



**CITY COUNCIL OF AMADOR CITY
DRAFT, REGULAR MEETING AGENDA
TUESDAY, 11 August 2026
6:00 PM**

The agenda for this regular meeting is distributed to the City Council and posted in public locations in Amador City no less than 72 hours prior to the meeting. Any pertinent documents related to Regular Agenda Items will be distributed to Council Members no less than 72 hours prior to the meeting and available at City Hall during City Hall hours.

In-person participation by the public is welcomed. City Council Meetings are broadcast on the City's YouTube channel at: <https://www.youtube.com/@amadorcitycouncil>

Members of the public not attending in-person may submit written comments prior to the meeting by emailing their comment to the City Clerk at city.clerk@amador-city.com before 11:00 AM on the day of the meeting. Emailed public comments will be read during public comment and made part of the official record.

In compliance with the Americans with Disabilities Act, individuals may request disability-related accommodations by contacting the City Clerk before 11:00 AM on the Monday before the Council meeting. City Hall is wheelchair accessible.

CALL TO ORDER

FLAG SALUTE/PLEDGE OF ALLEGIANCE

ROLL CALL/ESTABLISH A QUORUM

Council Members Ambroselli, Bragstad, Sherrill, Testa, Staples

PUBLIC HEARING

1. Introduction and First Reading of Ordinance No.191 "An Ordinance of the City Council of Amador City Changing the Zoning for Assessor's Parcel Number 008-287-007-000 from Residential Single-Family (R-1) to Public & Quasi-Public Space (PS)"

A Second Reading and Passage will be at the Regular City Council Meeting, Tuesday, 8 September 2026. If passed, Ordinance 191 will take effect after 30 days.

Attachment: Ordinance 191
Resolution 653

PRESENTATION *none*

ANNOUNCEMENTS

Resignation Letter from City Treasurer, Lydia Testa, was delivered to the City Clerk, 15 June 2026.
Recommendation: That City Council accept the letter of resignation.
If accepted, announcement of the vacancy and a request for applicants will be posted.
Interviews and Appointment will be at the Regular City Council Meeting, Tuesday, 8 September.

PUBLIC COMMENT

Under provisions of the California Government Code, citizens wishing to address the Council for any matter not on the agenda and within the jurisdiction of Amador City may do so at this time. Please address City Council from the podium. Public comments are limited to five minutes or less.

APPROVAL OF CITY COUNCIL REGULAR MEETING AGENDA 11 AUGUST 2026

CONSENT CALENDAR ITEMS

All matters listed under the Consent Calendar are to be considered routine by the City Council and may be enacted by one motion in the form listed. Any item may be removed for separate discussion and possible action and made part of the regular agenda at the request of a councilmember(s).

2. Regular Meeting Minutes of 14 July 2026
3. Financial Reports
 - financial statements
 - Treasurer's Report
4. Correspondence/Letters

REGULAR AGENDA ITEMS:

5. **Request to Pursue Landmark Designation for the Bunker Hill Mine Powder House.**
Bob Pinotti, Board Member of the Amador Whitney Museum
Discussion and possible action, by motion and vote, regarding a request from the Board of the Amador Whitney Museum to apply for Landmark Designation for the Bunker Hill Mine Powder House on behalf of the city. This designation, if granted, will be part of an application packet for a State Park grant for the restoration of the Powder House.
6. **Updated Agreement Transferring Park and Recreation Impact Fees for Culbert Park**
Discussion and possible action, by motion and vote, regarding a replacement agreement with the County Board of Supervisors for the transfer of Park and Recreation Impact Fees to the City. County Counsel did not find any evidence that original agreement, signed by Amador City in 2025, had been signed by the BOS and requested that a replacement agreement be approved by the city, extending completion of Culbert Park a year.

Attachments: Memorandum, August 2025
 Resolution No. 25-089, establishing Amador City's project, Culbert Park
 Updated Agreement Transferring Park and Recreation Impact Fees

7. **Updated Sewer System Management Plan (SSMP)**
Discussion and possible action by motion and vote to approve Resolution 654 for the updated Amador City Sewer System Management Plan (SSMP). The SSMP is a regulatory document used by public wastewater agencies to properly operate, maintain, and manage collection systems to prevent sewage spills, and requires recertification by the City Council.

Attachment: Resolution 654, A Resolution of the City Council of Amador City Recertifying the SSMP Keeping the City in Compliance with Statewide General Waste Discharge Requirements for Sanitary Sewer Systems
8. **Fire and Flood Mitigation**
Discussion and possible action, through motion and vote, to approve estimates from Zerreitug Landscaping for 2 projects: clearing Amador Creek and maintaining roadway clearance and mitigating fire hazard between seasonal creek and Old Hwy 49.

Attachment: Memo, Flood and Fire Mitigation Measures
 Estimate for Amador Creek
 Estimate for Hwy 49

9. **Reissue the Request for Qualifications (RFQ) for Old Hwy 49 Resurfacing, Ped/Bike Crossings and Sidewalk Improvement Project**
Discussion and possible action, through motion and vote, to approve re-issuing the RFQ for the Old Hwy 49 Project.

Attachment: Memo, Frank Whitmore, City Engineer

10. **Report from Ad Hoc Committee, Readyng Community Hall for Use**
Discussion and possible action, by motion and vote, to approve recommendations from the Ad Hoc Committee regarding needed supplies and materials, appliances that provide value-added to the Community Hall, and direction regarding the DRAFT Community Hall Rental Packet.

Attachments: Report, Ad Hoc Committee, Readyng Community Hall for Use
DRAFT Community Hall Rental Packet

11. **City Hall Staff Positions**
Discussion and possible action, through motion and vote, to approve resolutions pertaining to city staff positions that ensure adherence to both FLSA and Government Code and ensure adequate City Hall staff positions for operational and administrative work.
- 11a) a resolution and updated job description that clarifies the position of municipal maintenance worker as a nonexempt employee, paid a specified hourly salary
 - 11b) a resolution that clarifies the staff position of elected city clerk, with responsibilities detailed in California Government Code, with specified compensation
 - 11c) a resolution that clarifies the staff position of elected city treasurer, with responsibilities detailed in California Government Code, with specified compensation
 - 11d) a resolution re-establishing the position of deputy city clerk, established by Ordinance 150 in 2002, with an updated job description that clarifies the position as a nonexempt employee, paid a specified hourly salary

Attachments: Memo: Elected City Staff Positions/Nonexempt Employees

- 11a) Resolution 655
Job Description: Appointed Municipal Maintenance Worker
- 11b) Resolution 656
Government Code: Elected City Clerk
- 11c) Resolution 657
Government Code: Elected City Treasurer
- 11d) Resolution 658
Job Description: Appointed Deputy City Clerk

12. **Frequency of City Council Meetings**
Discussion and possible action, through motion and vote, to approve a resolution to schedule Regular City Council Meeting twice per month rather than once, resulting in shorter and more efficient meetings, an adequate number of dates for collaborative agencies and entities to schedule addressing city council, meeting of a length that invites public participation.

Attachment: Resolution 659

REPORTS *This section provides an opportunity for a brief verbal status update on committee meetings and activities of Councilmembers and staff. No action will be taken.*

COUNCILMEMBER REPORTS

Councilmember Ambroselli
Councilmember Bragstad
Councilmember Sherrill
Councilmember Staples

CITY ATTORNEY REPORT

STAFF REPORTS

13. Attached, June 2026 Summary Report, Undersheriff Benov

FUTURE AGENDA ITEMS Law Enforcement; IT and Cybersecurity; Community Hall Rental Packet,

ADJOURNMENT

*The next scheduled Regular City Council meeting is Tuesday, 8 September 2026, at 6:00 PM
at Old City Hall/Firehouse at 14203 Main Street/Old Hwy 49*

Agenda Item

1

**AMADOR CITY
Planning Staff Report**

Date: August 11, 2026

Application Type: Rezone & General Plan Amendment from Residential Single Family to Public & Quasi-Public Space

Proposed Project: Fire Station

Applicant: Sutter Creek Fire Protection District

Location: Northeast Corner of Water Street and East School Street (APN 008-287-007-000)

Action:

It is recommended that the City Council conduct a public hearing, approve the first reading of Ordinance 191 to rezone the northeast corner of Water Street and East School Street (APN 008-287-007-000) and review Resolution 2026-653 amending the Amador City General Plan Land Use Designation Map (adoption can occur with the second reading of Ordinance 191).

Project Description:

The City Council has been coordinating with the Sutter Creek Fire Protection District for the development of a fire station on the northeast corner of Water Street and East School Street which requires a General Plan Amendment and rezoning the property from Residential Single-Family (R-1) to Public and Quasi-Public Space (PS).

Environmental Review:

While General Plan Amendments and rezones are typically subject to the California Environmental Quality Act (CEQA), projects which have no possibility of causing an environmental impact can be categorically exempted from CEQA review in accordance with Section 15061(b)(3) of CEQA. The proposed General Plan Amendment and rezone does not increase the intensity of the uses currently allowed by the existing designation and zone. Additionally, the site has already been disturbed by prior development of the site.

Findings:

Should the City Council choose to approve of the requested rezone and general plan amendment the following findings should be made:

1. The zoning amendment ensures and maintains internal consistency with all of the goals, policies, and actions of all elements of the General Plan because the zoning amendment is consistent with the intensity of surrounding land uses;
2. The zoning amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City because of the compatibility of the surrounding existing land uses; and
3. The zoning amendment will not have a significant adverse effect upon the environment.

Ordinance No. 191

An Ordinance of the City Council of Amador City Changing the Zoning for Assessor's Parcel Number 008-287-007-000 from Residential Single-Family (R-1) to Public & Quasi-Public Space (PS)

WHEREAS, the City Council has been coordinating with the Sutter Creek Fire Protection District for the development of a fire station on the northeast corner of Water Street and East School Street which requires rezoning the property from Residential Single-Family (R-1) to Public and Quasi-Public Space (PS); and

WHEREAS, on August 11, 2026 and September 8, 2026, the City Council conducted a duly noticed public hearing ("Hearing") at which all persons wishing to testify in connection with the change zoning were heard and the change was comprehensively reviewed; and

WHEREAS, at the conclusion of the hearing, the City Council instructed staff to file a categorical exemption for the change in zoning.

NOW THEREFORE, the City Council of Amador City does hereby ordain as follows:

SECTION 1. The real property described as Assessor's Parcel Number 008-287-007-000 located at the northeast corner of Water Street and East School Street is hereby changed to have a zoning designation of Public and Quasi Public Space (PS), as that designation is described in the Amador City Municipal Code, Chapter 17.48.

SECTION 2. Based on the entire record before the City Council and all written and oral evidence presented to the City Council, the City Council of Amador City does hereby make the following findings:

1. The zoning amendment ensures and maintains internal consistency with all of the goals, policies, and actions of all elements of the General Plan because the zoning amendment is consistent with the intensity of surrounding land uses;
2. The zoning amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City because of the compatibility of the surrounding existing land uses; and
3. The zoning amendment will not have a significant adverse effect upon the environment.

SECTION 3. The City Planner shall modify the Official Zoning Map of Amador City in accordance with this Ordinance to indicate thereon the zoning applicable to the Subject Property.

SECTION 4. This ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect thirty (30) days from and after the date of its final passage and adoption.

The foregoing ordinance was introduced and the title thereof read at the regular meeting of the City Council the 11th day of August, 2026 and by _____ vote of the Council members present, further reading was waived.

On a motion by Councilmember _____, seconded by Councilmember _____, the foregoing ordinance was duly passed and adopted by the City Council of Amador City at a regular meeting thereof held on this 8th day of September, 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sandra Staples, Mayor

ATTEST:

Joyce Davidson, City Clerk

APPROVED AS TO FORM:

Patrick Keene, City Attorney

Resolution No. 2026-653

A Resolution of the City Council of Amador City Adopting a General Plan Amendment for Vacant Property on East School Street APN 008-287-007-000 Amending the Land Use Designation of the Subject Property from Residential Single-Family to Public and Quasi-Public Space

WHEREAS, the existing Amador City General Plan Land Use Designation designates APN 008-287-007-000 as Residential Single-Family; and

WHEREAS, the City Council has been coordinating with the Sutter Creek Fire Protection District for the development of a fire station on the subject site which requires amending the General Plan Land Use Designation for the property to Public and Quasi-Public Space; and

WHEREAS, the City Council has conducted a public hearing for consideration of the project request; and

WHEREAS, the City Council has considered all the information presented to it including the staff report, information presented by the Sutter Creek Fire Protection District, and public testimony presented in writing and at the meetings;

NOW, THEREFORE, BE IT RESOLVED that the City Council of Amador City does hereby adopt an Amendment of the Amador City General Plan based upon the following findings:

1. The General Plan Amendment ensures and maintains internal consistency with all of the goals, policies, and actions of all elements of the General Plan;
2. The General Plan Amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City; and
3. The General Plan Amendment will not have no effect upon the environment and qualifies for a Categorical Exemption in compliance with The California Environmental Quality Act.

The foregoing resolution was duly passed and adopted by the City Council of Amador City at a regular meeting on the 8th day of September, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF JACKSON

Sandra Staples, Mayor

ATTEST:

Joyce Davidson, City Clerk

Agenda Item 2

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MINUTES OF THE REGULAR MEETING OF THE AMADOR CITY COUNCIL

TUESDAY, JULY 14, 2026

Meeting called to order at 6:00 p.m.

Flag Salute/Pledge of Allegiance

Roll Call – Ambrocelli, Bragstad, Sherrill, Testa, Staples present

Presentation – Mr. Rooney, Amador County Assessor, did not attend

Public Comment – None

Approval of City Council Regular Meeting Agenda July 14, 2026 - Ordinance 190, page 3, date should be July 14 not June 14, addition of Resolution #650 Delinquent Sewer Bills to Tax Roll, Motion by Sherrill, 2nd by Bragstad to approve agenda with above correction and addition, approved unanimously.

Consent Calendar

1. Regular Meeting Minutes of June 9, 2026 -Motion by Testa, 2nd by Ambrocelli, approved unanimously
2. Financial Reports –
 - financial statements
 - Treasurer's report – Motion to approve Financial Reports made by Testa, 2nd by Bragstad, approved unanimously

ORDINANCE

3. Ordinance 190 – An Ordinance of the City of Amador, California, Amending the Municipal Code to Establish Through-Truck ("Thru-Truck) Restrictions Within City Limits Consistent with California Vehicle Code Section 35701. Second reading.
Discussion – Ambroselli – Are signs approved? Encroachments on County roads
Sherrill – No comment
Testa – Have vibration studies been done - No
Bragstad – No comment
Public Comment – Truckers will be warned, does not apply to RV
Ordinance does not take effect until signage in place
Motion by Bragstad, 2nd by Sherrill, approved unanimously

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4. CLEAN UP DAY - Saturday, July 25, 2026, 9am to 12pm. Proof of residence will be required
5. Consideration of Further Action re Appointment of Council Member Stephen M. Testa – Resolved
6. Clarification of Administrative Procedures and Process for Proposed Legal Action by the Attorney – Future Agenda Item
7. Proposed Draft Budget for Fiscal Year 2026-2027 – Motion by Sherrill, 2nd by Bragstad, approved unanimously
8. Resolution #651 Adopting List of Projects for Fiscal Year 2026-2027 Funded by SB 1 The Road Repair and Accountability Act of 2017 – Mostly sidewalk crossings, crosswalks with greater visibility – Motion by Testa, 2nd by Bragstad, approved unanimously.
9. Community Center of Old Grammar School - Ad Hoc Committee established to make recommendations re: clean up, organize, inventory, rental policies and promotion – Motion by Bragstad to establish AD Hoc Committee for Community Center consisting of Bragstad and Staples, 2nd by Ambroselli, approved unanimously.
10. Resolution #652 Memorializing the Approval of Amador Community Wildfire Protection Plan – Sutter Creek and Jackson have approved plan, no public dollars involved, Motion by Bragstad, 2nd by Sherrill, approved unanimously.
11. Law Enforcement – Discussion only, Sherriff office suggested refresh of contract. Present contract good for 2026-2027. Future agenda item.
12. Resolution #653 – Allowing Microtrenching for CVIN Project .An invitation to be extended by City Council to answer citizens questions. To be on August agenda.

CLOSED SESSION – City to advertise for Deputy City Clerk. City Clerk to remain for existing term at same salary.

REPORTS – Ambroselli – none,

Bragstad – ACTC – Bike Path funds available

Sherrill – Pocket Park deck needs repair/replacement. Plans for Powder House
Include roof and replacing stones.

Staples – Culbert Park Problem – Measure K – may get more money

Testa - Will work with Bruce on Committees including Homeless

Request from public for more Deer Crossing signs

Last insurance reimbursement was approximately \$400,000.

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Future agenda items – Zoning, Fire House Lock, AD HOC committee, Microtrenching,
policy procedure manual

Next Council Meeting August 11, 2026

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Agenda Item 3

Agenda Item

4



Sandy Staples <sandy23412346@gmail.com>

Rental Application

1 message

Bhavani Robbins <brobbs83@yahoo.com>

Thu, Jul 23, 2026 at 2:22 PM

Reply-To: Bhavani Robbins <brobbs83@yahoo.com>

To: "sandy.staples@amador-city.com" <sandy.staples@amador-city.com>

Cc: "city.clerk@amador-city.com" <city.clerk@amador-city.com>

Dear Mayor,

I have been a resident of Amador County for 30 plus years and would like to express a concern that I recently encountered.

After being informed by some close friends about an "ADA" unit becoming available I was thrilled. Finding a rental up here is tumultuous. I contacted the property management through Remaxx Realty like i was advised to do and I was shocked by the service I received.

My initial contact with the office left a sour taste. After a couple days without a response I had to follow up and finally got an application. The agent wasn't personable, didn't take the time to answer a few questions or concerns that I had nor acknowledge my texts pertaining to the rental.

I felt there was a certain level of unprofessionalism on their end due to my circumstances (disability/income). Example: I wasn't able to do a viewing on a date that they were doing a group showing. So, I simply asked that if I missed that and set one up privately, would that affect my application status? And, the answer was yes!!! Now that just blew my mind. Second, he also mentioned that it was a first come first serve type of application which kinda also surprised me. I was under the impression it went through the normal screening process. Everything was just upsetting.

Now I understand if the agent was having a rough day, but to be in that line of work and not being able to communicate with your clients is not a good fit. I hope this helps and shines light on the situation.

Thank you for your time.

Sincerely,

Concerned citizen

Yahoo Mail: Search, Organize, Conquer

Agenda Item 5

Agenda Item 6

GENERAL SERVICES ADMINISTRATION

MAIL: 12200-B Airport Road, Jackson, CA 95642

LOCATION: 12200-B Airport Road, Martell, CA

PHONE: (209) 223-6759 **FAX:** (209) 223-0749 **E-MAIL:** gspitzer@amadorcountv.gov



M E M O R A N D U M

TO: Amador County Board of Supervisors

FROM: Glenn Spitzer, GSA Director

DATE: August 12, 2025

RE: Transfer of \$50,000 in development impact fees to the City of Amador for Pavilion and Fencing Project at Culbert Park

Background for DIF funds: In 2020, the Amador County Recreation Agency (ACRA), the County, and the cities approved an updated park and recreation (P&R) plan and nexus study. Under the approved plan, cities collect and maintain the local P&R development impact fees (DIF), and the cities provide the regional funds to ACRA. The cities control the expenditure of the local DIF funds, and ACRA controls the expenditure of the regional DIF funds. ACRA has approximately \$553,000 in this post-2020 DIF fund.

Prior to the 2020 approvals, the County maintained the P&R DIF funds. The County controls the pre-2020 DIF funds and approves the expenditure of those funds. Remaining County pre-2020 DIF funds total approximately \$185,000.

The Government Code encourages local agencies to expend the money as soon as there is enough to fund priority projects listed on the park and recreation capital improvement plan (CIP). The goal is to expend all the pre-2020 DIF funds as soon as possible to avoid penalty, and thereafter to begin expending the post-2020 DIF funds.

The City of Amador seeks \$50,000 for pavilion and fence improvements at Culbert Park. ACRA recommended approval of the transfer of funds for this project. The most recent regional CIP is attached, and it includes the project.

Subject or Key Issue: Whether to adopt a resolution and to enter into a contract to transfer \$50,000 of pre-2020 DIF funds to the City of Amador for pavilion and fence improvements at Culbert Park.

Analysis: Typically, DIF funds should be spent within five years from the time of collection. These park improvements meet the requirements for use of DIF funds because they will expand the use of a regional park and will serve the new development for which the funds were collected.

Alternatives: Do not transfer the funds and increase risk of penalties, or fund other projects instead.

Recommendation: Adopt the proposed resolution authorizing the transfer of the DIF funds for use at Culbert Park.

cc: Chuck Iley, CAO

Attachments: Resolution
Proposed Agreement between City of Amador and Amador County
Project information
Budget Transfer Request
CIP List

BEFORE THE BOARD OF SUPERVISORS OF THE COUNTY
OF AMADOR, STATE OF CALIFORNIA

IN THE MATTER OF:

RESOLUTION AUTHORIZING THE TRANSFER)
OF DEVELOPMENT IMPACT FEES FOR CULBERT)
PARK PAVILION AND FENCE IMPROVEMENTS)

RESOLUTION NO. 25-089

A. WHEREAS, the City of Amador intends to improve Culbert Park with the construction of pavilion and fence improvements; and

B. WHEREAS, the above-referenced improvements fulfill the intended purpose and use for which the park and recreation development impact fees were collected. These improvements will mitigate the impacts from the development for which the fees were collected. The improvements will serve the recreation needs of the residents of the development projects within the County; and

C. WHEREAS, on June 24, 2025, the above-referenced Culbert Park project was added to the capital improvement plan for the Amador County park and recreation development impact fee.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Amador as follows:

1. The Board of Supervisors hereby finds that the above recitals are true and correct.
2. The Board of Supervisors hereby authorizes the Auditor's Office to pay the City of Amador \$50,000 from fund 19000, upon receipt of acceptable claims, and to draw those funds first from the Mid County sub-account (Account No. 20P95685), and then in equal parts from the remaining sub-accounts.
3. The Board of Supervisors hereby authorizes the Chairman to sign a contract with the City of Amador to reimburse the city up to \$50,000 for claims related to the above-referenced pavilion and fence improvements.

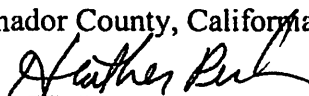
The foregoing resolution was duly passed and adopted by the Board of Supervisors in the County of Amador at a regular meeting thereof, held on the 12th day of August, 2025, by the following vote:

AYES: Jeff Brown, Patrick Crew, Dan Epperson, Logan Carnell, Brian Oneto
NOES: None
ABSENT: None



Jeff Brown, Chairman, Board of Supervisors

ATTEST:
JENNIFER BURNS, Clerk of the Board of Supervisors,
Amador County, California



(Resolution No. 25-089)

(08/12/2025)

AGREEMENT TRANSFERRING PARK AND RECREATION IMPACT FEES

THIS AGREEMENT TRANSFERRING PARK AND RECREATION IMPACT FEES (this "Agreement") is entered into as of _____, 2026 by and between the COUNTY OF AMADOR, a political subdivision of the State of California ("County") and AMADOR CITY, a municipal corporation ("City").

RECITALS

A. In 2007, the County implemented Park and Recreation Impact Fees ("Impact Fees") in order to mitigate impacts to parks and recreation caused by new development in the unincorporated County.

B. The Impact Fees are required by the County in connection with permits for new development within the unincorporated County. In order to best ensure that the Impact Fees are used to offset the impact of the particular residential development that paid the fee, the County is divided into six regions, with the funds generally being expended on new park and recreational facilities within the respective regions.

C. The City has identified potential park and recreation facilities within its incorporated limits to serve new development within the region, including the surrounding unincorporated areas. The City proposes building a pavilion and establishing fencing on land designated as Culburt Park (the "Project").

D. The County's Impact Fee Ordinance provides that in the event the County determines that park and recreational facilities to serve the community should be or are provided by a local agency other than the County, that the County may remit the fees collected to that Agency pursuant to a written agreement.

E. The City requests that the County transfer an amount not to exceed \$50,000 be transferred to the City from the accumulated Impact Fees for completion of the Project. The County, on August 12, 2025, passed Resolution 25-089 agreeing to transfer those fees provided the City agrees to the terms and conditions set forth in this Agreement and authorized the Chairman to sign that Agreement.

NOW, THEREFORE, for valuable consideration, receipt of which is acknowledged, the parties agree as follows:

1. **RECITALS.** The parties acknowledge the truth of the above recitals, which are incorporated into this Agreement by this reference.
2. **TRANSFER OF IMPACT FEES.** Within thirty (30) days of the receipt of one or more claims from the City in a format acceptable by the Amador County Auditor, the County shall reimburse the City for incurred Project costs up to a maximum total of \$50,000 from accumulated County Impact Fees.
3. **CITY'S OBLIGATIONS.**

a. The City shall administer and use the transferred Impact Fees in accordance with terms and conditions set forth in the Mitigation Fee Act (Government Code Section 66000, *et seq.*) and Amador County Code Chapter 7.90.

b. The City shall only use the transferred Impact Fees to reimburse costs incurred towards completion of the Project. The City shall provide County with written notice to the County upon completion of the Project.

c. City agrees to defend, indemnify, and hold harmless the County , its officers, agents, and employees from and against any liability, loss, damage, claims, cause of action, judgments, costs, staff time, losses, expenses, and any other costs of defense arising out of, resulting, or anyway related to the use of Impact Fees on the Project and/or any alleged violations of the Mitigation Fee Act or Amador County Code Chapter 7.90.

4. **TERM.** This Agreement shall expire upon the earlier of completion of the project or 1 year from the date of this Agreement, unless extended in writing by the parties.
5. **NOTICES.** All notices herein provided to be given, or which may be given, by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States Postal Services, certified with return receipt requested, with postage prepaid and addressed as follows:

To City: City Manager
 P.O. Box 200
 Amador City, CA 95601

To County: County Administrative Officer
 810 Court Street
 Jackson, CA 94642

6. **INCORPORATION OF AGREEMENTS AND AMENDMENTS.** This Agreement contains all agreements of the parties with respect to any matter mentioned herein. No other agreement or understanding pertaining to any such matter shall be effective, unless in writing signed by the party to be charged.

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7. **CONSTRUED PURSUANT TO CALIFORNIA LAW; VENUE.** The parties hereto agree that the provisions of this Agreement shall be construed pursuant to the laws of the State of California and that the venue for any action to enforce provisions of this Agreement shall be in Amador County.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

COUNTY OF AMADOR

CITY OF IONE

BY: _____
Chairman, Board of Supervisors

BY: _____
Mayor, Amador City

ATTEST:
Heather Peek, Clerk of the Board of
Supervisors

ATTEST:
City Clerk

BY: _____

APPROVED AS TO FORM:
Office of the County Counsel

BY: _____

APPROVED AS TO FORM:
Counsel for Amador City

BY: _____
Gregory Gillott

BY: _____

Agenda Item

7

RESOLUTION NO. 654

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMADOR CITY RECERTIFYING THE SSMP KEEPING THE CITY IN COMPLIANCE WITH STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS ORDER WQ 2022-0103-DWQ

WHEREAS, this SSMP was updated August 01, 2026, and

WHEREAS, this SSMP will be used to coordinate training for the City of Amador City's employees, and

WHEREAS, this SSMP has the addition of a Water Quality Monitoring Plan, "WQMP", the purpose of which is to implement the requirements for sampling of sanitary sewer overflows, SSO, greater than 50,000 gallons that reach surface waters, and this WQMP is consistent with and supplemental to the City of Amador City's Overflow Emergency Response Plan, Element 6 of its SSMP, and

WHEREAS, this SSMP conforms to the State Water Resources Control Board Waste Discharge Requirements Order No. 2022-0103-DWQ.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby recertifies the SSMP, keeping the City in compliance with statewide general waste discharge requirements for sanitary sewer systems.

The foregoing resolution was duly passed and adopted by the City Council of the City of Amador at a regular meeting on the ____ day of _____ by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sandra Staples, Mayor

ATTEST:

City Clerk

Agenda Item

8



CITY OF AMADOR

INCORPORATED JUNE 2, 1915

California.

Memo: Yearly Projects that Address Flood and Fire Mitigation and Roadway Clearance

Background

For the past three years, Zerreitug Landscaping has provided fire and flood mitigation for the City by cleaning the Amador Creek of debris starting on the east at the cattle fence for Hope Luxemburg's property to the sewer pond on the west. Last year, as a separate project and contract, it cleared Old Hwy 40/Main Street between a seasonal creek paralleling the city parking lot and the highway from the City parking lot south to String Bean Alley.

Recent communication from Sergio Gutierrez, the business owner:

"Based on the last service, it looks like these areas are ready for maintenance again. If you'd like to move forward, I'd be happy to reserve a spot for you ... The pricing would remain the same as your previous service."

The Estimate and Competitive Bidding

Amador City is a General Law City and formal competitive bidding typically kicks in for public projects over \$5,000.

However, Amador City is a participating agency under California Uniform Public Construction Cost Accounting Act. Under CUPCCAA, projects valued at \$75,000 or less can be performed by city force account, negotiated contract, or direct purchase order.

Because \$7,000 falls well below the \$75,000 threshold, Amador City can execute the project using a simplified direct negotiation.

Recommendation: That City Council approve the estimate for fire and flood mitigation for Amador Creek and the estimate for roadway clearance/fire mitigation from the City parking lot south along HWY 49 to String Bean Alley.

Notes:

1. The two projects are distinct, each less than \$10,000, They are independent in geography, timing (not completed with the same crew moving from one project to the next) and, have distinct funding, avoiding any perception of bid-splitting.
2. In the past, the City has been applied for and been awarded a CIRA Grant (amount not known ahead of application) to offset part of the expense for Amador Creek fire and flood mitigation and used streets and roads money for the roadway cleanup/fire mitigation.

Gutierrez Landscaping

PO BOX 983
PLYMOUTH CA 95669
(209) 2566776



ESTIMATE

Date: 07/30/2026

For the attention of

Sandy Staples
(209) 418 1513

Description	Amount	Total price
WEEDING ALONG OLD ROUTE 49	1	\$7.200,00

Breakdown

Weed removal along Old Route 49, from the parking area to String Bean Alley.
Removal and disposal of weeds and green waste.
Final site clean-up.

Total \$7.200,00

Note: This estimate is provided as an initial reference and may be adjusted based on the final scope of work. We appreciate your understanding and trust.

Gutierrez Landscaping

PO BOX 983
PLYMOUTH CA 95669
(209) 2566776



ESTIMATE

Date: 07/30/2026

For the attention of

Sandy Staples
(209) 418 1513

Description	Amount	Total price
AMADOR CREEK CLEAN-UP	1	\$6.300,00
HAULING AWAY (REMOVAL AND DISPOSAL OF GREEN WASTE)	1	\$1.400,00
		\$0,00
		\$0,00
		\$0,00
	Total	\$7.700,00

Note: This estimate is provided as an initial reference and may be adjusted based on the final scope of work. We appreciate your understanding and trust.

Agenda Item

9

CITY OF AMADOR CITY
Memorandum

To: Sandy Staples, Mayor

From: Frank Whitmore, City Engineer *FWW*

Date: August 5, 2026

Subject: Request for Qualifications (RFQ) for Old Hwy 49 Resurfacing, Ped/Bike Crossings and Sidewalk Improvement Project

Background

The City solicited in multiple newspapers and requested qualified environmental firms provided by the Amador Transportation Commission (ACTC) to submit Statements of Qualifications (SOQs) to provide Project Approval and Environmental Document (PA&ED) support services for the subject project.

Discussion

The City only received one proposal for the project, which was from BKF. After reviewing the proposal, I noted a few items below of concern:

- The resumes show that the biologist works out of Sacramento, but everyone else on the team works out of the area in places such as San Luis Obispo, Pleasanton, Riverside, etc., which typically consists of higher consultant rates.
- The project estimate came in with a lump sum budget just under \$200,000. The City's budget for this work is \$200,000. Typically, consultants break down the tasks from an RFQ and assign budgets for each of the tasks.
- The City's project has oversight from Caltrans which oftentimes requires extensive reviews and additional studies. If additional studies are required, how will the City pay for them?

I've reached out to Chris Stabenfeldt at Ecorps Environmental Consulting out of Rocklin and they are interested in preparing an RFQ for this project. I also reached out to David Niskanen at JB Anderson & Associates out of Ripon, and they requested that the City send them the RFQ documents as well.

Recommendation

I would recommend adding some clarifications to the RFP regarding a breakdown of costs per tasks, removing the budget from the RFP, and resending out the RFP to everyone on the ACTC qualified list and the 2 environmental consultants that I reached out to.

Agenda Item 10



CITY OF AMADOR CITY
INCORPORATED JUNE 2, 1915
California.

Report: Ad Hoc Committee, Readyng the Community Hall for Use
Date: 11 Aug 2026

1. Toured and inspected the Community Hall

Needed: cleaning materials/supplies: *estimate: \$350-\$400*
bucket, mop, broom and dustpan
paper towels
soap/cleaner for counters and tables
soap/cleanser for floor
stock bathroom: liquid soap, toilet paper, paper towels
cleaning materials for the bathroom
bins: recycling and trash for Community Hall
trash can with lid for the bathroom
appliances/windows
simple refrigerator *estimate: \$500-\$700*
microwave *estimate \$150-\$250*
mini-blinds (cordless) *estimate: ~\$1,000*
large screen TV (72" to 85") *estimate: \$600-\$2,000*

Total:: \$2,600 to \$4,350 (ave: \$3,475)

RECOMMENDATION: That City Council approve expenditure of up to \$3,500.00 for the purchase of cleaning materials, supplies, appliances and mini-blinds

2. Gathered information regarding fees for other city-owned properties

Jackson	no comparable	
Ione	Evelyn Bishop Hall	Full Day Rental: \$1,100.00 Refundable deposit of \$850.00
	Memorial Hall	Base Day-Use Rent: \$150.00. Security Deposit: \$100
Plymouth	Cultural Center and Cultural Center Rooms	weekday: \$70 to \$110/hr weekend: \$120 to \$200/hr Flat \$150.00 fee for prep kitchen use Deposit ranging from \$250.00 to \$1,000.00
Sutter Creek	Historic Grammar School rooms and kitchen: capacity of 49	\$25.00 to \$35.00 per hour Refundable Cleaning & Security Deposit: \$250.00. Refundable Key Deposit: \$25.00
	Community Center capacity: 101	Base Facility Rental: \$175/day Utilities Fee: \$100 flat fee Refundable Cleaning/Security Deposit: \$250 Refundable Key Deposit: \$25 Extra Fee for kitchen use

3. Drafted the attached Rental Packet

RECOMMENDATION: That City Council provide input, approve forwarding the packet to the city attorney, add the edited packet to a future agenda.

**COMMUNITY HALL RENTAL PACKET
THE OLD GRAMMAR SCHOOL
14531 EAST SCHOOL STREET
AMADOR CITY, CA 95601**

(insert photo)	The Community Hall Part of The Old Grammar School, built in 1890s, with direct access to the Schoolhouse Park
ADA ACCESSIBLE	YES
SIZE	900 SQ FEET (30' x 30' room)
CAPACITY	146 people
RATE PER DAY	\$75.00 for residents of Amador City \$300.00 for non-residents
RATE PER HOUR	\$35.00 for residents of Amador City \$45.00 for non-residents
ADDITIONAL FLAT FEE FOR USE OF THE SCHOOLHOUSE PARK (identified as "Private Party")	\$15.00 for residents of Amador City \$50.00 for non-residents
CLEANING DEPOSIT (REFUNDABLE)	\$125.00 for residents \$275.00 for non-residents
KEY DEPOSIT (REFUNDABLE)	\$25.00
TABLES	YES
CHAIRS	YES
BATHROOM (ADA COMPLIANT)	YES
HEAT/AIR	YES
UTILITIES	included in rate
PUBLIC WiFi	NO
REFRIGERATOR	*** City needs to purchase
MICROWAVE	*** City needs to purchase
STOVE	NO
PARKING	Limited parking onsite Additional parking is available in City parking lots
FOR INFORMATION AND RENTAL APPLICATION	CITY HALL, AMADOR CITY 14203 MAIN STREET/OLD HWY 49 AMADOR CITY, CA 95601 (209) 267-0682 hours: 9 AM -12 PM Tuesday through Thursday

FACILITY USE POLICY

**COMMUNITY HALL
THE OLD GRAMMAR SCHOOL
14531 EAST SCHOOL STREET
AMADOR CITY, CA 95601**

1. In addition to meeting the conditions listed below, a standard Amador City Community Hall Application must be obtained.
2. Visitors/tenants of the site are not permitted onto the Schoolhouse Park property without prior permission from the City.
3. The entire site is tobacco free.
4. Alcohol service for special events may be allowed with the following conditions:
 - a. as per section 25608 of California Business and Professions Codes
 - b. with the permission of the Amador City
5. No physical modifications to the building infrastructure are permitted without prior approval by the City.
6. Wall displays for public viewing cannot be removed or rearranged or covered.
7. A liability insurance policy for \$1,000,000, naming the Amador City as additionally insured, is required. The renter is responsible for cleanup and offsite disposal of all trash/waste.
8. Access is allowed only to the specific area/s of the building used for the event.
9. Special conditions and rates may be applied for long-term or recurrent uses.
10. Eleven 3X8 ft tables and 45 folding chairs are available for the entire building.
The renter is responsible to provide any additional units which may be needed.
11. Renters are responsible for all setup, teardown and cleanup of the facility rooms and furnishings. Cleaning supplies such as mops, brooms, etc., are available.
12. The kitchen may not be used to prepare food for sale.
13. The kitchen as designed is intended to provide a facility for the finishing and serving of prepared food and is not intended for the preparation of meals from scratch.
14. No deep frying is permitted in the kitchen per Fire District.
15. Only trained service dogs under the Americans with Disabilities Act (ADA) and licensed under Ca Health and Safety Code 114259.5 are allowed in the building or the Schoolhouse Park.

AMADOR CITY
Facility Use Agreement, Charges and Facility Rules and Applicant's Responsibilities

FACILITY USE AGREEMENT:

The undersigned states that to the best of his/her knowledge, the City property for use of which application is hereby made will be used in accordance with the City Council approved Policy regulating the use of City facilities. We/I hereby certify that we/I shall be personally responsible on behalf of our group or organization for any damage sustained on City premises, furniture, or equipment because of the occupancy of said premises by our organization or group and that we/I further agree to indemnify, defend, and hold harmless the City, its officers, employees, agents and volunteers ("City indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels' fees and costs of litigation ("claims"), arising out of the Undersigned's performance of its obligations under this agreement or out of the operations conducted by Undersigned, except for such loss or damage arising from the sole negligence or willful misconduct of the City. In the event the City indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Undersigned's performance of this agreement, the Undersigned shall provide a defense to the City indemnitees, or at the City's option, reimburse the City indemnitees their costs of defense, including reasonable legal counsels' fees, incurred in defense of such claims.

CHARGES:

The rental rate represents the approximate rental cost to your organization for the operation of your event. Your organization agrees it will be responsible for any damages or special cleaning charges incurred because of your event. Your organization must pay the rental fee in advance unless you make prior arrangements. It is understood that confirmation is contingent on your agreement to pay the required fees.

FACILITY RULES AND APPLICANT'S RESPONSIBILITIES

1. All matters concerning a reservation must be handled by the applicant and the city representative signing the reservation.
2. Opening or closing times can be changed only with City approval.
3. Notice to City Hall of cancellation must be made at least 48 hours in advance for refund of security deposit.
4. Groups will be held financially responsible for damage to the facilities and equipment. This applies to all groups.
5. Groups removing, rearranging or otherwise handling wall displays intended for public viewing will sacrifice the security deposit and be charged for any damage or loss.
6. Decoration time and the decoration arrangements should be approved at time of signing application; decorations must be removed immediately after use.
7. The City is not responsible for any lost or stolen articles.
8. Groups using the kitchen must furnish their own utensils, towels, soap, etc.
9. Payment for use of facilities must be made two weeks prior to reservations, by check made payable to: CITY OF AMADOR.
10. Acceptance of a facility request form is a reservation.
11. Non-Discrimination, Non-Harassment: The Consultant/Vendor agrees that it shall not engage in unlawful discrimination or harassment, or abusive conduct, including discrimination or harassment based on actual or perceived race, religion (including all aspects of religious belief, such as grooming practices and religious dress), color, sex (including pregnancy and breastfeeding), national origin, ancestry, citizenship status, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation, military or veteran status, and any other characteristic protected by the Federal or State employment discrimination laws.
12. The undersigned shall maintain general liability insurance in an amount not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury, and property damage. When alcohol is being served, it is mandatory that the General Liability Policy include Liquor Liability Coverage.

**RENTAL AGREEMENT FOR THE
COMMUNITY HALL
THE OLD GRAMMAR SCHOOL
14531 EAST SCHOOL STREET
AMADOR CITY, CA 95601**

Once you have read the Facility Use Policy, please fill in and submit the rental agreement. You will be asked to agree to the rules and responsibilities.

PLEASE NOTE: Payment is by cash or check (made to City of Amador).
 Make payment and pick up the key between 9am and 12pm
 Tuesday through Thursday at City Hall, 14203 Main Street.
 Weekend reservation key pick up is by 12 pm on Thursday.
 Call or visit City Hall for additional information: (209) 267-0682.

Date	
Time	
Start time of you reservation	
Duration of the reservation (total hours, including set up, event, cleanup)	
Sponsoring individual or organization	
Type of Event	
Expected Attendance	
Is there a fee, collection or donation? If "yes", please list the amount.	
Will food be served?	
Will alcohol be served?	
Will the event include use of the Schoolhouse Park?	
Rental fee:	
Refundable Cleaning Deposit:	
Refundable Key Deposit:	
Total:	
Insurance <i>Note: When alcohol is being served, it is mandatory that the General Liability Policy include Liquor Liability Coverage.</i>	☐ I will provide an Insurance Certificate with Endorsement ☐ I need to purchase an Insurance Certificate with Endorsement
Facility Use Policy: Please check both boxes.	☐ I have read and agree to the Facility Use Policy ☐ Yes, I certify that I have read and agree to the Facility Use Agreement and agree to abide by said rules and regulations. If I fail to do so, the group(s) may be evicted from the rental premises.

RENTAL AGREEMENT FOR THE
COMMUNITY HALL
THE OLD GRAMMAR SCHOOL
14531 EAST SCHOOL STREET
AMADOR CITY, CA 95601

CONTACT INFORMATION	
Full Name	
Email	
Phone/Text	
Address	
City/Town	
State and Zip Code	
SIGNATURE	
DATE	
REMINDER: Payment is by cash or check, made to City of Amador	

Agenda Item

11



CITY OF AMADOR CITY

INCORPORATED JUNE 2, 1915

California

Memo: Elected City Staff Positions/Nonexempt Staff Employees

Background

Amador City has three current staff positions, two established by California Government Codes (Elected City Clerk and Elected City Treasurer), and one current position by resolution (Maintenance Worker). It also has a Deputy City Clerk position established in 2002, potentially being re-established/re-instituted.

All current positions have been paid monthly salaries/compensation. The City needs to follow Fair Labor Standards Act and establish hourly wages for staff positions that are nonexempt employees, rather than public officers. Elected positions need clear language regarding compensation rather than salaries.

Definitions:

A nonexempt employee is a worker who is legally entitled to minimum wage and overtime pay under the Fair Labor Standards Act (FLSA). They must receive overtime pay—equal to one and a half times their regular rate—for any hours worked past 40 in a single workweek. They must receive at least the federal (\$7.25/hr.), state, or local minimum wage—whichever amount is highest for the worker.

Elected city staff positions are legally classified as public officers rather than standard hourly or salaried employees. Their regular financial remuneration is formally termed "compensation" or a "stipend" set by ordinance or resolution. Compensation must be established by local code and cannot be changed during an active term of office. Elected officials generally do not track traditional work hours or qualify for overtime. Dual-Role Restrictions prohibit an elected officer from simultaneously holding a separate paid staff position within the same city government.

Re-Establishing/Re-instituting the Deputy City Clerk Position

Currently, the City Hall functions without operational backup. This limits both the ability to process administrative work within statutory timeframes and the ability to provide support to City Council. To ensure continuity and legal compliance, re-instituting a part-time Deputy City Clerk position, originally created by Ordinance 150 in July of 2002, is needed.

Fiscal Impact:

current approved 2026-2027 budget for office payroll: \$25,920 per year
(city clerk: \$1660/month; city treasurer: \$500)

Re-balancing of office payroll with 3 staff positions: \$25,920 to \$27,072
(city clerk: \$700/month; city treasurer: \$500/month; deputy city clerk: \$960 - \$1056/month)



CITY OF AMADOR CITY

INCORPORATED JUNE 2, 1915

California

Recommendation: That City Council approve each of the following, both to ensure adequate City Hall staff positions for operational and administrative work as well as to adhere to both FLSA and Government Code:

- a resolution re-establishing the position of Deputy City Clerk as nonexempt and establishing an hourly wage and work hours
- the job description of deputy city clerk
- a resolution describing the position of municipal maintenance worker as nonexempt and establishing the hourly wage and work hours
- the job description of municipal maintenance worker
- a resolution establishing the compensation for elected city clerk effective January 2027
- a resolution establishing the compensation for elected city treasurer effective with an appointment to the current vacancy

Agenda Item 11a

DRAFT Resolution 655

A Resolution of the City of Amador, California,
Approving the Salary for the Appointed Position of the Municipal Maintenance Worker

WHEREAS, the City of Amador City employs an appointed Municipal Maintenance Worker; and

WHEREAS, a City municipal maintenance worker is classified as a non-exempt hourly employee under the Fair Labor Standards Act (Title 29 of the United States Code); and

WHEREAS, Resolution 597, January 2022, fixed a monthly compensation for an appointed municipal maintenance worker rather than hourly; and

WHEREAS, the current municipal maintenance worker has been employed by the City of Amador for more than 25 years;

THEREFORE, the City Council of the City of Amador, California, does hereby resolve as follows:

That, effective with payroll for September 2026, the hourly salary for the Appointed Municipal Maintenance Worker is \$18.00 or the applicable minimum wage, whichever is greater (California minimum wage is \$16.90 as of 1 January 2026), for no more than 52 hours each month, which is comparable to \$11,232.00 per year.

PASSED AND ADOPTED by the City Council of the City of Amador, California, this xxx day of xxx 2026 by the following vote, to wit

AYES:

NOES:

ABSTAIN:

ABSENT:

Mayor, City of Amador City

ATTEST:

City Clerk, City of Amador City

City of Amador
Job Description: Appointed Municipal Maintenance Worker

A municipal maintenance worker keeps city-owned property, streets, and parks safe, clean, and functional. This position involves physical labor, working outdoors in various weather conditions.

Workdays: Wednesday - Sunday

Key Responsibilities

DAILY

- **Maintain all public bathrooms:** clean and stock with supplies
- **Empty public trash cans** and replace plastic liners
- **Maintain City Streets and Sidewalks:** Check sidewalks and public walkways, clearing debris and litter as needed
- **Remove** litter from public spaces.
- **Report broken** street furniture, damaged walkways, or safety hazards to city clerk
- **Ensure that the American** flag and any commemorative flags are properly displayed on the City flagpole
- **Check/empty trash** cans inside City Hall

WEEKLY

- **On Sunday after closing, empty trash bins** outside food establishments and in the former Bellflower Garden
- **Ensure that trash bins** are at the curb for trash collection days and pulled back from curb within 24 hours of collection
- **Upkeep City buildings:** sweep sidewalks at Old Grammar School; and the Schoolhouse Park; sweep public patio in front of Old City Hall

MONTHLY

- **Deep clean of all city restrooms:** floors, mirrors, sink/faucets, etc
- **Set up City Council Meetings:** tidy/sweep room as needed, set up dais, chairs
- **Maintain property around the public kiosk:** weed whack, collect any litter

PERIODICALLY/ AS NEEDED/AS DIRECTED

- **Clear Storm Drains:** Remove leaves, trash, and blockages from storm drains
- **Upkeep City Buildings:** Perform basic cleaning, change light bulbs
- **Support Community Hall Events:** Clean Community Hall and the Community Hall restroom before scheduled events; clean-up after events (if necessary).
- **Maintain City property:** During heavy growth seasons, use weed eaters, leaf blowers, chainsaw to tidy city property in between scheduled work by landscape crew
- **Order/pickup and store** needed cleaning supplies, trash bin liners, hardware needed for City buildings
- **Other tasks** as requested or when the need or an emergency arise

Required Qualifications

- High school diploma or GED equivalent.
- Valid driver's license with a clean driving record.
- Physical ability to lift up to 50-80 pounds regularly.
- Willingness to work outdoors in extreme heat, cold, or rain.
- Ability to follow verbal and written safety instructions.

Agenda Item 11b

DRAFT Resolution 656

A Resolution of the City of Amador, California,
Approving Compensation for the Position of the Newly Elected City Clerk
with a Term of Office Beginning January 2027

WHEREAS, the City of Amador City employs an Elected City Clerk; and

WHEREAS, per Government Code 36517, the city clerk shall receive, at stated times, a compensation fixed by ordinance or resolution.

WHEREAS, Resolution 640, August 2025, increased compensation for the Elected City Clerk commensurate with the number of days City Hall was open; and

WHEREAS, the compensation for Elected City Clerk has, over time, included compensation for the appointed staff position of Deputy City Clerk; and

WHEREAS, there can be no correction to fix the current compensation to solely that of Elected City Clerk until there is a new term of office; and

WHEREAS, the current term of office of the Elected City Clerk ends December 2026;

**THEREFORE, THE CITY COUNCIL OF THE CITY OF AMADOR, CALIFORNIA, DOES
HEREBY RESOLVE AS FOLLOWS:**

That, effective January 2027, the monthly compensation for the newly Elected City Clerk, working when City Hall is open, whose four-year term of office begins January 2027, is \$700.00 per month.

PASSED AND ADOPTED by the City Council of the City of Amador City, California, this xxx day of xxx 2026 by the following vote, to wit

AYES:

NOES:

ABSTAIN:

ABSENT:

Mayor, City of Amador City

ATTEST:

City Clerk, City of Amador City

City Clerk

CA Govt Code § 40801 (2025)

40801. The city clerk shall keep an accurate record of the proceeding of the legislative body and the board of equalization in books bearing appropriate titles and devoted exclusively to such purposes, respectively. The books shall have a comprehensive general index.

40802. The city clerk is the accounting officer of the city and shall maintain records readily reflecting the financial condition of the city.

40804. The city clerk shall cause a summary of the city's financial report required by Section 53891, in a form prescribed by the Controller, to be published once in a newspaper of general circulation, pursuant to Article 1 (commencing with Section 6000) of Chapter 1 of Division 7 of Title 1 of the Government Code. If there is no newspaper, the city clerk shall cause copies of the statement to be posted in three public places in the city designated by ordinance as the places for posting of public notices

40805. The report shall be published or posted consistent with the timelines established in Section 53891 after the close of the fiscal year for which the report is compiled.

40806. The city clerk shall keep a book marked "ordinances" and record in it all city ordinances with a certificate annexed to each, stating:

- (a) It is a true and correct copy of a city ordinance.
- (b) The ordinance number.
- (c) It has been published or posted pursuant to law.

40811. The city clerk is the custodian of the city seal.

Agenda Item 11c

DRAFT Resolution 657

A Resolution of the City of Amador, California,
Approving Compensation for the Position of the Elected City Treasurer

WHEREAS, the City of Amador City employs an Elected City Treasurer; and

WHEREAS, per Government Code 36517, the city treasurer shall receive, at stated times, a compensation fixed by ordinance or resolution; and

WHEREAS, Resolution 643, February 2026, fixed compensation for the Elected City Treasurer as \$500.00 per month with a note of work hours, suggesting a salary and hourly rate of pay, which requires correction;

**THEREFORE, THE CITY COUNCIL OF THE CITY OF AMADOR, CALIFORNIA, DOES
HEREBY RESOLVE AS FOLLOWS:**

That, effective with the payroll for September 2026, the fixed compensation for the Elected City Treasurer, is \$500.00 per month and Resolution 643 is hereby superseded.

PASSED AND ADOPTED by the City Council of the City of Amador City, California, this xxx day of xxx 2026 by the following vote, to wit

AYES:

NOES:

ABSTAIN:

ABSENT:

Mayor, City of Amador City

ATTEST:

City Clerk, City of Amador City

City Treasurer

CA Govt Code § 41001 (2025)

41001. The city treasurer shall receive and safely keep all money the treasurer receives.

41002. (a) The city treasurer shall comply with all laws governing the deposit and securing of public funds and the handling of trust funds in his or her possession.

(b) If the city has issued bonds, the city treasurer shall use a system of accounting and auditing that adheres to generally accepted accounting principles.

41003. The city treasurer shall pay out money only on warrants signed by legally designated persons.

41004. Regularly, at least once each month, the city treasurer shall submit to the city clerk a written report and accounting of all receipts, disbursements, and fund balances. The city treasurer shall file a copy with the legislative body.

Agenda Item 11d

DRAFT Resolution 658

**A Resolution of the City of Amador, California,
Re-Establishing and Approving the Salary for the Appointed Position of the
Deputy City Clerk**

WHEREAS, the City of Amador established the position of an appointed deputy city clerk in 2002 in Ordinance 150; and

WHEREAS, currently, City Hall functions without this position, which limits both the ability to process administrative work within statutory timeframes and the ability to provide support to City Council; and

WHEREAS, re-establishing a part-time Deputy City Clerk position is needed both to ensure continuity and to ensure legal compliance; and

WHEREAS, an appointed deputy city clerk is classified as a non-exempt hourly employee under the Fair Labor Standards Act (Title 29 of the United States Code);

THEREFORE, the City Council of the City of Amador, California, does hereby resolve as follows:

That the position of Deputy City Clerk be re-established with an hourly salary ranging from \$20.00 to \$22.00 per hour, depending on qualifications, for 12 hours per week, comparable to \$960.00 to \$1056.00 per month.

PASSED AND ADOPTED by the City Council of the City of Amador, California, this xxx day of xxx 2026 by the following vote, to wit

AYES:

NOES:

ABSTAIN:

ABSENT:

Mayor, City of Amador City

ATTEST:

City Clerk, City of Amador City

City of Amador
DRAFT Job Description: Appointed Deputy City Clerk

A part-time Appointed Deputy City Clerk with a non-statutory focus performs specialized administrative, technical, and records support. This revived position will concentrate on daily departmental operations, public records, and meeting coordination.

Key Responsibilities

- **Brown Act Compliance:** Assist in compiling, formatting, and physically/digitally posting City Council agendas **72 hours prior** to regular meetings to comply with CA Government Code § 54950.
- **Minutes & Legislative Record:** Attend evening City Council meetings to record proceedings and draft official action minutes as mandated by Government Code Section 40801.
- **Coordination with City Clerk regarding Records Management:** Organize, index, scan, and archive municipal documents, ordinances, and resolutions following state retention schedules.
- **Public Records Act (CPRA) Processing:** Log and coordinate responses to California Public Records Act requests, ensuring legal timelines (typically 10 calendar days) are strictly tracked.
- **FPPC Filing Assistance:** Serve as an assistant filing officer for Fair Political Practices Commission (FPPC) requirements, tracking Form 700 (Statements of Economic Interests).
- **Coordination with City Treasurer and Bookkeeping Firm:** Prepare and record municipal warrants and checks alongside the Treasurer, and ensure all official financial records are securely indexed and archived.
- **Administrative Duties:** Process legal notices for publication, track invoices, maintain office supplies; prepare reports and memos for City Council Meetings
- **Office Coverage:** Maintain office continuity during the absence of the City Clerk or City Treasurer.
-

Required Qualifications

- **Education:** High school diploma or equivalent; college coursework in public administration, business, or secretarial science is a plus.
- **Experience:** Two to three years of responsible clerical, administrative, or secretarial experience, preferably within a public agency or legal setting.
- **Knowledge of:** Basic municipal government functions, modern office software and record-keeping systems, including, but not limited to, various word processing platforms and data systems; data storage; and, adherence to California's cyber-security framework for government entities.
- **Skills:** Strong typing accuracy, clear written and verbal communication, and the ability to handle confidential materials with discretion.

Position Details

- **Position:** Part-Time Appointed Deputy City Clerk (Confidential/Non-Exempt)
- **Hours:** 12 hours per week (flexible scheduling typically spread across 3-4 days, including mandatory evening attendance at City Council meetings)
- **Reports to:** Mayor
- **Takes direction from:** City Council

Compensation & Benefits

- **Hourly Wage:** per hour, \$20.00 to \$22.00, depending on qualifications
- **Annualized Part-Time Salary:** Approx. \$11,520 to \$12,672 per year
- **Benefits:** This position is part-time and does not include medical/dental benefits. In compliance with the California Paid Sick Leave law, part-time employees are legally entitled to paid sick time (accrual rate of 1 hour of sick leave for every 30 hours worked).

Agenda Item 12

DRAFT Resolution No. 659

**A RESOLUTION OF THE CITY COUNCIL OF AMADOR CITY
INCREASING THE FREQUENCY OF REGULAR CITY COUNCIL MEETINGS
FROM ONCE EACH MONTH TO TWICE EACH MONTH**

Whereas, the City Council has inherent authority to control its own proceedings under and within the Brown Act; and

Whereas, the Council believes that since Regular meetings of City Council, currently scheduled once per month, have increasingly long agendas that require commensurately long meetings, conducting City governance twice per month will result in shorter and more efficient meetings; and

Whereas, the Council believes that when Regular Meetings of City Council are scheduled with greater frequency, resulting in shorter meetings, the opportunity for public participation will be enhanced; and

Whereas, the Council believes that when Regular Meetings of City Council are scheduled with greater frequency, the opportunities for Amador County agencies and other collaborative partners to schedule time to address the Council will be enhanced; and

Whereas, the Council believes that when Regular Meetings of City Council are scheduled with greater frequency, timely follow-through on agenda items and the ability to serve the interests of the public will be enhanced;

NOW THEREFORE, BE IT RESOLVED:

(1) Beginning September 2026, Regular Meetings of the City Council of Amador City, California are hereby scheduled on the second and fourth Tuesdays of each month, which days shall henceforth serve as those for regular City Council meetings;

(2) Regular Meetings of the City Council of Amador City, California remain scheduled at 6:00 PM, which time shall continue to serve as that for Regular City Council meetings;

The City Clerk is hereby instructed to provide notice of the new regular meeting date and time in accordance with law and in a manner most likely to notify the public of the decision herein memorialized.

Duly passed this day xxx day of xxx 2026, at a regular meeting of the City Council of Amador City by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Sandy Staples, Mayor

Certified by:

Joyce Davidson, City Clerk