19	ACH Enabled: False
01/02/15	JANUARY 2015	1,250.00	01/02/2015	01-040-0000-525-001	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,250.00			
Vendor: 1794	INT'L ASSN FOR PROPERTY & EVIDENCE I			Check Sequence: 20	ACH Enabled: False
2015 DUES	2015 DUES - KINCADE	50.00	01/02/2015	01-200-0000-511-000	
	Check Total:	50.00			
Vendor: 23080	JIM WILSON MOTORS			Check Sequence: 21	ACH Enabled: False
43487	INV 43487	47.50	01/02/2015	01-200-0000-520-360	
43593	INV 43593	46.20	01/02/2015	01-200-0000-520-360	
43600	INV 43600	45.20	01/02/2015	01-200-0000-520-360	
43612	INV 43612	44.62	01/02/2015	01-200-0000-520-360	
43626	INV 43626	46.34	01/02/2015	01-200-0000-520-360	
	Check Total:	229.86			
Vendor: 1182	LEAGUE OF CA CITIES			Check Sequence: 22	ACH Enabled: False
147599	INV 147599	4,047.87	01/02/2015	01-020-0000-511-000	
	Check Total:	4,047.87			
Vendor: 1555	LN CURTIS & SONS			Check Sequence: 23	ACH Enabled: False
1333652-00	INV 1333652-00	23,433.47	01/02/2015	30-210-0000-450-000	
	Check Total:	23,433.47			
Vendor: 1193	THOMAS LOWELL			Check Sequence: 24	ACH Enabled: False
16122	INV 16122	197.50	01/02/2015	01-470-0000-525-001	
	Check Total:	197.50			
Vendor: 1400	MADRONE HOSPICE			Check Sequence: 25	ACH Enabled: False
01/02/15	JANUARY 2015	5,625.00	01/02/2015	01-090-0000-560-004	
	Check Total:	5,625.00			
Vendor: 1157	MAGIC RAIN CAR WASH			Check Sequence: 26	ACH Enabled: False
NOV 2014	INV NOV 2014	12.00	01/02/2015	01-200-0000-520-001	
	Check Total:	12.00			
Vendor: 2192	MALLORY SAFETY & SUPPLY LLC			Check Sequence: 27	ACH Enabled: False
3898208	INV 3898208	55.90	01/02/2015	01-200-0000-416-000	
3901066	INV 3901066	314.57	01/02/2015	01-200-0000-416-000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	370.47			
Vendor: 2077 938249	MERCHANTS CREDIT BUREAU INV 938249	15.50	01/02/2015	Check Sequence: 28 01-200-0000-525-000	ACH Enabled: False
	Check Total:	15.50			
Vendor: 1517 ACCT 018249-000 ACCT 018249-001	NORTHERN CREDIT SERVICE RICHARDSON/DUNN JUSTEN/AMBER RICHARDSON/DUNN JUSTEN/AMBER	194.01 154.32	01/02/2015 01/02/2015	Check Sequence: 29 01-000-0000-914-001 01-000-0000-914-001	ACH Enabled: False
	Check Total:	348.33			
Vendor: 22019 745474988001 745474989001 745474989001 745474989001 745474990001	OFFICE DEPOT INV 745474988001 INV 745474989001 INV 745474989001 INV 745474989001 INV 745474990001	24.18 108.35 54.18 54.18 11.12	01/02/2015 01/02/2015 01/02/2015 01/02/2015 01/02/2015	Check Sequence: 30 01-030-0000-515-000 01-030-0000-515-000 70-030-0000-515-000 80-030-0000-515-000 01-020-0000-515-000	ACH Enabled: False
	Check Total:	252.01			
Vendor: 1239 13915 13915 13915 13915 13915 13915 13915 13915 13968 13968 13968 13968 13968 13968 13968 13968 13968 13968	ONARHEIM INV 13915 INV 13915 INV 13915 INV 13915 INV 13915 INV 13915 INV 13915 INV 13915 INV 13968 INV 13968 INV 13968 INV 13968 INV 13968 INV 13968 INV 13968 INV 13968 INV 13968 INV 13968	32.00 12.00 20.80 4.00 2.40 4.00 4.80 8.80 12.00 0.80 20.00 12.00 5.60 20.00 0.80	01/02/2015 01/02/2015 01/02/2015 01/02/2015 01/02/2015 01/02/2015 01/02/2015 01/02/2015 01/02/2015 01/02/2015 01/02/2015 01/02/2015 01/02/2015 01/02/2015 01/02/2015 01/02/2015 01/02/2015 01/02/2015	Check Sequence: 31 80-550-0000-416-000 24-320-0000-416-000 70-500-0000-416-000 20-390-0000-420-000 01-400-0000-416-000 20-312-0000-420-000 20-310-0000-416-001 20-310-0000-416-001 20-312-0000-420-000 01-400-0000-416-000 70-500-0000-416-000 24-320-0000-416-000 20-390-0000-516-000 80-550-0000-416-000 01-090-0000-516-000	ACH Enabled: False
	Check Total:	160.00			
Vendor: 1630 65844	PERSONNEL PREFERENCE INV 65844	15.21	01/02/2015	Check Sequence: 32 01-030-0000-526-000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
65844	INV 65844	72.25	01/02/2015	80-030-0000-526-000	
65844	INV 65844	91.26	01/02/2015	01-230-0000-526-000	
65844	INV 65844	72.25	01/02/2015	70-030-0000-526-000	
	Check Total:	250.97			
Vendor: 2216	RAY MORGAN COMPANY			Check Sequence: 33	ACH Enabled: False
793687	INV 793687	48.40	01/02/2015	01-200-0000-526-000	
	Check Total:	48.40			
Vendor: 1269	REDDING FREIGHTLINER			Check Sequence: 34	ACH Enabled: False
F486395	INV F486395	103.48	01/02/2015	01-350-0000-520-000	
	Check Total:	103.48			
Vendor: 1283	SC ECONOMIC DEVELOPMENT COUNCIL			Check Sequence: 35	ACH Enabled: False
01/02/15	JANUARY 2015	3,333.33	01/02/2015	01-090-0000-560-001	
	Check Total:	3,333.33			
Vendor: 25035	MICHAEL SIMAS			Check Sequence: 36	ACH Enabled: False
40381	INV 40381	836.51	01/02/2015	70-030-0000-516-000	
	Check Total:	836.51			
Vendor: 2042	SISKIYOU MEDIA COUNCIL			Check Sequence: 37	ACH Enabled: False
01/02/15	JANUARY - MARCH 2015	1,450.00	01/02/2015	01-090-0000-560-003	
	Check Total:	1,450.00			
Vendor: 22015	SUBURBAN PROPANE			Check Sequence: 38	ACH Enabled: False
002022 12/14	1638-002022 12/14	1,093.56	01/02/2015	01-210-0000-518-002	
002535 12/14	1638-002535 12/14	507.00	01/02/2015	01-020-0000-518-002	
002543 12/14	1638-002543 12/14	1,738.63	01/02/2015	01-470-0000-518-002	
002551 12/14	1638-002551 12/14	1,798.97	01/02/2015	01-480-0000-518-002	
010421 12/14	1638-010421 12/14	844.69	01/02/2015	01-210-0000-518-002	
	Check Total:	5,982.85			
Vendor: 1339	RICHARD SWENSON			Check Sequence: 39	ACH Enabled: False
12/02/14	YPD EXAM - B4C0002G	138.00	01/02/2015	01-200-0000-525-000	
	Check Total:	138.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 25090	USPS			Check Sequence: 40	ACH Enabled: False
01/02/15	JANUARY 2015	1,400.00	01/02/2015	70-030-0000-515-001	
	Check Total:	1,400.00			
Vendor: 1682	VOSS SIGNS			Check Sequence: 41	ACH Enabled: False
D-171481	INV D-171481	154.70	01/02/2015	01-200-0000-416-000	
	Check Total:	154.70			
Vendor: 23008	WAL-MART COMMUNITY			Check Sequence: 42	ACH Enabled: False
001032	INV 001032	4.24	01/02/2015	01-350-0000-520-000	
001032	INV 001032	8.56	01/02/2015	01-350-0000-516-001	
003131	INV 003131	12.60	01/02/2015	01-350-0000-520-000	
007109	INV 007109	9.33	01/02/2015	01-230-0000-416-000	
007988	INV 007988	12.77	01/02/2015	01-230-0000-416-000	
008022	INV 008022	14.99	01/02/2015	01-080-0000-516-001	
009782	INV 009782	15.96	01/02/2015	01-200-0000-416-000	
009782	INV 009782	48.88	01/02/2015	01-200-0000-516-000	
FIX ERROR	INV 008391 ERROR	7.40	01/02/2015	80-560-0000-420-003	
FIX ERROR	INV 008391 ERROR	7.40	01/02/2015	80-560-0000-420-003	
	Check Total:	142.13			
Vendor: 1361	ROXY WEST			Check Sequence: 43	ACH Enabled: False
01/02/15	REIMBURSE SUPPLIES	56.76	01/02/2015	01-200-0000-516-000	
	Check Total:	56.76			
Vendor: 1368	WINGFOOT COMMERCIAL TIRE SYSTEMS			Check Sequence: 44	ACH Enabled: False
REISSUE 104167	INV 187-1041227	824.42	01/02/2015	01-350-0000-520-200	
	Check Total:	824.42			
Vendor: 1374	YREKA CHAMBER OF COMMERCE			Check Sequence: 45	ACH Enabled: False
01/02/15	JANUARY 2015	4,750.00	01/02/2015	01-090-0000-560-000	
	Check Total:	4,750.00			
Vendor: 1379	YREKA POLICE DEPT			Check Sequence: 46	ACH Enabled: False
01/02/15	REIMBURSE PETTY CASH	4.45	01/02/2015	01-200-0000-516-000	
01/02/15	REIMBURSE PETTY CASH	6.43	01/02/2015	01-200-0000-516-000	
01/02/15	REIMBURSE PETTY CASH	19.60	01/02/2015	01-200-0000-516-000	
01/02/15	REIMBURSE PETTY CASH	19.60	01/02/2015	01-200-0000-516-000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
01/02/15	REIMBURSE PETTY CASH	8.98	01/02/2015	01-200-0000-516-000	
01/02/15	REIMBURSE PETTY CASH	11.19	01/02/2015	01-200-0000-516-000	
01/02/15	REIMBURSE PETTY CASH	10.49	01/02/2015	01-200-0000-416-000	
01/02/15	REIMBURSE PETTY CASH	3.99	01/02/2015	01-230-0000-416-000	
01/02/15	REIMBURSE PETTY CASH	32.00	01/02/2015	01-200-0000-525-000	
	Check Total:	116.73			
Vendor: 25120	YREKA TRANSFER			Check Sequence: 47	ACH Enabled: False
005821 12/14	ACCT 005821 12/14	90.00	01/02/2015	01-210-0000-518-004	
024631 12/14	ACCT 024631 12/14	102.00	01/02/2015	01-200-0000-518-004	
054217 12/14	ACCT 054217 12/14	178.00	01/02/2015	01-480-0000-518-004	
	Check Total:	370.00			
	Total for Check Run:	70,255.03			
	Total of Number of Checks:	47			

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF
YREKA HELD IN SAID CITY ON DECEMBER 18, 2014

On the 18th day of December 2014, the City Council of the City of Yreka met in the City Council Chambers of said City in regular session, and upon roll call, the following were present: Deborah Baird, Bryan Foster, Joan Smith Freeman, John Mercier and David Simmen. Absent – None.

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

- a. Approval/ratification of payments issued from December 5, 2014 through December 18, 2014.
- b. Approval of Minutes of the meeting held December 4, 2014.
- c. Adopt a Resolution to summarily vacate a Right of Way described as an easement across property located at 810 Lane Street, Located on Assessor's Parcel Number 061-041-100.

Following Council discussion, Councilmember Freeman moved to approve the items on the consent calendar as submitted.

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

Mayor Mercier thereupon declared the motion carried.

Update on the Collier Interpretive and Information Center – Robert L. Rice, Board Member.

Councilmember Freeman announced her recusal stating that she has a conflict of interest by reason of a business relationship with the Collier Interpretive and Information Center and therefore recused herself and left the Council Chamber.

Robert L. Rice, County of Siskiyou Representative on the Collier Interpretive and Information Center Board, addressed the Council to give an update on the accomplishments over the past 23 years.

Councilmember Freeman returned to her seat at the Council Dias.

Adopt a Resolution adopting the 2015 meeting calendar for the Yreka City Council.

City Manager Steve Baker reported that staff reviewed the dates for the Council meetings for 2015 and noted a date change due to the first meeting in January falling on January 1, which is the New Year's Day holiday and a potential conflict with the second regularly scheduled meeting in January, due to the New Mayors and Councilmembers' Academy to be held in Sacramento January 14-16.

Staff is recommending re-scheduling the regularly scheduled meeting of January 1 to Tuesday January 6, and to re-schedule the January 15, meeting to January 22, 2015.

Following Council discussion, Councilmember Freeman moved to adopt the Resolution with the date changes as submitted.

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

Mayor Mercier thereupon declared the motion carried.

Annual Development Impact Fee Report

Councilmember Simmen announced his recusal due to a conflict of interest by reason of a foreseeable material financial effect relating to his business as a Contractor. Councilmember Simmen left his seat at the Council Dias and left the room.

Public Hearing Continued from 12-4-14 – to solicit public comments regarding the City’s intention to adopt a Resolution approving updates to the City’s Capital Improvement Plan and Development Impact Fee Program.

This being the time and date scheduled for the continued public hearing, Mayor Mercier opened the public hearing to the audience.

David Simmen returned to the Chamber, to speak as a member of the audience, presenting a proposal to consider a modification of the Development Impact Fee Program.

Dusty Veale and Tom McCullough addressed the Council as proponents to a review and possible modification of the current development impact fees.

Richard Handley addressed the Council suggesting that a Committee be formed to review the Development Impact Fee Program, stating that he served on the original committee and would volunteer to serve once again.

There being no further statements or comments from the audience, Mayor Mercier closed the public hearing, Mr. Simmen left the Council Chamber.

Mayor Mercier opened discussion to the Council. Following Council discussion, it was the consensus of the Council to place this matter as a discussion item on the January 6, 2015 agenda.

Adopt Resolution approving updates to the City’s Capital Improvement Plan and Development Impact Fee Program.

Finance Director Rhetta Hogan reported that the Resolution presented for Council adoption tonight is to approve the report for the past year regarding the fees collected and the capital improvement plan.

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

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

Mayor Mercier thereupon declared the motion carried. Councilmember Simmen returned to his seat at the Council Dias.

Adopt Resolution approving execution of the Memorandum of Understanding between the City of Yreka and the Yreka Police Administration Unit.

City Manager Baker reported that staff has been negotiating with the Yreka Police Administration Association, which is comprised of the positions of Chief of Police and Lieutenant, to reach an agreement on a proposed Memorandum of Understanding. The two-year agreement addresses employee compensation for wages and health benefits, and changes the cap on health care contributions paid by the City, increasing them by \$20 for employee only, \$40 for employee and one dependent, and \$60 employee with two or more dependents, each year in 2015 & again in 2016. The agreement also reflects a 3.5% salary increase for calendar year 2015, which includes a 1% pickup from the prior year PERS swap, and a 2.5% salary increase for calendar year 2016.

The fiscal impact is estimated to be approximately \$10,984 in 2015 and \$22,170 in 2016.

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

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

Mayor Mercier thereupon declared the motion carried.

Adopt Resolution approving execution of the Memorandum of Understanding between the City of Yreka and the Confidential Unit.

City Manager Baker reported that staff has been negotiating with the Confidential Unit, which is comprised of the positions of Finance Director, Accounting Manager, Assistant City Manager and Confidential Administrative Assistant, to reach an agreement on a proposed Memorandum of Understanding. The two-year agreement addresses employee compensation for wages and health benefits, and changes the cap on health care contributions paid by the City, increasing them by \$20 for employee only, \$40 for employee and one dependent, and \$60 employee with two or more dependents, each year in 2015 & again in 2016. The agreement also reflects a 3.5%

salary increase for calendar year 2015, which includes a 1% pickup from the prior year PERS swap, and a 2.5% salary increase for calendar year 2016.

The fiscal impact is estimated to be approximately \$13,778 in 2015 and \$26,584 in 2016.

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

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

Mayor Mercier thereupon declared the motion carried.

Appointment to various committees:

- Investment and Audit Committee.
- Collier Interpretive and Information Center Committee (CIIC).
- Alternate member – Siskiyou Association of Government Entities Committee.

Following Council discussion, it was the consensus of the Council to approve the appointment of Councilmembers Baird and Simmen, to the Investment and Audit Committee; Councilmember Foster as the representative to the Collier Interpretive and Information Center Committee, with Councilmember Baird serving as the alternate; and the appointment of Councilmember Freeman as the alternate to the Siskiyou Association of Governmental Entities Committee.

City Treasurer's Report: Discussion/Possible Action – Acceptance of:

- a) Cash Balances Report – October 2014
- b) Budget of Revenue and Expenditures with Year to Date Actuals through October 2014

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

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

Mayor Mercier thereupon declared the motion carried.

CLOSED SESSION:

1. Conference with Labor Negotiator Government Code Section 54957.6 (a)
Agency negotiator: Steven Baker.
Employee Organizations: Yreka Management Team Association, and the Yreka City Employees Association.
2. 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 no reportable action was taken in closed session.

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

Attest:

John Mercier, Mayor
Minutes approved by Council
Motion January 6, 2014

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/Direction to Staff: Development Impact Fees Waiver on Five Single Family Dwellings
Meeting date: January 6, 2015

Discussion: At the December 18, 2014 City Council Meeting, during the discussion of the annual Development Impact Fees report, the Council received a proposal to exempt the next five residential house construction permits from Development Impact Fees (DIF).

The Council directed staff to put this item on the next agenda for discussion.

The City established Development Impact Fees (“fees”) in 2007. These fees are designed to mitigate the impacts of growth on various City infrastructure and systems. The report, ordinance and other documents relating to the DIF program are attached. The fees were initially implemented at 25% for a phase in, and then held at 50% as a result of the economic conditions.

Single family residential fees are approximately \$6,346 per house, assuming a 3/4” water meter. The fees per house are broken out as follows:

Impact Type	Full fees	50% discounted Fees
1. Public Facilities	\$1,810	\$905
2. Streets	646	323
3. Parks	2,183	1,092
4. Storm Drain	119	59
5. Water	6,152	3,076
6. Wastewater	1,781	891
Total		\$6,346

If the Council would like to proceed with this proposal, staff will need to prepare a formal resolution for implementation. Some items to consider:

- Lowering the fees will not necessarily lead to new construction (e.g. the fees have been at 50% for the last 7 years, but there have only been 7 single family home starts; all but one in 2007-08 when the economy was healthier). There are many much larger component costs for new construction that would have to be overcome before building a new house is cost competitive with existing houses.

Approved by _____

Steve Baker, City Manager

- Building permits are issued for 6 months and automatically renewed for another six months. Should there be a limitation on extensions of building permits over a year under a waiver program?
- The fees are allocated to certain projects. Although the overall impact of permit fees on 5 dwellings would be relatively small, because the funds are not collected, these funds will not be available for those projects.
- The proposal included collaboration with lenders and suppliers. Staff suggests that this not be part of the program.
- Under certain circumstances, significant expansion of a single family dwelling can trigger development impact fees. Should this possibility be included in the waiver?

Staff does not recommend proceeding with the waiver program

Fiscal Impact

The overall cost, allocated among various Development Impact Fee funds would be approximately \$31,700 (note that the fees go up annually each January based on Engineering News Record's San Francisco area Construction Cost Index).

Requested Action:

That the Council discuss the proposal and provide direction to staff.

Development Impact Fees

Frequently Asked Questions – 6/2007

Will DIF's slow the economy?

- There may be an impact on growth, however provision of these services are in the best interest of development.
- Not planning for future service needs is fiscally irresponsible and would create a huge bill in the future if the agency is not saving to pay for future needs now.
- Direct comparison to similar areas and neighboring cities indicates that Yreka's fees are very comparable, and actually cheaper, to other local areas.
- Most developers understand that new municipal services are needed to serve their development and that providing these services are a normal cost of doing business in new service areas.
- The relative value of new construction is quite high. These fees, on a percentage basis, are less than the typical real estate commissions.
- City Council has the option to adopt an economic development program which may waive some or all of these fees under specific circumstances.

Why is the DIF so high?

- This is a relative comparison. Many places in CA charge far more, based on their specific needs.
- Yreka has not had any fee previously and needs to have a way that new residents pay for the services needed to provide them with municipal services. It is unfair to ask existing residents to pay the costs associated with new residents.
- Based on actual needs identified in a plan
- Costs have increased dramatically and new services are needed in growth, and more sometimes more difficult, areas to serve
- Public agency costs are higher than private because an agency is required legally to bid projects and pay prevailing wages, among other requirements. We actually would prefer to have the improvements installed by private developers because they can install them at a much cheaper cost.

What will the DIF be used for?

- Each portion of the funds collected is restricted to the uses identified in the DIF Capital Improvement Plan (PMC Report)
- DIF may only be used for growth, it cannot legally be used to pay for existing services.
- The Capital Improvement Plan must be reviewed annually and updated every 5 years. This is a public document and available for citizen review and input.

When will I see some DIF-paid improvements?

- It will take a number of years to collect enough of a savings account to implement a full, large project.
- You may see smaller projects implemented or equipment purchased, but every activity must be identified in the Capital Improvement Plan.

City of Yreka Development Impact Fee Income - Residential (Life to Date collected)

% Charged	Date	Customer Name	Project Description	AP#	Ck #	Collected			Type	Fee Distribution						
						Amt	Discount	Total		Public Facilities	Citywide Streets	Park & Recreation	Storm Drainage	Water System	Wastewater System	
25%	1/24/2007	David Hicks	Single Family Dwelling	062-121-770	1238	\$ 2,646.75	\$ 7,940.25	\$ 10,587.00	Resid	377.50	134.75	455.25	24.75	1,283.00	371.50	
25%	1/29/2007	Rick Rolen	Single Family Dwelling	062-121-740	1307	\$ 2,646.75	7,940.25	10,587.00	Resid	377.50	134.75	455.25	24.75	1,283.00	371.50	
25%	2/27/2007	Tom McCullough	Single Family Dwelling	053-750-310	1152	\$ 2,646.75	7,940.25	10,587.00	Resid	377.50	134.75	455.25	24.75	1,283.00	371.50	
25%	6/18/2007	Terri Parker	Single Family Dwelling	061-091-170	1288	\$ 2,646.75	7,940.25	10,587.00	Resid	377.50	134.75	455.25	24.75	1,283.00	371.50	
25%	7/5/2007	Rick & Vina Swenson	1216 sq. ft. addition	053-571-030	1551	\$ 2,646.75	7,940.25	10,587.00	Resid Add	377.50	134.75	455.25	24.75	1,283.00	371.50	
25%	6/29/2007	Ron Kern	Single Family Dwelling	053-331-240	1136	\$ 2,646.75	7,940.25	10,587.00	Resid	377.50	134.75	455.25	24.75	1,283.00	371.50	
25%	7/25/2007	Orlyn Culp (addition)	Addition/Garage Conversion	053-672-620	2555	\$ 1,323.38	3,970.14	5,293.52	Resid	188.75	67.37	227.63	12.38	641.50	185.75	
25%	7/6/2007	Michelle Hill	Single Family Dwelling	054-241-060	2359	\$ 2,646.75	7,940.25	10,587.00	Resid	377.50	134.75	455.25	24.75	1,283.00	371.50	
25%	6/26/2007	Keith Cummings	Single Family Dwelling	053-750-590	6181	\$ 2,646.75	7,940.25	10,587.00	Resid	377.50	134.75	455.25	24.75	1,283.00	371.50	
50%	9/17/2007	JLD Group Inc.	Single Family Dwelling	053-232-050	1577	\$ 5,293.50	5,293.50	10,587.00	Resid	755.00	269.50	910.50	49.50	2,566.00	743.00	
50%	11/26/2007	Peter Jereb	Single Family Dwelling	053-662-400	675	\$ 5,293.50	5,293.50	10,587.00	Resid	755.00	269.50	910.50	49.50	2,566.00	743.00	
50%	5/1/2008	Dave Chambers	Single Family Dwelling	053-750-200	4858	\$ 5,314.68	5,314.68	10,629.36	Resid	758.02	270.58	914.14	49.70	2,576.27	745.97	
50%	6/9/2008	Michael Quinn	Single Family Dwelling	062-231-080	2509	\$ 4,568.71	4,568.71	9,137.42	Resid	758.02	270.58	914.14	49.70	2,576.27	-	
50%	6/18/2008	Marvin Parker	Single Family Dwelling	061-091-180	680	\$ 5,314.68	5,314.68	10,629.36	Resid	758.02	270.58	914.14	49.70	2,576.27	745.97	
50%	1/15/2009	Michael Solano	Hook up to City Water	053-541-530	4876	\$ 3,864.40	3,864.40	7,728.80	Resid	-	-	-	-	3,864.40	-	
50%	6/8/2011	Dusty Veale	Single Family Dwelling	061-091-100	7651	\$ 5,890.27	5,890.27	11,780.54	Resid	840.12	299.88	1,013.15	55.08	2,855.28	826.76	
50%	4/21/2014	Arthur Clark	Hook up to City Water	013-090-150	3806	\$ 3,076.25	3,076.25	6,152.50	Resid	-	-	-	-	3,076.25	-	
50%	5/15/2014	Chance & Christina Silva	Sewer Connection	061-061-270	1169	\$ 890.75	890.75	1,781.50	Resid	-	-	-	-	-	890.75	
50%	10/30/2014	Virginia Renner	Reconnect to City Services	053-061-480	1926	\$ 3,966.98	3,966.98	7,933.96	Resid	-	-	-	-	3,076.24	890.74	
						\$ 65,971.10	\$ 110,965.86	\$ 176,936.96								
									7,832.93	2,795.99	9,446.20	513.56	36,638.48	8,743.94		

**City of Yreka
Impact Fee Analysis
October 19, 2006**

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Executive Summary

This report presents the analysis to support the need for impact fees to ensure that new development projects contribute their fair share to new facilities in the City of Yreka. The primary objective of the fees is to provide for orderly development of infrastructure necessary to accommodate the anticipated growth of the community. The following table summarizes the Calculated Fees based on the analysis provided in this report.

The City will rely on its authority to levy impact fees under the Mitigation Fee Act, contained in Government Code Section 66000 et. seq. This report provides the necessary documentation for the adoption of a capital impact fee.

Fee Summary	Fee Per Unit/DUE	Six Months 25%	One Year 50%	After One Year 100%
4.1 City Buildings	\$792	\$198	\$396	\$792
4.2 Park Facilities	\$1,821	\$455	\$911	\$1,821
4.3 Police Department	\$683	\$171	\$342	\$683
4.4 Fire Department	\$35	\$9	\$17	\$35
4.5 Storm Drainage	\$99	\$25	\$49	\$99
4.6 Street Improvements	\$539	\$135	\$270	\$539
4.7 Wastewater System	\$1,486	\$371	\$743	\$1,486
4.8 Water System	\$5,132	\$1,283	\$2,566	\$5,132
Totals	\$10,190	\$2,647	\$5,293	\$10,586

These fees represent the first substantive impact fees adopted by the City of Yreka. The City Council realizes that several projects have been approved without consideration of fees and that the sudden implementation of the fees might pose a financial hardship on previously approved projects. The Council directed that fees be phased into the building permit process. The summary table shown above illustrates the applicability of fees to projects that have final Planning Commission or City Council approval prior to the effective date of the fees. All new projects shall be subject to the impact fees. See Section 5, Implementation.

1.0 Background and Introduction

1.1 Background

The State Department of Finance, Demographic Research Unit estimates population on an annual basis, and as shown in Table 1.0-1, the City has experienced very slow growth since 2000. As shown in the table, in three of the five years the City actually lost population as calculated by the State of California. The percentage of growth for the period was 0.25 percent, which is much lower than the statewide growth average of 1.68 percent for the same period.¹ While there are a number of internal and external factors that affect population growth, the slow change in Yreka is linked directly to the decline of the logging industry and the loss of forest-oriented employment. Although the economy is diversifying slowly, Yreka has been competing with other similarly situated cities along the Interstate 5 corridor for the relatively few manufacturing jobs that pay well enough to buy a home and raise a family. The City has weathered the reduction in employment mainly because as the County seat, there are numerous service industry jobs.

The growth that is affecting Siskiyou County, and California as a whole, is starting to appear in Yreka. The City is seeking to avoid fiscal impacts associated with the capital cost of meeting the demands of residential and commercial growth. Streets, wastewater and water treatment, storm drainage, parks and general services, are all affected when a community grows. Property and sales tax are insufficient to meet these capital needs, Section 66000 of the California Government Code

allows a City to adopt development impact fees. As development fees are usually paid at the time a building permit is issued, using fees to directly fund capital improvements is usually only effective when a City is experiencing rapid growth. Fees can also be used to address in-fill development needs, reimburse development for the cost of extending services, and to ensure that the City has completed the planning necessary to support new growth. Development fees have become one of the methods for implementing master water, wastewater, and storm drainage plans.

The City's General Plan estimates a 20-year growth rate approaching one percent, the City anticipates a faster growth rate in the short term due to development pressure in the state as a whole. Table 1.0-2, shows a 1.0 percent growth rate, associated population increase and an estimate of single family residential homes. The table assumes a ratio of 75 percent residential and 25 percent non residential land uses over time. This is similar to other communities and reflects the trend away from large industrial areas toward numerous smaller facilities. Using this land use division, and an assumed floor area ratio of 0.15, Table 1.0-2 also estimates the acreage and square feet of commercial and industrial development over the same period. It is important to note that residential growth tends to occur gradually over time, while non-residential growth can be non-existent for several years, and then occur in one or two large projects.

Table 1.0-1

City of Yreka - Historic Population		
Year	Population	Change
2000	7,290	
2001	7,263	-27
2002	7,249	-14
2003	7,324	75
2004	7,313	-11
2005	7,383	70

**Table 1.0-2
City of Yreka – Population Projection at One Percent Annual Growth**

Year	Population	Single Family			Multiple Family			Total Res/Acres	Non Res Acres	Square Ft.
		Pop.	Units	Acres	Pop.	Units	Acres			
2005	7,383									
2006	7,457	55	25	8.3	18	10	1.0	9.3	3.1	20,255
2007	7,531	56	25	8.3	19	11	1.1	9.4	3.1	20,255
2008	7,607	56	25	8.3	19	11	1.1	9.4	3.1	20,255
2009	7,683	57	25	8.3	19	11	1.1	9.4	3.1	20,255
2010	7,760	58	26	8.7	19	11	1.1	9.8	3.3	21,562
2011	7,837	58	26	8.7	19	11	1.1	9.8	3.3	21,562
2012	7,916	59	26	8.7	20	11	1.1	9.8	3.3	21,562
2013	7,995	59	26	8.7	20	11	1.1	9.8	3.3	21,562
2014	8,075	60	27	9.0	20	11	1.1	10.1	3.4	22,216
2015	8,155	61	27	9.0	20	11	1.1	10.1	3.4	22,216
2016	8,237	61	27	9.0	20	11	1.1	10.1	3.4	22,216
2017	8,319	62	28	9.3	21	12	1.2	10.5	3.5	22,869
2018	8,403	62	28	9.3	21	12	1.2	10.5	3.5	22,869
2019	8,487	63	28	9.3	21	12	1.2	10.5	3.5	22,869
2020	8,571	64	29	9.7	21	12	1.2	10.9	3.6	23,522
2021	8,657	64	29	9.7	21	12	1.2	10.9	3.6	23,522
2022	8,744	65	29	9.7	22	13	1.3	11.0	3.7	24,176
2023	8,831	66	30	10.0	22	13	1.3	11.3	3.8	24,829
2024	8,919	66	30	10.0	22	13	1.3	11.3	3.8	24,829
2025	9,009	67	30	10.0	22	13	1.3	11.3	3.8	24,829
2026	9,099	68	30	10.0	23	13	1.3	11.3	3.8	24,829
Totals	1,716	1,287	576	192	429	245	25	217	72	473,059

1.2 Introduction

The report is organized into the following sections:

- 1.0 **Introduction & Background** discussing the legal requirements for establishing and imposing such fees, as well as methods used in this study to calculate the fees.
- 2.0 **Impact Fee Calculation Methodology** describes the various methods of impact fee calculation.
- 3.0 **Scope of Facilities and Report Time Frame** lists the different facilities analyzed in this study as well as describes the study area and time associated with the development of these impact fees.
- 4.0 **Impact Fee Analysis** discusses the impact of development on the following facilities:
 - 4.1 City Hall
 - 4.2 Fire Protection Facilities
 - 4.3 Park Facilities
 - 4.4 Police Department Facilities
 - 4.5 Storm Drainage
 - 4.6 Street Improvements
 - 4.7 Wastewater System
 - 4.8 Water System
- 5.0 **Fee Implementation** explains the procedures and legal requirements for implementing an impact fee program under California law.

2.0 Impact Fee Calculation Methodology

2.1 Overview

There are several methods that may be used to calculate impact fees and assign costs to new development. This report uses different methods of cost assignment depending on the improvement under consideration. For example, some improvements are based solely on population growth, while others may be based on the number of units or anticipated growth in a specific area of the City. Still other improvement costs are based on the population of the City as a whole, factoring in existing residents in the assignment of cost or responsibility. The choice of a particular assignment method depends on the type of improvement. All methods typically follow two steps: First, the cost of the improvement is estimated; and second, the cost is allocated to the various development types.

2.2 Methodologies

The following methodologies are used in this report to assign costs of improvements to new development:

Plan Based. The plan-based method allocates costs for improvements to a specified set of developments. The improvements are identified by a master plan, which includes a service area for the improvement(s). The area can be citywide, a neighborhood, or an intersection. Provided the service area is identified, vacant land uses identified through proposal or an adopted land use plan, the improvement costs can be assigned to future development within the service area. Facility costs are allocated to various categories of development in proportion to the amount of development and the relative intensity of demand for each category. The Eastside Residential Sewer Improvement as discussed in this report, is an example of a small service area improvement cost allocation.

In a plan-based method, the total cost of relevant facilities is divided by total demand to calculate a cost per unit of demand. Then, the cost per unit of demand is multiplied by the amount of demand per unit of development (e.g. dwelling units or square feet of building area) in each category to arrive at a cost per unit of development. This method implicitly assumes that the entire service capacity of the specified facilities will be absorbed by the planned development, or that any excess capacity is unavoidably related to serving that development. For example, it may be necessary to widen a street from two lanes to four lanes to serve development, but that development may not use all of the capacity added by widening the street. Assuming the improvements in question are needed only to serve the new development paying the fees, it is legitimate to recover the full cost of the improvements through impact fees.

The plan-based method is often the most workable approach where actual service usage is difficult to measure (as is the case with administrative facilities), or does not directly drive the need for added facilities (as is the case with fire stations). It is also useful for facilities, such as streets, where capacity cannot always be matched closely to demand. This method is relatively inflexible in the sense that it is based on the relationship between a particular facility plan and a particular land use plan. If plans change significantly, the fees may have to be recalculated.

Capacity Based. This method can be used only where the capacity of a facility or system is known, and the amount of capacity used by a particular type and quantity of development can be measured

or estimated. This method calculates a rate, or cost per unit of capacity based on the relationship between total cost and total capacity. It can be applied to any type or amount of development, provided the capacity demand created by that development can be estimated and the facility has adequate capacity available to serve the development. Since the fee calculation does not depend on the type or quantity of development to be served, this method is flexible with respect to changing development plans. Under this method, the cost of unused capacity is not allocated to development; so unused impact fees would not cover capacity if it is not absorbed by development. Capacity-based fees are most commonly used for water and wastewater systems.

To calculate a capacity-based impact fee rate, the cost of the improvement is divided by the capacity to arrive at a cost per unit of service. To determine the fee for a particular development project, the cost per unit of capacity is multiplied by the amount of capacity needed by that project. To produce a schedule of impact fees based on standardized units of development (e.g. dwelling units or square feet of building area), the rate is multiplied by the amount of service needed, on average, by those units of development. For example, if the City knows that the next increment of wastewater treatment plant expansion will cost \$750,000, and will serve 750 new dwelling units or equivalents, the capacity-based method would divide the cost (\$750,000) by the units (750) to arrive at a per-unit cost of \$1000. Note that this method assumes that the City will fund the improvement through other means and be reimbursed over time by the new development.

Standard Based. The standard-based method is related to the capacity-based approach in the sense that it is based on a rate, or cost per unit of service. The difference is that with this method, costs are defined from the outset on a generic unit-cost basis and then applied to development according to a standard that sets the amount of service or capacity to be provided for each unit of development. The standard-based method is useful where facility needs are defined directly by a service standard, and where unit costs can be determined without reference to the total size or capacity of a facility or system. It is common for cities to establish a service standard for parks in terms of acres per thousand residents. In addition, the cost per acre for, say, neighborhood parks can usually be estimated without knowing the size of a particular park or the total acreage of parks in the system. This approach can also be used to estimate community facilities such as libraries, community centers, and other improvements where it is possible to estimate a generic cost per square foot before the facility is designed. One advantage of the standard-based method is that a fee can be established without committing to a particular size of facility, and facility size can be adjusted based on the amount of development that actually occurs.

2.3 Dwelling Unit Equivalent (DUE)

The impact of non-residential development is more difficult to estimate as the services can range from domestic water and sewer needs for a conventional office, to significant wastewater treatment needs from an industrial use. The actual impact will need to be determined at the time of application and fees adjusted accordingly. Using this assumption, **Table 1.0-2** represents approximately 1,010 new dwelling units and a 2025 population of roughly 9,100. **Table 2.0-1** summarizes the assumptions in this report for a Dwelling Unit Equivalent. The City may use the assumptions in this table to calculate fees for non-residential projects that result in impacts to the City infrastructure. The City may also determine that, based on studies or information provided for the specific project(s), that measures included in the proposed development off-set impacts to City services. This determination will be made by the City Manager on an individual project basis.

Table 2.0-1

Summary of Dwelling Unit Equivalent (DUE) Assumptions For Non-Residential Uses

<i>Improvement</i>	<i>DUE Assumption = 1 Single Family Unit</i>
City Hall	2,000 square feet
Park	N/A (population based) ¹
Storm Drainage	N/A (project based) ²
Streets	10 trips per day
Wastewater	Based on Meter Size
Water	Based on Meter Size

¹Park fees are population based with 2.36 persons per single family unit at a ratio of 3.7 acres per 1,000 population. Park fees would not typically be charged for non-residential development, but could be factored into individual projects based on service demand.

²Storm drainage is required to be retained on-site for each project. Off-site fees may be determined on an individual project basis.

2.4 Fee Principles

As an overarching principle of this impact fee program, the City would prefer that the capital improvement be installed or constructed as part of a development proposal rather than collecting the fee. The City could then use subsequent fees to either reimburse a project applicant, or apply the fees to other needed improvements in the City. Payment of fees is considered the final option and is used primarily to ensure that smaller projects are responsible for their fair-share of community-wide improvements. The City reserves the ability to schedule or phase improvements or reimbursements as needed to ensure the financial integrity of the capital improvement program. This may require that most or all of the impact fees be used to fund projects in one area of the community before another area can be funded, or improvements in that area reimbursed, regardless of the amount of development in and around each area. The City will also periodically increase the amount of the fees to keep pace with changes with the cost of construction. The City can use different inflation figures, such as the engineering news record or similar construction-based cost indices. The City will determine whether the fee will need an inflationary increase at least once a year, but may change the amount fee at any time to keep pace with construction costs. The City understands that certain types of projects are of benefit to the entire community and further goals of the City and the Region. The Council may reduce or waive fees, or provide for effective value for fees at their discretion to further the goals of the General Plan.

3.0 Scope of Facilities and Report Time Frame

3.1 Study Area and Time Frame.

The study area for this study includes the existing City of Yreka and its sphere of influence as shown in Figure 1. Note that on Figure 1, the vacant land is illustrated by land use type using the City's Geographic Information System. This information was used to determine the total holding-capacity of the City's planning area. The timeframe for this study extends from the present to 2025, the same relative period as the General Plan. From a practical standpoint, the term of the study is closer to 10 years as the needs of the city will change over time, and state law requires periodic review of adopted fees to ensure that they stay relevant. The procedures for fee implementation are discussed in Section 5.0 of this report.

City of Yreka Buildout of Vacant Land
Table 3.0-1

The term "buildout" is used to describe a hypothetical condition in which all currently undeveloped land in the study area has been developed as indicated in the Land Use Element of the General Plan. The figures shown in Table 3.0-1, represent the maximum development potential based on assumptions of density and intensity. These figures are used to establish the potential for additional service demand related to future development. The time required for buildout depends on the rate at which development occurs. Neither this study nor the General Plan provide a target date for buildout, because of the uncertainty involved in making such projections for long periods, and the historically slow growth rates in the City of Yreka. As calculated, the Buildout of all vacant land in the City of Yreka General Plan would result in approximately 12,084 dwelling unit equivalents, or a population of roughly 16,800.

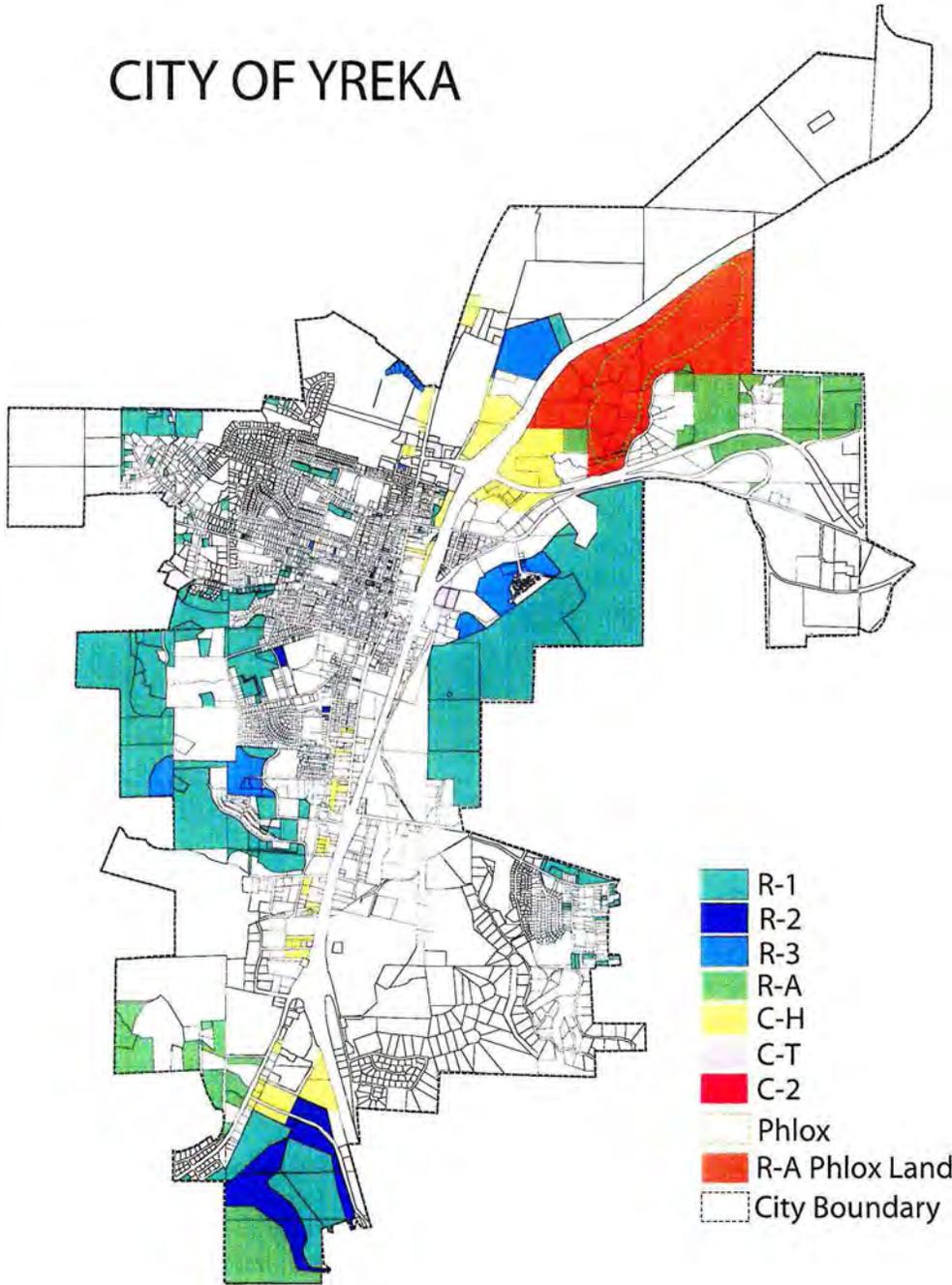
Zone	Vacant Acres	Typical Units/Acre	Estimated Total Units	Average Persons Per Unit	Estimated Population
R-A	262.33	2	525	2.236	1,173
R-1	722.87	4	2,891	2.236	6,465
R-1-10	174.28	3.5	610	2.236	1,364
R-2	144.14	10	1,441	2.236	3,223
R-3	135.06	15	2,026	2.236	4,530
Total	1,438.68		7,493		16,755
		FAR	Sq.Ft.	DUE Sq.Ft.	Estimated DUE
C-2	0.72	0.25	7851.69	2500	3
CH	243.40	0.25	2650626	2500	1,060
CT	21.40	0.25	233046	2500	93
Total New NON RES DUE					1,156
Total ALL UNITS					8,649

In order to provide a more realistic interim growth projection, the City's General Plan estimates a 20-year growth rate approaching one percent. Table 1.0-2, shows a 1.0 percent growth rate based on the General Plan estimate, associated population increase and an estimate of single family residential homes. This table also assumes a ratio of 75 percent residential and 25 percent non-residential land uses over time. This ratio is similar to other small communities and reflects a gradual trend away from large single parcel industrial development toward numerous smaller facilities. Using this land use division and a floor area ratio of 0.15, Table 1.0-2 also estimates the acreage and square feet of commercial and industrial development over the same period. It is important to note that residential growth tends to occur gradually over time, while non-residential growth can be non-existent for several years, and then occur in one or two large projects.

While the numbers shown in Tables 1.0-1 and 3.0-1 are useful for citywide projects, buildout of a subset of the community is needed to address improvements that affect only development in these areas. Two areas of the community have been analyzed: Eastside Sewer and South Sewer areas. As the labels indicate, both of the areas address wastewater collection.



CITY OF YREKA



-  R-1
-  R-2
-  R-3
-  R-A
-  C-H
-  C-T
-  C-2
-  Phlox
-  R-A Phlox Land
-  City Boundary

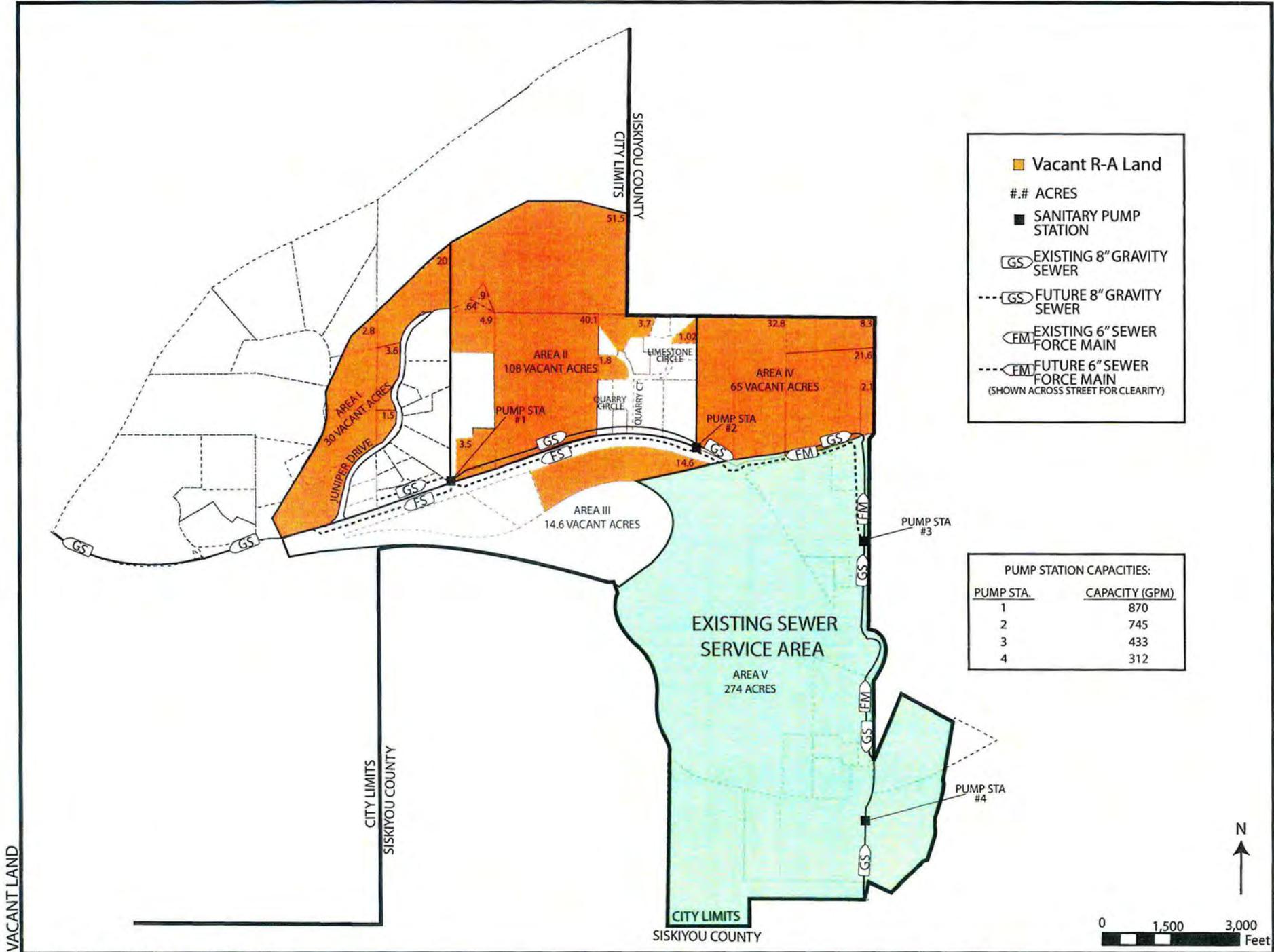
Vacant Land Use

* NOTE MAP NOT TO SCALE

SOURCE: SISKIYOU COUNTY, PMC
US CENSUS DATA
JUNE 20, 2005

FIGURE 1, IMPACT FEE STUDY AREA
VACANT LAND BY LAND USE DESIGNATION

PMC



SOURCE: HAMMOND ENGINEERING
JUNE 23, 2005

FIGURE 2, EASTSIDE RESIDENTIAL SEWER FEE STUDY AREA
VACANT LAND BY LAND USE DESIGNATION

4.0 Impact Fee Analysis

4.1 City Buildings

The Current City Buildings, including City Hall and the Public Works Administrative Offices, will need to be expanded to accommodate storage of Records and space for additional staff. The estimate for new space was based on interviews with City personnel.

Current Fee. The City does not have a mitigation fee for impacts to City Buildings.

Methodology. This section calculates impact fees using the standard-based method discussed in Section 1. Standard-based methods are based on a community-wide benefit based on an overall plan for improvements. In this instance, the background growth associated with the community as a whole, will dictate the need for the expansion of City Buildings.

Demand Variable. The City of Yreka will base the demand on residential dwelling units or dwelling unit equivalents of non-residential projects. For purposes of this report, 2,500 square feet of commercial and 5,000 square feet of industrial use is considered a dwelling unit equivalent.

Level of Service. The City considers adequate office, meeting and storage space important to the efficient operation of the City at all levels. For purposes of this analysis, it is assumed that an additional 2,000 square feet will be needed to meet the growth projected in Table 1.0-2.

Facility Needs. Based on the level of service, the City will need an additional 2,000 square feet to provide adequate office and record storage space for the next 10 years. Fortunately, the City owns sufficient land to support expansion. Table 4.1-1 illustrates the estimated cost of providing 2,000 square feet of additional office and storage space.

**Table 4.1-1
City Buildings**

Item	Sq. Ft.	\$ per Sq ft.	Total
Expanded City Offices	2,000	\$200	\$ 400,000
Expanded Public Works Building	2,000	\$200	\$ 400,000
Total			\$ 800,000

Calculated Fee. Based on the cost estimates in Table 4.1-1, and projected growth in Yreka as shown in Table 1.0-2, the cost of providing additional City Office and storage space of 2,000 square feet is \$792 per dwelling unit equivalent. Because construction costs can vary, particularly for expansion and remodel projects, the cost figures in Table 4.1-1 are considered estimates and may be revised as the City develops better construction cost data.

4.2 Park Facilities

This section addresses the calculation of impact fees for parkland and improvements needed to serve the estimated population growth. Information on parks used in this section is based on the Open Space Element of the Yreka General Plan.

Current Fee. The current park and recreation in-lieu fee is contained in Title 15 Subdivisions Section 15.42 of the Yreka Municipal Code. This section requires land dedication for subdivisions containing 50 housing units or more, or a combination of land dedication and in-lieu fee. Only an in-lieu fee is required of subdivisions of less than 50 units. This approach is consistent with the Quimby Act, section 66477 of the Government Code, that provides authority for the City to collect fees for the acquisition and construction of parkland. The current fee is \$100 per lot. This fee is determined by the formulas described in Sections 15.42.030 and 040. The City believes that this fee is inadequate to meet the parkland needs of growth in the community.

Methodology. This section calculates impact fees using the standard-based method discussed in Section 1. Standard-based are based on a ratio of facility to user and do not depend on assumptions about the ultimate limits of development in the City.

Demand Variable. The City of Yreka, like all other communities, bases the new park demand on population increases. Because the fees are population-driven, they apply only to residential development.

Level of Service. The Open Space Element sets a 3.7 acres of neighborhood park per 1,000 population as the goal for the City. This goal reflects the existing parkland per 1,000 population as reported in the Background Report for the General Plan, without the 400 acres of Greenhorn Park factored into the ratio.² The City may include improvements to the Greenhorn Park as part of the overall community-wide component of this fee program. The City may also amend this fee program to provide for a comprehensive trail and open space system.

Facility Needs. Facility needs for future parks are identified in terms ratios of park acreage to population rather than as a list of specific projects. The City will consider new neighborhood parks in the 3-5 acre range. Table 4.2-1 illustrates the estimated cost for a five (5) acre neighborhood park. It is important to note that the per-capita costs for smaller parks can increase and that larger parks are more efficient to both construct and maintain.

Table 4.2-1**Basic Neighborhood Park Average Cost Estimate**

Item	Unit	Unit Cost	Total Cost
Acquisition	5 acres	\$60,000	\$300,000
Right of Way Improvements			
Curb, Gutter, Sidewalk	467 lineal ft.	\$45	\$21,015
Parking Lane, One Travel Lane – Pave-out	217,800 square ft.	\$4	\$37,360
Landscaping	217,800 square ft.	\$1	\$217,800
Irrigation	217,800 square ft.	\$1	\$217,800
Parking Area	15,000 square ft.	\$4	\$60,000
Restrooms	1 each	\$150,000	\$150,000
Play Equipment	1 each	\$45,000	\$45,000
Ball Field	1 each	\$25,000	\$25,000
Soccer Field	1 each	\$10,000	\$10,000
Benches/Bike Racks	6 each	\$500	\$3,000
Garbage Cans	6 each	\$200	\$1,200
Lighting (security)	6 each	\$1,500	\$9,000
Sidewalks/Paths (miscellaneous)	140 lineal ft.	\$25	\$3,500
Total			\$ 1,100,675

Calculated Fee. With the projected population increase of 1,716 new residents shown in Table 1.0-2, an estimated 6.35 acres of new parkland would be needed to meet the increase in population at a ratio of 3.7 acres per 1,000 population. Based on the cost estimate in Table 4.2-1, the total amount of parkland would cost \$1,397,477 resulting in a per capita cost of \$814. This equates to a single-family unit cost of \$1,821 assuming the current 2.236 persons per single-family unit. Because the size and shape of parks factor into the improvement costs, the figures in Table 4.2-1 are considered estimates and may be revised as the City develops better park development data.

4.3 Police Department Facilities

The front portion of the existing police station was built in 1915, the rear portion was constructed in 1978. The current building is barely adequate to meet the needs of the existing police department, and the average of 275 square feet per employee is well below averages in the north state. There is no ADA compliant restroom or access to the existing police station. There is also no secure parking for police or private vehicles. As the city grows in population and in size, new police officers and support personnel will need to be added, and work space provided.

Current Fee. The City does not have a mitigation fee for impacts to Police Services.

Methodology. This section calculates impact fees using the standard-based method discussed in Section 1. Standard-based methods are based on a community-wide benefit based on an overall plan for improvements. In this instance, the background growth associated with the community as a whole, will dictate the need for an expanded or new police station.

Demand Variable. The City of Yreka will base the demand on residential dwelling units or dwelling unit equivalents of non-residential projects. For purposes of this report, 2,500 square feet of commercial and 5,000 square feet of industrial use is considered a dwelling unit equivalent.

Level of Service. The City considers an accessible and adequately sized police station and support area important to the efficient operation of the police department at all levels. For purposes of this analysis, it is assumed that a new structure will be needed to meet the needs of growth projected in **Table 1.0-2**, but that the city has available land upon which to place the structure. It is also assumed that the new growth will be responsible for 23 percent of the new facility as the growth is projected to increase the size of the City by 23 percent as shown in **Table 1.0-2**.

Facility Needs. Based on the level of service, the City will need construct a new police building. The new structure will hold all of the existing services, as well as the projected growth in services needed to support the new population. **Table 4.3-1** shows both the total cost, and the portion of the cost attributable to new development. Only that portion attributable to new development is included in the impact fee program.

**Table 4.3-1
Police Department Needs**

Item	Sq. Ft.	\$ per Sq ft.	Total
Expanded Police Building + Secure Parking Area	12,000	200	\$ 552,000
Secure outdoor area at \$50 per sq. ft.	12,000	50	\$ 138,000
Total			\$ 690,000

Calculated Fee. Based on the cost estimates in **Table 4.3-1**, and projected growth in Yreka as shown in **Table 1.0-2**, the cost of providing new growth's proportionate share of a new police structure is \$683 per dwelling unit equivalent. Because construction costs can vary, particularly for expansion and remodel projects, the cost figures in **Table 4.3-1** are considered estimates and may be revised as the City develops better construction cost data.

4.4 Fire Department

The City Fire Department is comprised of approximately 30 volunteers. As the City expands, and the training level of the volunteers increases, it may become more difficult to provide service to the community. Of particular concern is a possible reduction in the Insurance Service Organization (ISO) rating for the community. This rating, currently at 5, affects the cost of fire insurance throughout the service area of the Fire Department. The rating reflects retrogression from the previous ISO of 4.

A number of factors are weighed when calculating the rating including, response time, age and type of equipment, water service infrastructure, level of training, etc. The Fire Department is funded through a combination of general fund and grant monies. Capital equipment needs, such as new fire engines, rescue equipment, etc., are typically paid from the operating budget, which reduces available funding for personnel, training or other operation and maintenance activities. The operating budget does not have sufficient revenue to purchase all needed capital equipment and facilities necessary to meet the needs of new growth.

Current Fee. The City does not have a mitigation fee for impacts to Fire Services.

Methodology. This section calculates impact fees using the standard-based method discussed in Section 1. Standard-based methods are based on a community-wide benefit based on an overall plan for improvements. In this instance, the population growth associated with the community as a whole, will dictate the need for an expanded or new fire services.

Demand Variable. The City of Yreka will base the demand on residential dwelling units or dwelling unit equivalents of non-residential projects. For purposes of this report, 2,500 square feet of commercial and 5,000 square feet of industrial use is considered a dwelling unit equivalent.

Level of Service. The City considers an accessible and adequately sized fire station and support areas important to the efficient operation of the department at all levels. Currently, it is a goal of the City to keep the ISO rating at 5 and result in no further reductions in rating.

Facility Needs. At this time the City does not have appropriate recommendations for the expansion of services and is including funding for a report in this program. The cost of the report is estimated at \$35,000.

Calculated Fee. Based on the \$35,000 estimates for fire services report, the cost of providing new growth's proportionate share of a new fire structure is \$35 per dwelling unit equivalent

4.5 Storm Drainage

The City has prepared a storm drainage master plan that identifies a number of deficiencies in the existing storm drainage system. The impact fee program cannot address existing problems with the storm drainage system, only off-set the capital costs of addressing the storm drainage run off generated by new development. It is important to the City that new development not further impact the existing storm drainage system.

Current Fee. The City does not have a mitigation fee for impacts to the storm drainage system.

Methodology. City of Yreka storm drainage standards require new development to accommodate drainage within their project boundaries, or demonstrate that existing downstream facilities are adequate to meet post-construction stormwater runoff. If downstream facilities are not adequate, and the drainage cannot be accommodated on site, the project must make improvements to address their projected stormwater runoff. As this analysis is site specific, it will need to occur at the time the project is proposed. Individual areas of benefit may be adopted by the City to reimburse development for improvements that address drainage problems associated with areas larger than the project at hand.

Demand Variable. Because there are currently no identified stormwater improvements that specifically address vacant land suitable for development, there is currently no basis for a development impact fee.

Level of Service. The City requires that storm drainage systems in projects be designed to accommodate a ten (10) year storm event.

Facility Needs. At this time the City does not have appropriate recommendations for the expansion of services and is including funding for a report in this program. The cost of the report is estimated at \$100,000.

Calculated Fee. Based on the \$100,000 estimates for fire services report, the cost of providing new growth's proportionate share is \$99 per dwelling unit equivalent.

4.6 Street Improvements

Most of the street improvements within the City are constructed as development occurs. Roadway improvements associated with a specific project are assigned to that project and either constructed as a function of the project, or mitigation fees collected and a formal or informal benefit area established. Based on comments received from Caltrans and regular observation of traffic movements within the City, several improvements have been identified that will be needed to address future growth.

Current Fee. The City does not have a traffic mitigation fee.

Methodology. This section calculates impact fees using the plan-based method discussed in Section 1. Plan-based methods are based on a community-wide benefit based on an overall plan for improvements. In this instance, the background growth in traffic associated with the community as a whole, will dictate the need for the identified improvements. Other improvements may be identified at a later date that require a capacity-based method using the City's adopted LOS of C as the threshold for improvement.

Demand Variable. The City of Yreka will base the demand on residential dwelling units or dwelling unit equivalents of non-residential projects. For purposes of this report, 2,500 square feet of commercial and 5,000 square feet of industrial use is considered a dwelling unit equivalent.

Level of Service. The Circulation Element of the City's General Plan establishes a level of service for roadways and intersections of "C".³ Currently all roads operate acceptably during am and pm peak hours, however the intersections identified in **Table 4.5-1**, are known to be approaching capacity.

Facility Needs. **Table 4.5-1** illustrates the three intersections that are nearing the LOS of C and may exceed the threshold unless improvements are installed.

**Table 4.5-1
Intersection Improvements**

	Totals
Traffic Signal SR 3 & SR 263	\$225,000
Traffic Signal Upgrade at SR 3 & Moonlit Oaks	\$90,000
Additional Backhoe	\$80,000
Intersection Improvements at Miner & Oregon	\$150,000
Total	\$545,000

Calculated Fee. Based on the growth estimate in Section 3.0, the City believes that projected growth in the next ten years will approach the level of service limits at the intersections shown above. The twenty-year growth projection would add approximately 1,716 new residents to the City of Yreka or approximately 1,010 dwelling unit equivalents. (General Plan Growth/Dwelling Unit Equivalents from Table 1.0-2+Ultimate/Buildout of General Plan Area from 3.0-1) Using this estimate, the traffic impact fee would be \$539 dollars per single-family dwelling unit equivalent.

4.7 Wastewater Collection and Treatment System

The wastewater treatment system is comprised of two primary components: collection and treatment. The collection system is constructed incrementally as development occurs on the periphery of the City. As stated in the *Master Sewer Plan*, adopted in June 2004, “[t]he collection system in general appears to have adequate capacity for the existing conditions and projected flows for the next 20 years so long as the City pursues the reduction of Infiltrations and Inflow (I&I) that has been measured in the system during extremely wet weather”.⁴ The City’s *Master Sewer Plan* identifies a number of concerns with inflow and infiltration of ground and stormwater into the collection system. Inflow and infiltration is an existing condition that is a function of the deterioration of older wastewater collection lines and not related to new development. Unless the collection system lines are upgraded to handle discharge from new development, the development impact fees cannot be used to fix inflow and infiltration problems in the City. The *Master Sewer Plan* notes that development beyond 20 years may require new sewer lines in some areas of the community. As discussed in section 3.0 of this study, the primary focus of this report is for the next 10 to 20 years and the City envisions updating the report and associated fees on a regular basis. New wastewater collection lines will be constructed as development occurs, and will be the fiscal responsibility of the proposed development. As the size of the wastewater collection system increases, the City will need to add specialized maintenance equipment to its fleet. Currently this equipment is rented, however as the size of the system increases, it will be more cost effective for the City to own the equipment in order to inspect new lines, and maintain existing facilities.

The wastewater treatment facility for Yreka is located between Highway 263 (North Main Street) and Yreka Creek, approximately 600 feet north of the intersection of Montague Road (Highway 3) and Highway 263. The wastewater treatment plant has a design capacity of 1.3 million gallons per day of average dry weather flow. Current dry weather flow is 0.7 to 0.9 million gallons per day. As stated in the *Master Plan*, the design assumption is that each single-family unit equivalent generates 200 gallons of wastewater per day. The City may reserve capacity at the wastewater treatment plant for future industrial uses, which may eventually result in a need to establish an improvement program for expansion of the facility, or construction of a new wastewater treatment plant. Topographic and biological constraints at the current location effectively constrain expansion potential. The existing office, laboratory and servicing facilities at the site will need to be expanded to accommodate the additional processing associated with new growth.

Current Fee. The City does not currently have a connection fee. The cost of physically connecting the property to the City’s sewer main is the responsibility of the property owner.

Methodology. This section calculates impact fees using the plan-based method discussed in Section 1. Plan-based are based on a community-wide benefit based on an overall plan for improvements. In this instance, the increase in connections to the wastewater collection system will require capital outlay for new equipment that is currently rented. As this equipment is expected to last 10-15 years before being replaced, the City is identifying the vacuum truck as a capital expenditure.

Demand Variable. The City of Yreka will base the demand on residential dwelling units or dwelling unit equivalent based on water meter size for non-residential projects. For purposes of this report the Table 4.7-1 will be used to determine the dwelling unit equivalent for wastewater demand for non-residential projects.

**Table 4.7-1
Dwelling Unit Equivalent by Meter Size**

Domestic Water Meter Size or Fire Pipe Size	Dwelling Unit Equivalent
5/8"	1
3/4	1.5
1	2.5
1 1/2	5
2	8
3	16
4	25
6	50
8	80

In special circumstances, the City of Yreka may base the demand for wastewater services by non-residential projects on one of the following methods:

- (a) Similarity to like discharges served by the city’s wastewater treatment facility;
- (b) Field measurements or projected constituents and characteristics of wastewater flow associated with the project;
- (c) Calculation of wastewater flow based on expected or actual water consumption, and taking into account water used in manufactured products and for irrigation, cooling and evaporation;
- (d) Typical values reported in the literature when the procedures identified above are inadequate to characterize the expected discharge.

The Sewer Master Plan differentiates between improvements needed by 2025, which is growth reflected in Table 1.0-2, and ultimate, which is the buildout of all vacant land within the General Plan Area. This analysis establishes a fee component for both scenarios.

Level of Service. The level of service for a wastewater system is defined as within, or outside, compliance the permitted operating levels. As this is a plan-based methodology, compliance with the wastewater master plan, and with regulatory agencies, is considered an acceptable level of service.

Facility Needs. Table 4.7-2 illustrates the improvements needed to ensure that the wastewater collection system remains adequate to accommodate future growth, and that office, storage and operating space at the treatment plant remain adequate.

**Table 4.7-2
Wastewater System Improvements**

	<i>Ultimate</i>	<i>General Plan Growth</i>
Vacuum Truck		\$450,000
Office At Plant w/secure storage		\$400,000
Collection System Upgrades	\$829,000	\$554,000
Totals	\$829,000	\$1,404,000
Grand Total		\$2,233,000

Calculated Fee. Based on the growth estimate in Section 3.0, the City believes that projected growth in the twenty years will require the improvements shown in Table 4.6-1. The twenty-year growth projection would add approximately 1,716 new residents or 1,010 new housing unit equivalents to the City of Yreka. (General Plan Growth/Dwelling Unit Equivalents from Table 1.0-2+Ultimate/Buildout of General Plan Area from 3.0-1) Using this estimate, the wastewater impact fee would be \$1,486 dollars per dwelling unit equivalent. Of this total fee, \$96 per dwelling unit equivalent is assigned to the ultimate buildout of General Plan area.

Eastside Sewer Upgrades

In addition to the citywide wastewater needs, landowners along State Route 3 have approached the City to allow residential connections to an existing industrially designated force main. As the existing force main was constructed for industry using grant funding, the capacity in the line is reserved for industrial uses. The adjacent property owners are seeking connection for residential projects. Currently, the City believes that a new wastewater collection line parallel to the existing industrial line would be needed to provide service to the "Eastside Area". Hammond Engineering developed a draft improvement feasibility plan in March of 2005, to estimate the cost of providing a parallel force main along State Route 3. As reported in the *City of Yreka Eastside Sewer Upgrades*, it would cost approximately \$1,140,125 to provide service. The existing zoning for this area would allow one (1) unit per acre, and based on the City's GIS, there is an estimated 232 acres that might benefit from this improvement. As this new sewer line would be area specific, essentially providing no service to other areas of the City, the entire cost of the improvement would potentially be assigned to the service area described in the *Eastside Sewer Upgrade* report and illustrated in Figure 2. The City will consider a fee or other financing program for the *Eastside Sewer Area* at a later date.

Adoption of a fee for the Eastside sewer improvements may not be the ideal method for providing sewer in this area of the City. The ability to connect to City sewer is essential to reaching the one (1) unit per acre density in this area. Unless the sewer improvement was installed and operational before construction was permitted, the residential uses would have to connect to the existing industrial line. This residential-connection to an industrial sewer line may not be consistent with the grant funding used to finance the industrial line, and could also jeopardize the ability of the City to attract new business and encourage expansion of existing businesses in this area. This issue would need clarification from the granting agency, and a determination of the City Council before connections to this industrial line could be permitted. Because the improvement would be needed before construction of homes could occur, and the fee process collects money over time and not up front, the eastside sewer fee may better serve the area as a means of reimbursement for improvements installed by a developer than a means of directly funding the improvement.

4.8 Water System

Water supply for the City of Yreka originates from the Fall Creek Pumping Station and is piped through a 24-inch pipe to Yreka. There are three pumps at this location, each with a capacity of 3.5 million gallons per day. The water is chlorinated at the source and filtered and chlorinated at the Fall Creek Treatment Plant before entering the City. The water system is almost entirely gravity fed with eight existing storage tanks. The City has a current winter usage of 1.5 million gallons per day, while summer usage can increase to 5.5 million gallons per day. Most of the system is looped, and adequate pressure is available throughout most of the City. The City's current Fall Creek water right is 15 cubic feet per second of flow, which equates to a potential service-ability of 9.7 million gallons per day. The ultimate maximum daily water demand for buildout to the existing General Plan is approximately 16.2 million gallons per day. The City is also concerned about the safety of its water supply and the potential for service disruption since all of the water travels a single route to the City. The City believes that a study to determine an alternative water source, and development of a backup water source, should be part of the long-range plans for the community.

The City adopted a Master Water Plan in June of 2006. The plan divides the City into water pressure zones based on demand and water storage. The intent of the zone-system is to identify improvements that benefit future development. Unlike sewer improvements however, water improvements that ensure pressure throughout the system benefit every user nearly equally. Until the water master plan is completed, the City has included an estimate of the anticipated improvements needed to meet the demand as projected in Table 1.0-2.

Current Fee. The City does not currently have a connection fee. The cost of physically connecting the property to the City's water main is the responsibility of the property owner.

Methodology. This section calculates impact fees using the plan-based method discussed in Section 1. Plan-based are based on a community-wide benefit based on an overall plan for improvements.

Demand Variable. The City of Yreka will typically base the demand on residential dwelling units or dwelling unit equivalents of non-residential projects. For purposes of this report, the use of 727 gallons of water per day is considered one dwelling unit.⁵ The City uses meter size to determine the DUE as shown in Table 4.8-1.

**Table 4.8-1
Dwelling Unit Equivalent by Meter Size**

Domestic Meter Size or Fire Pipe Size	Dwelling Unit Equivalent
5/8"	1
3/4	1.5
1	2.5
1 1/2	5
2	8
3	16
4	25
6	50
8	80

These factors will be used for non-residential or multi-family residential projects where water usage will need to be calculated.

Level of Service. The level of service for a water system is defined as within, or outside, compliance the permitted operating levels. As this is a plan-based methodology, compliance with the master plan, and with regulatory agencies, is considered an acceptable level of service.

Facility Needs. Table 4.8-2 illustrates the improvements needed to ensure that the water system remains adequate to accommodate future growth, and that water storage and major water lines remain adequate.

Water System Improvements	Totals	
	<i>General Plan Growth</i>	
New Filter Control Panel		\$75,000
Additional Booster Pump		\$170,000
Stage 1 Water Treatment Plant Booster Pump Station		\$1,100,000
Add Two Filters to Water Treatment Plant		\$600,000
Zone 2 - 2.0 MG Storage Tank		\$1,660,000
Zone 1 Supply Improvements from Foothill Dr. PRV		\$662,000
Upgrade State Street Pumps		\$63,000
Replacement Main in Hwy 3		\$560,000
Replacement Main from Yreka Creek Way to Main		\$144,000
Alternate Water Source Study		\$150,000
Totals	\$150,000	\$5,034,000
Grand Total		\$5,184,000

Calculated Fee. Based on the growth estimate in Section 3.0, the City believes that projected growth in the twenty years will require the improvements shown in Table 4.6-1. The twenty-year growth projection would add approximately 1,716 new residents or 1,010 new housing units equivalents to the City of Yreka. Using this estimate, the water system fee would be \$5,000 dollars per dwelling unit equivalent. (General Plan Growth/Dwelling Unit Equivalents from Table 1.0-2+Ultimate/Buildout of General Plan Area from 3.0-1) Of this fee, approximately \$17 represents the alternate water source study that the City believes will be necessary before buildout of the General Plan and is therefore attributable to the entire General Plan area.

5.0 Fee Implementation

5.1 Legal Framework

Development exactions such as impact fees are subject to the Fifth Amendment prohibition on taking of private property for public use without just compensation. Both state and federal courts have recognized the imposition of impact fees on development as, provided the fees meet standards intended to protect against regulatory takings. To comply with the Fifth Amendment, development regulations must be shown to substantially advance a legitimate governmental interest. In the case of impact fees, that interest is in the protection of public health, safety, and welfare by ensuring that new development is not detrimental to the quality of public services.

In the court case *Nollan v. California Coastal Commission*, the U. S. Supreme Court determined that a government agency imposing exactions on development must demonstrate an "essential nexus" between the exaction and the interest being protected. In a later case, *Dolan v. City of Tigard*, the Court made clear that a government agency also must show that an exaction is "roughly proportional" to the burden created by development. The City Council of the City of Yreka has determined that there are insufficient funds currently, and a shortage of funds projected, to meet the capital impact needs of future development. This determination led to the preparation of this analysis. The balance of this analysis is intended to describe the rough proportionality of fee and impact as required by the *Tigard* decision.

California Constitution. The California Constitution grants power to local governments to regulate land use and development. The ability to approve development also allows for the ability to approve with development with conditions. In this instance, the City has determined that a fee designed to address most of the community impact associated with new development, would be appropriate and would assist new development in paying its fair share of future impacts.

The Mitigation Fee Act. California's impact fee statute originated in Assembly Bill 1600 during the 1987 session of the Legislature, and took effect in January, 1989. AB 1600 added several sections to the Government Code, beginning with Section 66000. Since that time the impact fee statute has been amended from time to time, and in 1997 was officially titled the "Mitigation Fee Act." Unless otherwise noted, code sections referenced in this report are from the Government Code.

The Mitigation Fee Act does not limit the types of capital improvements for which impact fees may be charged. The Act defines public facilities very broadly to include "public improvements, public services and community amenities." Although the issue is not specifically addressed in the Mitigation Fee Act, other provisions of the Government Code (see Section 65913.8) prohibits the use of impact fees for maintenance or operating costs. When viewed objectively, this makes good fiscal sense as impact fees are linked directly to the construction industry which is known to fluctuate and could result in unpredictable annual revenues—with a resulting difficulty in meeting ongoing consistent and perpetual costs associated with operations and maintenance. The fees in this report are based only on capital costs.

The Mitigation Fee Act contains requirements for establishing, increasing and imposing impact fees, which are summarized below. The Act also contains provisions that govern the collection and expenditure of fees, and require annual reports and periodic re-evaluation of impact fee programs.

Those administrative requirements are discussed in the Implementation Section of this report. Certain fees or charges related to development are exempt from the requirements of the Mitigation Fee Act. Among them are fees in lieu of parkland dedication as authorized by the Quimby Act (Section 66477), fees collected pursuant to a reimbursement agreement or developer agreement, and fees for processing development applications. It is important to note that this fee program cannot predict all of the costs associated with new development and that each project must be evaluated individually to determine if the projected impacts are in line with those of this analysis. It is possible that project specific improvements may be required to comply with the California Environmental Quality Act or other development exaction on the part of the City.

Required Findings. Section 66001 requires that an agency establishing, increasing or imposing impact fees, must make findings to:

1. Identify the purpose of the fee;
2. Identify the use of the fee; and,
3. Determine that there is a reasonable relationship between:
 - a. The use of the fee and the development type on which it is imposed;
 - b. The need for the facility and the type of development on which the fee is imposed; and
 - c. The amount of the fee and the facility cost attributable to the development project.
(Applies only upon imposition of fees.)

Each of those requirements is discussed in more detail below.

Identifying the Purpose of the Fees. The broad purpose of impact fees is to protect the public health, safety and general welfare by ensuring the future provision of adequate public facilities. The specific purpose of the fees calculated in this study is to ensure funding for the construction of capital improvements identified in this report. The improvements are needed to mitigate the impacts of projected development within the City's General Plan area. The fees are needed to prevent the incremental deterioration in public services that would result from new development since the City lacks the funds necessary to construct all of the capital improvements.

Identifying the Use of the Fees. According to Section 66001, if a fee is used to finance public facilities, those facilities must be identified. While a capital improvement plan may be used for that purpose, it is not mandatory if the facilities are identified in the General Plan, a Specific Plan, or in other public documents. If a capital improvement plan is used to identify the use of the fees, it must be updated annually by resolution of the governing body at a noticed public hearing. Impact fees calculated in this study are based on specific capital facilities identified elsewhere in this report, which is intended to serve as the public document identifying the use of the fees. The City may adopt a capital improvement program to implement the improvements identified in this analysis at a later date. The City may also group some of the capital improvement categories to improve implementation of the fee program.

Reasonable Relationship Requirement. As discussed above, Section 66001 requires that, for fees subject to its provisions, a "reasonable relationship" must be demonstrated between:

1. The use of the fee and the type of development on which it is imposed;
2. The need for a public facility and the type of development on which a fee is imposed; and,
3. The amount of the fee and the facility cost attributable to the development on which the fee is imposed.

All new development in a community creates additional demands on some, or all, public facilities provided by local government. If the facilities are not increased to satisfy additional demand, the

quality or availability of public services for the entire community will deteriorate. Impact fees may be used to recover the cost of development-related facilities, but only to the extent that the need for facilities is a consequence of development that is subject to the fees. The Nollan decision by the United States Supreme Court, reinforced the principle that development exactions may be used only to mitigate conditions created by the developments upon which they are imposed.

Once the fees are created, the community must demonstrate that the payment of fees benefits the development (developer) paying the fee. The Mitigation Fee Act requires that the community create separate accounts for the impact fees collected, and encumber the funds within five (5) years of collection. The Act also requires that the fees be spent only on the facilities for which the fees were charged. Neither the U.S. Constitution nor California law require that facilities funded by the development be specifically for the development paying the fee. Procedures for identifying which improvement is the subject of the fee is mandated by the Mitigation Fees Act, as are procedures to ensure that the fees are expended expeditiously or refunded.

Proportionality of the exaction (fee) is established through the procedures used to identify development-related facility costs, and in the methods used to calculate impact fees for various types of facilities and categories of development contained in this report. For example, the need for parkland is based on population growth as it is the new residents that will use the parks. In calculating impact fees, costs for development-related facilities are allocated in proportion to the service needs created by different types and quantities of development.

5.2 Timing of Fees

All fees will be paid at the time of building permit issuance. During the public hearing process to consider the impact fees, the City Council heard from project proponents that had already completed the planning process, but had not factored the amount of fees into their construction and operation costs. The Council understands that the proposed fees are the first to be adopted by the city, and that the fees could pose a financial hardship for projects that had proceeded without a fee structure in place. As a result, for those projects that received approval of a site plan, conditional use permit, parcel map, or subdivision map, from either the Planning Commission or City Council prior to the effective date of the fees, the amount is reduced as follows: For building permits issued in conformance with the approved project within six months, 25 percent of the fee amount would be applied to the permit; for building permits between six months and one year, 50 percent of the fee amount would be applied. Beyond one year from the date of the impact fees become effective, the total fees would be applied to the building permit. Building permits or projects that do not receive Planning Commission or Council Approval prior to the effective date of the fees must pay the full fee amount.

¹ The Siskiyou County growth rate for the same period is 0.99 percent as estimated by the Department of Finance Demographic Research Unit, January 2005, E-5 Report.

² Table 6.1, City of Yreka Parks, *Background Report for the City of Yreka General Plan Update, March 2001*, page 6-1.

³ Goal CI.2, *General Plan of the City of Yreka, December 18, 2003*, page 2-8.

⁴ *City of Yreka: Master Sewer Plan*, June 2004, PACE Civil Inc., page 1.

⁵ *Work Draft Master Water Plan*, Bruce Crom, PE, PACE Engineering, Personal Comm., July 25, 2005.

ORDINANCE NO. 799

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF YREKA
AMENDING VARIOUS SECTIONS OF THE YREKA MUNICIPAL CODE, RELATING
TO DEVELOPER IMPACT FEES**

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

SECTION 1- FINDINGS. The City Council of the City of Yreka hereby finds as follows:

- A. The City Council, in adopting this ordinance, takes legislative notice of the following:
 - a. Certain typographical errors have been discovered in Ordinance No. 792 as it was enacted, which for clarity and certainty require correction;
 - b. The City Council desires to clearly and correctly state the provisions of the Ordinance No. 792 without modifying the substance of the ordinance as enacted.

SECTION 2. The following amendments are proposed to **YREKA MUNICIPAL CODE, Chapter 11.23 MUNICIPAL UTILITY SERVICES, DEVELOPMENT IMPACT, AND CONNECTION FEES**

11.23.010 Purpose and title.

(a) Fee Purposes. The purpose of this chapter is to assist in the implementation of the city of Yreka general plan and to mitigate the impact of development identified in the documents titled City of Yreka Impact Fee Report (October 2006) and the Final Environmental Impact Report for the city of Yreka general plan.

(b) Title. This chapter shall be known as and may be cited as the "*Municipal Utility Services, Impact, and Connection Fees*" ~~development impact fees~~ ordinance. (Ord. 792 §2(part), 2006).

11.23.020 Definitions.

(a) Definitions. For the purposes of this chapter, the words set out in this section shall have the following meanings:

- (1) "Approved plans" means plans approved under the city's municipal code.
- (2) "Building department" means the building department of the city.
- (3) "Capital improvement" means and includes planning, preliminary engineering, engineering design studies, land surveys, land or right-of-way acquisition, engineering, permitting, construction and inspection of all the necessary features of any construction project.
- (4) "Commercial" means all those uses defined as commercial by Yreka Municipal Code Title 16, Zoning, as it may be amended from time to time.
- (5) "Developer" means a person, firm, partnership, corporation or other entity that excavates, fills, builds structures or otherwise improves or changes a specific parcel or tract of land.

- (6) "Development" means the construction, alteration, addition, occupancy or use of any building or structure, or alteration of land which allows a change in land use.
- (7) "Director" means the head of the specifically named department. If no department of the city is named, director shall mean the city manager or their designee.
- (8) "Dwelling" refers to residential housing types.
- (9) "Existing" means at present or in effect as of the time of the adoption of the ordinance establishing this chapter.
- (10) "Facility" means something that is built, installed, purchased or established to serve a particular purpose.
- (11) "Feepayer" means a person commencing a land development activity that generates a need for additional city facilities and requires the issuance of a building permit or permit for mobilehome installation. "Feepayer" includes "applicant" or "appellant" as the case may be.
- (12) "Guest room" means a room designated for overnight accommodation that does not qualify as a dwelling unit. Examples include hotel rooms, motel rooms, convalescent hospital rooms, and dormitory rooms. For a suite of rooms, rooms for sleeping shall be guest rooms. Buildings containing guest rooms shall be subject to nonresidential development fees, calculated on all space which is common and separate from the guest rooms. Examples of such space are hotel and convalescent hospital reception areas, meeting rooms and dining areas.
- (13) "Industrial" means facilities where manufacturing, assembling and storage is to occur, as more specifically defined below:
- (A) Establishments that engage in the mechanical or chemical transformation of materials or substances into new products. The establishments are usually described as plants, factories, mills and characteristically use power-driven machinery and materials handling equipment.
- (B) Establishments that engage in assembling component parts of manufactured products are also considered manufacturing if the new product is neither a structure nor a fixed improvement. Also included is the blending of materials such as oils, plastic resins or liquors.
- (C) The product of a manufacturing or assembly establishment is finished in the sense that it is ready for utilization or consumption, or is semi-finished to become a raw material for further manufacturing or assembly.
- (D) Warehouse and distribution centers that store, transport or distribute manufactured or assembled products.
- (14) "Office/general" means all those uses defined as office or public uses by Yreka Municipal Code Title 16, Zoning, as may be amended from time to time.
- (15) "On-site and off-site related improvements" means public improvements and right-of-way dedications to and/or within the proposed development ~~question~~ which include, but are not limited to, the following:
- (A) Access roads leading to the development;
- (B) Driveways and roads within the development, including those intended for emergency use;
- (C) Acceleration and deceleration lanes, and right- and left-turn lanes leading to those roads and driveways;
- (D) Traffic-control measures for those roads and driveways; and
- (E) Curb, gutter, sidewalk, streetlights, parking lanes, and bike lanes adjacent to the development; and
- (F) Sewer, water, and storm drain facilities; and

- (G) Other public facilities specifically required for use of the property.
- (16) "Person" means any individual, firm, company, public agency, association, partnership, society, corporation or group, and includes the plural as well as the singular.
- (17) "Premises" means an improved lot, piece or parcel of land or a legally divisible portion thereof and any building or part thereof and its appurtenances situated thereon.
- (18) "Private" means property or facilities owned by individuals, corporations and other organizations, and not by city, state or federal governments or local agencies.
- (19) "Public" means property or facilities owned by city, state or federal governments or local agencies, including, but not limited to, community services districts or other public service organizations which may be created.
- (20) "Public works director" means the city's director of public works or other city officials he may designate to carry out the administration of this chapter.
- (21) Residential housing types:
- (A) "Dwelling" means a building designed exclusively for residential occupancy, including single-family, duplex and multiple-family, but not including a hotel, motel, asylum or jail or other facility where people are housed by reason of illness or under legal restraint.
- (B) "Dwelling unit" means one or more habitable rooms designed for occupancy by only one family for living and sleeping purposes.
- (C) "Dwelling, multiple-family" means a building or portion thereof used and designed as a residence for two or more families living independently of each other, with an individual kitchen for each, including duplexes, apartment houses, apartment hotels and flats.
- (D) "Dwelling, single-family" means a building containing only one kitchen, designed for or used to house not more than one family, including all domestic employees of the family.
- (E) "Dwelling, single-family attached" means a dwelling unit on an individual lot that has at least one common wall with one or more other dwelling units on separate lots.
- (F) "Group residential" means shared living quarters without separate kitchen or bathroom facilities for each room or unit. This classification includes boardinghouses, dormitories and private residential clubs, but excludes residential hotels.
- (G) "Manufactured housing park" means a planned development with common area amenities and individual spaces for each unit. Spaces for mobilehomes may be rented or owned.
- (H) "Mobilehome park" means a tract of land containing one or more mobilehome lots or pads.
- (I) "Multiple-family residential" means two or more dwelling units on a site or lot. Types of multiple-family dwellings include, but are not limited to, duplexes, townhouses, garden apartments, group residential facilities and multi-level and high-rise apartment buildings, and includes manufactured housing parks.
- (22) "Residential hotels" means establishments offering rooms for rent for semi-transient or permanent residents on a weekly or monthly basis.
- (23) "Square foot" means every square foot of usable floor area.
- (24) "Study" initially means the City of Yreka Impact Fee Report (October 2006). In future years, as updated or replacement development impact fee studies are completed, it shall mean those updated or replacement development impact fee studies.
- (25) "Undeveloped land" means a parcel of land that is without any building, structure or improvement.
- (26) "Use" means the purpose for which land or premises or a building thereon is designed,

arranged or intended, or for which it is or may be occupied or maintained.

(27) "Use accessory" means a use incidental and accessory to the principal use of a lot or a building located on the same lot.

(b) Interpretation of Definitions. The director of planning or designee shall, upon written request, interpret the provisions of the preceding definitions as they relate to a specific development and shall make other determinations as provided within the preceding definitions. (Ord. 792 §2(part), 2006).

11.23.030 Public facilities ~~development impact~~ fee.

(a) Fee Purposes. The purpose of the public facilities ~~development impact~~ fee is to refurbish existing administrative and service facilities to provide for universally accessible general administrative and maintenance services and records storage, and to provide for and equip new fire and police stations required by new development at locations to be determined by the pattern and density of growth. There is a demand for new stations and equipment in response to development identified in the city of Yreka general plan. Evidence indicates that the demand is directly related to the impacts of new development and is necessary to maintain adequate levels of administrative and maintenance services, police protection, fire protection, suppression, rescue and emergency medical activities and to provide required response times to the areas served and to maintain reasonable insurance rates for the affected property owners.

(b) Fee Schedule. The public facilities ~~impact~~ fee is comprised of four components ~~per dwelling unit~~:

Fire protection facilities	\$ 35.00
Police protection facilities	683.00
City administration facilities	396.00
City maintenance facilities	396.00
Public facilities impact fee	\$1,510.00

The fees imposed pursuant to this section shall be based on the fee schedule in effect on the date of the feepayer's application for the appropriate building permit or encroachment permit and shall be paid to the city prior to the issuance of a building permit, encroachment permit, or a permit for mobilehome installation, *based on current fees*, as follows:

(1) Single-Family.

(A) The base fee shall be one thousand five hundred ten dollars.

(2) Multiple-family--base fee is per dwelling unit.

(A) The base fee shall be one thousand five hundred ten dollars.

(3) Commercial--base fee is per one thousand square feet.
(A) The base fee shall be one thousand five hundred ten dollars.

(4) Office/general--base fee is per one thousand square feet.
(A) The base fee shall be one thousand five hundred ten dollars.

(5) Industrial--base fee is per one thousand square feet.
(A) The base fee shall be one thousand five hundred ten dollars.

(6) Special Benefit Charge. The city may establish from time to time, by resolution, a special benefit area and benefit area fee which shall be payable before the issuance of any building or encroachment permit to be collected from owners of new development in localized areas that require facilities not considered a part of the regional facilities. Any such charge, as an additional development impact fee, must comply with the provisions of the State Mitigation Fee Act, beginning with Government Code Section 66000. (Ord. 792 §2(part), 2006).

11.23.040 Citywide street improvements ~~development impact~~ fee.

(a) Fee Purposes. The purpose of the citywide street improvements ~~development impact~~ fee is to provide for the costs of street widening and reconstruction, street lighting, traffic signals, transit facilities, bike and pedestrian paths and appurtenant facilities, bridge widenings, additional maintenance equipment, and freeway interchange improvements related to new development in accordance with the development forecast under the city of Yreka general plan. As the amount of new development contemplated by the general plan occurs, there will be an additional burden on the citywide surface transportation system. Without funding identified capital improvements, there will be an unacceptable level of traffic congestion, delays, accidents and generally reduced public safety throughout the city. Air quality could be adversely affected as has been demonstrated in other studies when idle/standing times are increased.

(b) Citywide Street Improvements ~~Development Impact~~ Fee Zone. There is established the citywide street improvement ~~development impact~~ fee zone, with its boundaries being the incorporated limits of Yreka, California, as they may exist from time to time.

(c) Fee Schedule. The citywide street improvements ~~development impact~~ fee imposed pursuant to this section shall be based on the fee schedule in effect on the date of the feepayer's application for the appropriate building permit or encroachment permit and shall be paid to the city prior to the issuance of a building permit, encroachment permit, or a permit for mobilehome installation, current fees as follows:

(1) Single-Family.
(A) The base fee shall be five hundred thirty-nine dollars.

(2) Multiple-family--base fee is per dwelling unit.

(A) The base fee shall be five hundred thirty-nine dollars.

(3) Commercial--base fee is per two thousand five hundred square feet.

(A) The base fee shall be five hundred thirty-nine dollars. The base fee applies to general commercial only.

(4) Office/general--base fee is per two thousand five hundred square feet.

(A) The base fee shall be five hundred thirty-nine dollars.

(5) Industrial--base fee is per five thousand square feet.

(A) The base fee shall be five hundred thirty-nine dollars.

(6) Special Benefit Charge. The city may establish from time to time, by resolution, a special benefit area and benefit area fee which shall be payable before the issuance of any building or encroachment permit to be collected from owners of new development in localized areas that require facilities not considered a part of the regional facilities. Any such charge, as an additional development impact fee, must comply with the provisions of the State Mitigation Fee Act, beginning with Government Code Section 66000.

(d) Fee Reductions (Credits).

(1) Fee reductions shall not be given for on-site and off-site project related public improvements, right-of-way dedication, public utility easement dedications, or providing paved access to the property.

(2) Except as provided in this section, credit against impact fees otherwise due will not be provided until:

(A) The construction is completed and accepted by the city or state, whichever is applicable;

(B) A suitable maintenance and warranty bond is received and approved by the city when applicable;

(C) All design, construction, inspection, testing, bonding and acceptance procedures are in strict compliance with the then-current city public works improvement standards when applicable.

(Ord. 792 §2(part), 2006).

11.23.050 Water system ~~development impact~~ fees.

(a) Fee Purposes. The purpose of the water system ~~development impact~~ fee is to further and protect the health and safety of the citizens of the city by providing for facilities to ensure a continuing supply of potable water, including expansion of the existing system to meet development needs, development of additional water supplies, water mains and storage reservoirs. Federal, state and city regulations establish minimum standards for potable water required to adequately serve residential and other land uses, as well as to provide for fire protection. The charge represents a contributive share of the costs to provide funds for use in constructing all or a portion of capital improvements necessary to serve new customers. As the

population increases and new development locates or existing development expands in the city, there will be an attendant demand to expand the facilities necessary to provide an adequate supply of potable water for domestic consumption, fire protection and non-domestic purposes such as industry and commerce.

(b) Definitions. For the purposes of this section:

- (1) "AWWA" means the American Water Works Association.
- (2) "Household equivalent" means any premises served by a standard five-eighths inch domestic water meter. Typically, this would include single-family residences, duplex dwelling units, and small commercial businesses served by a standard five-eighths inch meter. Household equivalents for larger meters: three-fourths inch, one inch, one and one-half inch, two inch, three inch, four inch, six inch and eight inch, have been computed using the ratio of the larger meter's AWWA rated capacity to the AWWA's rated capacity of a standard five-eighths inch meter.
- (3) "User" means any person or persons, all entities, public or private, residential, industrial, commercial, governmental, or institutional, who receive water as defined by the California State Department of Health Services, Division of Drinking Water, as either potable or reclaimed at a service connection, fire hydrant or fire service system.
- (4) "Lateral" means a connection line between the supply mains and individual service connection(s).

(c) Fee Schedule. The water system development impact fee imposed pursuant to this section shall be based on the fee schedules in effect on the date of the user's application for the appropriate building permit or encroachment permit and shall be paid to the city prior to the issuance of any building permit, encroachment permit, or any physical connection to the water system from the premises to which the charges apply.

(1) Water System Development Impact Fee. Each applicant for a building or encroachment permit for premises as defined in this chapter ~~applying for a new water service~~ shall pay the current fee, per household equivalent, based on ~~the larger of the meter size, or if no meter is installed the water service pipe size, for domestic service~~ or pipe size for a fire service, as follows:

(A) Assessment of Household Equivalents.

<u>Domestic Water Meter Size or, if no meter installed, the water service pipe size or Fire Pipe Size</u>	Household Equivalent Ratio
5/8"	1
3/4	1.5
1	2.5
1 1/2	5
2	8

3	16
4	25
6	50
8	80

(B) Amount of Water System ~~Development Impact~~ Fee. The water system development impact fee, per household equivalent as indicated above, shall be five thousand one hundred thirty-two dollars.

(2) Special Benefit Charge. The city may establish from time to time, by resolution, a special benefit area and benefit area fee which shall be payable before the issuance of any building or encroachment permit to be collected from owners of new development in localized areas that require facilities not considered a part of the regional facilities. Any such charge, as an additional development impact fee, must comply with the provisions of the State Mitigation Fee Act, beginning with Government Code Section 66000 and must be adopted by ordinance pursuant to State Health and Safety Code Section 5471. (Ord. 792 §2(part), 2006).

11.23.060 Wastewater system ~~development impact~~ fees.

(a) Fee Purposes. The purpose of the wastewater system ~~development impact~~ fee is to further and protect the health and safety of the citizens of the city by providing for the computed reasonable contributive share of the cost of construction of system improvement (trunk sewers, interceptors and pumping facilities) sewer pipes, including new specialized equipment, treatment plants and aeration ponds and treatment plant expansion. As new development occurs, there will be an additional burden placed on the existing wastewater collection, treatment and disposal systems. Federal, state and city health requirements set minimum standards for effluent treatment that results in the demand for new wastewater and wastewater facilities.

(b) Definitions. For the purposes of this section:

(1) "Household equivalent" means the basic quantitative unit of wastewater volume and strength representing that wastewater generated by a typical single-family residence connected to the wastewater collection system during an average day.

(2) "Lateral" means a privately owned and maintained conduit that conveys wastewater from a single premises to a public sewer.

(3) "Line tap" means installing an opening in a sewer pipe to accommodate a wastewater connection.

(4) "POTW" means publicly owned treatment works of the city, including the entire facilities for collecting, transporting, pumping, treating and disposing of domestic and industrial wastewaters, located within and outside the city limits and either owned, operated, maintained or controlled by the city.

(5) "Wastewater collection system" means only those pipes intended to carry wastewater (commonly called sanitary sewers), and does not mean conduits used to carry stormwater (commonly called storm sewers or storm drains).

(6) "Special benefit charge" means a charge applied to developing properties in addition to the normal development impact fees to finance master sewer plan projects relative to the construction of POTW where deficiencies are uniquely confined to specific geographic areas.

(7) "Trunk sewer" means a public sewer which transports sewage away from a general area, neighborhood, or subdivision.

(8) "User" means any person or persons, all entities, public or private, residential, industrial, commercial, governmental or institutional, who discharge or cause to be discharged wastewater and waterborne wastes into the POTW of the city, or who directly or indirectly cause impact or potential impact to the POTW of the city.

(9) "Wastewater" means the water from residences, commercial buildings, industrial plants, institutions and business offices, including liquid and waterborne wastes, but excluding uncontaminated groundwater, surface water and stormwater.

(c) Fee Schedule. Wastewater system development impact fee imposed pursuant to this section shall be based on the fee schedule in effect on the date of the user's application for the appropriate building permit or encroachment permit and shall be paid to the city prior to the issuance of a building or encroachment permit, and as a condition precedent to any wastewater connection into the wastewater system. Where a new, changed, or expanded use of the property causes or has the potential to cause increased impact to the POTW as determined by the director of public works, the applicant shall pay those applicable charges for the increased impact prior to issuance of an encroachment permit.

(1) ~~Wastewater System Development Impact Fees.~~ Each *applicant for a building or encroachment permit* for premises as defined in this chapter ~~applying for a new sewer service,~~ shall pay the current ~~development impact fee, per household equivalent,~~ based on the ~~larger of the fee per unit or the meter size, or if no meter is installed the water service pipe size, for domestic water service or pipe size for a fire service,~~ as follows:

(A) Assessment of Household Equivalents.

<u>Domestic Water Meter Size or, if no meter installed, the water service pipe size or Fire Pipe Size</u>	Household Equivalent Ratio
5/8"	1
3/4	1.5
1	2.5
1 1/2	5
2	8
3	16
4	25
6	50

(B) Amount of wastewater system development impact fee shall be paid per household equivalent as follows:

(i) For standard residential, commercial, multiple-family dwelling units, mobilehome park, overnight camper and trailer parks, and industrial connections per dwelling unit as indicated above, the base fee shall be one thousand four hundred eighty-six dollars.

(ii) The following dwelling units shall also be assessed at the rate of one household equivalent per unit:

A. Homes used for the purpose of maintaining six or fewer mentally disordered or otherwise handicapped persons and complying with Sections 5115 and 5116 of the California Welfare and Institutions Code;

B. Homes used as residential care facilities for the elderly which serve six or fewer persons and complying with Sections 1569.84 and 1569.86 of the California Health and Welfare Code.

(d) Special Benefit Charge. The city may establish from time to time, by resolution, a special benefit area and benefit area fee which shall be payable before the issuance of any building or encroachment permit to be collected from owners of new development in localized areas that require facilities not considered a part of the regional facilities. Any such charge, as an additional development impact fee, must comply with the provisions of the State Mitigation Fee Act, beginning with Government Code Section 66000, and must be adopted by ordinance pursuant to State Health and Safety Code Section 5471. (Ord. 795 §2, 2007; Ord. 792 §2(part), 2006).

11.23.070 Storm drainage ~~development impact~~ fees.

(a) Fee Purposes. The purpose of the storm drainage ~~development impact~~ fee is to finance the cost of drainage and stormwater detention projects, including mains, tributary systems, creek improvements and detention basins that are related to new development. New development increases the amount of impervious surfaces due to more roof area, paved streets, driveways and parking lots. Flooding potential is thereby increased, particularly during periods of high intensity and/or sustained rainfall, creating an unacceptable hazard to citizen welfare and safety. The ~~storm drainage development impact~~ fees *created by this section* will finance a study to determine the cost of facilities which are attributable to growth impacts such as improvements necessary to maintain adequate drainage, flood protection, and stormwater detention throughout the city.

(b) Definitions. For the purposes of this section:

(1) "Storm drain" means a pipe which transports stormwater, surface runoff, street wastewater and drainage, but excludes sanitary sewage and industrial wastes.

(2) "Stormwater detention" means a facility which is designed to capture rainfall runoff and temporarily store stormwater for a period of time.

(3) "Storm drainage system" means all facilities, structures and natural watercourses used for collecting and transporting stormwater to, through and from drainage areas to the points of final outlet, including, but not limited to, any and all of the following: inlets, conduits and appurtenant features, canals, creeks, channels, catch basins, ditches, streams, gulches, gullies, flumes, culverts, siphons, retention or detention basins, dams, flood walls, levees and pumping stations.

(c) Storm Drainage ~~Development Impact~~ Fee Schedule.

For purposes of this section, the term "unit" means building.

(1) Single-Family Residence.

(A) Per dwelling unit the base fee shall be ninety-nine dollars.

(2) Multiple-Family Residence.

(A) Per unit the base fee shall be ninety-nine dollars.

(3) Commercial.

(A) Per unit the base fee shall be ninety-nine dollars.

(4) Industrial.

(A) Per unit the base fee shall be ninety-nine dollars.

(5) Special Benefit Charge. The city may establish from time to time, by resolution, a special benefit area and benefit area fee which shall be payable before the issuance of any building or encroachment permit to be collected from owners of new development in localized areas that require facilities not considered a part of the regional facilities. Any such charge, as an additional development impact fee, must comply with the provisions of the State Mitigation Fee Act, beginning with Government Code Section 66000. (Ord. 795 §3, 2007; Ord. 792 §2(part), 2006).

11.23.080 Park and recreation facilities ~~development impact~~ fees.

(a) Fee Purposes. The purpose of the parks and recreation facilities ~~development impact~~ fee is to provide for the planning, acquisition, improvement, expansion and financing of public parks, playgrounds and recreational facilities. Increases in development and population result in an increased need for park and recreation facilities. If this need were not met, the well-being of city residents could be adversely affected. In order to address this potential and to meet city recreation standards, it is appropriate that new development pay for additional park and recreation facilities attributable to the impact of such development.

(b) Fee Schedule. The park and recreation development impact fee for each residential building permit shall be paid to the city as required by this section, except for permits issued covering work performed on buildings or structures owned by any city, county, state or federal agency or any public agency or district. Fees imposed pursuant to this section shall be based on the fee schedule in effect on the date of the fee payer's application for the appropriate building permit or encroachment permit, and shall be paid to the city prior to the issuance of a building permit, encroachment permit, or a permit for mobilehome installation, as follows:

(1) Single-Family Residence.

(A) Per dwelling unit the base fee shall be one thousand eight hundred twenty-one dollars.

(2) Multiple-Family Residence.

(A) Per dwelling unit the base fee shall be one thousand eight hundred twenty-one dollars.

(3) Special Benefit Charge. The city may establish from time to time, by resolution, a special benefit area and benefit area fee which shall be payable before the issuance of any building or encroachment permit to be collected from owners of new development in localized areas that require facilities not considered a part of the regional facilities. Any such charge, as an additional development impact fee, must comply with the provisions of the State Mitigation Fee Act, beginning with Government Code Section 66000.

(c) Use of Fees. Said fees may be used at the discretion of the city council for the acquisition, construction and equipping of neighborhood parks, school/park combinations, community parks and regional parks located within the city. (Ord. 792 §2(part), 2006).

11.23.090 Imposition of ~~development impact~~ fees.

(a) Any person who, after the effective date of the ordinance establishing this chapter, seeks to develop land or construct new structures within the incorporated limits of the city by applying for a building permit, encroachment permit for public improvements, a permit for mobilehome installation or to make an improvement to land which will generate the need for additional city facilities, is required to pay impact fees as set forth in this chapter prior to the issuance of such permit.

(b) Fees shall be imposed pursuant to this chapter except for permits issued covering work performed on buildings, structures, or property owned by the city.

(c) ~~Development impact~~ Fees shall be calculated for those services which are pertinent to the proposed development (i.e., if using a septic field, applicant not required to pay sewer fee component). ~~Development impact~~ Fees that are not required to be paid at the time of initial building, encroachment, or mobilehome permit are be required to be paid at the time of commencement of those services. (Ord. 792 §2(part), 2006).

11.23.110 Establishment of "*Municipal Services Impact and Connection Fees*" ~~development impact fee~~ accounts and use of funds.

(a) There is established *an account or fund pursuant to AB1600* ~~development impact fee account or fund~~ for each fee authorized by this chapter.

(b) Fees collected ~~from development impact fees levied~~ pursuant to this chapter shall be used to fund capital improvements and land purchases related to the purpose of each fee as outlined within this chapter.

(c) No funds shall be used for periodic or routine maintenance.

(d) In the event that bonds or similar debt instruments are issued for advanced provision of capital facilities for which impact fees may be expended, impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities provided are of the type described in subsection (b) of this section.

(e) At least annually, the city manager (or designee) shall present to the city council a proposed capital improvement program, assigning funds, including any accrued interest, from the impact fee account or fund to specific improvement projects and related expenses. Moneys, including any accrued interest, not assigned in any fiscal period shall be retained in the same impact fee account or fund until the next fiscal period, except as provided by the refund provisions.

(f) Funds may be used to provide refunds and reimbursements as provided.

(g) The city is entitled to retain a reasonable amount as a one-time charge as set by resolution, but not more than five percent of the funds collected, as compensation for the expense of collecting the fee and administering this chapter. (Ord. 792 §2(part), 2006).

11.23.120 Schedule for construction and/or acquisition of facilities ~~funded with development impact fees.~~

The city shall have twelve months from the effective date of the ordinance establishing this chapter to establish a schedule for the construction and/or acquisition of facilities shown in the development impact fee study. Except for facilities specifically approved for construction by a property owner, all facilities shall be constructed as approved by the city council as part of its budget, fee review, or capital improvement plan. The requirements of this section are in addition to the requirements of the State Mitigation Fee Act, Government Code Sections 66001 and 66005. (Ord. 792 §2(part), 2006).

11.23.130 Exemptions, refunds, credits, deferrals, reimbursement agreements, and appeals.

This section shall apply to any fee assessed pursuant to this chapter. Any claim of exemption, credit, waiver, or deferral must be made no later than the time of application for a building permit, encroachment permit, or permit for mobilehome installation. Any claim not so made shall be deemed waived.

~~Whenever the city has no resolution in place governing a specific fee, said fee shall be set by resolution executed by the city manager pursuant to Section 1.24.110 of the Yreka Municipal Code.~~

(a) Exemptions. The following shall, ~~upon request,~~ be exempted from payment of the ~~impact fees established by this Chapter:~~

(1) Alterations, renovation, or expansion of an existing *residential* building where no additional dwelling units are created, ~~where the use is not changed, or where no additional vehicular trips~~

~~will be produced over and above those produced by the existing use, and the square footage of the expansion is less than five hundred square feet.~~

~~(2) Where alterations or expansion of existing commercial or industrial structures which are less than fifty percent (50%) of the square footage of the existing structure, between five hundred and one thousand square feet, the feepayer may request a fifty percent reduction in fees charged to the dwelling unit.~~

~~(3) (2) The construction of accessory buildings or structures which will not produce additional vehicular trips over and above those produced by the principal building or use of the land.~~

~~(4) (3) The replacement within three years of a demolished, destroyed or partially destroyed building or structure with a new building or structure of the same size and use; provided that no additional trips will be produced over and above those produced by the original use of the land, and, if it was required, the Planning Commission had already approved the original use.~~

~~(5) (4) The installation of a replacement mobile home.~~

(b) Refunds.

(1) Expired Permits. If a building permit, permit for mobilehome installation, or encroachment permit expires without commencement of construction, then the feepayer shall be entitled to a refund, without interest, of the impact fee paid as a condition for its issuance, except that the city shall retain a reasonable amount as set by resolution, but not more than five percent of the fee and not less than thirty dollars, to offset a portion of the costs of collection and refund. The feepayer must submit an application for such a refund to the director of finance within thirty calendar days of the expiration of the permit.

(2) Capital Improvements Not Installed. Any funds not expended, encumbered, or scheduled pursuant to Government Code Section 66001 by the end of the fiscal year immediately following five years from the date the impact fee was paid, and for which the findings required by Government Code Section 66001(d) are not made pursuant to Government Code Section 66006, shall, upon application of the then-current landowner, be returned to such landowner with interest earned during the five-year period; provided that the landowner submits an application for refund to the director of finance within one hundred eighty calendar days of the expiration of the five-year period. Such application for refund may be subject to the approval of the director of public works and/or building official.

(3) Refunds Paid to Owner of Record. Except as provided in this section, the city shall refund to the current record owner on a prorated basis the unexpended or uncommitted portion of the fee, and any interest accrued thereon, for which need cannot be established.

(4) ~~Any o~~Other claims for refund must be made within ten days of the time of application for a building permit, encroachment permit, or permit for mobilehome installation. Any claim not so

made shall be deemed waived.

(c) Deferrals. The owner of the property may request in writing a deferral of fees assessed and levied pursuant to the provisions of this chapter. ~~incident to the construction of a new building or structure on such property, or incident to the construction of alterations or additions to an existing building or structure on the property.~~ Fees may be deferred for such construction work to a date one year after the issuance of a building or encroachment permit or to the date of the issuance of a certificate of occupancy for the building on which the construction work is being performed, whichever first occurs; provided that the owner of the property, at the time of issuance of the building permit, has:

(1) Entered into an agreement with the city undertaking to pay such deferred fee at the time and in the manner provided for, which agreement shall be in a form approved by the city attorney and recorded against the property, or provided a letter of credit from a lending institution, in a form approved by the city attorney, which guarantees payment of such deferred fees at the time and in the manner provided for by this subsection; and

(2) Executed a deed of trust securing performance of the property owner's duties and obligations under such agreement, which deed of trust shall also be in a form approved by the city attorney and shall be recorded against the property as a first deed of trust; and

(3) Paid to the city an additional fee in the amount equal to two percent of the deferred fees as and for the administrative costs to be incurred by the city by reason of such fee deferral.

(d) Credit for Cost of Improvements. Except as is otherwise provided, the owner is entitled to a credit if the owner:

(1) Constructs the improvements,

(2) Oversizes improvements necessary to serve private development and future growth,

(3) Finances an improvement by cash or other means approved by the city council,

~~(4) Makes dedications of land appurtenant to or in support of the facility, or~~

~~(5) Any combination of the above.~~

The construction of a facility authorized by this section must consist of a usable facility or segment and be approved by the city and must be constructed in accordance with the city's public improvement design standards.

The credit to be provided to the property owner shall be determined based on the actual costs of improvements plus actual costs for engineering and city administration. The data in support of the claim for credit must be submitted prior to issuance of the applicable permit, or the claim shall be deemed invalid.

The property owner must post a bond or other security in a form reviewed and approved by the city attorney prior to acceptance by the director of public works for the complete performance of the construction in order to receive credit prior to completion of construction. Security in the

form of a performance bond, irrevocable letter of credit or escrow agreement shall be posted with and approved by the city attorney in an amount determined by the director of public works. If the project will not be constructed within one year of the date of the improvement agreement, the amount of the security shall be increased by ten percent compounded for each year of the life of the security. If the project is not to be completed within two years of the date of the improvement agreement, the city council must approve the construction project and its scheduled completion date.

Credits shall not be transferable from one project or development to another without the approval of the city council.

(e) Credit Not More Than Fee. If the amount of fee credit is less than the amount of the otherwise applicable fee, the property owner shall thereafter pay an amount which, when added to the credit received for the construction of facilities, equals the fee obligation. If the fee credit is more than the otherwise applicable fee, the property owner shall be entitled to a corresponding reduction in the amount of fees to be paid or a reimbursement for the excess credit as provided for hereinafter.

(f) Reimbursement for Oversized Facility Improvements. Any developer of property located within the city who constructs and installs oversized facility improvements incident to the approval of a tentative map, tentative parcel map or certificate of compliance authorizing the subdivision of property, or incident to the issuance of a building permit authorizing construction of a building or structure, may be entitled to a reimbursement. Such reimbursement shall be paid by the city, *when such funds are available*, out of the improvement fees levied pursuant to the provisions of this chapter, for the cost of any portion of such facility improvements which were in excess of that reasonably required to serve the property improved with the building or structure authorized by such building permit, all as determined by the ~~D~~irector of ~~P~~ublic ~~W~~orks, *using information provided by developer's consultants*.

(1) Reimbursement Agreements. Any reimbursement for the oversizing costs of facility improvements required by the provisions of this section shall be made in accordance with the terms and conditions of a written reimbursement agreement between the city and the developer.

(A) The reimbursement agreement shall provide for the payment to the developer of a portion of the revenues received by the city from the impact fees levied pursuant to the provisions of this chapter in incremental amounts reasonably calculated to reimburse the developer for such oversizing costs over a stipulated period between fifteen and thirty years in duration, beginning the date the facility improvements are completed and accepted by the city, all as determined by the director of public works. The reimbursement to be provided to the property owner shall be determined based on the actual costs of improvements plus actual costs for engineering and city administration. The data in support of the claim for reimbursement must be submitted prior to issuance of the applicable permit.

(B) Such agreement shall be in a form approved by the city attorney, and shall be executed on behalf of the city by the city manager at the time of approval of a final subdivision map, final parcel map or a certificate of compliance in the case of subdivisions approved by a tentative map, tentative parcel map or certificate of compliance, or at the time of the issuance of a certificate of occupancy in the case of a building or structure authorized by a building permit.

(C) Reimbursement is available only to the degree funds are available in any given year. If reimbursement cannot be made during one year, the unreimbursed portion will continue in following years until repaid. The reimbursable amount shall be the difference between the cost of the facility necessitated by development and the oversized facility as determined in this section or as otherwise agreed between the city and the owner, less a sum equal to the city's reasonable cost to administer the reimbursement agreement.

(2) Improvement Delay. Reimbursement may occur after the year in which the project is planned and accepted by the city if, in the opinion of the city manager, the delay is necessary to assure the orderly implementation of the city capital improvement plan. Interest equivalent to the rate earned during the period of delayed reimbursement by the trust account shall be applied to a credit following acceptance of the improvements, or as otherwise agreed between the city and the developer.

(g) Additional Conditions Allowed. The director of public works may authorize, or a condition to the approval for a land use entitlement may require, an owner of property to construct certain facilities or portions thereof specified in the City of Yreka Impact Fee Report (October 2006), the capital improvement program as updated from time to time, or such other capital facilities lists which have been approved by the city council. Such direction or authorization shall result in a credit in lieu of all, or a portion of, a particular fee required by this chapter to be paid by such owner that relates to the improvement constructed.

~~(h) Appeals.~~

~~(1) Administrative Review. After denial of an application for any exemption, credit, or deferral for any fee required by this chapter, the applicant may seek review by way of an administrative review in accordance with the provisions of this section.~~

~~(A) Determinations made by the director of public works or building official pursuant to the provisions of this section may be appealed in writing to the city manager within ten calendar days after rendition of the decision of the director. The city manager shall have twenty days to render a decision and mail notice of the decision to the appealing party.~~

~~(B) In case the applicant is not satisfied with the action of the city manager the applicant may, within ten calendar days after rendition of the decision thereon by the city manager, appeal in writing to the city council as provided.~~

~~(2) An applicant shall file a notice of appeal with the city council in the manner prescribed:~~

~~(A) The appeal shall be made by the filing of a notice in writing to that effect with the city clerk, and by the payment of an appeal fee as set by resolution of the city council. The city manager shall set the matter for hearing within twenty days of the city clerk's receipt of the notice of appeal, unless the applicant consents in writing to an extension.~~

~~(B) At least ten calendar days prior to such hearing, written notice thereof shall be mailed to the applicant by first class U.S. mail with a proof of service attached.~~

~~(C) The city manager shall submit a report to the city council prior to the hearing setting forth the reasons for the action taken by the city manager, and shall provide a copy by mail to applicant at least five calendar days before the scheduled hearing.~~

~~(3) The appeal shall be heard by the city council and the hearing shall be conducted as follows:~~

~~(A) All hearings shall be tape recorded.~~

~~(B) All parties involved shall have the right to offer testimonial, documentary and tangible evidence bearing on the issues; may be represented by counsel; and shall have the right to confront and cross-examine witnesses.~~

~~(C) The council will consider the report prepared by the city manager.~~

~~(D) Hearings need not be conducted according to the technical rules of evidence.~~

~~(E) Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions in courts of competent jurisdiction in this state.~~

~~(F) Any relevant evidence shall be admitted if it is the type of evidence on which reasonable persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil action in courts of competent jurisdiction in this state.~~

~~(G) Oral evidence shall be taken only on oath or affirmation.~~

~~(H) Irrelevant and unduly repetitious evidence shall be excluded.~~

~~(I) Any hearing under this section may be continued for a reasonable time for the convenience of a party or a witness provided however that the hearing may only be continued with the written consent of the appellant.~~

~~(4) Upon the conclusion of the hearing, the council shall make a final determination, supported by written findings, within ten city business days after the hearing pursuant to this section. If necessary, the city council shall have a further meeting prior the ten-day deadline to consider the written findings and adopt them. By no later than two city business days of the city council's decision, notice of the decision and a copy thereof shall be mailed by first-class mail, postage prepaid, to the appellant.~~

~~(5) The decision of the city council shall be final and either party may seek judicial review. If the council's decision is adverse to the applicant, that party may seek judicial review of the decision in accordance with California Code of Civil Procedure Section 1094.5 et seq., including Section 1094.8, or as otherwise permitted by law. The notice of the city council's decision shall provide notice of the appellant's right to judicial review and that the time to seek such review is governed by Code of Civil Procedure Section 1094.6. (Ord. 795 §4, 2007; Ord. 792 §2(part), 2006).~~

11.23.140 Enforcement.

- (a) All charges relating to development impacts applicable to any premises provided for in this chapter shall be deemed a debt owing to the city.
- (b) Any person who makes a connection to the city utility infrastructure without first having paid applicable charges in full, or otherwise violates a provision of this chapter, shall be guilty of a

misdemeanor and shall be subject to having such connections disconnected.

(c) A violation of this chapter shall be prosecuted in the same manner as misdemeanors are prosecuted; and upon conviction, the violator shall be punishable according to law. However, in addition to or in lieu of any criminal prosecution, the city shall have the power to sue in civil court to enforce the provisions of this chapter.

(d) The conviction or punishment of any person for a misdemeanor violation resulting from the connection to infrastructure of city utilities without first obtaining a permit to do so shall not relieve the person from paying the charges due and unpaid applicable fees.

(e) Any person, firm or corporation, whether as principal, agent, employee or otherwise, violating or causing the violation of any of the provisions of this title is guilty of a misdemeanor and upon conviction thereof, shall be punishable by a fine of not more than one thousand dollars or by imprisonment for a term not exceeding six months, or by both such fine and imprisonment. Such person, firm or corporation, is guilty of a separate offense for each and every day during any portion of which violation of this title is committed or continued by such person, firm or corporation, and shall be punishable as herein provided.

(f) If errors, discrepancies, or omissions are identified, applicant will be required to pay the difference in the development impact fee paid to the development impact fee that should have been paid prior to the issuance of a certificate of occupancy or before water service will be established. (Ord. 792 §2(part), 2006).

11.23.150 Waiver of "*Municipal Services Impact and Connection Fees*" ~~development impact fees.~~

All or any portion of ~~development impact~~ *the fees imposed pursuant to this Chapter* may be waived by resolution of the city council or pursuant to such economic development policy as may be adopted from time to time by the city council.

~~Independent of any other provisions in this chapter, the city council may waive the requirements of this chapter upon written request made at the time of the application for a building permit, encroachment permit, or permit for mobilehome installation.~~

~~Within thirty days after a waiver request is received, the city manager shall render a written report for the city council and make a written recommendation that the proposed waiver be approved or disapproved. The city council shall disapprove any proposed waiver unless the city council makes the following findings:~~

~~(1) The installation, addition, extension, expansion or upgrading of municipal facilities, improvements or services concurrently with or necessitated by a proposed development are insubstantial, and~~

~~(2) The proposed waiver will be consistent with the objectives of this chapter to minimize the cost of municipal facilities, improvements, and services, and to maintain a high quality of such facilities, improvements and services.~~

~~(3) No action shall be taken on the issuance of any permit until the application for waiver made~~

~~under this section is resolved.~~

(4) The city council's decision with respect to the request for waiver is final. (Ord. 792 §2(part), 2006).

11.23.160 Other authority.

(a) The provisions of this chapter shall not be construed to limit the power of the city council to impose any other fees or exactions or to continue to impose existing obligations on the right to develop within the city, but shall be in addition to any other requirements which the city council is authorized to impose, or has previously imposed, as a condition of approving a plan, a development, rezoning, or other entitlement. In particular, individual property owners shall remain obligated to fund, construct, and/or dedicate the improvements, public facilities, and other exactions required by, but not limited to, the city codes, public improvement design standards, and other applicable documents, and to mitigate environmental impacts from development.

(b) The city council may adopt special benefit zones for the purpose of assessing a development impact fee when it finds that a citywide development impact fee is not sufficient to meet the needs for new public facilities in a localized area of the city. Any such charge, as an additional development impact fee, must comply with the applicable provisions of the State Mitigation Fee Act, beginning with Government Code Section 66000. The resolution or ordinance adopting the development impact fee within a special benefit zone shall include the method of calculation or formula for determining the amount of credit to be applied to the applicable citywide development impact fee, or provide that the fee shall be in addition to the applicable citywide development impact fee, without any credit or offset. (Ord. 792 §2(part), 2006).

11.23.170 Review and updates.

(a) Within one hundred eighty days following the last day of each fiscal year, the Director of Finance ~~finance director~~ shall prepare and make available to the public an activity report covering the fiscal year for the city council identifying the current fee amount charged (if not set forth in this chapter), the beginning and ending balance of fees in each trust account, the amount of fees collected and the interest earned, an identification of each public improvement on which fees were expended, the capital facilities to be constructed and the identification of an approximate date by which the construction of each facility to be constructed will commence if the director determines that sufficient funds have been collected to complete financing on an incomplete public improvement. In preparing the report, the director of finance shall adjust the estimated costs of the public improvements in accordance with the engineering construction cost index as published by Engineering News Record for the elapsed time period from the previous July 1 or the date the cost estimate was developed.

(b) The city council shall review the report at a noticed public meeting held not earlier than fifteen days after the report is made available to the public. Within five years following the adoption of any impact authorized by this chapter, and every five years thereafter, the city

council shall make the findings required by Government Code Section 66001 for all impact fees authorized by this chapter, except that such findings are not required for wastewater and water impact fees. At any time the city council may revise the impact fee program to include additional projects not foreseen as being needed, provided that the appropriate findings required by the Mitigation Fee Act and other appropriate state law are made.

(c) In addition to the procedures identified in subsection (b) of this section, the ~~development~~ ~~impact~~ fees *established by this chapter* and studies shall be comprehensively updated:

- (1) In conjunction with or following a comprehensive general plan update;
- (2) When the city council determines that growth has occurred at rates significantly above the estimates set forth in the general plan such that additional or different fees and facilities are needed; or
- (3) More frequently if directed by the city council, by ordinance, or, if authorized by this chapter, by resolution after a noticed public hearing. (Ord. 792 §2(part), 2006).

11.23.180 Implementation.

(a) Increases for Inflation. Each of the base fees in effect for each category shall be increased annually in January by the composite construction cost index as published in the most-recent November Engineering News Record, or some similar cost index, in order to keep pace with changes in the cost of construction. The city will determine whether the fees need an inflationary increase at least once a year, but may change the amount of the fee at any time to keep pace with construction costs.

(b) Phased Implementation Schedule. Implementation of the fees identified in this chapter will be phased in according to the following schedule:

(1) Effective date of the ordinance codified in this chapter	25%
(2) Six months after effective date of the ordinance codified in this chapter, <i>and continuing until order of the City Council made by resolution at a regularly scheduled Council meeting. Until that time, the City Council will review the phased implementation schedule every six (6) months, and the Council may, in its discretion, set fees up to the full amounts of the fees as set forth in the City of Yreka Impact Fee Report, which fee modifications, if adopted, shall be effective six (6) months after the order of the City Council.</i>	50%
(3) Beginning of second year following adoption six (6) months after order of the City Council.	100%

(c) Additional Administrative Procedures. The city council may adopt by resolution any administrative procedures necessary to carry out the intent of this chapter. (Ord. 792 §2(part), 2006).

SECTION 3. Exemption from CEQA. 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.

SECTION 4. 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 5. Mandatory Duty Savings Clause. By the use of such words as "shall" and "must" herein the City Council does not intend to create a mandatory duty upon the city. In imposing duties in this ordinance the City is assuming an undertaking only to promote the general welfare. It is not assuming, nor is it imposing on its officers and employees, an obligation for breach of which it is liable in money damages to any person who claims that such breach proximately caused injury.

SECTION 6. Effective Date. This ordinance shall be in full force and effect thirty (30) days from and after the date of its adoption.

SECTION 7. 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. In lieu of publication of the full text of the Ordinance within fifteen (15) days after its passage, a summary of the Ordinance may be published at least five (5) days prior to and fifteen (15) days after adoption by the City Council and a certified copy shall be posted in the office of the City Clerk, pursuant to Section 26933(c)(1) of the Government Code.

SECTION 8. 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 Section 2.

Reintroduced at a regular meeting of the City Council held November 15, 2007, and adopted as

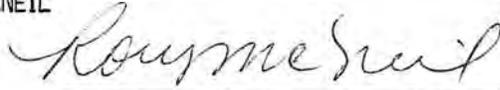
///

an Ordinance of the City of Yreka at a regular meeting of the City Council held on December 6, 2007, by the following vote:

AYES: AMARAL, BENNETT, GRIFFIN, HARMS, & McNEIL

NOES: NONE

ABSENT: NONE



Rory McNeil, Mayor

Attest:

By:



Liz Casson, City Clerk

Approved as to form:

By:


Mary Frances McHugh,
City Attorney

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF YREKA
AMENDING SECTION 11.23.050(c) OF THE YREKA MUNICIPAL CODE, RELATING TO
DEVELOPER IMPACT FEES FOR FIRE SPRINKLER SYSTEMS
IN SINGLE FAMILY RESIDENCES**

Approved

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

SECTION 1- FINDINGS. The City Council of the City of Yreka hereby finds as follows:

Currently, the 2010 California Building Code requires private fire protection in new single family residential construction. Ideally, the customer would have a separate fire line for this service, however, instead of having a separate fire service line, the service may be provided by over-sizing the domestic meter (e.g. instead of a 3/4" meter, a 1" meter is installed). In this situation a number of cost allocation and equity issues arise related to the existing impact fee.

The City Council finds that fire sprinkler installations reduce fire risk, improve fire protection in the community and thus confer a benefit to the City of Yreka. The City Council takes this action after having reviewed and considered The National Fire Protection Association publication entitled *Integration of Residential Sprinklers with Water Supply Systems, a Survey of Twenty U.S. Communities*, published September 2009. The City Council specifically finds that this action is warranted to avoid "double charging" a customer who must install a dual service system. Based upon the recommendation made by staff in connection with evaluating a system development charge, and the fact that at the present time there is no generally accepted approach to this issue, the City Council finds it is in the best interests of the City of Yreka to make the amendments set forth in Section 2 of this ordinance, which will limit the charge for the meter size of a single family residence with an approved fire suppression system to the size needed for the household's domestic water consumption.

SECTION 2. Section 11.23.050(c) of Chapter 11.23 of the Yreka Municipal Code, Water System Fees is amended to read as follows:

(a) Fee Purposes. *No change.*

(b) Definitions. For the purposes of this section:

(1) "AWWA" means the American Water Works Association.

(2) "Household equivalent" means any premises served by a standard five-eighths-inch domestic water meter. Typically, this would include single-family residences, duplex dwelling units and small commercial businesses served by a standard five-eighths-inch meter. Household equivalents for larger meters: three-fourths inch, one inch, one and one-half inches, two inches, three inches, four inches, six inches and eight inches, have been computed using the ratio of the larger meter's AWWA rated capacity to the AWWA rated capacity of a standard five-eighths-inch meter. *Household equivalents for three-quarter-inch with approved Fire Sprinkler System and one inch with approved Fire Sprinkler System are established for the purpose of creating water and fire service (a dual service) connection for single family residences. An approved Fire Sprinkler System is defined as one which satisfies the requirements of the currently adopted and effective California Residential Code.*

(c) Fee Schedule. *No change.*

(1) Water System Fee. Each applicant for a building or encroachment permit for premises as defined in this chapter shall pay the current fee, per household equivalent, based on the meter size, or if no meter is installed, the water service pipe size, as follows:

(A) Assessment of Household Equivalents.

Domestic Meter Size or Fire Pipe Size	Household Equivalent Ratio
5/8"	1*
3/4" single family residential home with approved Fire Sprinkler System	1
1" single family residential home with approved Fire Sprinkler System	1
3/4"	1.5
1"	2.5
1 1/2"	5
2"	8
3"	16
4"	25
6"	50
8"	80

residential equivalent = 1

*subject to Building Official approval.

(B) No change.

(2) No change.

(3) When a larger meter is installed (as long as it does not exceed the minimum necessary) to provide fire sprinkler protection in a single family residence, the system fee shall be based on the meter size necessary to meet the domestic demand, not the actual size of the meter installed.

(4) If a backflow prevention device is required due to the installation of a fire sprinkler system, it shall be inspected yearly by a certified backflow inspector, which shall be subject to any fee for such inspection as established by resolution of the City Council.

(5) Exemption. This section shall not apply to any existing single family residence with a 5/8" water meter service, unless that there are alterations, renovation or expansion of an existing residential building where additional dwelling units are created or there is expansion of the existing residence which is more than fifty percent of the square footage of the existing structure.

SECTION 3. Exemption from CEQA. 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.

SECTION 4. 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 5. Mandatory Duty Savings Clause. By the use of such words as "shall" and "must" herein the City Council does not intend to create a mandatory duty upon the city. In imposing duties in this ordinance the City is assuming an undertaking only to promote the general welfare. It is not assuming, nor is it imposing on its officers and employees, an obligation for breach of which it is liable in money damages to any person who claims that such breach proximately caused injury.

SECTION 6. Effective Date. This ordinance shall be in full force and effect sixty (60) days from and after the date of its adoption.

SECTION 7. 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. In lieu of publication of the full text of the Ordinance within fifteen (15) days after its passage, a summary of the Ordinance may be published at least five (5) days prior to and fifteen (15) days after adoption by the City Council and a certified copy shall be posted in the office of the City Clerk, pursuant to Section 26933(c)(1) of the Government Code.

SECTION 8. 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 Section 2.

Introduced at a regular meeting of the City Council held August 2, 2012, and adopted as an Ordinance of the City of Yreka at a regular meeting of the City Council held on August 16, 2012, by the following vote:

AYES:
NOES:
ABSENT:

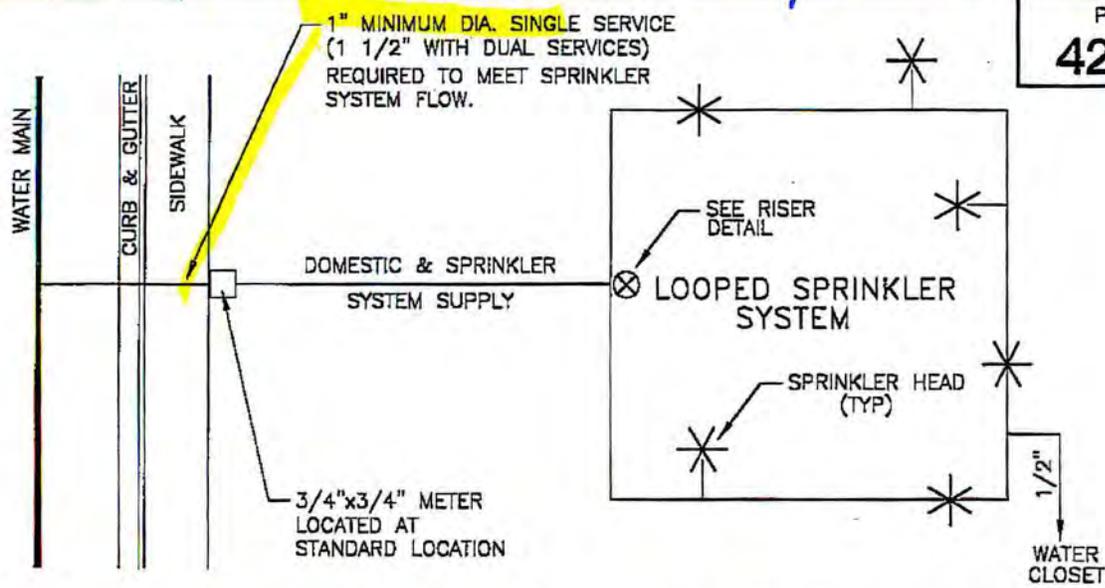
Mayor

Attest:

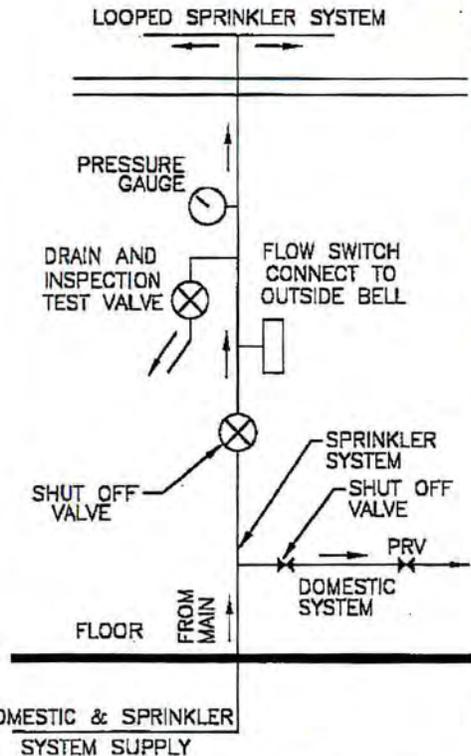
Approved as to form:

By: _____
Liz Casson, City Clerk

By: _____
Mary Frances McHugh,
City Attorney



RESIDENTIAL FIRE SPRINKLER CONNECTION



NOTES:

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF REDDING CONSTRUCTION STANDARDS AND THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION AND NFPA 13D.
2. A SEPARATE FIRE SERVICE SHALL BE INSTALLED WHERE THE EXISTING DOMESTIC SERVICE IS SMALLER THAN THE REQUIRED RESIDENTIAL FIRE FLOW.
3. BACK FLOW DEVICES WILL NOT BE REQUIRED FOR A LOOPED SYSTEM CONNECTED TO A WATER CLOSET.
4. METER CHARGE SHALL BE FOR THE SIZE OF METER INSTALLED. SERVICE CONNECTION CHARGES SHALL BE FOR A 5/8" SERVICE, UNLESS RESIDENT REQUIRES FULL 3/4" OR 1" DOMESTIC CONNECTION THEN FULL 3/4" OR 1" CONNECTION FEE SHALL APPLY.
5. ALL UNDERGROUND PIPING SHALL BE PER NFPA 13D OR THE MATERIALS LISTED ON PAGE 400.00. ALL ABOVE GROUND PIPING SHALL BE PER NFPA 13D.
6. AN AREA OF 12" WIDE ON ALL SIDES OF PIPE TRENCH SHALL BE KEPT FREE OF ALL VEGETATIVE OBSTRUCTIONS.
7. ALL ABOVE GRADE PIPING AND VALVES SHALL BE WRAPPED WITH ADEQUATE INSULATION OR OTHER MEANS OF PROTECTION TO PREVENT FREEZING.
8. ALL FIRE SPRINKLER UNDERGROUND PIPE SHALL BE WRAPPED WITH 2" WIDE DETECTABLE METALIZED WARNING TAPE OR PIPED WITH FIRE SPRINKLER CPVC PIPE.
9. ALL PIPING PASSING THROUGH A SLAB SHALL PASS THROUGH A SLEEVE FOR THE FULL THICKNESS OF THE SLAB. THE SLEEVE SHALL HAVE AN INSIDE DIAMETER OF 1/2" LARGER THAN THE OUTSIDE DIAMETER OF THE SYSTEM PIPE.

RISER DETAIL

DWG DATE: 2-03		SCALE: NTS	CITY OF REDDING • TRANSPORTATION & ENGINEERING DEPARTMENT	
		APPROVED BY	RESIDENTIAL FIRE SERVICE	
4-06	NEW STD			
MARK	DATE	REVISION		
			CITY ENGINEER	3-20-07

Adapted by City of Yreka



CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM

TO: Yreka City Council
PREPARED BY: Rhetta Hogan
AGENDA TITLE: Discussion and Possible Action – Approval of the City of Yreka Training and Travel Policy dated January 6, 2015
MEETING DATE: January 6, 2015

Discussion:

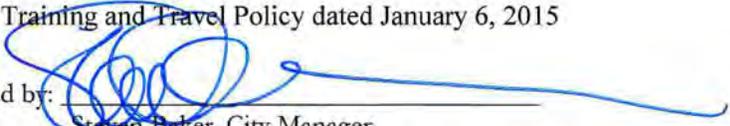
The City has relied on dated forms and policies for employee training and travel related expenses. The City is looking to update those policies for conforming standards with the IRS publication 15 for employee travel and reimbursable expenses, and alignment with the training guidelines set forth in the City Manager's policy number 2012-1, adopted June 7, 2012. While not all travel is related to training, the reimbursement requests for travel should generally follow the proposed policy for guidance.

Staff has worked with the department heads in developing a policy that can be used and easily understood by employees. The City has also developed employee forms with fill-in rates and information for ease of processing travel authorization and reimbursement.

Financial: There is not fiscal impact, as the Departments continue to work within their adopted budgetary allocation for travel and training.

Recommendation:

Approval of the City of Yreka Training and Travel Policy dated January 6, 2015

Approved by: 
Steven Baker, City Manager

City of Yreka Training and Travel Policy

Issue Dated 1/6/2015

Section 1: City of Yreka Employee Training Strategy

All travel for training purposes must adhere to the guidelines set forth in City Manager Policy Number 20012-1, adopted June 7, 2012:

This training strategy has been developed to more formally outline strategies that the City uses for training. The City's training strategies and practices are designed to be aligned with the City's goals, best practices, succession planning, employee advancement, statutorily required training and risk management. In the current economic climate, as less and less resources are available for training, the need for training in order to do more with less is increasing. It is therefore critical that scarce training dollars be spent strategically and in support of the City's goals.

City Philosophy

The City encourages and promotes training opportunities for all of its employees to insure that they provide more effective services to the community. The purpose of City sponsored training is to develop increased efficiency and effectiveness in the performance of official duties through the provision of employee training and by assisting employees in the fulfillment of their broad duties and responsibilities.

The City's training philosophy is designed to:

- Promote an operational philosophy of workers as the City's most important resource and provide lifelong learning opportunities for all employees.
- Provide a fully supported education and development program based on the business needs of the City.
- Help City employees develop and enhance their skills and abilities to meet the numerous function and responsibilities related to their jobs and to provide opportunities for career development and upward mobility.
- Support the values of improving flexibility, quality, empowerment, efficiency/effectiveness, and organizational support.
- Depending on assignment and level of career development, provide employees with a range of training hours each year to continue their lifelong learning.
- Support succession planning, employee retention and maintaining legally required training.

Training Plan System

The City's training system consists of three phases which should be repeated each year for each employee, preferably as part of the performance review process. The selected training should achieve the goals of assisting the employee in performing their work to the required standards and to help employees develop and prepare for changes in work assignments such as taking on the more complex duties within the employee's current job, to prepare for a lateral transfer to another position, or to prepare for potential promotion to a higher position. Any legally required training should be included.

The steps involved in the training plan system are:

1. Analyze and identify the training needs, what does the department need, what are the position requirements, what does the employee need to learn, what is an estimate of the training cost and time commitment, etc.
2. Identify and arrange for training to meet the identified needs.
3. Evaluate the training to make sure that the employee was successful and that the training has achieved its aim in terms of subsequent work performance. Strategies in this area may be to have the employee share the learning experience with others in a staff meeting, meet with the employee to go over what was learned and how it will apply to the job, have the employee go over the materials again after a specified amount of time has elapsed to refresh his/her memory, and help the employee make connections with the learning materials to specific job tasks/functions.

Training Delivery Options

Because of the small size of the City of Yreka, having a full training program in-house is not feasible. While the City does have some training staff and expertise in house, outside training is needed to meet the City's training goals.

The following are some training delivery options that are available to the City:

- With advanced technology, we are able to use the internet and educational webinars to provide training such as the ERMA (Employment Risk Management Authority) training on personnel issues and employment practice liability; and online employee safety and skill training, both provided through our membership in SCORE (Small Cities Organized Risk Effort).
- Using Microsoft's extensive online training modules for office technology training, College of the Siskiyous for basic skill training and for technical classes such as accounting and organization management.
- Training consortiums – The City currently belongs to a training consortium with other agencies to provide training on important supervisory/management topics at a reasonable cost.
- Other Agencies – The City can occasionally participate in training hosted by the County of Siskiyou.
- On-line – Web-based training is becoming increasingly available, including the League of California Cities, private companies and others.
- In-house or contract trainers – Sometimes an in-house staff member or a consultant can provide on-site training that is necessary, appropriate and cost effective.
- Professional organizations – There are many professional organizations that our employees belong to that provide excellent management and specialized technical seminars and workshops as well as conferences. The City has successfully utilized these organizations for very good training and should continue to do so.
- Train the Trainer – This strategy involves having one employee attend the training, then train other staff members based on that training.

Training Strategy for Planning Commission

The Planning Commission consists of volunteers who make decisions on various land use proposals that have major impacts on the future design of the City. In the past, the Planning Commission has found attending the Planning Commissioners' Institute put on by the League of California Cities to be valuable in their deliberations.

Staff believes that orienting new commissioners to the many responsibilities that they have by attending a League sponsored conference is still valuable and recommends offering that opportunity as early in the new commissioner's tenure as possible. For existing commissioners, future training will involve some of the same strategies as outlined in the employee training strategy. These may include joint training with the County, bringing planning experts to the City to train the entire Commission, on-line training and other methods. In addition, the League recognizes the need for web-based training and is now offering several training modules through their website.

The past practice of regular attendance at the League conference by existing commissioners will be suspended.

Funding

The Annual Budget will include training (and associated travel costs) for each department for approval by the City Council.

Section 2: Travel Policy

A. Request for Travel Authorization, Cash Advance and Expense Voucher

Request for Travel Authorization

A Request for Travel Authorization (see Attachment A) shall be submitted to the department head no later than 7 days prior to departure. No expenditure or commitment of funds is permitted without prior approval. If using the City credit card for airline tickets or hotel accommodations, a Request for Travel Authorization should be submitted first.

In addition, City Manager approval is required for out of state travel (excluding the greater Medford/Klamath Falls metro area), travel of an unusual nature, or registration fees exceeding \$1,500.00.

Cash Advance

After travel expenses have been authorized, an advance may be issued to the employee and the Request for Travel Authorization will be returned to the department manager. See the below Expense Voucher section for instructions and deadlines regarding unused funds and expense substantiation.

Expense Voucher

Upon return from travel, the department manager will return the Request for Travel Authorization to the employee, who fills out the Expense Voucher on the reverse side. The voucher and any unused cash advance should be returned to the Finance Department within five (5) business days. Authorized expenses, that exceeded the advance, will be reimbursed.

B. Transportation

Consideration for employee safety and driving conditions should be a priority when selecting transportation methods and routes. With that in mind, the most economical mode and class of transportation that meets safety, scheduling and cargo requirements should be used.

Private vehicle mileage is reimbursable at the IRS Standard Mileage Rate for business miles driven. The rate for January 1, 2015 through December 31, 2015 is 57.5 cents per mile. For the current rate, after 2015 visit www.irs.gov. This rate is designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include parking costs, bridge and road tolls, which are also reimbursable.

C. Lodging

Lodging costs will be reimbursed or paid for when travel on official City business reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging costs generally should not exceed the group rate published by the conference sponsor for the meeting in question.

D. Meals

Per Diem Rates

The City uses GSA per diem rates for meal and incidental reimbursement. The below table shows 2015 meal and incidental rates, effective October 1, 2014, for some common travel areas for City staff. Please see www.gsa.gov/perdiem for a listing of other city/county amounts. There is also a mobile app available from the GSA website, for per diem calculation. When searching for a rate on the GSA site or app, be sure to search by your destination city or zip code. The rates are updated each fiscal year. For the Meal and Incidental breakdown, see the second table.

FY 2015 Per Diem Rates - Effective October 1, 2014			
STATE	DESTINATION	COUNTY	FY14 M&IE
CA	West Sacramento / Davis	Yolo	\$ 51
	Sacramento	Sacramento	\$ 61
	Redding	Shasta	\$ 61
OR	Medford, Ashland, Klamath Falls, etc.	Jackson and Klamath	\$ 46
	Portland	Multnomah	\$ 66
WA	Seattle	King	\$ 71

*Please note that daily incidental amounts, included in the M&IE column, are \$5 per day.

Per Diem Meal and Incidental Break-down

Meal and incidental amounts are provided in one of the below tiers. Use the rate from the "FY14 M&IE" column in the table above or from the online lookup to identify which expense breakdown below applies to your travel destination. The per diem amount for the first and last day of travel is calculated at 75 percent of the total per diem allowance.

FY 2015 Meal and Incident Expense Breakdown						
M&IE Total	\$ 46	\$ 51	\$ 56	\$ 61	\$ 66	\$ 71
Continental Breakfast/ Breakfast	\$ 7	\$ 8	\$ 9	\$ 10	\$ 11	\$ 12
Lunch	\$ 11	\$ 12	\$ 13	\$ 15	\$ 16	\$ 18
Dinner	\$ 23	\$ 26	\$ 29	\$ 31	\$ 34	\$ 36
Incidentals	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5
First & Last Day of Travel (75% of total per diem rate)	\$ 34.50	\$ 38.25	\$ 42	\$ 45.75	\$ 49.50	\$ 53.25

*Table from www.gsa.gov/mie

Additional Guidelines

The City generally doesn't provide a meal allowance for a one day trip, as the IRS considers this to be a taxable event for the employee.

Meal expenses and associated gratuities should be moderate, taking into account community standards and the prevailing restaurant costs of the area. The City will not pay for alcohol/personal bar expenses.

E. Reimbursable Expenses from Other Agencies

Outside Agencies and Grants

The City participates in training that is funded by other federal, state and local sources. Travel and reimbursements, pertaining to such training, should adhere to the guidelines set forth by the reimbursing agency or grant. Should any reimbursement trigger an IRS definition of taxable compensation, the City will report that compensation as taxable earnings, through payroll.

POST Related Travel

Public Safety regularly participates in Peace Officer Standards and Training, hereafter referred to as POST. POST has specific guidelines and forms required for travel reimbursement. For further information, see Attachment B or visit www.post.ca.gov.

F. Business Related Service and Communication Charges

Employees will be reimbursed for service and communication charges incurred on City business. Such charges include internet, printer, copy and mail services at, or related to, a conference or training.

G. Other Travel Expenses

At airports, long-term parking should be used for travel exceeding 24-hours.

Usual and customary baggage handling fees and gratuities (up to 15 percent for meals), room tips, and porter service will be reimbursed, without need for receipts. Expenses for which employees receive reimbursement from another agency are not reimbursable.

H. Non-Reimbursable Personal Expenses

Non-reimbursable expenses include, but are not limited to, the following:

1. The personal portion of any trip
2. Family expenses, including partner's expenses when accompanying and employee on agency-related business as well as children- or pet-related expenses [75 Cal. Op. Att'y Gen. 20 (1992) (concluding there is no substantial public purpose associated with a public agency paying for spouse travel expenses)]
3. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events
4. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or fuel
5. Personal losses incurred while on City business. Any questions regarding the propriety of a particular type of expense should be resolved by the approving authority before the expense is incurred.
6. Non-receipted expenses, except for those already described.

I. Credit Card Use for Travel Expenses

The City does not issue credit cards to individual employees, but does have an agency credit card for selected City expenses. The card may be used for such purposes as airline tickets and hotel reservations by following the same protocol as for a cash advance, above. Receipts documenting expenses incurred on the City credit card and compliance with this policy must be submitted within five business days of use.

The City credit card may not be used for personal expenses, even if the employee subsequently reimburses the City.

J. Audits of Expense Reports

All expenses are subject to verification of compliance with this policy.

K. Reports to City Council (Elected Officials Only)

At the following City Council meeting, each official shall briefly report on meetings attended at City expense. If multiple officials attended, a joint report may be made.

L. Compliance with Laws

City employees should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act and other laws.

M. Violation of this Policy

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the City, 3) the agency's reporting the expenses as income to the employee to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used [Gov. Code § 53232.4], and 5) prosecution for misuse of public resources.

CITY OF YREKA
REQUEST FOR TRAVEL AUTHORIZATION (TRAVEL FORM 1 OF 2)

TO: DEPARTMENT HEAD Test Dept. Head
 Dept. Manager: Test Dept. Manager Date of Request: 12/22/2014
 Official business travel request for employee: Test Employee Title: Account Clerk II, Fleet/Finance
 Purpose of Trip: Training Destination: Redding, CA
 Departure Date: 1/1/2015 Time: 8am Return Date: 1/2/2015 Time: 3pm

EXPENSES SUBMITTED FOR AUTHORIZATION

EVENT REGISTRATION:	QUANTITY	EACH	ESTIMATED COST
Training Registration	1.00	150.00	150.00

TRANSPORTATION:	QUANTITY	EACH	ESTIMATED COST
Airfare	0	0.00	0.00
City Vehicle	0		0.00
Private Car: Use irs.gov standard mileage rate	197	0.575	113.28
Public: Taxi/Bus/Rail			0.00
Rental Vehicle			0.00

LODGING:	QUANTITY	EACH	ESTIMATED COST
Best Western	1	68.00	68.00

OTHER TRAVEL EXPENSES (PARKING FEES, ETC.):	QUANTITY	EACH	ESTIMATED COST
			0.00
			0.00

MEALS AND INCIDENTAL EXPENSES:

Visit www.gsa.gov/perdiem and use your destination city or zip code to look up meal and incidental per diem rates. If no rate is available, use the standard rate listed.

DESTINATION CITY OR ZIP CODE: Redding, CA PER DIEM RATE TIER(M&IE COLUMN): 61.00

Next, fill in the first and last day amounts, then use the individual meal amounts for any remaining travel days exceeding those 2 days. Incidental amounts are \$5 per day for all rate tiers.

	RATE	# OF MEALS	TOTAL
First & Last Day of Travel	45.75	2	91.50
Continental Breakfast/Breakfast	10.00	0	0.00
Lunch	15.00	0	0.00
Dinner	31.00	0	0.00
Incidentals	5.00	0	0.00

*Rate breakdown from www.gsa.gov/mie

Total Trip Estimate: **422.78**

Requested Advance: **204.78**

GL ACCOUNT DISTRIBUTION:

ACCONT DESCRIPTION	GL ACCOUNT	AMOUNT
Finance	xx-xxx-xxxx-xxx-xxx	211.39
Fleet	xx-xxx-xxxx-xxx-xxx	211.39

I hereby certify that there is an unexpended budget appropriation of sufficient funds to cover the cost of this trip.

X _____ Title: _____

DEPARTMENT HEAD APPROVAL

 Approved
 _____ Approved but modified as follows: _____
 _____ Disapproved for the following reason: _____
 X _____ Date: _____

AFTER SIGNING AND CUTTING ADVANCE CHECK, ROUTE FORM BACK TO THE DEPARTMENT MANAGER REQUESTING TRAVEL AUTHORIZATION. EMPLOYEE WILL FILL OUT EXPENSE VOUCHER ON REVERSE, AFTER RETURNING FROM TRAVEL.

**CITY OF YREKA
EXPENSE VOUCHER (TRAVEL FORM 2 OF 2)**

TO: DEPARTMENT HEAD Test Dept. Head

Dept. Manager: Test Dept. Manager Date: _____

Employee: Test Employee Signature: _____

Function: Training

Departure: 1/1/2015 Time: 8am Return: 1/2/2015 Time: 3pm

TRIP EXPENSE ACTUALS

EVENT REGISTRATION:	QUANTITY	EACH	TOTAL	PREPAID	ADVANCED	REIMBURSE
Training Registration						

TRANSPORTATION:	QUANTITY	EACH	TOTAL	PREPAID	ADVANCED	REIMBURSE
Airfare						
City Vehicle						
Private Car: Use irs.gov standard mileage rate		0.575			113.28	
Public: Taxi/Bus/Rail						
Rental Vehicle						

LODGING:	QUANTITY	EACH	TOTAL	PREPAID	ADVANCED	REIMBURSE
Best Western						

OTHER TRAVEL EXPENSES (PARKING FEES, ETC.):	QUANTITY	EACH	TOTAL	PREPAID	ADVANCED	REIMBURSE

MEALS AND INCIDENTAL EXPENSES:

Visit www.gsa.gov/perdiem and use your destination city or zip code to look up meal and incidental per diem rates. If no rate is available, use the standard rate listed.

DESTINATION CITY OR ZIP CODE: Redding, CA PER DIEM RATE TIER(M&IE COLUMN) 61.00

Next, fill in the first and last day amounts, then use the individual meal amounts for any remaining travel days exceeding those 2 days. Incidental amounts are \$5 per day for all rate tiers.

	QUANTITY	EACH	TOTAL	PREPAID	ADVANCED	REIMBURSE
First & Last Day of Travel		45.75			91.50	
Continental Breakfast/Breakfast		10.00			0.00	
Lunch		15.00			0.00	
Dinner		31.00			0.00	
Incidentals		5.00			0.00	

*Rate breakdown from www.gsa.gov/mie

Trip Totals:	TRIP TOTAL	PREPAID (-)	ADVANCED (-)	BALANCE DUE TRAVELER	BALANCE DUE CITY
			204.78		

REIMBURSEMENT APPROVAL

Approved

Approved but modified as follows:

Disapproved for the following reason:

X _____ Date: _____

Do You Want to Speed Up Your Travel Claim Reimbursement?

HERE'S WHAT YOU NEED TO KNOW...TODAY!

HOTEL CHECK OUT:

A **Zero Balance Receipt** must be obtained (BEFORE leaving the hotel) and submitted with the Letter of Agreement (LOA) forms. Hotel receipts showing a balance of any kind will not be accepted by POST and will cause delay with your reimbursement.

HOTEL REIMBURSEMENT RATES:

POST will reimburse the hotel costs, up to the maximum shown below, at the state rate for that area, plus tax, plus assessment, tourism tax, or energy surcharges.

\$90.00 per night – Rate for most of California

\$95.00 per night – Rate for Napa, Riverside and Sacramento Counties

\$120.00 per night – Los Angeles, Orange, Ventura Counties, and Edwards AFB (excluding city of Santa Monica)

\$125.00 per night – Alameda, Monterey, San Diego, San Mateo and Santa Clara Counties

\$150.00 per night – San Francisco County and the City of Santa Monica

MEAL AND INCIDENTAL REIMBURSEMENT RATES:

POST will reimburse for meals up to the maximum allowance authorized by the State, based upon the timeframe of the travel. These maximums are:

Breakfast	\$7.00 per day
Lunch	\$11.00 per day
Dinner	\$23.00 per day
Incidentals	\$5.00 per day (per 24 hour period)

NOTE: - Do not send receipts for your meals.
- There will be no per diem reimbursement if the travel is within 50 miles of your headquarters.

MILEAGE REIMBURSEMENT RATE:

Mileage reimbursable rate is **56 cents per mile** and may be claimed for travel to and from the airport, and for driving in lieu of airline travel.

When using a private vehicle (and roundtrip travel is 600 miles plus) as opposed to using coach air travel, the lesser of the two amounts will be reimbursed.

OTHER EXPENSES:

All other expense items must be accompanied by a receipt in order to receive reimbursement. Other items include, but are not limited to: Parking receipts (\$10 or more), toll receipts, shuttle/taxi, etc.

CONTACT INFORMATION:

All contact information is needed. Your reimbursement may be delayed if there is a question and you can't be notified because you failed to list your contact information.

Effective date: January 1, 2014



**CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM**

To: Yreka City Council
Prepared by: Steve Baker, City Manager
Agenda Title: Discussion/Possible Action – approval of appointment to fill the unexpired term on the Yreka Planning Commission.
Meeting Date: January 6, 2015.

Discussion:

Yreka Municipal Code provides that members of the Planning Commission shall be appointed by the Mayor with the approval of the City Council.

The City published a Notice of Vacancy to solicit applications to fill the unexpired term of Deborah Baird on the Yreka Planning Commission; said term expires September 30, 2016.

The deadline to submit applications was Monday December 29, 2014. The City Clerk received only one application, which is attached.

Fiscal Impact: None.

Recommendation: Mayor Mercier is recommending the appointment of Duane Kegg to fill the unexpired term on the Planning Commission.

Approved by: _____

A blue ink signature of Steven Baker, City Manager, written over a horizontal line.

Steven Baker, City Manager

APPLICATION TO CITY COMMISSIONS

Application for possible appointment to City Planning Commission.

The Planning Commission meets on the third Wednesday of every month at 6:30 p.m.

NAME: Duane Kegg Address 543 Third Street, Yreka, CA 96097

Length of residence in Yreka: 46+ years Phone No. (530) 598-9663

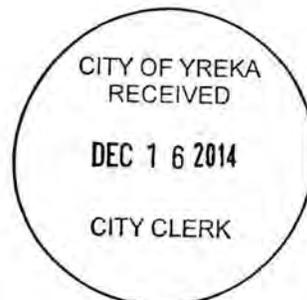
What is your particular background, interest and/or experience that would contribute to this commission?

I am a life-long resident of Yreka, and my family was among the first settlers in Little Shasta Valley. I have put on numerous events for different organizations, including the Yreka Chamber of Commerce. While a member of the Chamber board of directors, I organized many events and chaired a committee that was in charge of changing a number of core things to help restructure the chamber. I am deeply committed to helping the local economy grow. I myself currently own three business: Kegg's Kreations, which is a custom cabinet shop; Siskiyou Custom Counters, which makes custom counter tops; and Siskiyou Builders Exchange, which serves as a resource hub for local contractors, businesses and customers. I feel with my background, experience and drive to help my local community, I have a great deal to offer the City of Yreka.

The City Council would like to thank you for the interest you have shown in your City. If you receive an appointment to a commission, you will be notified immediately. The filling out of this application in no way guarantees an appointment but does guarantee that you will be seriously considered when one is available.

Date 12/16/14

Please return to: Liz Casson
City Clerk
701 Fourth Street
Yreka, Ca. 96097
841-2324





**CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM**

To: Yreka City Council
Prepared by: Rhett Hogan, Finance Director and Steve Baker, City Manager
Agenda title: Requested action – Adopt a Resolution of the City Council of the City of Yreka approving execution of the Memorandum of Understanding between the City of Yreka and the Management Unit
Meeting date: January 6, 2015

Discussion:

Staff has been negotiating with the Management Unit to reach a Memorandum of Understanding (MOU). The two-year agreement addresses employee compensation for wages and health benefits. The salary schedules reflect a 3.5% increase for calendar year 2015 (includes 1% pickup from prior year PERS Swap) and 2.5% increase for 2016.

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

In addition, the MOU has updates to reflect current law and practices, particular to the Affordable Care Act.

Staff recommends approval.

Fiscal Impact:

The fiscal impact is estimated to be approximately \$18,853 in 2015 and \$33,535 in 2016 on an annual basis over the current adopted 2014-15 and 2015-16 biannual budget.

Recommendation:

That the Council Adopt a Resolution of the City Council of the City of Yreka approving execution of the Memorandum of Understanding between the City of Yreka and the Management Unit.

Approved by: _____

Steven Baker, City Manager

RESOLUTION NO. 2014-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YREKA
APPROVING EXECUTION OF THE MEMORANDUM OF
UNDERSTANDING BETWEEN THE CITY OF YREKA AND
THE MANAGEMENT UNIT

WHEREAS, the City Council of the City of Yreka, a municipal corporation, pursuant to California Government Code Section 3500, et seq., enacted an Employer-Employee Relations policy with its adoption of Resolution No. 1436 on April 16, 1978; and,

WHEREAS, the City Manager and representatives of the City, and representatives for the Management Unit have met and conferred in good faith; and,

WHEREAS, these parties have reached tentative agreement as of December 30, 2014, on matters relating to the employment conditions of said employees as reflected by the written Memorandum of Understanding for the Management Unit all of which the City Council has reviewed; and;

WHEREAS, this Council finds that the provisions and agreements contained in the Memorandum of Understanding are fair and proper and in the best interests of the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF YREKA DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The Council hereby finds and determines that the foregoing recitals are true and correct.

Section 2. The Memorandum of Understanding is hereby approved and the City Manager or designee is hereby authorized and directed to execute said document, with such changes, insertions and omissions as may be approved by the City Manager.

Section 3. The City Manager, the Finance Director, and all other proper officers and officials of the City are hereby authorized and directed to execute such other agreements, documents and certificates, and to perform such other acts and deeds, as may be necessary or convenient to effect the purposes of this Resolution and the transactions herein authorized.

Section 4. It is further resolved, if any section, subsection, part, clause, sentence or phrase of this Resolution 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 Resolution, 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 5. This resolution shall take effect immediately upon its passage.

Passed and adopted this 6th day of January 2015, by the following vote:

AYES:

NAYS:

ABSENT:

John Mercier, Mayor

Attest:

Elizabeth Casson, City Clerk

MEMORANDUM OF UNDERSTANDING

BETWEEN THE

CITY OF YREKA

AND THE

YREKA MANAGEMENT TEAM
ASSOCIATION

For the Period 1-1-15 to 12-31-16

12-30-2014

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Article 1 – General Provisions

1.1 Parties to the Memorandum

This Memorandum of Understanding is made and entered into effective the 1st day of January, 2015, by and between the City of Yreka and the Yreka Management Team Association, hereinafter “City” and “Association” respectively. The Association is the recognized employees’ organization for the classifications of City employees hereinafter identified. Upon adoption by the City Council this Memorandum will become binding between the City of Yreka and the Association and its members.

1.2 Validity of Memorandum:

The parties have met and conferred in good faith through their designated representatives concerning matters set forth in Government Code Section 3504 and have reached agreement thereon as set forth below.

1.3 Recognition:

The Association is the recognized employee organization for members in the following classifications:

EXECUTIVE EXEMPT: Director of Public Works

ADMINISTRATIVE EXEMPT: Maintenance Manager,

NON-EXEMPT: Fleet Manager, Water Manager and Waste Water Treatment Manager,

Notwithstanding the foregoing, if an employee believes his or her position should be modified from exempt to non-exempt, or vice versa, such employee is encouraged to discuss it with the employee’s supervisor. Such employee may use any information to support the employee’s position, such as comparable duties at competing employers, comparisons with other City employees with similar duties, and/or responsibilities and other activities of the employee which may warrant consideration of the change in status. If the employee is not satisfied with the result of the discussions with the employee’s supervisor, the employee may take such information to the next level of supervision up to and including the City Council. This Section shall not, however, be subject to the grievance procedure.

1.4 Effective Date and Term:

A. This Memorandum of Understanding shall take effect as of January 1, 2015, except as otherwise provided herein, and shall remain in full force and effect through December 31, 2016. This Memorandum of Understanding shall only become effective with approval of the City Council of the City of Yreka and the Association. Any financial consideration payable under this Agreement shall commence on the dates stated.

B. Term of this Agreement shall be for two (2) years from January 1, 2015 through and including December 31, 2016

1.5 Effect of Memorandum:

During the term of this Memorandum, the provisions hereof shall govern the wages, hours, benefits, and working conditions of employees with the represented unit covered by the Memorandum, and including as otherwise provided in City personnel rules and regulations, resolutions, and ordinances wherein this Memorandum is silent. The Employee Personnel System and the Personnel Rules and Regulations are on file in the City Manager's Office at City Hall. Nothing herein shall be construed to limit the authority by the City to change or modify the Employee Personnel System or the Personnel Rules or Regulations, subject, however, to the City's obligation to meet and confer with the Association.

1.6 Employee Rights:

A. Employees of the City shall have the right to form, join, and participate in the activities of an employee organization of their own choosing for the purpose of representation on matters of employer-employee relations, including but not limited to wages, hours, and other terms and conditions of employment. Pursuant to California Government Code Section 3502, employees of the City also have the right to refuse to join or participate in the activities of employee organizations and shall have the right to represent themselves individually in their employment relations with the City.

B. Neither the City nor the Association shall impose or threaten to impose reprisals on employees, to discriminate or threaten to discriminate against employees or otherwise interfere with, restrain, or coerce employees because of the exercise of these rights.

1.7 City Rights:

The City retains the exclusive right, subject to and in accordance with applicable laws, regulations and the provisions of this Memorandum, (a) to direct employees in the performance of their duties; (b) to hire, promote, transfer and assign employees; (c) to classify employees in accordance with applicable ordinance and resolution provisions; (d) to discipline employees in accordance with applicable rules; (e) to dismiss employees because of lack of work, funds, or for other reasonable cause; (f) to determine the mission of its departments, its budgets, its organization, the number of employees, and the number, types, classifications and grades of positions of employees assigned to an organization unit, work project, shift or tour of duty, and the methods and technology of performing the work; and (g) to take whatever action that may be necessary and appropriate to carry out its mission in situations of emergency.

1.8 Non Discrimination Clause:

As may be required by State or Federal Law, both City and Association agree not to discriminate against any employee because of legitimate union activity or affiliation, political belief, race, creed,

color, religion, nationality, age, sex, sexual preference, physical condition or national origin.

1.9 Requirement to Meet and Confer:

A. Except in cases of emergency, the City shall give reasonable written notice to the Association when its members are affected by any ordinance, rule, resolution or regulation directly related to matters within the scope of representation proposed to be adopted by the City. City shall give the Association the opportunity to meet with the City. In cases of emergency when the City determines that an ordinance, rule, resolution or regulation must be adopted immediately, without prior written notice or meeting with the Association, the City shall provide Association the opportunity to meet at the earliest practical time following adoption of such ordinance, rule, resolution or regulation. The Association shall provide to City in writing, the names, addresses and telephone numbers of up to two persons to whom the City shall be required to give notice as required in this paragraph.

B. The City and/or its authorized representatives shall meet and confer in good faith regarding wages, hours and other terms and conditions of employment with representatives of the Association and shall consider fully such presentations as are made by the Association on behalf of its members prior to arriving at a determination of policy or course of action. City agrees to provide time off to two (2) members of the Association while attending meetings with the City during the meet and confer process.

C. "Meet and confer in good faith" means that a public agency, or such representatives as it may designate, and representatives of recognized employee organizations, shall have the mutual obligation personally to meet and confer promptly upon request by either party and continue for a reasonable period of time in order to exchange freely information, opinions, and proposals and to endeavor to reach agreement on matters within the scope of representation prior to the adoption by the public agency of its final budget for the ensuing year. The process should include adequate time for the resolution of impasses where specific procedures for such resolution are contained in local rule, regulation or ordinance, or when such procedures are utilized by mutual consent.

Article 2 – Salary Ranges and Adjustments

2.1 Salary:

A. Salary ranges for each classification are as specified in Appendix A, attached to this Memorandum. These salary ranges shall reflect a 3.5% increase for calendar year 2015, and another 2.5% increase for calendar year 2016. These salary ranges shall be effective the first full pay period after January 1, 2015 and January 1, 2016, respectively.

Article 3 – Medical, Dental, Vision, Life and Disability Plans

3.1 Medical Plan:

A. The City will continue the flexible benefit plan for employee health benefits in accordance with Internal Revenue Code Section 125. The employee may choose to cover premium costs for the eligible employee's health plan or other plans available through PERS and/or other qualified supplemental plans. Total monthly premium of such selected insurance coverages which exceed the City's **contribution toward** the eligible employee's flexible benefit health plan premium will be the responsibility of the employee. The minimum required coverages that each employee must select under the flexible benefit plan is the PERS Health Plan. In order to be excluded from this requirement for the PERS Health Plan, an employee must submit verification of substantially equivalent alternate coverage for health insurance that meets the Affordable Care Act of minimum essential coverage and minimum value. Employees who elect no coverage pursuant to this Section shall not receive this benefit, but shall be eligible for the benefit described in subparagraph 3.1.I of this Section.

B. Effective January 1, 2015, and continuing thereafter, the **City's contribution** for the eligible employee's flexible benefit health plan, that includes the City's Public Employees Medical and Health Care Act (PEMHCA) minimum employer contribution (MEC), shall not exceed the following sums:

Group Tiers	1/1/2014 Cap	1/1/2015 Cap	1/1/2016 Cap
Employee	\$500.00	\$520.00	\$540.00
Employee + 1 dependent	\$940.00	\$980.00	\$1,020.000
Employee + 2 or more dependents	\$1,195.00	\$1,255.00	\$1,315.00

C. For purposes of this Agreement, "premium costs for the eligible employee's health plan" shall include the eligible employee's participation in the PERS Health Plan.

D. By not later than December 31st each year, each employee shall execute a written authorization regarding the medical premium deduction. The deduction will be made on a biweekly basis.

E. The dedicated City contribution to CalPERS PEMCHA coverage is the minimum amount required by the City's contract with CalPERS, which is currently One Hundred Twenty-two dollars and no/100 (\$122.00) per month for each active employee or annuitant (equal amount contribution) and is inclusive in the City's cafeteria contribution.

F. The parties agree that administration of the plan, enrolling or canceling enrollment of employees or their dependents and processing claims and securing of adequate risk protection shall be the sole administrative and financial responsibility of the City.

G. There shall be no decrease in benefits except as are imposed upon the City as benefit modifications by CalPERS. Any change in plan benefits to the employee by the City shall be on a Meet and Confer basis.

H. An employee with court ordered dependent health coverage must show proof of that order in the form of a qualified domestic relations' order (QRDO) before dependent coverage can be extended and

otherwise meet the standards and regulations for the CalPERS Health Plan.

I. The City agrees to continue and fund for employees who elect no City provided health insurance coverage a cash in lieu benefit in the amount of \$500 per month, disbursable to the employee biweekly on a taxable income basis, in accordance with IRS Code Section 125.

J. Either party may request to reopen negotiations on health insurance, if there is a proposed substantial change in the PPO network for the PERS Health Plan, or changes resulting from the implementation of the Affordable Care Act.

3.2 Dental Plan:

The parties agree that the current self-funded dental plan will remain in effect. The parties agree that the administration of the plan, including but not limited to the providing of information about the plan, enrolling or canceling enrollment of employees or their dependents and processing claims shall be the sole administrative and financial responsibility of the City. There will be no decrease in benefits.

City agrees to pay one hundred percent (100%) of the dental plan cost including dependent coverage.

3.3 Vision Plan:

City agrees to continue to provide a vision plan through the California Vision Service Plan (VSP) B with a \$25.00 deductible including coverage for dependents at its sole expense. City retains the right to self-insure at the same benefit level. There will be no decrease in benefits.

City agrees to pay one hundred percent (100%) of the vision plan cost including dependent coverage.

3.4 Life Insurance Plan:

Life Insurance will be procured for each employee, (excluding retired employees) equal to the double amount of the gross salary received under the salary schedule for a given year, not including overtime or special pay. Dependent coverage at the amount of one thousand dollars (\$1,000) per spouse and child will continue to be provided. City agrees to pay the premium for this coverage.

3.5 Disability Plan:

Employees in this unit have elected to contribute to the State of California Disability Insurance program.

Article 4 – Vacation Leave

4.1 Vacation Leave:

A. The policy for use of vacation is based on the intent that vacation time be a relief from regular work schedules. The relief from work is for the personal wellbeing of employees, both mentally and physically, to insure healthy work and personal lives.

B. All employees shall be entitled to annual vacation leave with pay except the following:

(1) Employees who have served less than six (6) months in the service of the City. However, vacation credits for the time served will be granted to each such employee who later receives a permanent appointment.

(2) Employees who work on a provisional basis and all employees who work less than one thousand five hundred (1,500) hours per year.

C. Eligible employees who work less than full-time but one thousand five hundred (1,500) hours or more per year shall be credited for vacation on a prorated basis.

D. Vacation units shall be accumulated on an hour basis in accordance with the following schedule:

Months of Employment	Vacation Hours Accrued Per Pay Period Based on 26 equal pay periods per year		Maximum Carryover As of January 1*
1 – 60 months	3.08 hours	80 hours per year	160 hours
61 – 180 months	4.62 hours	120 hours per year	240 hours
181 months and after (max)	6.15 hours	160 hours per year	320 hours

*equal to two times the annual accrual

E. The time during a calendar year at which an employee may take their vacation shall be determined by the department head with due regard for the wishes of the employee and particular regard for the needs of the City.

F. The City agrees to permit probationary employees to use earned vacation time during the probationary period. In cases where an employee has one year or greater probation, and in cases of real need, an employee may, departmental workload permitting, be allowed to take up to forty (40) hours of earned vacation. Should said employee terminate voluntarily or involuntarily prior to achieving permanent status, the pay for vacation used will be deducted from the final paycheck.

G. Previous part-time City employees, who have subsequently become full-time regular employees without separation of service, shall be credited with such part-time City service, for the purpose of computing months of employment and vacation accrual rate. One hundred seventy-three (173) hours of part-time City service shall equal one (1) month of employment. As to any current employee, who may be entitled to a greater vacation accrual rate as of the effective date of this Memorandum of Understanding, pursuant to this paragraph, such additional vacation accrual shall be prorated only for the

balance of the calendar year.

4.2 Holidays:

City agrees to observe the following holidays:

Holiday Date	Holiday Name Observed
July 4 th	Independence Day
First Monday in September	Labor Day
November 11 th	Veteran's Day
Last Thursday in November	Thanksgiving Day
Friday Following Thanksgiving	Day After Thanksgiving Day
December 24 th	Christmas Eve
December 25 th	Christmas Day
January 1 st	New Year's Day
Third Monday in January	Martin Luther King Day
Third Monday in February	President's Day
Last Monday in May	Memorial Day

When a holiday falls on a Sunday, the following Monday shall be observed as the holiday and when a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. Should December 24th fall on a Friday, December 23rd shall be observed as the paid holiday. Should December 25th fall on a Monday, December 26th shall be observed as the paid holiday.

4.3 Sick Leave:

- A. All employees, except part-time and extra help employees, shall be entitled to eight (8) hours of sick leave with pay each month or major fraction thereof, with no accumulation limit.
- B. City has entered into an agreement with the PERS whereby accumulated sick leave is converted to additional service credit upon retirement.
- C. Sick leave with pay shall be granted upon the recommendation of the department head in a case of the bona fide illness of the employee. Sick leave with pay shall be held to include diagnostic procedures, dental procedures and ophthalmology services when performed by a duly licensed practitioner.
- D. In case of illness extending beyond two (2) days duration, the employee shall furnish a certificate issued by a licensed practitioner. Each certificate shall be filed by the department head with payroll. It shall be the policy of the City that sick leave shall be considered a privilege and not a right. It shall be the responsibility of the department head to deny the use of sick leave with pay in cases where there is substantial evidence of abuse of the sick leave privilege.

E. An employee who is entitled to Worker’s Compensation under the Labor Code of the State may elect to take as much of his/her accumulated sick leave or accumulated vacation as when added to the Worker’s Compensation will result in payment to that employee of his/her full salary or wage.

F. No City employee shall be entitled to the use of sick leave while absent from duty on account of any of the following causes: disability arising from any sickness or injury purposely self-inflicted or caused by their willful misconduct; sickness or disability sustained while on leave of absence other than regular vacation. Sick leave, up to ten (10) days per calendar year, may be used by an employee to attend to an illness to the employee’s spouse, child or parent. “Child” means a biological, foster, or adopted child; a stepchild; a legal ward; or a child to whom the employee acts as a parent. “Parent” includes a biological, foster or adoptive parent. Sick leave to care for ill family members is subject to all policies that apply to sick leave, including medical documentation.

4.4 Administrative and Executive Leave:

In-lieu of overtime or compensatory time off, all Exempt Management Employees shall be allocated an annual administrative leave of 40 hours per employee. Administrative leave will be granted on January 1, of each year, and will not be allowed to be carried over to a subsequent year. The intent of administrative leave is that it be taken in eight-hour increments and accounted for on that basis. In addition, exempt employees will be allowed to take executive leave for less than eight-hour increments on an as needed basis. All administrative and executive leave will be at the discretion of the Management employee and with required communication to the City Manager. The City Manager retains the right to deny administrative and executive leave on an emergency basis.

Proration of Administrative Leave for new employees

Hire Date	Proration
January 1 – March 31	40 hours
April 1 – June 30	30 hours
July 1 – September 30	20 hours
October 1 – December 31	10 hours

Part-time employees shall be allocated vacation time prorated according to the employee’s percentage equivalent of full time from the date of the employee’s hire.

4.5 Floating Holidays:

Three floating holidays of three eight (8) hour days per year shall be credited to the paycheck of each full-time employee by January 15th of each year, as credited leave which cannot be saved. It must be used by the end of the year or be lost.

Proration of Floating Holidays for new employees:

Hire Date	Proration
January 1 - April 30	24 hours
May 1 – August 31	16 hours
September 1 – December 31	8 hours

Article 5 – Allowances and Reimbursements

5.1 Book and Tuition Reimbursement:

- A. To encourage the training of employees in subjects which would be of substantial benefit to the City, as well as the employee, the City maintains a book and tuition reimbursement program in the budget.
- B. All requests for this program shall be submitted to the City Manager’s Office prior to commitment. Such requests shall be in writing on City provided form and describe the nature of the training to be entered into, the cost of such training, and comments with respect to its applicability to the particular employee’s job. The request shall be accompanied by a statement from the department head.
- C. For approved training extending over a period of time exceeding two (2) weeks, the City shall refund to the employee all cost of tuition and required books upon presentation of evidence of successfully completing the course with a grade of C or better, submission of request form along with a copy of the grade report attained and a copy of the receipt for payment of tuition and books. In the event that the employee is financially unable to advance the cost of tuition and required books, the City may, upon written request and agreement by the employee, advance the cost of tuition and required books subject to reimbursement by the employee should he/she fail to satisfactorily complete such training and authorizing the City to deduct such cost from the payroll in such event.
- D. Tuition and required book costs for approved short courses or institutes less than two (2) weeks shall be paid initially by the City.

Article 6 – Catastrophic Leave

6.1 Catastrophic Leave:

The City has implemented a Catastrophic Leave program whereby the employees of the City may donate any accrued compensatory time off, vacation time or sick leave to a co-employee provided, however, that the sick leave donated by any one employee may not exceed five days in any calendar year. The names of donors shall remain anonymous. The purpose of this policy is to provide a co-employee with additional time off when they have a serious illness or injury resulting in the exhaustion of all paid leave before they are able to return to work.

Article 7 - Retirement

7.1 Employee Retirement Plan:

A. For Classic Employees, as defined by CalPERS, the City will enroll and maintain enrollment of employees in the PERS 2% @ 55 Classic 1084 retirement plan Classic Employee shall pay the employee contribution for their respective retirement plan which is 7% for PERS 2% at 55 (Classic 1084) This contribution level shall commence on January 1, 2014

B. For new CalPERS employees, the share of contributions in accordance with State law, CalPERS rules and regulations.

Article 8 – Personnel Rules/Job Descriptions

8.1 Personnel Rules/Job Descriptions:

During the term of this contract the parties will meet to discuss personnel rule changes and job descriptions.

8.2 Salary Survey:

During the term of this contract, the City will conduct a salary survey with comparable cities that includes positions covered by this agreement.

Article 9 –Concerted Activities

9.1 Concerted Activities:

A. The parties to this Memorandum recognize and acknowledge that the services performed by the City employees covered by this Memorandum are essential to the public health, safety and general welfare of the residents of the City of Yreka. The Association will not recommend, encourage, cause or permit its members to initiate, participate in, nor will any member of the bargaining unit take part in any strike, sit-down, stay-in, sick-out, or slow-down to affect an employer-employee relations position (hereinafter referred to as work-stoppage), in any office or department of the City, nor to curtail any work or restrict any production, or interfere with any operation of the City. Picketing shall be prohibited on matters involving wages, insurance coverage and leaves from work during the term of this Memorandum. In the event of any such work stoppage by any member of the bargaining unit, the City shall not be required to negotiate on the merits of any dispute which may have given rise to such work stoppage until said work stoppage has ceased..

B. City agrees not to lock out employees.

C. In the event of any work stoppage during the term of this Memorandum, whether by the Association or any member of the bargaining unit, the Association through its officers, shall immediately declare in writing that such work stoppage is illegal and unauthorized, and further direct its members in writing to cease the said conduct and resume work. Copies of such written notice shall be served upon the City. In the event of any work stoppage the Association properly and in good faith performs the obligations of the paragraph, and providing the Association had not otherwise authorized, permitted or encouraged such work stoppage, the Association shall not be liable for any damages caused by the violation of this provision. However, the City shall have the right to discipline, to include discharge, any employee who instigates, participates in, or gives leadership to any work stoppage activity herein prohibited, and the City shall have the right to seek full legal redress, including damages, as against any such employee. It is understood that employees so disciplined retain an appeal right under the City's employer-employee relations policies and California law.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding in Yreka, California, as of the day and year first above written and upon approval by the City Council and the bargaining unit, to be effective January 1, 2015.

CITY OF YREKA

YREKA CITY MANAGEMENT

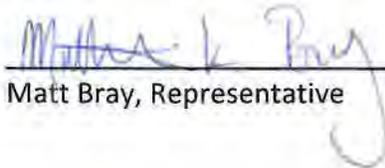
Date Signed _____

Date Signed 12/30/2014

Steven W. Baker, City Manager



Tim Shaw, Representative



Matt Bray, Representative

Appendix – Salary Tables

City of Yreka – Monthly Salary Confidential Unit MOU Dated 12/30/2014

Management Monthly Salary Tables Effective 1/1/2015 – 12/31/2015

SALARY SCHEDULE FISCAL YEAR 2014-15		Factor	Prior										
JOB TITLE	UNIT	COLA	JOB#	RANGE	Hourly Range	Year BASE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	
PUBLIC WORKS DIRECTOR	MGMT	1.035	300	3058	3850	6,447	6,673	7,007	7,357	7,725	8,111	8,517	
PUBLIC WORKS MAINTENANCE MGR	MGMT	1.035	301	2143	2698	4,518	4,676	4,910	5,156	5,414	5,685	5,969	
FLEET MANAGER	MGMT	1.035	350	1931	2431	4,071	4,213	4,424	4,645	4,877	5,121	5,377	
WASTEWATER TREATMENT PLANT MGR	MGMT	1.035	511	2143	2698	4,518	4,676	4,910	5,156	5,414	5,685	5,969	
WATER MANAGER	MGMT	1.035	510	2143	2698	4,518	4,676	4,910	5,156	5,414	5,685	5,969	

Management Monthly Salary Tables Effective 1/1/2016 – 12/31/2016

SALARY SCHEDULE FISCAL YEAR 2015-16		Factor	Prior										
JOB TITLE	UNIT	COLA	JOB#	RANGE	Hourly Range	Year BASE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	
PUBLIC WORKS DIRECTOR	MGMT	1.025	300	3058	3946	6,673	6,840	7,182	7,541	7,918	8,314	8,730	
PUBLIC WORKS MAINTENANCE MGR	MGMT	1.025	301	2143	2765	4,676	4,793	5,033	5,285	5,549	5,826	6,117	
FLEET MANAGER	MGMT	1.025	350	1931	2491	4,213	4,318	4,534	4,761	4,999	5,249	5,511	
WASTEWATER TREATMENT PLANT MGR	MGMT	1.025	511	2143	2765	4,676	4,793	5,033	5,285	5,549	5,826	6,117	
WATER MANAGER	MGMT	1.025	510	2143	2765	4,676	4,793	5,033	5,285	5,549	5,826	6,117	

CITY OF YREKA
TREASURER'S REPORT TO THE CITY COUNCIL
Nov-2014

Fund Type	Fund	Fund Description	Previous Balance	Receipts / Debits	Disbursements / Credits	Cash Balance by Fund	
General-Unrestricted	01	General Operating	\$ 1,759,389.23	\$ 314,661.29	\$ 579,911.86	\$ 1,494,138.66	
General-Designated	01	Comm Art	2,772.56	-	-	2,772.56	
General-Designated	01	Fire Museum	3,322.35	-	-	3,322.35	
General-Designated	01	Planning Deposits	-	-	-	0.00	
General-Designated	01	Sidewalk in Lieu	36,228.46	-	-	36,228.46	
General-Designated	01	Parkland Trust	300.00	-	-	300.00	
General-Designated	01	Police Asset Forfeit	6,436.82	-	-	6,436.82	
General-Designated	01	Parking Fees	63,011.04	-	-	63,011.04	
General-Designated	01	Campbell Tract Redemption	48,020.34	-	-	48,020.34	
General-Designated	01	Baker Tract/Lucas	-	-	-	0.00	
General-Designated	02	Gifts Donations	4,167.80	55.00	55.00	4,167.80	
General-Designated	02	K-9 Unit	11,542.85	-	-	11,542.85	
General-Designated	02	YPD Donated - Hitson	6,616.17	-	-	6,616.17	
General-Designated	02	YPD Donated - Travellers	2,841.88	-	55.00	2,786.88	
General-Designated	02	YPD Donated - Teen Fund	2,651.59	-	-	2,651.59	
General-Designated	02	Greenhorn Park Redevelopment	-	-	-	0.00	
General-Designated	03	YVFD Volunter Fund	67,902.80	-	73.40	67,829.40	
General-Restricted	04	Crandell Cash	733,980.42	1,744.98	81,446.40	654,279.00	
General-Restricted	04	Morgan Stanely SmithBarney-Crandall	-	-	-	0.00	
General-Designated	08	Grant Projects Reserve	997,950.86	7,780.24	158,752.64	846,978.46	
General-Designated	08	PERS Pension Liability Reserve	(284,795.32)	7,780.24	-	(277,015.08)	
General-Designated	09	Reserves for Cap. Outlay	577,471.07	242,600.00	295,329.94	524,741.13	
General-Designated	10	Capital Outlay	(41,198.02)	142,600.00	25,974.49	75,427.49	General - All
General-Designated	11	Capital Building Project - YPD	1,043,502.15	900.00	-	1,044,402.15	\$ 4,618,638.07
Spec. Rev. -Streets	20	Road and Street Funds including HUTA	(47,827.29)	384,060.63	138,854.48	197,378.86	
Spec. Rev. -Streets	21	Local Transportation	354,245.21	-	282,015.63	72,229.58	Streets
Spec. Rev. -Streets	24	Fines - Traffic Safety	87,091.27	57,497.46	9,334.91	135,253.82	\$ 404,862.26
Special Revenue	30	Fire Assessment Spec. Rev	115,058.54	17,874.78	61,311.06	71,622.26	
Special Revenue	31	Landfill Access Fee - Debt Service	(117,296.07)	17,502.31	568.58	(100,362.34)	Special Revenues
Special Revenue	32	Developer Impact Fees	500,995.53	-	-	500,995.53	\$ 472,255.45
Special Grants	60	Spec Grants Capital Outlay	(357,880.90)	178,354.94	245,023.34	(424,549.30)	Special Grants
Special Grants	65	Community Development Grants	295,124.26	1,333.18	-	296,457.44	\$ (128,091.86)
Water Enterprise	70	Water Operating	537,207.63	915,715.22	1,102,407.12	350,515.73	
Water Enterprise	71	Water Capital Projects	(73,167.21)	700,800.00	56,021.50	571,611.29	
Water Enterprise	72	Water Debt Servicing	(153,046.25)	262,800.00	-	109,753.75	
Water Enterprise	72	USDA COPS 2010	200,000.00	-	-	200,000.00	Water Enterprise
Water Enterprise	74	Water Reserves	6,447,086.32	45,928.34	700,800.00	5,792,214.66	\$ 7,024,095.43
Sewer Enterprise	80	Sewer Operating	143,851.44	418,200.55	637,669.03	(75,617.04)	
Sewer Enterprise	81	Sewer Capital Outlay	728,489.95	941,497.17	1,143,004.37	526,982.75	
Sewer Enterprise	82	Sewer Debt Servicing	9,893.49	284,216.72	76,843.72	217,266.49	
Sewer Enterprise	82	USDA COPS 2003	100,000.00	-	-	100,000.00	Enterprise-Sewer
Sewer Enterprise	84	Sewer Reserves	1,613,758.67	50,597.71	230,800.00	1,433,556.38	\$ 2,202,188.58
Agency	90	Agency - Cash	(48,095.11)	331,089.11	321,824.51	(38,830.51)	Agency- Payroll
							\$ (38,830.51)
COLUMN TOTALS			\$ 15,377,604.53	\$ 5,325,589.87	\$ 6,148,076.98	\$ 14,555,117.42	\$ 14,555,117.42

BANK RECAPITULATION	PER BANK	Market Value	PER LEDGER
L.A.I.F. 0.261%	14,275,699.99	14,275,699.99	
Petty Cash Drawers	1,200.00		
YVFD Petty Cash	100.00		
TriCounties YVFD DDA	68,053.67		
Scott Valley Bank - Primary DDA	667,052.47		
TOTAL PER BANK	15,012,106.13		14,555,117.42
ADJUSTMENTS			
Less Outstanding Checks SVB	(433,095.52)		
Less Outstanding Checks TCB	(324.27)		
SVB DDA Interest 10/31 GL 11/3	(60.48)		
GL 11/26 TASC Bank ACH Draft 12/10	(647.87)		
CalPERS Pension G/L 11/26 Bank Draft 12/1	(21,587.70)		
CC, ACH Batches SVB 11/26 G/L 12/1	(1,322.87)		
PY Vendor AP Batch - Special Chk 12/3	(25.00)		
SVB RI 11/26 GL Reversal of RI 12/8	75.00		
TOTAL PER LEDGER	14,555,117.42		14,555,117.42



Rhett Hogan, City Treasurer

John Mercier, City Mayor

**2014-2015 Operating Budget of Revenue and Expenditures
with Actual Results
November 30, 2014**

Fund Analysis		REVENUE			EXPENSE			Excess of Rev over Exp.-Surplus/ (Deficit)		Based on Operating Budget			Current Cash Balance
		Adopted	Operating Budget	Year to Date	Adopted	Operating Budget	Year to Date	Operating Budget	Net Actual Year to Date	Prelim Close Beginning Working Capital	Operating Budget Net Increase / (Decrease)	Ending Working Capital	
Major Grp	Fund												
Investment in LAIF	00	-	-	-	-	-	-	-	-	-	-	-	-
General Operating	01	4,852,126.41	4,852,126.41	901,058.50	4,889,013.89	4,889,013.89	2,012,915.35	(36,887.48)	(1,111,856.85)	2,785,455.12	(36,887.48)	2,748,567.64	1,654,230.23
General Operating Fund		4,852,126.41	4,852,126.41	901,058.50	4,889,013.89	4,889,013.89	2,012,915.35	(36,887.48)	(1,111,856.85)	2,785,455.12	(36,887.48)	2,748,567.64	1,654,230.23
Gifts Donations	02	500.00	500.00	635.36	700.00	700.00	254.50	(200.00)	380.86	27,384.43	(200.00)	27,184.43	27,765.29
YVFD Volunter Fund	03	11,000.00	11,000.00	6,805.47	11,000.00	11,000.00	(4,583.36)	-	11,388.83	56,440.57	-	56,440.57	67,829.40
Trusts -Crandell-Stewart	04	8,000.00	8,000.00	4,023.37	87,000.00	87,000.00	40,270.78	(79,000.00)	(36,247.41)	685,196.82	(79,000.00)	606,196.82	654,279.00
General Fund Reserves	08	(213,031.41)	(213,031.41)	(185,872.73)	(149,942.77)	(149,942.77)	(42,680.57)	(63,088.64)	(143,192.16)	713,155.54	(63,088.64)	650,066.90	569,963.38
Reserves for Cap. Outlay	09	100,000.00	100,000.00	100,000.00	152,729.94	152,729.94	152,729.94	(52,729.94)	(52,729.94)	579,236.21	(52,729.94)	526,506.27	524,741.13
Capital Outlay	10	142,600.00	142,600.00	152,600.00	142,600.00	142,600.00	77,172.51	-	75,427.49	-	-	-	75,427.49
Construction Fund	11	2,000.00	2,000.00	4,500.00	950,000.00	950,000.00	428.15	(948,000.00)	4,071.85	990,330.30	(948,000.00)	42,330.30	1,044,402.15
General Fund - Restricted or Designated		51,066.59	51,066.59	82,691.47	1,194,087.17	1,194,087.17	223,591.95	(1,143,018.58)	(140,900.48)	3,051,743.87	(1,143,018.58)	1,908,725.29	2,964,407.84
Total General Fund		4,903,195.00	4,903,195.00	983,749.97	6,083,101.06	6,083,101.06	2,236,507.30	(1,179,906.06)	(1,252,757.33)	5,837,198.99	(1,179,906.06)	4,657,292.93	4,618,638.07
Gas Tax & Traffic Cong.	20	614,963.96	614,963.96	439,029.63	889,963.96	889,963.96	518,447.19	(275,000.00)	(79,417.56)	276,796.42	(275,000.00)	1,796.42	197,378.86
Local Transportation	21	1,609.37	1,609.37	(198,119.51)	283,625.00	283,625.00	83,625.00	(282,015.63)	(281,744.51)	331,999.09	(282,015.63)	49,983.46	72,229.58
Fines - Traffic Safety	24	81,178.06	81,178.06	64,333.32	81,178.06	81,178.06	15,408.15	-	48,925.17	86,328.65	-	86,328.65	135,253.82
Road, Street & Transit - Restricted		697,751.39	697,751.39	305,243.44	1,254,767.02	1,254,767.02	617,480.34	(557,015.63)	(312,236.90)	695,124.16	(557,015.63)	138,108.53	404,862.26
Total Road, Streets and Transit		697,751.39	697,751.39	305,243.44	1,254,767.02	1,254,767.02	617,480.34	(557,015.63)	(312,236.90)	695,124.16	(557,015.63)	138,108.53	404,862.26
Fire Assessment Spec. Rev	30	230,750.00	230,750.00	102,472.83	129,693.66	129,693.66	104,449.82	101,056.34	(1,976.99)	95,243.18	101,056.34	196,299.52	71,622.26
Landfill Access Fee - Debt Service	31	217,000.00	217,000.00	96,290.82	181,189.61	181,189.61	177,506.32	35,810.39	(81,215.50)	4,998.83	35,810.39	40,809.22	(100,362.34)
Developer Impact Fees	32	16,000.00	16,000.00	16,486.91	-	-	-	16,000.00	16,486.91	232,559.62	16,000.00	248,559.62	500,995.53
Special Revenue - Restricted		463,750.00	463,750.00	215,250.56	310,883.27	310,883.27	281,956.14	152,866.73	(66,705.58)	332,801.63	152,866.73	485,668.36	472,255.45
Total Special Revenue		463,750.00	463,750.00	215,250.56	310,883.27	310,883.27	281,956.14	152,866.73	(66,705.58)	332,801.63	152,866.73	485,668.36	472,255.45
Spec Grants Capital Outlay	60	3,277,784.94	3,277,784.94	212,295.93	3,277,784.94	3,277,784.94	529,288.23	-	(316,992.30)	77,518.17	-	77,518.17	(424,549.30)
Community Development Grants	65	6,800.00	6,800.00	4,009.70	5,000.00	5,000.00	582.79	1,800.00	3,426.91	256,590.92	1,800.00	258,390.92	296,457.44
Special Grants - Capital Projects		3,284,584.94	3,284,584.94	216,305.63	3,282,784.94	3,282,784.94	529,871.02	1,800.00	(313,565.39)	334,109.09	1,800.00	335,909.09	(128,091.86)
Special Grants - Operating & Capital Projects		3,284,584.94	3,284,584.94	216,305.63	3,282,784.94	3,282,784.94	529,871.02	1,800.00	(313,565.39)	334,109.09	1,800.00	335,909.09	(128,091.86)
Water Operating	70	1,602,971.61	1,602,971.61	796,512.61	1,602,971.61	1,602,971.61	528,008.90	-	268,503.71	-	-	-	350,515.73
Water Capital Projects	71	700,800.00	700,800.00	700,800.00	700,800.00	700,800.00	129,188.71	-	571,611.29	-	-	-	571,611.29
Water Debt Servicing	72	262,880.00	262,880.00	262,880.00	262,880.00	262,880.00	37,046.25	-	225,753.75	200,000.00	-	200,000.00	309,753.75
Water Reserves	74	190,848.39	190,848.39	(394,460.98)	-	-	-	190,848.39	(394,460.98)	5,587,286.97	190,848.39	5,778,135.36	5,792,214.66
Water Enterprise		2,757,500.00	2,757,500.00	1,365,651.63	2,566,651.61	2,566,651.61	694,243.86	190,848.39	671,407.77	5,787,286.97	190,848.39	5,978,135.36	7,024,095.43
Sewer Operating	80	1,653,936.77	1,653,936.77	472,161.09	1,653,936.77	1,653,936.77	418,233.44	-	53,927.65	-	-	-	(75,617.04)
Sewer Capital Outlay	81	4,719,370.75	4,719,370.75	2,974,616.19	4,719,370.75	4,719,370.75	2,197,449.58	-	777,166.61	-	-	-	526,982.75
Sewer Debt Servicing	82	(4,134,354.03)	(4,134,354.03)	(2,389,599.47)	(4,134,354.03)	(4,134,354.03)	5,956.93	-	(2,395,556.40)	100,000.00	-	100,000.00	317,266.49
Sewer Reserves	84	198,046.51	198,046.51	20,796.14	-	-	-	198,046.51	20,796.14	3,153,168.83	198,046.51	3,351,215.34	1,433,556.38
Sewer Enterprise Fund		2,437,000.00	2,437,000.00	1,077,973.95	2,238,953.49	2,238,953.49	2,621,639.95	198,046.51	(1,543,666.00)	3,253,168.83	198,046.51	3,451,215.34	2,202,188.58
Total Enterprise Funds		5,194,500.00	5,194,500.00	2,443,625.58	4,805,605.10	4,805,605.10	3,315,883.81	388,894.90	(672,258.23)	9,040,455.80	388,894.90	9,429,350.70	9,226,284.01
Agency Trust - Cash	90	-	-	-	-	-	30,561.23	-	(30,561.23)	-	-	-	(38,830.51)
Agency Funds		-	-	-	-	-	30,561.23	-	(30,561.23)	-	-	-	(38,830.51)
Total Agency Funds		-	-	-	-	-	30,561.23	-	(30,561.23)	-	-	-	(38,830.51)
All Funds Combined		14,543,781.33	14,543,781.33	4,164,175.18	15,737,141.39	15,737,141.39	7,012,259.84	(1,193,360.06)	(2,848,084.66)	16,239,689.67	(1,193,360.06)	15,046,329.61	14,555,117.42

Approval:

John Mercier, City Mayor

12/29/2014 12:00 PM