

YREKA CITY COUNCIL
AGENDA

February 4, 2016 – 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

ANNOUNCEMENT – The Public Hearing originally scheduled for this meeting regarding the proposed Ordinances relating to the cultivation of marijuana has been cancelled.

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 of Minutes of the special meeting held January 14, 2016 and the regular meeting held January 21, 2016.
 - b. Approval/ratification of payments issued from January 22, through February 4, 2016.
 - c. Adopt Resolution extending the suspension of Section 13.76.010 of the Yreka Municipal Code allowing installation of banners on Fairlane Road.
2. Discussion/Possible Action - Adopt Resolution approving the destruction of certain City records identified by the Finance Director.

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

Adjournment.

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

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

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

MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF
YREKA HELD IN SAID CITY ON JANUARY 14, 2016

On the 14th day of January 2016, the City Council of the City of Yreka met in the City Council Chambers of said City in special session at 5 p.m., and upon roll call, the following were present: Deborah Baird, Joan Smith Freeman, John Mercier and David Simmen Absent - Bryan Foster.

There being no public comment, the Council moved to closed session.

Councilmember Foster joined the meeting at 5:25 p.m.

CLOSED SESSION:

Threat to Public Services or Facilities
[Government Code § 54954.5(A)]
Consultation with City Attorney.

RETURN TO OPEN SESSION: Upon return to open session, City Manager Baker reported out the following:

On Closed Session Item #1, there was a motion made by Councilmember David Simmen and seconded by Councilmember Deborah Baird to dissolve the Fall Creek Ad Hoc Committee. The motion passed unanimously by a 5-0 vote.

ADJOURNMENT There being no further business before the Council the meeting was adjourned at 6:10 p.m.

Attest:

John Mercier, Mayor
Minutes approved by Council
Motion February 4, 2016

Elizabeth E. Casson, City Clerk

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF
YREKA HELD IN SAID CITY ON JANUARY 21, 2016

On the 21st day of January 2016, 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.

Mayor Mercier announced that the closed session has been pulled from the agenda.

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 of Minutes of the meeting held January 7, 2016.
- b. Approval/ratification of payments issued from January 7, 2016 through January 21, 2016.
- c. Adopt Resolution approving the use of Upper Greenhorn Park on May 10, 2016 for a private wedding ceremony and reception.

Following Council discussion, Councilmember Foster moved to approve the items on the consent calendar 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.

Authorize a Waiver of Nepotism Policy due to unusual circumstances per Section 2.50.020 of the Yreka Municipal Code.

Chief of Police Brian Bowles reported to the Council that Staff is in a position to continue with the hiring process for a part time dispatcher who happens to be the mother of a full time dispatcher. The mother is the only person who passed the part time dispatcher testing in the current cycle.

The City of Yreka has a Nepotism policy 2.50.010 YMC on the hiring of relatives. The part-time and full-time dispatchers are supervised by a Sergeant. Family members supervised by the same supervisor is prohibited under the City's Nepotism Policy unless waived by the City Council. In this situation, the unusual circumstances are that we lack qualified applicants for the part time dispatcher positions and that the part time and full time dispatchers do not work together except for initial training and an occasional meeting. Staff believes that at this time and under the current situation hiring the mother as a part time dispatcher while the daughter works as a full time dispatcher with a Patrol Sergeant as a supervisor will not cause a problem for the Police Department. In order for the Department to move forward with possibly hiring this part-time employee, I am requesting that the City Council authorize a waiver of the Nepotism Policy for this applicant.

Following Council discussion, Councilmember Freeman moved to waive the Nepotism Policy specifically to hire Patricia Perry as a prospective part-time dispatcher.

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.

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

Attest:

John Mercier, Mayor
Minutes approved by Council
Motion February 4, 2016

Elizabeth E. Casson, City Clerk

Accounts Payable

Computer Check Proof List by Vendor

User: lysandra
 Printed: 01/28/2016 - 1:37PM
 Batch: 00008.01.2016



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 1527 FPA-89675	ACME COMPUTER INV FPA-89675	3,480.00	02/05/2016	Check Sequence: 1 01-050-0000-525-000	ACH Enabled: False
	Check Total:	3,480.00			
Vendor: 1011 LMED1226376	AMERICAN LINEN INV LMED1226376	26.00	02/05/2016	Check Sequence: 2 01-200-0000-526-000	ACH Enabled: False
	Check Total:	26.00			
Vendor: 1263 TRNG 2/22-25	AMERICAN RIVER COLLEGE TRNG 2/22-25 TAYLOR	92.00	02/05/2016	Check Sequence: 3 01-200-6506-513-004	ACH Enabled: False
	Check Total:	92.00			
Vendor: 1420 1655	TIMOTHY ASELTINE INV 1655 - SEAT RECOVER/REPAIR #311	381.69	02/05/2016	Check Sequence: 4 01-350-0000-520-000	ACH Enabled: False
	Check Total:	381.69			
Vendor: 4301 7522634 7522635 7522636 7522636 7522636 7522636 7522636 7522636 7522636 7522636 7522636 7522636 7522636 7522636	AT&T CALNET INV 7522634 INV 7522635 INV 7522636 INV 7522636 INV 7522636 INV 7522636 INV 7522636 INV 7522636 INV 7522636 INV 7522636 INV 7522636 INV 7522636 INV 7522636 INV 7522636	19.64 19.64 251.00 33.51 52.08 17.73 13.77 17.29 42.83 17.61 47.40 22.69 50.25	02/05/2016 02/05/2016 02/05/2016 02/05/2016 02/05/2016 02/05/2016 02/05/2016 02/05/2016 02/05/2016 02/05/2016 02/05/2016 02/05/2016 02/05/2016	Check Sequence: 5 01-470-0000-517-000 01-210-0000-517-000 01-020-0000-517-000 01-030-0000-517-000 01-040-0000-517-000 01-060-0000-517-000 01-210-0000-517-000 01-220-0000-517-000 01-300-0000-517-000 01-350-0000-517-000 01-370-0000-517-000 01-470-0000-517-000 01-480-0000-517-000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
7522636	INV 7522636	13.45	02/05/2016	24-320-0000-517-000	
7522636	INV 7522636	16.53	02/05/2016	70-510-0000-517-000	
7522636	INV 7522636	16.26	02/05/2016	70-520-0000-517-000	
7522636	INV 7522636	16.23	02/05/2016	80-560-0000-517-000	
7522637	INV 7522637	19.64	02/05/2016	01-350-0000-517-000	
7522638	INV 7522638	687.12	02/05/2016	01-200-0000-517-000	
7532189	INV 7532189	28.66	02/05/2016	01-200-0000-517-000	
7570974	INV 7570974	19.81	02/05/2016	01-300-0000-517-000	
7570975	INV 7570975	19.76	02/05/2016	80-560-0000-517-000	
7570976	INV 7570976	37.77	02/05/2016	01-020-0000-517-000	
7570977	INV 7570977	19.76	02/05/2016	70-510-0000-517-000	
7579602	INV 7579602	99.57	02/05/2016	01-210-0000-517-000	
	Check Total:	1,600.00			
Vendor: 2112	AT&T GLOBAL SERVICES			Check Sequence: 6	ACH Enabled: False
SB889068	INV SB889068	72.38	02/05/2016	01-040-0000-517-000	
SB889068	INV SB889068	72.38	02/05/2016	01-220-0000-517-000	
	Check Total:	144.76			
Vendor: 1023	BAXTER AUTO PARTS			Check Sequence: 7	ACH Enabled: False
30-282645	INV 30-282645 - H20 PRESSURE REGULATO	26.34	02/05/2016	01-230-0000-416-000	
	Check Total:	26.34			
Vendor: 1041	RON BLACK			Check Sequence: 8	ACH Enabled: False
02/05/16	FEBRUARY 2016	682.00	02/05/2016	01-200-0000-521-004	
	Check Total:	682.00			
Vendor: 1050	CAL-ORE COMMUNICATIONS INC			Check Sequence: 9	ACH Enabled: False
324000097 2/16	ACCT 324000097 2/16	206.85	02/05/2016	01-050-0000-517-005	
324000973 2/16	ACCT 324000973 2/16	99.00	02/05/2016	70-510-0000-517-005	
324001630 2/16	ACCT 324001630 2/16	99.00	02/05/2016	01-210-0000-517-005	
324001631 2/16	ACCT 324001631 2/16	150.00	02/05/2016	01-200-0000-517-005	
324004371 2/16	ACCT 324004371 2/16	400.00	02/05/2016	01-370-0000-517-005	
	Check Total:	954.85			
Vendor: 3118	CROSS PETROLEUM			Check Sequence: 10	ACH Enabled: False
253783-IN	INV 253783-IN	124.04	02/05/2016	01-200-0000-518-002	
	Check Total:	124.04			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 20056 SL160316	DEPT OF TRANSPORTATION INV SL160316 10-12/15	1,957.18	02/05/2016	Check Sequence: 11 24-320-0000-518-001	ACH Enabled: False
	Check Total:	1,957.18			
Vendor: 1309 10305	DOUBLE D ELECTRIC INV 10305 - GENERATOR	360.00	02/05/2016	Check Sequence: 12 01-200-0000-521-000	ACH Enabled: False
	Check Total:	360.00			
Vendor: 19017 0742700131	FAIRCHILD MEDICAL CENTER INV 0742700131	287.35	02/05/2016	Check Sequence: 13 01-200-0000-525-000	ACH Enabled: False
	Check Total:	287.35			
Vendor: 1916 200041 200046 200295 200299 200314 200631 200722	G & G HARDWARE (POLICE) INV 200041 - GENERATOR INV 200046 - GENERATOR INV 200295 - GENERATOR INV 200299 - GENERATOR INV 200314 - KENNEL STUFF INV 200631 - SAW WHEEL CM 200722 - RTRND DEFECTIVE PARTS	46.92 71.96 6.45 3.39 17.19 20.40 -8.64	02/05/2016 02/05/2016 02/05/2016 02/05/2016 02/05/2016 02/05/2016 02/05/2016	Check Sequence: 14 01-200-0000-521-000 01-200-0000-521-000 01-200-0000-521-000 01-200-0000-521-000 01-230-0000-416-000 01-200-0000-516-000 01-230-0000-416-000	ACH Enabled: False
	Check Total:	157.67			
Vendor: 1915 199753 199782 200174 200475 200592	G & G HARDWARE (VEHICLE MAINT) INV 199753 - ELECTRICAL SUPPLIES INV 199782 - ELECTRICAL SUPPLIES INV 200174 - ELECTRICAL SUPPLIES INV 200475 - ELECTRICAL SUPPLIES INV 200592 - STAPLES & STAPLE GUN	20.38 14.09 8.03 8.43 32.42	02/05/2016 02/05/2016 02/05/2016 02/05/2016 02/05/2016	Check Sequence: 15 01-350-0000-521-000 01-350-0000-521-000 01-350-0000-521-000 01-350-0000-521-000 01-350-0000-521-000	ACH Enabled: False
	Check Total:	83.35			
Vendor: 2142 02/05/16	DOHN HENION FEBRUARY 2016 (1)	1,250.00	02/05/2016	Check Sequence: 16 01-040-0000-525-001	ACH Enabled: False
	Check Total:	1,250.00			
Vendor: 1155 563878 563878	HUE & CRY SECURITY SYSTEMS INC INV 563878 INV 563878	104.64 88.29	02/05/2016 02/05/2016	Check Sequence: 17 01-470-0000-525-000 01-480-0000-525-000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	192.93			
Vendor: 1158 1614385 2016	INTERNATIONAL ASSN OF CHIEFS OF POL MEMBER 1614385 - 2016 DUES	150.00	02/05/2016	Check Sequence: 18 01-200-0000-511-000	ACH Enabled: False
	Check Total:	150.00			
Vendor: 1482 4474	LEAGUE OF CA CITIES INV 4474 - 2016 DUES	50.00	02/05/2016	Check Sequence: 19 01-020-0000-511-000	ACH Enabled: False
	Check Total:	50.00			
Vendor: 1187 02/05/16	LIEBERT CASSIDY & WHITMORE WEBINAR 12/16/15	60.00	02/05/2016	Check Sequence: 20 01-030-0000-513-000	ACH Enabled: False
	Check Total:	60.00			
Vendor: 1400 02/05/16	MADRONE HOSPICE FEBRUARY 2016	5,625.00	02/05/2016	Check Sequence: 21 01-090-0000-560-004	ACH Enabled: False
	Check Total:	5,625.00			
Vendor: 2192 4028983	MALLORY SAFETY & SUPPLY LLC INV 4028983 - BATTERY	147.51	02/05/2016	Check Sequence: 22 01-200-0000-416-000	ACH Enabled: False
	Check Total:	147.51			
Vendor: 2208 YPD600	KITT MURRISON PHD INV YPD600 - PSYCH EVAL	375.00	02/05/2016	Check Sequence: 23 01-200-0000-525-000	ACH Enabled: False
	Check Total:	375.00			
Vendor: 1544 04702374 1/16	NEOFUNDS BY NEOPOST 7900044904702374 1/16	618.29	02/05/2016	Check Sequence: 24 01-020-0000-515-001	ACH Enabled: False
	Check Total:	618.29			
Vendor: 1253 02/05/16 02/05/16 02/05/16 02/05/16	PERFECTION CLEANING INC JANUARY 2016 JANUARY 2016 JANUARY 2016 JANUARY 2016	300.00 425.00 680.00 400.00	02/05/2016 02/05/2016 02/05/2016 02/05/2016	Check Sequence: 25 01-210-0000-526-001 01-080-0000-526-001 01-200-0000-526-001 01-400-0000-426-003	ACH Enabled: False
	Check Total:	1,805.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 17014	QUILL CORPORATION			Check Sequence: 26	ACH Enabled: False
1855421	INV 1855421 - INK/PAPER/BINDER	452.53	02/05/2016	01-200-0000-515-000	
1856909	INV 1856909 - ENVELOPES	54.81	02/05/2016	01-200-0000-515-000	
1863474	INV 1863474 - CD SLEEVES	8.05	02/05/2016	01-200-0000-515-000	
1935067	INV 1935067 - LABELS	24.49	02/05/2016	01-200-0000-515-000	
	Check Total:	539.88			
Vendor: 1288	SC COMMUNITY DEVELOPMENT			Check Sequence: 27	ACH Enabled: False
127548 2016	ACCT 127548 2016 - ANNUAL CUPA FACILI	331.00	02/05/2016	01-350-0000-535-000	
	Check Total:	331.00			
Vendor: 1283	SC ECONOMIC DEVELOPMENT COUNCIL			Check Sequence: 28	ACH Enabled: False
02/05/16	FEBRUARY 2016	3,333.33	02/05/2016	01-090-0000-560-001	
	Check Total:	3,333.33			
Vendor: 2307	SCTID			Check Sequence: 29	ACH Enabled: False
NOVEMBER 2015	BAYMONT INN	1,007.55	02/05/2016	01-000-0000-813-201	
NOVEMBER 2015	HOLIDAY INN	2,552.09	02/05/2016	01-000-0000-813-205	
NOVEMBER 2015	ECONO LODGE	199.68	02/05/2016	01-000-0000-813-204	
NOVEMBER 2015	BUDGET INN	145.33	02/05/2016	01-000-0000-813-202	
NOVEMBER 2015	COMFORT INN	657.81	02/05/2016	01-000-0000-813-203	
NOVEMBER 2015	MINERS INN	2,241.52	02/05/2016	01-000-0000-813-207	
NOVEMBER 2015	MOTEL 6	1,177.05	02/05/2016	01-000-0000-813-208	
NOVEMBER 2015	KLAMATH MOTOR LODGE	152.46	02/05/2016	01-000-0000-813-206	
NOVEMBER 2015	WAIIAKA RV PARK	38.61	02/05/2016	01-000-0000-813-213	
NOVEMBER 2015	MOUNTAIN VIEW INN	101.05	02/05/2016	01-000-0000-813-209	
NOVEMBER 2015	SUPER 8	866.25	02/05/2016	01-000-0000-813-212	
NOVEMBER 2015	RELAX INN	78.21	02/05/2016	01-000-0000-813-210	
NOVEMBER 2015	YREKA TRAILER & RV PARK	103.76	02/05/2016	01-000-0000-813-215	
NOVEMBER 2015	RODEWAY INN	215.82	02/05/2016	01-000-0000-813-211	
	Check Total:	9,537.19			
Vendor: 19100	SISKIYOU DAILY NEWS			Check Sequence: 30	ACH Enabled: False
8370	NEWS #8370	81.50	02/05/2016	01-020-0000-519-000	
	Check Total:	81.50			
Vendor: 1383	ZACHARY TAYLOR			Check Sequence: 31	ACH Enabled: False
TRNG 2/22-25	TRNG 2/22-25 MCCLELLAN	868.00	02/05/2016	01-200-6506-513-004	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	868.00			
Vendor: 25090 02/05/16	USPS FEBRUARY 2016	1,400.00	02/05/2016	Check Sequence: 32 70-030-0000-515-001	ACH Enabled: False
	Check Total:	1,400.00			
Vendor: 23008 003901	WAL-MART COMMUNITY INV 003901 - COFFEE	23.82	02/05/2016	Check Sequence: 33 01-200-0000-516-000	ACH Enabled: False
	Check Total:	23.82			
Vendor: 1360 833297626	WEST PAYMENT CENTER INV 833297626 - CA CODES 2016	2,100.18	02/05/2016	Check Sequence: 34 01-200-0000-511-000	ACH Enabled: False
	Check Total:	2,100.18			
Vendor: 1546 01/17/16	DENISE WHEELER SART EXAM - CASE #16Y-0072	500.00	02/05/2016	Check Sequence: 35 01-200-0000-526-003	ACH Enabled: False
	Check Total:	500.00			
Vendor: 1374 02/05/16	YREKA CHAMBER OF COMMERCE FEBRUARY 2016	4,750.00	02/05/2016	Check Sequence: 36 01-090-0000-560-000	ACH Enabled: False
	Check Total:	4,750.00			
Vendor: 25120 005821 1/16 024631 1/16 054217 1/16	YREKA TRANSFER ACCT 005821 1/16 ACCT 024631 1/16 ACCT 054217 1/16	82.00 102.00 129.00	02/05/2016 02/05/2016 02/05/2016	Check Sequence: 37 01-210-0000-518-004 01-200-0000-518-004 01-480-0000-518-004	ACH Enabled: False
	Check Total:	313.00			
	Total for Check Run:	44,408.86			
	Total of Number of Checks:	37			



**CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM**

To: Yreka City Council
Prepared by: Steve Baker, City Manager
Agenda Title: Discussion/Possible Action – Adopt Resolution extending the suspension of Section 13.76.010 of the Yreka Municipal Code allowing installation of banners on Fairlane Road.
Meeting Date: February 4, 2016.

Discussion:

On March 21, 2013, the City Council introduced a temporary ordinance allowing banners on Fairlane Road for a period of four months. This ordinance was subsequently adopted and went into effect on May 5, 2013. The four-month time-period could be extended for successive periods not to exceed four months by the City Council adopting a subsequent resolution.

Many banners have now been installed. Representatives from the County Veteran's Service office and Marine Corps League have indicated that they have had a very positive reception to this effort and would like to continue providing this recognition. They have requested another extension.

The resolution attached provides for a 4-month extension.

Fiscal Impact:

The costs of the banner program are covered by the requesting veteran's organizations.

Recommendation and Requested Action:

Adopt the Resolution extending the suspension of Section 13.76.010 of the Yreka Municipal Code, allowing Installation of Banners on Fairlane Road.

Approved by: _____


Steven Baker, City Manager

RESOLUTION NO. 2016-4

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YREKA
EXTENDING THE SUSPENSION OF SECTION 13.76.010 OF THE
YREKA MUNICIPAL CODE, ALLOWING INSTALLATION OF
BANNERS ON FAIRLANE ROAD.

Whereas, On March 21, 2013, the City Council introduced Ordinance No. 834 Temporarily Suspending the Application of Section 13.76.010 of the Yreka Municipal Code on Fairlane Road for a Specified Time Period, and;

Whereas the Ordinance was adopted on April 4, 2013 and went into effect on May 5, 2013, and;

Whereas the Ordinance provides that the initial four month term may be extended for subsequent four month periods, and;

Whereas, the City has received a request for such extension,

NOW THEREFORE BE IT RESOLVED that the suspension of Section 13.76.010 of the Yreka Municipal Code on Fairlane Road for the installation of Banners is hereby extended to June 3, 2016.

Passed and adopted this 4th day of February 2016, by the following vote:

AYES:

NAYS:

ABSENT:

John Mercier, Mayor

Attest: _____
Elizabeth E. Casson,
City Clerk



CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM

To: Yreka City Council
Prepared by: Rhetta Hogan
Agenda title: Adopt a Resolution of the City Council of the City of Yreka
Approving the Destruction of Certain City Records Identified by
the Finance Director
Meeting date: February 4, 2016

Discussion:

Itemized below are records that the Finance Director has identified for destruction. Records containing confidential data, such as payroll information, will be shredded by an appropriate vendor or organization. The California Secretary of State has issued guidelines for records destruction, and the City is generally more conservative in its records retention destruction. I have included excerpts from the Local Government Records Management Guidelines as an attachment for reference.

And though, the City could adopt a blanket policy of following the Secretary of State guidelines, it is the Finance Director's preference to annually request the City Council's authority to destroy such records.

Identified records, where the Finance Director is requesting destruction:

- Accounts Payable: Records older than July 1, 2008, includes copies of invoices, checks and AP batch reports.
- Cash Receipts: Cash receipt daily batches older than July 1, 2008, includes copies of daily detail and summary ledger reports, and cash receipt advices for utility billing (water, sewer and landfill), building permits, animal and business licenses, and all other cash receipts received by the City.
- Payroll records: Payroll timecards, payroll bi-weekly cycle reports, registers and other payroll related and timecard processing information older than July 1, 2008.
- Payroll annual and quarterly registers: Quarterly summary reports older than December 31, 2005, includes quarterly tax and gross wages summaries.
- General ledger reports: Detail ledger listing of transactions, includes various sorts, periods and aggregations, older than July 1, 2008. Ledger data active and retained electronically on database server through 1998. Does not include summary trial balances.
Note that the trial balance, the permanent records of City's total transactions for a fiscal year are being retained, however detail transaction records that arrive at those balances are being identified for destruction.
- General ledger journal entries: Journal entry posting of adjustments to the general ledger older than July 1, 2008, does not include sub ledger interface posting from payroll, accounts payable, accounts receivable, cash receipts, utility billing, animal and business licensing.

- Electronic backup media: Historical backup tapes and diskettes data from legacy financial systems, where restoration tape drives are no longer in place, or active, and where software updates have made the data obsolete to restore.
- Bank reconciliation: Bank statements, detail reconciliation work papers, cancelled checks and treasurer's monthly and quarterly reports older than July 1, 2008.
- Dog license: Dog license records older than July 1, 2008, includes receipts, registration tickets, sub ledger registers list, billing and adjustments batches pertaining to dog licensing
- Business license: Business license records older than July 1, 2008, includes receipts, registration tickets, sub ledger registers list, billing and adjustments batches pertaining to business licensing
- Water Accounts: Billing registers, customer correspondences, and other collection related information older than July 1, 2008
- Accounts Receivable: Invoice registers, collection receipts, aging lists and customer correspondences older than July 1, 2008; receivable collections includes landfill invoicing records and TOT tax records.
- Parking ticket collections: Citations, collections and customer correspondences relating to parking ticket citations older than July 1, 2008. (Note the City ceased collections of parking tickets in 1998, however some correspondences are dated after that time.)
- Park and recreation correspondences: Miscellaneous desk correspondences, notes, and memorandums of park and recreation manager, records older than July 1, 2008.
- Senior Program: All records for menu plans, meals served, participant registers, transportation routes and appointments, desk memorandums and notes, relating to the operations of the senior programs. Final program monitoring for the grant program was performed July 2009. Note, PSA 2 Area Agency on Housing (grant administrative agency), was notified and approved records destruction. Fiscal reports filed for the Title III grant program, from July 1, 2008 are being retained.

Fiscal Impact:

Estimated \$250 for destruction of confidential information, in departmental budget.

Recommendation and Requested Action:

Adopt a Resolution of the City Council of the City of Yreka approving the Destruction of Certain City Records Identified by the Finance Director

Approved by: _____


Steven Baker, City Manager

RESOLUTION NO. 2016-_____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YREKA
APPROVING THE DESTRUCTION OF CERTAIN CITY RECORDS IDENTIFIED BY
THE FINANCE DIRECTOR**

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

WHEREAS, the destruction of said records is consented to by the City Attorney;

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

SECTION 1: The Finance Director is hereby authorized to destroy the following records:

Accounts Payable: Records older than July 1, 2008, includes copies of invoices, checks and AP batch reports

Cash Receipts: Cash receipt daily batches older than July 1, 2008, includes copies of daily detail and summary ledger reports, and cash receipt advices for utility billing (water, sewer and landfill), building permits, animal and business licenses, and all other cash receipts received by the City.

Payroll records: Payroll timecards, payroll bi-weekly cycle reports, registers and other payroll related and timecard processing information older than July 1, 2008.

Payroll annual and quarterly registers: Quarterly summary reports older than December 31, 2008, includes quarterly tax and gross wages summaries.

General ledger reports: Detail ledger listing of transactions, includes various sorts, periods and aggregations, older than July 1, 2008. Ledger data active and retained electronically on database server through 1998.

General ledger journal entries: Journal entry posting of adjustments to the general ledger older than July 1, 2008, does not include subledger interface posting from payroll, accounts payable, accounts receivable, cash receipts, utility billing, animal and business licensing.

Electronic backup media: Historical backup tapes and diskettes data from legacy financial systems, and or restoration tape drives where those systems are no longer in place, or active, and where software updates have made the backup data obsolete to restore.

Bank reconciliation: Bank statements, detail reconciliation work papers, cancelled checks and treasurer's monthly and quarterly reports older than July 1, 2008.

Dog license: Dog license records older than July 1, 2008, includes receipts, registration tickets,

sub-ledger registers list, billing and adjustments batches pertaining to dog licensing.

Business license: Business license records older than July 1, 2008, includes receipts, registration tickets, sub-ledger registers list, billing and adjustments batches pertaining to business licensing.

Water Accounts: Billing registers, customer correspondences, and other collection related information older than July 1, 2008.

Accounts Receivable: Invoice registers, collection receipts, aging lists and customer correspondences older than July 1, 2008; receivable collections includes landfill invoicing records and TOT tax records.

Parking ticket collections: Citations, collections and customer correspondences relating to parking ticket citations older than July 1, 2008. (Note the City ceased collections of parking tickets in 1998, however some correspondences are dated after that time.)

Park and recreation correspondences: Miscellaneous desk correspondences, notes, and memorandums of park and recreation manager, records older than July 1, 2008.

Senior Program: All records for menu plans, meals served, participant registers, transportation routes and appointments, desk memorandums and notes, relating to the operations of the senior programs. Final program monitoring for the grant program was performed July 2009. Note, PSA 2 Area Agency on Housing (grant administrative agency), was notified and approved records destruction. Fiscal reports filed for the Title III grant program, from July 1, 2008 are being retained.

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

PASSED AND ADOPTED _____ day of _____ 2016 by the following vote:

AYES:

NOES:

ABSENT:

John Mercier, Mayor

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

ATTEST:

Dohn Henion, City Attorney

Liz Casson, City Clerk