

YREKA CITY COUNCIL
AGENDA

June 18, 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 June 5, through June 18, 2015.
 - b. Approval of Minutes of the meeting held June 4, 2015.
 - c. Acceptance of Treasurer's Report and Budget to Actual for the months of April and May 2015.
 - d. Adopt Resolution setting for the Appropriations Limit for the City of Yreka for Fiscal Year 2015-2016.
2. Discussion/Possible Action – Adopt Resolution approving the Updated 2015-2016 Salary Schedule for Part -Time Employees.
3. Discussion/Possible Action – Adopt Resolution establishing Paid Sick Leave Policy pursuant to AB1522 for Part-Time Employees.
4. Discussion/Possible Action - Adopt Ordinance amending and repealing certain sections of the Yreka Municipal Code in Chapter 1.24 entitled “City Council Procedure” and Chapter 13.16 entitled “Exempt Signs” and “Fee Exempt Signs” and finding the adoption of this Ordinance to be exempt from CEQA.
5. City Manager Report:
 - Report on Water Projects
 - Tennis Courts

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

CLOSED SESSION:

1. Conference with Legal Counsel - Anticipated Litigation

Initiation of litigation pursuant to Subdivision (c) of Section 54956.9 of the Government Code: (Number of cases to be discussed – 1 - The names of the parties are not disclosed as it is believed that that to do so would jeopardize the City's ability to serve process or to conclude existing settlement negotiations to the City's advantage).

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

Adjournment.

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

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

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

Accounts Payable
Manual Check Proof List

User: lysandra
Printed: 06/09/2015 - 9:34AM
Batch: 00002.06.2015



Invoice No	Amount	Payment Date	Description	Check Number	Date	Acct Number	reference
Vendor: 1297	SCOTT VALLEY BANK						
				559	06/04/2015		
06/04/15	619.59	06/04/2015	CREDIT CARD CHARGES 5/15			70-030-0000-526-100	
Total for Check	619.59						
Total for 1297	619.59						
Total Checks:		619.59					

12
6/12/15

Accounts Payable

Computer Check Proof List by Vendor

User: lysandra
Printed: 06/10/2015 - 8:57AM
Batch: 00005.06.2015



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 1148	THOMAS HESSELDENZ			Check Sequence: 1	ACH Enabled: False
1504COY-FHR	INV 1504COY-FHR	2,518.70	06/10/2015	60-390-6035-525-000	
1505COY-FHR	INV 1505COY-FHR	21,413.47	06/10/2015	60-390-6035-525-000	
	Check Total:	23,932.17			
Vendor: 1326	MARRONE CONSTRUCTION INC			Check Sequence: 2	ACH Enabled: False
PAY REQUEST #11	NORTH YREKA CREEK #11 - FINAL	53,354.10	06/10/2015	60-400-6009-615-003	
	Check Total:	53,354.10			
	Total for Check Run:	77,286.27			
	Total of Number of Checks:	2			

Handwritten signature and date: 6/10/15

Accounts Payable

Computer Check Proof List by Vendor

User: lysandra
 Printed: 06/11/2015 - 8:29AM
 Batch: 00008.06.2015



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 2271	ACCELA INC #774375			Check Sequence: 1	ACH Enabled: False
31061	INV 31061	268.50	06/19/2015	70-030-0000-526-100	
31061	INV 31061	268.50	06/19/2015	80-030-0000-526-100	
	Check Total:	537.00			
Vendor: 1527	ACME COMPUTER			Check Sequence: 2	ACH Enabled: False
88374	INV 88374	46.11	06/19/2015	01-220-0000-516-000	
	Check Total:	46.11			
Vendor: 1080	ARAMARK UNIFORM SERVICES INC			Check Sequence: 3	ACH Enabled: False
506-3769254	INV 506-3769254	45.68	06/19/2015	01-480-0000-525-001	
506-3783841	INV 506-3783841	45.68	06/19/2015	01-480-0000-525-001	
506-3798681	INV 506-3798681	45.68	06/19/2015	01-480-0000-525-001	
506-3813257	INV 506-3813257	45.68	06/19/2015	01-480-0000-525-001	
	Check Total:	182.72			
Vendor: 2217	TIMOTHY ASELTINE			Check Sequence: 4	ACH Enabled: False
1193	INV 1193	101.00	06/19/2015	01-200-0000-520-001	
	Check Total:	101.00			
Vendor: 1591	AT&T			Check Sequence: 5	ACH Enabled: False
9117828 5/15	ACCT 911-7828 615 4 5/15	199.56	06/19/2015	01-200-0000-517-000	
	Check Total:	199.56			
Vendor: 4301	AT&T CALNET 2			Check Sequence: 6	ACH Enabled: False
6643120	INV 6643120	161.01	06/19/2015	01-200-0000-517-000	
	Check Total:	161.01			

Handwritten initials/signature

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 6021	BASIC LABORATORY INC			Check Sequence: 7	ACH Enabled: False
1504505	INV 1504505	135.40	06/19/2015	80-560-0000-416-001	
1504739	INV 1504739	135.40	06/19/2015	80-560-0000-416-001	
1504816	INV 1504816	996.00	06/19/2015	80-560-0000-416-001	
1504818	INV 1504818	249.00	06/19/2015	80-560-0000-416-001	
1504929	INV 1504929	747.00	06/19/2015	80-560-0000-416-001	
1505046	INV 1505046	135.40	06/19/2015	80-560-0000-416-001	
1505340	INV 1505340	135.40	06/19/2015	80-560-0000-416-001	
	Check Total:	2,533.60			
Vendor: 1423	ALICE BRANDON			Check Sequence: 8	ACH Enabled: False
11075	INV 11075	70.00	06/19/2015	80-560-0000-416-001	
	Check Total:	70.00			
Vendor: 2223	CALPO HOM & DONG ARCHITECTS INC			Check Sequence: 9	ACH Enabled: False
5-CHD02883	INV 5-CHD02883	25,386.00	06/19/2015	11-200-0911-525-000	
	Check Total:	25,386.00			
Vendor: 1053	CASCADE FIRE EQUIPMENT INC			Check Sequence: 10	ACH Enabled: False
65832	INV 65832	433.23	06/19/2015	01-210-0000-450-014	
	Check Total:	433.23			
Vendor: 3050	CHEVRON & TEXACO CARD SERVICES			Check Sequence: 11	ACH Enabled: False
44539363	INV 44539363	105.92	06/19/2015	01-200-0000-520-310	
44539363	INV 44539363	12.81	06/19/2015	20-310-0000-513-000	
44539363	INV 44539363	12.81	06/19/2015	70-500-0000-513-000	
44539363	INV 44539363	12.82	06/19/2015	80-550-0000-513-000	
	Check Total:	144.36			
Vendor: 1077	COMPUTER LOGISTICS CORPORATION			Check Sequence: 12	ACH Enabled: False
65202	INV 65202	1,666.67	06/19/2015	01-200-0000-525-001	
65216	INV 65216	144.00	06/19/2015	01-200-0000-517-000	
	Check Total:	1,810.67			
Vendor: 1093	DATA TICKET INC			Check Sequence: 13	ACH Enabled: False
61996	INV 61996	150.00	06/19/2015	24-200-0000-526-005	
	Check Total:	150.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 10101	DEPT OF JUSTICE			Check Sequence: 14	ACH Enabled: False
102913	INV 102913	32.00	06/19/2015	80-560-0000-525-000	
102913	INV 102913	32.00	06/19/2015	01-200-0000-525-000	
	Check Total:	64.00			
Vendor: 1698	WARREN DRESSLER			Check Sequence: 15	ACH Enabled: False
0885	INV 0885	250.62	06/19/2015	01-200-0000-521-000	
	Check Total:	250.62			
Vendor: 1116	DRY CREEK LANDFILL INC			Check Sequence: 16	ACH Enabled: False
2117026	INV 2117026	2,220.84	06/19/2015	80-560-0000-420-006	
2121621	INV 2121621	1,986.48	06/19/2015	80-560-0000-420-006	
	Check Total:	4,207.32			
Vendor: 2128	FARR WEST ENGINEERING			Check Sequence: 17	ACH Enabled: False
6042	INV 6042	5,847.50	06/19/2015	60-150-1025-525-000	
	Check Total:	5,847.50			
Vendor: 1111	JAMES FITZGERALD			Check Sequence: 18	ACH Enabled: False
2015-036	INV 2015-036	3,075.00	06/19/2015	60-390-6035-525-000	
	Check Total:	3,075.00			
Vendor: 1902	G & G HARDWARE (WWTP)			Check Sequence: 19	ACH Enabled: False
188860	INV 188860	39.82	06/19/2015	80-560-0000-420-003	
189262	INV 189262	40.26	06/19/2015	80-560-0000-420-003	
	Check Total:	80.08			
Vendor: 1132	CHRIS GAMACHE			Check Sequence: 20	ACH Enabled: False
06/19/15	CLOTHING ALLOW 6/15	90.00	06/19/2015	01-200-0000-510-000	
	Check Total:	90.00			
Vendor: 2024	GERARD PELLETIER TRANSFER (FLEET)			Check Sequence: 21	ACH Enabled: False
0581	INV 0581 ACCT 45	18.00	06/19/2015	01-350-0000-416-001	
	Check Total:	18.00			
Vendor: 2142	DOHN HENION			Check Sequence: 22	ACH Enabled: False
06/19/15	JUNE 2015 (2)	1,250.00	06/19/2015	01-040-0000-525-001	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,250.00			
Vendor: 1150	RHETTA HOGAN			Check Sequence: 23	ACH Enabled: False
TRNG 5/4-5/7	TRNG 5/4-5/7 PORTLAND	147.47	06/19/2015	70-030-0000-512-000	
TRNG 5/4-5/7	TRNG 5/4-5/7 PORTLAND	147.47	06/19/2015	80-030-0000-512-000	
TRNG 5/4-5/7	TRNG 5/4-5/7 PORTLAND	147.46	06/19/2015	01-030-0000-512-000	
	Check Total:	442.40			
Vendor: 23080	JIM WILSON MOTORS			Check Sequence: 24	ACH Enabled: False
40219	INV 40219	28.46	06/19/2015	01-350-0000-520-000	
40279	INV 40279	163.66	06/19/2015	01-350-0000-520-000	
40280	INV 40280	275.82	06/19/2015	01-350-0000-520-000	
40283	INV 40283	371.65	06/19/2015	01-350-0000-520-000	
40289	INV 40289	276.09	06/19/2015	01-350-0000-520-000	
40290	INV 40290	302.55	06/19/2015	01-350-0000-520-000	
40302	CM 40302	-163.66	06/19/2015	01-350-0000-520-000	
	Check Total:	1,254.57			
Vendor: 1167	CLIFF KETTLE			Check Sequence: 25	ACH Enabled: False
7499	INV 7499	114.92	06/19/2015	01-200-0000-516-000	
7500	INV 7500	33.86	06/19/2015	01-200-0000-516-000	
	Check Total:	148.78			
Vendor: 1555	LN CURTIS & SONS			Check Sequence: 26	ACH Enabled: False
1355965-00	INV 1355965-00	258.08	06/19/2015	01-210-0000-450-014	
	Check Total:	258.08			
Vendor: 1101	ARVID MAGNUSON MD			Check Sequence: 27	ACH Enabled: False
45160085 5/15	ACCT 45160085 5/15	58.00	06/19/2015	01-210-0000-525-000	
	Check Total:	58.00			
Vendor: 2077	MERCHANTS CREDIT BUREAU			Check Sequence: 28	ACH Enabled: False
943478	INV 943478	15.50	06/19/2015	01-200-0000-525-000	
	Check Total:	15.50			
Vendor: 1212	MT SHASTA SPRING WATER			Check Sequence: 29	ACH Enabled: False
361428	INV 361428	36.75	06/19/2015	80-560-0000-420-003	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	36.75			
Vendor: 1589	NATIONAL METER & AUTOMATION INC			Check Sequence: 30	ACH Enabled: False
S1059506.001	INV S1059506.001	37,248.83	06/19/2015	71-500-0000-450-001	
S1059506.002	INV S1059506.002	6,561.03	06/19/2015	71-500-0000-450-001	
S1059506.003	INV S1059506.003	11,332.69	06/19/2015	71-500-0000-450-001	
	Check Total:	55,142.55			
Vendor: 2275	NORMAC INC			Check Sequence: 31	ACH Enabled: False
647903	INV 647903	4,721.40	06/19/2015	70-500-0000-416-009	
	Check Total:	4,721.40			
Vendor: 1517	NORTHERN CREDIT SERVICE			Check Sequence: 32	ACH Enabled: False
ACCT 007307-000	HAYES, STEPHANIE	153.29	06/19/2015	01-000-0000-914-001	
	Check Total:	153.29			
Vendor: 1363	OMNI-MEANS			Check Sequence: 33	ACH Enabled: False
35301	INV 35301	1,287.00	06/19/2015	01-040-0000-525-004	
	Check Total:	1,287.00			
Vendor: 16030	PACIFIC POWER			Check Sequence: 34	ACH Enabled: False
56810019 5/15	62665681-001 9 5/15	65.95	06/19/2015	70-520-0000-518-001	
56810027 5/15	62665681-002 7 5/15	292.88	06/19/2015	01-400-0000-518-001	
56810035 5/15	62665681-003 5 5/15	21,112.49	06/19/2015	70-510-0000-518-001	
56810043 5/15	62665681-004 3 5/15	25.52	06/19/2015	01-090-0000-518-001	
56810050 5/15	62665681-005 0 5/15	131.23	06/19/2015	01-370-0000-518-001	
56810068 5/15	62665681-006 8 5/15	761.15	06/19/2015	70-510-0000-518-001	
56810076 5/15	62665681-007 6 5/15	7,398.01	06/19/2015	20-312-0000-418-001	
56810100 5/15	62665681-010 0 5/15	1,197.29	06/19/2015	70-510-0000-518-001	
56810118 5/15	62665681-011 8 5/15	773.10	06/19/2015	01-210-0000-518-001	
56810142 5/15	62665681-014 2 5/15	10.28	06/19/2015	01-400-0000-518-001	
56810217 5/15	62665681-021 7 5/15	285.51	06/19/2015	01-230-0000-518-001	
56810233 5/15	62665681-023 3 5/15	719.54	06/19/2015	01-350-0000-518-001	
56810258 5/15	62665681-025 8 5/15	12,497.97	06/19/2015	80-560-0000-518-001	
56810274 5/15	62665681-027 4 5/15	1,131.72	06/19/2015	01-200-0000-518-001	
56810324 5/15	62665681-032 4 5/15	1,397.84	06/19/2015	01-470-0000-518-001	
56810332 5/15	62665681-033 2 5/15	1,100.42	06/19/2015	01-480-0000-518-001	
56810340 5/15	62665681-034 0 5/15	26.01	06/19/2015	80-560-0000-518-001	
56810415 5/15	62665681-041 5 5/15	739.20	06/19/2015	01-020-0000-518-001	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
56810506 5/15	62665681-050 6 5/15	234.42	06/19/2015	80-550-0000-518-001	
56810514 5/15	62665681-051 4 5/15	45.52	06/19/2015	20-312-0000-418-001	
56810514 5/15	62665681-051 4 5/15	446.77	06/19/2015	01-420-0000-518-001	
56810654 5/15	62665681-065 4 5/15	128.25	06/19/2015	01-400-0000-518-001	
56810688 5/15	62665681-068 8 5/15	53.67	06/19/2015	01-400-0000-518-001	
56810696 5/15	62665681-069 6 5/15	136.05	06/19/2015	01-200-0000-518-001	
	Check Total:	50,710.79			
Vendor: 2253 14205	PERSONNEL EVALUATION INC INV 14205	40.00	06/19/2015	Check Sequence: 35 01-200-0000-510-000	ACH Enabled: False
	Check Total:	40.00			
Vendor: 17014 4524214 4565762	QUILL CORPORATION INV 4524214 INV 4565762	124.67 86.63	06/19/2015 06/19/2015	Check Sequence: 36 01-200-0000-515-000 01-200-0000-515-000	ACH Enabled: False
	Check Total:	211.30			
Vendor: 2216 934141	RAY MORGAN COMPANY INV 934141	48.40	06/19/2015	Check Sequence: 37 01-200-0000-526-000	ACH Enabled: False
	Check Total:	48.40			
Vendor: 2219 244146	PAUL RICKEY INV 244146	620.14	06/19/2015	Check Sequence: 38 01-350-0000-520-000	ACH Enabled: False
	Check Total:	620.14			
Vendor: 1569 209320-IN	SIRCHIE INV 209320-IN	84.02	06/19/2015	Check Sequence: 39 01-200-0000-416-000	ACH Enabled: False
	Check Total:	84.02			
Vendor: 19100 105032-75 4/15 7947	SISKIYOU DAILY NEWS ACCT 105032-75 4/15 CLASSIFIED AD NEWS #7947	120.75 73.00	06/19/2015 06/19/2015	Check Sequence: 40 01-230-0000-519-000 01-020-0000-519-000	ACH Enabled: False
	Check Total:	193.75			
Vendor: 1314 12348 12370	SISKIYOU OPPORTUNITY CENTER INV 12348 INV 12370	7.50 351.60	06/19/2015 06/19/2015	Check Sequence: 41 01-200-0000-526-000 70-030-0000-526-000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	359.10			
Vendor: 1333	STEINHOFF HEAVY EQUIPMENT & REPAIR			Check Sequence: 42	ACH Enabled: False
36608	INV 36608	34.40	06/19/2015	01-350-0000-520-000	
36639	INV 36639	328.77	06/19/2015	01-350-0000-520-000	
	Check Total:	363.17			
Vendor: 21027	UNITED PARCEL SERVICE			Check Sequence: 43	ACH Enabled: False
84V993215	INV 84V993215	12.88	06/19/2015	80-560-0000-420-003	
	Check Total:	12.88			
Vendor: 1351	UNITED RENTALS NORTHWEST			Check Sequence: 44	ACH Enabled: False
128114497-001	INV 128114497-001	815.49	06/19/2015	20-310-0000-416-001	
128114497-001	INV 128114497-001	815.49	06/19/2015	70-500-0000-416-000	
128114497-001	INV 128114497-001	815.48	06/19/2015	80-550-0000-416-000	
128834504-001	INV 128834504-001	1,327.63	06/19/2015	70-500-0000-416-000	
128834504-001	INV 128834504-001	1,327.62	06/19/2015	80-550-0000-416-000	
	Check Total:	5,101.71			
Vendor: 4185	VERIZON WIRELESS			Check Sequence: 45	ACH Enabled: False
9746073338	INV 9746073338	0.57	06/19/2015	01-020-0000-517-000	
9746073338	INV 9746073338	76.02	06/19/2015	01-030-0000-517-000	
9746073338	INV 9746073338	4.28	06/19/2015	01-080-0000-517-000	
9746073338	INV 9746073338	38.20	06/19/2015	01-210-0000-517-000	
9746073338	INV 9746073338	970.01	06/19/2015	01-220-0000-517-000	
9746073338	INV 9746073338	60.39	06/19/2015	01-300-0000-517-000	
9746073338	INV 9746073338	7.98	06/19/2015	01-350-0000-517-000	
9746073338	INV 9746073338	52.86	06/19/2015	01-370-0000-517-000	
9746073338	INV 9746073338	24.49	06/19/2015	01-400-0000-517-000	
9746073338	INV 9746073338	10.63	06/19/2015	20-310-0000-517-000	
9746073338	INV 9746073338	2.09	06/19/2015	20-390-0000-517-000	
9746073338	INV 9746073338	3.80	06/19/2015	24-320-0000-517-000	
9746073338	INV 9746073338	64.16	06/19/2015	70-500-0000-517-000	
9746073338	INV 9746073338	66.34	06/19/2015	70-510-0000-517-000	
9746073338	INV 9746073338	114.03	06/19/2015	70-510-0000-517-001	
9746073338	INV 9746073338	8.02	06/19/2015	80-550-0000-517-000	
9746073338	INV 9746073338	96.30	06/19/2015	80-560-0000-517-000	
	Check Total:	1,600.17			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 1837 1009570	WEBFOOT TRUCK & EQUIPMENT INC INV 1009570	23.73	06/19/2015	Check Sequence: 46 01-350-0000-520-000	ACH Enabled: False
	Check Total:	23.73			
Vendor: 2238 24296	WESTCOAST ROTOR INC INV 24296	2,786.89	06/19/2015	Check Sequence: 47 80-560-0000-420-003	ACH Enabled: False
	Check Total:	2,786.89			
Vendor: 1369 14094	DONALD WOOD INV 14094	7,195.00	06/19/2015	Check Sequence: 48 70-500-0000-525-003	ACH Enabled: False
	Check Total:	7,195.00			
Vendor: 1375 06/05/15 06/05/15 06/05/15 06/05/15 06/05/15	YREKA FIRE DEPT MAY 2015 MAY 2015 MAY 2015 MAY 2015 MAY 2015	1,146.00 793.37 137.84 49.58 52.64	06/19/2015 06/19/2015 06/19/2015 06/19/2015 06/19/2015	Check Sequence: 49 01-210-0000-560-000 01-210-0000-416-000 01-210-0000-515-000 01-210-0000-516-001 01-210-0000-520-000	ACH Enabled: False
	Check Total:	2,179.43			
Vendor: 25120 250650	YREKA TRANSFER INV 250650 ACCT 47811	4,671.29	06/19/2015	Check Sequence: 50 80-560-0000-420-006	ACH Enabled: False
	Check Total:	4,671.29			
	Total for Check Run:	186,357.87			
	Total of Number of Checks:	50			

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF
YREKA HELD IN SAID CITY ON JUNE 4, 2015

On the 4th day of June 2015, the City Council of the City of Yreka met in the City Council Chambers of said City in regular session, and upon roll call, the following were present: Deborah Baird, Bryan Foster, Joan Smith Freeman, John Mercier, and David Simmen. Absent – None.

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

- a. Approval/ratification of payments issued from May 22, through June 4, 2015
- b. Approval of Minutes of the meeting held May 21, 2015.

Councilmember Simmen requested item 1a be pulled for discussion.

Following Council discussion, Councilmember Simmen moved to approve the minutes 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.

Adopt Resolution approving request for additional funding for the Yreka Police Department New Station Retrofit project and authorizing the project advertisement for public bid.

Yreka Police Department Chief Brian Bowles reported that on September 11, 2013, the Yreka City Council allocated \$1,800,000 for the new Yreka Police Department project. \$1,300,000 was from the Crandall Fund restricted reserves, and \$500,000 from the general fund. The City has utilized approximately \$900,000 for the purchase of the building and architectural services. This leaves a balance of approximately \$900,000.

Staff has worked on creating a modern police facility that will serve the citizens of Yreka well into the future. Many factors go into creating a modern and functional police facility such as meeting requirements to function during or after a critical incident or disaster. In addition, modernization of our furnishing and equipment is essential to operate efficiently. Dennis Dong (Architect) estimates bids for the project to come in at approximately \$150 a square foot. This will make the retrofit cost approximately \$1,350,000. Staff estimates the contents, computer move/upgrade, furniture, radio console, and furnishing at an additional \$350,000. Staff recommends \$100,000 for any contingency that may arise during the process. Based on these assumptions an additional \$900,000 is needed to complete this project. Staff is requesting an additional allocation of \$900,000 utilizing \$700,000 from the Crandall Fund restricted reserves and \$200,000 out of the general fund.

Following Council discussion, it was the consensus of the Council to table this agenda item along with the discussion regarding the Crandall Fund to a future meeting.

Public Hearing to receive public comments regarding a proposed Ordinance amending and repealing certain sections of the Yreka Municipal Code in Chapter 1.24 entitled “City Council Procedure” and Chapter 13.16 entitled “Exempt Signs” and “Fee Exempt Signs”.

This being the time and date set for the public hearing, Mayor Mercier opened the hearing to the audience. Don East asked if this proposed change was related to the Historic District. There being no further statements or comments from the audience, Mayor Mercier closed the public hearing.

Introduce Ordinance amending and repealing certain sections of the Yreka Municipal Code in Chapter 1.24 entitled “City Council Procedure” and Chapter 13.16 entitled “Exempt Signs” and “Fee Exempt Signs” and finding the adoption of this Ordinance to be exempt from CEQA.

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

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

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

Following the reading of the title of the Ordinance and Council discussion, Councilmember Freeman moved to waive the reading of the body of the Ordinance and to introduce the Ordinance 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.

ADJOURNMENT Mayor Mercier announced that the Closed Session has been pulled from the agenda. There being no further business before the Council the meeting was adjourned.

Attest:

John Mercier, Mayor
Minutes approved by Council
Motion June 18, 2015

Elizabeth E. Casson, City Clerk

CITY OF YREKA
TREASURER'S REPORT TO THE CITY COUNCIL
Apr-2015

Fund Type	Fund	Fund Description	Previous Balance	Receipts / Debits	Disbursements / Credits	Cash Balance by Fund	
General-Unrestricted	01	General Operating	\$ 2,370,330.49	\$ 571,634.80	\$ 351,887.36	\$ 2,590,077.93	
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	4,867.80	1,632.00	1,087.69	5,412.11	
General-Designated	02	K-9 Unit	11,550.17	7.19	-	11,557.36	
General-Designated	02	YPD Donated - Hitson	6,626.55	10.53	1,000.00	5,637.08	
General-Designated	02	YPD Donated - Travellers	2,731.88	-	132.00	2,599.88	
General-Designated	02	YPD Donated - Teen Fund	3,151.59	-	-	3,151.59	
General-Designated	02	Greenhorn Park Redevelopment	-	-	-	0.00	
General-Designated	03	YVFD Volunter Fund	64,137.71	186.68	-	64,324.39	
General-Restricted	04	Crandell Cash	626,549.38	2,139.15	1,405.13	627,283.40	
General-Restricted	04	Morgan Stanely SmithBarney-Crandall	-	-	-	0.00	
General-Designated	08	Grant Projects Reserve	816,100.66	29,569.18	14,698.36	830,971.48	
General-Designated	08	PERS Pension Liability Reserve	(246,137.28)	7,349.18	-	(238,788.10)	
General-Designated	09	Reserves for Cap. Outlay	544,453.13	-	-	544,453.13	
General-Designated	10	Capital Outlay	32,625.56	-	26,335.49	6,290.07	General - All
General-Designated	11	Capital Building Project - YPD	983,781.82	500.00	5,369.18	978,912.64	\$ 5,591,974.53
Spec. Rev. -Streets	20	Road and Street Funds including HUTA	146,844.04	37,870.83	29,431.65	155,283.22	
Spec. Rev. -Streets	21	Local Transportation	72,334.92	45.05	-	72,379.97	Streets
Spec. Rev. -Streets	24	Fines - Traffic Safety	129,691.95	2,485.36	2,481.42	129,695.89	\$ 357,359.08
Special Revenue	30	Fire Assessment Spec. Rev	90,259.99	19,353.39	14,835.06	94,778.32	
Special Revenue	31	Landfill Access Fee - Debt Service	(22,362.46)	18,266.05	501.72	(4,598.13)	Special Revenues
Special Revenue	32	Developer Impact Fees	536,473.69	21,934.44	21,613.84	536,794.29	\$ 626,974.48
Special Grants	60	Spec Grants Capital Outlay	(654,157.98)	416,660.00	147,651.77	(385,149.75)	Special Grants
Special Grants	65	Community Development Grants	293,896.04	1,842.38	-	295,738.42	\$ (89,411.33)
Water Enterprise	70	Water Operating	579,545.91	165,042.65	132,836.63	611,751.93	
Water Enterprise	71	Water Capital Projects	538,784.01	-	38,857.58	499,926.43	
Water Enterprise	72	Water Debt Servicing	109,753.75	-	72,787.50	36,966.25	
Water Enterprise	72	USDA COPS 2010	200,000.00	-	-	200,000.00	Water Enterprise
Water Enterprise	74	Water Reserves	5,949,990.47	43,416.62	-	5,993,407.09	\$ 7,342,051.70
Sewer Enterprise	80	Sewer Operating	150,973.12	194,144.83	143,996.69	201,121.26	
Sewer Enterprise	81	Sewer Capital Outlay	631,905.15	192.77	21,946.60	610,151.32	
Sewer Enterprise	82	Sewer Debt Servicing	107,177.17	3,681.84	3,681.84	107,177.17	
Sewer Enterprise	82	USDA COPS 2003	100,000.00	-	-	100,000.00	Enterprise-Sewer
Sewer Enterprise	84	Sewer Reserves	1,637,802.48	52,311.70	-	1,690,114.18	\$ 2,708,563.93
Agency	90	Agency - Cash	(16,752.10)	329,107.54	312,373.03	(17.59)	Agency- Payroll
							\$ (17.59)
COLUMN TOTALS			\$ 15,963,021.18	\$ 1,919,384.16	\$ 1,344,910.54	\$ 16,537,494.80	\$ 16,537,494.80
BANK RECAPITULATION			PER BANK	Market Value	PER LEDGER		
L.A.I.F. 0.283%			15,094,636.39	15,094,636.39			
Petty Cash Drawers			1,200.00				
YVFD Petty Cash			100.00				
TriCounties YVFD DDA			65,024.91				
Scott Valley Bank - Primary DDA			1,361,464.51				
TOTAL PER BANK			16,522,425.81		16,537,494.80		
ADJUSTMENTS							
Less Outstanding Checks SVB			(8,543.37)				
Less Outstanding Checks TCB			(800.52)				
SVB DDA Interest 2/28 GL 3/3			(56.21)				
Payroll Clearing 4/29 PERS Bank Draft 5/2			21,527.37				
Payroll Clearing 4/29 TASC Bank Draft 5/2			1,035.74				
W/O Diff Relating to BRMS Admin			0.10				
W/O Small Diff			(0.01)				
BRMS Self Insured Dental - Annuitant Neill			6.00				
Credit Card GL 4/30 Bank 5/1			1,899.89				
TOTAL PER LEDGER			16,537,494.80		16,537,494.80		

Rhetta Hogan, City Treasurer

John Mercier, City Mayor

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

Fund Analysis		REVENUE			EXPENSE			Excess of Rev over Exp.-Surplus/ (Deficit)		Based on Operating Budget			Current Cash Balance
Major Grp	Fund	Adopted	Operating Budget	Year to Date	Adopted	Operating Budget	Year to Date	Operating Budget	Net Actual Year to Date	Beginning Working Capital	Operating Budget Net Increase / (Decrease)	Ending Working Capital	
Investment in LAIF	00	-	-	-	-	-	-	-	-	-	-	-	-
General Operating	01	4,852,126.41	4,852,126.41	3,808,968.77	4,889,013.89	4,905,434.27	3,786,747.26	(53,307.86)	22,221.51	2,785,455.12	(53,307.86)	2,732,147.26	2,750,169.50
General Operating Fund		4,852,126.41	4,852,126.41	3,808,968.77	4,889,013.89	4,905,434.27	3,786,747.26	(53,307.86)	22,221.51	2,785,455.12	(53,307.86)	2,732,147.26	2,750,169.50
Gifts Donations	02	500.00	500.00	2,370.78	700.00	700.00	1,397.19	(200.00)	973.59	27,384.43	(200.00)	27,184.43	28,358.02
YVFD Volunter Fund	03	11,000.00	11,000.00	14,318.87	11,000.00	11,000.00	6,435.05	-	7,883.82	56,440.57	-	56,440.57	64,324.39
Trusts -Crandell-Stewart	04	8,000.00	8,000.00	9,041.19	87,000.00	87,000.00	76,813.35	(79,000.00)	(67,772.16)	685,196.82	(79,000.00)	606,196.82	627,283.40
General Fund Reserves	08	(213,031.41)	(213,031.41)	(201,879.71)	(149,942.77)	(149,942.77)	(80,907.55)	(63,088.64)	(120,972.16)	713,155.54	(63,088.64)	650,066.90	592,183.38
Reserves for Cap. Outlay	09	100,000.00	100,000.00	119,712.00	152,729.94	152,729.94	152,729.94	(52,729.94)	(33,017.94)	579,236.21	(52,729.94)	526,506.27	544,453.13
Capital Outlay	10	142,600.00	142,600.00	181,911.71	142,600.00	142,600.00	175,621.64	-	6,290.07	-	-	-	6,290.07
Construction Fund	11	2,000.00	2,000.00	7,500.00	950,000.00	950,000.00	18,417.66	(948,000.00)	(10,917.66)	990,330.30	(948,000.00)	42,330.30	978,912.64
Agency Trust - Cash	90	-	-	-	-	-	(52.86)	-	52.86	-	-	-	(17.59)
General Fund - Restricted or Designated		51,068.59	51,068.59	132,974.84	1,194,087.17	1,194,087.17	350,454.42	(1,143,018.58)	(217,479.58)	3,051,743.87	(1,143,018.58)	1,908,725.29	2,841,787.44
Total General Fund		4,903,195.00	4,903,195.00	3,941,943.61	6,083,101.06	6,099,521.44	4,137,201.68	(1,196,326.44)	(195,258.07)	5,837,198.99	(1,196,326.44)	4,640,872.55	5,591,956.94
Gas Tax & Traffic Cong.	20	614,963.96	614,963.96	557,102.17	889,963.96	893,601.84	678,615.37	(278,637.88)	(121,513.20)	276,796.42	(278,637.88)	(1,841.46)	155,283.22
Local Transportation	21	1,609.37	1,609.37	(197,969.12)	283,625.00	283,625.00	83,625.00	(282,015.63)	(281,594.12)	331,999.09	(282,015.63)	49,983.46	72,379.97
Fines - Traffic Safety	24	81,178.06	81,178.06	77,358.14	81,178.06	81,759.32	33,990.90	(581.26)	43,367.24	86,328.65	(581.26)	85,747.39	129,695.89
Road, Street & Transit - Restricted		697,751.39	697,751.39	436,491.19	1,254,767.02	1,258,986.16	796,231.27	(561,234.77)	(359,740.08)	695,124.16	(561,234.77)	133,889.39	357,359.08
Total Road, Streets and Transit		697,751.39	697,751.39	436,491.19	1,254,767.02	1,258,986.16	796,231.27	(561,234.77)	(359,740.08)	695,124.16	(561,234.77)	133,889.39	357,359.08
Fire Assessment Spec. Rev	30	230,750.00	230,750.00	204,370.10	129,693.66	208,965.81	189,808.15	21,784.19	14,561.95	95,243.18	21,784.19	117,027.37	94,778.32
Landfill Access Fee - Debt Service	31	217,000.00	217,000.00	192,479.58	181,189.61	181,283.76	180,013.26	35,716.24	12,466.32	4,998.83	35,716.24	40,715.07	(4,598.13)
Developer Impact Fees	32	16,000.00	16,000.00	52,285.67	-	-	-	16,000.00	52,285.67	232,559.62	16,000.00	248,559.62	536,794.29
Special Revenue - Restricted		463,750.00	463,750.00	449,135.35	310,883.27	390,249.57	369,821.41	73,500.43	79,313.94	332,801.63	73,500.43	406,302.06	626,974.48
Total Special Revenue		463,750.00	463,750.00	449,135.35	310,883.27	390,249.57	369,821.41	73,500.43	79,313.94	332,801.63	73,500.43	406,302.06	626,974.48
Spec Grants Capital Outlay	60	3,277,784.94	3,277,784.94	973,126.33	3,277,784.94	3,278,655.36	1,250,719.08	(870.42)	(277,592.75)	77,518.17	(870.42)	76,647.75	(385,149.75)
Community Development Grants	65	6,800.00	6,800.00	7,304.51	5,000.00	20,000.00	9,989.76	(13,200.00)	(2,685.25)	256,590.92	(13,200.00)	243,390.92	295,738.42
Special Grants - Capital Projects		3,284,584.94	3,284,584.94	980,430.84	3,282,784.94	3,298,655.36	1,260,708.84	(14,070.42)	(280,278.00)	334,109.09	(14,070.42)	320,038.67	(89,411.33)
Special Grants - Operating & Capital Projects		3,284,584.94	3,284,584.94	980,430.84	3,282,784.94	3,298,655.36	1,260,708.84	(14,070.42)	(280,278.00)	334,109.09	(14,070.42)	320,038.67	(89,411.33)
Water Operating	70	1,602,971.61	1,602,971.61	1,479,785.99	1,602,971.61	1,612,906.89	1,006,213.16	(9,935.28)	473,572.83	-	(9,935.28)	(9,935.28)	611,751.93
Water Capital Projects	71	700,800.00	700,800.00	700,800.00	700,800.00	700,800.00	200,873.57	-	499,926.43	-	-	-	499,926.43
Water Debt Servicing	72	262,880.00	262,880.00	262,880.00	262,880.00	262,880.00	109,833.75	-	152,966.25	200,000.00	-	200,000.00	236,966.25
Water Reserves	74	190,848.39	190,848.39	(193,268.55)	-	-	-	190,848.39	(193,268.55)	5,587,286.97	190,848.39	5,778,135.36	5,993,407.09
Water Enterprise		2,757,500.00	2,757,500.00	2,250,117.44	2,566,651.61	2,576,586.89	1,316,920.48	180,913.11	933,196.96	5,787,286.97	180,913.11	5,968,200.08	7,342,051.70
Sewer Operating	80	1,653,936.77	1,653,936.77	1,230,987.96	1,653,936.77	1,662,796.47	922,672.41	(8,859.70)	308,315.55	-	(8,859.70)	(8,859.70)	201,121.26
Sewer Capital Outlay	81	4,719,370.75	4,719,370.75	4,078,899.32	4,719,370.75	4,719,370.75	3,218,302.40	-	860,596.92	-	-	-	610,151.32
Sewer Debt Servicing	82	(4,134,354.03)	(4,134,354.03)	(3,493,882.60)	(4,134,354.03)	(4,134,354.03)	32,046.25	-	(3,525,928.85)	100,000.00	-	100,000.00	207,177.17
Sewer Reserves	84	198,046.51	198,046.51	277,353.94	-	-	-	198,046.51	277,353.94	3,153,168.83	198,046.51	3,351,215.34	1,690,114.18
Sewer Enterprise Fund		2,437,000.00	2,437,000.00	2,093,358.62	2,238,953.49	2,247,813.19	4,173,021.06	189,186.81	(2,079,662.44)	3,253,168.83	189,186.81	3,442,355.64	2,708,563.93
Total Enterprise Funds		5,194,500.00	5,194,500.00	4,343,476.06	4,805,605.10	4,824,400.08	5,489,941.54	370,099.92	(1,146,465.48)	9,040,455.80	370,099.92	9,410,555.72	10,050,615.63
All Funds Combined		14,543,781.33	14,543,781.33	10,151,477.05	15,737,141.39	15,871,812.61	12,053,904.74	(1,328,031.28)	(1,902,427.69)	16,239,689.67	(1,328,031.28)	14,911,658.39	16,537,494.80

Approval: _____

John Mercier, City Mayor

6/3/2015 2:05 PM

CITY OF YREKA
TREASURER'S REPORT TO THE CITY COUNCIL
May-2015

Fund Type	Fund	Fund Description	Previous Balance	Receipts / Debits	Disbursements / Credits	Cash Balance by Fund	
General-Unrestricted	01	General Operating	\$ 2,590,077.93	\$ 761,798.66	\$ 473,372.04	\$ 2,878,504.55	
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	5,412.11	1,935.40	1,132.00	6,215.51	
General-Designated	02	K-9 Unit	11,557.36	-	-	11,557.36	
General-Designated	02	YPD Donated - Hitson	5,637.08	-	-	5,637.08	
General-Designated	02	YPD Donated - Travellers	2,599.88	-	-	2,599.88	
General-Designated	02	YPD Donated - Teen Fund	3,151.59	-	-	3,151.59	
General-Designated	02	Greenhorn Park Redevelopment	-	-	-	0.00	
General-Designated	03	YVFD Volunter Fund	64,324.39	-	261.56	64,062.83	
General-Restricted	04	Crandell Cash	627,283.40	1,944.98	1,223.62	628,004.76	
General-Restricted	04	Morgan Stanely SmithBarney-Crandall	-	-	-	0.00	
General-Designated	08	Grant Projects Reserve	830,971.48	11,133.30	22,266.60	819,838.18	
General-Designated	08	PERS Pension Liability Reserve	(238,788.10)	11,133.30	-	(227,654.80)	
General-Designated	09	Reserves for Cap. Outlay	544,453.13	-	-	544,453.13	
General-Designated	10	Capital Outlay	6,290.07	7,500.00	1,862.25	11,927.82	General - All
General-Designated	11	Capital Building Project - YPD	978,912.64	500.00	8,976.85	970,435.79	\$ 5,878,825.25
Spec. Rev. -Streets	20	Road and Street Funds including HUTA	155,283.22	-	36,093.07	119,190.15	
Spec. Rev. -Streets	21	Local Transportation	72,379.97	-	-	72,379.97	Streets
Spec. Rev. -Streets	24	Fines - Traffic Safety	129,695.89	2,820.01	6,394.73	126,121.17	\$ 317,691.29
Special Revenue	30	Fire Assessment Spec. Rev	94,778.32	20,654.94	11,004.28	104,428.98	
Special Revenue	31	Landfill Access Fee - Debt Service	(4,598.13)	19,116.33	722.15	13,796.05	Special Revenues
Special Revenue	32	Developer Impact Fees	536,794.29	20,164.40	-	556,958.69	\$ 675,183.72
Special Grants	60	Spec Grants Capital Outlay	(385,149.75)	24,468.14	227,142.92	(587,824.53)	Special Grants
Special Grants	65	Community Development Grants	295,738.42	1,633.18	112.63	297,258.97	\$ (290,565.56)
Water Enterprise	70	Water Operating	611,751.93	177,424.86	168,013.40	621,163.39	
Water Enterprise	71	Water Capital Projects	499,926.43	-	75,544.75	424,381.68	
Water Enterprise	72	Water Debt Servicing	36,966.25	-	-	36,966.25	
Water Enterprise	72	USDA COPS 2010	200,000.00	-	-	200,000.00	Water Enterprise
Water Enterprise	74	Water Reserves	5,993,407.09	46,154.36	-	6,039,561.45	\$ 7,322,072.77
Sewer Enterprise	80	Sewer Operating	201,121.26	202,152.72	158,325.84	244,948.14	
Sewer Enterprise	81	Sewer Capital Outlay	610,151.32	261.74	1,055,849.55	(445,436.49)	
Sewer Enterprise	82	Sewer Debt Servicing	107,177.17	-	-	107,177.17	
Sewer Enterprise	82	USDA COPS 2003	100,000.00	-	-	100,000.00	Enterprise-Sewer
Sewer Enterprise	84	Sewer Reserves	1,690,114.18	51,414.46	-	1,741,528.64	\$ 1,748,217.46
Agency	90	Agency - Cash	(17.59)	475,173.61	514,475.19	(39,319.17)	Agency- Payroll
						\$ (39,319.17)	
		COLUMN TOTALS	\$ 16,537,494.80	\$ 1,837,384.39	\$ 2,762,773.43	\$ 15,612,105.76	\$ 15,612,105.76

BANK RECAPITULATION

	PER BANK	Market Value	PER LEDGER
L.A.I.F. 0.290%	15,094,636.39	15,094,636.39	
Petty Cash Drawers	1,200.00		
YVFD Petty Cash	100.00		
TriCounties YVFD DDA	66,437.83		
Scott Valley Bank - Primary DDA	700,248.84		
TOTAL PER BANK	15,862,623.06		15,612,105.76

ADJUSTMENTS

Less Outstanding Checks SVB	(246,614.64)		
Less Outstanding Checks TCB	(2,475.00)		
SVB DDA Interest 2/28 GL 3/3	(78.47)		
BRMS AP	(372.00)		
BP Reversal 5/26 A/P 6/5	(184.23)		
W/O Small Diff	0.05		
BRMS Self Insured Dental - Annuitant Neill	6.00		
OS CC GL 5/29 Bank 6/1	236.73		
TASC ACH GL 5/29 Bank 6/1	(1,035.74)		
TOTAL PER LEDGER	15,612,105.76		15,612,105.76

Rhett Hogan
Rhett Hogan, City Treasurer

John Mercier, City Mayor

**2014-2015 Operating Budget of Revenue and Expenditures
with Actual Results
May 31, 2015**

Fund Analysis		REVENUE			EXPENSE			Excess of Rev over Exp.-Surplus/ (Deficit)		Based on Operating Budget			Current Cash
Major Grp	Fund	Adopted	Operating Budget	Year to Date	Adopted	Operating Budget	Year to Date	Operating Budget	Net Actual Year to Date	Beginning Working Capital	Operating Budget Net Increase / (Decrease)	Ending Working Capital	Current Cash Balance
Investment in LAIF	00	-	-	-	-	-	-	-	-	-	-	-	-
General Operating	01	4,852,126.41	4,852,126.41	4,564,323.21	4,889,013.89	4,905,434.27	4,252,802.98	(53,307.86)	311,520.23	2,785,455.12	(53,307.86)	2,732,147.26	3,038,596.12
General Operating Fund		4,852,126.41	4,852,126.41	4,564,323.21	4,889,013.89	4,905,434.27	4,252,802.98	(53,307.86)	311,520.23	2,785,455.12	(53,307.86)	2,732,147.26	3,038,596.12
Gifts Donations	02	500.00	500.00	4,306.18	700.00	700.00	2,529.19	(200.00)	1,776.99	27,384.43	(200.00)	27,184.43	29,161.42
YVFD Volunter Fund	03	11,000.00	11,000.00	14,419.96	11,000.00	11,000.00	6,797.70	-	7,622.26	56,440.57	-	56,440.57	64,062.83
Trusts -Crandell-Stewart	04	8,000.00	8,000.00	10,264.68	87,000.00	87,000.00	77,936.97	(79,000.00)	(67,672.29)	685,196.82	(79,000.00)	606,196.82	628,004.76
General Fund Reserves	08	(213,031.41)	(213,031.41)	(213,013.01)	(149,942.77)	(149,942.77)	(92,040.85)	(63,088.64)	(120,972.16)	713,155.54	(63,088.64)	650,066.90	592,183.38
Reserves for Cap. Outlay	09	100,000.00	100,000.00	119,712.00	152,729.94	152,729.94	152,729.94	(52,729.94)	(33,017.94)	579,236.21	(52,729.94)	526,506.27	544,453.13
Capital Outlay	10	142,600.00	142,600.00	189,411.71	142,600.00	142,600.00	177,483.89	-	11,927.82	-	-	-	11,927.82
Construction Fund	11	2,000.00	2,000.00	8,000.00	950,000.00	950,000.00	27,394.51	(948,000.00)	(19,394.51)	990,330.30	(948,000.00)	42,330.30	970,435.79
Agency Trust - Cash	90	-	-	-	-	-	39,333.33	-	(39,333.33)	-	-	-	(39,319.17)
General Fund - Restricted or Designated		51,068.59	51,068.59	133,101.52	1,194,087.17	1,194,087.17	392,164.68	(1,143,018.58)	(259,063.16)	3,051,743.87	(1,143,018.58)	1,908,725.29	2,800,909.96
Total General Fund		4,903,195.00	4,903,195.00	4,697,424.73	6,083,101.06	6,099,521.44	4,644,967.66	(1,196,326.44)	52,457.07	5,837,198.99	(1,196,326.44)	4,640,872.55	5,839,506.08
Gas Tax & Traffic Cong.	20	614,963.96	614,963.96	558,346.61	889,963.96	893,601.84	714,708.44	(278,637.88)	(156,361.83)	276,796.42	(278,637.88)	(1,841.46)	119,190.15
Local Transportation	21	1,609.37	1,609.37	(197,969.12)	283,625.00	283,625.00	83,625.00	(282,015.63)	(281,594.12)	331,999.09	(282,015.63)	49,983.46	72,379.97
Fines - Traffic Safety	24	81,178.06	81,178.06	80,178.15	81,178.06	81,759.32	40,385.63	(581.26)	39,792.52	86,328.65	(581.26)	85,747.39	126,121.17
Road, Street & Transit - Restricted		697,751.39	697,751.39	440,555.64	1,254,767.02	1,258,986.16	838,719.07	(561,234.77)	(398,163.43)	695,124.16	(561,234.77)	133,889.39	317,691.29
Total Road, Streets and Transit		697,751.39	697,751.39	440,555.64	1,254,767.02	1,258,986.16	838,719.07	(561,234.77)	(398,163.43)	695,124.16	(561,234.77)	133,889.39	317,691.29
Fire Assessment Spec. Rev	30	230,750.00	230,750.00	226,102.60	129,693.66	208,965.81	200,792.72	21,784.19	25,309.88	95,243.18	21,784.19	117,027.37	104,428.98
Landfill Access Fee - Debt Service	31	217,000.00	217,000.00	211,867.90	181,189.61	181,283.76	180,704.63	35,716.24	31,163.27	4,998.83	35,716.24	40,715.07	13,796.05
Developer Impact Fees	32	16,000.00	16,000.00	72,450.07	-	-	-	16,000.00	72,450.07	232,559.62	16,000.00	248,559.62	556,958.69
Special Revenue - Restricted		463,750.00	463,750.00	510,420.57	310,883.27	390,249.57	381,497.35	73,500.43	128,923.22	332,801.63	73,500.43	406,302.06	675,183.72
Total Special Revenue		463,750.00	463,750.00	510,420.57	310,883.27	390,249.57	381,497.35	73,500.43	128,923.22	332,801.63	73,500.43	406,302.06	675,183.72
Spec Grants Capital Outlay	60	3,277,784.94	3,277,784.94	997,594.47	3,277,784.94	3,278,655.36	1,477,862.00	(870.42)	(480,267.53)	77,518.17	(870.42)	76,647.75	(587,824.53)
Community Development Grants	65	6,800.00	6,800.00	7,883.19	5,000.00	20,000.00	10,102.39	(13,200.00)	(2,219.20)	256,590.92	(13,200.00)	243,390.92	297,258.97
Special Grants - Capital Projects		3,284,584.94	3,284,584.94	1,005,477.66	3,282,784.94	3,298,655.36	1,487,964.39	(14,070.42)	(482,486.73)	334,109.09	(14,070.42)	320,038.67	(290,565.56)
Special Grants - Operating & Capital Projects		3,284,584.94	3,284,584.94	1,005,477.66	3,282,784.94	3,298,655.36	1,487,964.39	(14,070.42)	(482,486.73)	334,109.09	(14,070.42)	320,038.67	(290,565.56)
Water Operating	70	1,602,971.61	1,602,971.61	1,646,509.27	1,602,971.61	1,612,906.89	1,127,829.16	(9,935.28)	518,680.11	-	(9,935.28)	(9,935.28)	621,163.39
Water Capital Projects	71	700,800.00	700,800.00	700,800.00	700,800.00	700,800.00	276,418.32	-	424,381.68	-	-	-	424,381.68
Water Debt Servicing	72	262,880.00	262,880.00	262,800.00	262,880.00	262,880.00	109,833.75	-	152,966.25	200,000.00	-	200,000.00	236,966.25
Water Reserves	74	190,848.39	190,848.39	(147,114.19)	-	-	-	190,848.39	(147,114.19)	5,587,286.97	190,848.39	5,778,135.36	6,039,561.45
Water Enterprise		2,757,500.00	2,757,500.00	2,462,995.08	2,566,651.61	2,576,586.89	1,514,081.23	180,913.11	948,913.85	5,787,286.97	180,913.11	5,968,200.08	7,322,072.77
Sewer Operating	80	1,653,936.77	1,653,936.77	1,386,667.30	1,653,936.77	1,662,796.47	1,029,249.56	(8,859.70)	357,417.74	-	(8,859.70)	(8,859.70)	244,948.14
Sewer Capital Outlay	81	4,719,370.75	4,719,370.75	4,078,899.32	4,719,370.75	4,719,370.75	4,274,151.95	-	(195,252.63)	-	-	-	(445,436.49)
Sewer Debt Servicing	82	(4,134,354.03)	(4,134,354.03)	(3,493,882.60)	(4,134,354.03)	(4,134,354.03)	32,046.25	-	(3,525,928.85)	100,000.00	-	100,000.00	207,177.17
Sewer Reserves	84	198,046.51	198,046.51	328,768.40	-	-	-	198,046.51	328,768.40	3,153,168.83	198,046.51	3,351,215.34	1,741,528.64
Sewer Enterprise Fund		2,437,000.00	2,437,000.00	2,300,452.42	2,238,953.49	2,247,813.19	5,335,447.76	189,186.81	(3,034,995.34)	3,253,168.83	189,186.81	3,442,355.64	1,748,217.46
Total Enterprise Funds		5,194,500.00	5,194,500.00	4,763,447.50	4,805,605.10	4,824,400.08	6,849,528.99	370,099.92	(2,086,081.40)	9,040,455.80	370,099.92	9,410,555.72	9,070,290.23
All Funds Combined		14,543,781.33	14,543,781.33	11,417,326.10	15,737,141.39	15,871,812.61	14,202,677.46	(1,328,031.28)	(2,785,351.36)	16,239,689.67	(1,328,031.28)	14,911,658.39	15,612,105.76

Approval: _____ John Mercier, City Mayor



**CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM**

To: Yreka City Council
Prepared by: Rhetta Hogan
Agenda title: Adopt A Resolution Setting Forth the Appropriations Limit for the City of Yreka for Fiscal Year 2015-2016
Meeting date: June 18, 2015

Discussion:

Article XIII B of the California Constitution (Article 4) and related implementing legislation provide for an annual "appropriations limit" for each entity of local government and require the governing body of each local jurisdiction to establish its appropriation limit by resolution each year.

The appropriation limit does not apply to the entire City budget but only to the appropriation of "proceeds of taxes" in the City's "general government" type funds. From 1980-81 to 1989-90, each year's appropriation limit was based on the previous year's limit, multiplied by the percentage change in population and the percentage change in the United States Consumer Price Index or the change in California per capita income, whichever was less. Proposition 111, which was approved by the voters in June 1990, amended the factors used in the calculation of each year's limit. The factors to be used now are:

Population Factor - At the City's option, either the annual change in City or County population.

Price Factor - At the City's option, either the change in California per capita income or increase in non-residential assessed valuation due to new construction.

The formula to be used in calculating the growth rate is:

$$\frac{\% \text{ change in population} + 100.00}{100}$$

times either

$$\frac{\% \text{ change in per capita income} + 100.00}{100.00}$$

or

$$\frac{\text{Change in non-residential assessments} + 100.00}{100.00}$$

The resultant rate times the previous appropriation limit equals the new appropriation limit. Both the California per capita personal income price factor and the population percentage change factors are provided by the State Department of Finance (DOF) to local jurisdictions each year. Population percentage change factors estimate changes in the City's population between January of the previous fiscal year and January of the current fiscal year. These numbers provide the factor to be used in the City's calculation of the Gann limit.

In May 2015, the State Department of Finance notified each city of the population changes and the per capita personal income factor to be used in determining appropriation limits.

The Finance Director, using the change in per capita income method, has made the following calculation as applied to the City of Yreka for 2015-16 is: The population at January 1 of the previous year compared to January 1, 2014 (DOF Estimates 7,849) is a 0.06% decrease. The increase in the California per Capita Income for 2015-16 is 3.82%

The factor for determining the year-to-year increase computed as:

$$\frac{-0.06 + 100.00}{100.00} \times \frac{3.82 + 100.00}{100.00} = 1.03757708$$

Applying this year's factor of 1.03757708 to last year's limit of \$14,918,585, the Gann limit for Fiscal Year 2015-16 is \$15,479,182. With appropriations subject to the limit totaling approximately \$5,960,829, the City of Yreka is not at risk of exceeding the Gann limit.

Fiscal Impact:

Restricts budgeting expenditures subject to the appropriations limit to no more than \$15,479,182. The City is budgeting \$5,960,829 for expenditures that are subject to the appropriations limit. The City is not at risk of exceeding the limit.

Recommendation and Requested Action:

Adopt A Resolution Setting Forth the Appropriations Limit for the City of Yreka for the Fiscal Year 2015-2016.

Approved by:  _____
Steven Baker, City Manager

RESOLUTION NO. 2015-_____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YREKA
SETTING FORTH THE APPROPRIATIONS LIMIT FOR THE
CITY OF YREKA FOR FISCAL YEAR 2015-2016

WHEREAS, Article XIII B of the Constitution of the State of California as implemented by SB 1352 of 1980 and amended by Proposition 111 of 1990 specifies that the total annual appropriations limit of the City shall be adjusted for the change in population and the change in cost of living; and

WHEREAS, the California State Department of Finance has provided the population estimate for the City of Yreka as of January 1, 2015; to be 7,849 and

WHEREAS, the California State Department of Finance has provided the annual percentage change population estimate for the City of Yreka, a decrease of 0.06%, and the change in the California per capita personal income, an increase of 3.82%.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Yreka that it does determine that the appropriations limit for Fiscal Year 2015-2016 is \$15,479,182. Appropriations subject to the Gann Limit are \$5,960,829.

Passed and adopted this 18th day of June 2015, by the following vote:

AYES:

NAYS:

ABSENT:

John Mercier, Mayor

Approved as to content:

ATTEST:

Rhetta Hogan, Finance Director

Elizabeth E. Casson, City Clerk



May 2015

Dear Fiscal Officer:

Subject: Price and Population Information

Appropriations Limit

The California Revenue and Taxation Code, section 2227, mandates the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2015, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2015-16. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2015-16 appropriations limit. Attachment B provides city and unincorporated county population percentage change. Attachment C provides population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code section 2228 for further information regarding the appropriations limit. Article XIII B, section 9(C), of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this issue should be referred to their respective county for clarification, or to their legal representation, or to the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2015.**

Please Note: Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN
Director
By:

KEELY M. BOSLER
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2015-16 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2015-16	3.82

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2015-16 appropriation limit.

2015-16:

Per Capita Cost of Living Change = 3.82 percent
 Population Change = 0.93 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.82 + 100}{100} = 1.0382$

Population converted to a ratio: $\frac{0.93 + 100}{100} = 1.0093$

Calculation of factor for FY 2015-16: $1.0382 \times 1.0093 = 1.0479$

Fiscal Year 2015-16

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2014 to January 1, 2015 and Total Population, January 1, 2015

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2014-2015	1-1-14	1-1-15	1-1-2015
Siskiyou				
Dorris	0.00	939	939	939
Dunsmuir	0.00	1,647	1,647	1,647
Etna	0.27	739	741	741
Fort Jones	0.00	716	716	716
Montague	-0.35	1,443	1,438	1,438
Mount Shasta	-0.12	3,398	3,394	3,394
Tulelake	0.00	1,013	1,013	1,013
Weed	-8.85	2,961	2,699	2,699
Yreka	-0.06	7,854	7,849	7,849
Unincorporated	0.33	24,521	24,603	24,683
County Total	-0.42	45,231	45,039	45,119

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

**2015-2016
Proposed Budget of
Revenue and Expenditures
June 19, 2014**

Fund Analysis

Major Grp	Sub Fund #	Proposed Revenue	Interfund Transfers	Revenue With Transfers	Proposed Expense	Interfund Transfers	Expense with Transfers	Excess of Rev	Based of Prior	Based on Budget	
								over Exp.- Surplus/ (Deficit)	Year Budget Estimates	Proposed Budget	Estimated Beginning Working Capital
Investment in LAIF	00	-	-	-	-	-	-	-	-	-	-
General Operating	01	4,568,695.00	345,530.50	4,914,225.50	4,772,387.39	126,106.22	4,898,493.61	15,731.89	2,222,460.05	15,731.89	2,238,191.94
General Operating Fund		4,568,695.00	345,530.50	4,914,225.50	4,772,387.39	126,106.22	4,898,493.61	15,731.89	2,222,460.05	15,731.89	2,238,191.94
Gifts Donations	02	500.00	-	500.00	700.00	-	700.00	(200.00)	26,693.40	(200.00)	26,493.40
YVFD Volunter Fund	03	11,000.00	-	11,000.00	11,000.00	-	11,000.00	-	60,225.34	-	60,225.34
Trusts -Crandell-Stewart	04	6,000.00	-	6,000.00	17,000.00	-	17,000.00	(11,000.00)	1,021,235.05	(11,000.00)	1,010,235.05
General Fund Reserves	08	50,000.00	(196,030.50)	(146,030.50)	(142,568.75)	-	(142,568.75)	(3,461.75)	260,373.61	(3,461.75)	256,911.86
Reserves for Cap. Outlay	09	-	100,000.00	100,000.00	-	180,958.35	180,958.35	(80,958.35)	546,523.27	(80,958.35)	465,564.92
Capital Outlay	10	-	75,500.00	75,500.00	75,500.00	-	75,500.00	-	73,625.00	-	73,625.00
Capital Outlay	11	-	-	-	-	-	-	-	-	-	-
General Fund - Restricted or Designated		67,500.00	(20,530.50)	46,969.50	(38,368.75)	180,958.35	142,589.60	(95,620.10)	1,988,675.67	(95,620.10)	1,893,055.57
Total General Fund		4,636,195.00	325,000.00	4,961,195.00	4,734,018.64	307,064.57	5,041,083.21	(79,888.21)	4,211,135.72	(79,888.21)	4,131,247.51
Gas Tax & Traffic Cong.	20	232,000.00	174,897.27	406,897.27	624,708.87	-	624,708.87	(217,811.60)	830.11	(217,811.60)	(216,981.49)
Local Transportation	21	200,000.00	-	200,000.00	200,000.00	18,828.00	218,828.00	(18,828.00)	19,077.79	(18,828.00)	249.79
Fines - Traffic Safety	24	25,000.00	51,208.95	76,208.95	76,208.95	-	76,208.95	-	53,732.40	-	53,732.40
Road, Street & Transit - Restricted		457,000.00	226,106.22	683,106.22	900,917.82	18,828.00	919,745.82	(236,639.60)	73,640.30	(236,639.60)	(162,999.30)
Total Road, Streets and Transit		457,000.00	226,106.22	683,106.22	900,917.82	18,828.00	919,745.82	(236,639.60)	73,640.30	(236,639.60)	(162,999.30)
Fire Assessment Spec. Rev	30	230,750.00	-	230,750.00	129,727.69	-	129,727.69	101,022.31	193,636.97	101,022.31	294,659.28
Landfill Access Fee - Debt Service	31	218,000.00	-	218,000.00	181,224.71	-	181,224.71	36,775.29	35,290.07	36,775.29	72,065.36
Developer Impact Fees	32	16,000.00	-	16,000.00	-	-	-	16,000.00	168,494.80	16,000.00	184,494.80
Special Revenue - Restricted		464,750.00	-	464,750.00	310,952.40	-	310,952.40	153,797.60	397,421.84	153,797.60	551,219.44
Total Special Revenue		464,750.00	-	464,750.00	310,952.40	-	310,952.40	153,797.60	397,421.84	153,797.60	551,219.44
Spec Grants Capital Outlay	60	2,167,607.00	99,786.35	2,267,393.35	2,267,393.35	-	2,267,393.35	-	-	-	-
Community Development Grants	65	5,700.00	-	5,700.00	-	-	-	5,700.00	258,612.00	5,700.00	264,312.00
Special Grants - Capital Projects		2,173,307.00	99,786.35	2,273,093.35	2,267,393.35	-	2,267,393.35	5,700.00	258,612.00	5,700.00	264,312.00
Special Grants - Operating & Capital Projects		2,173,307.00	99,786.35	2,273,093.35	2,267,393.35	-	2,267,393.35	5,700.00	258,612.00	5,700.00	264,312.00
Water Operating	70	2,743,500.00	(1,153,133.59)	1,590,366.41	1,425,366.41	165,000.00	1,590,366.41	-	-	-	-
Water Capital Projects	71	-	428,000.00	428,000.00	428,000.00	-	428,000.00	-	-	-	-
Water Debt Servicing	72	-	263,236.00	263,236.00	263,236.00	-	263,236.00	-	200,000.00	-	200,000.00
Water Reserves	74	15,000.00	461,897.59	476,897.59	-	-	-	476,897.59	6,363,836.06	476,897.59	6,840,733.65
Water Enterprise		2,758,500.00	-	2,758,500.00	2,116,602.41	165,000.00	2,281,602.41	476,897.59	6,563,836.06	476,897.59	7,040,733.65
Sewer Operating	80	2,363,500.00	(731,073.82)	1,632,426.18	1,472,426.18	160,000.00	1,632,426.18	-	-	-	-
Sewer Capital Outlay	81	-	5,428.00	5,428.00	5,428.00	-	5,428.00	-	-	-	-
Sewer Debt Servicing	82	-	278,605.72	278,605.72	278,605.72	-	278,605.72	-	100,000.00	-	100,000.00
Sewer Reserves	84	3,500.00	447,040.10	450,540.10	-	-	-	450,540.10	3,534,297.50	450,540.10	3,984,837.60
Sewer Enterprise Fund		2,367,000.00	-	2,367,000.00	1,756,459.90	160,000.00	1,916,459.90	450,540.10	3,634,297.50	450,540.10	4,084,837.60
Total Enterprise Funds		5,125,500.00	-	5,125,500.00	3,873,062.31	325,000.00	4,198,062.31	927,437.69	10,198,133.56	927,437.69	11,125,571.25
Agency Trust - Cash	90	-	-	-	-	-	-	-	-	-	-
Agency Funds		-	-	-	-	-	-	-	-	-	-
Total Agency Funds		-	-	-	-	-	-	-	-	-	-
All Funds Combined		12,856,752.00	650,892.57	13,507,644.57	12,086,344.52	650,892.57	12,737,237.09	770,407.48	15,138,943.42	770,407.48	15,909,350.90



**CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM**

To: Yreka City Council
Prepared by: Rhetta Hogan, Finance Director 
Agenda title: Requested action – Adopt a Resolution of the City Council of the City of Yreka approving the Updated 2015-2016 Salary Schedule for Part Time Employees.
Meeting date: June 18, 2015

Discussion:

The City has a number of different part time positions used for various purposes that are filled, many intermittently. The schedule needs to be updated periodically. The last update was July 17, 2014. CalPERS requires such a document. This resolution updates the 2015-2016 Salary Schedule for Part Time employees.

The schedule organizes and clearly lists the hourly rates for part-time (regularly scheduled part time, on-call and seasonal part-time) employees and contractual employees (annuitants working on an interim basis and or on contract to provide specialized services, e.g. construction project management). The regular part time employees generally reflect increases on par with the various MOUs. The irregular part time and seasonal employees reflect an increased floor of \$10.00 per hour where applicable. Recognition of this schedule does not presume any City benefits, as those are governed by the Affordable Care Act (ACA), represented employee agreements (MOU) and Public Employee Retirement Law (PERL). This resolution and referenced salary schedule attachment meet the requirements (outlined below) for publicly available pay schedules for these unrepresented employees.

California Code of Regulations 570.5 outlines the required elements necessary to meet the definition for a publicly available pay schedule (see attached CalPERS Circular Letter to Employers).

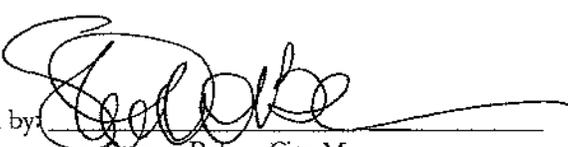
Staff recommends approval.

Fiscal Impact: The estimated fiscal impact of these part time workers is included in the 2015-2016 budget documents.

Recommendation:

That the Council Adopt a Resolution of the City Council of the City of Yreka approving the Updated 2015-2016 Salary Schedule for Part Time Employees.

Attachments

Approved by 
Steven Baker, City Manager

City of Yreka
Part-time Employees
2015-16 Published
Hourly Rates

	2015-16 Budget		Hourly Rate	
	# Employed	Wages	Minimum	Maximum
Regular Part Time				
Police Kennel Technician/Adoption Coordinator Reg PT	1	\$ 19,080	\$ 12.00	\$ 17.50
Police Kennel - Weekend/Holiday Cleaning	1	6,500	10.00	15.00
Project Engineer (hourly)	1	74,467	by contract, \$76.38, eff 1/1/15 \$78.30, eff 1/1/16 \$80.25	
Public Works - Parks, Greenway, Reg PT	2	19,200	10.00	17.50
Building Official	1	31,950	see Building Official, FTE Salary Schedule	
Public Works - Water Distribution, Meter Reading	1	19,210	see Maintenance Worker I, II, or III, FTE Salary Schedule	
Irregular Part Time				
Community Facilities Building Attendants	5	9,000	10.00	12.00
Community Theater Technician	see above		12.00	15.00
Police Dispatch	4	21,200	see YPOA Dispatcher, FTE Salary Schedule	
Public Works - Fleet Mechanic	0	-	see Mechanics, FTE Salary Schedule	
Public Works - Water Treatment, Conservation and UWM	1	9,000	see Confidential Project Assistant, FTE Salary Schedule	
Seasonal Help Part-time				
Public Works - Fleet	0	-	10.00	15.00
Public Works - Parks	2	7,800	10.00	15.00
Public Works - Portable Stage	0	-	10.00	15.00
Public Works - Traffic	0	1,800	10.00	15.00
Public Works - Streets	1	10,400	10.00	15.00
Public Works - Storm Drains	0	-	10.00	15.00
Public Works - Water (meter replacement program)	1	10,500	10.00	15.00
Public Works - Water (water treatment & efficiency)	0	500	10.00	15.00
Public Works - Water Distribution and Treatment	2	20,500	10.00	15.00
Intern Program				
Finance/Admin	0	-	10.00	15.00
Elected and Volunteers				
			<u>Stipend/Callout</u>	
City Council (\$3,600 annually per councilperson)	5	18,000	\$ 3,600	Annually
City Treasurer (\$5,400 annually)	1	5,100	5,100	Annually
City Clerk (\$300 annually)	1	300	300	Annually
Fire Chief	1	14,500	14,500	Annually
Fire Secretary/Treasurer	1	6,950	6,950	Annually
Fire Advisory Board (\$1,500 annually per person)	14	21,000	1,500	Annually
Volunteer Fire Dept (\$7.50 per callout, quarterly min \$125)	31	52,500	7.50	Per Call Per Person



California Public Employees' Retirement System
P.O. Box 942709
Sacramento, CA 94229-2709
(888) CalPERS (or 888-225-7377)
TTY: (877) 249-7442
www.calpers.ca.gov

Reference No.:
Circular Letter No.: 200-050-12
Distribution: IV, V, VI, X, XII, XVI
Special:

Circular Letter

October 25, 2012

TO: ALL CALPERS EMPLOYERS

SUBJECT: STATUTORY AND REGULATORY REQUIREMENTS FOR PUBLICLY AVAILABLE PAY SCHEDULES

The purpose of this Circular Letter is to remind CalPERS employers that only those pay amounts that meet the definition of compensation earnable can be used when calculating retirement benefits.

Compensation earnable is defined in statute and further clarified by California Code of Regulations (CCR) Section 570.5. Specifically, this Circular Letter seeks to address the requirements related to publicly available pay schedules.

Compensation Earnable & The Requirement For Publicly Available Pay Schedules

The Public Employees' Retirement Law (PERL) Government Code Sections 20636 and 20636.1 define compensation earnable for State, School, and Public Agency members. In order to meet the definition of compensation earnable, an amount of pay must either constitute payrate or special compensation as defined in the statutes. Section 20636(d) further requires that payrate and special compensation schedules, ordinances, or similar documents be public records available for public scrutiny.

Section 20636(b)(1) (applicable to Public Agency members) and 20636.1(b)(1) (applicable to School members) require pay amounts to be paid pursuant to publicly available pay schedules. For example, section 20636 (b)(1) states:

"Payrate means the normal monthly rate or pay or base pay of the member paid in cash to similarly situated members of the same group or class of employment for services rendered on a full-time basis during normal working hours, pursuant to publicly available pay schedules. "Payrate," for a member who is not in a group or class, means the monthly rate of pay or base pay of the members, paid in cash and pursuant to publicly available pay schedules, for services rendered on a full-time basis during normal working hours, subject to the limitations of paragraph (2) of subdivision (e)." (Emphasis added.)

CCR 570.5 was adopted April 13, 2011, with an effective date of August 10, 2011. CCR 570.5 sought to clarify the requirement of publicly available pay schedules.

After CCR 570.5 was adopted, CalPERS sent [Circular Letter #200-056-11](#) dated August 19, 2011, notifying all employers of the requirements of CCR 570.5.

Importance of Correct Reporting

Due to the importance of correct payroll reporting in administering the PERL and member benefits, CalPERS is sending this additional Circular Letter to remind all employers of the criteria for reporting compensation earnable.

CCR 570.5 outlines the required elements necessary to meet the definition for a publicly available pay schedule as follows:

- (a) For purposes of determining the amount of "compensation earnable" pursuant to Government Code Sections 20630, 20636, and 20636.1, payrate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:
- (1) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws;
 - (2) Identifies the position title for every employee position;
 - (3) Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
 - (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
 - (5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
 - (6) Indicates an effective date and date of any revisions;
 - (7) Is retained by the employer and available for public inspection for not less than five years; and
 - (8) Does not reference another document in lieu of disclosing the payrate.

All eight (8) requirements must be met in one salary schedule for each member's pay, in order for CalPERS to approve the pay amount as payrate and reportable compensation earnable.

No Applicable Pay Schedule

If an agency cannot provide a document meeting the requirements for a publicly available pay schedule, then CalPERS must determine that the pay amount fails to meet the definition of payrate. CCR 570.5 (b)(1)-(4) outlines the process by which

CalPERS may determine a member's payrate when there is no publicly available pay schedule provided.

CCR 570.5 (b) states:

- (b) Whenever an employer fails to meet the requirements of subdivision (a) above, the Board, in its sole discretion, may determine an amount that will be considered to be payrate, taking into consideration all information it deems relevant including, but not limited to, the following:
- (1) Documents approved by the employer's governing body in accordance with requirements of public meeting laws and maintained by the employer;
 - (2) Last payrate listed on a pay schedule that conforms to the requirements of subdivision (a) with the same employer for the position at issue;
 - (3) Last payrate for the member that is listed on a pay schedule that conforms with the requirements of subdivision (a) with the same employer for a different position;
 - (4) Last payrate for the member in a position that was held by the member that is listed on a pay schedule that conforms to the requirements of subdivision (a) of a former CalPERS employer.

It is important that all employers comply with the compensation earnable provisions and corresponding regulations of the PERL. Where employers fail to comply, pay amounts will be determined to not constitute payrate and accordingly CalPERS will be unable to use such pay amounts when calculating members' retirement benefits.

It is therefore critical that employers review their pay schedules to verify that all members' pay amounts are included within a publicly available pay schedule. For assistance or questions related to the development of a publicly available pay schedule, please direct your inquiries to the CalPERS Compensation and Employer Review Unit.

If you have any questions, please contact the CalPERS Customer Contact Center at **888 CalPERS** (or 888-225-7377).

KAREN DeFRANK, Chief
Customer Account Services Division

RESOLUTION NO. 2015-

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YREKA
APPROVING UNDATED PART TIME EMPLOYEES SALARY
SCHEDULE**

WHEREAS, the City Council of the City of Yreka, a municipal corporation, pursuant to California Government Code Section 3500, et seq., recognizes the need to employ part time workers,

WHEREAS, the City recognizes California Code of Regulations 570.5 that outlines the required elements necessary to meet the definition for a publicly available pay schedule; and,

WHEREAS, this Council finds published pay rates contained in the Part Time Employee Salary schedule 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 adopts the Updated Part Time Employees Salary Schedule

Section 2. The City Manager or designee is hereby authorized to post said schedule, 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 to execute such other agreements, documents and certificates, and to perform such other acts, 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 18th day of June, 2015, by the following vote:

AYES:

NAYS:

ABSENT:

John Mercier, Mayor

Attest: _____
Liz Casson, City Clerk



**CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM**

To: Yreka City Council
Prepared by: Deborah Ramirez, Accounting Manager
Agenda title: Adopt a Resolution by the City Council of the City of Yreka Establishing Paid Sick Leave Policy pursuant to AB1522 for Part-Time Employees
Meeting date: June 18, 2015

Summary:

The State of California has enacted the Healthy Workplaces, Healthy Families Act of 2014 (AB 1522). Beginning July 1, 2015, employers must implement the provisions for paid sick leave for employees covered under AB 1522. Under the provisions of AB 1522, the City may establish within the state's guidelines internal policies for the accrual method and manner of taking sick leave.

The City's proposed method of implementing this benefit, for part-time employees:

- Accrue sick leave at a rate of one (1) hour sick leave per thirty (30) hours worked.
- Begin accruing sick leave on the first day worked, without a probationary period for use.
- Ability to take sick leave in any fifteen (15) minute increment of the sick leave balance accrued and may not use more than the accrued balance earned.
- Accrued sick leave carries over to the next year.
- Sick Leave is not subject to an accrual cap.
- Paid sick leave will not be considered as hours worked for purposes of overtime calculation.
- Paid sick leave benefits will commence July 1, 2015 and remain in effect until modified, terminated, or rescinded by subsequent resolution of the City Council, or by changes in applicable State or Federal law
- City reserves the right to change any policies in the future. Current policy does not give the employee any "vested rights".

Fiscal Impact:

The financial impact of implementing AB 1522 is unknown at this time; however, any additional costs would be limited to covering services performed by part-time staff during sick leave absences.

Recommendation and Requested Action:

Adopt a Resolution by the City Council of the City of Yreka Establishing Paid Sick Leave Policy pursuant to AB1522 for Part-Time Employees.

Attachments

Approved by: 
Steve Baker, City Manager



Division of Labor Standards Enforcement (DLSE)

Paid Sick Leave

Frequently Asked Questions

[Healthy Workplace Healthy Family Facts](#)
[Resources](#)
[Contact Us](#)

Frequently Asked Questions

About California's New Paid Sick Leave law (AB 1522)

Eligibility for paid sick leave under the new law

When does the new law take effect?

The state's new sick leave law takes effect January 1, 2015. However, the right to accrue and take sick leave under this law does not take effect until July 1, 2015.

How do I qualify for paid sick leave?

An employee qualifies for paid sick leave by working for an employer on or after January 1, 2015, for at least 30 days within a year in California and by satisfying a 90 day employment period (which works like a probationary period) before an employee can actually take any sick leave.

What if I work less than 30 days in California within a year?

If you work less than 30 days in California within a year, then you are not entitled to be paid sick leave under this new law.

What if I work more than 30 days in California within a year but less than 90 days?

The 90 day period works like a probationary period. Although you begin to accrue paid sick leave on July 1, 2015, or your first day of employment if you are hired after July 1, 2015, if you work less than 90 days for your employer, you are not entitled to take paid sick leave.

When am I entitled to take paid sick leave?

A qualifying employee begins to accrue paid sick leave beginning on July 1, 2015, or if hired after that date on the first day of employment. An employee is entitled to use (take) paid sick leave only after meeting the qualifications for paid sick leave (addressed in the previous three questions/responses) and accruing enough paid sick leave time to use for one of the stated purposes of the law.

Why does the law take effect January 1, 2015 if I don't begin accruing until July 1, 2015?

The different dates are a result of the general effective dates of new legislation (on January 1 following enactment of the law) and the way the law was drafted making some of its provisions operative on a specified date (July 1, 2015). Both the qualifying periods that determine which employees are eligible for paid sick leave and the employee notice required by Labor Code 2810.5 become effective on January 1, 2015, but the law provides that entitlement does not begin until July 1, 2015.

Does paid sick leave apply to all employees who work in California?

An employee who works at least 30 days within a year in California, including part-time, per diem, and temporary employees, are covered by this new law with some specific exceptions. Providers of publicly-funded In-Home Supportive Services (IHSS) are exempt. Employees covered by collective bargaining agreements with specified provisions are exempt, as are individuals employed by an air carrier as a flight deck or cabin crew member, if they receive compensated time off at least equivalent to the requirements of the new law.

What if I am employed by a staffing agency?

Temporary employees of a staffing agency are covered by the new law. Therefore, whoever is the employer or joint employer is required to provide paid sick leave to qualifying employees.

How do qualifying employees accrue and take paid sick leave

If I qualify, how much paid sick leave am I entitled to take and be paid for?

Starting July 1, 2015, employees will **earn** at least one hour of paid leave for every 30 hours worked. That works out to a little more than eight days a year for someone who works full time. But employers can limit the amount of paid sick leave you can **take** in one year to 24 hours (three days).

How is the year measured?

Because paid sick leave accrues beginning on July 1, 2015 or the first day of employment if hired after July 1, 2015, the 12 month period will vary by hire date for those employees hired after July 1, 2015. Therefore, the measurement will mostly be tracked by the employee's anniversary date.

Can my employer provide paid sick leave to me prior to July 1, 2015?

Yes. An employer may elect to advance sick leave to an employee before it is accrued, but there is no requirement for an employer to do so under this law.

Why does the law let me accrue more time than I could use in a year?

Accrual, carryover, and use are all distinct concepts. Accrual is based on the number of hours an employee works; the amount carried over to the next year may be subject to a cap if the employer establishes a cap by policy; and finally, use may be limited to 3 days per year.

What happens if I am a seasonal employee and I only work 60 days one year but return to the same employer within one year and work another 60 days?

The paid sick leave law requires that your accrued sick leave be restored to you if you return to the same employer within 12 months from the previous separation. Although an employer does not have to allow an employee use of the paid sick leave prior to working 90 days, because the law specifically requires that the leave be restored to you, in your second year, you have met the 90 day restriction on use after 30 days (due to working 60 days in the prior year) and can begin to use your paid sick leave after working 30 days in the second year.

What happens if I return to work for the same employer after more than one year?

The paid sick leave law does not require that your accrued sick leave be restored to you. Whether you have to re-establish eligibility by working another 30 days within a year and 90 days before use, is a question that is not addressed in the new law and will depend on the particular facts of the situation to answer.

If I work part time, six hours per day and I have accrued 24 hours of paid sick leave and I take three paid sick days, can my employer refuse to allow me to take any more sick leave in that same year?

No. Because the statute provides that an employer may limit the amount of sick leave to 24 hours or three days, and because you work 6 hours per day, you have only used 18 of your 24 hours. For enforcement purposes, DLSE interprets the reference to "three days" to state an equivalent of 24 hours (based on an 8 hour workday) and is not a limitation that can be used to prohibit a part-time employee from using at least 24 hours of accrued leave in a year. Therefore, the minimum amount that you have to be allowed to take cannot fall below 24 hours. In this situation, you still have 6 hours left to take and be paid for, during the year.

Employer policies can provide more paid sick leave but not less**What happens when an employer has its own Paid Time Off (PTO) plan?**

The new law establishes a minimum requirement, but an employer can provide sick leave through its own plan or establish different plans for different categories of workers. However, each plan must satisfy the accrual, carryover, and use requirements of the law or put the full amount of leave into your leave bank at the beginning of each year in accordance with the PTO policy. If an employer provides a policy which exceeds the minimum requirements, including providing a specific cap, the policy must be clear as to the additional terms that apply to their employees.

How does an employer satisfy the provision for putting the full amount of leave into my leave bank under the alternative "up-front" (or advance) method for providing paid sick leave?

An employer must have a paid leave policy that satisfies the same purposes required by the new law and must provide no less than 24 hours or three days of paid sick leave for an employee to use each year. Therefore, the full amount of accrued leave must be available to the employee at the beginning of the 12 month period. For initial hires, however, the employee must still meet the 90 day employment requirement prior to taking any paid sick leave.

Under the accrual method, can I carry over unused sick leave from one year to the next?

Yes, but an employer can limit or cap the amount of sick leave an employee may accrue to 6 days or 48 hours.

My employer provides paid time off which I can use for vacation or illness. Will my employer have to provide additional sick leave?

No, as long as your employer provides at least 24 hours per year of paid leave that can be used for health care and meets other requirements in the law.

My company offers unlimited time off. How does the new law affect me?

Most employers with this new but growing policy do not track how much time employees take off or for what reason. However, the new law requires that employers separately track sick leave accrual and use.

For what purposes can an employee take paid sick leave

What can I use sick leave for?

You can take paid leave for you or a family member for preventive care or care of an existing health condition or for specified purposes if you are a victim of domestic violence, sexual assault or stalking. Family members include the employee's parent, child, spouse, registered domestic partner, grandparent, grandchild, and sibling. Preventive care would include annual physicals or flu shots. For partial days, your employer can require you to take at least two hours of leave, but otherwise the determination of how much time is needed is left to the employee.

Do I have to give notice that I need to take my paid leave?

Employers must permit the employee to use the paid sick leave upon an oral or written request, and the law forbids requiring an employee to find a replacement as a condition for using leave. If the need is foreseeable the employee must give reasonable advance notice, but where the need is unforeseeable the employee need only give notice as soon as practicable.

Payment and tracking of earned and taken leave

When I take paid sick leave, will I get paid as I normally do for the applicable pay period?

The new law requires that an employer provide payment for sick leave taken by an employee *no later than* the payday for the next regular payroll period after the sick leave was taken. This does not prevent an employer from making the adjustment in the pay for the same payroll period in which the leave was taken, but it permits an employer to delay the adjustment until the next payroll. For example, if you did not clock in for a shift and therefore were not paid for it but utilized your paid sick leave, your employer would have to pay you not later than the following pay period and account for it in the wage stub or separate itemized wage statement for that following regular pay period.

How much will I get paid?

You must be paid at your regular hourly rate. If your pay fluctuates - for example, if you get a commission or piece rate - your employer will divide your total compensation for the previous 90 days by the number of hours worked and pay you that rate.

How will I know how much sick leave I have accrued?

Employers must show, on your pay stub or a document issued the same day as your paycheck, how many days of sick leave you have available. Employers also must keep records showing how many hours you earned and used for three years. This information may be stored on documents available to employees electronically.

How does the new law fit in with local sick leave ordinances?

For employees subject to local sick leave ordinances, the employer will have to comply with both the local and California laws, which may differ in some respects. For each provision or benefit, the employer will have to provide whichever is more generous to the employee.

What if I work an alternative work schedule of four 10-hour days and I take paid sick leave. How much should I be paid?

The paid sick leave law allows the employee to decide how much paid leave time to take, subject to the employer's ability to set a two hour minimum. Therefore, if you have ten hours in your bank, you can request to be paid for ten hours. If you decide to take less time than that in paid sick leave, then you will not receive your full pay but instead, pay for the number of hours that you choose to take. If you are sick for three days and have accrued 24 hours then your employer will have to pay you for 24 hours. However, if you have accrued 30 hours then because the minimum requirements of the statute are 3 days or 24 hours, you will have to be paid for 30 hours.

If I leave my job, can I cash out my unused sick days, like I can with vacation and paid time off?

No, not unless your employer's policy provides for a payout. But if you leave your job and get rehired by the same employer within 12 months, you can reclaim what you had in your leave bank.

Required information to be provided to employees

How will I learn of my rights to paid sick leave from my employer?

Beginning January 1, 2015, employers are required to post in a conspicuous place at the workplace, a poster containing the following information: (1) that an employee is entitled to accrue, request, and use paid sick days; (2) the amount of sick days provided for and the terms of use of paid sick days; (3) that retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited; and (4) that an employee has the right under this law to file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against an employee. The new law required the Labor Commissioner to develop such a poster, and it is now available on the Labor Commissioner's website.

Second, after January 1, 2015, employers are required to provide most employees with an individualized [Notice to Employee](#) (required under Labor Code section 2810.5) that includes paid sick leave information. A revised Notice to Employee form (available to employers for download at DLSE's website) must be used for employees hired after January 1, 2015, and is optional for use prior to the January 1, 2015 effective date.

Use of the revised form prior to January 1, 2015, will be deemed compliant with the new requirement as of January 1, 2015; otherwise, for employees hired prior to January 1, 2015, the employer is required to provide a revised Notice to Employee or otherwise inform each employee of the information regarding paid sick leave within 7 days of the change, using any of the alternative methods specified in Labor Code section 2810.5(b).

[How will I know if my employer's policy has different terms from the paid sick leave law?](#)

The state law providing for paid sick leave creates minimum standards for paid sick leave. Employers may use their existing policies so long as the specific policy complies with the minimum requirements of the law.

Where the employer provides additional terms (e.g., creates caps on maximum use or accruals above the minimums), they must inform employees of those additional terms. The revised Notice to Employee form has a check box to inform an employee of an employer's own policy that meets or exceeds the requirements of the new law. To avoid misinformation or misunderstanding regarding an employer's specific paid leave policy, employers are encouraged to ensure that employees are made fully aware of the terms and conditions of their specific policy which provides any additional paid sick leave terms. Although the notice requirements of Labor Code section 2810.5 do not apply to employees who are exempt from the payment of overtime, employees who are exempt from the payment of overtime are covered by this new paid sick leave law.

[Does my employer have to issue new notices to employees who were hired prior to January 1, 2015?](#)

Yes. An employer must individually notify all employees hired prior to January 1, 2015 of changes to terms and conditions of employment that relate to paid sick leave within 7 days of the actual change. Information concerning any new or previously existing paid sick leave program that includes information required to be given to each employee by Labor Code section 2810.5(a), must be provided to all employees. A revised DLSE notice form, available on our website, may be used for providing individual notice to these existing employees unless the employer chooses an authorized alternative method.

[If I was hired prior to January 1, 2015, by what date am I supposed to receive individual notice of the changes to my terms and conditions of employment that relate to paid sick leave?](#)

The specific date will depend on when your employer either establishes a paid sick program under this law or changes an existing paid leave program to be compliant with this law. However, in view of the operative date of the law and the requirement to notify existing employees of changes in certain terms or conditions of their employment, employees hired prior to January 1, 2015, and who were provided a previous notice which was in effect as of December 31, 2014, must be notified of any change between the period from January 1, 2015 to no later than July 8, 2015.** An employer may choose to issue a new notice to all employees. An employer may also elect to provide notice under the alternatives stated in 2810.5 (b)(1) or (b)(2). If an employer chooses an alternative method (e.g. includes notice of change in a pay stub or itemized wage statement), the employer must ensure that the required paid sick leave information (the same paid sick leave information as contained in the revised notice) is contained in the applicable writing and is compliant with an authorized alternative manner for providing such information under subdivision (b).

** Subdivision (b) provides a 7 day period following the change in employment terms or conditions in which employees must be notified in writing. This makes July 8, 2015, the final date (July 1, 2015 operative accrual date + 7 days) for providing notice of changes relating to paid sick leave to an employee hired before January 1, 2015.

[If I already work under an existing paid leave policy or sick leave policy which is in writing and my employer states it complies with the new law and will not be changed as a result of this law, will I still get individual notice?](#)

Yes. While an existing employer policy may already satisfy the minimum requirements of the law and the policy may have been previously provided to an employee (or contained in an employer's policy manual available to employees), specific notice containing information about the new paid sick leave law is now required on the revised notice form and must be made to existing employees. This requirement was made by the Legislature by amending Labor Code section 2810.5. Whether an employer elects to use the DLSE revised form or any other writing to be provided to each employee, such notice of change must contain information about the new paid sick leave law and how the employer intends to meet the requirements of the new law for the particular employee. For example, a writing provided to the employee which refers to or summarizes the existing policy and contains the points of information specified in the revised notice form which is timely provided to each employee would be compliant with the individual notice requirement.

February 2015

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From: newsletter@rsmi-mail.com on behalf of AGT <newsletter@agtcpa.com>
Sent: Thursday, June 04, 2015 4:46 PM
To: Rheta Hogan
Subject: California Sick Leave Mandate

CALIFORNIA SICK LEAVE MANDATE

Effective July 1, 2015 all employers must begin to provide paid sick leave benefits to all employees.

OVERVIEW

- Employees who have worked in California for 30 or more days within a year of date of hire are eligible and entitled to paid sick leave. These do not need to be consecutive days or with the same employer.
- Employers can use the accrual method or lump sum method to provide paid sick leave. See below.
- It is recommended that all employers now have a written sick leave policy that all employees are advised of in writing. AGT can provide you with sample policies.
- If a terminated employee is rehired within 1 year of separation, they must have any previously accrued and unused sick days reinstated and also begin accruing additional sick days from date of rehire.
- Employers cannot have a use it or lose it policy. However, unused sick leave does not get paid out at termination of employee unless the sick leave is part of a Paid Time Off (PTO) plan that replaces the sick leave plan.
- Payment of sick leave must be made at the same wage rate an employee earns during regular work hours and must be paid no later than the next pay day after leave was taken. If an employee earns different wage rates within the preceding 90 days, then the rate of pay is calculated using a prescribed formula to determine the average hourly rate.
 - If any of your employees are paid multiple rates including commissions, etc. please call our office for instructions on how to calculate their average hourly rate.

IMPLEMENTATION PROCESSES

Method #1: Accrual Method

- For every 30 hours worked an employee accrues 1 hour of sick leave.
- There can be no probationary period with paid sick leave.
- Employees begin accruing on their first day of employment as long as they have worked 30 or more days in California within the last year.
- Employees must be allowed to start using their accrued sick leave no later than their 90th day of employment.
- **Employees are entitled to a minimum of 3 days or 24 hours of sick leave per year.**
- Any accrued and unused sick leave carries over to next year. (Not applicable if using lump sum method.)
- Employers may cap the accrued sick leave at 48 hours or 6 days. **
- Employers may set "reasonable minimum increments" of time, not to exceed 2 hours. ie: If an employee wants to use a half hour of sick pay for a doctor visit, the employer can require they be charged up to 2 hours of sick leave. **

** (ANY LIMITATIONS REQUIRE A WRITTEN SICK LEAVE POLICY.)

Method #2: Lump Sum Method

- Must have a written sick leave policy.
- **Eligible employees would have available to them as of 7/1/15 - 3 days or 24 hours of sick leave.**
- They would start over with 24 hours/3 days again on January 1 of each year thereafter. There are no carryover hours under this method.
- Employees must be able to start using their sick leave immediately.

Additional Requirements of the Law

- Employers were required to have the new 2015 state/federal employment posters posted for all employees to see as of 1/1/15 to notify employees of their sick leave rights. Posters are available to purchase at www.store.calchamber.com for around \$40.
- All employees must receive the newly revised California Notice to Employee which explains the sick leave mandate to employees by 7/1/15. AGT can provide you with copies of these, or you can find them at the [California Labor Commissioner's website](http://www.dir.ca.gov/dlse/).
- With pay periods beginning on 7/1/15 employees must receive payday notices (pay stubs) that include the amount of sick leave accrued and available to the employee for each pay period.
- Records employers must keep for 3 years:
 - A record of hours each employee worked.
 - Paid sick days/hours each employee accrued.
 - Paid sick days/hours used by each employee.
 - Advancement of sick leave to each employee if allowed.
- Alternative work schedules have different minimum requirements. Call us with questions if this applies to you.
- Penalties may apply for non-compliance, so be sure you are following the mandates of the law.

If AGT prepares your payroll for you, we will set this up and make sure you remain in compliance. **HOWEVER, you as the employer must still comply with the notice and posting requirements.**

If you have questions on how to implement this law, please call our office. We will be happy to assist you. 530-926-3881.

Additional Resources

Paid Sick Leave website: www.dir.ca.gov/DLSE/ab1522.html

Labor Commissioner's District Office: <http://www.dir.ca.gov/dlse/DistrictOffices.htm>



205 N. Mt. Shasta Blvd., Ste. 300 Mt. Shasta, CA 96067

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RESOLUTION NO. 2015-

**ADOPT A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF YREKA
ESTABLISHING PAID SICK LEAVE POLICY PURSUANT TO AB1522 FOR
PART-TIME EMPLOYEES**

WHEREAS, on September 10, 2014 the Governor of the State of California signed the Healthy Workplaces, Healthy Families Act of 2014 (AB1522) providing paid sick leave for covered employees effective January 1, 2015; and

WHEREAS, the AB 1522 paid sick leave provisions are to take effect July 1, 2015; and

WHEREAS, the City of Yreka wishes to establish a paid sick leave policy pursuant to AB1522 for part-time employees; and

WHEREAS, part-time employees are not covered by an existing collective bargaining agreement; benefits resolution nor any other benefits policy; and

WHEREAS, AB 1522 allows for the establishment of internal policies for implementation of AB1522;

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

1. Sick leave shall be accrued at a rate of one (1) hour sick leave per thirty (30) hours worked.
2. Employee shall begin accruing sick leave on the first day worked, without a probationary period.
3. Employee may take sick leave in any fifteen (15) minute increment of the sick leave balance accrued and may not use more than the accrued balance earned.
4. Any accrued sick leave carries over to the next year.
5. The City of Yreka is not establishing an accrual cap.
6. Paid sick leave will not be considered hours worked for purposes of overtime calculation.
7. Paid sick leave benefits are effective July 1, 2015 and remain in effect until modified, terminated, or rescinded by subsequent resolution of the City Council, or by changes in applicable State or Federal law.

8. City reserves the right to change any policies in the future. Current policy does not give employees any "vested rights".

Passed and adopted this 18th day of June, 2015 by the following vote:

AYES:

NAYS:

ABSENT:

John Mercier
Mayor

Attest: _____
Liz Casson
City Clerk



CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM

To: Yreka City Council

Prepared by: City Clerk

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

Meeting date: June 18, 2015.

Discussion:

A public hearing was held on June 4, 2015 to solicit public comments regarding the proposed Ordinance. Following the public hearing, the Council voted 5-0 to approve the introduction of the Ordinance with no changes. This is the second-reading of Ordinance 840.

Recommendation and Requested Action:

That the Council waive the reading of the body of the Ordinance and Adopt Ordinance No. 840 An Ordinance of the City Council of the City of Yreka amending and repealing certain sections of the Yreka Municipal Code in Chapter 1.24 entitled “City Council Procedure”, and Chapter 13.16 entitled “Exempt Signs” and “Fee Exempt Signs” and finding the adoption of this Ordinance to be exempt from CEQA, as submitted.

Approved by: _____


Steven Baker, City Manager



ORDINANCE NO. 840

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

Recitals

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

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

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

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

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

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

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

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

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

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

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

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

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

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

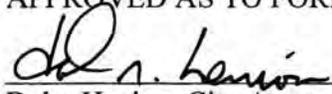
67 Introduced at a regular meeting of the City Council held June 4, 2015, and adopted as an
68 ordinance of the City of Yreka at a regular meeting of the City Council held on June 18, 2015 by
69 the following vote:

70
71
72 AYES:
73 NOES:
74 ABSENT:

John Mercier, Mayor

77
78 APPROVED AS TO FORM

Attest:

79
80 
81 _____
Dohn Henion, City Attorney

Elizabeth E. Casson, City Clerk



CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM

To: Yreka City Council
Prepared by: Steve Baker, City Manager
Agenda title: Discussion/Possible Action – Introduce Ordinance No. 840 - an Ordinance of the City Council of the City of Yreka, amending and repealing certain sections of the Yreka Municipal Code in Chapter 1.24 entitled “City Council Procedure”, and Chapter 13.16 entitled “Exempt Signs” and “Fee Exempt Signs and finding the adoption of this Ordinance to be exempt from CEQA”.
Meeting date: June 4, 2015

Discussion:

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

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

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

The following sections will be deleted in its entirety:

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

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

13.16.030 – Fee Exempt Signs:

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

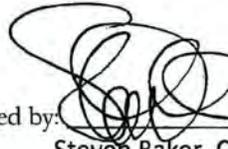
Recommendation:

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

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

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

Approved by:


A long horizontal line extends from the signature area across the page.

Steven Baker, City Manager

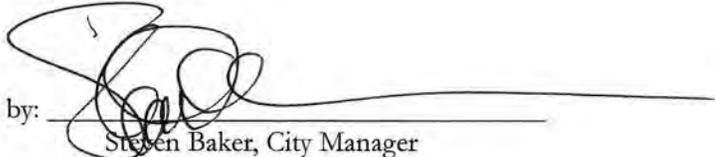


**CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM**

To: Yreka City Council
Prepared by: Steven W. Baker, City Manager
Agenda title: Report on Water Projects
Meeting date: June 18, 2015

Discussion: In response to a request from Councilmember Simmen, attached is a report prepared by Rob Taylor on three water projects – the North Street Pump Station, North Well and the testing of the well on the Police Station site.

Staff will make a brief report at the meeting and be available to answer any questions.

Approved by: 
Steven Baker, City Manager



City of Yreka

Department of Public Works - Water Division

856 N. Main Street · Yreka, CA 96097

(530) 841-2327 · FAX (530) 842-3721



June 11, 2015

RE: Water Projects

The Water Division has begun the design for the replacement of North Well and North Street Pump Station. The Projects are described in detail below. We anticipate requesting council authorization to advertise for bids in the next month.

The 2005 Master Water Plan is budgeted to be updated next fiscal year. Many of the projects outlined in the 2005 Plan have been completed, but some specific projects need to be reevaluated and others added based on the changing needs of the City. Neither of these projects were identified in the 2005 Master Plan although the Pump Station is listed in both the 2008 and proposed 2013 Rate Study. The option for the North Well Improvement is listed in the 2008 study under “Develop Alternate Water Supply” and the 2013 study under “Develop Backup Water Supply. A recent feasibility study for both projects is available.

North Street Pump Station Replacement Project: Estimated Replacement Cost: \$512,000

The Pump Station is used as the primary pump to feed the Humbug Tank zones with Barham Pump Station as a backup. The pump station itself was built around 1950 and has exceeded its useful life for the electrical components and the below-grade pump area is deteriorating. Improvements include adding a second pump so that the pump station can supply the Humbug Zone as a stand-alone station, which will free up the Barham Pump Station to be moved north as suggested by the Master Plan, if the City is eventually developed into the Northview Estates area. The water main supplying the Pump Station was increased in size during the Fall Creek Improvement Project in anticipation of increasing capacity. The pumps will be a submersible design to mitigate noise in the residential neighborhood and controlled by Variable Frequency Drives to reduce energy costs.

North Well Replacement Project: Estimated Replacement Cost: \$631,000.

The North Well (infiltration gallery) is currently the City’s only emergency backup water source. The well has a water right of about 1.08 million gallons of water per day (750 gpm), which is close to the City’s winter water demand and about 25% of the summer demand. The well was used as one Yreka’s primary water supplies until the completion of the Fall Creek Project in the late 60’s. The well was then designated as an emergency backup source only to be used in conjunction with a boil water notice due to the risk of contamination. Prior efforts to find an alternative local source of sufficient quantity have been unsuccessful and recent water quality analysis on the well appear to reveal that the water supply meets drinking water standards. The well infrastructure is over 65 years old and will need to be replaced and upgraded in order to be sanitary and reliable, but will continue to provide the City with an alternate water supply to augment the existing supply or be used as a backup.

Davis Well Development Project: 4" Test Well Projected Cost: \$42,641

A 4" test well approximately 120 feet deep is being drilled at the corner of Fairlane and Davis Road. If the test well has sufficient capacity and good water quality, a larger well and pump station could be developed on the site to serve as an additional backup water supply for the City.

Rob Taylor
Water Manager



**CITY OF YREKA
CITY COUNCIL MEMORANDUM**

To: Yreka City Council
From: Steven W. Baker, City Manager
Subject: Tennis Courts

Attached is a quote from Beynon for a short term fix of the tennis courts. The quote is for \$40,235 plus tax.

In their cover letter, they indicate that the technique used to keep the high school tennis courts in good shape is not viable because of the condition of our courts. They recommend a full rebuild (this could be in the range of \$200,000+ depending on the method of rebuilding, with a concrete pad being the most expensive)

The quote for another product is for a temporary fix, which probably will require annual maintenance (could be done by our crew). The company has told us that they will not guarantee the product because of the condition of the court.

We have just received this quote and are looking at it, but cannot yet recommend this as a viable alternative because of the possibility that it could be a very short term fix.

Approved by: _____
Steven Baker, City Manager



THE ULTIMATE
SURFACE EXPERIENCE

Dear Mat Bray,

Beynon Sports Surfaces inspected the four outdoor tennis courts at your city park. The repair of a court is ultimately the result of client expectations, and in most cases small cracks are simply patched and the courts are resurfaced. It is explained to the owner that the cracks will reappear and yearly maintenance to reseal the small cracks will be necessary. Resurfacing your court every 7 to 10 years is recommended by California Products, the manufacturer of the Plexipave System.

In recent years the Armor Crack Repair product has proven successful in hiding cracks on the court surface. However, due to the age and condition of the asphalt at your facility, the Armor System is not a viable option. To completely eliminate the cracks an asphalt overlay, stone slip sheet overlay, or pulverization and reconstruction would be required.

After carefully surveying the courts, simply recoating the surface is not a viable option. The original asphalt pad has deteriorated to the point where attempting to repair and resurface would not provide a playing surface which could be guaranteed. Our inspection of the asphalt showed rippling or sprawling which is definite signs that the binders in the asphalt has reached the end of it's functional life span and are no longer holding the asphalt together.

As a member of the American Sports Builders Association Beynon Sports has had great success in rebuilding courts such as yours. If you would like to investigate your options for rebuilding I would be happy to work with you to design a scope of work which would address the process and specific concerns at your facility.

If you have any questions, please call me on my mobile phone at 360-60-5402 or email me at mthompson@beynonsports.com.

Sincerely,



THE ULTIMATE
SURFACE EXPERIENCE

Michael Thompson
Tennis Sales Manager

TO: Matt Bray
City of Yreka

FROM: Michael Thompson
Tennis Sales Manager

EMAIL: mthompson@beynonsports.com

PHONE: 1-360-601-5402

RE: Tennis Court Resurface

Beynon Sports Surfaces presents the following quote to patch and resurface the four tennis courts located in Yreka, CA..

1. TENNIS COURT RESURFACE

SCOPE OF WORK-

- Patch fill cracks and depressions.
- Apply one coat of Acrylic Resurfacer.
- Apply three colorized fortified Plexipave.
- Install game line stripping for four regulation tennis courts.

SURFACING TERMS: \$40,235.00

Cracks will reappear with ground movement and freeze/thaw cycles. Yearly maintenance on your part will be required to re-seal small cracks.

The Four Coat Plexipave System will return your court surface to "like new" condition. California Products Corporation, the manufacturer, recommends re-coating your surface every seven to ten years to extend the life of the court.

Feel free to contact me with any questions regarding this bid. My contact information is located below.

Best Regards,

Michael Thompson
Tennis Sales Manager
1-360-601-5402

**If you agree with the terms and conditions of
this proposal, please sign below and fax/mail back.**

We hereby accept the conditions of this offer stipulated herein.

CONTRACT TOTAL: \$ 40,235.00 plus any applicable taxes

NAME OF PROJECT: City of Yreka Park

Signed this _____ day of _____, 2015

Signature: _____

Printed Name: _____

Billing Name (if different): _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Colors:
Inside _____ Outside _____

Beynon Sports Surfaces, Inc.

Signed this _____ day of _____, 2015

Accepted by: _____

Printed Name: _____

Materials remain property of Beynon Sports Surfaces, Inc. (BSS) until paid in full.

Purchase orders/Contracts should be sent to:

Beynon Sports Surfaces, Inc.

Attention: Lori Johnson

19600 SW 129th Avenue

Tualatin, Oregon 97062

Tel: 800-423-5875 ext. 238 Fax: 503-692-0491

ljohnson@beynonsports.com

This quotation excludes any bonds, design costs, base work or repair of base, union or labor law levies, site security, agency approval or associated fees, fencing, protection of sports surface after completion, supply and installation of any equipment, logos or other unforeseen costs.

The purchase price shall be payable to the contractor by way of check in accordance with the payment schedule. Contractor will issue an invoice to customer upon the occurrence of each of the events listed above, and payment of each invoice is due within ten (10) days following the date of the applicable invoice.

Be sure to visit our website at www.beynonsports.com