



425 Webster Street
Colusa, CA 95932

**CITY COUNCIL
REGULAR MEETING
AGENDA**

January 18, 2022

Closed Session 5:30 pm, Regular Session 6:00 pm

City Hall – City Council Chambers

Public comments can be emailed to: cityclerk@cityofcolusa.com, or dropped off at City Hall by 3:00 pm, January 18, 2022. Council Chambers are open to the public.

Members of the public can view the regular meeting live through Zoom:

<https://us06web.zoom.us/j/86465138081>

Or, join from a phone: (346)248-7799, (720)707-2699, (646)558-8656

Webinar ID: 864 6513 8081

Mayor – Thomas Reische
Mayor Pro Tem – Daniel Vaca
Council Member- Denise Conrado
Council Member – Greg Ponciano
Council Member – Josh Hill

CALL TO ORDER / ROLL CALL

PUBLIC COMMENTS (*The public may comment on item scheduled to be heard during the Closed Session Meeting*)

CLOSED SESSION MEETING – 5:30 PM

- Public Employee Performance Evaluation (§ 54957) Title: City Manager

REGULAR MEETING – 6:00 PM

REPORT ON CLOSED SESSION

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMENTS (*The public to address any item of City business NOT appearing on this Agenda. Speakers must limit their comments to three (3) minutes each. Please note that per Government Code Section 54954.3(a), the City Council cannot take action or express a consensus of approval or disapproval on any public comments regarding matters which do not appear on the printed agenda*)

CONSENT CALENDAR - *All items listed on the Consent Calendar are considered by the Council to be routine in nature and will be enacted by one motion unless an audience member or Council member requests otherwise, in which case, the item will be removed for separate consideration.*

RECOMMENDED

- | | |
|---|---------------------------|
| 1. Council Draft Minutes - Dec. 7 th | <i>Approve</i> |
| 2. Fire Department Monthly Report - December | <i>Receive & File</i> |
| 3. Police Department Monthly Reports (Oct., Nov., Dec.) | <i>Receive & File</i> |
| 4. Planning Department – December Report | <i>Receive & File</i> |
| 5. Finance Department – December Report | <i>Receive & File</i> |
| 6. Warrants List –December | <i>Receive & File</i> |
| 7. Resolution to approve the final map of the Sunrise Landing Subdivision Phase II directing the recording thereof and authorizing Colusa Industrial Properties, a California Corporation and Colusa Industrial Properties, Inc., A California Corporation, as to their respective interest appear of records | <i>Adopt</i> |

COUNCIL MEMBER AND CITY MANAGER REPORTS

COUNCIL CONSIDERATION

8. Subject: City of Colusa’s Donation Policy

Recommendation:

- Council to direct staff to adopt or make modifications to the Draft Donation policies and;
- Council to consider adoption of Resolution 22-__ : A Resolution of the City Council of the City of Colusa approving the City’s Donation Policy.

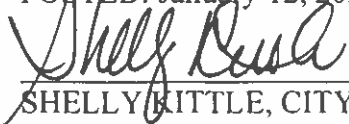
DISCUSSION ITEMS

- ARPA Funds
- CV1 Update
- Prop 68 Update
- Grants Update
- Pirelli Update

FUTURE AGENDA ITEMS

ADJOURNMENT

POSTED: January 12, 2022


SHELLY KITTLE, CITY CLERK

The Regular Colusa City Council meetings are held the first and third Tuesdays of each month at 6:00 pm in the Colusa City Council Chambers located at 425 Webster Street, Colusa California unless otherwise noted above. Copies of open session agenda packets, which are distributed to the City Council, are available on the city's website beginning 72 hours in advance. Additionally, if any reports or documents, which are public records, are distributed to the City Council less than 72 hours before the meeting, those reports, and documents will also be available for public inspection on the website.

In compliance with the Americans with Disabilities Act, persons requiring accommodations for a disability at a public meeting should notify the City Clerk at least 48 hours prior to the meeting at (530) 458-4740 in order to allow the City sufficient time to make reasonable arrangements to accommodate participation in this meeting.

“This institution is an equal opportunity employer and provider.”



425 Webster Street
Colusa, CA 95932

CITY COUNCIL
REGULAR MEETING
MINUTES

December 7, 2021

6:00 pm

City Hall – City Council Chambers

CALL TO ORDER - Mayor Hill called the meeting to order at 6:00 pm.

ROLL CALL - Council Members Ponciano, Reische, Conrado, Vaca and Hill - present.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA – There was council consensus to approve the agenda.

PUBLIC COMMENTS – None.

CONSENT CALENDAR - All items listed on the Consent Calendar are considered by the Council to be routine in nature and will be enacted by one motion unless an audience member or Council member requests otherwise, in which case, the item will be removed for separate consideration.

RECOMMENDED

- | | |
|---|---------------------------|
| 1. Draft Council Minutes – October 19, 21 and November 2, 2021 | <i>Receive & File</i> |
| 2. Treasurer’s Reports - July, August and September 2021 | <i>Receive & File</i> |
| 3. Finance Department – October Report | <i>Receive & File</i> |
| 4. Warrants List – October | <i>Receive & File</i> |
| 5. Application – Our Lady of Guadalupe Procession Parade on Dec. 12 th | <i>Approve</i> |
| 6. Application – Hoblit Christmas Party Street closure - 8 th Street from Main Street South to the alleyway from 4:00 pm – 11:00 pm on Dec. 17 th | <i>Approve</i> |
| 7. Resolution for the City of Colusa Water Consolidation – Walnut Ranch Community Facilities Improvement | <i>Adopt</i> |

ACTION: Council Member Reische recused himself from the Warrants List – Item 4 due to his financial interest with George L. Messick. Motion by Council Member Conrado seconded by Council Member Ponciano to approve the Consent Calendar. Motion passed 5-0 by the following roll-call vote:

AYES: Ponciano, Reische, Conrado, Vaca and Hill.

NOES: None.

ABSENT: None.

COUNCIL MEMBER AND CITY MANAGER REPORTS

Councilmember Ponciano provided updates on meetings he attended.

Councilmember Reische provided updates on meetings he attended.

Councilmember Conrado provided updates on meetings she attended.

Councilmember Vaca provided updates on meetings he attended.

Mayor Hill provided updates on meetings he attended.

City Manager Cain met with Cal Trans regarding the “10th and Bridge Street Renovation Project”.

COUNCIL CONSIDERATION

8. Subject: Consideration of a Determination for “Public Convenience or Necessity” for issuance of an Alcohol Beverage License at 624 Fremont Street.

DISCUSSION: City Manager Cain commented on the standard procedure and Community Development Manager Stice was available to answer any questions.

ACTION: With no public comments, Council Member Reische made a motion, seconded by Mayor Hill to adopt **Resolution 21-59** - A Resolution determining that public convenience or necessity is served by issuance of a beer and/or wine license by the State Department of Alcohol Beverage Control for Mercado’s Meat Market located at 624 Fremont Street. Motion passed 5-0 by the following roll-call vote:

AYES: Ponciano, Reische, Conrado, Vaca and Hill.

NOES: None.

ABSENT: None.

9. Subject: Consideration of approving the premium pay to employees out of ARPA (American Relief Plan Act) fund.

DISCUSSION: Finance Director Aziz-Khan presented. City Manager Cain stated December 31, 2023 was the deadline to use all available funds. Council Members asked for a nexus and a plan for the rest of the funds.

ACTION: Council Member Ponciano made a motion, seconded by Council Member Conrado to approve **Option #3** (\$3,000) within **Resolution 21-60** - A Resolution to approve premium pay payment from ARPA (American Relief Plan Act) fund. Motion passed 5-0 by the following roll-call vote:

AYES: Ponciano, Reische, Conrado, Vaca and Hill.

NOES: None.

ABSENT: None.

10. Subject: Consideration of new job description for Grant Writer position.

DISCUSSION: City Manager Cain presented and answered council questions.

PUBLIC COMMENTS: Citizen Ben Felt encouraged the council to focus on the qualifications and accountability of the applicant.

ACTION: Council Member Conrado made a motion, seconded by Council Member Reische to approve the new job description. Motion passed 5-0 by the following roll-call vote:

AYES: Ponciano, Reische, Conrado, Vaca and Hill.

NOES: None.

ABSENT: None.

11. Subject: Consideration of modified job description for a Recreation Coordinator position.

DISCUSSION: City Manager Cain discussed the modified job description and the yearly cost.

ACTION: With no public comments, Mayor Hill made a motion, seconded by Council Member Vaca to approve the modified job description for a Recreation Coordinator position and to proceed to hire. Motion passed 5-0 by the following roll-call vote:

AYES: Ponciano, Reische, Conrado, Vaca and Hill.

NOES: None.

ABSENT: None.

FUTURE AGENDA ITEMS

ARPA Update in January.

Discussion on the transits in town

Flower Planters

Update on Grants.

COUNCIL REORGANIZATION

- Nomination and Selection of Mayor

ACTION: With no public comments, Council Member Vaca made a motion, seconded by Mayor Hill nominating Tom Reische for Mayor. Motion passed 5-0 by the following roll-call vote:

AYES: Ponciano, Reische, Conrado, Vaca and Hill.

NOES: None.

ABSENT: None.

- Nomination and Selection of Mayor Pro-Tem

ACTION: With no public comments, Mayor Hill made a motion, seconded by Council Member Ponciano to nominate Daniel Vaca for Mayor Pro-Tem. Motion passed 5-0 by the following roll-call vote:

AYES: Ponciano, Reische, Conrado, Vaca and Hill.

NOES: None.

ABSENT: None.

REMARKS FROM NEWLY SELECTED MAYOR AND MAYOR-PRO-TEM

Mayor Reische complimented outgoing Mayor Hill for his mayoral services to the City. Council Member Vaca thanked Council for their vote.

ADJOURNED at 6:58 pm

JOSH HILL, MAYOR

Shelly Kittle, City Clerk

COLUSA CITY FIRE DEPARTMENT

Monthly Report, December 2021

Logan Conley, Fire Chief

Emergency Response Data

Emergency Dispatched Calls:	See attached call response data sheets
Mutual/Auto Aid Responses:	See attached call response data Sheets
Strike Team Requests Filled:	7 - strike team deployments for 2021

Meeting Attended

Fire Department Monthly Staff Meeting
Fire Department Meeting (Volunteer Members and Staff Members)
City staff meetings and City Council Meetings

Fire Apparatus

Chief Unit 570	In Service	<p>Note:</p> <p>The new BLS transport unit has been received and is in the planning stage for the fabrication and outfitting. We will be utilizing local fabricators and automotive shops to complete the project.</p> <p><u>* All costs associated with fabricating and outfitting this unit will be paid through the Fire Department Strike Team Fund.</u></p>
BLS Transport 571	In Service	
Type 1 Engine 551	In Service	
Type 2 Engine 552	In Service	
Type 3 Engine 553	In Service	
Type 6 Engine 556	In Service	

See page 2 of 3 and 3 of 3 for call response data for 2021

Colusa Fire Department

Colusa, CA

This report was generated on 1/12/2022 10:35:47 AM

Incident Statistics

Zone(s): All Zones | Start Date: 01/01/2021 | End Date: 12/31/2021

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		448	
FIRE		319	
TOTAL		767	
TOTAL TRANSPORTS (N2 and N3)			
APPARAT US	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS	
T571	27	448	
TOTAL	27	448	
CO CHECKS			
736 - CO detector activation due to malfunction		2	
746 - Carbon monoxide detector activation, no CO		1	
TOTAL		3	
MUTUAL AID			
Aid Type		Total	
Aid Given		61	
Aid Received		14	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
342		45.97	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
City of Colusa FD	0:03:59	0:06:35	
AVERAGE FOR ALL CALLS		0:04:55	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
City of Colusa FD	0:01:27	0:02:09	
AVERAGE FOR ALL CALLS		0:01:41	
AGENCY	AVERAGE TIME ON SCENE (MM:SS)		
Colusa Fire Department	83:23		

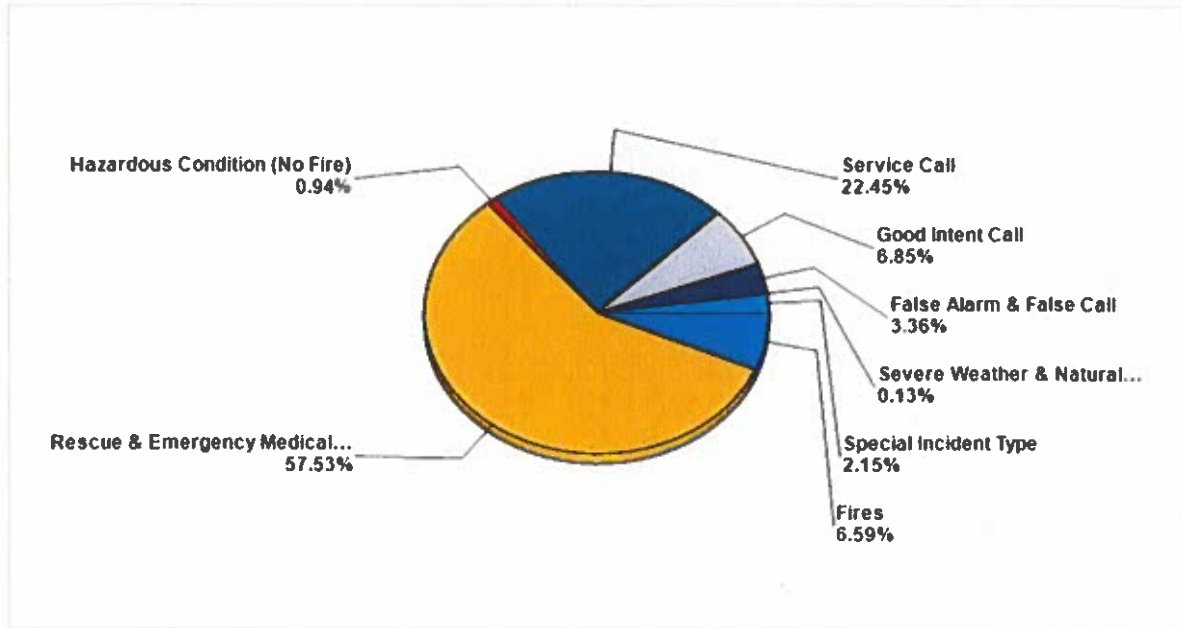
Colusa Fire Department

Colusa, CA

This report was generated on 1/12/2022 10:39:45 AM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2021 | End Date: 12/31/2021



Rescue & Emergency Medical Service	430	7.2
Hazardous Condition (No Fire)	9	0.94%
Service Call	169	22.45%
Good Intent Call	51	6.85%
False Alarm & False Call	27	3.36%
Severe Weather & Natural Disaster	2	0.13%
Special Incident Type	18	2.15%
TOTAL	767	100%

Colusa Police Department

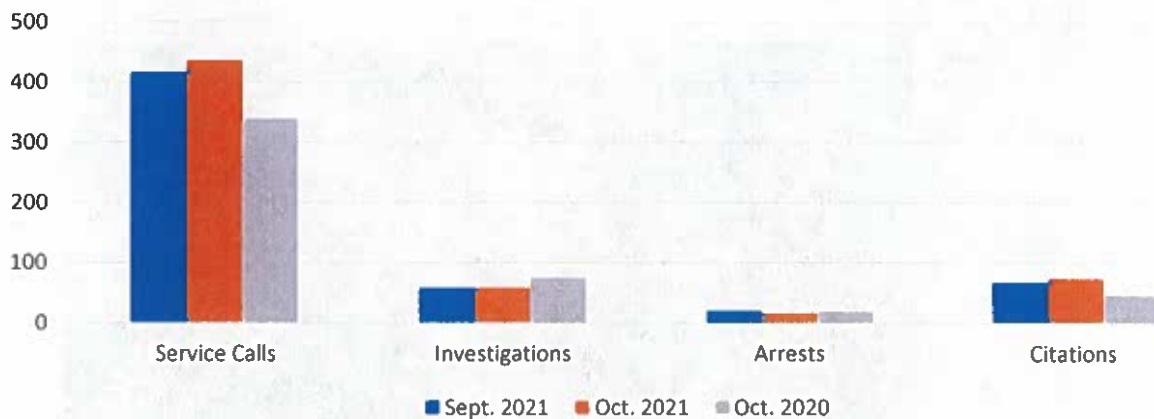
Monthly Report for October 2021

Monthly Activities

- City Council Meetings
- Participated in the Colusa High School Homecoming Parade
- Participated in the Harvest Festival at Burchfield Primary School
- Concealed Weapons Permits interviews and application processing

Monthly Statistics

Patrol Statistics



- There were 436 calls for service for patrol officers with 33 agency assists. This is an increase from September which was 416. The call volume for 2021 began with a significant increase in comparison to 2020. In October 2020, there were 339 calls for service. The calls for service continues to average a 20% increase from 2020. While the increase continues, there aren't any specific trends that can be attributed to the increase; isn't one particular type of crime 'on the rise'. With the recent bail reform, there has been a noticeable amount of individuals arrested in a short period of time; re-offending continues to occur.
- During October 2021, there were 17 in-custody arrests. This continues to be below the monthly average. There were 8 citations issued in lieu of subjects being booked in jail. A vast majority of those citations issued were drug related offenses and driving with a suspended license. There was 1 domestic violence related arrest made in October. There was 1 DUI related arrest made. There were 58 reports initiated with 57 being investigations.
- During the month of October, officers initiated 226 traffic enforcement stops. There were 73 citations issued for various vehicle violations. There were 2 reportable traffic collisions with injuries.

- Beginning in October 2020, the Colusa Police Department began tracking the number of service requests for the police services technician. (These calls for service don't include telephone calls fielded by the Police Services Technician.) During the month of August, the Police Services Technician handled 75 calls for service. Additionally, she continues to handle a significant number of CCW applications. DOJ clearances for CCW applicants continues to experience delays. *Note: The Police Services Technician's calls for service are separate from patrol officers' calls for service.*

Items of Interest

- The Colusa Police Department and Colusa County District Attorney's Office continue to investigate the murder of Giovanni Alcaraz. The integrity of Alcaraz's murder investigation is paramount. It is for this reason that specific details surrounding the events that led up to and the murder itself aren't made public. The Colusa Police Department will not engage nor comment on speculation put forth on social media. The United States Marshal Service is attempting to locate the suspect, Christian Suarez. Suarez is 5-09 in height, 120 pounds, with black hair and brown eyes. An arrest warrant has been issued for Suarez who is pictured below. If anyone has any information related to the location of Suarez and/or the murder of Giovanni Alcaraz, please contact the Colusa Police Department.



- During the month of October there were two traffic collisions, one involving a pedestrian. It is important to remember that vehicles do not automatically have to yield to a pedestrian. Section 21950(b) of the California Vehicle Code states, *"This section does not relieve a pedestrian from the duty of using due care for his/her safety. No pedestrian may suddenly leave a curb or other place of safety and walk or run into the path of a vehicle that is so close as to constitute an immediate hazard. No pedestrian may unnecessarily stop or delay traffic while in a marked or unmarked crosswalk."* It is important to teach children how to safely cross the street. Additionally, it is important that parents not drop their children off at school, specifically Egling Middle School, while stopped in traffic rather than pulling along the curb or into the parking lot. Not only is this is not a safe way to drop off children but it also creates unnecessary traffic congestion on the surrounding streets.

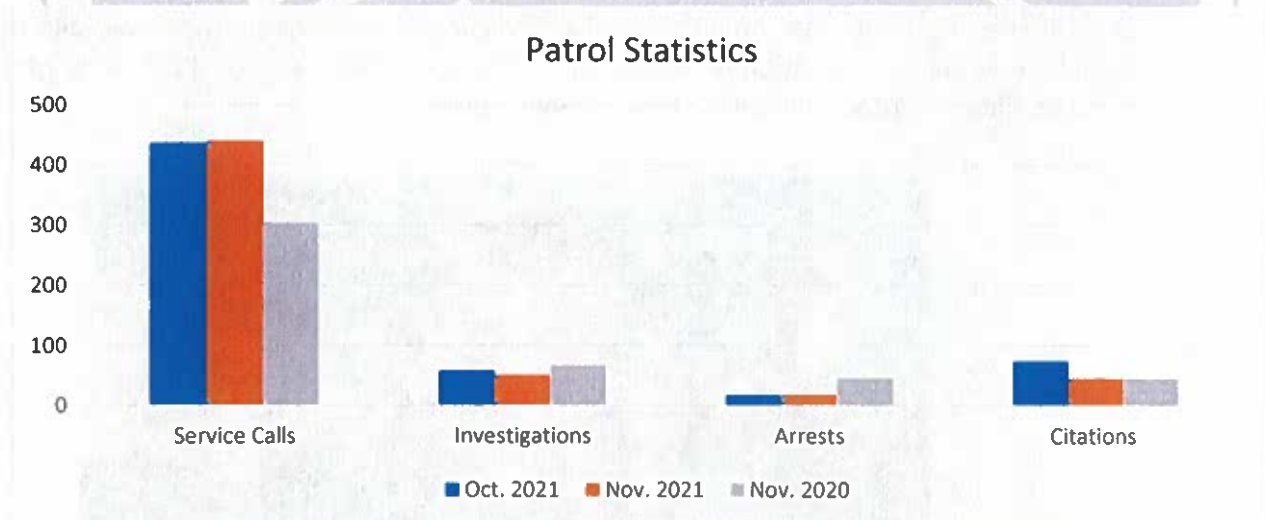
Colusa Police Department

Monthly Report for November 2021

Monthly Activities

- City Council Meetings
- Concealed Weapons Permits interviews and application processing
- Officer Vargas attended an Interview and Interrogation training course

Monthly Statistics



- There were 439 calls for service for patrol officers with 45 agency assists. This is a slight increase from October which was 436. The call volume for 2021 began with a significant increase in comparison to 2020. In November 2020, there were 303 calls for service. The calls for service continues to average a 20% increase from 2020. While the increase continues, there aren't any specific trends that can be attributed to the increase; isn't one particular type of crime 'on the rise'. With the recent bail reform, there has been a noticeable amount of individuals arrested in a short period of time; re-offending continues to occur.
- During November 2021, there were 18 in-custody arrests. This continues to be below the monthly average. There were 2 citations issued in lieu of subjects being booked in jail. A vast majority of those citations issued were drug related offenses. There were 5 domestic violence related arrests made in November. There were 2 DUI related arrests made. There were 52 reports initiated with 51 being investigations.
- During the month of November, officers initiated 259 traffic enforcement stops. There were 45 citations issued for various vehicle violations. There were 2 reportable traffic collisions with injuries.

- Beginning in October 2020, the Colusa Police Department began tracking the number of service requests for the police services technician. (These calls for service don't include telephone calls fielded by the Police Services Technician.) During the month of November, the Police Services Technician handled 94 calls for service. Additionally, she continues to handle a significant number of CCW applications. DOJ clearances for CCW applicants continues to experience delays. *Note: The Police Services Technician's calls for service are separate from patrol officers' calls for service.*

Items of Interest

- The Colusa Police Department and Colusa County District Attorney's Office continue to investigate the murder of Giovanni Alcaraz. The integrity of Alcaraz's murder investigation is paramount. It is for this reason that specific details surrounding the events that led up to and the murder itself aren't made public. The Colusa Police Department will not engage nor comment on speculation put forth on social media. The United States Marshal Service is attempting to locate the suspect, Christian Suarez. Suarez is 5-09 in height, 120 pounds, with black hair and brown eyes. An arrest warrant has been issued for Suarez who is pictured below. If anyone has any information related to the location of Suarez and/or the murder of Giovanni Alcaraz, please contact the Colusa Police Department.



- While the holiday season typically brings many families and friends together, it unfortunately marks a time of year when law enforcement responds to a higher volume of domestic disturbances. Charges associated with domestic violence account for more arrests than those of alcohol related arrests during the month of November. Resources are available for those struggling with domestic violence including Karen's House.

Colusa Police Department

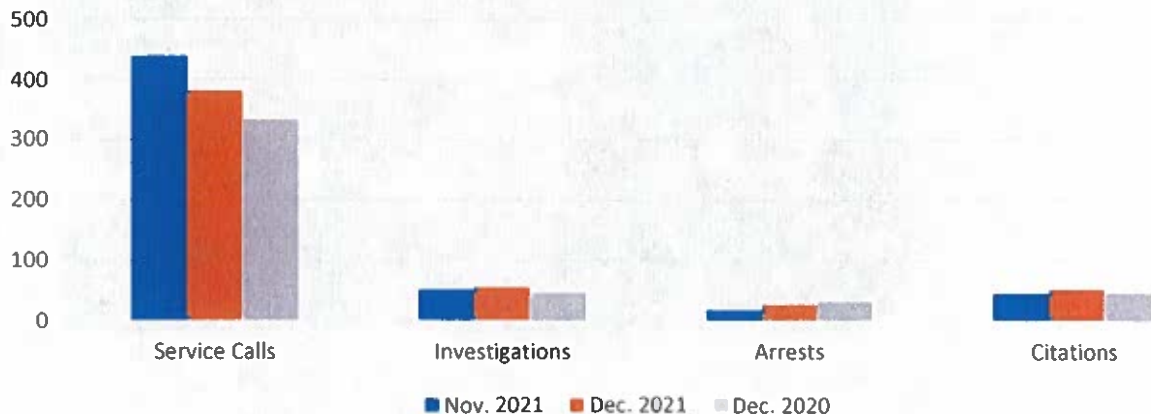
Monthly Report for December 2021

Monthly Activities

- City Council Meetings
- Christmas Tyme in Colusa
- Concealed Weapons Permits interviews and application processing
- Officer Lee and Officer Ram attended Narcotics detection training course
- Shop with a Cop
- City development and review meeting

Monthly Statistics

Patrol Statistics



- There were 381 calls for service for patrol officers with 37 agency assists. This is a decrease from November which was 439. The call volume for 2021 consistently had a higher volume of calls in comparison to 2020. In December 2020, there were 333 calls for service. The calls for service average a 20% increase from 2020.
- During December 2021, there were 26 in-custody arrests. This continues to be below the monthly average. There were 9 citations issued in lieu of subjects being booked in jail. A vast majority of those citations issued were drug related offenses. There were 4 domestic violence related arrests made in December. There were 3 DUI related arrests made. There were 61 reports initiated with 55 being investigations.
- During the month of December, officers initiated 189 traffic enforcement stops. There were 52 citations issued for various vehicle violations. There were no reportable traffic collisions with injuries.

- Beginning in October 2020, the Colusa Police Department began tracking the number of service requests for the police services technician. (These calls for service don't include telephone calls fielded by the Police Services Technician.) During the month of November, the Police Services Technician handled 53 calls for service. Additionally, she continues to handle a significant number of CCW applications. DOJ clearances for CCW applicants continues to experience delays. *Note: The Police Services Technician's calls for service are separate from patrol officers' calls for service.*

Items of Interest

- The Colusa Police Department and Colusa County District Attorney's Office continue to investigate the murder of Giovanni Alcaraz. The integrity of Alcaraz's murder investigation is paramount. It is for this reason that specific details surrounding the events that led up to and the murder itself aren't made public. The Colusa Police Department will not engage nor comment on speculation put forth on social media. The United States Marshal Service is attempting to locate the suspect, Christian Suarez. Suarez is 5-09 in height, 120 pounds, with black hair and brown eyes. An arrest warrant has been issued for Suarez who is pictured below. If anyone has any information related to the location of Suarez and/or the murder of Giovanni Alcaraz, please contact the Colusa Police Department.



- Beginning in January 2022, law enforcement throughout Colusa County is required by the California Department of Justice to compile 'stop data'. The data collected is pursuant to Assembly Bill 953, commonly referred to as Racial and Identity Profiling Act (RIPA). The data includes the age, ethnicity, gender identification, location, and reason for contact. The names of the individuals contacted nor their addresses noted in this data. The most frequent law enforcement contact that this data would be collected is during traffic enforcement stop. The Colusa Police Department has partnered with the company RIPAlog to assist with compiling, processing, and submitting the data to California DOJ. During November and December, officers have been utilizing an application on their department issued cell phone to enter this data. In excess of 300 entries have been compiled. While it takes an officer approximately 1 to 2 minutes to enter data into the cell phone application, the processing and review of this data is somewhat time consuming for the supervisors and adds an additional 1 to 2 hours of work.

- On December 21, 2021 at approximately 1430 hours, Colusa Police Department was dispatched to the 900 block of Jay Street regarding an altercation. CCSO Dispatch advised while law enforcement was in route that an individual had shot another, possibly armed with a bat. Law enforcement from Colusa Police Department and Colusa County Sheriff's Officer arrived on scene and located a male victim with a single gunshot wound to the upper chest area. The individual identified as the shooter, identified as Melvish Sharma of Colusa, was located at the scene and detained without further incident. Subsequently later that evening, he was booked into the Colusa County Jail on the charge of 664/187 PC (Attempted Homicide) and 245(A)(2) PC (Assault with a Deadly Weapon).

After speaking with individuals involved in the altercation and witnesses in the area at the time of the incident along with evidence gathered, it was later determined that Sharma acted in defense of himself and another. The investigation was completed and submitted to the Colusa County District Attorney's Office for review.

A brief press release was submitted to the Pioneer Review the morning following the incident. The information contained a brief synopsis of what occurred and information related to the arrest of Sharma. As with some incidents, social media contributed to speculation of what occurred. This included speculation that this was a 'gang shooting' which is false. While most people want to know what occurred for a variety of reasons including the incident happening near their residence or an overall safety issue, it is crucial in the infancy of an investigation to not release information unique to the investigation that would only be known to the involved parties. It assists in eliminating false information and isolating those who may try to involve themselves in the investigation with dishonest motivations. A victim has a right to keep their identifying information confidential. The victim's 'bill of rights' more commonly known as 'Marcy's Rights' are very specific as to the release of information to the public. The integrity of an investigation is paramount. It ensures a successful prosecution which the victim's of crime are entitled to.

City of Colusa

Planning Department

Monthly Project Report

December 2021

Project Name	Project Type	App Date	Status
Housing Element 2020-28	State Reporting	N/A	Preparing annual report. Addressing various H.E. programs
Municipal Water Efficiency Landscape Ordinance	State Reporting	N/A	Preparing annual report.
Colusa Town Center (Arco) 1601 Hwy. 20	Site Review / Permitting	5-3-21	Arco AM/PM construction drawings under review. Hwy 20/Wescott Road signalization plans under review by Caltrans.
Regional Housing Authority Hwy 20 (south of Wescott)	Site Review	Pending	Guiding applicant on planning / development process.
Genesis Extracts 2876 Niagra	Development Agreement / Use Permit	8-25-21	Processed application. Awaiting business plans and project details from applicant.
Cannabis Ordinance Updates	Zoning Code Amendments	N/A	Planning Commission hearing of 12-8-21 adjourned to 1-12-22.
Greenceutical, LLC 118 Bridge St.	Use Permit / Building		Architectural enhancements under construction.
Compass Leaf Davison Dr.	Use Permit / Building	5-2-18	On-going construction per approved building permits.
Regional Housing Authority Hwy 20 (south of Wescott)	Parcel Map	Pending	Guiding applicant on planning / development process.
Colusa Town Center Mapping	Parcel Map / R.O.W. swap	8-26-21	Processed application. Awaiting map legal descriptions from project engineer.
Colusa Triple Crown East Clay St.	Lot Merger & Parcel Map	7-16-21	Processed application and issued preliminary comments on 8-31-21. Assisting consultant with Phase I Analysis questions.
Tennant Est. Subdivision Wescott Rd.	Final Map / Improv Plans	Pending	Working with applicant to complete final map.
CIP 3 Lot Subdivision Niagra Ave at Otterson Dr	Parcel Map	Pending	Reviewing with City Engineer for code compliance. PC hearing of 12-22-21 adjourned to 1-26-22.
CIP 13-lot Subdivision Niagra Avenue	Parcel Map	6-10-21	Reviewing with City Engineer for code compliance. Approved by PC on 12-8-21.
City - CIP Annexation	Sphere Amendment, GPA, Annexation	N/A	Certified 6-15-21. Completed all requirements to begin collection of eligible property tax revenues 12-3-21

Project Name Project Type App Date Status

Wescott Property Subdivision	Tent. Subdivision Map	Pending	Reviewing concept subdivision layout w/ staff.
Cheney Residential Subdivision 1425 5 th St.	Annexation, Rezoning, Tentative Subdivision Map	1-3-19	Annexation Certified by LAFCO on 12-15-21.
Garcia Parcel Split south 5 th St.	Tentative Parcel Map	9-4-19	Tentative map approved 2-10-21. Processing final map w/ city engineer.
Colusa Farm Credit Subdiv. Davison Dr.	Tentative Parcel Map	Aug. 2020	Preparing for PC hearing on 12-8-21.
Mercado's Meat Market	Public Conv. & Necessity	10-14-21	Preparing report for 12-7-21 City Council
East Annexation Hwy 20 (east of CIP)	Sphere Amendment, GPA, Annexation	pending	Early consultation w/ proponent. Preparing master planning application.



City of Colusa
Finance Department
Monthly Staff Report – December 2021

CDBG-HOME

- Loan monitoring and correspondence.
- HOME 2018 NOFA Award general conditions setup cont'd.
- Devonshire apartments monitoring cont'd
- Home Loan compliance and reporting requirement

Accounts Payable

- Review Income and Expense statements December 2021
- December 2021 Warrant Listing.
- 105 accounts payable processed.
- Staff training on AP functions cont'd

Payroll

- Prepare December 2021 salary allocation transfers.
- December regular payroll.
- Implement (3) regular salary step increase
- Reconciliation of benefits accounts
- Staff training on Payroll function Cont'd.

Accounts Receivable

- Provide continued utility billing customer support.
- 2,167 utility bills mailed.
- (0) bad checks processed.
- 1,840 cash payments processed (utilities, bldg. permits, recreation and pool, encroachment, business license, State and County payments, boat launch fees.
- Boat Launch and State Park Payments
- Updated Backflow record
- 0 Building Permits
- 35 Credit card Payments

City Hall - Customer Services

- 276 customers walk ins.
- 174 utility late notices.

- 232 Water/Sewer shut off for non-payment.
- 9 open utility accounts & adjustments.
- 5 closed utility accounts.
- 276 received phone calls.
- 0 Events/marque and banner applications processed.
- 25 business licenses processed.
- State Park Reservation & Revenue
- 2 public service requests
- Issued 1 Building Permits
- 4 Encroach Permits

General Ledger

- Various correspondence with staff.
- Review the Income and Expense
- November 2021 Bank reconciliation.
- Staff training on General Ledger

Personnel - HR

- Sick and vacation leave accrual monthly report update.
- December 2021 MidAmerica retiree health insurance distribution.
- Workers Compensation claims cont. d.
- Begin migration of MOUs into Employee Handbook continued.
- Employee termination.
- Assistance with employee retirement
- Assist with disability application
- Review NCCSIF monthly Workers Compensation & Liability Reports.
- Provide retirement information to Police Admin. Office Manager.
- Employee Income Verification (1).

Recreation Department

- Monthly Calendar – Colusa Outlook.
- Assist with new recreation programs cont'd
- Basketball sign ups
- Processed recreation programs request

Other

- Various Grants reimbursement reports and follow up

- Work with Corbin Willits on On-Line Bill Pay scheduled for end of November cont'd.
- Begin July 2021 OPEB Valuation due June 30th, 2022. CERBT data extract report cont'd..
- NCCSIF vehicle renewal policy and certification.
- Updated Aflac dental insurance program record.
- Sunrise Landing Developer payment reconciliation and request.
- Merchant Service implemented
- Review SB1 Local Streets & Roads Program upcoming report cont'd
- NCCSIF inquiry about Pool contract with Swim Team and insurance requirements.
- Attended Sidgwick Training.
- Attend HDL meetings
- Attended NCCSIF director's meeting
- Participated in ARPA funding requirement.
- Work in progress with all city assessment district, public notices, and staff reports
- Processed application on Water Arrearages
- Grant Audit completed
- Grant Reimbursement request cont'd
- Numerous public record request cont'd
- Prepared presentation Audit for fiscal year 2020-21

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Check Number	Check Date	Check Amount	Vendor:	Invoice Number	Fund:	Account	Dept.:	Description
59901	12/7/2021	971.52	AFLAC	240360	101	22340		P/R Liab - Long Term Disa
59901 Total		971.52						
59902	12/6/2021	243.84	AIRGAS USA, LLC	911964000	101	52150	320	OXYGEN / FIRE
59902	12/7/2021	42.22	AIRGAS USA, LLC	911987695	101	52150	320	OXYGEN / FIRE
59902 Total		286.06						
59903	12/6/2021	47.01	ARNOLD'S	97362	430	52720	690	EQUIPMENT MAINTENANCE / SEWER
59903	12/6/2021	22.97	ARNOLD'S	97365	430	52720	690	EQUIPMENT MAINTENANCE / SEWER
59903 Total		69.98						
59904	12/6/2021	8.38	AUTOZONE STORES LLC	371044614	101	52720	630	EQUIPMENT MAINTENANCE / STREETS
59904 Total		8.38						
59905	12/7/2021	7.99	BANK OF AMERICA	12/7/2021	101	52500	215	AMAZON / ECON. DEV
59905	12/7/2021	7.99	BANK OF AMERICA	12/7/2021	101	52500	215	AMAZON / ECON. DEV
59905	12/7/2021	13.99	BANK OF AMERICA	12/7/2021	101	52500	215	AMAZON / ECON. DEV
59905	12/7/2021	5.99	BANK OF AMERICA	12/7/2021	101	52500	215	AMAZON / ECON. DEV
59905	12/7/2021	6.99	BANK OF AMERICA	12/7/2021	101	52500	215	AMAZON / ECON. DEV
59905	12/7/2021	279.9	BANK OF AMERICA	12/7/2021	101	52100	210	ZOOM / ADMIN SERVICES
59905	12/7/2021	49.95	BANK OF AMERICA	12/7/2021	101	52500	215	SIGNUPANYWHERE / ECON. DEV.
59905	12/7/2021	140	BANK OF AMERICA	12/7/2021	101	52500	215	FACEBOOK / ECON. DEV.
59905	12/7/2021	18	BANK OF AMERICA	12/7/2021	101	52500	215	WIX.COM / ECON. DEV.
59905	12/7/2021	18	BANK OF AMERICA	12/7/2021	101	52500	215	WIX.COM / ECON. DEV.
59905	12/7/2021	216	BANK OF AMERICA	12/7/2021	101	52500	215	WIX.COM / ECON. DEV.
59905	12/7/2021	203.88	BANK OF AMERICA	12/7/2021	214	52100	710	ADOBE / POLICE
59905	12/7/2021	1.5	BANK OF AMERICA	12/7/2021	101	52500	215	SIGNUPANYWHERE / ECON. DEV.
59905 Total		970.18						
59906	12/6/2021	575	BEHAVIORAL ANALYSIS TRAINI	IV00063	214	51300	710	2021 COURSE REG. / POLICE
59906 Total		575						
59907	12/6/2021	90	JEREMY CAIN	12/6/2021	101	22530		SECTION DEPENDENT CARE PLAN- NOVEMBER
59907	12/6/2021	99.2	JEREMY CAIN	12/7/2021	410	51200	670	BOOT REIMBURSEMENT / WATER
59907	12/6/2021	99.2	JEREMY CAIN	12/7/2021	430	51200	690	BOOT REIMBURSEMENT / SEWER
59907 Total		288.4						
59908	12/6/2021	33.89	CINTAS	410061677	101	51200	630	LINEN MAINTENANCE / STREETS
59908	12/6/2021	33.9	CINTAS	410061677	101	51200	650	LINEN MAINTENANCE / PARKS
59908	12/6/2021	33.89	CINTAS	410133055	101	51200	630	LINEN MAINTENANCE / STREETS
59908	12/6/2021	33.9	CINTAS	410133055	101	51200	650	LINEN MAINTENANCE / PARKS
59908	12/6/2021	33.89	CINTAS	410203092	101	51200	630	LINEN MAINTENANCE/STREETS
59908	12/6/2021	33.9	CINTAS	410203092	101	51200	650	LINEN MAINTENANCE/ PARKS
59908	12/6/2021	60.65	CINTAS	410286277	410	51200	670	LINEN MAINTENANCE / WATER
59908	12/6/2021	60.65	CINTAS	410286277	430	51200	690	LINEN MAINTENANCE / SEWER
59908 Total		324.67						
59909	12/7/2021	198	CLARK PEST CONTROL	29779613	101	52700	610	TERMITE HOME PROTECTION SERVICE / CITY HALL
59909 Total		198						
59910	12/7/2021	300	COLUSA PROFESSIONAL	12/7/2021	101	22400		P/R Liab - Firemen Assoc
59910 Total		300						

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59911	12/7/2021	38.59 DERODA INC.	53096	101	52720	650 EQUIPMENT MAINTENANCE / PARKS
59911	12/7/2021	41.28 DERODA INC.	53261	101	52720	650 EQUIPMENT MAINTENANCE / PARKS
59911	12/7/2021	111.71 DERODA INC.	53295	101	52720	650 EQUIPMENT MAINTENANCE / PARKS
59911	12/7/2021	17.05 DERODA INC.	53317	101	52720	630 EQUIPMENT MAINTENANCE / STREETS
59911	12/7/2021	91.12 DERODA INC.	53328	101	52720	630 EQUIPMENT MAINTENANCE / STREETS
59911	12/7/2021	50.93 DERODA INC.	53390	101	52720	630 EQUIPMENT MAINTENANCE / STREETS
59911	12/7/2021	5.09 DERODA INC.	53396	101	52720	630 EQUIPMENT MAINTENANCE / STREETS
59911	12/7/2021	28.6 DERODA INC.	53536	101	52720	650 EQUIPMENT MAINTENANCE / PARKS
59911	12/7/2021	34.3 DERODA INC.	53564	101	52720	630 EQUIPMENT MAINTENANCE / STREETS
59911	12/7/2021	35.15 DERODA INC.	53572	101	52720	630 EQUIPMENT MAINTENANCE / STREETS
59911	12/7/2021	172.26 DERODA INC.	53642	101	52720	630 EQUIPMENT MAINTENANCE / STREETS
59911	12/7/2021	66.22 DERODA INC.	53645	101	52720	630 EQUIPMENT MAINTENANCE / STREETS
59911	12/7/2021	123.25 DERODA INC.	53656	410	52720	670 EQUIPMENT MAINTENANCE / WATER
59911	12/7/2021	8.68 DERODA INC.	53657	101	52720	630 EQUIPMENT MAINTENANCE / STREETS
59911	12/7/2021	121.91 DERODA INC.	53671	101	52720	630 EQUIPMENT MAINTENANCE / STREETS
59911	12/7/2021	48.88 DERODA INC.	53686	101	52720	630 EQUIPMENT MAINTENANCE / STREETS
59911	12/7/2021	2.64 DERODA INC.	53694	101	52720	630 EQUIPMENT MAINTENANCE / STREETS
59911 Total		997.66				
59912	12/7/2021	325 COMPUTER LOGISTICS	82902	214	52500	710 BARRACUDA MONTHLY SVC (DECEMBER) / POLICE
59912 Total		325				
59913	12/7/2021	70.62 COMCAST	12/6/2021	101	53200	630 SERVICES FROM DEC 01,2021-DEC 30,2021 / STREETS
59913	12/7/2021	145.94 COMCAST	12/7/2021	101	53200	710 SERVICES FROM NOV. 21, 2021-DEC. 20, 2021/POLICE
59913 Total		216.56				
59914	12/7/2021	615 COP WARE, INC.	85856	214	52500	710 LEGAL SOURCEBOOK / POLICE
59914 Total		615				
59915	12/7/2021	578.5 COLUSA POLICE ASSOCIATION	12/7/2021	101	22410	P/R Liab - Police Assoc D
59915 Total		578.5				
59916	12/7/2021	195.82 L.N. CURTIS AND SONS	INV546180	101	51200	710 CLOTHING / POLICE
59916	12/7/2021	55.05 L.N. CURTIS AND SONS	INV546231	101	51200	710 HATS / POLICE
59916	12/7/2021	1647.36 L.N. CURTIS AND SONS	INV547124	101	57100	320 FIRE HOSE (LEVEE FIRE) / FIRE
59916 Total		1898.23				
59917	12/7/2021	3340 DAVIES OIL COMPANY, INC.	67125	101	52270	710 Fuel
59917	12/7/2021	849.93 DAVIES OIL COMPANY, INC.	67125	101	52270	320 Fuel
59917	12/7/2021	148.4 DAVIES OIL COMPANY, INC.	67125	101	52270	650 Fuel
59917	12/7/2021	754.89 DAVIES OIL COMPANY, INC.	67125	101	52270	630 Fuel
59917	12/7/2021	840.7 DAVIES OIL COMPANY, INC.	67125	410	52270	670 Fuel
59917	12/7/2021	483.61 DAVIES OIL COMPANY, INC.	67125	430	52270	690 Fuel
59917	12/7/2021	411.29 DAVIES OIL COMPANY, INC.	382437	101	52270	630 Fuel
59917	12/7/2021	904.94 DAVIES OIL COMPANY, INC.	382537	101	52270	630 Fuel
59917 Total		7733.76				
59918	12/6/2021	17.15 DAVISON DRUG & STATIONERY	74337	101	52100	320 INK / FIRE
59918 Total		17.15				
59919	12/7/2021	53.61 DAVIES CHEVRON	12/6/2021	214	52100	710 REIMBURSEMENT CASE #21-716 / POLICE
59919	12/7/2021	80 DAVIES CHEVRON	12/7/2021	101	52720	710 CARWASH (8) / POLICE

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59919 Total	133.61								
59920	12/7/2021	52 DEPARTMENT OF JUSTICE	PO 64246	101	52430	710 M. JOHNSON			
59920	12/7/2021	52 DEPARTMENT OF JUSTICE	PO 64246	101	52430	710 J. CHATELL			
59920	12/7/2021	52 DEPARTMENT OF JUSTICE	PO 64246	101	52430	710 M. WEST			
59920 Total	156								
59921	12/7/2021	55 FRUIT GROWERS LABORATORY	149227A	430	52520	690 TESTING / SEWER			
59921	12/7/2021	108 FRUIT GROWERS LABORATORY	175969A	430	52520	690 TESTING / SEWER			
59921	12/7/2021	55 FRUIT GROWERS LABORATORY	177446A	430	52520	690 TESTING / SEWER			
59921	12/7/2021	138 FRUIT GROWERS LABORATORY	177531A	430	52520	690 TESTING / SEWER			
59921	12/7/2021	55 FRUIT GROWERS LABORATORY	177554A	430	52520	690 TESTING / SEWER			
59921	12/7/2021	55 FRUIT GROWERS LABORATORY	177704A	430	52520	690 TESTING / SEWER			
59921	12/7/2021	55 FRUIT GROWERS LABORATORY	177771A	430	52520	690 TESTING / SEWER			
59921	12/7/2021	173 FRUIT GROWERS LABORATORY	177855A	430	52520	690 TESTING / SEWER			
59921	12/7/2021	55 FRUIT GROWERS LABORATORY	177891A	430	52520	690 TESTING / SEWER			
59921	12/7/2021	55 FRUIT GROWERS LABORATORY	177950A	430	52520	690 TESTING / SEWER			
59921	12/7/2021	55 FRUIT GROWERS LABORATORY	178093A	430	52520	690 TESTING / SEWER			
59921	12/7/2021	90 FRUIT GROWERS LABORATORY	178161A	430	52520	690 TESTING / SEWER			
59921	12/7/2021	313 FRUIT GROWERS LABORATORY	178247A	430	52520	690 TESTING / SEWER			
59921	12/7/2021	41 FRUIT GROWERS LABORATORY	178248A	430	52520	690 TESTING / SEWER			
59921	12/7/2021	55 FRUIT GROWERS LABORATORY	178257A	430	52520	690 TESTING / SEWER			
59921	12/7/2021	55 FRUIT GROWERS LABORATORY	178296A	430	52520	690 TESTING / SEWER			
59921	12/7/2021	55 FRUIT GROWERS LABORATORY	178354A	430	52520	690 TESTING / SEWER			
59921	12/7/2021	55 FRUIT GROWERS LABORATORY	178620A	430	52520	690 TESTING / SEWER			
59921	12/7/2021	30 FRUIT GROWERS LABORATORY	178968A	410	52520	670 TESTING / WATER			
59921	12/7/2021	55 FRUIT GROWERS LABORATORY	178969A	430	52520	690 TESTING / SEWER			
59921	12/7/2021	55 FRUIT GROWERS LABORATORY	178985A	430	52520	690 TESTING / SEWER			
59921	12/7/2021	18 FRUIT GROWERS LABORATORY	179121A	430	52520	690 TESTING / SEWER			
59921	12/7/2021	55 FRUIT GROWERS LABORATORY	179122A	430	52520	690 TESTING / SEWER			
59921	12/7/2021	55 FRUIT GROWERS LABORATORY	179302A	430	52520	690 TESTING / SEWER			
59921	12/7/2021	30 FRUIT GROWERS LABORATORY	179312A	410	52520	670 TESTING / WATER			
59921	12/7/2021	55 FRUIT GROWERS LABORATORY	179359A	430	52520	690 TESTING / SEWER			
59921 Total	1876								
59922	12/6/2021	500.01 FILEONO, INC		9476	214	710 MAINTENANCE & SUPPORT AGREEMENT OCT 1-DEC 31, 2			
59922 Total	500.01								
59923	12/6/2021	200 GRIFF'S FEED & SEED		347777	101	630 PANTS (JOE MARTINEZ) / STREETS			
59923 Total	200								
59924	12/7/2021	419.05 THE HARTFORD		239690855	997	LIFE INSURANCE PREMIUM			
59924 Total	419.05								
59925	12/7/2021	1368.64 Hinderliter, de Llamas & A	SIN013212	101	52500	230 CONTRACT SERVICES-SALES TAX (OCT-DEC 2021)			
59925 Total	1368.64								
59926	12/6/2021	477.13 HOLT OF CALIFORNIA	SW2400188	101	52720	630 TROUBLESHOOT DIAGNOSTIC / STREETS			
59926 Total	477.13								
59927	12/6/2021	500.54 INTOXIMETERS, INC.		693801	211	710 SAFETY EQUIPMENT / POLICE			
59927	12/6/2021	230.07 INTOXIMETERS, INC.		694285	211	710 DRYGAS / POLICE			

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59927 Total				730.61									
59928	12/7/2021	205.2	JOHNSON PRINTING & DESIGN	205.2	65807	101	52100	220	INSPECTION LABELS / PLANNING				
59929	12/7/2021	10.9	JOHN DEERE FINANCIAL	10.9	2579780	310	59200	650	MOWER LEASE				
59929	12/7/2021	132.59	JOHN DEERE FINANCIAL	132.59	2579780	310	59100	650	MOWER LEASE				
59929	12/7/2021	49.05	JOHN DEERE FINANCIAL	49.05	2579780	253	59200	650	MOWER LEASE				
59929	12/7/2021	596.65	JOHN DEERE FINANCIAL	596.65	2579780	253	59100	650	MOWER LEASE				
59929	12/7/2021	49.05	JOHN DEERE FINANCIAL	49.05	2579780	101	59200	650	MOWER LEASE				
59929	12/7/2021	596.66	JOHN DEERE FINANCIAL	596.66	2579780	101	59100	650	MOWER LEASE				
59929 Total		1434.9		1434.9									
59930	12/7/2021	13.03	LIFE-ASSIST INC.	13.03	1154100	101	52150	320	INSTANT COLD PACK / FIRE				
59930 Total		13.03		13.03									
59931	12/6/2021	16.06	GEORGE L. MESSICK CO.	16.06	534921/1	101	52700	630	BUILDING MAINTENANCE / STREETS				
59931	12/6/2021	4.28	GEORGE L. MESSICK CO.	4.28	536457/1	101	52720	650	EQUIPMENT MAINTENANCE / PARKS				
59931	12/7/2021	144.34	GEORGE L. MESSICK CO.	144.34	544109/1	101	52720	650	EQUIPMENT MAINTENANCE / PARKS				
59931	12/7/2021	10.73	GEORGE L. MESSICK CO.	10.73	544129/1	101	52720	650	EQUIPMENT MAINTENANCE / PARKS				
59931	12/7/2021	10.71	GEORGE L. MESSICK CO.	10.71	545575/1	101	52720	630	EQUIPMENT MAINTENANCE / STREETS				
59931	12/7/2021	40.07	GEORGE L. MESSICK CO.	40.07	545749/1	101	52720	650	EQUIPMENT MAINTENANCE / PARKS				
59931	12/7/2021	31.09	GEORGE L. MESSICK CO.	31.09	545750/1	101	52720	650	EQUIPMENT MAINTENANCE / PARKS				
59931	12/7/2021	53.06	GEORGE L. MESSICK CO.	53.06	545762/1	310	52720	650	EQUIPMENT MAINT. / PARKS				
59931	12/7/2021	45.02	GEORGE L. MESSICK CO.	45.02	546086/1	101	52720	650	EQUIPMENT MAINTENANCE / PARKS				
59931	12/7/2021	43.95	GEORGE L. MESSICK CO.	43.95	546145/1	101	52720	650	EQUIPMENT MAINTENANCE / PARKS				
59931	12/7/2021	18.22	GEORGE L. MESSICK CO.	18.22	546191/1	101	52720	650	EQUIPMENT MAINTENANCE / PARKS				
59931	12/6/2021	30.01	GEORGE L. MESSICK CO.	30.01	546315/1	101	52700	320	TRASH BAGS / FIRE				
59931	12/7/2021	6.41	GEORGE L. MESSICK CO.	6.41	546562/1	101	52720	650	EQUIPMENT MAINTENANCE / PARKS				
59931	12/7/2021	16.22	GEORGE L. MESSICK CO.	16.22	546566/1	101	52720	630	EQUIPMENT MAINTENANCE / STREETS				
59931	12/7/2021	29.7	GEORGE L. MESSICK CO.	29.7	546659/1	101	52720	630	EQUIPMENT MAINTENANCE / STREETS				
59931	12/7/2021	16.08	GEORGE L. MESSICK CO.	16.08	546715/1	101	52200	320	SAFETY EQUIPMENT / FIRE				
59931	12/7/2021	14.99	GEORGE L. MESSICK CO.	14.99	546766/1	101	52110	610	SUPPLIES / CITY HALL				
59931	12/6/2021	62.18	GEORGE L. MESSICK CO.	62.18	546811/1	101	52720	650	EQUIPMENT MAINTENANCE / PARKS				
59931	12/7/2021	51.44	GEORGE L. MESSICK CO.	51.44	546861/1	101	52270	320	FUEL / FIRE				
59931	12/6/2021	13.41	GEORGE L. MESSICK CO.	13.41	546871/1	101	52720	630	FASTENERS / STREETS				
59931	12/7/2021	8.56	GEORGE L. MESSICK CO.	8.56	546966/1	101	53800	320	COFFEE MAKER CLEANER / FIRE				
59931	12/7/2021	160.86	GEORGE L. MESSICK CO.	160.86	546969/1	101	53800	320	COFFEE MAKER / FIRE				
59931	12/7/2021	105.6	GEORGE L. MESSICK CO.	105.6	547022/1	101	52720	630	EQUIPMENT MAINTENANCE / STREETS				
59931	12/7/2021	6.42	GEORGE L. MESSICK CO.	6.42	K45738/1	101	52720	630	EQUIPMENT MAINTENANCE / STREETS				
59931	12/7/2021	9.64	GEORGE L. MESSICK CO.	9.64	K45744/1	101	52110	650	SUPPLIES / PARKS				
59931	12/7/2021	23.13	GEORGE L. MESSICK CO.	23.13	K46400/1	101	52700	320	BUILDING MAINT. / FIRE				
59931	12/7/2021	52.48	GEORGE L. MESSICK CO.	52.48	K46535/1	101	52700	320	BUILDING MAINTENANCE / FIRE				
59931	12/6/2021	53.59	GEORGE L. MESSICK CO.	53.59	K46543/1	101	52700	320	BUILDING MAINTENANCE / FIRE				
59931 Total		1078.25		1078.25									
59932	12/7/2021	536.61	MES VISION	536.61	12/7/2021	997	22330		VISION INSURANCE PREMIMS				
59932 Total		536.61		536.61									
59933	12/7/2021	2150	MetLife Investors	2150	12/7/2021	101	22510		P/R Liab - Deferred Comp				

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59933 Total		2150								
59934	12/6/2021	728.83	MME, MUNICIPAL MAINT., EQ	0165565-I				101	52720	630 EQUIPMENT MAINTENANCE / STREETS
59934 Total		728.83								
59935	12/7/2021	36.75	MT. SHASTA SPRING WATER		437255	101			53300	630 5 GAL SPRING WATER / STREETS
59935	12/7/2021	2.15	MT. SHASTA SPRING WATER		437987	101			52100	230 COOLER RENTAL / FINANCE
59935	12/7/2021	2.15	MT. SHASTA SPRING WATER		437988	101			52100	220 COOLER RENTAL / PLANNING
59935	12/6/2021	38.45	MT. SHASTA SPRING WATER		441986	214			52100	710 5 GAL DISTILLED WATER / POLICE
59935	12/7/2021	4.29	MT. SHASTA SPRING WATER		441987	101			53300	630 COOLER RENTAL / STREETS
59935	12/7/2021	10.05	MT. SHASTA SPRING WATER		443841	101			52100	230 5 GAL SPRING WATER / FINANCE
59935	12/7/2021	10.05	MT. SHASTA SPRING WATER		443842	101			52100	220 5 GAL SPRING WATER / PLANNING
59935 Total		103.89								
59936	12/7/2021	1650.93	NORTH VALLEY DIESEL	W52266		101			52720	630 EQUIPMENT MAINTENANCE / STREETS
59936 Total		1650.93								
59937	12/7/2021	728.57	PACE SUPPLY CORP.	87181585-		410			52700	670 BUILDING MAINTENANCE / WATER
59937 Total		728.57								
59938	12/7/2021	2375	WYATT PAXTON		508	101			52500	310 EMAILS, INSPECTIONS, CALLS, & PLAN CHECKS
59938 Total		2375								
59939	12/6/2021	3101.55	PACIFIC GAS AND ELECTRIC		12/6/2021	101			52600	610 Utilities
59939	12/6/2021	974.44	PACIFIC GAS AND ELECTRIC		12/6/2021	101			52600	710 Utilities
59939	12/6/2021	1802.2	PACIFIC GAS AND ELECTRIC		12/6/2021	101			52600	320 Utilities
59939	12/6/2021	733.88	PACIFIC GAS AND ELECTRIC		12/6/2021	101			52600	630 Utilities
59939	12/6/2021	15.13	PACIFIC GAS AND ELECTRIC		12/6/2021	620			52600	630 Utilities
59939	12/6/2021	30.27	PACIFIC GAS AND ELECTRIC		12/6/2021	610			52600	630 Utilities
59939	12/6/2021	6948.15	PACIFIC GAS AND ELECTRIC		12/6/2021	241			52600	630 Utilities
59939	12/6/2021	174.56	PACIFIC GAS AND ELECTRIC		12/6/2021	101			52600	640 Utilities
59939	12/6/2021	695.17	PACIFIC GAS AND ELECTRIC		12/6/2021	101			52600	650 Utilities
59939	12/6/2021	63.48	PACIFIC GAS AND ELECTRIC		12/6/2021	253			52600	640 Utilities
59939	12/6/2021	6134.8	PACIFIC GAS AND ELECTRIC		12/6/2021	410			52600	670 Utilities
59939	12/6/2021	20603.48	PACIFIC GAS AND ELECTRIC		12/6/2021	430			52600	690 utilities
59939	12/6/2021	577.37	PACIFIC GAS AND ELECTRIC		12/6/2021	310			52600	650 utilities
59939 Total		41854.48								
59940	12/7/2021	5385.25	PREMIER ACCESS INSURANCE		12/7/2021	997			22320	DENTAL INSURANCE PREMIUMS
59940 Total		5385.25								
59941	12/7/2021	15.64	QUILL CORPORATION		20906073	101			52100	110 OFFICE SUPPLIES / CITY CLERK
59941 Total		15.64								
59942	12/6/2021	175.35	READING OIL, INC.		313893	101			52270	630 PROPANE / STREETS
59942 Total		175.35								
59943	12/6/2021	93.83	BLAKE HUETH		12/6/2021	410			51200	670 BOOT REIMBURSEMENT / WATER
59943	12/6/2021	93.84	BLAKE HUETH		12/6/2021	430			51200	690 BOOT REIMBURSEMENT / SEWER
59943	12/7/2021	20.16	BLAKE HUETH		12/7/2021	410			51170	670 GYM REIMBURSEMENT DEC 2021 / WATER
59943 Total		207.83								
59944	12/7/2021	241.48	SAM'S CLUB/SYNCHRONY BANK		12/7/2021	101			52700	320 BUILDING MAINTENANCE / FIRE
59944 Total		241.48								
59945	12/7/2021	575	SANDERS HEAVY TOWING		18947	101			52500	710 PROFESSIONAL SERVICES / POLICE

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59955	12/6/2021	64.97 VALLEY TRUCK & TRACTOR CO	1133191	101	52720	650 CHAIN LOOP / PARKS
59955	12/6/2021	889.24 VALLEY TRUCK & TRACTOR CO	1133492	101	52720	650 CHAIN SAW / PARKS
59955	12/6/2021	150.23 VALLEY TRUCK & TRACTOR CO	1133572	101	52720	650 MOWER BLADE / PARKS
59955	12/6/2021	64.97 VALLEY TRUCK & TRACTOR CO	1134345	101	52720	650 CHAIN LOOP / PARKS
59955	12/6/2021	339.03 VALLEY TRUCK & TRACTOR CO	1135384	101	52720	630 BATTERY / STREETS
59955 Total		1508.44				
59956	11/29/2021	101.61 DANA TIDD & RON DUNN	000C11201	410	20310	MQ CUSTOMER REFUND FOR DUN0005
59956 Total		101.61				
59957	11/29/2021	13.22 MANUEL GOMEZ	000C11201	410	20310	MQ CUSTOMER REFUND FOR GOM0060
59957 Total		13.22				
59958	12/7/2021	350 STATE BOARD OF EQUALIZATI	PO 65177	101	52420	220 CHENEY PROPERTY - FILING FEE / PLANNING
59958 Total		350				
59959	12/15/2021	444.41 ALLIANT NETWORKING SERVIC	13484	101	52500	230 MAINT. AGRMNT-JANUARY 2022
59959	12/15/2021	444.41 ALLIANT NETWORKING SERVIC	13484	410	52500	670 MAINT. AGRMNT-JANUARY 2022
59959	12/15/2021	444.39 ALLIANT NETWORKING SERVIC	13484	430	52500	690 MAINT. AGRMNT-JANUARY 2022
59959 Total		1333.21				
59960	12/15/2021	1298.88 AMERIGAS	313007520	430	52600	690 PROPANE / SEWER
59960	12/20/2021	51.6 AMERIGAS	912028877	101	52150	320 OXYGEN / FIRE
59960	12/20/2021	101.76 AMERIGAS	998472616	101	52150	320 OXYGEN / FIRE
59960	12/20/2021	43.7 AMERIGAS	998475387	101	52150	320 PXYGEN / FIRE
59960 Total		1495.94				
59961	12/20/2021	361.67 AT&T	17411829	101	53200	710 SERVICES FROM 11/01/2021-11/30/2021 - POLICE
59961 Total		361.67				
59962	12/20/2021	316.31 AT&T MOBILITY	12/20/2021	101	53200	320 PHONE SERVICES / FIRE
59962 Total		316.31				
59963	12/20/2021	60.65 CINTAS	410422279	410	51200	670 LINEN MAINTENANCE / WATER
59963	12/20/2021	60.65 CINTAS	410422279	430	51200	690 LINEN MAINTENANCE / SEWER
59963	12/20/2021	60.65 CINTAS	410489231	410	51200	670 LINEN MAINTENANCE / WATER
59963	12/20/2021	60.65 CINTAS	410489231	430	51200	690 LINEN MAINTENANCE / SEWER
59963 Total		242.6				
59964	12/15/2021	77.45 COLUSANET, INC	147273	310	52600	650 MONTHLY INTERNET ACCESS / STATE PARK
59964 Total		77.45				
59965	12/20/2021	245.82 DERODA INC.	50625	430	52720	690 BATTERY / SEWER
59965	12/20/2021	942.45 DERODA INC.	51158	101	52720	320 EQUIPMENT MAINTENANCE / FIRE
59965	12/20/2021	61.31 DERODA INC.	51531	101	52720	320 EQUIPMENT MAINTENANCE / FIRE
59965	12/15/2021	85.07 DERODA INC.	53994	101	52720	630 EQUIPMENT MAINTENANCE / STREETS
59965	12/15/2021	300.67 DERODA INC.	54012	101	52720	630 EQUIPMENT MAINTENANCE / STREETS
59965	12/15/2021	50.82 DERODA INC.	54021	101	52720	630 EQUIPMENT MAINTENANCE / STREETS
59965	12/20/2021	138.49 DERODA INC.	54310	101	52720	320 EQUIPMENT MAINTENANCE / FIRE
59965	12/20/2021	25.72 DERODA INC.	54434	101	52110	630 OIL ABSORBENT & CLEAN DEGREASER
59965	12/20/2021	13.75 DERODA INC.	54476	101	52720	630 BATTERY / STREETS
59965	12/20/2021	53.84 DERODA INC.	54670	101	52720	630 EQUIPMENT MAINTENANCE / STREETS
59965 Total		1917.94				
59966	12/20/2021	72.52 COMCAST	12/20/2021	101	53200	320 SERVICES DEC 09, 2021-JAN 08, 2021 / FIRE

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	12/20/2021	230.31 COMCAST		12/20/2021	101	53200	230 SERVICES DEC 13, 2021-JAN 12, 2022 / FINANCE
59966	12/20/2021	230.31 COMCAST		12/20/2021	101	53200	230 SERVICES DEC 13, 2021-JAN 12, 2022 / FINANCE
59966 Total		302.83					
59967	12/20/2021	290.72 CORBIN WILLITS SYSTEMS IN	C112151	12/20/2021	101	53300	230 ENHANCEMENT AND SERVICE FEES
59967	12/20/2021	290.72 CORBIN WILLITS SYSTEMS IN	C112151	12/20/2021	410	53300	230 ENHANCEMENT AND SERVICE FEES
59967	12/20/2021	290.73 CORBIN WILLITS SYSTEMS IN	C112151	12/20/2021	430	53300	230 ENHANCEMENT AND SERVICE FEES
59967 Total		872.17					
59968	12/20/2021	93 DEPARTMENT OF JUSTICE	PO 64234	12/20/2021	101	52430	710 CCW PERMIT: HEATHER NATION / POLICE
59968 Total		93					
59969	12/20/2021	1130 EMSCE911		12/20/2021	101	51300	320 CPR TRAINING / FIRE
59969 Total		1130					
59970	12/15/2021	506 FRUIT GROWERS LABORATORY	178159A	12/15/2021	430	52520	690 TESTING / SEWER
59970	12/15/2021	138 FRUIT GROWERS LABORATORY	178240A	12/15/2021	430	52520	690 TESTING / SEWER
59970	12/15/2021	138 FRUIT GROWERS LABORATORY	178514A	12/15/2021	430	52520	690 TESTING / SEWER
59970	12/15/2021	41 FRUIT GROWERS LABORATORY	178515A	12/15/2021	430	52520	690 TESTING / SEWER
59970	12/15/2021	55 FRUIT GROWERS LABORATORY	178617A	12/15/2021	430	52520	690 TESTING / SEWER
59970	12/15/2021	1480 FRUIT GROWERS LABORATORY	178670A	12/15/2021	430	52520	690 TESTING / SEWER
59970	12/15/2021	1184 FRUIT GROWERS LABORATORY	178671A	12/15/2021	430	52520	690 TESTING / SEWER
59970	12/15/2021	55 FRUIT GROWERS LABORATORY	178764A	12/15/2021	430	52520	690 TESTING / SEWER
59970	12/15/2021	138 FRUIT GROWERS LABORATORY	178768A	12/15/2021	430	52520	690 TESTING / SEWER
59970	12/15/2021	55 FRUIT GROWERS LABORATORY	178802A	12/15/2021	430	52520	690 TESTING / SEWER
59970	12/15/2021	55 FRUIT GROWERS LABORATORY	178888A	12/15/2021	430	52520	690 TESTING / SEWER
59970	12/15/2021	41 FRUIT GROWERS LABORATORY	179226A	12/15/2021	430	52520	690 TESTING / SEWER
59970	12/15/2021	55 FRUIT GROWERS LABORATORY	179227A	12/15/2021	430	52520	690 TESTING / SEWER
59970	12/15/2021	55 FRUIT GROWERS LABORATORY	179435A	12/15/2021	430	52520	690 TESTING / SEWER
59970	12/15/2021	55 FRUIT GROWERS LABORATORY	179474A	12/15/2021	430	52520	690 TESTING / SEWER
59970	12/15/2021	15 FRUIT GROWERS LABORATORY	179517A	12/15/2021	410	52520	670 TESTING / WATER
59970	12/15/2021	55 FRUIT GROWERS LABORATORY	179553A	12/15/2021	430	52520	690 TESTING / SEWER
59970	12/15/2021	55 FRUIT GROWERS LABORATORY	179567A	12/15/2021	430	52520	690 TESTING / SEWER
59970	12/15/2021	55 FRUIT GROWERS LABORATORY	179696A	12/15/2021	430	52520	690 TESTING / SEWER
59970 Total		4231					
59971	12/20/2021	154.83 FRONTIER		12/20/2021	101	53200	230 Communications
59971	12/20/2021	88.74 FRONTIER		12/20/2021	101	53200	220 Communications
59971	12/20/2021	88.74 FRONTIER		12/20/2021	101	53200	610 Communications
59971	12/20/2021	52.28 FRONTIER		12/20/2021	101	53200	230 Communications
59971	12/20/2021	52.28 FRONTIER		12/20/2021	101	53200	220 Communications
59971	12/20/2021	52.28 FRONTIER		12/20/2021	101	53200	650 Communications
59971	12/20/2021	52.28 FRONTIER		12/20/2021	410	53200	670 Communications
59971	12/20/2021	52.28 FRONTIER		12/20/2021	430	53200	690 Communications
59971	12/20/2021	52.28 FRONTIER		12/20/2021	101	53200	310 Communications
59971	12/20/2021	52.29 FRONTIER		12/20/2021	101	53200	640 Communications
59971	12/20/2021	605.98 FRONTIER		12/20/2021	101	53200	710 Communications
59971	12/20/2021	211.69 FRONTIER		12/20/2021	101	53200	320 Communications
59971	12/20/2021	77.97 FRONTIER		12/20/2021	101	53200	630 Communications
59971	12/20/2021	77.97 FRONTIER		12/20/2021	101	53200	650 Communications

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59971	12/20/2021	174.26	FRONTIER	12/20/2021	410	53200	670	Communications
59971	12/20/2021	408.08	FRONTIER	12/20/2021	430	53200	690	Communications
59971	12/20/2021	703.07	FRONTIER	12/20/2021	101	53200	320	Communications
59971 Total		2957.3						
59972	12/15/2021	66	HICKLE, HOLLY	12/15/2021	101	56402	640	REFEREE & SCOREKEEPER FOR YOUTH BASKETBALL / REC
59972 Total		66						
59973	12/15/2021	49.5	PEYTON HUMPHREY	12/15/2021	101	56402	640	REFEREE & SCOREKEEPER FOR YOUTH BASKETBALL
59973 Total		49.5						
59974	12/15/2021	49.5	LONDON MATHEW STEVEN HUN	12/15/2021	101	56402	640	REFEREE & SCOREKEEPER FOR YTH BASKETBALL
59974 Total		49.5						
59975	12/15/2021	338.55	JOHNSON PRINTING & DESIGN	65802	310	52100	650	100 BOAT RAMP PASSES / STATE PARK
59975 Total		338.55						
59976	12/20/2021	2186.97	JONES & MAYER	107153	101	52500	240	ATTORNEY SERVICES / GENERAL FUND RETAINER
59976	12/20/2021	2186.97	JONES & MAYER	107153	410	52500	240	ATTORNEY SERVICES / WATER FUND RETAINER
59976	12/20/2021	2154.32	JONES & MAYER	107153	430	52500	690	ATTORNEY SERVICES / SEWER FUND RETAINER
59976 Total		6528.26						
59977	12/15/2021	49.5	SETH KALISUCH	12/15/2021	101	56402	640	REFEREE & SCOREKEEPER FOR YOUTH BASKETBALL / REC
59977 Total		49.5						
59978	12/15/2021	49.5	LUKE AARON KALFSBEEK	12/15/2021	101	56402	640	REFEREE & SCOREKEEPER FOR YOUTH BASKETBALL
59978 Total		49.5						
59979	12/15/2021	1166.66	JENNIFER LAY-SCHNYDER	121521	101	52500	640	CONSULTING FEES/REC COORDINATOR-DEC 2021
59979 Total		1166.66						
59980	12/15/2021	82.5	ETHAN LAY	12/15/2021	101	56402	640	RECREATION BASKETBALL SUPERVISOR
59980 Total		82.5						
59981	12/15/2021	99	ADDISON KIMBER LAY	12/15/2021	101	56402	640	REFEREE & SCOREKEEPER YTH BASKB / REC
59981 Total		99						
59982	12/20/2021	1793.75	LAURA KATHLEEN LEIDNER	17105	285	52500	230	HPC - TYPESETTING & LAYOUT / FINANCE
59982 Total		1793.75						
59983	12/15/2021	198	BRADEN LYSS	12/15/2021	101	56402	640	RECREATION BASKETBALL SUPERVISOR
59983 Total		198						
59984	12/20/2021	359.92	SARA MARTIN	12/20/2021	214	51300	710	REIMBURSEMENT FOR TRAVEL & TRAINING
59984 Total		359.92						
59985	12/15/2021	500	MARKS, GABRIEL	121521	310	52500	650	COLUSA STATE PARK CAMP HOST-DEC 2021
59985 Total		500						
59986	12/15/2021	20.58	GEORGE L. MESSICK CO.	544940/1	101	52720	650	FASTENERS / PARKS
59986	12/15/2021	5.35	GEORGE L. MESSICK CO.	545354/1	101	52720	320	EQUIPMENT MAINTENANCE / FIRE
59986	12/15/2021	26.8	GEORGE L. MESSICK CO.	545470/1	410	52250	670	CHLORINE / WATER
59986	12/15/2021	69.7	GEORGE L. MESSICK CO.	545803/1	430	52700	690	BUILDING MAINTENANCE / SEWER
59986	12/15/2021	2.67	GEORGE L. MESSICK CO.	545839/1	101	52720	630	EQUIPMENT MAINTENANCE / STREETS
59986	12/15/2021	46.92	GEORGE L. MESSICK CO.	546178/1	410	52720	670	EQUIPMENT MAINTENANCE / WATER
59986	12/15/2021	51.45	GEORGE L. MESSICK CO.	546213/1	410	52720	670	EQUIPMENT MAINTENANCE / WATER
59986	12/15/2021	23.54	GEORGE L. MESSICK CO.	547136/1	101	52720	630	EQUIPMENT MAINTENANCE / STREETS
59986	12/20/2021	12.85	GEORGE L. MESSICK CO.	547302/1	101	52110	630	WIRELESS ACCESSORIES / STREETS
59986	12/20/2021	4.92	GEORGE L. MESSICK CO.	547447/1	101	52720	320	BUILDING MAINTENANCE / FIRE

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59986	12/20/2021	21.63	GEORGE L. MESSICK CO.	547480/1	101	52720	630 EQUIPMENT MAINTENANCE / FIRE
59986	12/20/2021	48.23	GEORGE L. MESSICK CO.	547553/1	101	52720	320 EQUIPMENT MAINTENANCE / FIRE
59986	12/20/2021	19.28	GEORGE L. MESSICK CO.	547744/1	101	52110	650 BLUE GLOVES / PARKS
59986	12/20/2021	52.53	GEORGE L. MESSICK CO.	547862/1	101	52720	630 EQUIPMENT MAINTENANCE / STREETS
59986	12/20/2021	80.43	GEORGE L. MESSICK CO.	547893/1	101	52700	630 HEATER TOWER / STREETS
59986	12/15/2021	69.43	GEORGE L. MESSICK CO.	547906/1	101	52110	610 ANTI-SLIP TAPE / CITY HALL
59986	12/20/2021	28.86	GEORGE L. MESSICK CO.	547956/1	101	52720	320 EQUIPMENT MAINTENANCE / FIRE
59986	12/20/2021	26.79	GEORGE L. MESSICK CO.	548237/1	101	52110	650 STAPLEGUN & STAPLES / PARKS
59986	12/15/2021	96.51	GEORGE L. MESSICK CO.	K45715/1	430	52700	690 BUILDING MAINTENANCE / SEWER
59986 Total		708.47					
59987	12/20/2021	17.45	MT. SHASTA SPRING WATER	447486	214	52100	710 5 GAL DISTILLED WATER / WATER
59987 Total		17.45					
59988	12/15/2021	1897.25	NORTH VALLEY BARRICADE,IN	972	101	52750	630 STORM COVER, 2-WAY SIGN & CUSTOM DETOUR / STREET
59988 Total		1897.25					
59989	12/20/2021	8.19	ON-SITE SAFETY SERVICES,	41730	101	52150	320 MEDICAL-SUPPLIES / FIRE
59989 Total		8.19					
59990	12/15/2021	1587.3	PAC MACHINE COMPANY, INC.	85128	430	52720	690 RENTAL FLYGT / SEWER
59990 Total		1587.3					
59991	12/20/2021	1047.63	POSITIVE PROMOTIONS, INC.	6861491	214	52110	710 SUPPLIES / POLICE
59991 Total		1047.63					
59992	12/21/2021	21.83	QUILL CORPORATION	21674631	101	52100	220 OFFICE SUPPLIES / PLANNING
59992	12/21/2021	50.38	QUILL CORPORATION	21693366	101	52100	630 OFFICE SUPPLIES / STREETS
59992	12/21/2021	50.38	QUILL CORPORATION	21693366	101	52100	230 OFFICE SUPPLIES / FINANCE
59992 Total		122.59					
59993	12/15/2021	66	ROPER, REESE	12/15/2021	101	56402	640 REFEREE & SCOREKEEPER FOR YOUTH BASKETBALL / BAL
59993 Total		66					
59994	12/20/2021	152.83	ROUGH RYDERZ	419	101	52110	630 30X30 BANNER
59994	12/20/2021	152.83	ROUGH RYDERZ	419	101	52110	230 30X30 BANNER
59994	12/20/2021	152.83	ROUGH RYDERZ	419	101	52110	320 30X30 BANNER
59994	12/20/2021	152.83	ROUGH RYDERZ	419	101	52110	710 30X30 BANNER
59994	12/20/2021	152.83	ROUGH RYDERZ	419	410	52110	670 30X30 BANNER
59994	12/20/2021	152.84	ROUGH RYDERZ	419	430	52110	690 30X30 BANNER
59994 Total		916.99					
59995	12/20/2021	88	SANTA ROSA JUNIOR COLLEGE	12/15/2021	214	51300	710 COURSE FEE (NEWBRIAN & DARREN) / POLICE
59995 Total		88					
59996	12/15/2021	392.94	SUPERIOR TIRE SERVICE	270053	101	52720	630 EQUIPMENT MAINTENANCE / STREETS
59996 Total		392.94					
59997	12/15/2021	17125	SWRCB ACCOUNTING OFFICE	WD0190634	430	52400	690 ANNUAL PERMIT FEE / SEWER
59997	12/15/2021	3326	SWRCB ACCOUNTING OFFICE	WD0190803	430	52400	690 ANNUAL PERMIT FEE C/S-SEWER
59997 Total		20451					
59998	12/21/2021	61.75	TERRY'S SMOG SHOP	12875	101	52720	630 SMOG 99 FORD LIC#1015247 / STREETS
59998	12/21/2021	61.75	TERRY'S SMOG SHOP	12876	101	52720	630 SMOG - 01 FORD LIC#1083940 / STREETS
59998	12/21/2021	61.75	TERRY'S SMOG SHOP	12877	101	52720	630 SMOG-02 FORD F250 LIC#1083978 / STREETS
59998	12/21/2021	61.75	TERRY'S SMOG SHOP	12878	101	52720	630 SMOG 07 CHEVY LIC#1215606 / STREETS

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59998	12/21/2021	61.75 TERRY'S SMOG SHOP	13965	410	52720	670 SMOG 17 RAM 2500 LIC#1505857 / WATER
59998 Total		308.75				
59999	12/20/2021	12283.65 ULINE, INC.	142288155	263	52110	215 8" RECTANGLE PICNIC TABLES / ECON. DEV.
59999 Total		12283.65				
60000	12/15/2021	132.5 U. S. POST OFFICE	121521	410	52100	670 BULK POSTAGE FOR UTILITY BILLS/WATER
60000	12/15/2021	132.5 U. S. POST OFFICE	121521	430	52100	690 BULK POSTAGE FOR UTILITY BILLS/SEWER
60000 Total		265				
60001	12/15/2021	60 COLUSA COUNTY PIONEER REV 2021-5240		101	53100	220 PUBLIC HEARING -PLANNING COMMISSION
60001 Total		60				
60002	12/15/2021	272.42 XEROX CORPORATIONS	2944849	101	53300	230 PRINTER LEASE CONTRACT 11/18-12/17/20
60002	12/15/2021	272.42 XEROX CORPORATIONS	2944849	101	53300	220 PRINTER LEASE CONTRACT 11/18-12/17/20
60002	12/15/2021	272.41 XEROX CORPORATIONS	2944849	101	53300	215 PRINTER LEASE CONTRACT 11/18-12/17/20
60002 Total		817.25				
60003	12/28/2021	68823.01 NEXGEN UTILITY MANAGEMENT	3055	430	62696	620 ENGINEER SERVICES (SRF GRANT) - CITY ENGINEER
60003 Total		68823.01				
60004	12/28/2021	467091.4 CWSRF ACCOUNTING OFFICE	12/28/2021	430	59100	690 CWSRF AGREEMENT CONTRACT / SEWER
60004	12/28/2021	248724.08 CWSRF ACCOUNTING OFFICE	12/28/2021	430	59200	690 CWSRF AGREEMENT CONTRACT / SEWER
60004 Total		715815.48				
60005	12/28/2021	146.55 TIM GANGL WEB DEVELOPMENT SITE004		101	52500	215 UPDATING CAROUSEL IMAGE & ADDING COUNCIL ZOOM
60005	12/28/2021	145.55 TIM GANGL WEB DEVELOPMENT SITE004		410	52500	215 UPDATING CAROUSEL IMAGE & ADDING COUNCIL ZOOM
60005	12/28/2021	147.57 TIM GANGL WEB DEVELOPMENT SITE004		430	52500	215 UPDATING CAROUSEL IMAGE & ADDING COUNCIL ZOOM
60005	12/28/2021	1600 TIM GANGL WEB DEVELOPMENT NEW-CITY-		101	52500	215 BUILT COMPLETE WEBSITE FOR CITY OF COLUSA
60005	12/28/2021	1600 TIM GANGL WEB DEVELOPMENT NEW-CITY-		430	52500	215 BUILT COMPLETE WEBSITE FOR CITY OF COLUSA
60005	12/28/2021	1600 TIM GANGL WEB DEVELOPMENT NEW-CITY-		410	52500	215 BUILT COMPLETE WEBSITE FOR CITY OF COLUSA
60005 Total		5239.67				
Grand Total		973963.31				



City of Colusa City Council
STAFF REPORT

DATE: January 18, 2022
TO: Mayor and Members of the City Council
FROM: David Swartz, City Engineer, Through Jesse Cain, City Manager

AGENDA ITEM:

Sunrise Landing Subdivision Phase II Development – Authorization to Record Final Map
Sunrise Landing Phase II

REQUESTED ACTION:

- 1.) Authorize the City Engineer to Sign the Subdivision Map and the City Clerk to Record the Final Map for the Sunrise Landing Phase II Subdivision (43 lots). See Attached

BACKGROUND/ANALYSIS:

Colusa Industrial Properties (CIP) submitted an application for a tentative map to subdivide approximately 57.42 acres of property into 180 single family lots on lands owned by Colusa Industrial Properties lying west of Highway 20 and extending westerly of Sunrise Avenue. The tentative map was then modified in 2018 to eliminate the Agricultural Buffer located along western property boundary previously identified on the tentative map as “remainder”. With the original tentative map there were Conditions of Approval and Development Agreement that was adopted via City Ordinance. An amended development agreement was adopted in 2018 which outlined various terms of the development phasing of the project, and when certain infrastructure items would be installed and the extent of installation etc..

CIP has teamed with a developer, named Blazona Concrete Inc. whom undertook the physical development of the first Phase of the project (40 lots). Blazona and CIP have continued their relationship, and as such Blazona has completed all construction of infrastructure for Phase II of the project which involves the development of 43 additional lots. Upon recordation of the map, the public improvements, i.e. Roads, water, sewer, etc.. constructed within the prescribed right of way becomes the property of the City of Colusa, and the City will take over the operations and maintenance. Additionally, based on previous work to form a regional Community Facilities District, this next phase will automatically be joined into the City CFD 02-2020.

BUDGET IMPACT:

Staff does not anticipate any budgetary impacts to the General Fund to the City.

STAFF RECOMMENDATION:

By the following resolution authorize the execution, signature and recording of the Final Subdivision Map for Phase II.

ATTACHMENTS:

Resolution 22-_____

Exhibit Copy of Final Map

RESOLUTION NO. 22 - __

APPROVE FINAL MAP OF THE SUNRISE LANDING SUBDIVISION PHASE II
DIRECTING THE RECORDING THEREOF AND AUTHORIZING COLUSA
INDUSTRIAL PROPERTIES, A CALIFORNIA CORPORATION AND COLUSA
INDUSTRIAL PROPERTIES, INC., A CALIFORNIA CORPORATION, AS TO THEIR
RESPECTIVE INTEREST APPEAR OF RECORDS

WHEREAS, the Planning Commission of the City of Colusa approved the Tentative map of a Subdivision located on property owned by Colusa Industrial Properties in 2016 and amended in 2018; and

WHEREAS, the Owner, Colusa Industrial Properties, have complied with any and all terms and conditions set forth by the Planning Commission, the Subdivision Ordinance of the City of Colusa and any other applicable state and local law or regulations; and

WHEREAS, the Owner has teamed with a Developer, Blazona Concrete Inc. whom have constructed ALL infrastructure, both on and off site, including but not limited to: streets, sidewalks, drainage facilities, water service, sewer service, dry utilities, joint trench, and landscaping; and

WHEREAS, the Owner and Developer recognizes that by approval of the final map for Subdivision, City has conferred substantial rights upon Owner and Developer, including the right to sell, lease, or finance lots within the Subdivision.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Colusa that it hereby finds that the Final Map of the Sunrise Landing Subdivision Phase II (Exhibit A, attached hereto and incorporated herein by reference) conform to all requirements of the Subdivision Map Act of the State of California and the Colusa Municipal code applicable at the time of conditional approval of Tentative Map for said Subdivision and any rulings there under, and hereby approves said Final Map and directs the directs the Clerk of the City of Colusa to sign the Final Map and take them to the Office of the Recorder of Colusa County, California for recordation.

I certify that the forgoing Resolution was adopted by the Council of the City of Colusa at a regularly scheduled meeting held on January 18th, 2022, by the following votes:

PASSED AND ADOPTED on this 18th day of January 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THOMAS REISCHE, MAYOR

ATTEST:

Shelly Kittle, City Clerk

Exhibit A – Final Map of the Sunrise Landing Subdivision Phase II

OWNER'S STATEMENT

THE UNDERSIGNED, HAVING RECORD TITLE INTEREST IN THE HERON SUBDIVIDED LANDS, DO HEREBY CONSENT TO THE PREPARATION AND RECORDATION OF THIS PLAT OF SUNRISE LANDING SUBDIVISION-PHASE 1 AND OFFER FOR DEDICATION AND DO HEREBY DEDICATE THE FOLLOWING:

1. STRIPS OF LAND INDICATED ON THE MAP AND PARTICULARLY NAMED AS SUNRISE BOULEVARD, PIPER LANE AND KING AIR DRIVE FOR ANY AND ALL PUBLIC USES, INCLUDING BUT NOT LIMITED TO ROADWAYS, EASEMENTS OR RIGHT-OF-WAYS FOR GAS, WALKWAYS, WATER, SEWER, DRAINAGE PIPES, OVERHEAD AND UNDERGROUND WIRES AND CONDUITS FOR ELECTRICAL AND COMMUNICATIONS SERVICES, LANDSCAPING AND ALL APPURTENANCES THERETO.
2. EASEMENTS INDICATED ON THE PLAT AS "P.S.E." (PUBLIC SERVICES EASEMENT). FOR BUT NOT LIMITED TO GAS, WATER, SEWER, STORM DRAINAGE, WALKWAYS OVERHEAD AND UNDERGROUND WIRES AND CONDUITS FOR ELECTRICAL AND ALL APPURTENANCES THERETO. OWNER EXPRESSLY COVENANTS NOT TO UNREASONABLY RESTRICT, OBSTRUCT, OR INTERFERE WITH SAID PUBLIC SERVICES EASEMENT OR THE USE THEREOF BY THE CITY OF COLUSA, ITS AGENTS, OR ANY FRANCHISEE.

BY: EDWIN J. HULBERT, PRESIDENT
BLUE HERON RIDGE, INC.

NOTARY ACKNOWLEDGMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA
 COUNTY OF _____
 ON _____, 2022 BEFORE ME _____ A NOTARY PUBLIC,
 APPEARED _____
 WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THE HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES). AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.
 I CERTIFY UNDER THE PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.
 WITNESS MY HAND.
 SIGNATURE _____ (PRINTED NAME)
 MY PRINCIPAL PLACE OF BUSINESS IS IN _____ COUNTY
 MY COMMISSION EXPIRES : _____
 MY COMMISSION NUMBER : _____



VICINITY MAP
 NOT TO SCALE

RECORDER'S CERTIFICATE

FILED THIS _____ DAY OF _____, 2022, AT _____ M IN
 BOOK _____ OF SUBDIVISION MAPS, AT PAGE _____, AT THE REQUEST OF
 ED HULBERT

ROSE GALLO-VASQUEZ
 COLUSA COUNTY RECORDER

BY: _____
 DEPUTY

FILE NO. _____

FEE: _____

PREPARED BY:
ONES
 NORTH VALLEY ENGINEERING AND SURVEYING
 1547 STARR DRIVE SUITE "J"
 YUBA CITY, CA 95993
 (530) 713-0417

NOTE:
 THIS AMENDED MAP IS BEING FILED FOR APPROVAL BY THE COLUSA CITY COUNCIL AND FOR RECORDATION AT THE OFFICE OF THE COLUSA COUNTY RECORDER'S OFFICE TO AMEND AND SUPERSEDE THAT CERTAIN MAP ENTITLED SUNRISE LANDING PHASE II FILED ON SEPTEMBER 29, 2021 IN BOOK 2 OF SUBDIVISION MAPS AT PAGE 40 COLUSA COUNTY RECORDS.

AMENDED SUBDIVISION MAP
SUNRISE LANDING SUBDIVISION PHASE 2

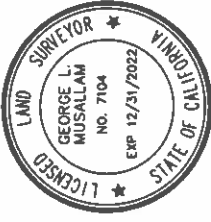
BEING A RESUBDIVISION OF THE REMAINDER PARCEL SHOWN ON THAT CERTAIN FINAL MAP RECORDED IN BOOK 2 OF SUBDIVISION MAPS AT PAGE 37, COLUSA COUNTY RECORDS LYING WITHIN SECTION 5, T 15 N R 1 W M.D.B. & M. CITY OF COLUSA, COLUSA COUNTY CALIFORNIA JANUARY 2021 SHEET 1 OF 4

SURVEYOR STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCES AT THE REQUEST OF ED HULBERT IN APRIL OF 2019. I HEREBY STATE THAT ALL THE MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED OR THAT THEY WILL BE SET IN THOSE POSITIONS BEFORE JUNE 30, 2022, AND THAT THE MONUMENTS ARE, OR WILL BE, SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED, AND THAT THIS FINAL MAP SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP IF ANY.

DATED: _____

GEORGE L. MUSALLAM
PLS 7104 EXP 12/31/2022



CITY ENGINEER'S STATEMENT

I, DAVID L. SWARTZ, CITY ENGINEER OF THE CITY OF COLUSA, DO HEREBY STATE THAT I HAVE EXAMINED THE FINAL MAP OF SUNRISE LANDING SUBDIVISION-PHASE 2 AND FIND IT TO BE SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP AND ANY APPROVED ALTERATIONS THEREOF, AND THAT ALL PROVISIONS OF THE STATE SUBDIVISION MAP ACT AND APPLICABLE CITY ORDINANCES AT THE TIME OF APPROVAL OF THE TENTATIVE ARE IN COMPLIANCE.

DATED: _____

DAVID L. SWARTZ
CITY ENGINEER, RCE 52840

CITY SURVEYOR'S STATEMENT

I, DAVID L. SWARTZ, CITY SURVEYOR OF THE CITY OF COLUSA DO HEREBY STATE THAT I HAVE EXAMINED THE FINAL MAP OF SUNRISE LANDING SUBDIVISION-PHASE 2 AND I AM SATISFIED THAT IT IS TECHNICALLY CORRECT IN ACCORDANCE WITH ALL PROVISIONS OF ARTICLE 3 OF CHAPTER 2 OF THE 2021 STATE SUBDIVISION MAP ACT.

DATED: _____

DAVID L. SWARTZ
CITY SURVEYOR, PLS 8401

CITY PLANNER'S STATEMENT

THIS MAP SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE SUBDIVISION MAP HERETOFORE FILED APPROVED BY THE COLUSA CITY COUNCIL ON APRIL 3, 2018.

DATE: _____
PLANNING DEPARTMENT
CITY OF COLUSA

TAX COLLECTOR'S CERTIFICATE

I, DANIEL A. CHARTER, TAX COLLECTOR OF THE COUNTY OF COLUSA, STATE OF CALIFORNIA, DO HEREBY CERTIFY THAT THERE ARE NO LIENS OF UNPAID TAXES OR SPECIAL DISTRICT TAXES AGAINST ANY OF THE LANDS SHOWN ON THE ACCOMPANYING FINAL MAP.

DATE: _____
DANIEL A. CHARTER
TAX COLLECTOR OF THE COUNTY OF COLUSA
ASSESSOR'S PARCEL NUMBER 017-130-108

CITY CLERK'S CERTIFICATE

I, SHELLY KITTLE, CITY CLERK OF THE CITY OF COLUSA, STATE OF CALIFORNIA, HEREBY CERTIFY THAT THE CITY COUNCIL OF THE CITY OF COLUSA HAS BY RESOLUTION NO. _____ DULY AND REGULARLY ADOPTED BY SAID COUNCIL, ON THE _____ DAY OF _____, 2022, APPROVED THE WITHIN MAP OF SUNRISE LANDING PHASE 2 IN ACCORDANCE WITH THE CONDITIONAL APPROVAL OF THE TENTATIVE MAP, HERETOFORE FILED AND APPROVED, AND BY SAID RESOLUTION HAS ACCEPTED ON BEHALF OF THE PUBLIC ITEMS 1 AND 2 SHOWN IN THE OWNERS OFFER OF DEDICATION.

DATE: _____
SHELLY KITTLE
CITY CLERK, CITY OF COLUSA

**AMENDED SUBDIVISION MAP
SUNRISE LANDING SUBDIVISION PHASE 2**

BEING A RESUBDIVISION OF THE REMAINDER PARCEL SHOWN ON THAT CERTAIN FINAL MAP RECORDED IN BOOK 2 OF SUBDIVISION MAPS AT PAGE 37, COLUSA COUNTY RECORDS LYING WITHIN SECTION 5, T. 15 N R. 1 W M.D.B. & M.

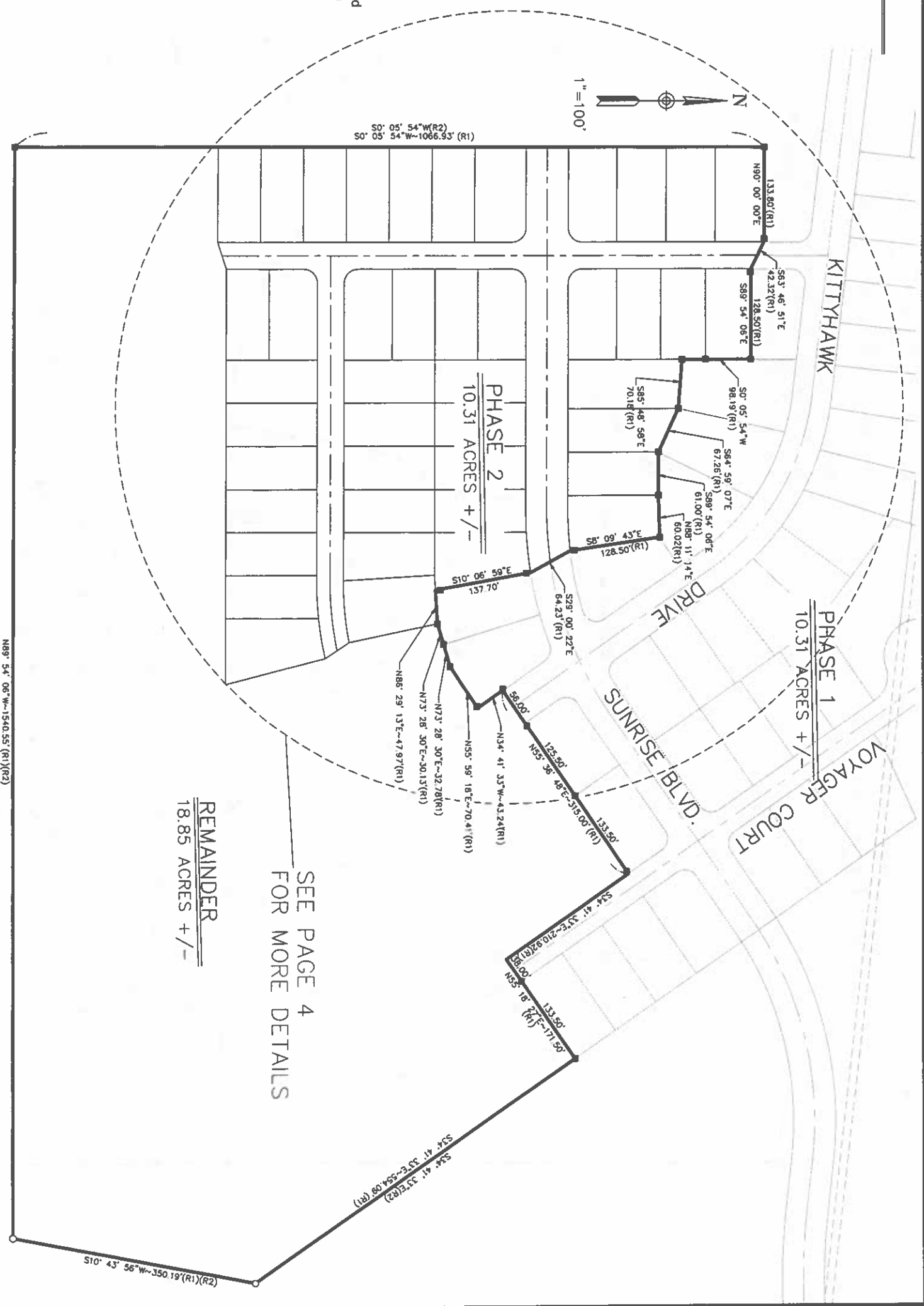
CITY OF COLUSA, COLUSA COUNTY
CALIFORNIA JANUARY 2021

PREPARED BY:
AVES
NORTH VALLEY ENGINEERING AND SURVEYING
1547 STARR DRIVE SUITE "J"
YUBA CITY, CA 95993
(530) 713-0417

RECORD REFERENCES
 R1 BOOK 2 OF SUBDIVISION MAPS PAGE 37
 R2 BOOK 7 OF PARCEL MAPS AT PAGE 82

- LEGEND**
- FOUND 1/2" DIAMETER REBAR WITH PLASTIC CAP STAMPED NVES LS 7104
 - SET 1/2" DIAMETER REBAR WITH PLASTIC CAP STAMPED NVES LS 7104
 - ◆ SET 1/2" DIAMETER REBAR WITH PLASTIC CAP STAMPED NVES LS 7104, 4.50' FROM PROPERTY CORNER ALONG PROPERTY LINE
 - ▲ SET BRASS DISK IN MONUMENT WELL STAMPED LS 7104
 - ▲ FOUND BRASS DISK IN MONUMENT WELL STAMPED LS 7104
 - CALCULATED POINT, NOTHING FOUND OR SET
 - () EMBRACES RECORD DATA
 - M MEASURED
 - B.O.B. BASIS OF BEARING
 - C CALCULATED

Note:
 This Subdivision Lies within the Boundaries of the City of Colusa Community Facilities District No. 02-2020 adopted by the City via Resolution No. 20-36 adopted by the City on September 1st, 2020.



PREPARED BY:
NVES
 NORTH VALLEY ENGINEERING AND SURVEYING
 1547 STARR DRIVE SUITE "J"
 YUBA CITY, CA 95993
 (530) 713-0417

BASIS OF BEARING
 THE BEARING N35° 52'08" W BETWEEN FOUND MONUMENTS AS INDICATED ON THIS MAP AND AS SHOWN ON THAT CERTAIN PARCEL MAP FILED IN BOOK 7 OF PARCEL MAPS AT PAGE 82, COLUSA COUNTY RECORDS IS THE BASIS OF ALL BEARINGS SHOWN ON THIS MAP

AMENDED SUBDIVISION MAP
SUNRISE LANDING SUBDIVISION PHASE 2
 BEING A RESUBDIVISION OF THE REMAINDER PARCEL SHOWN ON THAT CERTAIN FINAL MAP RECORDED IN BOOK 2 OF SUBDIVISION MAPS AT PAGE 37, COLUSA COUNTY RECORDS LYING WITHIN SECTION 5, T 15 N R 1 W M.D.B. & M. CITY OF COLUSA, COLUSA COUNTY
 CALIFORNIA JANUARY 2021 SHEET 3 OF 4

SEE PAGE 4
 FOR MORE DETAILS
REMAINDER
 18.85 ACRES +/-



RECORD REFERENCES

- R1 BOOK 2 OF SUBDIVISION MAPS PAGE 37
- R2 BOOK 7 OF PARCEL MAPS AT PAGE 82

BASIS OF BEARING

THE BEARING N83° 35' 35" W BETWEEN FOUND MONUMENTS AT THE CENTERLINE OF KITTYHAWK DRIVE AS INDICATED ON THIS MAP AND SHOWN ON THE MAP OF SUNRISE LANDING SUBDIVISION PHASE 1 FILED IN BOOK 2 OF SUBDIVISION MAPS AT PAGE 37 COLUSA COUNTY RECORDS IS THE BASIS OF ALL BEARINGS SHOWN ON THIS MAP

LEGEND

- FOUND 1/2" DIAMETER REBAR WITH PLASTIC CAP STAMPED NVES LS 7104
- SET 1/2" DIAMETER REBAR WITH PLASTIC CAP STAMPED NVES LS 7104
- ◆ SET 1/2" DIAMETER REBAR WITH PLASTIC CAP STAMPED NVES LS 7104, 4.50' FROM PROPERTY CORNER ALONG PROPERTY LINE
- ▲ SET BRASS DISK IN MONUMENT WELL STAMPED LS 7104
- ▲ FOUND BRASS DISK IN MONUMENT WELL STAMPED LS 7104
- CALCULATED POINT, NOTHING FOUND OR SET
- () EMBRACES RECORD DATA
- M MEASURED
- B.O.B. BASIS OF BEARING
- C CALCULATED



1" = 60'



LINE TABLE		CURVE TABLE				
LINE #	LENGTH	DIRECTION	CURVE #	LENGTH	RADIUS	DELTA
L1	21.21	S63° 46' 51"E	C1	31.42	20.00	90°00'00"
L2	21.11	S63° 46' 51"E	C2	31.42	20.00	90°00'00"
L3	70.18	S85° 48' 58"E	C3	84.37	431.00	11°12'57"
L4	67.26	S64° 59' 07"E	C4	49.67	469.00	6°04'06"
L5	61.00	S89° 54' 06"E	C5	57.73	469.00	7°03'09"
L6	60.02	N88° 11' 14"E	C6	31.42	20.00	90°00'00"
L7	32.26	S29° 00' 22"E	C7	31.42	20.00	90°00'00"
L8	31.98	S29° 00' 22"E	C8	31.13	526.69	3°23'11"
L9	21.38	N86° 29' 13"E	C9	58.09	526.69	6°19'10"
L10	47.97	N86° 29' 13"E	C10	57.70	470.93	7°01'14"
L11	30.13	N73° 28' 30"E	C11	31.42	20.00	90°00'00"
L12	32.78	N73° 28' 30"E	C12	31.42	20.00	90°00'00"
L13	20.48	S33° 33' 52"E	C13	73.49	547.30	7°41'35"
L14	20.35	S33° 33' 52"E				
L15	20.18	S70° 23' 42"W				
L16	19.85	S73° 16' 21"W				
L17	11.42	S89° 54' 06"E				
L18	3.84	S89° 54' 06"E				
L19	29.89	N89° 54' 06"W				
L20	20.89	N89° 54' 06"W				

**AMENDED SUBDIVISION MAP
SUNRISE LANDING SUBDIVISION PHASE 2**

BEING A RESUBDIVISION OF THE REMAINDER PARCEL SHOWN ON THAT CERTAIN FINAL MAP RECORDED IN BOOK 2 OF SUBDIVISION MAPS AT PAGE 37, COLUSA COUNTY RECORDS LYING WITHIN SECTION 5, T. 15 N R. 1 W M.D.B. & M. CITY OF COLUSA, COLUSA COUNTY CALIFORNIA JANUARY 2021 SHEET 4 OF 4

PREPARED BY:
NVES
NORTH VALLEY ENGINEERING AND SURVEYING
1547 STARR DRIVE SUITE "J"
YUBA CITY, CA 95993
(530) 713-0417



City of Colusa California

STAFF REPORT

DATE: January 18th 2022
TO: City of Colusa Mayor and Council Members
FROM: Jesse Cain, City Manager

AGENDA ITEM:

Subject: City of Colusa's Donation policy

Recommendation: Council to direct staff on whether to adopt or make modifications to the draft Donation policies, and consider adoption of a Resolution

BACKGROUND ANALYSIS: The City of Colusa has always accepted donations from people and business here in Colusa and all around the City. The City for years now have sent out letters asking for the people's support for concerts in the parks and the adult cantina and our recreation programs. A few years ago the City received a donation of a piece of property that the City turned around and made over \$100,000 on. The City of Colusa has always accepted donations since its incorporation this is how we have our City parks. We have done this with no policy in place. The City of Colusa cannot be affective at trying to create a better quality of life for our citizens if we do not accept donations.

Times now have changed and public perspective can be seen in many different ways, this is why it's time that the City of Colusa created a donation policy to ensure the public that we are conducting business in the best interest on our citizens.

The policy is written in a manner that limits the elected officials on who and how much money is donated so that they cannot be accused of doing favors for future projects that may be brought to them at a later date. The City Manager has no vote on items that come before the City Council.

At the January 4th Council meeting there was public input and council discussion on the new donation policy. Attached are two draft policies for your consideration. Option A is a draft that I felt best represented the comments at the last meeting from the majority of the city council. Also included is a draft from Council Member Ponciano and City Attorney Jones.

BUDGET IMPACT: None

STAFF RECOMMENDATION: Take direction from the City Council, and consider approving a Resolution to adopt a donation policy

ATTACHMENTS:

Donation Policy A and B

Resolution 22-

**CITY OF COLUSA
DONATION AND GIFT POLICY**

DRAFT A

Section 1. Purpose

The purpose of this policy is to establish a formal process for acceptance and documentation of **donations, sponsorships, or gifts** made to the City. This policy provides guidance when individuals, community groups, and businesses wish to make donations to the City. This policy also establishes the standards for City employees and City officials regarding the acceptance of gifts during the performance

Whenever possible and practical, donors are encouraged to make donations to a non-profit organization that partners with the City in support of its operations and programs.

Section 2. Types of Donations

Donations may be offered in the form of cash, sponsorship, real or personal property. Designated donations mean those donations or sponsorships that the donor specifies for a particular City department, location, or purpose. Undesignated donations mean those donations that are given to the City for an unspecified use.

Section 3. Consistency with City Interests

Designated donations may only be accepted when they have a purpose consistent with the City's goals and objectives and are in the best interest of Colusa. The City must always consider the public trust and comply with all applicable laws when accepting donations.

Section 4. Acceptance of Undesignated Donations of Cash or Tangible Items

All donations to the City, including offers to employees related to the City, shall immediately be submitted for consideration for acceptance. Based on the value of the donation offered as outlined below, appropriate City staff shall review every donation and determine if the benefits to be derived warrant acceptance of the donation. The following points list the threshold amounts for donation acceptance from an individual or business in a calendar year.

- A. Offers of donations of cash or items valued less than \$5,000 may be accepted by the City Manager.
- B. Offers of donations of cash or items valued more than \$5,000 must be accepted by the City Council. Donations valued at more than \$5,000 shall be accepted through a written agreement consistent with these guidelines and approved by the City Council.
- C. Offers of donations for gratuitous purposes (e.g., holiday gift baskets, etc.) to any employee, department or the City shall be made available to benefit all employees.
- D. All donations received will be documented by City Staff and made available for review by the City Council

Section 5. Acceptance of Designated Donations of Cash or Tangible Items

Based on the value of the donation offer as outlined in Section 3 above, appropriate City staff will review the conditions of any designated donation and determine if the benefits to be derived warrant acceptance of the donation. Criteria for the evaluation include but are not limited to:

- A. Consideration of an immediate or initial expenditure is required in order to accept the donation.
- B. The potential and extent of the City's obligation to maintain, match, or supplement the donation.

Section 6. Acknowledgement of Donations

- A. A Donation Acceptance Form is required to be completed by the City Manager's Office for all donations provided to the City (form attached).
- B. Acknowledgement of the donation should be in writing and be the responsibility of the City Manager. Undesignated donations shall be acknowledged by the City Manager. A copy of the acknowledgement agreement should be forwarded to donors.
- C. The Donor Acceptance Form including the donor names and donation amounts are public information subject to disclosure pursuant to the California Public Records Act.

Section 7. Declined Donations

The City of Colusa reserves the right to decline any donation if, upon review, acceptance of the donation offer is determined in the sole discretion of the City to be not in the best interests of the City.

Section 8. Distribution of Donation

- A. Tangible items will be distributed to appropriate City departments for use or, at the discretion of the City Manager, disposed of in an appropriate manner according to this policy.
- B. All Donations of cash for designated or undesignated donations will be deposited into a separate accounting fund and reported to the City Council.
- C. All Undesignated donations will be distributed at the direction of City Council by resolution or during the annual Budget process.
- D. Designated donations or sponsorships under \$1,000 can be distributed by the City Manager.

Section 9. Dissemination of Information

- A. A copy of each Donation Acceptance Form for accepted donations shall be forwarded for information to the City Council by the City Manager's Office.
- B. A copy of each Donation Acceptance Form for accepted donations shall be forwarded for information to the Finance Department and the designated department for which the donation was assigned.
- C. Each original Donation Acceptance Form shall be maintained by the City Clerk's Office.

Section 10. Solicitation

- A. All solicitation campaigns by the City shall be approved by City Council.
- B. All solicitations will be made in writing or via the City's Website and made available to all residents or businesses within the City's jurisdiction.
- C. At no time may employees directly solicit any individual, business, or business type.

Section 11. Acceptance of Gifts to Employees and/or Elected Officials of the City

- A. Employees and or elected officials of the city shall follow provisions listed in Article VII of the Municipal Code, Conflict of Interest Code, and state law as they relate to the receipt of gifts
- B. Employees and officials of the City are required to be objective and fair in dealing with the public and persons or firms doing business with the City. Employees shall not solicit or accept gifts or gratuities for the performance of their City job responsibilities.
- C. No City official or employee shall directly or indirectly solicit, accept, or attempt to accept any money, fee, credit, gift, gratuity, object of value, or compensation of any kind which the official or employee knows, or has reason to know is being offered:
 - 1) For the purpose of improperly obtaining or rewarding favorable treatment.
 - 2) With interest to influence the official or employee in the discharge of official duties.
 - 3) In consideration of having exercised official powers or performed official duties
- D. Anonymous gifts shall be delivered to the City Manager for appropriate disposition.
- E. This policy does not prohibit a City official from accepting anything of value by way of a gift when such a gift is made to and accepted on behalf of, the City of Colusa. All such gifts to the City shall be forwarded to the City Manager for compliance with this policy whenever possible; the City Manager will ensure that all such gifts are shared by all City staff. An example of such gifts would be those received during holiday periods.
- F. Under the Political Reform Act, public officials and employees are required to disclose certain personal financial holdings as outlined in California Government Code sections 81000-91014. The Fair Political Practices Commission requires all public officials and employees to file a 'conflict-of-interest statement,' known as Form 700. In Schedule D of Form 700, details requirements in reporting gifts of a dollar value and shall be used.
- G. If required, the city will report a donation made to the City to the Fair Political Practices Commission (FPPC) in accordance with the timelines and directives described in title 2, section 18944 of the California Code of regulations.
- H. If a donation to the City is made at an elected officials' behest from a single source in a calendar year, and the donation meets or exceeds the amount established by the FPPC, the elected City official must file a FPPC form 803 with the City Clerk disclosing this information.

CITY OF COLUSA
DONATION AND GIFT POLICY

DRAFT B

Section 1. Purpose

The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the City. This policy provides guidance when individuals, community groups, and businesses wish to make donations to the City. This policy also establishes the standards for City employees and City officials regarding the acceptance of gifts during the performance of City business.

Section 2. Types of Donations

Donations may be offered in the form of cash, real or personal property. Designated donations means those donations that the donor specifies for a particular City department, location, or purpose. Undesignated donations means those donations that are given to the City for an unspecified use.

Section 3. Consistency with City Interests

Designated donations may only be accepted when they have a purpose consistent with the City's goals and objectives and are in the best interest of Colusa. The City must always consider the public trust and comply with all applicable laws when accepting donations.

Section 4. Acceptance of Undesignated Donations of Cash or Tangible Items

All donations to the City, including offers to employees related to the City, shall immediately be submitted for consideration for acceptance. Based on the value of the donation offered as outlined below, appropriate City staff shall review every donation and determine if the benefits to be derived warrant acceptance of the donation. The following points list the threshold amounts for donation acceptance.

- A. Offers of donations of cash or items valued at \$10,000 or below may be accepted by a Department Head.
- B. Offers of donations of cash or items valued more than \$10,000 and up to \$30,000 may be accepted by the City Manager.
- C. Offers of donations of cash or items valued more than \$30,000 must be reviewed by and may be accepted by the City Council. Donations valued at more than \$30,000 shall be accepted through a written agreement consistent with these guidelines and approved by the City Council.

- D. Offers of donations for gratuitous purposes (e.g. holiday gift baskets, etc.) to any employee, department or the City shall be made available to benefit all employees.

Section 5. Acceptance of Designated Donations of Cash or Tangible Items

Based on the value of the donation offer as outlined in Section 3 above, appropriate City staff will review the conditions of any designated donation and determine if the benefits to be derived warrant acceptance of the donation. Criteria for the evaluation include but are not limited to:

- A. Consideration of an immediate or initial expenditure is required in order to accept the donation.
- B. The potential and extent of the City's obligation to maintain, match, or supplement the donation.

Section 6. Acknowledgement of Donations

- A. A Donation Acceptance Form is required to be completed by the receiving Department Head or the City Manager's Office for all donations provided to the City (form attached).
- B. Acknowledgement of the donation should be in writing and be the responsibility of the Department Head who is the beneficiary of the donation. Undesignated donations shall be acknowledged by the City Manager. A copy of the acknowledgement agreement should be forwarded to donors.
- C. The Donor Acceptance Form including the donor names and donation amounts are public information subject to disclosure pursuant to the California Public Records Act.

Section 7. Declined Donations

- A. The City of Colusa reserves the right to decline any donation if, upon review, acceptance of the donation offer is determined in the sole discretion of the City to be not in the best interests of the City.

Section 8. Distribution of Donation

- A. Tangible items will be distributed to appropriate City departments for use or, at the discretion of the Department Head or City Manager, disposed of in an appropriate manner according to this policy.
- B. Donations of cash for designated donations will be deposited into the appropriate revenue account for the designated City department.
- C. Donations of cash for undesignated donations under \$1000 will be deposited into the City's General Fund donation account. Undesignated donations in the amount of \$10,000-\$25,000 will be designated to the Community projects funds Undesignated donations in an amount over \$25,000 will be distributed at the direction of City Council.

Section 9. Dissemination of Information And Solicitation of Donations

- A. A copy of each Donation Acceptance Form for accepted donations shall be forwarded for information to the City Manager's Office.
- B. A copy of each Donation Acceptance Form for accepted donations shall be forwarded for information to the Finance Department and the designated department for which the donation was assigned.
- C. Each original Donation Acceptance Form shall be maintained by the City Clerk's Office.
- D. All solicitation may be made in writing or via City's Website, made available to all residents or business and may advertise in the local papers.

Section 10. Acceptance of Gifts to Employees and/or Elected Officials of the City

- A. Employees and or elected officials of the City shall follow the provisions listed in Article VII of the Municipal Code, Conflict of Interest Code as they relate to the receipt of gifts.
- B. Employees and officials of the City are required to be objective and fair in dealing with the public and persons or firms doing business with the City. Employees shall not solicit or accept gifts or gratuities for the performance of their City job responsibilities.
- C. No City official or employee shall directly or indirectly solicit, accept, or attempt to accept any money, fee, credit, gift, gratuity, object of value, or compensation of any kind which the official or employee knows, or has reason to know is being offered:
 - 1. For the purpose of improperly obtaining or rewarding favorable treatment;
 - 2. With interest to influence the official or employee in the discharge of official duties or;
 - 3. In consideration of having exercised official powers or performed official duties.
- D. Anonymous gifts shall be delivered to the City Manager for appropriate disposition.
- E. This policy does not prohibit a City official from accepting anything of value by way of a gift when such a gift is made to and accepted on behalf of, the City of Colusa. All such gifts to the City shall be forwarded to the City Manager for compliance with this policy whenever possible; the City Manager will ensure that all such gifts are shared by all City staff. An example of such gifts would be those received during holiday periods.
- F. Under the Political Reform Act, public officials and employees are required to disclose certain personal financial holdings as outlined in California Government Code sections 81000-91014. The Fair Political Practices Commission requires all public officials and employees to file a 'conflict-of-interest statement,' known as Form 700. In Schedule D of Form 700, details requirements in reporting gifts of a dollar value and shall be used.
- G. If required, the City will report a donation made to the City to the Fair Political Practices Commission (FPPC) in accordance with the timelines and directives described in title 2, section 18944 of the California Code of Regulations.
- H. If a donation to the City is made at an elected City official's behest from a single source in a calendar year, and the donation meets or exceeds the amount established by the FPPC, the elected City official must file a FPPC Form 803 with the City Clerk disclosing this information.

CITY OF COLUSA

DONATION ACCEPTANCE FORM

Name of Donor: _____

Address: _____ City: _____ State: _____ Zip: _____

Description of donation: _____

Donor estimate of current value: _____

Potential immediate or initial acquisition or installation cost, any on-going maintenance or replacement cost: _____

Intended use: _____

Conditions of acceptance or donor designation: _____

Remarks: _____

City Department receiving donation: _____

APPROVED / DISAPPROVED

Date

Department Head Signature

Date

City Manager Signature

Date Submitted to Council

Date Approved by Council

Date

Mayor Signature

NOTE: The City of Colusa cannot guarantee future funding for repair, maintenance, use or replacement of donated items.
cc: City Council, Finance Department, City Clerk

CITY OF COLUSA

DONATION AND GIFT POLICY ACKNOWLEDGEMENT

I have received and read the City of Colusa Donation and Gift Policy and understand its provisions. I further understand that when I sign this acknowledgement form it will be placed in my personnel file.

Employee (PRINT NAME)

Signature

Date

RESOLUTION NO. 22-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUSA APPROVING
CITY'S DONATION POLICY**

WHEREAS, on January 18, 2022, the City of Colusa City Council adopted the City Donation policy, attached hereto as Exhibit A;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COLUSA DOES HEREBY
RESOLVE:**

1. Recitals. The foregoing recitals are true and correct and made part of this Resolution.
2. Effective Date. This Resolution shall be effective immediately.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

Passed and adopted this 18th day of January 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

TOM REISCHE, MAYOR

ATTEST:

Shelly Kittle, City Clerk

