

CITY OF CRESCENT CITY

Mayor Blake Inscore
Council Member Alex Fallman
Council Member Isaiah Wright

Mayor Pro Tem Heidi Kime
Council Member Jason Greenough

AGENDA
REGULAR CITY COUNCIL MEETING
VIRTUAL VIA ZOOM MEETINGS

MONDAY

APRIL 20, 2020

6:00 P.M.

Due to the current public health emergency resulting from COVID-19, the public may access and participate in the public meeting using one or more of the following three methods: (1) participate online via Zoom – details to join the meeting will be on both the City of Crescent City – City Hall Facebook page as well as the City of Crescent City website (www.crescentcity.org); (2) watch the meeting via livestream on YouTube (Channel: City of Crescent City, California) and submit comments via publiccomment@crescentcity.org; or submit a written comment by filing it with the City Clerk at 377 J Street, Crescent City, California 95531 prior to 4:00 pm, April 17, 2020. If you require a special accommodation, please contact City Clerk Robin Patch at 464-7483 ext. 223.

NOTE: THE CLOSED SESSION BEGINS AT 5:00 p.m.

FOLLOWED BY THE

OPEN SESSION MEETING AT 6:00 p.m.

CLOSED SESSION

Call to order
Roll call

ANNOUNCEMENT OF CLOSED SESSION ITEMS

- **Conference with Legal Counsel: Existing Litigation (Govt. Code § 54956.9(d)) City v. Kap Soo Jeong, et al. Del Norte County Superior Court Case No. CVUJ-18-1020, Stephen Wakefield v. City of Crescent City and Golden State Risk Management Authority, WCAB Case No. ADJ11260796, Martin v. City of Crescent City, Del Norte County Superior Court Case No. CVUJ-18-1219, and Alice Brown v. State of California, et al., Case No. CV-18-7826 (US Dist. Ct.), William Paul v. City of Crescent City, Case No. CV-20-1067-CRB (US Dist. Ct.)**
- **Conference with Labor Negotiator (Gov. Code § 54957.6), City Representative: Eric Wier, Employee Organizations: Crescent City Employees Association, Crescent City Management Employees Association, Clerical Employees of Crescent City Association and Crescent City Police Officers Association**

OPEN SESSION

Call to order
Roll call
Pledge of Allegiance

REPORT OUT OF CLOSED SESSION

PUBLIC COMMENT PERIOD

CEREMONIAL ITEMS

1. Oath of Office for Police Officer Daniel Sanders

REPORTS AND PRESENTATIONS

2. Report by Del Norte Public Health Officer Dr. Warren Rehwaldt on the COVID-19 Emergency

CONSENT CALENDAR

3. Council Meeting Minutes

- *Recommendation: Approve the March 5, 2020 special meeting minutes, the March 16, 2020 regular meeting minutes of the City Council.*

4. Warrant Claims List

- *Recommendation: Receive and file the warrant claims list for the period March 28, 2020 through April 10, 2020.*

5. Payroll Report

- *Recommendation: Receive and file the biweekly payroll report for the period ending April 11, 2020 paid April 17, 2020.*

6. Budget-to-Actual Financial Report for March 2020

- *Recommendation: Receive and file monthly budget-to-actual financial report of the City's major operating funds for the month of March 2020.*

7. Budget Amendment for Additional Information Technology Resources Due to the COVID-19 Emergency

- *Recommendation: Adopt Resolution No. 2020-29, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2019-20 BUDGET OF THE CITY OF CRESCENT CITY*

8. Insurance Requirements for Mobile Vendors

- *Recommendation: Adopt Resolution No. 2020-28, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ESTABLISHING INSURANCE REQUIREMENTS FOR MOBILE VENDORS*

9. Budget Amendment for Additional Economic Development Support to Assist with COVID-19 Emergency

- *Recommendation: Adopt Resolution No. 2020-30, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2019-20 BUDGET OF THE CITY OF CRESCENT CITY*

10. Multi-Unit Housing Smoking Ordinance Ad hoc Committee

- *Recommendation: Appoint Mayor Pro Tem Kime and Council Member Wright to serve on an ad hoc committee to work with staff on the development of a draft multi-unit housing smoking ordinance*

11. Letters of Support Request from DNSWMA

- *Recommendation: Authorize staff to prepare letters of support for the Mayor's signature for AB 2612 and SB 1191*

PUBLIC HEARINGS

12. Small Wireless Facilities Ordinance Adoption

- *Recommendation: Open public hearing*
- *Hear staff report*
- *Receive public comment*
- *Close public hearing*
- *Waive full reading, read by title only and adopt, Ordinance No. 821, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING TITLE 12, STREETS, SIDEWALKS AND PUBLIC PLACES, OF THE CRESCENT CITY MUNICIPAL CODE BY ADDING CHAPTER 12.44, SMALL WIRELESS FACILITIES*

CONTINUING BUSINESS - None

NEW BUSINESS

13. Covid-19 Emergency Update and Discussion of Deferral of Various City Charges, Fines, Penalties, and Remittances Due to the Covid-19 Emergency

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Provide direction to staff; take action as necessary and appropriate.*

14. RFP for the Purchase and Development of Two Vacant City-Owned Properties Adjacent to Second and C Streets

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Authorize the City Manager to advertise the Request for Proposals to develop two City-owned properties located adjacent to Second and C Streets.*

15. Letter of Support for Contour Airlines

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Direct staff to prepare a letter of support for the Mayor's signature in support of continuing service with Contour airlines.*

16. USA Flag Kit Donation Program

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Receive direction from City Council to maintain donation program*
- *Adopt Resolution No. 2020-31, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2019-20 BUDGET*

CITY COUNCIL ITEMS

- **Legislative Matters** – Consider miscellaneous legislative matters pertinent to the City of Crescent City. Authorize the Mayor to sign the appropriate letters and/or positions with respect to such matters.

- **City Manager Report and City Council Directives** - Pursuant to Crescent City Municipal Code § 2.08.200, the City Council may instruct the city manager on matters of importance to the administrative services of the City and provide direction with respect to subordinates of the City Manager. (Directives from individual Council Members that are not objected to by any member present shall be considered an order of the City Council.)
 - **PW Project Updates**

- **Reports, Concerns, Referrals, Council travel and training reports** – In accordance with Gov't Code § 54954.2(a), City Council Members may make brief announcements or brief reports on their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.

ADJOURNMENT

***Adjourn to the regular meeting of the City Council of the City of Crescent City scheduled for Monday, May 4, 2020 at 6:00 p.m. at the Flynn Center, 981 H Street, Crescent City, CA 95531.

POSTED:

April 16, 2020

/s/ Robin Patch

City Clerk/Administrative Analyst

Vision:

The City of Crescent City will continue to stand the test of time and promote quality of life and community pride for our residents, businesses and visitors through leadership, diversity, and teamwork.

Mission:

The purpose of our city is to promote a high quality of life, leadership and services to the residents, businesses, and visitors we serve. The City is dedicated to providing the most efficient, innovative and economically sound municipal services building on our diverse history, culture and unique natural resources.

Values:

Accountability
Honesty & Integrity
Excellent Customer Service
Effective & Active Communication
Teamwork
Fiscally Responsible



CITY OF CRESCENT CITY

Oath or Affirmation of Allegiance for Public Officers and Employees

The Execution of this Oath is Required by Article 20, Section 3, of the Constitution of the State of California,

I, Daniel Sanders, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true and faithful allegiance to the Constitution of the United States and to the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter for Crescent City Police Department.

Daniel Sanders, Police Officer

NAME AND TITLE OF PUBLIC OFFICER/EMPLOYEE

SIGNATURE OF PUBLIC OFFICER/EMPLOYEE

Subscribed and sworn to before me this *20th* day of *April, 2020*.

Robin Patch, City Clerk

NAME AND TITLE OF OFFICER ADMINISTERING OATH

SIGNATURE OF OFFICER ADMINISTERING OATH

ORAL REPORT
BY
DEL NORTE PUBLIC HEALTH OFFICER
DR. WARREN REHWALDT
ON THE COVID-19 EMERGENCY



CITY OF CRESCENT CITY SPECIAL MEETING MINUTES

WASTEWATER TREATMENT FACILITY
210 BATTERY STREET
CRESCENT CITY, CA 95531

Thursday, March 5, 2020
5:30 P.M.
Strategic Plan Workshop

WORKSHOP

Call to order

Mayor Inscore called the meeting to order at 5:34 p.m.

Roll call

Council Members present: Council Member Alex Fallman, Council Member Jason Greenough, and Mayor Blake Inscore
Council Members absent: Council Member Isaiah Wright and Mayor Pro Tem Heidi Kime

Staff present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Patch, Human Resources Administrator Sunny Valero, Finance Director Linda Leaver, Recreation and Events Coordinator Director Holly Wendt, Public Works Director Jon Olson, Public Works Maintenance Manager Jason Wylie, Fire Chief Bill Gillespie, Information Services Administrator Fritz Ludemann, Engineering Project Manager Nacole Sutterfield, and Police Chief Richard Griffin

Pledge of Allegiance

led by Mayor Inscore

NEW BUSINESS

1. Application for 2019-20 CDBG funding update

- *Recommendation: Give direction to staff as necessary and appropriate.*

Finance Director Leaver gave an update to the Council on the CDBG projects as a follow up to the prior Council meeting and direction from the Council to research some projects. The new City Hall project is not eligible for this funding. Staff met with Seven Angels Last Stop with the CDBG Consultant to determine if this project would be able to be added to this application. It was determined that it is a potential project for the future, however, will not work for this year's funding. Seven Angels Last Stop was given leads on other potential funding sources for this year. Regarding the F Street project, under the current grant there are potential funds, can expand the \$4million received, and can also apply for OTC funding for this year's NOFA. Mayor Inscore asked if the F Street project can be finished in time for funding; Public Works Director Olson stated that Tidewater Contractors said they could have it finished in time.

On a motion by Council Member Fallman, seconded by Council Member Greenough and carried 3-0 on a polled vote with Council Member Isaiah Wright and Mayor Pro Tem Kime being absent, the City Council of the City of Crescent City authorized staff to allocate the necessary funds for the 2020 CDBG funds with \$1,500 above what was previously allocated.

2. Presentation and discussion of an update to Crescent City's Strategic Plan.

City Manager Wier gave a PowerPoint presentation that outlined the accomplishments seen in 2019. He explained the need for a Strategic Plan and how to go about crafting it to make sure it meets the community's needs. Public Works Director Olson went over in detail the plans for the Public Works Department to excel in great customer service and experience when it comes to permits and inspections. It is anticipated to have an online kiosk for customers to use at City Hall. The kiosk will include permitting, zoning, and GIS for customers to access with ease and is anticipated to be up and running this year. The City is also moving towards online permitting. Recreation and Events Coordinator Wendt went over all of the new things that has been done since she has been with the City, the activities at the pool, the updates to Shoreline RV Park, and the upcoming Beachfront Park Master Plan. City Manager Wier went over the goals, strategies, and metrics and how each of these need to be reevaluated and made more up-to-date and applicable. The next steps for the Strategic Plan is to receive Council direction on Strategic Planning process and to schedule another meeting to take a deeper dive into the Plan. For that particular meeting, it is hoped to go into Goal 2 which is to "promote a thriving local economy" and to go over the Economic Development Strategic Action Plan. After discussion it was decided the next Workshop will be March 23rd at 5:30 p.m. at the WWTP conference room to discuss further.

The following citizens addressed the Council:

Cindy Vosburg: Return of the Jedi's 30th year will be in 2023, suggests doing an even to commemorate it.

Kevin Hartwick: spoke to being encouraged by City Administration and staff and all of the work being done for the betterment of the community.

Council Member Fallman asked what the purpose of the Strategic Plan as it pertains to staff; City Manager Wier explained that it is a guiding document for City principles that also follow the budget. Finance Director Leaver further stated that the document allows staff to stay the course as to what are the priorities of the City Council and the community. Human Resources Administrator Valero added that this is a fingerprint that makes the City unique and sets us apart from other cities. Public Works Director Olson stated that the Strategic Plan helps the City implement plans that outlive staff. Several other staff members echoed previous staff comments on the Strategic Plan emphasizing it's importance in operating the City. Council Member Greenough quoted "without purpose, people perish" and stated having a clear vision is a great path forward. Mayor Inscore spoke to not wanting a lot of time devoted to creating the Strategic Plan and that it should be created by the employees who know their jobs well. City Manager Wier explained the need to have direction from the Council on what priorities to focus the budget on.

Discussion at a Council level was focused on staff creating the Plan at length. City Manager Wier suggested continuing the discussion on March 23rd after the Council read more on the focused strategies so a Plan can be crafted with the Council.

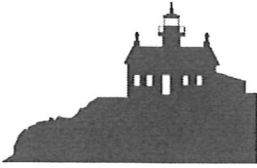
There was consensus from the Council, with Mayor Pro Tem Kime and Council Member Wright being absent, to have another meeting to discuss the Strategic Plan on March 23, 2020 at 5:30 pm.

ADJOURNMENT

There being no further business to come before the Council, Mayor Inscore adjourned the meeting at 7:48 p.m. to the regular meeting of the City Council of the City of Crescent City scheduled for March 16, 2020 at 5:00 p.m. at the Flynn Center, 981 H Street, Crescent City, CA 95531.

ATTEST:

Robin Patch
City Clerk/Administrative Analyst



CITY OF CRESCENT CITY

Mayor Blake Inscore
Council Member Alex Fallman
Council Member Isaiah Wright

Mayor Pro Tem Heidi Kime
Council Member Jason Greenough

MINUTES
REGULAR CITY COUNCIL MEETING
FLYNN CENTER
981 H STREET
CRESCENT CITY, CA 95531

MONDAY

MARCH 16, 2020

6:00 P.M.

CLOSED SESSION

Call to order Mayor Inscore called the closed session to order at 5:06 p.m.

Roll call Council Members present in the Board Chambers: Council Member Alex Fallman, Council Member Jason Greenough and Mayor Inscore
Council Members present via teleconference meeting: Council Member Isaiah Wright and Mayor Pro Tem Heidi Kime
Staff members present in the Chambers: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Patch and Human Resources Administrator Sunny Valero

ANNOUNCEMENT OF CLOSED SESSION ITEMS

- **Conference with Legal Counsel: Existing Litigation** (Govt. Code § 54956.9(d)) **City v. Kap Soo Jeong, et al. Del Norte County Superior Court Case No. CVUJ-18-1020, Stephen Wakefield v. City of Crescent City and Golden State Risk Management Authority, WCAB Case No. ADJ11260796, Martin v. City of Crescent City, Del Norte County Superior Court Case No. CVUJ-18-1219, and Alice Brown v. State of California, et al., Case No. CV-18-7826 (US Dist. Ct.)**
- **Conference with Legal Counsel: Potential Litigation** (Govt. Code § 54956.9(d)(4)): 5 cases
- **Conference with Labor Negotiator** (Gov. Code § 54957.6), **City Representative: Eric Wier, Employee Organizations: Crescent City Employees Association, Crescent City Management Employees Association, Clerical Employees of Crescent City Association and Crescent City Police Officers Association**

The closed session adjourned 5:58 p.m.

OPEN SESSION

Call to order Mayor Inscore called the open session to order at 6:01 p.m.

Roll call Council Members present in the Board Chambers: Council Member Alex Fallman, Council Member Jason Greenough and Mayor Blake Inscore

Council Members present via teleconference meeting: Council Member Isaiah Wright and Mayor Pro Tem Heidi Kime

Staff members present in the Board Chambers: City Manager Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Patch and Police Officer Alex Pearson

Pledge of Allegiance Mayor Inscore

REPORT OUT OF CLOSED SESSION – none

PUBLIC COMMENT PERIOD

Mike Gomez: asked about if the pool activity will be discussed.

CEREMONIAL ITEMS

1. Tsunami Preparedness Week Proclamation

Mayor Inscore read the proclamation aloud.

2. National Vietnam War Veterans Day Proclamation

Mayor Inscore read the proclamation aloud and presented it to Liz Freeman, President of the Del Norte Chapter of the Daughters of the American Revolution. President Freeman spoke to her thankfulness for the City Council willingness to have this proclamation read and for the day to be remembered.

EMERGENCY AGENDA ITEMS

1. A Resolution Declaring a local emergency;
2. Discussion of Pool and Parks Operations – My recommendation will be to close operations until conditions and CDC guidance changes
3. Water Payment Policy – Direct staff to draft language similar to other Utilities Companies regarding delaying water shutoff for non-payment

On a motion by Council Member Fallman, seconded by Council Member Wright, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City approved adding the three emergency agenda items to tonight's agenda.

There was consensus from the Council to begin the meeting with the emergency agenda items.

1. A Resolution Declaring a local emergency

City Manager Wier stated that the current state of the virus has been ever changing. There is a 5-week closure of schools here locally, the President said that there should be no more than 10 people in a gathering. This resolution allows us to be responsive as a City; as it is unknown what the coming days will bring. Mayor Pro Tem Kime asked what is needed to have staff work from home, laptops, iPads; City Manager Wier stated yes as well as mobile phones. They will also be able to be used for other purposes as well. Council Member Greenough asked what fund would be used for the purchase; City Manager Wier stated it would come out of the respective department's budget.

There were no public comments.

Mayor Inscore stated it is important to allow the City Manager to have the authority to make these imperative decisions for the City. Mayor Pro Tem Kime asked if by declaring the emergency, will this open up opportunities to apply for Federal funds; City Manager Wier stated that the City will be in a good position as resources become available on a State and Federal level. Council Member Greenough understands why we are doing this as 39 other states are doing it as well; it is important to encourage the public not to panic. We will make this together. Mayor Inscore read the entire resolution into the record for the public's knowledge. Council Member Fallman commends City staff for getting on this situation quickly. Mayor Pro Tem Kime stated the importance of not over-reacting; those communities that have implemented the social distancing policies have seen a reduction in risks.

On a motion by Council Member Fallman, seconded by Council Member Greenough, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted Resolution No. 2020-21, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY DECLARING A LOCAL EMERGENCY AND AUTHORIZING THE CITY MANAGER TO MAKE NECESSARY OPERATIONAL, PURCHASING AND PERSONNEL DECISIONS IN RESPONSE TO THE COVID-19 PANDEMIC.

2. Discussion of Pool and Parks Operations – recommendation will be to close operations until conditions and CDC guidance changes

City Manager Wier stated that the social distancing policy is helping to “flatten the curve” and to keep risks reduced. By not slowing the curve down, we run the risk of overwhelming our medical facilities. Social distancing cannot be enforced at the pool. Mayor Inscore asked if these changes also apply to the rental of the Cultural Center; City Manager Wier stated it did also include those rentals. Council Member Fallman asked about the pool being used for medical purposes; City Manager Wier stated that with Council direction that can be changed, however it's the intention to use the down time to drain the pool for cleaning. Council Member Greenough asked if all pool employees will work during the closure; City Manager Wier stated it depends on how long the closure lasts. We are following the guidelines set by the State.

The following citizens addressed the Council:

Mike Gomez: glad taking action to protect the community, but it should be done by prevention not by closure. Does not want the pool to close as it keeps people healthy.

Robin Hartwick: wants to keep the pool open as others in the surrounding areas are remaining open.

Doug Suzuki: the use of the pool for physical therapy is very beneficial. States when he comes to the pool, there are usually well under 10 in the locker room.

Dale Condon: does not want to see the pool close, uses it and is dependent on using it daily.

Recreation and Events Coordinator Director Wendt stated that it has been recommended to only have 10 people total, including staff, at the pool. That means that with 3 staff members, there would only be allowed to have 7 patrons in the pool which would make enforcement difficult, many patrons come down from Brookings. She stated that the YMCA and the pool in Humboldt are currently closed now. Mayor Pro Tem Kime disagrees that logistically this couldn't happen; should be able to have people to buy a ticket for a specific time; disagrees with pool closure. Council Member Fallman asked if we are refunding passes for the pool closure; Mayor Inscore answered that this has been addressed before when we were talking about closing the pool. Asked if there are ways to use this pool for people to use the pool for their basic physical health needs. Director Wendt stated that there are a lot of logistics to work out staffing and the 7 people allowed at the

pool. We need to take into consideration on how quickly all of the regulations are changing, for instance, Marin County has been told to stay home. Council Member Greenough stated if we were to keep the pool open, would there be a need for a higher level of cleanliness. City Manager Wier stated that if we were to set a date for the next Council meeting to continue this discussion, there will be a better image of what to expect as this changes so quickly. The Council was in agreement that the right decision would be to close the pool until April 6th.

Robin Hartwick: stated that those who are high risk will not come to the pool.

Kelli Blue: suggested using this time for pool maintenance instead of the usual annual pool closure.

Mike Gomez: the pool is already maintained well.

Jessica Cejnar – are you talking about closing the Visitors Center? *City Manager Wier answered that only events that couldn't accommodate the social distancing policy.*

Council Member Fallman made the following motion: Council gives direction to close City facilities and suspend any events that are permitted by the City until April 6th.

On an amended motion by Council Member Fallman, and seconded by Mayor Pro Tem Kime and carried unanimously on a 5-0 polled vote the City Council of the City of Crescent City directed the City Manager to suspend all public events which require the approval of the City and the City Manager is also authorized to close public facilities such as the pool and Cultural Center until April 6th.

Water Payment Policy

City Manager Wier reported to the Council that some public utilities are starting to consider the effects of the virus. Staff recommends not shutting off water until this has passed as people will need to be able to wash their hands to stay healthy. Council Member Greenough agrees, however, would like to know how many people would have had their water shut off. Mayor Pro Tem Kime stated there should be reasonable understanding through this time, but it does not mean it is a 'forgiveness' of the water bill and that it will still need to be paid. Mayor Inscore stated that this is consistent with what Pacific Power and PG&E are doing as well.

Liz Freeman: appreciates City water, will there be a repayment plan available? *Mayor Inscore stated that payment plans would be made available.*

On a motion by Council Member Greenough, seconded by Council Member Wright, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City approved suspending the disconnection of water service during the period of Emergency Declaration.

REPORTS AND PRESENTATIONS

3. Beachfront Park Community Engagement Project

- *Recommendation: Hear staff report*
- *Receive public comments*

Director Wendt gave a PowerPoint presentation from Greenway for the Beachfront Park Master Plan. The plan outlines Greenway's project approach that will include community engagement, staff training, key insights and then a report of their findings through those processes. The next step is for PGA Design to start the project design and seeking grant funding for the plan. Council Member Fallman stated that this sort of community outreach will be useful for other projects.

CONSENT CALENDAR

4. Warrant Claims List

- *Recommendation: Receive and file the warrant claims list for the period February 22, 2020 through March 6, 2020.*

5. Payroll Report

- *Recommendation: Receive and file the biweekly payroll report for the period ending February 29, 2020 paid March 6, 2020.*

6. Budget-to-Actual Financial Report for February 2020

- *Recommendation: Receive and file the monthly budget-to-actual financial report of the City's major operating funds for the month of February.*

7. Subrecipient Agreement with North Coast Rape Crisis Team, Addendum 1

- *Recommendation: Authorize City Manager to execute Addendum No. 1 to the Subrecipient Agreement between the City of Crescent City and North Coast Rape Crisis Team*

8. Budget Amendment to Move Previously Allocated Water and General Fund Capital Project Funding into the Water and General CIP Fund

- *Adopt Resolution 2020-19, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2019-20 BUDGET OF THE CITY OF CRESCENT CITY*

On a motion by Council Member Greenough, seconded by Council Member Fallman, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted the consent calendar consisting of items 4-8 as presented.

Mayor Inscore called a 5-minute recess at 8:00 p.m.; reconvened at 8:05 p.m.

PUBLIC HEARINGS - None

CRESCENT CITY HOUSING AUTHORITY

(Minutes in the 5/18/20 agenda packet)

Reconvened as the City Council of the City of Crescent City at 8:29 p.m.

SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY

No meeting as there are no items to discuss

CONTINUING BUSINESS - None

NEW BUSINESS

11. Mobile Vending Ordinance Introduction

- *Recommendation: Hear staff report*

- *Receive public comment*
- *Waive full reading, read by title only and introduce Ordinance No. 817, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING SECTIONS OF THE CRESCENT CITY MUNICIPAL CODE RELATING TO THE REGULATION OF MOBILE VENDORS AND SIDEWALK VENDORS*

Director Olson reported to the Council the Mobile Vending Ordinance and the process it went through with the Planning Commission. This will deal with sidewalk vendors and will amend the business license administrative sections so the sidewalk vendors will not be criminally prosecuted and will relax the regulations on mobile vending. Director Olson explained the residential mobile vending and the requirement to have a use permit to do so. Director Olson went over several requirements for mobile vendors such as insurance, inspections, etc., additionally mentioning that the hours of operation will be from 7am – 10pm. Prohibited from mobile vending is sales of alcohol, tobacco or cannabis. Mayor Pro Tem Kime stated that due to the fact we are in a state of emergency, we have until May 6th for the mobile vendors to get everything in order; what about near brick and mortars? Public Works Director Olson answered there are no restrictions on having the mobile vendors near brick and mortars. City Attorney Rice explained further that in the last few staff reports before the Council, there were a few specific concerns within the way the definition of “substantially similar” is written. In order to impose a distance requirement, we need to have a legitimate governmental concern that is advanced by the distancing measure. Given these uncertainties, it is recommended to go forward without those in the ordinance. Council Member Wright asked about administrative citations instead of criminal and what it consists of; City Attorney Rice stated that they will be in the form of fines; for sidewalk vendors you cannot prosecute a violation as a crime, therefore we set forth administrative fines. Council Member Fallman asked about the public response; Director Olson stated that the City has not done any outreach, however we have had one vendor come to several meetings and have applied for a mobile vending permit under the old code. They are very excited about moving forward.

The following citizen addressed the Council:

Linda Sutter: who would monitor the health issues; Director Olson stated that is all handled by the Del Norte County Public Health Department.

On a motion by Council Member Fallman, seconded by Mayor Pro Tem Kime, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City waived full reading, read by title only and introduced Ordinance No. 817, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING SECTIONS OF THE CRESCENT CITY MUNICIPAL CODE RELATING TO THE REGULATION OF MOBILE VENDORS AND SIDEWALK VENDORS

12. Commercial Cannabis Ordinance

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Waive full reading, read by title only and introduce Ordinance No. 819, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADDING CHAPTER 17.95, COMMERCIAL CANNABIS REGULATIONS, AND AMENDING CHAPTER 17.20, C-1 DOWNTOWN BUSINESS DISTRICT, CHAPTER 17.22, C-2 GENERAL COMMERCIAL DISTRICT, CHAPTER 17.23, CW WATERFRONT COMMERCIAL DISTRICT, CHAPTER 17.24, HS HIGHWAY SERVICE DISTRICT, AND CHAPTER 17.93, STANDARDS FOR MARIJUANA, OF TITLE 17, ZONING, OF THE CRESCENT CITY MUNICIPAL CODE*

Director Olson went over the history of the creation of this ordinance and the processes for which it has gone through. Regarding taxes, it is not expected to have a lot of stores opening up to

generate a lot of taxes. Mayor Inscore asks about the application fee; the ordinance it reads that the application fee will be set by resolution by the City Council; will one come before the Council by the next meeting? City Manager Wier stated that the goal is to bring it back to the Council and to have it a part of the fee schedule and the analysis should be done by the next meeting. Council Member Greenough concurs; wanted to reiterate his concern and wanted to have setbacks near youth centers. City Attorney Rice stated that if the setback gets changed tonight, it would need to come back at the next Council for introduction. Discussion on setbacks near youth centers continued at a Council level. Mayor Pro Tem Kime asked who chose the hours of operation of 8am – 8pm; Mayor Inscore believes that came from a recommendation from the Planning Commission, as the Council didn't negotiate any hours of operation. City Attorney Rice stated that the ordinance has not changed since the Council saw it last.

The following citizen addressed the Council:

Eric Ginther: there are already restrictions in place on hours of operations.

Director Olson stated that the State outlined the following hours for retailers: 6am – 10pm.

Council Members spoke in disagreement of setting hours of operation. After discussion, the Council preferred the language in the ordinance to read that the hours of operation would be from 6am – 10pm to mirror what State law says. City Attorney Rice stated that if the motion is done with a very specific amendment.

The suggested motion would be : waive full reading, read by title only and introduce Ordinance No. 819, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADDING CHAPTER 17.95, COMMERCIAL CANNABIS REGULATIONS, AND AMENDING CHAPTER 17.20, C-1 DOWNTOWN BUSINESS DISTRICT, CHAPTER 17.22, C-2 GENERAL COMMERCIAL DISTRICT, CHAPTER 17.23, CW WATERFRONT COMMERCIAL DISTRICT, CHAPTER 17.24, HS HIGHWAY SERVICE DISTRICT, AND CHAPTER 17.93, STANDARDS FOR MARIJUANA, OF TITLE 17, ZONING, OF THE CRESCENT CITY MUNICIPAL CODE with the amendment to section 17.95.070(b) changing hours of operation from 8am – 8pm for hours to 6am – 10pm to mirror what State law already says.

Council Member Greenough stated he wants to change setbacks on Youth Centers.

On a motion by Council Member Greenough, seconded by Council Member Wright, with Council Member Fallman, Mayor Pro Tem Kime and Mayor Inscore voting no, the motion failed to waive full reading, and approve Ordinance 819, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADDING CHAPTER 17.95, COMMERCIAL CANNABIS REGULATIONS, AND AMENDING CHAPTER 17.20, C-1 DOWNTOWN BUSINESS DISTRICT, CHAPTER 17.22, C-2 GENERAL COMMERCIAL DISTRICT, CHAPTER 17.23, CW WATERFRONT COMMERCIAL DISTRICT, CHAPTER 17.24, HS HIGHWAY SERVICE DISTRICT, AND CHAPTER 17.93, STANDARDS FOR MARIJUANA, OF TITLE 17, ZONING, OF THE CRESCENT CITY MUNICIPAL CODE with the addition that we change the hours for commercial cannabis to 6 am between and 10 pm and that we change the setback for such businesses to youth centers to include a 600 foot setback.

On a motion by Council Member Greenough, seconded by Council Member Fallman, and carried on a 5-0 polled vote, the City Council of the City of Crescent City waived full reading, and approved Ordinance 819, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADDING CHAPTER 17.95, COMMERCIAL CANNABIS REGULATIONS, AND AMENDING CHAPTER 17.20, C-1 DOWNTOWN BUSINESS DISTRICT, CHAPTER 17.22, C-2 GENERAL COMMERCIAL DISTRICT, CHAPTER 17.23, CW WATERFRONT COMMERCIAL DISTRICT, CHAPTER 17.24, HS HIGHWAY SERVICE DISTRICT, AND CHAPTER 17.93, STANDARDS

FOR MARIJUANA, OF TITLE 17, ZONING, OF THE CRESCENT CITY MUNICIPAL CODE with the addition that we change the hours for commercial cannabis to 6 am between and 10 pm.

13. Amendment To Procurement Ordinance Introduction

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Waive full reading, read by title only and introduce Ordinance No. 820, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING CHAPTER 14.28, EXCEPTIONS TO PROCUREMENT RULES, OF TITLE 14, PROCUREMENT PROCEDURES, OF THE CRESCENT CITY MUNICIPAL CODE.*

City Attorney Rice went over the reasons there was a change needed in the Procurement Ordinance. Since the adoption of Ordinance 808 when amended Title 15 – Procurement Procedures, staff discovered that two procedures specifically authorized by state law were not included in the code. Therefore, Ordinance 820 being introduced tonight, adds an exception to the procurement rules for contracts that are procured pursuant to one of these alternative methods authorized by state law.

On a motion by Council Member Fallman, seconded by Council Member Wright, and carried unanimously on 5-01 polled vote, the City Council of the City of Crescent City waived full reading, read by title only and introduced Ordinance No. 820, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING CHAPTER 14.28, EXCEPTIONS TO PROCUREMENT RULES, OF TITLE 14, PROCUREMENT PROCEDURES, OF THE CRESCENT CITY MUNICIPAL CODE.

14. Small Cell Tower Sites

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Provide additional input on development of small cell sites ordinance*
- *Direct staff to develop a small cell site ordinance for Council consideration*

Director Olson stated the FCC has ruled that local governments may impose aesthetic requirements upon small wireless facilities (SWFs) so long as they are: (1) reasonable, (2) no more burdensome than those applied to other types of infrastructure deployments, and (3) objective and published in advance. To provide for the regulation of small wireless sites within City limits consistent with recently adopted Federal regulations, City staff seek input on a draft ordinance to guide siting of small wireless facilities in the public right-of-way.

Council was in consensus to bring back ordinance for introduction.

15. Temporary Construction Easements

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Adopt Resolution 2020-20, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AUTHORIZING THE CITY MANAGER TO ACCEPT TEMPORARY CONSTRUCTION EASEMENTS ON BEHALF OF THE CITY COUNCIL.*

City Manager Wier explained on some City projects there are times we have to make improvements to private property within the scope of a project. Director Olson stated that typically the Council would have already authorized the project. Council Member Greenough asked if the City meets with the property owner beforehand; City Manager Wier stated that yes its actually an agreement.

On a motion by Council Member Fallman, seconded by Council Member Greenough and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted Resolution No. 2020-20, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AUTHORIZING THE CITY MANAGER TO ACCEPT TEMPORARY CONSTRUCTION EASEMENTS ON BEHALF OF THE CITY COUNCIL.

CITY COUNCIL ITEMS

- **Legislative Matters – None**
- **City Manager Report and City Council Directives –** City Manager Wier reported on the following items:
 - Japan Children’s Day flags
 - Mayor Inscore – with everything else that is going on do we want to move forward with this; City Manager Wier at this time, it’s unknown if we will have the staff to put them up, but we can still order them. Council was in consensus to place the order and have them on hand for when we can put them up around the City.
 - Regarding the epidemic, appreciates all of the hard work from staff and that is thankful for the Council taking up the emergency items.
- **Reports, Concerns, Referrals, Council travel and training reports –**
Mayor Pro Tem Kime – appreciated mobile conferencing
Council Member Wright – also appreciated mobile conferencing
Council Member Greenough – asks the community to not panic and buy up all of the products, we will get through this
Council Member Fallman – we will show the world how to respond appropriately to this epidemic
Mayor Inscore – thanks the public for the patience with this process. If you have health concerns and don’t know what to do, call your healthcare provider instead of inundating urgent care or the ER. Sutter Coast has an “ask a nurse” line.

ADJOURNMENT

There being no further business to come before the Council, Mayor Inscore adjourned the meeting at 9:50 p.m. to the regular meeting of the City Council of the City of Crescent City scheduled for Monday, April 6, 2020 at 6:00 p.m. at the Flynn Center, 981 H Street, Crescent City, CA 95531.

ATTEST:

Robin Patch
City Clerk/Administrative Analyst

Accounts Payable

Checks by Date - Summary by Check Number

User: crawlings
 Printed: 4/15/2020 8:18 AM



Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
ACH	PERS1	Public Emp Retirement Sys	04/01/2020	0.00	50,483.28
ACH	EDDTAX	State of California EDD TAX Auto Pay	04/06/2020	0.00	4,103.23
ACH	FITTAX	FIT Payroll Taxes Auto Pay	04/06/2020	0.00	18,061.52
ACH	PERS2	Public Emp Retirement Sys	04/06/2020	0.00	23,111.98
435958	AMFAM	American Family Life	04/01/2020	0.00	2,459.77
435959	AMLIF	Ameritas Life Ins. Corp.	04/01/2020	0.00	4,769.28
435960	CLEA	California Law Enforcement Association	04/01/2020	0.00	220.50
435961	REDWMO	Kevin J Caldwell MD Inc	04/01/2020	0.00	1,314.00
435962	MYERSS	Myers-Stevens & Toohey Co Inc	04/01/2020	0.00	94.50
435963	PARS	PARS, Public Agency Retirement	04/01/2020	0.00	300.00
435964	STANDAI	Standard Insurance Company	04/01/2020	0.00	2,171.35
435965	VISION	Vision Service Plan	04/01/2020	0.00	1,105.05
436005	EDDGarn	Employment Development Dept ATTN: W	04/06/2020	0.00	379.85
436006	CASTATE	CA State Disbursement Unit	04/06/2020	0.00	461.88
436007	WAMUTU	Crescent City Employees Association	04/06/2020	0.00	85.00
436008	CCPOLI	Crescent City Police Officer's Association	04/06/2020	0.00	450.00
436009	ICMARE	ICMA Retirement Trust-457	04/06/2020	0.00	2,259.64
436010	ZCAFRAN2	State Of California	04/06/2020	0.00	522.47
436011	SPRING	Accela Inc.	04/02/2020	0.00	1,762.80
436012	ADE	Applied Development Economics	04/02/2020	0.00	1,449.73
436013	AUTOZONE	Auto Zone	04/02/2020	0.00	13.62
436014	AXON	Axon Enterprise, Inc.	04/02/2020	0.00	5,908.20
436015	AZCO	Azco Supply	04/02/2020	0.00	9,890.00
436016	Badawi	Badawi & Associates	04/02/2020	0.00	2,244.50
436017	UB*05026	JAMI BEACH	04/02/2020	0.00	186.87
436018	UB*05019	JAMES BINGHAM	04/02/2020	0.00	155.30
436019	BOOKCTR	BookingCenter.com LLC	04/02/2020	0.00	150.00
436020	CURRYE	Brad Coleman Inc	04/02/2020	0.00	10.19
436021	UB*05034	JAMES BROWN	04/02/2020	0.00	75.00
436022	CCDNCH	Cc-Dn Chamber Of Commerce	04/02/2020	0.00	400.00
436023	CHARTEC	Charter Communications	04/02/2020	0.00	899.50
436024	UB*05023	SAMANTHA CLARKSTON	04/02/2020	0.00	84.68
436025	UB*05037	CRESCENT CITY ART INSTITUTE AND	04/02/2020	0.00	170.00
436026	UB*05030	KARYN CROCKER	04/02/2020	0.00	70.31
436027	MISSVS	Virginia Delatorre	04/02/2020	0.00	840.00
436028	UB*05035	FRANKLIN DICKEY	04/02/2020	0.00	50.00
436029	UB*05022	JAMES DUNN	04/02/2020	0.00	63.75
436030	EXTRACTO	Extractor Corporation	04/02/2020	0.00	210.00
436031	FASTENAL	Fastenal Company	04/02/2020	0.00	290.11
436032	FEDEX	Federal Express Corporation	04/02/2020	0.00	31.60
436033	FRESWATE	Freshwater Environmental Services Inc	04/02/2020	0.00	1,069.00
436034	VERIZO2	Frontier California Inc	04/02/2020	0.00	797.11
436035	UB*05020	COURTNEY GIBSON	04/02/2020	0.00	167.93
436036	VALEROS	Sunny Gonzales	04/02/2020	0.00	113.60
436037	GRAING	Grainger	04/02/2020	0.00	33.64
436038	HARPER	Harvey M. Harper Company	04/02/2020	0.00	131.48
436039	HDLASSOC	Hinderliter deLlamas & Associates	04/02/2020	0.00	1,165.64

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
436040	Home Dep	Home Depot Credit Services	04/02/2020	0.00	4,554.51
436041	UB*05036	JOHN & AMANDA HORNER	04/02/2020	0.00	187.21
436042	UB*05027	MEGAN HULL	04/02/2020	0.00	161.49
436043	INDUSTST	Industrial Steel & Supply Co., Inc	04/02/2020	0.00	45.58
436044	BESTSTOR	Brian Iorg	04/02/2020	0.00	130.00
436045	UB*05028	HANNAH JOHNSTON	04/02/2020	0.00	183.61
436046	UB*05031	NOREEN JONES	04/02/2020	0.00	14.28
436047	INMOTIO	Ryan LaThorpe	04/02/2020	0.00	38.00
436048	LEXISNEX	LexisNexis Risk Data Management Inc	04/02/2020	0.00	200.00
436049	UB*05024	JOEL MAITLAND	04/02/2020	0.00	155.30
436050	MEYERSPO	Meyers Police K-9 Training, LLC	04/02/2020	0.00	300.00
436051	MISSIO	Mission Linen Supply	04/02/2020	0.00	70.67
436052	101	National Auto Parts Warehouse	04/02/2020	0.00	336.63
436053	OFFICEDE	Office Depot	04/02/2020	0.00	324.86
436054	OREILLY	O'Reilly Auto Enterprises LLC	04/02/2020	0.00	22.58
436055	MENDES	Pacific Packaging & Supply Co Inc	04/02/2020	0.00	734.25
436056	PAPEMAC2	Pape Group Inc, The	04/02/2020	0.00	487.14
436057	UB*05033	DAN PEASLEY	04/02/2020	0.00	14.97
436058	UB*05032	BARBARA PFEIFER	04/02/2020	0.00	5.60
436059	UB*05021	JAMIE SCOTT	04/02/2020	0.00	160.53
436060	SHNCON	SHN Consulting Engineers & Geologists In	04/02/2020	0.00	337.50
436061	SIGMAALD	Sigma-Aldritch, Inc.	04/02/2020	0.00	2,857.45
436062	DNOFFI	Debra Stover	04/02/2020	0.00	134.30
436063	SYMBOL	Symbol Arts	04/02/2020	0.00	25.87
436064	TERMIN	Terminix International	04/02/2020	0.00	408.00
436065	UNITEDRO	United Rotary Brush Corporation	04/02/2020	0.00	312.50
436066	UNIVAR	Univar Solutions USA Inc.	04/02/2020	0.00	1,665.93
436067	CALCARDS	US Bank Corporate Pmt Systems	04/02/2020	0.00	11,550.53
436068	UB*05025	SENG XAI VANG	04/02/2020	0.00	155.30
436069	VERIZO3	Verizon Wireless Services LLC	04/02/2020	0.00	2,426.79
436070	CACEHA	Wiececke and Associates	04/02/2020	0.00	2,531.78
436071	UB*05018	JAMES WILSON	04/02/2020	0.00	150.00
436072	UB*05029	JOHN WINZLER, D.D.S	04/02/2020	0.00	10.52
436073	ZONES	Zones LLC	04/02/2020	0.00	2,979.72
436075	ADE	Applied Development Economics	04/09/2020	0.00	1,024.36
436076	BLUEST	Blue Star Gas Associates	04/09/2020	0.00	628.67
436077	BOOKCTR	BookingCenter.com LLC	04/09/2020	0.00	150.00
436078	CRENNE	C Renner Petroleum Inc	04/09/2020	0.00	798.48
436079	ZCAEQUA1	Cal Dept of Tax and Fee Admin	04/09/2020	0.00	1,565.00
436080	CENTRAE	Central Equipment	04/09/2020	0.00	89.93
436081	DNSOLI	County of Del Norte	04/09/2020	0.00	482.75
436082	NANCYDIA	Nancy Diamond	04/09/2020	0.00	875.00
436083	EFFDEL	Efficiency Delivery LLC	04/09/2020	0.00	30.00
436084	ENGLUN	Englund Marine Supply Co.	04/09/2020	0.00	3.91
436085	FRESWATE	Freshwater Environmental Services Inc	04/09/2020	0.00	3,467.50
436086	GEORGE	George Petty Inc	04/09/2020	0.00	153.98
436087	GRAING	Grainger	04/09/2020	0.00	509.37
436088	UB*05039	JEFFERY KING	04/09/2020	0.00	159.81
436089	LEAGUE	League Of California Cities	04/09/2020	0.00	4,429.00
436090	UB*05041	SHEYLA MENDEZ	04/09/2020	0.00	60.36
436091	MISSIO	Mission Linen Supply	04/09/2020	0.00	47.93
436092	MORJON	Mor-Jon Inc	04/09/2020	0.00	148.59
436093	UB*05043	SANDRA MORRISON	04/09/2020	0.00	120.69
436094	OFFICEDE	Office Depot	04/09/2020	0.00	165.51
436095	MENDES	Pacific Packaging & Supply Co Inc	04/09/2020	0.00	616.62
436096	DNDISP	Recology Del Norte	04/09/2020	0.00	761.61
436097	UB*05040	EDWAR RODRIGUEZ	04/09/2020	0.00	5.80

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
436098	UB*05042	MARIANA SAMANO LEON	04/09/2020	0.00	153.78
436099	QUILLC	Staples	04/09/2020	0.00	48.35
436100	UB*05045	DONALD STONE	04/09/2020	0.00	97.77
436101	UB*05038	DANIEL THOMPSON	04/09/2020	0.00	250.00
436102	UNIVAR	Univar Solutions USA Inc.	04/09/2020	0.00	256.29
436103	CALCARDS	US Bank Corporate Pmt Systems	04/09/2020	0.00	10,991.18
436104	UB*05044	SARAH VAN AKEN	04/09/2020	0.00	35.60
436105	CACEHA	Wiececke and Associates	04/09/2020	0.00	824.17
Report Total (112 checks):				0.00	203,413.27

AP
3-28-20 to 4-10-20 Council



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check number	check date	acct 1	description	amount	selected for void
0	4/1/2020	630-111-4409-00000	Apr 20 Admi Fees-Retirees	33.73	False
0	4/1/2020	610-000-2173-00000	Apr 20 Premiums	42,842.37	False
0	4/1/2020	001-111-4125-00000	Apr 20 Admi Fees	118.00	False
0	4/1/2020	630-000-4125-00000	Apr 20 Premiums-Retirees	6,628.00	False
0	4/1/2020	001-470-4125-00000	Apr 20 Premiums-Morelos	861.18	False
0	4/6/2020	610-000-2188-00000	PR Batch 00001.04.2020 Medicare Employer Portion	777.52	False
0	4/6/2020	610-000-2188-00000	PR Batch 00011.04.2020 Medicare Employee Portion	1,301.90	False
0	4/6/2020	610-000-2188-00000	PR Batch 00001.04.2020 Medicare Employee Portion	777.52	False
0	4/6/2020	610-000-2188-00000	PR Batch 00011.04.2020 Medicare Employer Portion	1,301.90	False
0	4/6/2020	610-000-2189-00000	PR Batch 00001.04.2020 Federal Income Tax	5,922.81	False
0	4/6/2020	610-000-2189-00000	PR Batch 00011.04.2020 Federal Income Tax	7,979.87	False
0	4/6/2020	610-000-2187-00000	PR Batch 00011.04.2020 ER Contribution	8,164.98	False
0	4/6/2020	610-000-2187-00000	PR Batch 00011.04.2020 EE Contribution	6,069.01	False
0	4/6/2020	610-000-2187-00000	PR Batch 00011.04.2020 Survivor Benefit	31.10	False
0	4/6/2020	610-000-2187-00000	PR Batch 00001.04.2020 Survivor Benefit	18.60	False
0	4/6/2020	610-000-2187-00000	PR Batch 00001.04.2020 ER Contribution	4,657.80	False
0	4/6/2020	610-000-2187-00000	PR Batch 00001.04.2020 EE Contribution	3,757.29	False
0	4/6/2020	610-000-2187-00000	PR Batch 00001.04.2020 Service Credit Purchase	413.20	False
0	4/6/2020	610-000-2185-00000	PR Batch 00001.04.2020 State Income Tax	1,749.33	False
0	4/6/2020	610-000-2185-00000	PR Batch 00011.04.2020 State Income Tax	2,353.90	False
435958	4/1/2020	610-000-2174-00000	Apr 20 Premiums	2,459.77	False
435959	4/1/2020	001-470-4125-00000	Apr 20 Premiums-Morelos	88.32	False
435959	4/1/2020	610-000-2177-00000	Apr 20 Premiums	4,680.96	False
435960	4/1/2020	610-000-2179-00000	Apr 20	220.50	False
435961	4/1/2020	506-506-4407-00000	Est PT Minimal	30.00	False
435961	4/1/2020	001-364-4407-00000	Est PT Minimal	10.50	False
435961	4/1/2020	419-371-4407-00000	Est PT Minimal	13.50	False
435961	4/1/2020	508-508-4407-00000	Est PT Minimal	30.00	False
435961	4/1/2020	412-100-4407-00000	Est PT Minimal	10.20	False
435961	4/1/2020	413-353-4407-00000	Est PT Minimal	4.50	False
435961	4/1/2020	001-350-4407-00000	Pre employment exams	224.00	False
435961	4/1/2020	001-480-4407-00000	Est PT Minimal	6.60	False
435961	4/1/2020	001-470-4407-00000	Est PT Minimal	1.50	False

check number	check date	acct 1	description	amount	selected for void
435961	4/1/2020	001-470-4407-00000	Est PT Minimal	13.20	False
435961	4/1/2020	001-230-4407-00000	Annual exams	970.00	False
435962	4/1/2020	001-240-4125-00000	Apr 20 Premiums	94.50	False
435963	4/1/2020	630-111-4409-00000	Jan 20 Admin Fees	300.00	False
435964	4/1/2020	001-470-4125-00000	Apr 20 Premiums-Morelos	24.41	False
435964	4/1/2020	610-000-2179-00000	Apr 20 Premiums	2,146.94	False
435965	4/1/2020	610-000-2175-00000	Apr 20 Premiums	1,084.20	False
435965	4/1/2020	001-470-4125-00000	Apr 20 Premiums-Morelos	20.85	False
436005	4/6/2020	610-000-2170-00000	PR Batch 00011.04.2020 Wage Garn - EDD	379.85	False
436006	4/6/2020	610-000-2170-00000	PR Batch 00011.04.2020 Child Support-CA %	230.52	False
436006	4/6/2020	610-000-2170-00000	PR Batch 00011.04.2020 Child Support-CA	32.90	False
436006	4/6/2020	610-000-2170-00000	PR Batch 00011.04.2020 Child Support-CA	198.46	False
436007	4/6/2020	610-000-2184-00000	PR Batch 00011.04.2020 Misc EE Association Fund	85.00	False
436008	4/6/2020	610-000-2181-00000	PR Batch 00011.04.2020 CCPOA Dues	450.00	False
436009	4/6/2020	610-000-2178-00000	Plan #300878	146.29	False
436009	4/6/2020	610-000-2186-00000	Plan #306752	528.10	False
436009	4/6/2020	610-000-2178-00000	Plan #300878	25.00	False
436009	4/6/2020	610-000-2186-00000	Plan #306752	110.72	False
436009	4/6/2020	610-000-2178-00000	Plan #300878	1,449.53	False
436010	4/6/2020	610-000-2170-00000	PR Batch 00001.04.2020 Wage Garn-FTB	522.47	False
436011	4/2/2020	413-120-4415-00000	FY20 fees for online payment service: MAR 2020	881.40	False
436011	4/2/2020	419-120-4415-00000	FY20 fees for online payment service: MAR 2020	881.40	False
436012	4/2/2020	001-313-4409-00000	EDA - 2019-2024 City/County/Harbor regional CEDS document	1,449.73	False
436013	4/2/2020	508-508-4390-00000	antenna adapter #23	13.62	False
436014	4/2/2020	001-240-4450-00000	Taser 60: year 3 payment per sales agreement	5,908.20	False
436015	4/2/2020	001-364-4350-10023	40 - streetlight LED fixtures to replace inventory	9,890.00	False
436016	4/2/2020	413-120-4420-00000	Professional audit services per contract- FINAL	533.90	False
436016	4/2/2020	412-120-4420-00000	Professional audit services per contract- FINAL	31.50	False
436016	4/2/2020	001-120-4420-00000	Professional audit services per contract- FINAL	579.20	False
436016	4/2/2020	152-485-4420-1721a	Professional audit services per contract- FINAL	444.30	False
436016	4/2/2020	419-120-4420-00000	Professional audit services per contract- FINAL	303.00	False
436017	4/2/2020	419-000-2110-00000	Refund Check 108786-000, 1395 BREEN ST	186.87	False
436018	4/2/2020	419-000-2110-00000	Refund Check 107431-001, 145 BECKY CT	155.30	False
436019	4/2/2020	412-100-4450-00000	Current booking system- FEB 2020	150.00	False
436020	4/2/2020	413-356-4390-35022	knob & spring	10.19	False
436021	4/2/2020	419-000-2110-00000	Refund Check 007060-000, 262 PEBBLE BEACH DR	75.00	False
436022	4/2/2020	001-480-4530-00000	Chamber Dinner- H. Wendt	57.14	False
436022	4/2/2020	001-110-4530-00000	Chamber Dinner- A. Fallman	57.14	False
436022	4/2/2020	001-120-4530-00000	Chamber Dinner- L. Leaver	57.14	False
436022	4/2/2020	001-111-4530-00000	Chamber Dinner- E. Wier	57.14	False
436022	4/2/2020	001-110-4530-00000	Chamber Dinner- I. Wright	57.16	False
436022	4/2/2020	001-110-4530-00000	Chamber Dinner- B. Inscore	57.14	False
436022	4/2/2020	001-114-4530-00000	Chamber Dinner- S. Valero	57.14	False

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436023	4/2/2020	413-352-4230-00000	broadband for security- 03/08/20-04/07/20	99.98	False
436023	4/2/2020	420-115-4230-00000	Fiber Internet DIA @ 520 I St-03/21/20-04/20/20	399.00	False
436023	4/2/2020	001-230-4230-00000	Cable & Internet Service- 02/20/20-03/19/20	110.55	False
436023	4/2/2020	001-114-4230-00000	Internet Service --03/27/20-04/26/20	13.33	False
436023	4/2/2020	001-313-4230-00000	Internet Service --03/27/20-04/26/20	3.69	False
436023	4/2/2020	420-115-4230-00000	Internet Service --03/27/20-04/26/20	13.32	False
436023	4/2/2020	412-100-4230-00000	Internet Service --03/27/20-04/26/20	4.51	False
436023	4/2/2020	419-111-4230-00000	Internet Service--03/27/20-04/26/20	4.31	False
436023	4/2/2020	001-111-4230-00000	Internet Service -03/27/20-04/26/20	4.92	False
436023	4/2/2020	413-352-4230-00000	Internet Service --03/27/20-04/26/20	10.87	False
436023	4/2/2020	413-111-4230-00000	Internet Service--03/27/20-04/26/20	3.89	False
436023	4/2/2020	001-250-4230-00000	Internet Service - -03/27/20-04/26/20	1.64	False
436023	4/2/2020	001-480-4230-00000	Internet Service --03/27/20-04/26/20	2.87	False
436023	4/2/2020	413-120-4230-00000	Internet Service --03/27/20-04/26/20	26.65	False
436023	4/2/2020	001-350-4230-00000	Internet Service --03/27/20-04/26/20	9.84	False
436023	4/2/2020	001-471-4230-00000	Internet Service --03/27/20-04/26/20	2.87	False
436023	4/2/2020	413-353-4230-00000	Internet Service --03/27/20-04/26/20	4.30	False
436023	4/2/2020	001-120-4230-00000	Internet Service --03/27/20-04/26/20	27.67	False
436023	4/2/2020	419-371-4230-00000	Internet Service --03/27/20-04/26/20	15.37	False
436023	4/2/2020	419-371-4230-00000	broadband for security- 03/26/20-04/25/20	84.99	False
436023	4/2/2020	001-251-4230-00000	Internet Service --03/27/20-04/26/20	5.94	False
436023	4/2/2020	001-113-4230-00000	Internet Service --03/27/20-04/26/20	13.32	False
436023	4/2/2020	001-364-4230-00000	Internet Service - -03/27/20-04/26/20	4.51	False
436023	4/2/2020	001-470-4230-00000	Internet Service --03/27/20-04/26/20	2.87	False
436023	4/2/2020	419-120-4230-00000	Internet Service --03/27/20-04/26/20	25.01	False
436024	4/2/2020	419-000-2110-00000	Refund Check 108656-000, 2418 LE CLAIR AVE	84.68	False
436025	4/2/2020	419-000-2110-00000	Refund Check 103388-000, 347 2ND ST (2" METER)	170.00	False
436026	4/2/2020	419-000-2110-00000	Refund Check 107965-000, 120 MAPLE TREE LN	70.31	False
436027	4/2/2020	412-100-4450-00000	Cleaning service: 2/23/20-3/21/20	840.00	False
436028	4/2/2020	419-000-2110-00000	Refund Check 008180-000, 608 G ST #B	50.00	False
436029	4/2/2020	419-000-2110-00000	Refund Check 109652-000, 680 J ST	63.75	False
436030	4/2/2020	508-000-2122-00000	(TAX) 115 Volt motor	-14.25	False
436030	4/2/2020	508-508-4390-00000	115 Volt motor	224.25	False
436031	4/2/2020	413-353-4390-00000	3M filters/ respirators	136.58	False
436031	4/2/2020	001-364-4390-10025	3M filters/ respirators	136.58	False
436031	4/2/2020	508-508-4390-00000	bin stock parts	16.95	False
436032	4/2/2020	152-485-4240-1721a	funfs request	31.60	False
436033	4/2/2020	419-371-4409-00000	water loss audit- Feb 2020	1,069.00	False
436034	4/2/2020	419-371-4230-00000	707-465-3386 Water Scada Phone- 03/14/20-04/13/20	57.28	False
436034	4/2/2020	419-371-4230-00000	707-1013 chlor bldg-03/13/20-04/12/20	99.81	False
436034	4/2/2020	419-371-4230-00000	Water System Phone 707-0083 --03/13/20-04/12/20	28.20	False
436034	4/2/2020	419-371-4230-00000	Water System Phone - 0249-03/13/20-04/12/20	72.77	False
436034	4/2/2020	001-240-4230-00000	Radio to Sherriff --03/13/20-04/12/20	30.65	False

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436034	4/2/2020	419-371-4230-00000	Water Syst Ph Bills --03/13/20-04/12/20	72.77	False
436034	4/2/2020	419-371-4230-00000	Water Syst Phone 707-1017-03/13/20-04/12/20	29.50	False
436034	4/2/2020	419-371-4230-00000	Water System Ph. Bill 707-1007 --03/13/20-04/12/20	72.77	False
436034	4/2/2020	419-371-4230-00000	Water System Phone Bill 707-1006 --03/13/20-04/12/20	29.50	False
436034	4/2/2020	419-371-4230-00000	Water System Ph Bills --03/13/20-04/12/20	29.50	False
436034	4/2/2020	419-371-4230-00000	Water System Phone 464-2826 -03/13/20-04/12/20	67.27	False
436034	4/2/2020	419-371-4230-00000	Water System Phone 707-1015-03/13/20-04/12/20	29.50	False
436034	4/2/2020	413-353-4230-00000	Lift Station Phone PLO-0001 --03/13/20-04/12/20	29.50	False
436034	4/2/2020	419-371-4230-00000	Water Syst Phone 707-1016 --03/13/20-04/12/20	29.50	False
436034	4/2/2020	419-371-4230-00000	Water System Phone Bills --03/13/20-04/12/20	29.50	False
436034	4/2/2020	419-371-4230-00000	Water System Ph Bills --03/13/20-04/12/20	29.50	False
436034	4/2/2020	413-353-4230-00000	Lift Station Phone PL0-0009 - 03/25/20-04/24/20	59.59	False
436035	4/2/2020	419-000-2110-00000	Refund Check 107442-001, 382 3RD ST #4	167.93	False
436036	4/2/2020	001-114-4530-00000	Labor Neg Conf: meals, 3/11-13/20 (FULL AMOUNT)	113.60	False
436037	4/2/2020	412-100-4390-00000	track section for lighthouse beacon	-161.80	False
436037	4/2/2020	001-114-4390-00000	disk filters	65.15	False
436037	4/2/2020	001-114-4390-00000	disk filters	130.29	False
436038	4/2/2020	508-508-4390-00000	freight charge	15.00	False
436038	4/2/2020	508-508-4390-00000	lock cylinder #13	70.13	False
436038	4/2/2020	508-508-4390-00000	indicator asy #7	46.35	False
436039	4/2/2020	001-120-4409-00000	FY20 sales tax auditing & reporting: QTR 3 2019	1,165.64	False
436040	4/2/2020	001-470-4390-00000	quick links	13.50	False
436040	4/2/2020	419-371-4390-00000	disinfecting wipes; water	17.91	False
436040	4/2/2020	001-470-4390-00000	pliers	31.11	False
436040	4/2/2020	506-506-4390-00000	disinfecting wipes	23.56	False
436040	4/2/2020	001-470-4390-00000	milwaukee drill set; cement; primer	481.90	False
436040	4/2/2020	001-480-4390-00000	rubber casters	13.68	False
436040	4/2/2020	419-371-4390-00000	diablo bits	8.71	False
436040	4/2/2020	508-508-4390-00000	spray paint	6.43	False
436040	4/2/2020	419-371-4390-00000	wood transfer shovel	13.82	False
436040	4/2/2020	412-100-4390-00000	switches; plug outlets; wallplates	66.63	False
436040	4/2/2020	508-508-4390-00000	scissors set	8.57	False
436040	4/2/2020	506-506-4390-00000	liquid nails	2.90	False
436040	4/2/2020	412-100-4390-00000	conduit; electrical track	109.46	False
436040	4/2/2020	412-100-4390-00000	3 lgt LED frosted mdl gls	464.30	False
436040	4/2/2020	412-100-4390-00000	drill bits	29.00	False
436040	4/2/2020	419-371-4390-00000	roller; brushes	27.63	False
436040	4/2/2020	412-100-4390-00000	lite cable; connectors; brackets	95.19	False
436040	4/2/2020	506-506-4390-00000	screws; anchors	13.17	False
436040	4/2/2020	413-353-4390-00000	stanley toolbox	37.59	False
436040	4/2/2020	412-100-4390-00000	nylon duplex outlet	16.25	False
436040	4/2/2020	506-506-4390-00000	Return: surge protectors; hole covers	-42.90	False
436040	4/2/2020	506-506-4390-00000	hose nozzle; hose hanger	43.40	False

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436040	4/2/2020	412-100-4390-00000	buckets; great stuff fire block; insulation knife	67.18	False
436040	4/2/2020	506-506-4390-00000	hole covers; edge pull	53.79	False
436040	4/2/2020	412-100-4390-00000	breakers	267.38	False
436040	4/2/2020	506-506-4390-00000	ext cord; surge protector	47.77	False
436040	4/2/2020	506-506-4390-00000	grommets; furniture hole cover	14.67	False
436040	4/2/2020	506-506-4390-00000	Return: hole cover	-5.88	False
436040	4/2/2020	001-240-4390-00000	studs	12.83	False
436040	4/2/2020	001-471-4370-00000	window squeegee; floor squeegee	28.17	False
436040	4/2/2020	001-240-4390-00000	trash cans	71.92	False
436040	4/2/2020	001-470-4390-00000	LED door light	161.19	False
436040	4/2/2020	413-353-4390-00000	water	4.58	False
436040	4/2/2020	412-100-4390-00000	phone cord	13.95	False
436040	4/2/2020	412-100-4390-00000	hanger straps; insulation	242.47	False
436040	4/2/2020	001-240-4390-00000	dremel; bits; pine lumber	73.43	False
436040	4/2/2020	412-100-4390-00000	pure block; hurricane ties	58.91	False
436040	4/2/2020	508-508-4390-00000	sanded plywood	40.45	False
436040	4/2/2020	413-356-4390-35022	click bin; husky connect	69.62	False
436040	4/2/2020	508-508-4390-00000	sanding belt; hooks; tool bar	63.04	False
436040	4/2/2020	506-506-4390-00000	circular saw	187.02	False
436040	4/2/2020	001-240-4390-00000	bend repair; zinc nuts w/washer	15.56	False
436040	4/2/2020	001-240-4390-00000	plumbing parts; vanity; faucet	183.72	False
436040	4/2/2020	001-240-4390-00000	supply line; tube extension	23.09	False
436040	4/2/2020	001-240-4390-00000	Return: supply line	-13.90	False
436040	4/2/2020	412-100-4390-00000	ripping chisel; bottled water	14.22	False
436040	4/2/2020	508-508-4390-00000	tool cabinet	224.68	False
436040	4/2/2020	412-100-4390-00000	finish nails; hammer; nails	58.38	False
436040	4/2/2020	001-470-4390-00000	bottle sprayer	7.05	False
436040	4/2/2020	419-371-4390-00000	husky connect canti org; rolling system; drill tap	79.21	False
436040	4/2/2020	419-371-4390-00000	grip liner	13.37	False
436040	4/2/2020	412-100-4390-00000	8ft level; concrete blocks	150.04	False
436040	4/2/2020	419-371-4390-00000	hammer drill kit	144.59	False
436040	4/2/2020	413-353-4390-00000	diablo bimetal set	16.09	False
436040	4/2/2020	413-353-4390-00000	husky connect canti org; rolling system; drill tap	79.22	False
436040	4/2/2020	413-353-4390-00000	hammer drill kit	144.59	False
436040	4/2/2020	412-100-4390-00000	electrical parts	371.82	False
436040	4/2/2020	508-508-4390-00000	spring hinge	17.50	False
436040	4/2/2020	419-371-4390-00000	6ft storage box; drill tap	21.47	False
436040	4/2/2020	412-100-4390-00000	screws; markers; bits	49.51	False
436041	4/2/2020	419-000-2110-00000	Refund Check 101656-002, 915 LAKE ST	187.21	False
436042	4/2/2020	419-000-2110-00000	Refund Check 108883-000, 1532 BREEN ST	161.49	False
436043	4/2/2020	508-508-4390-00000	hr metal trip	45.58	False
436044	4/2/2020	001-113-4450-00000	Document storage: APR 2020	130.00	False
436045	4/2/2020	419-000-2110-00000	Refund Check 109725-000, 150 E CONDOR ST	183.61	False

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436046	4/2/2020	419-000-2110-00000	Refund Check 107916-000, 1326 STANTON AVE	14.28	False
436047	4/2/2020	506-506-4390-00000	City Hall "hours" decal	38.00	False
436048	4/2/2020	001-130-4550-00000	Electronic research service: MAR 2020	200.00	False
436049	4/2/2020	419-000-2110-00000	Refund Check 108297-000, 640 8TH ST #B	155.30	False
436050	4/2/2020	001-240-4530-00000	Monthly maintenance fee for K9's: MAR 2020	300.00	False
436051	4/2/2020	413-351-4320-00000	Uniforms	13.81	False
436051	4/2/2020	508-508-4320-00000	Uniforms	13.81	False
436051	4/2/2020	001-120-4370-00000	janitorial supplies/services	9.88	False
436051	4/2/2020	413-353-4320-00000	Uniforms	23.29	False
436051	4/2/2020	001-120-4370-00000	janitorial supplies/services	9.88	False
436052	4/2/2020	508-508-4390-60001	fuel/water separator #5112	25.97	False
436052	4/2/2020	508-508-4390-60001	fuel filtes; trans filter #5137	26.72	False
436052	4/2/2020	508-508-4390-60001	oil & fuel filters #5114	38.84	False
436052	4/2/2020	508-508-4390-00000	wix air filter	15.93	False
436052	4/2/2020	001-230-4391-00000	fleet oil	229.17	False
436054	4/2/2020	508-508-4390-00000	ext dr hndl #13	12.92	False
436054	4/2/2020	508-508-4390-00000	toggle switch #73	9.66	False
436055	4/2/2020	001-230-4370-00000	janitorial supplies	425.85	False
436055	4/2/2020	001-120-4370-00000	Janitorial Supplies- City-Wide	2.46	False
436055	4/2/2020	413-352-4370-00000	Janitorial Supplies- City-Wide	6.14	False
436055	4/2/2020	001-313-4370-00000	Janitorial Supplies- City-Wide	0.61	False
436055	4/2/2020	001-471-4370-00000	Janitorial Supplies- City-Wide	6.19	False
436055	4/2/2020	508-508-4370-00000	Janitorial Supplies- City-Wide	7.74	False
436055	4/2/2020	001-120-4370-00000	Janitorial Supplies- City-Wide	2.48	False
436055	4/2/2020	001-480-4370-00000	Janitorial Supplies- City-Wide	15.49	False
436055	4/2/2020	001-111-4370-00000	Janitorial Supplies- City-Wide	0.62	False
436055	4/2/2020	420-115-4370-00000	Janitorial Supplies- City-Wide	0.62	False
436055	4/2/2020	420-115-4370-00000	Janitorial Supplies- City-Wide	0.62	False
436055	4/2/2020	001-470-4370-00000	Janitorial Supplies- City-Wide	69.08	False
436055	4/2/2020	413-120-4370-00000	Janitorial Supplies- City-Wide	0.62	False
436055	4/2/2020	001-350-4370-00000	Janitorial Supplies- City-Wide	17.50	False
436055	4/2/2020	001-113-4370-00000	Janitorial Supplies- City-Wide	0.62	False
436055	4/2/2020	412-100-4370-00000	Janitorial Supplies- City-Wide	6.14	False
436055	4/2/2020	413-120-4370-00000	Janitorial Supplies- City-Wide	0.61	False
436055	4/2/2020	412-100-4370-00000	Janitorial Supplies- City-Wide	6.20	False
436055	4/2/2020	001-230-4370-00000	Janitorial Supplies- City-Wide	6.15	False
436055	4/2/2020	001-470-4370-00000	Janitorial Supplies- City-Wide	69.70	False
436055	4/2/2020	419-120-4370-00000	Janitorial Supplies- City-Wide	0.62	False
436055	4/2/2020	001-230-4370-00000	Janitorial Supplies- City-Wide	6.20	False
436055	4/2/2020	001-480-4370-00000	Janitorial Supplies- City-Wide	15.35	False
436055	4/2/2020	419-120-4370-00000	Janitorial Supplies- City-Wide	0.61	False
436055	4/2/2020	001-114-4370-00000	Janitorial Supplies- City-Wide	0.62	False
436055	4/2/2020	001-350-4370-00000	Janitorial Supplies- City-Wide	17.65	False

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436055	4/2/2020	001-111-4370-00000	Janitorial Supplies- City-Wide	0.61	False
436055	4/2/2020	001-251-4370-00000	Janitorial Supplies- City-Wide	0.31	False
436055	4/2/2020	001-240-4370-00000	Janitorial Supplies- City-Wide	6.20	False
436055	4/2/2020	001-114-4370-00000	Janitorial Supplies- City-Wide	0.61	False
436055	4/2/2020	413-352-4370-00000	Janitorial Supplies- City-Wide	6.20	False
436055	4/2/2020	001-113-4370-00000	Janitorial Supplies- City-Wide	0.62	False
436055	4/2/2020	001-240-4370-00000	Janitorial Supplies- City-Wide	6.14	False
436055	4/2/2020	001-251-4370-00000	Janitorial Supplies- City-Wide	0.31	False
436055	4/2/2020	508-508-4370-00000	Janitorial Supplies- City-Wide	7.67	False
436055	4/2/2020	001-313-4370-00000	Janitorial Supplies- City-Wide	0.62	False
436055	4/2/2020	001-471-4370-00000	Janitorial Supplies- City-Wide	6.14	False
436056	4/2/2020	001-470-4390-00000	idler; spacer; guide	167.23	False
436056	4/2/2020	508-508-4390-00000	chute; nuts & bolts for #37	319.91	False
436057	4/2/2020	419-000-2110-00000	Refund Check 104309-002, 265 A ST	14.97	False
436058	4/2/2020	413-000-2110-00000	Refund Check 106330-000, 1499 S PEBBLE BEACH DR	5.60	False
436059	4/2/2020	419-000-2110-00000	Refund Check 109675-000, 1800 ALEXANDRIA WAY	160.53	False
436060	4/2/2020	919-371-4799-37107	PS&E for Amador Tank (period ending 2/29/20)	337.50	False
436061	4/2/2020	413-351-4685-00000	Annual proficiency testing required by ELAP for cert	1,064.63	False
436061	4/2/2020	413-351-4685-00000	Annual proficiency testing required by ELAP for cert	1,792.82	False
436062	4/2/2020	001-120-4310-00000	box for fomrs (UB/BL)	7.54	False
436062	4/2/2020	419-120-4310-00000	box for fomrs (UB/BL)	7.54	False
436062	4/2/2020	413-120-4310-00000	box for fomrs (UB/BL)	7.54	False
436062	4/2/2020	001-480-4310-00000	copies; sign holders; misc office suppliies	36.07	False
436062	4/2/2020	001-114-4310-00000	chairmat for HR office	62.91	False
436062	4/2/2020	413-352-4310-00000	"scanned" stamp for Niki S.	4.23	False
436062	4/2/2020	001-350-4310-00000	"scanned" stamp for Niki S.	4.23	False
436062	4/2/2020	419-371-4310-00000	"scanned" stamp for Niki S.	4.24	False
436063	4/2/2020	001-240-4320-00000	badge (custom seal)	25.87	False
436064	4/2/2020	001-471-4450-00000	termite baiting service	408.00	False
436065	4/2/2020	001-364-4390-10025	sweeper parts	156.25	False
436065	4/2/2020	508-508-4390-00000	sweeper parts	156.25	False
436066	4/2/2020	001-480-4340-00000	sodium hypochloride	371.62	False
436066	4/2/2020	419-371-4340-00000	sodium hypochloride	1,294.31	False
436067	4/2/2020	419-371-4310-00000	AMAZON: ink for plotter	67.25	False
436067	4/2/2020	413-120-4310-00000	AMAZON: suction cups	3.75	False
436067	4/2/2020	902-470-4799-BFP03	PICNIC FURNITURE: BBQ pit for rotary club project	352.57	False
436067	4/2/2020	413-353-4390-00000	ULTIMATE WASHER:500 ft of 1/2" Jetter hose for the sewer cleaner	557.61	False
436067	4/2/2020	152-485-4312-17031	APPLE: iPad Pros for Storm Drain Project	1,239.18	False
436067	4/2/2020	001-230-4390-00000	AMAZON: medical tools to replace stolen items	210.68	False
436067	4/2/2020	001-240-4390-00000	AMAZON: USB microphone	22.46	False
436067	4/2/2020	419-120-4310-00000	AMAZON: open/closed sign	3.22	False
436067	4/2/2020	001-230-4530-00000	CENTRAL SANDWICHES: training lunch	45.79	False
436067	4/2/2020	001-240-4390-00000	AMAZON: signs; lockbox; poster frame; white key tags; drop box	154.45	False

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436067	4/2/2020	001-240-4390-00000	UNIFORMS & ACCESSORIES: pepper sprays	332.78	False
436067	4/2/2020	001-480-4390-00000	AMAZON: tokens	64.49	False
436067	4/2/2020	001-240-4320-00000	GALLS: uniform class B pants	237.97	False
436067	4/2/2020	001-240-4390-00000	AMAZON: paper shredder	182.72	False
436067	4/2/2020	001-230-4510-00000	SAFEWAY: Scene support (water)	380.80	False
436067	4/2/2020	419-120-4409-00000	REV.COM: translation services	271.90	False
436067	4/2/2020	419-120-4310-00000	AMAZON: counter pens	5.53	False
436067	4/2/2020	001-480-4320-00000	LIFEGUARD STORE: shorts; hip packs	181.20	False
436067	4/2/2020	001-230-4391-00000	MAIL ROOM: shop return for global traffic fleet	6.93	False
436067	4/2/2020	001-480-4390-00000	OTC BRANDS: pirate coins for giveaways	5.79	False
436067	4/2/2020	001-240-4320-00000	AMAZON: label printers	182.72	False
436067	4/2/2020	001-120-4240-00000	USPS: mailing claim response letter	6.95	False
436067	4/2/2020	001-240-4530-00000	FAIRFIELD INN: Leadership Trng; hotel, 3/11-14/20, J.Owen	416.25	False
436067	4/2/2020	001-480-4370-00000	HOME DEPOT: glad freshener	11.73	False
436067	4/2/2020	413-351-4530-00000	ATLANTIS: REFUND:CWEA Conf: hotel, R.Goodgame-Thill, 3/30-4/3/20	-151.42	False
436067	4/2/2020	001-480-4379-00000	SAFEWAY ETC: sales tax paid on items for pool store	4.23	False
436067	4/2/2020	001-230-4390-00000	AMAZON: medical tools to replace stolen items	10.64	False
436067	4/2/2020	412-100-4230-00000	DISH: cable service 02/25/20-03/24/20	755.35	False
436067	4/2/2020	419-371-4530-00000	LEAGUE OF CAL: REFUND:PW Officer Institute: reg, 3/17-21/20	-312.50	False
436067	4/2/2020	001-230-4390-00000	AMAZON: medical tools to replace stolen items	52.26	False
436067	4/2/2020	001-470-4390-00000	AMAZON: honda rectifier assembly	101.03	False
436067	4/2/2020	413-120-4310-00000	AMAZON: counter pens	5.53	False
436067	4/2/2020	419-120-4409-00000	REV.COM: translation services	271.90	False
436067	4/2/2020	419-120-4409-00000	REV.COM: translation services	271.90	False
436067	4/2/2020	419-120-4310-00000	AMAZON: suction cups	3.76	False
436067	4/2/2020	001-114-4530-00000	VILL MARKET/CHEVRON: Labor Neg Conf: gas S.Gonzales, 3/11-13/19	61.89	False
436067	4/2/2020	412-100-4390-00000	MAIL ROOM: parts shipment to grainger	95.30	False
436067	4/2/2020	001-350-4530-00000	LEAGUE OF CAL: REFUND:PW Officer Institute: reg, 3/17-21/20	-312.50	False
436067	4/2/2020	001-230-4390-00000	HOME DEPOT: D-Con equipment	30.87	False
436067	4/2/2020	001-230-4390-00000	AMAZON: medical tools to replace stolen items	17.42	False
436067	4/2/2020	152-485-4312-1703I	AMAZON: (2) iPad Pros for Storm Drain Project- pencils & cases	128.46	False
436067	4/2/2020	001-230-4390-00000	AMAZON: medical tools to replace stolen items	134.68	False
436067	4/2/2020	001-240-4240-00000	MAIL ROOM: postage	18.68	False
436067	4/2/2020	001-480-4390-00000	SAFEWAY: items for pool store bag charges	0.10	False
436067	4/2/2020	001-480-4390-00000	TRACTOR SUPPLY: pulley	5.36	False
436067	4/2/2020	001-480-4340-00000	IN THE SWIM CATALOG: chemicals	294.53	False
436067	4/2/2020	508-508-4390-00000	ULTIMATE WASHER:500 ft of 1/2" Jetter hose for the sewer cleaner	557.60	False
436067	4/2/2020	001-240-4240-00000	MAIL ROOM: postage	46.89	False
436067	4/2/2020	001-480-4530-00000	STARGUARD: lifeguard certifications	70.00	False
436067	4/2/2020	412-100-4390-00000	AMAZON: lighthouse beacon	87.76	False
436067	4/2/2020	001-114-4530-00000	PREMIER LEARNING SOLUT: webinar for COVID 19	199.00	False
436067	4/2/2020	152-485-4312-1703I	AMAZON: (2) iPad Pros for Storm Drain Project- pencils and cases	55.88	False
436067	4/2/2020	001-240-4240-00000	MAIL ROOM: postage	14.98	False

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436067	4/2/2020	001-480-4376-00000	SAFEWAY ETC: taxable food for pool store	51.66	False
436067	4/2/2020	919-371-4799-37102	AMAZON: cable for SCADA system	12.89	False
436067	4/2/2020	001-230-4390-00000	AMAZON: medical tools to replace stolen items	17.42	False
436067	4/2/2020	001-350-4310-00000	AMAZON: ink for plotter	67.24	False
436067	4/2/2020	001-240-4390-00000	TAK YUET: video webcam	185.58	False
436067	4/2/2020	001-230-4390-00000	WALMART: D-Con equipment	25.04	False
436067	4/2/2020	001-480-4370-00000	HOME DEPOT: wet nozzle sprayer	30.00	False
436067	4/2/2020	413-120-4310-00000	AMAZON: open/closed sign	3.22	False
436067	4/2/2020	001-230-4390-00000	SHOPLET: Medical supplies: isolation gowns, health control cover	652.73	False
436067	4/2/2020	001-114-4530-00000	DBL TREE: Labor Neg Conf: hotel, S.Gonzales, 3/11-13/19	340.61	False
436067	4/2/2020	919-371-4799-37102	AMAZON: cable for SCADA system	12.89	False
436067	4/2/2020	001-240-4320-00000	GALLS: uniforms class B shirts	118.97	False
436067	4/2/2020	001-230-4390-00000	AMAZON: D-Con equipment	34.59	False
436067	4/2/2020	001-480-4530-00000	RED CROSS: online course	120.00	False
436067	4/2/2020	412-100-4310-00000	WALMART: peva liners; markers; gel cone	44.83	False
436067	4/2/2020	001-240-4390-00000	AMAZON: microphone stand	11.81	False
436067	4/2/2020	001-230-4390-00000	WALMART: D-Con equipment	19.32	False
436067	4/2/2020	001-480-4390-00000	AMAZON: scrubbers for pool	42.71	False
436067	4/2/2020	001-114-4550-00000	SQ- S. RICHARDS: book to promote good work env	20.00	False
436067	4/2/2020	001-000-2122-00000	(TAX) TAK YUET: video webcam	-12.75	False
436067	4/2/2020	001-240-4530-00000	QUICK STOP: Leadership Trng; gas, 3/11-14/20, J.Owen	32.50	False
436067	4/2/2020	001-480-4370-00000	WALGREENS: Dawn soap	2.13	False
436067	4/2/2020	419-120-4409-00000	REV.COM: translation services	271.90	False
436067	4/2/2020	001-480-4378-00000	SAFEWAY ETC: non taxable food for pool store	214.56	False
436067	4/2/2020	001-230-4390-00000	HOME DEPOT: D-Con equipment	13.48	False
436067	4/2/2020	152-485-4312-17031	APPLE: iPad Pros for Storm Drain Project	1,239.18	False
436067	4/2/2020	508-508-4390-00000	AMAZON: mower part/fuel pump	26.88	False
436067	4/2/2020	419-120-4409-00000	REV.COM: translation services	271.90	False
436067	4/2/2020	001-230-4390-00000	AMAZON: protective eyeware	181.20	False
436067	4/2/2020	001-240-4240-00000	MAIL ROOM: postage	33.74	False
436068	4/2/2020	419-000-2110-00000	Refund Check 109249-000, 1021 J ST #5	155.30	False
436069	4/2/2020	419-371-4230-00000	Water SCADA Cellular- 02/24/20-03/23/20	296.82	False
436069	4/2/2020	001-350-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	85.74	False
436069	4/2/2020	001-230-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	166.82	False
436069	4/2/2020	001-113-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	42.90	False
436069	4/2/2020	001-471-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	9.44	False
436069	4/2/2020	413-351-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	53.06	False
436069	4/2/2020	508-508-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	73.79	False
436069	4/2/2020	413-352-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	77.92	False
436069	4/2/2020	419-371-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	221.29	False
436069	4/2/2020	001-470-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	25.45	False
436069	4/2/2020	001-364-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	71.46	False
436069	4/2/2020	420-115-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	42.90	False

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436069	4/2/2020	001-120-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	14.29	False
436069	4/2/2020	001-240-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	514.96	False
436069	4/2/2020	419-120-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	86.60	False
436069	4/2/2020	001-110-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	171.60	False
436069	4/2/2020	413-353-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	112.59	False
436069	4/2/2020	001-111-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	14.29	False
436069	4/2/2020	413-120-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	14.29	False
436069	4/2/2020	001-480-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	77.65	False
436069	4/2/2020	001-114-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	42.90	False
436069	4/2/2020	419-111-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	14.32	False
436069	4/2/2020	412-100-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	57.51	False
436069	4/2/2020	001-250-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	21.45	False
436069	4/2/2020	506-506-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	38.11	False
436069	4/2/2020	413-111-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	14.29	False
436070	4/2/2020	412-100-4390-00000	mod truss	7.05	False
436070	4/2/2020	508-508-4390-60001	panel mnt fuseholder	5.90	False
436070	4/2/2020	001-480-4390-00000	plumbing parts	26.96	False
436070	4/2/2020	419-371-4390-00000	vinyl tubing	67.83	False
436070	4/2/2020	412-100-4390-00000	2x4x6' std&btr brn	38.05	False
436070	4/2/2020	001-470-4390-00000	angle aluminum; ss threaded rod	23.20	False
436070	4/2/2020	413-351-4390-00000	screws/nuts/bolts; hardware cloth	35.45	False
436070	4/2/2020	001-470-4390-00000	socket; LED lightbulbs; screws/nuts/bolts	73.79	False
436070	4/2/2020	412-100-4390-00000	Return: lumber	-30.26	False
436070	4/2/2020	412-100-4390-00000	ld tags; corbin keys	96.75	False
436070	4/2/2020	506-506-4390-00000	screws/nuts/bolts	1.40	False
436070	4/2/2020	001-470-4390-00000	key schlage 250 pk	7.70	False
436070	4/2/2020	001-470-4390-00000	screws/nuts/bolts	7.31	False
436070	4/2/2020	506-506-4390-00000	VLRO for city hall	13.38	False
436070	4/2/2020	001-470-4390-00000	aluminum; screws/nuts/bolts	135.05	False
436070	4/2/2020	412-100-4390-00000	insulation support	13.53	False
436070	4/2/2020	419-371-4390-00000	paint	15.42	False
436070	4/2/2020	412-100-4390-00000	jack	32.25	False
436070	4/2/2020	508-508-4390-00000	lube triflow spray	18.47	False
436070	4/2/2020	001-470-4390-00000	screws/nuts/bolts	8.44	False
436070	4/2/2020	506-506-4390-00000	door closer	67.71	False
436070	4/2/2020	001-480-4390-00000	flush lever; weatherstrip foam	23.76	False
436070	4/2/2020	506-506-4390-00000	hinge	19.34	False
436070	4/2/2020	412-100-4390-00000	telephone wire	13.53	False
436070	4/2/2020	412-100-4390-00000	telephone jack and wire	22.41	False
436070	4/2/2020	412-100-4390-00000	dropcloth; paint; paint roller; kwikset	32.62	False
436070	4/2/2020	001-480-4390-00000	key schlage	30.81	False
436070	4/2/2020	001-480-4390-00000	screws/nuts/bolts	1.47	False
436070	4/2/2020	419-371-4390-00000	battery; economy tray	27.22	False

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436070	4/2/2020	419-371-4390-00000	lock lever	51.36	False
436070	4/2/2020	419-371-4390-00000	screws/nuts/bolts	4.09	False
436070	4/2/2020	001-480-4390-00000	lock lever	51.36	False
436070	4/2/2020	001-364-4390-10025	holesaw extension	19.34	False
436070	4/2/2020	506-506-4390-00000	door bottom	11.60	False
436070	4/2/2020	001-470-4390-00000	vinyl hose washer; couplings	20.70	False
436070	4/2/2020	506-506-4390-00000	door closer	67.71	False
436070	4/2/2020	506-506-4390-00000	weatherstrip foam	17.38	False
436070	4/2/2020	412-100-4390-00000	door guards; entry knob	29.00	False
436070	4/2/2020	413-353-4390-00000	screws/nuts/bolts	3.78	False
436070	4/2/2020	001-480-4390-00000	split ring; sand disc; caulk	26.24	False
436070	4/2/2020	001-240-4390-00000	bulk nails; cdx 5 ply	53.90	False
436070	4/2/2020	506-506-4390-00000	key id tags	7.90	False
436070	4/2/2020	001-480-4340-00000	muriatic acid	92.73	False
436070	4/2/2020	412-100-4390-00000	green wood pressure gal; sprayer	37.55	False
436070	4/2/2020	412-100-4390-00000	Return: lumber	-23.85	False
436070	4/2/2020	412-100-4390-00000	lumber	167.94	False
436070	4/2/2020	412-100-4390-00000	lumber	23.85	False
436070	4/2/2020	412-100-4390-00000	hurricane tie	69.37	False
436070	4/2/2020	412-100-4390-00000	lumber	31.23	False
436070	4/2/2020	001-480-4390-00000	screws/nuts/bolts	11.03	False
436070	4/2/2020	412-100-4390-00000	nails; screws; hurricane ties	107.58	False
436070	4/2/2020	001-364-4390-10025	float toilet plastic	4.44	False
436070	4/2/2020	412-100-4390-00000	tape; paint for electrical panel area	88.85	False
436070	4/2/2020	001-480-4390-00000	RSTP Vocoilenm Mid Gl	33.05	False
436070	4/2/2020	506-506-4390-00000	screws/nuts/bolts; drill bits	32.68	False
436070	4/2/2020	001-480-4390-00000	blue colorplus key	2.89	False
436070	4/2/2020	419-371-4390-00000	lift/boom rental	222.75	False
436070	4/2/2020	419-371-4390-00000	Return: lift/boom rental	-51.54	False
436070	4/2/2020	001-470-4390-00000	lift/boom rental	222.74	False
436070	4/2/2020	001-470-4390-00000	Return: lift/boom rental	-51.53	False
436070	4/2/2020	508-508-4390-00000	rivets 25 pk	3.47	False
436070	4/2/2020	001-470-4390-00000	angle aluminum	27.08	False
436070	4/2/2020	001-470-4370-00000	sprayer; nozzle	14.37	False
436070	4/2/2020	001-240-4390-00000	paint tray; paint	46.23	False
436070	4/2/2020	412-100-4390-00000	washers; nuts; screws	49.08	False
436070	4/2/2020	412-100-4390-00000	hex cap screws	11.02	False
436071	4/2/2020	419-000-2110-00000	Refund Check 104289-000, 338 E MACKEN AVE	150.00	False
436072	4/2/2020	419-000-2110-00000	Refund Check 102697-000, 460 9TH ST	10.52	False
436073	4/2/2020	420-115-4450-00000	Azure Premium P1 Upgrade - conditional access	2,979.72	False
436075	4/9/2020	001-313-4409-00000	EDA - 2019-2024 City/County/Harbor regional CEDS doc: FEB 2020	1,024.36	False
436076	4/9/2020	413-351-4220-00000	Propane for facilities	628.67	False
436077	4/9/2020	412-100-4450-00000	Current booking system: Mar 2020	150.00	False

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436078	4/9/2020	001-240-4330-00000	Fuel for patrol cars	132.71	False
436078	4/9/2020	001-240-4330-00000	Fuel for patrol cars	665.77	False
436079	4/9/2020	001-000-2122-00000	AMERICAN WOOD COUNCIL: wood design book package TAX	11.25	False
436079	4/9/2020	419-000-2122-00000	PR DIAMOND PROD: multi purpose blade TAX	11.63	False
436079	4/9/2020	419-000-2122-00000	HD FOWLER: 6-2" 2- 2.5" 2-3" couplings TAX	63.69	False
436079	4/9/2020	508-000-2122-00000	EXTRACTOR CORP: motor; rivets; connectors TAX	16.73	False
436079	4/9/2020	508-000-2122-00000	REAR VIEW SAFETY: backup camera TAX	13.50	False
436079	4/9/2020	419-000-2122-00000	HD FOWLER: 18" valve & part to replace valve at Control Bld TAX	219.06	False
436079	4/9/2020	419-000-2122-00000	HD FOWLER: 18" valve & part to replace valve at Control Bld TAX	80.56	False
436079	4/9/2020	419-000-2122-00000	HD FOWLER: 18" valve & parts to replace valve at the Control TAX	534.13	False
436079	4/9/2020	001-000-2122-00000	AMPLE SUPPLY: stapler part TAX	2.09	False
436079	4/9/2020	001-000-2122-00000	FASTENAL: gloves TAX	3.75	False
436079	4/9/2020	001-000-2122-00000	BUDSGUNSHOP.COM: Rifle Loan Purchase- Alex Pearson TAX	101.25	False
436079	4/9/2020	419-000-2122-00000	HD FOWLER: 4- 14" Romac couplings to repair 14 water mains TAX	222.89	False
436079	4/9/2020	413-000-2122-00000	PR DIAMOND PROD: multi purpose blade TAX	11.63	False
436079	4/9/2020	001-000-2122-00000	SPORTSMANS WAREHOUSE: rifle ammo TAX	69.00	False
436079	4/9/2020	001-000-2122-00000	ARMS UNLIMITED: rifle for Officer Lopez TAX	134.63	False
436079	4/9/2020	001-000-2122-00000	PR DIAMOND PROD: multi purpose blade TAX	11.63	False
436079	4/9/2020	001-000-2122-00000	BUDSGUNSHOP.COM: rifle loan for Ethan Miller TAX	57.21	False
436079	4/9/2020	001-120-4400-00000	Use Tax 1-3/2020 rounding overage TAX	0.37	False
436080	4/9/2020	508-508-4390-00000	assy handle	89.93	False
436081	4/9/2020	001-364-4225-10024	Refuse Disposal: Feb 2020	14.47	False
436081	4/9/2020	001-470-4225-00000	Refuse Disposal: Feb 2020	138.16	False
436081	4/9/2020	506-506-4225-00000	Refuse Disposal: Feb 2020	147.10	False
436081	4/9/2020	412-100-4225-00000	Refuse Disposal: Feb 2020	183.02	False
436082	4/9/2020	152-485-4410-17015	Code Enf Prog Legal Service Proposal Review	875.00	False
436083	4/9/2020	413-352-4470-00000	Sample delivery to North coast Labs in Arcata	30.00	False
436084	4/9/2020	001-470-4390-00000	Blue gloves	3.91	False
436085	4/9/2020	413-352-4409-00000	Pretreatment and outfall insecton: Mar 2020	2,232.50	False
436085	4/9/2020	419-371-4409-00000	water loss audit: Mar 2020	1,235.00	False
436086	4/9/2020	508-508-4390-00000	shop parts	153.98	False
436087	4/9/2020	413-353-4390-00000	low prof disk filters	21.72	False
436087	4/9/2020	506-506-4390-00000	low prof disk filters	21.72	False
436087	4/9/2020	419-371-4390-00000	low prof disk filters	21.71	False
436087	4/9/2020	001-480-4390-00000	plate swivel casters	402.65	False
436087	4/9/2020	412-100-4390-00000	bulbs for Shoreline	41.57	False
436088	4/9/2020	419-000-2110-00000	Refund Check 109391-000, 245 6TH ST	159.81	False
436089	4/9/2020	001-111-4550-00000	Membership dues	1,477.00	False
436089	4/9/2020	413-111-4550-00000	Membership dues	1,476.00	False
436089	4/9/2020	419-111-4550-00000	Membership dues	1,476.00	False
436090	4/9/2020	419-000-2110-00000	Refund Check 107150-000, 258 2ND ST #1	60.36	False
436091	4/9/2020	413-351-4320-00000	Uniforms	10.83	False
436091	4/9/2020	413-353-4320-00000	Uniforms	23.29	False

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436091	4/9/2020	508-508-4320-00000	Uniforms	13.81	False
436092	4/9/2020	001-230-4391-00000	fuel filter (napa)	52.18	False
436092	4/9/2020	508-508-4390-00000	oil filter #29 (napa)	7.23	False
436092	4/9/2020	001-480-4390-00000	power belt (napa)	9.57	False
436092	4/9/2020	508-508-4390-00000	piggy-back single 30 #32	79.61	False
436093	4/9/2020	419-000-2110-00000	Refund Check 006021-007, 349 G ST	120.69	False
436095	4/9/2020	001-240-4370-00000	Janitorial Supplies- City-Wide	14.21	False
436095	4/9/2020	413-120-4370-00000	Janitorial Supplies- City-Wide	1.42	False
436095	4/9/2020	001-120-4370-00000	Janitorial Supplies- City-Wide	4.18	False
436095	4/9/2020	001-350-4370-00000	Janitorial Supplies- City-Wide	40.50	False
436095	4/9/2020	413-352-4370-00000	Janitorial Supplies- City-Wide	14.21	False
436095	4/9/2020	001-114-4370-00000	Janitorial Supplies- City-Wide	1.42	False
436095	4/9/2020	001-480-4370-00000	Janitorial Supplies- City-Wide	26.14	False
436095	4/9/2020	001-313-4370-00000	Janitorial Supplies- City-Wide	1.42	False
436095	4/9/2020	001-230-4370-00000	Janitorial Supplies- City-Wide	14.21	False
436095	4/9/2020	001-470-4370-00000	Janitorial Supplies- City-Wide	117.60	False
436095	4/9/2020	001-113-4370-00000	Janitorial Supplies- City-Wide	1.05	False
436095	4/9/2020	001-113-4370-00000	Janitorial Supplies- City-Wide	1.42	False
436095	4/9/2020	001-251-4370-00000	Janitorial Supplies- City-Wide	0.71	False
436095	4/9/2020	001-350-4370-00000	Janitorial Supplies- City-Wide	29.80	False
436095	4/9/2020	419-120-4370-00000	Janitorial Supplies- City-Wide	1.42	False
436095	4/9/2020	001-240-4370-00000	Janitorial Supplies- City-Wide	10.45	False
436095	4/9/2020	001-480-4370-00000	Janitorial Supplies- City-Wide	35.53	False
436095	4/9/2020	001-120-4370-00000	Janitorial Supplies- City-Wide	5.68	False
436095	4/9/2020	001-111-4370-00000	Janitorial Supplies- City-Wide	1.43	False
436095	4/9/2020	412-100-4370-00000	Janitorial Supplies- City-Wide	10.46	False
436095	4/9/2020	001-470-4370-00000	Janitorial Supplies- City-Wide	159.87	False
436095	4/9/2020	001-251-4370-00000	Janitorial Supplies- City-Wide	0.52	False
436095	4/9/2020	001-471-4370-00000	Janitorial Supplies- City-Wide	10.45	False
436095	4/9/2020	508-508-4370-00000	Janitorial Supplies- City-Wide	17.77	False
436095	4/9/2020	413-352-4370-00000	Janitorial Supplies- City-Wide	10.45	False
436095	4/9/2020	419-120-4370-00000	Janitorial Supplies- City-Wide	1.05	False
436095	4/9/2020	420-115-4370-00000	Janitorial Supplies- City-Wide	1.04	False
436095	4/9/2020	420-115-4370-00000	Janitorial Supplies- City-Wide	1.42	False
436095	4/9/2020	001-471-4370-00000	Janitorial Supplies- City-Wide	14.21	False
436095	4/9/2020	412-100-4370-00000	Janitorial Supplies- City-Wide	14.21	False
436095	4/9/2020	508-508-4370-00000	Janitorial Supplies- City-Wide	13.07	False
436095	4/9/2020	001-230-4370-00000	Janitorial Supplies- City-Wide	10.46	False
436095	4/9/2020	001-114-4370-00000	Janitorial Supplies- City-Wide	1.04	False
436095	4/9/2020	413-120-4370-00000	Janitorial Supplies- City-Wide	1.05	False
436095	4/9/2020	001-111-4370-00000	Janitorial Supplies- City-Wide	1.05	False
436095	4/9/2020	001-313-4370-00000	Janitorial Supplies- City-Wide	1.04	False
436096	4/9/2020	412-100-4225-00000	Refuse disposal: MAR 2020	761.61	False

check number	check date	acct 1	description	amount	selected for void
436097	4/9/2020	419-000-2110-00000	Refund Check 008948-009, 310 HARDING AVE # 8	5.80	False
436098	4/9/2020	419-000-2110-00000	Refund Check 109447-000, 170 8TH ST #B	153.78	False
436099	4/9/2020	419-120-4310-00000	book planner for A/P clerk	6.09	False
436099	4/9/2020	413-120-4310-00000	book planner for A/P clerk	6.09	False
436099	4/9/2020	001-120-4310-00000	book planner for A/P clerk	6.08	False
436099	4/9/2020	001-251-4310-00000	dry erase board for building inspections	30.09	False
436100	4/9/2020	419-000-2110-00000	Refund Check 006015-001, 888 I ST	97.77	False
436101	4/9/2020	419-000-2110-00000	Refund Check 108224-000, 125 TIDE ST	250.00	False
436102	4/9/2020	001-480-4340-00000	sodium hypo	256.29	False
436103	4/9/2020	420-115-4450-00000	FUTUREQUEST: monthly service	33.95	False
436103	4/9/2020	420-115-4312-00000	SPLASHTOP.COM: yearly remote support	406.63	False
436103	4/9/2020	420-115-4312-00000	ZOOM.US: monthly service	199.90	False
436103	4/9/2020	001-240-4390-00000	OFFICE DEPOT: Seargent desks	924.46	False
436103	4/9/2020	420-115-4450-00000	GHA: Dynamic threat Defense addon for ESET	1,374.00	False
436103	4/9/2020	413-352-4450-00000	SPLASHTOP: remote access software	184.00	False
436103	4/9/2020	420-115-4450-00000	SPLASHTOP: remote access software	250.00	False
436103	4/9/2020	419-371-4450-00000	SPLASHTOP: remote access software	115.00	False
436103	4/9/2020	420-115-4390-00000	PAYPAL: QNAP HK Limited	75.00	False
436103	4/9/2020	420-115-4450-00000	SPAMHERO: monthly services	10.00	False
436103	4/9/2020	420-115-4450-00000	BIRCH GROVE: ActivTrak Advance	108.00	False
436103	4/9/2020	001-350-4390-00000	USCELLULAR: cell accessories	21.49	False
436103	4/9/2020	420-115-4390-00000	MALWARE BYTES: device subscription	39.99	False
436103	4/9/2020	420-115-4312-00000	AMAZON: internal hard drives	496.61	False
436103	4/9/2020	420-115-4312-00000	SUPPLYMASTER: feeder tray and stand, replacement printer	1,913.64	False
436103	4/9/2020	420-115-4312-00000	ZONES: windows pro dev	379.08	False
436103	4/9/2020	001-230-4390-00000	FIRESAFETYUSA: helmets for explorers	26.69	False
436103	4/9/2020	001-230-4390-00000	FIRESAFETYUSA: helmets for explorers	8.59	False
436103	4/9/2020	420-115-4450-00000	PAYPAL/CLEVERBRIDGE: 1 year license	279.00	False
436103	4/9/2020	420-115-4390-00000	ZONES: Windows server 2016 license	667.56	False
436103	4/9/2020	420-115-4450-00000	FUTUREQUEST: monthly service	33.95	False
436103	4/9/2020	001-230-4393-00000	WPSG INC: leather fronts for helmets for explorers	235.95	False
436103	4/9/2020	420-115-4450-00000	GHA Technologies: file security	103.05	False
436103	4/9/2020	001-240-4390-00000	AMAZON: switch	32.24	False
436103	4/9/2020	413-352-4390-00000	AMAZON: network card	21.49	False
436103	4/9/2020	420-115-4450-00000	LINKEDLN: membership renewal	1,725.00	False
436103	4/9/2020	001-350-4390-00000	USCELLULAR: cell accessories	55.00	False
436103	4/9/2020	001-230-4393-00000	FIRESAFETYUSA: helmets for explorers	976.95	False
436103	4/9/2020	001-350-4390-00000	AMAZON: logitech wireless mouse	63.40	False
436103	4/9/2020	001-240-4390-00000	HOME DEPOT: power strips	32.19	False
436103	4/9/2020	001-230-4390-00000	WALMART: medical supplies	44.91	False
436103	4/9/2020	420-115-4450-00000	BIRCH GROVE SOFTWARE: ActivTrak Advanced Plan	108.00	False
436103	4/9/2020	420-115-4450-00000	SPAMHERO: monthly service	10.00	False
436104	4/9/2020	419-000-2110-00000	Refund Check 106984-000, 662 K ST	35.60	False

check number	check date	acct 1	description	amount	selected for void
436105	4/9/2020	412-100-4390-00000	Subfloor, plywood and lumber to remodel Shoreline RV office	824.17	False
				202,272.35	

AP
3-28-20 to 4-10-20 Housing



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check number	check date	acct 1	description	amount	selected for void
436016	4/2/2020	110-490-4420-00000	Professional audit services per contract- FINAL	348.50	False
436023	4/2/2020	110-490-4230-00000	Internet Service --03/27/20-04/26/20	3.28	False
436053	4/2/2020	110-490-4310-00000	office supplies: wipes; lemon breeze	41.01	False
436053	4/2/2020	110-490-4310-00000	office supplies: batteries; ink rollers; paper rolls	122.32	False
436053	4/2/2020	110-490-4310-00000	office supplies: batteries; tape; post it notes; notebooks	138.08	False
436053	4/2/2020	110-490-4310-00000	office supplies: towels; five pack staples	23.45	False
436055	4/2/2020	110-490-4370-00000	Janitorial Supplies- City-Wide	6.19	False
436055	4/2/2020	110-490-4370-00000	Janitorial Supplies- City-Wide	6.14	False
436069	4/2/2020	110-490-4230-00000	CELL PHONE USE: 02/13/20-03/12/20	64.35	False
436070	4/2/2020	110-490-4390-00000	wood shim; nails; screws; ultra apply; studs	52.46	False
436070	4/2/2020	110-490-4390-00000	grout removal; mail slot	105.41	False
436094	4/9/2020	110-490-4310-00000	office supplies: envelopes; calc ink roll	92.89	False
436094	4/9/2020	110-490-4310-00000	office supplies: book-followup voice	49.41	False
436094	4/9/2020	110-490-4310-00000	office supplies: planner	23.21	False
436095	4/9/2020	110-490-4370-00000	Janitorial Supplies- City-Wide	10.45	False
436095	4/9/2020	110-490-4370-00000	Janitorial Supplies- City-Wide	14.21	False
436103	4/9/2020	110-490-4390-00000	AMAZON: iPad case	35.46	False
				1,136.82	

AP

3-28-20 to 4-10-20 Successor



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acct 1	description	amount	check number	check date	selected for void
991-120-4420-00000	Professional audit services per contract- FINAL	4.10	436016	4/2/2020	False
		===== ===== 4.10 ===== =====			

CITY OF CRESCENT CITY
BI-WEEKLY PAYROLL REPORT

PAYROLL END DATE
PAYROLL PAID DATE
CHECK NUMBERS

April 11, 2020
April 17, 2020
110107-110113

DLB

	Regular Pay	Overtime	Gross Pay	# Empl	Notes
Dept #110 City Council	1,409.84		1,409.84	5	
Dept #111 Admin/City Manager	11,744.84	1,211.59	12,956.43	3	
Dept #114 Human Resources	2,185.02		2,185.02	1	
Dept #120 Finance/Utility Billing	15,211.42		15,211.42	6	
Dept #230 Fire Department	7,976.94		7,976.94	2 + 2 part-time	
Dept #240 Police Department	31,203.30	2,294.48	33,497.78	12	
Dept #313 Planning			1,376.50	1 Part-time	
Dept #350 Public Works-All Depts	51,645.24	973.09	52,618.33	23+ 5 Part-time	
Dept #450 Recreation & Events			3,215.38	1 + 1 Part-time	
Dept #480 Swimming Pool Fund	5,827.64		5,827.64	1+17 Part-time	
Dept #490 Housing Authority	8,349.32		8,349.32	3 + 1 Part-time	
TOTALS	135,553.56	4,479.16	144,624.60	59 + 29 Part-time	

The payroll summarized above is listed where assigned. The actual costs of each employee are allocated each pay period to the department and/or fund where the actual work was performed.

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CITY COUNCIL AGENDA REPORT

TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL
FROM: ERIC WIER, CITY MANAGER
BY: LINDA LEAVER, FINANCE DIRECTOR
DATE: APRIL 20, 2020
SUBJECT: BUDGET-TO-ACTUAL FINANCIAL REPORT FOR MARCH 2020

RECOMMENDATION

- Receive and file monthly budget-to-actual financial report of the City's major operating funds for the month of March 2020

BACKGROUND

In order to provide timely information to the City Council and to the public, the City's Finance Department has prepared the attached monthly budget-to-actual report. This report provides a summary overview as of March 31, 2020 of the fiscal year-to-date revenues and expenses of the City's major operating funds: General Fund, Housing Authority Fund, Shoreline RV Park Fund, Sewer Fund and Water Fund. A summary of activity in the Beachfront Park CIP Fund is also included.

ITEM ANALYSIS

As of March 31, 2020, we are 75% of the way through the fiscal year, with 25% of the year remaining. If revenues were received and expenditures made evenly throughout the year, there would be 25% of each budget line remaining. However, revenues and expenditures are not even throughout the year for many reasons. Many revenues are not received evenly throughout the year (particularly tax revenues and grant reimbursements), many routine expenses are not recorded until the invoice is received in the following month, and budgets may include large projects that have not yet been completed. In addition, many revenues and invoices received in the first few months of the fiscal year are accrued back to the prior fiscal year, and current year revenues will continue to be received for some time after the fiscal year ends.

This report summarizes the actual revenues and expenditures for the year to date; additional information is provided in the budget-to-actual report attached.

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Note: The attached report includes budget adjustments made during the mid-year update. Since that time, the City is in the midst of a declared national, state, county, and city emergency due to COVID-19. The stay-at-home order is having a major impact on local businesses, many of which are closed. In addition, the County public health officer has issued a ban on nearly all short-term stays. Both of these will have a major impact on the City's General Fund (which relies heavily on sales tax and TOT) and enterprise funds. The RV Park will be impacted by the ban on short-term stays, and the Sewer and Water funds will be impacted by the closure of businesses. The effects of the declared disaster on the City's revenues and expenses cannot yet be determined. Staff is analyzing the potential outcomes and will make recommendations to the Council as soon as possible.

- **General Fund**

General Fund revenues show that 41% of the budgeted amount is yet to be received. This is dependent on the timing of when certain revenues are received. For example, most taxes, third party billings, and grant reimbursements are recorded quarterly. In addition, many revenues received in July and August were accrued back to Fiscal Year 2018-19, and current fiscal year revenues will continue to be received through August 2020. General Fund actual expenditures show that 41% of the budgeted amount is yet to be expended. General Fund revenues, particularly sales tax and TOT, are anticipated to be significantly impacted by the emergency. In addition, the swimming pool is closed and expects to issue refunds, and the City is temporarily not charging late fees on most charges. It is not yet known whether the state and/or federal government will provide relief for cities and counties experiencing significant revenue shortfalls due to the emergency.

- **Housing Authority Fund**

The Housing Authority is funded by monthly disbursements from the federal government. At this point, actual revenues show 22% remaining to be collected and actual expenditures have remaining amounts of 27%. The Housing Authority is anticipated to experience increased housing assistance expenses as a result of the emergency, as assisted families who suffer a decrease in household income will rely more heavily on the Housing Authority. These expenses are expected to be offset by increased revenue from HUD.

- **Shoreline RV Park Fund**

Revenues collected by the Shoreline Recreational Vehicle Park (RV Park) show 26% remaining to be collected. RV Park revenues are highly seasonal, and most rental revenues are received in the summer months. Actual expenses in the RV Park show 48% of the budget left to be expended. With the ban on short-term stays, in addition to a decline in travel even without the ban, revenues in the RV Park Fund will likely be impacted significantly.

- **Sewer Fund**

The Sewer Fund earns revenue primarily from charges to the users of its services. Actual revenues show 27% of the total revenue budget remaining to be collected. Operational expenses (not including debt service or capital improvements) show 33% of the budget remaining to be expended. The emergency will have an impact on the Sewer Fund as businesses are temporarily or permanently closed, and those that remain open are likely to

see reduced hours and usage for the duration of the emergency. In addition, the City has temporarily paused any disconnection for nonpayment and any late fees.

- **Water Fund**

The Water Fund earns revenue primarily from charges for service. Actual revenues show 25% of the budget remaining to be collected and 36% of budgeted operational expenses (not including debt service or capital improvements) remaining to be expended. The emergency will have an impact on the Water Fund as businesses are temporarily or permanently closed, and those that remain open are likely to see reduced hours and usage for the duration of the emergency. In addition, the City has temporarily paused any disconnection for nonpayment and any late fees.

- **Summary**

The following table summarizes the actual revenues and expenses for the City’s five major operating funds, not including encumbrances:

	Budget	Actual	Remaining \$	Remaining %
General Fund				
Revenue	6,101,663	3,616,143	2,485,520	41%
Expense	6,940,051	4,095,931	2,844,121	41%
Net	(838,388)	(479,788)		
Housing Fund				
Revenue	3,720,374	2,890,887	829,487	22%
Expense	3,729,929	2,725,626	1,004,303	27%
Net	(9,555)	165,261		
RV Park Fund				
Revenue	374,800	276,790	98,010	26%
Expense	386,201	200,323	185,879	48%
Net	(11,401)	76,467		
Sewer Fund				
Revenue	4,952,546	3,639,033	1,313,513	27%
Operating Expense	3,480,661	2,348,513	1,132,148	33%
Debt Service	1,500,000	1,500,000	-	0%
Transfer to CIP	1,000,000	1,000,000	-	0%
Net	(1,028,115)	(1,209,480)		
Water Fund				
Revenue	2,979,680	2,246,775	732,905	25%
Operating Expense	2,150,970	1,380,055	770,915	36%
Debt Service	350,000	175,000	175,000	50%
Transfer to CIP	275,000	275,000	-	0%
Net	203,710	416,721		

- **Long-term Liabilities**

The City’s long-term liability balances are included in the table below. Net Pension Liability, Net OPEB Liability, and Compensated Absences are updated annually during the audit process. These amounts below are from the most recent audit (June 30, 2019). The Sewer Fund and Water Fund loan balances are updated when payments are made (in July for the Sewer Fund loan, and in December and June for the Water Fund loan).

Liability	Fund	Balance
Net Pension Liability	Multiple	10,074,682
Net OPEB Liability	Multiple	1,111,491
Compensated Absences	Multiple	299,868
SRF Loan	Sewer	35,553,253
SRF Loan	Water	1,400,000

FISCAL ANALYSIS

Preparation of this report is informational in nature and has no direct fiscal impact.

STRATEGIC PLAN ASSESSMENT

This report is consistent with Strategic Plan Goal 3 to “Maintain responsible fiscal management and accountability.”

ATTACHMENTS

1. Monthly budget-to-actual report for March 2020

Staff review:


 CM

City of Crescent City
FY 2019-20 General Fund Operating Report
As of March 31, 2020

% of Year Remaining: **25%**

Description	Notes	Budget	Actual	Remaining before Encumbrances		Encumbrances	Remaining after Encumbrances	
				\$ Remaining	% Remaining		\$ Remaining	% Remaining
Non-Departmental Revenue								
Tax Revenue	1	3,770,905	2,301,863	1,469,043	39%	-	1,469,043	39%
Licenses & Permits	1	280,616	248,420	32,196	11%	-	32,196	11%
Interest Income	1	50,333	24,186	26,147	52%	-	26,147	52%
Lease-Rental Income		28,029	23,104	4,925	18%	-	4,925	18%
Other Revenue		11,150	45,109	(33,959)	-305%	-	(33,959)	-305%
Transfers In		10,000	-	10,000	100%	-	10,000	100%
Departmental Revenue								
City Council	2	70,360	39,660	30,700	44%	-	30,700	44%
City Manager	3	30,000	30,000	-	0%	-	-	0%
Community Support		-	354	(354)	-	-	(354)	-
City Clerk	2	102,476	67,101	35,375	35%	-	35,375	35%
Human Resources	2	41,235	24,834	16,401	40%	-	16,401	40%
Finance		-	(1,100)	1,100	-	-	1,100	-
Fire	1	482,986	227,791	255,195	53%	-	255,195	53%
Police	1,4	377,138	124,028	253,110	67%	-	253,110	67%
Code Enforcement	5	51,000	450	50,550	99%	-	50,550	99%
Building Inspection		96,200	100,297	(4,097)	-4%	-	(4,097)	-4%
Planning	6	43,450	40,631	2,819	6%	-	2,819	6%
Public Works Admin		2,500	690	1,810	72%	-	1,810	72%
Streets	7	244,700	123,440	121,260	50%	-	121,260	50%
Parks	8,9,10,11	128,600	30,490	98,110	76%	-	98,110	76%
Cultural Center	8	15,000	11,364	3,636	24%	-	3,636	24%
Swimming Pool	9	264,985	153,431	111,554	42%	-	111,554	42%
General Fund Revenue Total		6,101,663	3,616,143	2,485,520	41%	-	2,485,520	41%
Non-Departmental Expenditures								
City Council	12	242,908	135,384	107,524	44%	107,525	(1)	0%
City Manager	3	108,470	63,524	44,946	41%	16	44,930	41%
Community Support	13	106,710	47,399	59,311	56%	2,539	56,772	53%
City Clerk		113,604	80,722	32,882	29%	18,892	13,990	12%
City Clerk		153,153	95,312	57,841	38%	14,516	43,326	28%
Human Resources		126,809	83,587	43,222	34%	3,518	39,704	31%
Finance		259,314	170,312	89,002	34%	17,189	71,813	28%
City Attorney	14	66,423	38,135	28,288	43%	800	27,488	41%
Fire		807,353	434,095	373,258	46%	75,915	297,343	37%
Police	4	2,481,365	1,524,482	956,883	39%	65,229	891,654	36%
Code Enforcement	15	75,663	8,678	66,985	89%	79	66,906	88%
Building Inspection		63,473	32,654	30,819	49%	104	30,714	48%
Planning	6	220,958	157,272	63,686	29%	13,437	50,249	23%
Public Works Admin		106,542	68,954	37,588	35%	3,320	34,268	32%
Streets	7,16	641,059	355,302	285,757	45%	72,631	213,126	33%
Parks	10,11,17	535,391	255,272	280,119	52%	17,688	262,431	49%
Cultural Center	18	207,145	169,305	37,840	18%	5,245	32,594	16%
Swimming Pool	9	623,711	375,541	248,170	40%	58,462	189,708	30%

General Fund Expenditure Total	6,940,051	4,095,931	2,844,121	41%	477,108	2,367,013	34%
NET OPERATING RESULTS	(838,388)	(479,788)					

GENERAL FUND NOTES:

- 1 General Fund revenues are not received evenly throughout the year. Many taxes, third party billings, interest, and grant revenues are received quarterly or semiannually.
- 2 Revenue is based on actual expenditures charged to other funds; lower expenses will result in lower revenue.
- 3 Budget includes grant revenue (BHC) and expenses for cultural diversity project.
- 4 Budget includes grant revenue (USDA) and expenses for RMS project.
- 5 Actual revenue depends on receiving reimbursements for abatement cases.
- 6 Budget includes grant revenue (EDA) and expenses for CEDS project, and annual LAFCo contribution.
- 7 Budget includes revenue (State) and expenses for soil and groundwater testing.
- 8 Budget is based on prior years experience; actual revenues will depend on usage.
- 9 Budget includes grant revenue (Cal Endowment) and expenses for public outreach project.
- 10 Budget includes donation revenue (Rotary) and expenses for Kidtown project.
- 11 Budget includes grant revenue (Coastal Conservancy) and expenses for Beachfront Park Master Plan update.
- 12 Includes revenue sharing agreements with County (sales tax and property-tax in-lieu of VLF) and transfer to CIP for City Hall design.
- 13 Budget includes contributions to Visitors Bureau/Chamber of Commerce for annual contribution and additional marketing campaign.
- 14 Attorney services are used as needed.
- 15 Code enforcement legal expenses depend on which cases occur during the year.
- 16 Includes budget for Wayfinding signs (phase 2)
- 17 Includes budget for new downtown restroom.
- 18 Includes budget for siding repair.

Beachfront Park CIP
As of March 31, 2020

Project	Bucket	Donations, Grants, Transfers, and Interest Earnings						Total
		FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	FY 19-20	
Interest Earnings - unallocated		-	17	70	27	19	8	141
Amphitheater and Concessions	BFP01	-	-	-	-	-	-	-
Artistic Improvements	BFP02	-	-	-	-	-	-	-
Beach & Beach Access Improvements	BFP03	5,600	-	-	-	-	-	5,600
Bus Stop	BFP04	-	-	-	-	-	-	-
Disc Golf	BFP05	-	-	-	-	-	-	-
Dog Park	BFP06	1,053	4,601	-	18,395	9,083	-	33,132
Game Center	BFP07	-	-	-	-	-	-	-
General	BFP08	-	-	66	-	-	-	66
Howe Park East	BFP09	-	233	-	-	-	-	233
Pedestrian Access Improvements	BFP10	-	-	-	-	-	-	-
Playing Fields	BFP11	-	-	-	-	-	-	-
Street and Parking Improvements	BFP12	-	-	-	-	-	-	-
Trees and Beautification	BFP13	-	-	-	-	-	-	-
Town Square and Plaza	BFP14	-	-	-	-	-	-	-
Point of Honor	BFP15	-	-	-	-	-	-	-
		6,653	4,851	136	18,422	9,102	8	39,172

Project	Bucket	Expenditures						Total
		FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	FY 19-20	
Interest Earnings - unallocated		-	-	-	-	-	-	-
Amphitheater and Concessions	BFP01	-	-	-	-	-	-	-
Artistic Improvements	BFP02	-	-	-	-	-	-	-
Beach & Beach Access Improvements	BFP03	-	-	-	-	4,650	-	4,650
Bus Stop	BFP04	-	-	-	-	-	-	-
Disc Golf	BFP05	-	-	-	-	-	-	-
Dog Park	BFP06	-	-	1,600	31,532	-	-	33,132
Game Center	BFP07	-	-	-	-	-	-	-
General	BFP08	-	-	-	-	-	-	-
Howe Park East	BFP09	-	-	-	-	-	-	-
Pedestrian Access Improvements	BFP10	-	-	-	-	-	-	-
Playing Fields	BFP11	-	-	-	-	-	-	-
Street and Parking Improvements	BFP12	-	-	-	-	-	-	-
Trees and Beautification	BFP13	-	-	-	-	-	-	-
Town Square and Plaza	BFP14	-	-	-	-	-	-	-
Point of Honor	BFP15	-	-	-	-	-	-	-
		-	-	1,600	31,532	4,650	-	37,782

City of Crescent City
FY 2019-20 Housing Fund Operating Report
As of March 31, 2020

% of Year Remaining: 25%

Description	Notes	Budget	Actual	Remaining before Encumbrances		Encumbrances	Remaining after Encumbrances		
				\$ Remaining	% Remaining		\$ Remaining	% Remaining	
Revenue									
Interest	1	140	314	(174)	-124%	-	(174)	-124%	
Recovery-Admin Fee 50%	2	10,500	10,952	(452)	-4%	-	(452)	-4%	
Recovery-HAP 50%	2	10,500	10,952	(452)	-4%	-	(452)	-4%	
HUD Admin Revenue		456,612	368,764	87,848	19%	-	87,848	19%	
HUD Housing Assistance		3,237,500	2,494,405	743,095	23%	-	743,095	23%	
HAP Owner Reimbursement	3	-	1,090	(1,090)		-	(1,090)		
Port In - HAP	3	4,548	3,611	937	21%	-	937	21%	
Port In - Admin	3	574	393	181	32%	-	181	32%	
Other Revenue		-	406	(406)		-	(406)		
Revenue Total		3,720,374	2,890,887	829,487	22%	-	829,487	22%	
Expense									
Housing Assistance Payments		3,237,500	2,391,600	845,900	26%	-	845,900	26%	
Personnel									
Housing		374,959	261,869	113,090	30%	-	113,090	30%	
City Manager		4,074	2,529	1,545	38%	-	1,545	38%	
Finance		17,029	11,542	5,487	32%	-	5,487	32%	
City Attorney	4	500	62	439	88%	-	439	88%	
Utilities and telephone		8,254	5,562	2,692	33%	1,569	1,123	14%	
Materials and supplies		28,744	10,354	18,390	64%	7,284	11,106	39%	
Contracts and services		31,061	23,722	7,339	24%	2,152	5,186	17%	
Employee Support		8,650	5,694	2,956	34%	28	2,928	34%	
Interest remitted to HUD	5	-	-	-		-	-		
ISF Allocations		19,158	12,690	6,468	34%	-	6,468	34%	
Expense Total		3,729,929	2,725,626	1,004,303	27%	11,033	993,270	27%	
NET OPERATING RESULTS		(9,555)	165,261						

NOTES:

- 1 The majority of interest (LAIF) is received quarterly.
- 2 Fraud recovery is recorded after payments are received.
- 3 These revenues are reimbursements.
- 4 Attorney services are used as needed.
- 5 HUD requires that interest earned on HAP funds held by the Housing Authority is to be remitted to HUD if over \$500.

City of Crescent City
FY 2019-20 RV Park Fund Operating Report
As of March 31, 2020

% of Year Remaining: 25%

Description	Notes	Budget	Actual	Remaining before Encumbrances		Encumbrances	Remaining after Encumbrances		
				\$ Remaining	% Remaining		\$ Remaining	% Remaining	
Revenue									
Interest	1	4,800	2,318	2,482	52%	-	2,482	52%	
Misc sales		5,000	5,181	(181)	-4%	-	(181)	-4%	
Rental revenue non-TOT	2	90,000	59,894	30,106	33%	-	30,106	33%	
Rental revenue - subject to TOT	2	275,000	209,396	65,604	24%	-	65,604	24%	
Other revenue		-	-	-	-	-	-	-	
Revenue Total		374,800	276,790	98,010	26%	-	98,010	26%	
Expense									
Personnel									
RV Park		89,479	56,741	32,738	37%	-	32,738	37%	
City Manager		10,184	6,242	3,942	39%	-	3,942	39%	
Finance		16,162	9,585	6,577	41%	-	6,577	41%	
Utilities and telephone		108,315	66,472	41,843	39%	25,609	16,233	15%	
Materials and supplies		45,368	7,721	37,647	83%	7,258	30,389	67%	
Contracts and services		64,330	16,392	47,938	75%	10,428	37,511	58%	
Other operating uses		1,000	973	27	3%	-	27	3%	
ISF Allocations		51,363	36,197	15,166	30%	-	15,166	30%	
Expense Total		386,201	200,323	185,879	48%	43,295	142,583	37%	
Debt Service		-	-	-	-	-	-	-	
CIP		-	-	-	-	-	-	-	
Total Expenditures		386,201	200,323						
NET OPERATING RESULTS		(11,401)	76,467						

Non-TOT = visitors staying longer than 30 days
Subject to TOT = visitors staying less than 30 days

NOTES:

- 1 LAIF interest is received quarterly.
- 2 Revenues are highly seasonal.

City of Crescent City
FY 2019-20 Sewer Fund Operating Report
As of March 31, 2020

% of Year Remaining: **25%**

Description	Notes	Budget	Actual	Remaining before Encumbrances		Encumbrances	Remaining after Encumbrances		
				\$ Remaining	% Remaining		\$ Remaining	% Remaining	
Revenue									
Interest	1	89,136	58,184	30,952	35%	-	30,952	35%	
Other Income	2	15,431	30,709	(15,278)	-99%	-	(15,278)	-99%	
Charges for services		4,539,306	3,341,094	1,198,212	26%	-	1,198,212	26%	
Sewer connections	3	58,092	125,471	(67,379)	-116%	-	(67,379)	-116%	
Sewer lab	4	114,000	55,947	58,053	51%	-	58,053	51%	
County collection systems	5	136,581	27,629	108,952	80%	-	108,952	80%	
Revenue Total		4,952,546	3,639,033	1,313,513	27%	-	1,313,513	27%	
Expense									
City Manager		80,507	47,645	32,862	41%	1,653	31,209	39%	
Finance		317,360	212,035	105,325	33%	7,102	98,223	31%	
City Attorney	6	27,288	10,885	16,403	60%	-	16,403	60%	
Sewer lab		376,253	200,720	175,533	47%	36,309	139,224	37%	
WWTP operations	7	1,945,374	1,466,415	478,959	25%	202,200	276,759	14%	
City collection systems		317,224	182,585	134,639	42%	13,903	120,736	38%	
County collection systems		136,581	51,061	85,520	63%	7,553	77,966	57%	
WWTP maintenance		280,074	177,166	102,908	37%	231	102,676	37%	
Operating Expense Total		3,480,661	2,348,513	1,132,148	33%	268,952	863,196	25%	
Debt service	8	1,500,000	1,500,000						
Transfers to CIP fund	9	1,000,000	1,000,000						
Total		5,980,661	4,848,513						
Net		(1,028,115)	(1,209,480)						

NOTES:

- 1 The majority of interest (LAIF) is received quarterly.
- 2 NSF and late fees for all utility accounts are recorded here and then allocated between water and sewer at the end of the year.
- 3 Connections are budgeted based on prior experience; actual results depend on the number of connections requested.
- 4 Internal lab services are billed after each quarter; external customers are billed the month following service.
- 5 Amounts depend on actual expenditures, billed after each quarter.
- 6 Attorney services are used as needed.
- 7 Unused purchase orders to be closed.
- 8 Annual debt service payment is made in July.

City of Crescent City
FY 2019-20 Water Fund Operating Report
As of March 31, 2020

% of Year Remaining: **25%**

Description	Notes	Budget	Actual	Remaining before Encumbrances		Encumbrances	Remaining after Encumbrances		
				\$ Remaining	% Remaining		\$ Remaining	% Remaining	
Revenue									
Interest	1	44,918	26,418	18,500	41%	-	18,500	41%	
Rental revenue	2	19,869	17,739	2,131	11%	-	2,131	11%	
Other revenue	3	15,080	978	14,102	94%	-	14,102	94%	
Charges for services		2,844,113	2,139,454	704,659	25%	-	704,659	25%	
Water connections	4	52,400	60,941	(8,541)	-16%	-	(8,541)	-16%	
Water CSD admin revenue		3,300	1,246	2,054	62%	-	2,054	62%	
Revenue Total		2,979,680	2,246,775	732,905	25%	-	732,905	25%	
Expense									
City Manager		101,610	61,625	39,985	39%	1,637	38,348	38%	
Finance		352,573	238,947	113,626	32%	6,530	107,096	30%	
City Attorney	5	22,288	10,506	11,782	53%	-	11,782	53%	
Water operations		1,631,042	1,045,105	585,937	36%	158,784	427,153	26%	
Water CSD		43,457	23,871	19,586	45%	-	19,586	45%	
Expense Total		2,150,970	1,380,055	770,915	36%	166,951	603,964	28%	
Debt service	6	350,000	175,000						
Transfers to CIP fund	7	275,000	275,000						
Total Expenditures		2,775,970	1,830,055						
Net Operating Results		203,710	416,721						

NOTES:

- 1 The majority of interest (LAIF) is received quarterly.
- 2 Cell tower rent.
- 3 NSF and late fees are allocated at the end of the year.
Includes both the connection fee and charges for equipment/materials related to the connection. Water connection revenues are dependent upon new connections requested; budgets are estimated based on prior year activity and actual results will vary.
- 4 activity and actual results will vary.
- 5 Attorney services are used as needed.
- 6 This is a placeholder to reserve cash to make the required debt service payments in December and June.

CITY COUNCIL AGENDA REPORT



TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

DATE: APRIL 20, 2020

SUBJECT: BUDGET AMENDMENT FOR ADDITIONAL INFORMATION TECHNOLOGY RESOURCES DUE TO THE COVID-19 EMERGENCY

RECOMMENDATION

- Adopt Resolution 2020-29, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2019-2020 BUDGET

BACKGROUND / ANALYSIS

At the March 16th Council Meeting, the City Council adopted resolution 2020-21A declaring a local emergency due to the global COVID-19 pandemic and authorized the City Manager to take necessary emergency actions to respond to the emergency. One such action that was discussed at the meeting was the need for addition information technology resources.

As part of the Governor's "Stay at Home" order, he requested all employees that could work from home, to work from home and to limit all public meetings and workplace settings to ensure social distancing can be achieved to the fullest extent possible. Technology has played a huge role in us as an agency being able to accommodate this. On March 20th, 2020 the City implemented Temporary Telework policy allowing eligible employees to telework to support the public health goal of limiting the spread of the virus. At this point over 75% of the City offices (City Hall, Housing Authority and the Fire Department Administrative Assistant) are working remotely.

To accommodate these actions, additional computers (laptops), accessories, and software subscriptions (Zoom and remote access software) were needed. To date, the City has spent approximately \$21,000 on additional IT equipment. As there are still a lot of unknowns, I am requesting a budget of \$25,000 in anticipation that some minor additional expenses will be incurred.

I would like to especially highlight the work of Fritz Ludemann (City Information Technology Administrator). Technology seems to be the answer to keep us connected as an organization and to the public during social distancing. Fritz has worked extremely hard to accommodate this need, many times working late into the night and over the weekends. Thanks to his efforts and the diligence of our staff, things are running as smoothly as they can, so that we may continue to serve the public, keep the public informed, and most importantly keep each other safe during this time of the COVID-19 emergency.

7

FINANCIAL IMPACT

The budget amendment requested is \$25,000. The expenditure will be made out of the IT Internal Service Fund, which is allocated to all City funds. This is appropriate, as employees from all City departments are using the equipment. The budgets in the individual funds to pay their share of the allocated cost is anticipated to be sufficient to cover this expense (as each department's share will be relatively small), although staff is currently working on updated FY 19-20 projections. If the individual departments require an adjustment to cover their portions, staff will make that request.

This budget amendment and resource request is in direct response to a declared National and State emergency. Therefore, we anticipate the City will be eligible for reimbursement through the Stafford Act, which allows FEMA to assist state and local governments during declared emergencies. If this is the case, the City could get reimbursed through FEMA for 75% of the cost, and if the state authorizes funding, CalOES could reimburse an additional portion for up to approximately 90% of the cost. At this point, however, reimbursement for this need is not guaranteed.

STRATEGIC PLAN ANALYSIS

This report meets the goals and objectives of Strategic Plan Goal 1 "Support quality services and community safety to enhance the lives of our citizens and visitors" and Goal 3 "Organizational Excellence."

ATTACHMENTS

- Resolution No. 2020-29

RESOLUTION NO. 2020-29

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING
THE FISCAL YEAR 2019-20 BUDGET
OF THE CITY OF CRESCENT CITY**

WHEREAS, the budget for the fiscal year beginning July 1, 2019, as submitted by the City Manager, was reviewed by the City Council and a public hearing was held thereon the 17th day of June 2019; and

WHEREAS, the City Council adopted said budget and has the authority to amend said budget from time to time; and

WHEREAS, the Governor of the State of California has issued an executive order (Order No. N-33-20) directing all Californians to stay at home or in their place of residence to slow the spread of COVID-19, except for essential services; and

WHEREAS, this order has caused City to close the City offices to the Public and allow employees to telework when possible to slow the spread of the virus; and

WHEREAS, this order and subsequent amendment to the Brown Act has allowing the City to conduct all public meetings in a virtual environment; and

WHEREAS, to implement these social distancing requirements set by the Governor’s Order requires additional information technology resources; and

WHEREAS, the fulfillment of the City’s obligations and priorities requires an amendment to the adopted budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AS FOLLOWS:

That the Fiscal Year 2019-20 City of Crescent City Annual Budget is hereby amended and appropriated in the amounts identified below:

	Revenue Increase (Decrease)	Expenditure Increase (Decrease)
IT Fund	25,000	25,000

APPROVED and ADOPTED and made effective the same day at a regular meeting of the City Council of the City of Crescent City held on the 20th day of April 2020, by the following polled vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Blake Inscore, Mayor

ATTEST:

Robin Patch, City Clerk

CITY COUNCIL AGENDA REPORT



TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL
FROM: ERIC WIER, CITY MANAGER
BY: JON OLSON, CITY ENGINEER
DATE: APRIL 20, 2020
SUBJECT: INSURANCE REQUIREMENTS FOR MOBILE VENDORS

RECOMMENDATION

- Adopt Resolution 2020-28, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ESTABLISHING INSURANCE REQUIREMENTS FOR MOBILE VENDORS.

BACKGROUND

On March 16, 2020, the City Council introduced the new Mobile Vending Ordinance. The Ordinance states that insurance requirements will be set by Resolution to allow for flexibility and change as circumstances dictate.

ITEM ANALYSIS

The resolution will require the following insurance limits for mobile vendors.

Type of Activity	Type of Coverage	Minimum Amount
Sale of food and other goods intended for human consumption	CGL- at least as broad as ISO Form CG0001 (including property damage, personal injury, products and completed operations, premises, operations and blanket contractual liability)	\$ 1,000,000 Each occurrence \$ 2,000,000 Aggregate
Sale of goods not intended for human consumption	CGL- at least as broad as ISO Form CG0001 (including property damage, personal injury, products and completed operations, premises, operations and blanket contractual liability)	\$ 500,000 Each occurrence \$ 500,000 Aggregate
Vending from a vehicle or trailer (any good or product)	Auto – All Autos, including any trailer	\$1,000,000 CSL

FISCAL ANALYSIS

Staff do not anticipate that the proposed commercial activities would be a revenue generating activity.

There are no additional fees associated with getting a mobile vending permit when applying for a business license.

STRATEGIC PLAN ASSESSMENT

This action supports Strategic Plan goal 1 support quality services, community safety, and health to enhance the quality of life and experience of our residents and visitors. This action also supports Strategic Plan goal 2, Promote a thriving local economy.

ATTACHMENTS

1. Resolution No. 2020-28, A Resolution of the City Council of the City of Crescent City Establishing Insurance Requirements for Mobile Vendors.

Staff review:


CM

RESOLUTION NO. 2020-28

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY
ESTABLISHING INSURANCE REQUIREMENTS FOR MOBILE VENDORS**

WHEREAS, on April 6, 2020, the City Council adopted Ordinance No. 817 regulating mobile vending within the City; and

WHEREAS, the Ordinance provides that insurance requirements for mobile vendors will be established by resolution of the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crescent City, California that the following insurance requirements are established for mobile vendors pursuant to Crescent City Municipal Code Section 5.44.060:

1. **MINIMUM INSURANCE COVERAGE.** Each mobile vendor is required to procure and maintain, at its sole cost and expense, the following policies of insurance with the type of coverage indicated below for the mobile vending activity and in the minimum amount indicated.

Type of Activity	Type of Coverage	Minimum Amount
Sale of food and other goods intended for human consumption	CGL- at least as broad as ISO Form CG0001 (including property damage, personal injury, products and completed operations, premises, operations and blanket contractual liability)	\$ 1,000,000 Each occurrence \$ 2,000,000 Aggregate
Sale of goods not intended for human consumption	CGL- at least as broad as ISO Form CG0001 (including property damage, personal injury, products and completed operations, premises, operations and blanket contractual liability)	\$ 500,000 Each occurrence \$ 500,000 Aggregate
Vending from a vehicle or trailer (any good or product)	Auto – All Autos, including any trailer	\$1,000,000 CSL

2. **ADDITIONAL INSURED.** The City, its elected and appointed officials, employees, agents and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of the operations performed by the insured pursuant to the mobile vending permit issued by the City.

3. NOTICE OF CANCELLATION. Each insurance policy must be endorsed to state that coverage may not be cancelled except after giving prior written notice to the City.

PASSED AND ADOPTED and made effective the same day by the City Council of the City of Crescent City on the 20th day of April, 2020, by the following polled vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Blake Inscore, Mayor

ATTEST:

Robin Patch, City Clerk

CITY COUNCIL AGENDA REPORT



TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

DATE: APRIL 20, 2020

SUBJECT: BUDGET AMENDMENT FOR ADDITIONAL ECONOMIC DEVELOPMENT SUPPORT TO ASSIST WITH COVID-19 EMERGENCY

RECOMMENDATION

- Adopt Resolution 2020-30, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2019-2020 BUDGET

BACKGROUND / ANALYSIS

At the March 27th Special Council Meeting, the City Council approved contracts with Malex Consulting and Claggett Wolfe and Associates to assist the Del Norte County Emergency Operations Center (EOC) Economic Resiliency Task Force (ERTF) with local business support as needed to address the financial impacts that public health orders issued to combat the COVID-19 spread have had on local businesses. These original amount of the agreements were in the not-to-exceed amounts of \$15,000 for Malex Consulting and \$10,000 for Claggett Wolfe and Associates.

The ERTF objectives are as follows:

1. Collect, vet, document, and communicate (to Del Norte County's businesses, partner agencies, and the business community as a whole) information related to the County of Del Norte County's COVID-19 economic development response, and information regarding business support services and resources.
2. Track the adverse economic impact of COVID-19 on Del Norte County, its businesses, and the business community, assess county-wide economic injury for future analysis, and document economic response and activities for a future damage assessment.
3. Serve as EOC's economic development PPOC (Primary Point of Contact) to external state and federal economic development jurisdictional counterparts and agencies.
4. Maintain the COVID-19 business information line. Field and respond to queries from the business community.

These consultants will assist with many of these objectives; however, their main area of focus will be working with our local businesses, analyzing their needs, and helping them obtain funding to

be able to sustain some level of operation during this emergency and then to rebuild and reopen afterward.

As stated in the April 6, 2020 staff report where the budgets were increased for these contracts:

“It is also important to keep in mind, this is only the beginning of this emergency. We don’t fully know the number the businesses that will need our support, or the level of effort each business will need. Supporting our businesses is a critical need for our City. As the emergency and funding support continues to define itself, staff will keep the Council updated with the level of effort needed to support our businesses, which could result in staff requesting the Council consider additional funding appropriations.”

The demand for the consultants to analyze the ever-changing scenarios, review, and assist businesses with relief opportunities was even greater than staff anticipated at the time of the April 6 meeting agenda posting. As such, staff at the April 6, meeting requested additional funding for business support and the Council directed an additional \$20,000 be allocated to the ERTF consultants’ efforts.

FINANCIAL IMPACT

The contracts are on a time and materials basis, and work will be authorized based on need. The total combined budget for the contracts will not exceed \$45,000, including the \$25,000 initially authorized and the additional \$20,000 authorized on April 6. Claggett Wolfe and Associates has taken the lead with the business loan programs and evaluating the local business needs. It is anticipated the majority of the additional funding will support his services. This additional funding will come from the General Fund reserve.

It is still important to keep in mind, there are a lot of unknowns with this economic emergency. We don’t fully know the number of businesses that will need our support, or the level of effort each business will need. Supporting our businesses is a critical need for our City. As the emergency and funding support continues to evolve, staff will keep the Council updated with the level of effort needed to support our businesses, which could result in staff requesting the Council consider additional funding appropriations or looking for additional outside support.

These contracts are in direct support of a declared National and State emergency. Therefore, we anticipate the City will be eligible for reimbursement through the Stafford Act, which allows FEMA to assist state and local governments during declared emergencies. If this is the case, the City could get reimbursed through FEMA for 75% of the cost. If the state allocates funding as well, CalOES could provide reimbursement for approximately 15%, resulting in potential reimbursement of approximately 90% of the cost. At this point, however, reimbursement for this economic project is not guaranteed.

STRATEGIC PLAN ANALYSIS

This action meets the goals and objectives of Strategic Plan Goal 1 “Support quality services and community safety to enhance the lives of our citizens and visitors” and Goal 2 “Promote a thriving local economy.”

ATTACHMENTS

- Resolution No. 2020-30

RESOLUTION NO. 2020-30

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY
AMENDING THE FISCAL YEAR 2019-20 BUDGET
OF THE CITY OF CRESCENT CITY**

WHEREAS, the budget for the fiscal year beginning July 1, 2019, as submitted by the City Manager, was reviewed by the City Council and a public hearing was held thereon the 17th day of June 2019; and

WHEREAS, the City Council adopted said budget and has the authority to amend said budget from time to time; and

WHEREAS, the Governor of the State of California has issued an executive order (Order No. N-33-20) directing all Californians to stay at home or in their place of residence to slow the spread of COVID-19, except for essential services; and

WHEREAS, this order has caused local businesses to limit or suspend their operations, which will have a direct impact on the local economy and the City’s tax base; and

WHEREAS, the City has a public interest in supporting local economic development; and

WHEREAS, various federal, state, and local resources are being made available to assist businesses experiencing hardship during this public health emergency, but many will require technical assistance to learn about and apply for those funds; and

WHEREAS, on March 27th, 2020 the City Council directed staff to execute consultant agreements to provide local businesses such technical assistance ; and

WHEREAS, on April 6th, 2020 due to the ongoing economic emergency the City Council directed staff to execute consultant agreements amendments in the not-to-exceed amount of \$20,000 to provide local businesses additional technical assistance; and

WHEREAS, the fulfillment of the City’s obligations and priorities requires an amendment to the adopted budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AS FOLLOWS:

That the Fiscal Year 2019-20 City of Crescent City Annual Budget is hereby amended and appropriated in the amounts identified below:

	Revenue Increase (Decrease)	Expenditure Increase (Decrease)
General Fund		20,000

APPROVED and ADOPTED and made effective the same day at a regular meeting of the City Council of the City of Crescent City held on the 20th day of April 2020, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Blake Inscore, Mayor

ATTEST:

Robin Patch, City Clerk



CITY COUNCIL AGENDA REPORT

TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: MARTHA D. RICE, CITY ATTORNEY

DATE: APRIL 20, 2020

SUBJECT: MULTI-UNIT HOUSING SMOKING ORDINANCE AD HOC COMMITTEE

RECOMMENDATION

- Appoint Mayor Pro Tem Kime and Council Member Wright to serve on an ad hoc committee to work with staff on the development of a draft multi-unit housing smoking ordinance

BACKGROUND

At the April 6th Council Meeting, the City Council voted (3-1) to proceed with the development of a multi-unit housing smoking ordinance, which would prohibit indoor smoking in multi-unit housing located within the City. At the meeting two council members volunteered to work with staff on the development of that ordinance.

ITEM ANALYSIS

The appointment of an ad hoc committee was not listed on the agenda or the staff report as one of the potential actions of the council, so in order to be compliant with the Brown Act, staff is bringing this back to the Council as an agenda item.

FISCAL ANALYSIS

The appointment of the ad hoc committee will not have a fiscal impact.

STRATEGIC PLAN ASSESSMENT

This action supports Strategic Plan goal 1 support quality services, community safety, and health to enhance the quality of life and experience of our residents and visitors.

Staff review:

EW
CM



CITY COUNCIL AGENDA REPORT

TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL
FROM: ERIC WIER, CITY MANAGER
BY: ROBIN PATCH
DATE: APRIL 20, 2020
SUBJECT: LETTERS OF SUPPORT REQUEST FROM DNSWMA

RECOMMENDATION

- Hear staff report
- Receive public comment
- Authorize staff to prepare letters of support for the Mayor's signature for AB 2612 and SB 1191.

BACKGROUND

On March 17, 2020, the Del Norte Solid Waste Management Authority Board of Directors voted to send a letter of support for both AB 2612 – Greenhouse Gas Reduction Fund: recycling: appropriation and SB 1191 – Organic Waste: reduction goals: local jurisdictions.

Both draft letters of support are listed as attachments with details of each bill for Council consideration.

ATTACHMENTS

1. Draft letter of support for AB2612 – Greenhouse Gas Reduction Fund: recycling: appropriation
2. Draft letter of support for SB1191

Staff review:


CM



Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531

Phone (707) 465-1100 Fax (707) 465-1300

www.recycledelnorte.ca.gov

The Authority's mission is the management of Del Norte County solid waste and recyclable material in an environmentally sound, cost effective, efficient and safe manner while ensuring 100% regulatory compliance with law.

March 25, 2020

Assemblymember Wood
State Capitol
P.O. Box 942849
Sacramento, CA 94249-0002

RE: AB 2612 (Maienschein): – SUPPORT

Dear Assemblymember Wood,

As Chair, I greet you on behalf of the Board of the Del Norte Solid Waste Management Authority, a joint powers authority of the City of Crescent City and the County of Del Norte. At our last meeting on March 17, 2020, the Board voted unanimously to send letters supporting Assembly Bill 2612.

This bill would provide up to \$100 million annually from the Greenhouse Gas Reduction Fund for in-state organics recycling projects. Our rural joint powers authority has been trying to navigate and plan to address the requirements of laws like SB 1383 to reduce short-term climate pollutants by implementing programs to recover food and reduce the volume of organics being sent to landfill. The California Department of Resources Recycling and Recovery's (CalRecycle) is on the verge of adopting far-reaching regulations to achieve those objectives and has estimated that it will cost as much as \$40 billion over the next decade and will require adding 50-100 new organic waste recycling facilities. These requirements pose many financial and implementation challenges for local governments across the state.

Current facilities are few - and even fewer in the northern portions of California where we are - but will be essential to compliance with these legislated mandates. Without access to significant capital dedicated to these efforts, the organics processing and recovery facilities will not be built in a timely manner.

As a further demonstration of our support for this effort, our Board voted unanimously to ask that you be a co-sponsor of this legislation. Our agency will also invite our member agencies, the County of Del Norte and the City of Crescent City, to also support this legislation.



Sincerely,

Blake Inscore, Chair
Del Norte Solid Waste Management Authority

cc: John Kennedy, Rural Counties' ESJPA
Assemblymember Maienschein
Jay Sarina, Del Norte County Administrative Officer
Eric Weir, Crescent City Manager



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March 25, 2020

The Honorable Brian Dahle
Member, California State Senate
State Capitol, Room 2054
Sacramento, CA 95814

**RE: Senate Bill 1191 – SUPPORT
As Amended March 23, 2020**

Dear Senator Dahle:

As Chair and on behalf of the Del Norte Solid Waste Management Authority, I am writing to express our support for your Senate Bill 1191, related to organic waste management.

Senate Bill 1383 (Lara) of 2016 requires the state to reduce landfill disposal of organic waste 75 percent by 2025 and to increase edible food waste recovery 20 percent. The California Department of Resources Recycling and Recovery's (CalRecycle) is on the verge of adopting far-reaching regulations to achieve those objectives and has estimated that it will cost as much as \$40 billion over the next decade and will require adding 50-100 new organic waste recycling facilities. These requirements pose many financial and implementation challenges for local governments across the state.

SB 1191 allows low population counties and rural jurisdictions to develop and implement alternative organic waste management programs in place of the rigid and costly SB 1383 mandates. Additionally, SB 1191 aligns CalRecycle's organic waste management statute to conform it to long-standing provisions that require CalRecycle to consider whether a jurisdiction made a "good faith" effort to implement its recycling program before issuing a compliance order or imposing penalties.

The new SB 1383 regulations will impose a host of costly new requirements on local governments and will substantially drive up residential service rates – especially in areas that lack the population densities. While these jurisdictions may not have the economic resources to fully implement SB 1383, they can play a key



role in developing the organic waste recycling capacity and markets to meet the overarching objectives. SB 1191 will temporarily allow those jurisdictions to implement alternative organic waste management programs that recover edible food waste, evaluate collaborative approaches to organic waste recycling for animal feed and compost production, and explore opportunities for siting new regional organic waste facilities and markets.

SB 1191 appropriately requires CalRecycle to consider whether a jurisdiction made a “good faith effort” to implement its organic waste recycling program before issuing a compliance order or imposing penalties on that jurisdiction. This “good faith” evaluation has long been a part of the state’s solid waste diversion program. Considering the additional significant disruptions associated with the Covid-19 shelter-in-place directives, it is only appropriate that local conditions be considered as part of such evaluation prior to any enforcement action.

For these reasons, at our regular meeting on 17 March 2020 the Board of Commissioner of the Del Norte Solid Waste Management Authority voted unanimously to support SB 1191. Furthermore, we will ask that Senator McGuire, who represents our jurisdiction, become a co-sponsor, and we will be asking our member agencies, the County of Del Norte and the City of Crescent City to add their voices of support. You can count on our agency’s support as this vital legislation moves forward.

Sincerely,

Blake Inscore, Chair
Del Norte Solid Waste Management Authority

cc: John Kennedy, Rural Counties’ ESJPA Legislative Advocate
Senator Mike McGuire
Jay Sarina, Del Norte County Administrative Officer
Eric Weir, Crescent City Manager

CITY COUNCIL AGENDA REPORT



TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

**BY: JON OLSON, CITY ENGINEER
MARTHA D. RICE, CITY ATTORNEY**

DATE: APRIL 20, 2020

SUBJECT: SMALL WIRELESS FACILITIES ORDINANCE ADOPTION

RECOMMENDATION

- Open Public Hearing
- Hear staff report
- Receive public comment
- Close Public Hearing
- Waive full reading, read by title only, and adopt Ordinance No. 821, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING TITLE 12, STREETS, SIDEWALKS AND PUBLIC PLACES, OF THE CRESCENT CITY MUNICIPAL CODE BY ADDING CHAPTER 12.44, SMALL WIRELESS FACILITIES

BACKGROUND

The Federal Telecommunications Act of 1996 preempts and declares invalid all state and local rules that restrict entry or limit competition in both local and long-distance telephone service, including wireless telecommunications. The global wireless telecommunications industry is starting to install small wireless facilities (SWF) primarily in the public right-of-way. SWFs are designed to accommodate "5G" technology. Local governments may only regulate aesthetic aspects of telecommunications facilities and are not allowed to regulate based upon environmental or health concerns. The FCC has ruled that local governments may impose aesthetic requirements upon SWFs so long as they are: (1) reasonable, (2) no more burdensome than those applied to other types of infrastructure deployments, and (3) objective and published in advance. To provide for the regulation of small wireless sites within city limits consistent with recently adopted Federal regulations, city staff, at the direction of the City Council, drafted an ordinance to guide siting of small wireless facilities in the public right-of-way.

ITEM ANALYSIS

Below is a summary of the proposed ordinance's major features:

- Preference for small cell sites on streetlight poles and exclude other infrastructure such as wooden utility poles and buildings.
- Utilize existing streetlight pole location and design whenever possible.

- Small cell site facility design requires stealth design guidelines including matching the colors of the mountable items to the site pole.
- Facility equipment should be undergrounded whenever possible.
- Requires 150 feet spacing between each small cell site.
- Small cell site permit approval should be at a staff level review
- Appeals would go before the Planning Commission/City Council

The guidelines contained in the Ordinance for regulating small cell facility sites are based on direction received from the Planning Commission at its January- March meetings. Staff developed a draft ordinance and additional standard conditions of approval for SWF permit for City Council review and feedback. At the March 16, 2020 City Council Meeting, the City Council directed staff to bring back an ordinance for the Council to consider for adoption consistent with the draft documents presented at the meeting. Generally, the ordinance establishes the city's regulations for small cell site facilities. It provides guidance for what structures are appropriate for small cell facility siting and what stealth measures should be used to ensure that the facility appropriately fits into the city's streetscape.

The standard conditions of approval language focuses on the City's expectations of the applicant in managing the proposed cell facility site. Items such as graffiti abatement, ongoing upkeep of the facility, construction considerations, and site abandonment are topics the Planning Commission requested staff address.

This ordinance was introduced at the April 6, 2020 Council meeting and if adopted at this meeting, the ordinance will take effect in 30 days.

FISCAL ANALYSIS

There will be minimal impacts to finance. The permits are proposed to be issued at staff level.

- What are the fees for small cell sites?
 - \$270 per year per site to cover use of our ROW with an annual CPI escalation.
 - Standard building permit and plan check fees would also apply.

STRATEGIC PLAN ASSESSMENT

This action supports Strategic Plan goal 1 support quality services, community safety, and health to enhance the quality of life and experience of our residents and visitors.

ATTACHMENTS

1. Ord. 821 Small Wireless Facilities Ordinance
2. Standard Conditions of Approval for SWF Permit

Staff review:

CM: 

ORDINANCE NO. 821

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING TITLE 12, STREETS, SIDEWALKS AND PUBLIC PLACES, OF THE CRESCENT CITY MUNICIPAL CODE BY ADDING CHAPTER 12.44, SMALL WIRELESS FACILITIES

WHEREAS, the Federal Telecommunications Act of 1996 preempts and declares invalid all state and local rules that restrict entry or limit competition in both local and long-distance telephone service, including wireless telecommunications; and

WHEREAS, the global wireless telecommunications industry is starting to install small wireless facilities (SWF) primarily in the public right-of-way to accommodate “5G” technology; and

WHEREAS, the FCC has ruled that local governments may impose aesthetic requirements upon SWF’s so long as they are (1) reasonable, (2) no more burdensome than those applied to other types of infrastructure deployments, and (3) objective and published in advance.

NOW, THEREFORE, the City Council of the City of Crescent City, State of California, hereby ordains:

SECTION 1. RECITALS. The City Council finds the above recitals to be true and correct and are incorporated herein as if set forth in full.

SECTION 2. CODE AMENDMENTS. The City Council hereby amends Title 12, Streets, Sidewalks and Public Places, of the Crescent City Municipal Code, by adding Chapter 12.44, Small Wireless Facilities, as follows:

12.44 SMALL WIRELESS FACILITIES

12.44.010 Purpose.

The purpose of this chapter is to establish design and siting guidelines and engineering design standards for small wireless facilities located in the public right-of-way and within utility easements on public and private property in order to regulate the design and placement of this infrastructure. These design and siting guidelines provide objective aesthetic design and siting requirements that all small wireless facilities installed within the public right-of-way and utility easements over public and private properties must meet for approval by the City.

12.44.020 Findings.

The City Council finds that the reasonably regulated and orderly deployment of small wireless facilities in the public right-of-way is desirable as the unregulated or disorderly deployment represents a threat to the health, welfare, and safety of the community; and that the regulation of small wireless facilities are necessary to protect and preserve the aesthetic character of the community and to ensure that all wireless telecommunications facilities are installed using the least intrusive means possible.

12.44.030 Application.

This chapter applies only small wireless facilities (“SWF”) as defined in 47 C.F.R. § 1.6002(1).

12.44.040 Definitions.

The abbreviations, phrases, terms and words used in this chapter will have the meanings assigned to them in this section unless context indicates otherwise. In the event that any definition assigned to any phrase, term or word in this section conflicts with any federal- or state-mandated definition, the federal- or state-mandated definition will control.

- A. “Accessory equipment” means any and all on-site equipment other than the antenna(s) associated with a wireless facility, which includes, but is not limited to, power supply units, cables and wiring, generators, fans, air conditioning units, electrical panels, equipment cabinets, pedestals, meters, vaults, splice boxes and surface location markers.
- B. “Antenna” means that specific device for transmitting and/or receiving radio frequency or other signals for purposes of wireless telecommunications services. “Antenna” is specific to the antenna portion of the SWF.
- C. “Small wireless facility” or “SWF” means the same as defined by the FCC in 47 C.F.R. Section 1.6002(1), as may be amended.
- D. “Support structure” means the streetlight or freestanding pole upon which the small wireless facility is located.
- E. “Transmission equipment” means the same as defined by the FCC in 47 C.F.R. Section 1.6100(b)(8), as may be amended.

12.44.050 Permit required for installation of small wireless facilities.

- A. *Small Wireless Facility Permit.* A small wireless facility permit issued by the City Engineer pursuant to this chapter is required for the installation of any SWF in the City within the public rights-of-way or within utility easements upon private property.
- B. *Administration.* The City Engineer is responsible for administering this chapter and establishing rules and regulations for this purpose. When necessary to carry out these responsibilities, the City Engineer may designate and authorize a representative to act on the City Engineer’s behalf. The responsibilities of the City Engineer include the following:
 - 1. Interpret the provisions of this chapter.
 - 2. Develop and implement standards governing the placement and modification of SWF’s consistent with the requirements of this chapter.
 - 3. Develop and implement acceptable design, location and development standards for SWF’s.
 - 4. Develop forms and procedures for submission of applications for placement or modification of SWF’s, and proposed changes to any support structure consistent with this chapter.
 - 5. Review permit applications for compliance with this chapter and all rules and regulations promulgated hereunder.
 - 6. Determine if a proposed SWF and site comply with this chapter, the Crescent City Municipal Code, and any applicable State and Federal Laws.
 - 7. Inspect the SWF prior to, during, and post construction for compliance with this chapter.
 - 8. Subject to appeal as provided herein, determine whether to approve, approve with conditions, or deny an application for SWF permit.
 - 9. Take such other steps as may be required to timely act upon applications for placement

of SWF's, including entering into agreements to mutually extend the time for action on an application.

12.44.060 Application requirements.

- A. *Application Review.* The City Engineer will review and act upon application materials in a manner consistent with any timeframes provided in controlling state or federal law, including valid regulations and orders promulgated by the FCC.
- B. *Application contents.* Applications must be filed along with all required fees, information, and materials as required by the City Engineer.
- C. *Application fees and deposits.* The City Engineer may begin processing the application only after all required fees have been paid. Failure to the application fee will be a basis for denial of an application.
- D. *Refunds and withdrawals.* Application fees cover City costs for public hearings, mailings, staff and consultant time, and the other activities involved in reviewing and processing applications. Consequently, the City will not refund fees for a denied application. In the case of an application withdrawal, the City Engineer may authorize a partial refund of a deposit account based upon the prorated costs to date and the status of the application at the time of withdrawal.
- E. *Applications deemed withdrawn.*
 - 1. *Response required.* If an applicant does not pay the required fees or provide information requested in writing by the City within seven days following the date of written City notification, the application will automatically expire and be deemed withdrawn without any further action by the city.
 - 2. *Resubmittal.* After the expiration or withdrawal of an application, future City consideration will require the submittal of a new complete application and associated filing fees.

12.44.070 Appeals.

- A. The denial of an application may be appealed by the applicant within ten days following the date of the decision. The appeal must be in writing on a form prescribed by the Planning Commission and filed with the secretary of the Planning Commission. The appeal must specifically describe the error or abuse of discretion that resulted in an adverse decision as well as what part of the decision was not supported by evidence in the record.
- B. A hearing will be scheduled for the next regular meeting of the Planning Commission that is at least 10 days but no more than 45 days from the date of receipt of the appeal. During the hearing, the applicant may make its presentation and present to the Planning Commission the site drawings and structural renderings and all other data which was presented to staff, together with its arguments on said appeal.
- C. If the Planning Commission grants the appeal, the Commission shall order the secretary of the Planning Commission to sign the SWF permit and submit one copy to the applicant and one copy to the Planning Department.
- D. If the Planning Commission denies the appeal, the applicant may appeal the decision to the City Council by submitting said appeal to the City Clerk within ten days following the date of

the decision of the Planning Commission. The procedures and process set forth in paragraphs A and B will be followed for appeals to the City Council. If the City Council grants the appeal, the Council shall order the City Clerk to sign the SWF permit and submit one copy to the applicant, one copy to the Planning Commission, and one copy to the Planning Department.

12.44.080 Support structures for small wireless facilities.

- A. Two types of small wireless facilities are permitted within the public right-of-way and within utility easements on public and private properties. The types include: (1) placement on streetlights; and (2) new freestanding poles.
- B. When evaluating compliance with this chapter, whether any one or more preferred support structures are technically feasible and potentially available will be considered. All applicants for small wireless facilities must propose new SWF on support structures within the public right-of-way according to the following preferences, ordered from most preferred to least preferred:
 - 1. Existing or replacement streetlight;
 - 2. New streetlights;
 - 3. New freestanding poles.

12.44.090 Siting guidelines for all small wireless facilities.

- A. Small wireless facilities must not be located in front of business windows, primary walkways, primary entrances or exits, or in such a way that it would impede delivery to the building.
- B. Small wireless facilities should be located near shared property lines between two adjacent lots as much as possible or along a secondary rear property street frontage.
- C. Mid-block locations are preferred instead of at more visible corners and street intersections, except if the location is proposed on traffic control signal poles.
- D. New poles should be located in the parkway strip whenever possible and in alignment with existing trees, utility poles, and streetlights.
- E. New poles should be an approximately equal distance between trees when possible, with a minimum of 15 feet separation such that no proposed disturbance will occur within the critical root zone of any tree.
- F. Small wireless facilities should be no closer than 150 feet away, radially, from another Small wireless facility.
- G. Arterial streets are more preferable to local streets for the placement of small wireless facilities.

12.44.100 Engineering design standards for all small wireless facilities.

The following engineering design standards apply to all small wireless facilities:

- A. Separation of service should be provided by installing all-new electrical conduit(s) or utilizing existing empty conduit(s) with conduit owner's expressed consent in writing.
- B. A disconnect switch should be mounted on the pole. The bottom of the disconnect switch should measure 10 feet above grade.

- C. All the equipment, including the shroud, should be mounted to provide seven feet of clearance from the ground.
- D. For proposed facilities on a streetlight, a hand hole should be provided at the top of the pole to maintain fiber and electrical service for streetlights and future attachments.
- E. Pole foundation calculations should be prepared and stamped by a California professionally licensed engineer and should be provided to City for review. Pole foundation calculations should account for all new and existing pole attachments and the pole.
- F. Pole structural calculations, including seismic loads, showing the load impacts of the SWF on City streetlight and traffic control signal poles should be prepared and stamped by a California professionally licensed engineer and should be provided to the City for review.
- G. Design wind velocity should be 115 mph minimum per TIA-222 rev G, CBC-current edition, ASCE 7, as amended from time to time for local conditions.
- H. Other reasonable requirements of the City Engineer consistent with this Chapter.

12.44.110 Design guidelines for all small wireless facilities.

To ensure visual impacts are minimized, small wireless facilities are required comply with the following design guidelines:

- A. Installations should conceal to the maximum extent feasible with design elements and techniques that mimic or blend with the underlying support structure, surrounding environment and adjacent uses with regard to appearance, size, and location.
- B. All equipment and antenna should be shrouded and where possible located behind any street signs located on the pole.
- C. Only one SWF is permitted per support structure.
- D. A minimum distance of 150 feet is required between small wireless facilities.
- E. Installations should be located on poles that are located outside of the driveway and intersection sightlines. Installations should be located on poles that are located as close as feasible to shared property lines between two adjacent lots and not directly in front of residences and businesses.
- F. Equipment should be located entirely on the pole in a vertical arrangement. Exterior mounted accessory equipment should be within a single arrangement not to exceed 9 cubic feet in volume (exclusive of the concealing elements like shrouding). Required meters and disconnect switches that are infeasible to be shrouded for safety and/or accessibility reasons are excluded from this shrouding guideline.
- G. All accessory equipment must be designed to not be visible to the maximum extent possible. When evaluating compliance with this section, the City Engineer will consider whether other more preferred designs are technically feasible and other more appropriate sites potentially available. All applicants for a SWF permit must propose accessory equipment designs according to the following preferences, ordered from most preferred to least preferred:
 - 1. Underground installation;

2. Pole-mounted installation (equipment should be located within poles whenever possible);
 3. Ground-mounted installation:
 - i. Ground-mounted installation of equipment will not be permitted, unless: (a) the applicant demonstrates that pole-mounted or underground accessory equipment is not technically feasible and that no other site options reasonably exist that would support a SWF, or (b) the City specifically finds that ground-mounted installation of equipment would be more aesthetically desirable and consistent with the objectives of these guidelines than underground or pole-mounted installation of accessory equipment.
 - ii. Ground-mounted equipment may only be permitted in locations that do not obstruct pedestrian or vehicular traffic and if the City Engineer finds that the above-ground equipment would not unreasonably interfere with the public's ability to use the right-of-way for uses that include without limitation travel, social, expressive uses and/or aesthetic values.
 - iii. The City Engineer may condition approval based on new or enhanced landscaping to conceal ground-mounted equipment.
- H. All cables, wires and other connectors should be routed through conduits within poles whenever possible, and all external conduits, conduit attachments, cables, wires, and other connectors must be concealed from public view.
- I. All SWF must include signage that accurately identifies the equipment owner/operator, the site name or identification number and a toll-free number to the owner/operator's network operations center. SWF may not bear any other signage or advertisements unless expressly approved by the City, required by law or recommended under existing and future FCC or other United States governmental agencies for compliance with radio frequency emissions regulations. Radio frequency notification signs should be placed where appropriate, and not at pedestrian eye level unless required by the FCC or other regulatory agencies.
- J. Ground-mounted electric meters are prohibited.
- K. Wireless facilities and all accessory equipment and transmission equipment must comply with all noise regulations and must not exceed, either individually or cumulatively, the applicable noise level standards in Crescent City Municipal Code.
- L. Pole heights must be minimized and in no case may the maximum height of any facilities exceed 35 feet. Pole height is measured from the top of the foundation, which should be flush with the ground, to the top of the pole or top of the antenna, whichever is greater.
- M. Small wireless facilities are required to incorporate reasonable and appropriate site security measures, such as locks and anti-climbing devices, to prevent unauthorized access, theft or vandalism. All SWF must be constructed from graffiti-resistant materials. The City Engineer may require additional concealment elements as the City Engineer finds necessary to blend the security measures and other improvements into the natural and/or built environment. The City Engineer will not approve barbed wire, razor ribbon, electrified fences or any similar security measures.
- N. Wireless facilities must not interfere with access to a fire hydrant, fire station, fire escape, water valve, underground vault, valve housing structure or any other public health or safety facility.
- O. No person may install, use or maintain any facilities (in whole or in part) that rest upon, in or over

any public right-of-way, when such installation, use or maintenance: (1) endangers or is reasonably likely to endanger the safety of persons or property, or (2) when such site or location is used for public utility purposes, public transportation purposes or other governmental use, or (3) when such facilities unreasonably interfere with or unreasonably impede the flow of pedestrian or vehicular traffic, including any legally parked or stopped vehicle, ingress into or egress from any residence or place of business, use of poles, posts, traffic signs or signals, hydrants, mailboxes, permitted sidewalk dining, permitted street furniture and/or other objects permitted at or near the location where the wireless facilities are located.

12.44.120 Design guidelines specific to small wireless facilities installed on streetlights.

An applicant proposing to attach to a streetlight in the public right of way must comply with the following design standards:

- A. Equipment should be painted, treated or finished to match existing streetlight pole aesthetics and materials in finish and color that are in the immediate vicinity of the proposed pole(s).
- B. The antenna should be mounted at the top of the streetlight pole where the arm extends from the pole where feasible.
- C. The top of the antenna if top-mounted should be no higher than 48 inches above the top of the existing pole.
- D. All antennas should be shrouded. Antenna shroud should have an outer diameter of 15 inches or less and measure no more than five cubic feet in size. The shroud should be no more than 4 feet tall, including antenna, radio head, mounting bracket, and all other hardware necessary for a complete installation.
- E. Antenna shroud should be no more than 30 percent greater in diameter than the streetlight it is attached to and the transition between the pole and the shroud should be tapered.
- F. All cables, wires, and other connectors should be hidden within the base and shaft of the streetlight. Where this is not feasible, the equipment should be installed in an underground vault.

12.44.130 Design guidelines specific to small wireless facilities installed on new poles.

- A. New poles are only permitted if: (i) the applicant demonstrates that above-ground support structures near the project site either do not exist or are not reasonably available to the applicant; or (ii) the City specifically finds that a new, non-replacement support structure would be more aesthetically desirable and consistent with the objectives of these guidelines than installations on existing structures near the project site.
- B. Pole material and finishes should match the existing materials of the City standard streetlight poles.
- C. Poles should be functioning streetlights and designed to resemble existing standalone streetlights in the vicinity.
- D. When technically feasible, all antennas and associated equipment must fit within the diameter of the poles with no exterior wires or conduit. If all antennas and equipment cannot fit within the pole for technical reasons, then the installation will be subject to the standards above.

- E. Antennas should be mounted on the top of the pole.
- F. Relocated poles will be subject to guidelines in this section and their respective pole type section.

[END CODE TEXT AMENDMENT]

SECTION 3. SEVERABILITY. If any part of this Ordinance is held to be invalid or inapplicable to any situation by a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Ordinance or the applicability of this Ordinance to other situations.

SECTION 4. CEQA FINDINGS. This Ordinance has been reviewed for compliance with the California Environmental Quality Act (CEQA), and the CEQA Guidelines, and has been found to be exempt pursuant to Section 15061(b)(3) (general rule) of the CEQA Guidelines, because the City Council hereby finds with certainty that there is no possibility the passage of this Ordinance will have a significant effect on the environment.

SECTION 5. EFFECTIVE DATE & PUBLICATION. This Ordinance will become effective 30 days after the date of its adoption. The City Clerk shall cause this ordinance to be published in a newspaper of general circulation in Del Norte County once within 15 days of its adoption in accordance with the requirements of Government Code Section 36933.

INTRODUCED at a meeting of the City Council of the City of Crescent City held on April 6, 2020.

PASSED AND ADOPTED by the City Council of the City of Crescent City at a regular meeting of the City Council held this _____ day of _____, by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Blake Inscore, Mayor

ATTEST:

Robin Patch, City Clerk

APPROVED AS TO FORM:

Martha D. Rice, City Attorney

**SMALL WIRELESS FACILITY PERMIT
STANDARD CONDITIONS OF APPROVAL**

In addition to all other conditions adopted by the City Engineer, all small wireless facility permits, whether approved by the City or deemed approved by the operation of law, will be automatically subject to these standard conditions. The City Engineer (or the Planning Commission / City Council on appeal) will have discretion to modify or amend these conditions on a case-by-case basis as may be necessary or appropriate under the circumstances to protect public health and safety or allow for the proper operation of the approved facility consistent with the goals and applicable provisions of the Crescent City Municipal Code. All small wireless facilities, whether approved by the City or deemed approved or deemed granted by the law will be automatically subject to the following standard conditions of approval:

1. *Permit Term.* This permit will automatically expire 20 years and one day from its issuance if a new permit has not been applied for in writing at least 120 days prior to permit expiration, except when California Government Code § 65964(b), as may be amended or superseded in the future, authorizes Crescent City ("City") to establish a shorter term for public safety or substantial land use reasons. Any other permits or approvals issued in connection with any collocation, modification or other change to this wireless facility, which includes without limitation any permits or other approvals deemed granted or deemed approved under federal or state law, will not extend this term limit unless expressly provided otherwise in such permit or approval or required under federal or state law. Facilities with expired permits will be deemed abandoned.
2. *Compliance with Approved Plans.* Before the Public Works Department issues any encroachment permit and/or other ministerial permits required to commence construction in connection with the small wireless facility permit, the Permittee must incorporate this permit, all conditions associated with this permit and the approved photo simulations into the project plans (the "Approved Plans"). The Permittee must construct, install and operate the wireless facility in substantial compliance with the Approved Plans. Any alterations, modifications or other changes to the Approved Plans, whether requested by the Permittee or required by other departments or public agencies with jurisdiction over the wireless facility, must be submitted in a written request subject to the City Engineer's prior review and approval, who may refer the request to the Planning Commission / City Council if either board approved the small wireless facility permit and the City Engineer finds that the requested alteration, modification or other change substantially deviates from the Approved Plans or implicates a significant or substantial land-use concern.
3. *Post-Installation Certification.* Within 60 calendar days after the Permittee commences full, unattended operations of a small wireless facility approved or deemed-approved under Chapter 12.44 of the Crescent City Municipal Code, the Permittee must provide the Engineer with documentation reasonably acceptable to the Engineer that the wireless facility has been installed and/or constructed in substantial compliance with the Approved Plans. Subject to the City Engineer's discretion, such documentation may include, but is not be limited to, as-built drawings, site surveys, GIS data, and site photographs.
4. *Timing of Installation.* The installation and construction authorized by a small wireless facility permit must begin within one (1) year after its approval, or it will expire without further action by the City. The installation and construction authorized by a small wireless facility permit must conclude, including any necessary post-installation repairs and/or restoration to the right-of-way and/or public utility easement, within thirty (30) days following the day construction commenced.

5. *Maintenance Obligations; Vandalism.* The Permittee must keep the site, which includes without limitation any and all improvements, equipment, structures, access routes, fences, and landscape features, in a neat, clean and safe condition in accordance with the Approved Plans and all conditions in the small wireless facilities permit. The Permittee must keep the site area free from all litter and debris at all times. The Permittee is required to remove and remediate any graffiti on the facility within 24 hours of being notified of its appearance. This condition also gives the City of Crescent City authority to have the graffiti painted over or otherwise removed for the permittee. If the graffiti is not removed within 24 hours of being notified, the City's graffiti removal vendor will be instructed to remove the graffiti and provide a detailed accounting of the cost to the property owner, who will be responsible for reimbursing the City for the cost of the graffiti removal.
6. *Compliance with Laws.* The Permittee must maintain compliance at all times with all federal, state and local statutes, regulations, orders or other rules that carry the force of law ("Laws") applicable to the Permittee, the subject property, the small wireless facility or any use or activities in connection with the use authorized in this permit, which includes without limitation any Laws applicable to human exposure to radiofrequency ("RF") emissions. The Permittee expressly acknowledges and agrees that this obligation is intended to be broadly construed and that no other specific requirements in these conditions are intended to reduce, relieve or otherwise lessen the Permittee's obligations to maintain compliance with all Laws. In the event that the City fails to timely notice, prompt or enforce compliance with any applicable provision in the Crescent City Municipal Code, any permit, any permit condition or any applicable law or regulation, the Permittee will not be relieved from its obligation to comply in all respects with all applicable provisions in the Crescent City Municipal Code, any permit, any permit condition or any applicable law or regulation.
7. *RF Exposure Compliance.* All facilities must comply with all standards and regulations of the Federal Communications Commission ("FCC") and any other state or federal government agency with the authority to regulate RF exposure standards. After transmitter and antenna system optimization, but prior to unattended operations of the facility, the Permittee or its representative must conduct on-site post-installation RF emissions testing to demonstrate actual compliance with the FCC OET Bulletin 65 RF emissions safety rules for general population/uncontrolled RF exposure in all sectors. For this testing, the transmitter must be operating at maximum operating power, and the testing is to occur outwards to a distance where the RF emissions no longer exceed the uncontrolled/general population limit. Testing results must be submitted to the City Engineer.
8. *Adverse Impacts on Other Properties.* The Permittee must use all reasonable efforts to avoid any and all undue or unnecessary adverse impacts on nearby properties that may arise from the Permittee's or its authorized personnel's construction, installation, operation, modification, maintenance, repair, removal and/or other activities at the site. The Permittee must not perform or cause others to perform any construction, installation, operation, modification, maintenance, repair, removal or other work that involves heavy equipment or machines except during normal construction work hours authorized by the Crescent City Municipal Code. The restricted work hours in this condition will not prohibit any work required to prevent actual, immediate harm to property, persons, or any work during an emergency declared by the City. The Engineer or the Engineer's designee may issue a stop work notice during work for any activities that violate this condition.
9. *Backup Power; Generators.* The Permittee may operate backup power generators only during (a) commercial power outages or (b) for maintenance purposes during normal construction hours in accordance with the Crescent City Municipal Code. The City Engineer may approve a temporary power source and/or generator in connection with initial construction, major repairs or in the event

of an emergency. The Permittee may not operate any permanent backup generators located in the public right-of-way or public utility easement.

10. *Inspections; Emergencies.* The Permittee expressly acknowledges and agrees that the City's officers, officials, staff or other designees may enter onto the site and inspect the improvements and equipment upon reasonable prior notice to the Permittee, or at any time during an emergency. The City's officers, officials, staff or other designees may, but will not be obligated to, enter onto the site area without prior notice to support, repair, disable or remove any improvements or equipment in emergencies or when such improvements or equipment threatens actual, imminent harm to property or persons. The Permittee, if present, may observe the City's officers, officials, staff or other designees while any such inspection or emergency access occurs.
11. *Permittee's Contact Information.* The Permittee must furnish the Engineer with accurate and up-to-date contact information for a person responsible for the small wireless facility, which includes without limitation such person's full name, title, direct telephone number, mailing address, and email address. The Permittee is required to keep such contact information up-to-date at all times and immediately provide the City Engineer with updated contact information in the event that either the responsible person or such person's contact information changes.
12. *Indemnification.* The Permittee shall defend, indemnify and hold harmless the City, City Council, and City boards, commissions, agents, officers, officials, employees and volunteers from any and all (1) damages, liabilities, injuries, losses, costs and expenses and from any and all claims, demands, lawsuits, writs and other actions or proceedings ("Claims") brought against the City Council, and City boards, commissions, agents, officers, officials, employees and volunteers to challenge, attack, seek to modify, set aside, void or annul the City's approval of the small wireless facility permit, and (2) other claims of any kind or form, whether for personal injury, death or property damage, that arise from or in connection with the Permittee's or its agents', directors', officers', employees', contractors', subcontractors', licensees', or customers' acts or omissions in connection with the permit or the small wireless facility. In the event the City becomes aware of any Claims, the City will use best efforts to promptly notify the Permittee and will reasonably cooperate in the defense. The Permittee expressly acknowledges and agrees that the City will have the right to approve, which approval may not be unreasonably withheld, the legal counsel providing the City's defense, and the property owner and/or Permittee (as applicable) must promptly reimburse City for any costs and expenses directly and necessarily incurred by the City in the course of the defense. The Permittee expressly acknowledges and agrees that the Permittee's indemnification obligations under this condition are a material consideration that motivates the City to approve this permit and that such indemnification obligations will survive the expiration or revocation of the small wireless facility permit.
13. *Performance Bond.* Before the Public Works Department issues any encroachment permit and/or other ministerial permits required to commence construction in connection with the small wireless facility permit, the Permittee must post a performance bond from a surety and in a form acceptable to the City Engineer in an amount reasonably necessary to cover the cost to remove the improvements and restore all affected areas based on a written estimate from a qualified contractor with experience in wireless facilities removal. The written estimate must include the cost to remove all equipment and other improvements, which includes without limitation all antennas, radios, batteries, generators, utilities, cabinets, mounts, brackets, hardware, cables, wires, conduits, structures, shelters, towers, poles, footings, and foundations, whether above ground or below ground, constructed or installed in connection with the wireless facility, plus the cost to completely restore any areas affected by the removal work to a standard compliant with applicable laws. In

establishing or adjusting the bond amount required under this condition, and in accordance with California Government Code §65964(a), the City Engineer may take into consideration any information provided by the Permittee regarding the cost to remove the small wireless facility to a standard compliant with applicable laws. The performance bond must expressly survive the duration of the small wireless facility permit term to the extent required to effectuate a complete removal of the subject wireless facility in accordance with this condition.

14. *Recall to Planning Commission; Permit Revocation.* The City Engineer may recall the small wireless facility permit for review at any time due to complaints about noncompliance with applicable laws or any approval conditions attached to this permit. At a duly noticed public hearing and in accordance with all applicable laws, the Planning Commission may revoke the small wireless facility permit or amend these conditions as the Planning Commission deems necessary or appropriate to correct any such noncompliance.
15. *Record Retention.* The Permittee must maintain complete and accurate copies of all permits and other regulatory approvals issued in connection with the small wireless facility, which includes without limitation this approval, the approved plans and photo simulations incorporated into this approval, all conditions associated with this approval and any ministerial permits or approvals issued in connection with this approval. In the event that the Permittee does not maintain such records as required in this condition, any ambiguities or uncertainties that would be resolved through an inspection of the missing records will be construed against the Permittee. The Permittee may keep electronic records; provided, however, that hard copies or electronic records kept in the City's regular files will control over any conflicts between such City-controlled copies or records and the Permittee's electronic copies, and complete originals will control over all other copies in any form.
16. *Undergrounded Utilities.* In the event that other public utilities or cable television operators in the public right-of-way underground their facilities where the Permittee's wireless facility is located, the Permittee must underground its equipment except the antennas and antenna supports. Such undergrounding shall occur at the Permittee's sole cost and expense, except as reimbursed pursuant to law.
17. *Electric Meter Removal.* In the event that the commercial electric utility provider adopts or changes its rules obviating the need for a separate or ground-mounted electric meter and enclosure, the Permittee on its own initiative and at its sole cost and expense shall apply to the City for permission to remove the separate or ground-mounted electric meter and enclosure and restore the affected area to its original condition.
18. *Rearrangement and Relocation.* The Permittee acknowledges that the City, in its sole discretion and at any time, may: (1) change any street grade, width or location; (2) add, remove or otherwise change any improvements in, on, under or along any street owned by the City or any other public agency, which includes without limitation any sewers, storm drains, conduits, pipes, vaults, boxes, cabinets, poles and utility systems for gas, water, electric or telecommunications; and/or (3) perform any other work deemed necessary, useful or desirable by the City (collectively, "City Work"). The City reserves the right to do any and all City Work without any admission on its part that the City would not have such rights without the express reservation in the small wireless facility permit. In the event that the City Engineer determines that any City Work will require the Permittee's facility to be rearranged and/or relocated, the Permittee must, at its sole cost and expense, do or cause to be done all things necessary to accomplish such rearrangement and/or relocation. If the Permittee fails or refuses to either permanently or temporarily rearrange and/or relocate the Permittee's facility within a reasonable time after the Engineer's notice, the City may (but will not be obligated to) cause the rearrangement or relocation to be performed at the

Permittee's sole cost and expense. The City may exercise its rights to rearrange or relocate the Permittee's facility without prior notice to Permittee when the City Engineer determines that the City Work is immediately necessary to protect public health or safety. The Permittee will be required to reimburse the City for all costs and expenses in connection with such work within 10 days after a written demand for reimbursement and reasonable documentation to support such costs is provided. In addition, the Permittee must indemnify, defend and hold the City, its agents, officers, officials, employees and volunteers harmless from and against any claims in connection with rearranging or relocating the Permittee's facility, or turning on or off any water, oil, gas, electricity or other utility service in connection with the Permittee's facility.

19. *Damage to Public Property.* The Permittee must promptly restore the surface or subsurface of the right-of-way or public property and/or repair or replace the surface, subsurface, and/or public improvement thereon, therein, or thereunder, in as good a condition as before in accordance with applicable laws, normal wear and tear excepted, reasonably satisfactory to the City Engineer for damage or disturbance caused by the small wireless facilities. If Permittee does not repair the damage or disturbance as just described, then City will have the option, upon fifteen (15) days prior written notice to Permittee, to perform or cause to be performed such reasonable and necessary work on behalf of Permittee and to charge Permittee for the actual and reasonable costs incurred by the City at City's standard rates.

a. Exception. If the damage or disturbance caused by the small wireless facilities present a public safety or hazardous concern as deemed by the City Manager, Fire Chief, Police Chief, City Engineer, or designee, the City reserves the right to make repairs immediately and to charge Permittee for all actual and reasonable costs incurred by the City. The City will have the right to disable, alter, relocate, sever, disrupt, remove, tear out, dig-up, or otherwise damage small wireless facilities of the Permittee. The City must inform the Permittee of any actions taken and the Permittee must remove its equipment. Notwithstanding the above, before any such actions are taken, the City must notify the Permittee to give notice of the emergency or immediate hazard or dangerous condition.

i. In the event of an action taken by City, neither the City nor any agent, contractor, or employee of the City will be liable to Permittee or its Contractors or its customers or other third parties for any harm so caused to them by the reasonable actions of the City or its agents, contractors, or employees in responding to such public hazard or dangerous condition. When practical and if possible, City will consult with Permittee in advance to assess the necessity of such actions and to minimize, to the extent practicable under the circumstances, damage to and disruption of either the public property involved or the wireless facilities involved. Following notice from the City, Permittee must reasonably cooperate with the City, at no expense to City, to remedy the hazard and secure the route area.

ii. In the event of an emergency discovered by the Permittee, Permittee must notify the City immediately.

20. *Public Emergency Disruption.* In the event of a public emergency, the City will have the right to immediately perform, without prior written notice to Permittee, reasonable and necessary work on behalf of Permittee to repair and return public property to a safe and satisfactory condition in accordance with applicable laws, normal wear and tear excepted, reasonably satisfactory to the City Engineer. The City must provide written notice to the Permittee of the repairs as soon as practicable after the work has begun. Permittee agrees that any severed City-owned conduit and/or fiber must be completely repaired or replaced to the nearest splice point. If the City needs to perform any part

of the necessary repairs, relocation, and/or removal work, it will be entitled to seek payment for such actual and reasonable repairs, relocation, and/or removal costs from Permittee and may draw upon a performance bond and/or deposit in full or partial satisfaction of such costs, if payment is not made by Permittee. The City Engineer or their designee will have the authority to designate a public emergency.

21. *Landscaping*. The Permittee must replace any landscape features damaged or displaced by the construction, installation, operation, maintenance or other work performed by the Permittee or at the Permittee's direction on or about the site. In the event that any trees are damaged or displaced, the Permittee must hire and pay for a licensed arborist to select, plant and maintain replacement landscaping in an appropriate location for the species. Only ISA Certified workers under the supervision of a licensed arborist may be used to install the replacement tree(s). The box size and other standards for any replacement trees will be subject to the City Engineer 's approval in consultation with the licensed arborist. The Permittee will, at all times, be responsible to maintain any replacement landscape features.
22. *Demand for Payment*. Upon the receipt of a demand for payment by City, Permittee is required to promptly reimburse City for actual and reasonable costs. Failure to pay within thirty (30) days of the demand for payment will entitle the City to draw upon the performance bond and/or deposit.
23. *Encroachment Permit General Conditions*. Encroachment Permits must be obtained by the Permittee. The Permittee must comply with Crescent City's Encroachment Permit General and Special Conditions.
24. *Building Permit Requirement*. A building permit must be obtained by the Permittee pursuant to Crescent City Municipal Code Title 15 for small wireless facilities within utility easements in public and private properties.
25. *Public Noticing*. All residences and/or businesses impacted by project construction are to be notified in writing at least 48 hours in advance describing work schedule, including dates, time frames, and on-site project manager name and cell phone number prior to commencing work.
26. *Traffic Control*. Traffic control must conform to the requirements of the most current edition of the California Manual on Uniform Traffic Control Devices published by Caltrans. Traffic control must also be in conformance with Caltrans' Standard Plans for Traffic Control.
27. *Traffic Control Plans ("TCPs")*. Site-specific TCP's are required to be submitted for review a minimum of ten (10) business days prior to the scheduled start date. TCP's must be signed by California licensed traffic engineer.
28. *Underground Service Alert (USA)*. Forty-eight (48) hours before commencing work, the Permittee must contact Underground Service Alert (USA) at 1-800-227-2600 to verify elevations and locations of all existing utilities.
29. *Private Sewer Laterals and Water Services*. The permittee is to take precautions to locate and protect private sewer laterals and water services from damage during construction. In the event any water or sewer service damage is discovered, the Permittee must immediately contact the City's Public Works Department to coordinate the repair work. The Permittee will be required to reimburse the City for all costs and expenses in connection with damage repair work within 10 days after a written demand for reimbursement and reasonable documentation to support such costs is provided. If new facilities are being installed by the boring method the Permittee is also required to video inspect any water, sewer, and storm mains that are crossed by their facilities as part of this project, a copy of this video is to be provided to the City.

30. *Commencement of Operations.* The operation of the approved small wireless facility must commence no later than one (1) month after the completion of the installation, or the wireless facility permit will expire without further action by the City.
31. *Noninterference.* The Permittee must not move, alter, temporarily relocate, change, or interfere with any existing structure, improvement, or property without the prior consent of the owner of that structure, improvement, or property. No structure, improvement, or property owned by the City may be moved to accommodate a permitted activity or encroachment unless the City determines that such movement will not adversely affect the City or any surrounding businesses or residents, and the Permittee pays all costs and expenses related to the relocation of the City's structure, improvement, or property. Prior to commencement of any work pursuant to a small wireless facility permit, the Permittee must provide the City with documentation establishing to the City's satisfaction that the Permittee has the legal right to use or interfere with any other structure, improvement, or property within the public right-of-way or public utility easement to be affected by Permittee's facilities.
32. *No Right, Title, or Interest.* The permission granted by a small wireless facility permit shall not, in any event, constitute an easement on or an encumbrance against the public right-of-way or public utility easement. No right, title, or interest (including franchise interest) in the public right-of-way or public utility easement, or any part thereof, may vest or accrue in Permittee by reason of a small wireless facility permit or the issuance of any other permit or exercise of any privilege given thereby.
33. *Agreement with City.* If not already completed, Permittee must enter into the appropriate agreement with the City, as determined by the City, prior to constructing, attaching, or operating a facility on municipal infrastructure. This permit is not a substitute for such an agreement.
34. *Abandonment.* If a facility is not operated for a continuous period of six months, the wireless facility permit and any other permit or approval therefor will be deemed abandoned and terminated automatically, unless before the end of the six-month period (i) the approval authority has determined that the small wireless facility has resumed operations, or (ii) the City has received an application to transfer the small wireless facility permit to another service provider. No later than ninety (90) days from the date the small wireless facility is determined to have ceased operation or the Permittee has notified the approval authority of its intent to vacate the site, the Permittee must remove all equipment and improvements associated with the use and restore the site to its original condition to the satisfaction of the City Engineer. The Permittee must provide written verification of the removal of the facilities within thirty (30) days of the date the removal is completed. If the facility is not removed within thirty (30) days after the permit has been discontinued pursuant to this subsection, the site will be deemed to be a nuisance, and the City may cause the facility to be removed at Permittee's expense or by calling any bond or other financial assurance to pay for its removal. If there are two (2) or more users of a single facility or support structure, then this provision will only apply to the specific elements or parts thereof that were abandoned but will not be effective for the entirety thereof until all users cease use thereof.
35. *Attorney's Fees.* In the event, the City determines that it is necessary to take legal action to enforce any of these conditions or to revoke the small wireless facility permit, and such legal action is taken, the Permittee will be required to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by the City, even if the matter is not prosecuted to a final judgment or is amicably resolved unless the City should otherwise agree with Permittee to waive said fees or any part thereof. If the Permittee prevails in the enforcement proceeding, then Permittee will be entitled to an award of reasonable attorney's fees.

36. *No Waiver of Standing.* The City's grant of a permit for a small wireless facility request does not waive, and may not be construed to waive, any standing by the City to challenge any FCC orders or rules related to small wireless facilities, or any modification to those FCC orders or rules.

CITY COUNCIL AGENDA REPORT



TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: LINDA LEAVER, FINANCE DIRECTOR

DATE: APRIL 20, 2020

SUBJECT: COVID-19 EMERGENCY UPDATE AND DISCUSSION OF DEFERRAL OF VARIOUS CITY CHARGES, FINES, PENALTIES, AND REMITTANCES DUE TO THE COVID-19 EMERGENCY

RECOMMENDATION

- Hear staff report
- Receive public comment
- Provide direction to staff; take action as necessary and appropriate

BACKGROUND

The COVID-19 pandemic has resulted in national, state, and local declared health emergencies, with over two million reported cases of COVID-19 worldwide and over 138,000 reported deaths. At time of writing this staff report there are over 600,000 confirmed cases and more than 30,000 deaths in the United States. Although there are only 2 confirmed cases of the virus in Del Norte County to date, public health experts believe the virus will continue to spread and there is no vaccine. Public health is the number one consideration during this time, and government officials at the national, state, and local levels have issued various orders to slow the spread of the virus and avoid overwhelming our local health resources. These include stay-at-home orders, closure of public facilities, and a ban on nearly all short-term rentals.

This pandemic is both a health emergency and an economic emergency. The most recent numbers released by the Department of Labor (April 16, 2020) show that over 22 million Americans have filed for unemployment in the last four weeks. Locally, many businesses are temporarily closed, and many residents are unable to work.

As authorized by the City Council on March 16, 2020 by Resolution 2020-21 declaring a local emergency, the City Manager was authorized to take actions to protect employees, residents, visitors, and utility customers. Several actions have been taken to ensure public safety and continuity of essential services and to address the health and financial impacts to the community. These actions are presented to the Council in this staff report to be discussed and ratified, and additional actions are presented for consideration.

ITEM ANALYSIS

The following actions have been taken as authorized by the City Manager's delegated authority to act during the declared local emergency.

1. Closure of City facilities to the public

City facilities, including City Hall, Housing Authority, Police Department (public lobby), Fire Department (public lobby), swimming pool, and playgrounds are closed to the public to enforce social distancing. City staff continue working in the offices, in the field, and from home to provide essential services.

2. Cancellation of all employee travel

No travel is currently authorized, and most training organizations have cancelled in-person gatherings. Training is being performed in a virtual setting where possible.

3. Additional cleaning of City facilities and equipment

All City facilities, including offices and public restrooms, are being disinfected frequently. The Police, Public Works, and Fire departments are disinfecting equipment and vehicles as well.

4. Separation of shifts

The Public Works crew has been separated into two teams which do not interact with each other. The Police Department has always operated in separate shifts, but additional precautions are being taken to ensure the different shifts have minimal interaction. The Fire Department is also limiting the number of volunteers on any given call. The purpose of these measures is that if one crew becomes ill with the virus, hopefully it will not spread to the other crew, and the City will have enough healthy workers to continue to function. In an emergency, the separate shifts may have no choice but to work together, but for all normal operations the separation will be enforced.

5. Purchase of IT equipment to allow staff to telework

Employees whose work is able to be performed remotely are being set up with the equipment to work from home.

6. Suspension of shutting off water/sewer service for nonpayment

As directed by the Council when the local health emergency was declared, the City has not shut off water/sewer service for nonpayment. During a pandemic, it is critical that people have access to water to wash their hands. In fact, after the Council had already directed staff to suspend shut-offs, the Governor mandated the same on April 2, 2020. The amounts charged are still owed, and staff is offering payment plans to any customers who need it.

7. Suspension of fees for late payments for water/sewer service

Although the suspension of late fees was not mandated by the Governor, many cities across California are waiving late fees during this emergency. City staff has stopped issuing late fees for water/sewer bills and is instead encouraging customers to sign up for payment plans. Late fees are a very minor source of revenue to the enterprise funds, as the purpose of late fees is to enforce timely payment.

8. Suspension of late fees for other types of services

Staff has also stopped issuing late fees for other City charges, such as lab services and pool rental, for the duration of the emergency.

9. City staff assigned to assist the Emergency Operations Center (EOC)

The Emergency Operations Center is operating at a Level 3 (the highest level) with unified command between the County, City, and Public Health. As the EOC has expanded its role, multiple city staff have been assigned to help perform duties. Currently there are eight city employees with a defined role within the EOC.

10. Professional services contracts with economic development specialists to provide technical assistance to local businesses

With Council approval, the City Manager has entered into agreements for professional services with two economic development specialists (Malex Consulting and Clagette Wolfe Associates). These consultants are assisting local businesses in navigating the financial impacts of the emergency, including understanding their obligations and available funding, and assisting with applying for funding.

11. Direction to staff to avoid any unnecessary expenditures

City staff have been directed to carefully monitor and reduce any discretionary spending at this time. City revenues will be significantly impacted by this emergency, and staff is working on projections and recommended budget adjustments. The analysis and recommendations are expected to be brought to the Council at the May 4, 2020 meeting.

Additional actions are presented for discussion and possible Council action / direction.

1. Deferral of TOT remittance

Transient Occupancy Tax (TOT) is a 10% tax levied by the City on guests staying less than 30 days in a transient lodging facility. The hotel, motel, RV park, campground, vacation rental owner, or property manager collects the TOT from the guest on behalf of the City and remits it to the City after each quarter. TOT accounts for approximately 25% of all budgeted General Fund revenues (\$1.4M).

The City has received a request from one hotel owner asking that TOT from January through June be forgiven and granted to the hotel. City staff and the City Attorney have researched the issues surrounding the request and have raised the following points:

- TOT collected by businesses on behalf of the City belongs to the City. Allowing business owners to keep the TOT revenues would amount to a gift of public funds, unless a general public benefit could be proven.
- Some cities are allowing TOT to be deferred without penalties or interest charges, for varying amounts of time. In a review of nine cities currently offering a deferral, the terms range from a deferral to May 31 to August 31 without penalties. One city is allowing deferral to the end of the local emergency. The deferrals apply to first quarter TOT only.
- Allowing a deferral may also be a gift of public funds, unless a general public benefit can be shown.

- The City relies heavily on TOT revenues. However, it is better for the City to receive the TOT at a later time than to not receive it at all.

The Crescent City Municipal Code specifies TOT requirements, including payment deadlines, penalties, and interest. If the Council wishes to change any of the terms, it would require an ordinance update. Such an action could be taken as an urgency ordinance at a special meeting prior to the April 30 TOT payment due date.

2. Deferral of annual business license renewal

Annual business license renewals are due July 1. With many businesses currently closed or operating with reduced revenues, the City anticipates many businesses may struggle to pay the license fee. Business license revenue is a small portion of the General Fund (annually about \$50,000 total).

No requests for deferral have been received yet, but staff expects that may occur as the deadline approaches and renewal bills are sent out in May. As with TOT, the payment deadlines and penalties are described in the Municipal Code. In the Muni Code, the Finance Director has the authority to grant, if good cause is shown, a 30-day extension without penalty. If the Council wishes to consider other terms, an ordinance update will be required.

FISCAL ANALYSIS

The fiscal impacts of the COVID-19 emergency are impossible to know at this time. We do not yet know how long the emergency will continue or what the financial impacts will be over the short and long term. It is clear that City revenues will decrease significantly, especially if the federal and/or state governments do not authorize backfill funding for local governments (which has not happened so far). The fiscal impacts of deferring TOT and/or business license revenues – if the Council decides to do so – will depend on the terms of the deferral.

STRATEGIC PLAN ASSESSMENT

This action supports the following Strategic Plan goals:

- Goal 1: Support quality services, community safety, and health to enhance the quality of life and experience of our residents and visitors
- Goal 2: Promote a thriving local economy

Staff review:


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CITY COUNCIL AGENDA REPORT



TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

DATE: APRIL 20, 2020

SUBJECT: RFP FOR THE PURCHASE AND DEVELOPMENT OF TWO VACANT CITY-OWNED PROPERTIES ADJACENT TO SECOND AND C STREETS

RECOMMENDATION

- Hear staff report
- Receive public comment
- Authorize the City Manager to advertise the Request for Proposals to develop two City-owned properties located adjacent to Second and C Streets.

BACKGROUND

In 2013, two undeveloped parcels of real property, located in the area of B and C Streets and Second and Third Streets, were donated to the City without restriction as to future use of the property. The City does not now have, nor has it ever had, specific plans for developing the parcels.

The California Government Code sets forth a prescribed process for selling off surplus real property. That process includes offering the surplus property first to public or non-profit agencies so that the property can be used for certain priority purposes (including low-moderate income housing, school facilities, parks, etc.). Thereafter, the City may dispose of the property in the manner of its choosing. In November 2018, the City complied with this code section and received no interest from any public or non-profit agencies.

The properties are located in a strategically key area of the City in the commercial waterfront district. These properties, if developed correctly with the right sense of tourist and visitor context, could bring value that would benefit the City for many years to come. As such, staff is proposing not to simply sell the properties for a one-time fee, but to ensure the properties are developed to obtain the maximum future value for the City in terms of revenue generation and enhancing the lives of our citizens and visitors.

ANALYSIS

As stated in the RFP, the purpose of this RFP is to identify a developer with the interest, resources, and experience to purchase and develop the two properties in a manner that will benefit the City as a whole. The preferred developer would be expected to enter into a purchase and development agreement with the City consistent with the parameters and goals for the development described within the RFP. The development plan would include details such as a proposed site plan, types of uses, financial plan, and a development schedule.

City Council Agenda Report

RFP - Development Two City-owned properties located adjacent to Second and C Streets.

April 20, 2020

The subject properties for development (APN 118-050-042 and APN 118-050-004) are located in the heart of the incorporated area that is Crescent City. Within walking distance of the properties is the historic Battery Point Lighthouse, B Street Pier, and the California Coastal Trail. The sites are also adjacent to Crescent City's 35-acre coastal Beachfront Park which includes amenities such as Kidtown (an 11,000 sq ft playground built by the community), a Disk Golf Course, the Marine Mammal Center, Dogtown (Dog Park), picnic areas, barbeques, and beachside fire pits. Beachfront Park is currently undergoing a Park Master Plan Update set to be complete this summer. Some of the improvements under consideration are a Native American interpretive center and an amphitheater to facilitate concerts and events in the park.

The first property for consideration of development is APN 118-050-042. This property is situated between Front Street and Second Street and is currently undeveloped with an "L" type configuration. The main stem is 67.77 x 240 feet with 240 lineal feet of frontage on C Street and a contiguous bottom portion of 52.33 x 110 resulting in the subject property having 120 lineal feet frontage on Front Street. This unimproved parcel consists of 22,010 square feet (.50 acres) and is zoned CW (Waterfront Commercial District). Please note the C Street right of way (ROW) adjacent to the proposed property is not developed. The ROW contains City-owned underground utilities.

The second property for consideration of development is APN 118-050-004. This property is situated between Second and Third Street and is an undeveloped 60 x 120 parcel that has 240 lineal feet of frontage on C Street and 60 feet of frontage on both Second and Third Street. This unimproved parcel consists of 14,400 square feet (.33 acres) and is zoned CW (Waterfront Commercial District).

This area is envisioned to be an experiential commercial hub for our community, with uses supportive to the residents and visitors. The ideal development would be one that creates local jobs and is a revenue generator for the City. The properties could be developed separately, simultaneously, or in a phased approach.

As detailed in the attached RFP, the developer's proposal will include the following sections:

1. Cover Letter
2. Qualifications and Experience
3. Development Proposal
4. Tax Generation
5. Financial Capabilities
6. Disclosure of Conflicts
7. Proposed Purchase Price

Proposals will be evaluated based on the following criteria:

1. Cover Letter and overall responsiveness to the RFP	5 points
2. Qualifications and experience of the proposer in planning, designing, permitting, building, and/or operating projects at the scale and intensity proposed	15 points

City Council Agenda Report

RFP - Development Two City-owned properties located adjacent to Second and C Streets.

April 20, 2020

3. Quality of the development proposal, including: <ul style="list-style-type: none">• Intended use(s) of the property, including any tenancies proposed• Design and compatibility of the intended use with the surrounding sites• Degree of aesthetic improvements to the site that would result from the proposed project• Degree of public benefit	30 points
4. Ability of the property to generate property tax, sales tax, and/or transient occupancy tax revenues	30 points
5. Anticipated timeframe for purchase and development	10 points
6. Financial capability of the proposed developer to complete the project	10 points
7. Other requirements	0 points <i>(but mandatory)</i>
Total	100 Points

Staff will be using the competitive proposal process, wherein the experience and approach of each submitted proposal is evaluated. The City Manager will convene a selection panel to evaluate the proposals and to make a recommendation to the City Council. The City will select the proposal that it judges to be in the best interests of the City and reserves the right to interview and negotiate final project details with the selected proposer.

FINANCIAL IMPACT

Other than the staff time, there is no financial impact to releasing the RFP. Once proposals are received, we will have more information as to the positive financial impacts of the proposed development and purchase price of the properties.

STRATEGIC PLAN ANALYSIS

This action meets the goals and objectives of Strategic Plan Goal 1 “Support quality services and community safety to enhance the lives of our citizens and visitors” and Goal 2 “Promote a thriving local economy.”

ATTACHMENTS

RFP# - DEVELOPMENT OF TWO VACANT CITY-OWNED PROPERTIES ADJACENT TO SECOND AND C STREETS



REQUEST FOR PROPOSALS

FOR THE PURCHASE AND DEVELOPMENT OF TWO VACANT CITY-OWNED PROPERTIES ADJACENT TO SECOND AND C STREETS

Release Date: Tuesday, April 21, 2020

Proposal Deadline: Friday, May 15, 2020 - No Later than 4:00 P.M.
6 bound, 1 unbound copy to be delivered to City Hall AND a digital copy to be delivered by email to rpatch@creascentcity.org

Contact Person: Eric Wier, City Manager
377 J Street
Crescent City, CA 95531
(707) 464-9506 ext. 232

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NOTICE OF REQUEST FOR PROPOSALS

PROJECT TITLE: DEVELOPMENT OF TWO VACANT CITY-OWNED PROPERTIES ADJACENT TO SECOND AND C STREETS

1. The City of Crescent City (hereinafter "CITY") is soliciting Proposals for the DEVELOPMENT OF TWO VACANT CITY-OWNED PROPERTIES ADJACENT TO SECOND AND C STREETS, and will receive proposals at City Hall, 377 J Street, Crescent City , California, 95531, up to the hour of **4:00 PM, Friday May 15, 2020**. Consultants must submit six (6) bound copies and one (1) unbound copy of the proposal, as well as one electronic copy submitted by e-mail to rpatch@crestcentcity.org .
2. The services to be performed by the successful proposer are described in the Request for Proposals. Copies of the Request for Proposals are available at: www.crestcentcity.org . Physical copies can be requested from the CITY by contacting:

Robin Patch
City Clerk / Admin Analyst
377 J Street
Crescent City, CA 95531
(707) 464-9506 ext. 223

3. All responsive proposals will be reviewed and evaluated by the CITY in order to determine which proposer best meets the CITY's needs for the PROJECT. The criteria by which the CITY will evaluate proposals are set forth in the Request for Proposals.
4. The CITY reserves the right to reject any and all proposals or waive any irregularities in any proposal or the proposal process.
5. The CITY is not responsible for any costs incurred in the preparation of proposals and/or any work rendered by a firm prior to the contract award.

Dated: April 21, 2020

/s/
Eric Wier, City Manager

CITY OF CRESCENT CITY REQUEST FOR PROPOSALS

PROJECT TITLE: DEVELOPMENT OF TWO VACANT CITY-OWNED PROPERTIES ADJACENT TO SECOND AND C STREETS

Critical Dates and Requirements

RFP Announcement Released:	Tuesday, April 21, 2020
Deadline for Submittal of Questions:	Friday, May 1, 2020
Addendum #1 (answers to questions):	Friday, May 8, 2020
Proposals Due (6 bound, 1 unbound, 1 digital):	Friday, May 15, 2020 by 4:00 pm
Selection Panel Review:	Wednesday, May 20, 2020
Interviews (if necessary):	Week of May 24, 2020
City Council Approval of Developer:	June 15, 2020

All submittals must be professionally produced and printed in ink clearly and legibly, in conformance with this RFP. Proposals shall be printed double-sided on 8-1/2 x 11 inch paper. By the date/time listed above, six (6) bound copies and one (1) unbound copy of the proposal shall be submitted in an envelope or box plainly marked on the outside: "Development of City Owned-Property Proposal." Applicants must also submit a digital copy of their proposal to the City by email to rpatch@ CrescentCity.org by the date listed above. The City of Crescent City is not responsible for any costs incurred in the preparation of proposals and/or any work rendered by a firm prior to the contract award.

Proposals submitted to the City become the property of the City and may be subject to the Public Records Act. Specific information contained in the proposal that should be excluded from public disclosure should be clearly marked "confidential" along with the reason for non-disclosure.

I. PURPOSE

The City of Crescent City (the “City”) is soliciting proposals from qualified individuals, firms, partnerships, and corporations to develop two City-owned properties located adjacent to Second and C Streets. The subject properties are identified as Assessor Parcel Numbers 118-050-042-000 and 118-050-004-000, which are currently vacant land zoned Commercial Waterfront (CW).

The purpose of this RFP is to identify a developer with the interest, resources, and experience to purchase and develop the property beyond its existing condition. The preferred developer would be expected to enter into a purchase and development agreement with the City consistent with the parameters and goals for the development described within this RFP. The development plan would include details such as a proposed site plan, types of uses, financial plan, and a development schedule. If the City and the preferred developer are unable to reach mutual agreement, the City may select another qualified developer from those who proposed in response to this RFP.

The City is not seeking a partnership role in the development of the site but may be open to such a partnership if favorable conditions are proposed. The City seeks to sell the real estate, specifying certain conditions upon the sale. In addition, the selected developer will be subject to all rules, regulations, and procedures applicable to the development of any property.

The City is not interested in engaging a broker, agent or consultant who proposes to work on a fee basis to market the property or act as a real estate advisor to the City.

II. SITE INFORMATION

Crescent City is located in Del Norte County along the Northern California Coast approximately 15 miles south of the Oregon border. The town is a popular stopping point for tourists driving along the Northern California Coast or visiting the Smith River National Recreational Area or Redwood National and State Parks. It is also a popular commercial and recreational fishing area. Besides tourism, major industries in the region include agriculture, timber, fishing and Pelican Bay State Prison. Crescent City is the county seat and the only incorporated city within Del Norte County.

The principal north-south route through Del Norte County is US Highway 101, which provides access to coastal towns and cities to the north and south. Crescent City is located on US Highway 101. Del Norte County has two main routes providing access to inland communities: SR 197/US Highway 199 to Hiouchi and Gasquet, and Route 169 to Klamath Glen. SR 197/US Highway 199 connects US Highway 101 to Interstate 5 in Oregon.

Del Norte County's diverse geography includes inland mountain ranges of coniferous forests, low coastal mountain ranges with temperate forests, and rugged coastlines with gray sand

beaches on the Pacific coast. The climate is consistently mild along the coast, becoming more variable inland. In Crescent City and along the coastal fringe, there is minimal temperature fluctuation. Coastal daytime temperatures average 45-55 degrees during winter months. Temperatures increase to 55-65 degrees during mid-summer and early fall months, with higher temperatures when coastal fog disperses. Inland, temperature differences are more marked. Del Norte County/Crescent City area's annual rainfall generally ranges between 70 - 80 inches, with the heaviest rainfall occurring from November through March.

The subject properties for development (APN 118-050-042 and APN 118-050-004) are located in the heart of the incorporated area that is Crescent City. Within walking distance of the properties is the historic Battery Point Lighthouse, B Street Pier, and the California Coastal Trail. The sites are also adjacent to Crescent City's 35-acre coastal Beachfront Park which includes amenities such as Kidtown (an 11,000 sqft playground built by the community), a Disk Golf Course, the Marine Mammal Center, Dogtown (Dog Park), picnic areas, barbeques, and beachside fire pits. Beachfront Park is currently undergoing a Park Master Plan Update set to be complete this summer. Some of the improvements under consideration are a Native American interpretive center and an amphitheater to facilitate concerts and events in the park.

The first property for consideration of development is APN 118-050-042. This property is situated between Front Street and Second Street and is currently undeveloped with an "L" type configuration. The main stem is 67.77 x 240 feet with 240 lineal feet of frontage on C Street and a contiguous bottom portion of 52.33 x 110 resulting in the subject property having 120 lineal feet on Front Street. This unimproved parcel consists of 22,010 square feet (.50 Acres) and is zoned CW (Waterfront Commercial District). Please note the C Street right of way (ROW) adjacent to the proposed property is not developed. The ROW contains City owned underground utilities.

The second property for consideration of development is APN 118-050-004. This property is situated between Second and Third Street and is an undeveloped 60 x 120 parcel that has 240 lineal feet of frontage on C Street and 60 feet of frontage on both Second and Third Street. This unimproved parcel consists of 14,400 square feet (.33 Acres) and is zoned CW (Waterfront Commercial District).

This area is envisioned to be an experiential commercial hub for our community, with uses supportive to the residents and visitors. The ideal development would be one that creates local jobs and is a revenue generator for the City. The properties could be developed separately, simultaneously, or in a phased approach.

III. LAND USE REGULATIONS

The land use designation for both properties is Waterfront Commercial District (CW). The principal permitted use in the CW waterfront commercial district is visitor serving commercial use which includes:

- Visitor facilities, such as hotels and motels, indoor and outdoor eating and drinking places (but not including drive-thru services);

- Retail trade and specialty shops, such as books, gifts, jewelry, collectibles, clothing, antiques or art galleries;
- Personal and business services generally located inside a building, such as banks or credit unions with indoor/outdoor automatic teller machines, office supply stores, hobby supply stores, laundries, beauty services and spas, and photo processing; and
- Entertainment and recreational facilities, such as theatres, sports activities including equipment rentals and sales or public access.

Uses permitted subject to a use permit include but are not limited to:

- Bed and breakfast establishments subject to the provisions of Chapter 17.59; and
- Residential uses located above the ground floor of commercial structures not to exceed sixty units per acre density, or new residential-only development or the expansion of existing residential-only development up to thirty units per acre density.

The applicable property development standards for the properties include:

- Height. The maximum building height shall be seventy feet.
- Yard and Areas.
 1. Front Yard. None required except that where a portion of the street frontage of the block in which the site is located is in a zone of greater requirements, the front yard of the CW zone shall conform to the minimum requirements of the more restrictive zone;
 2. Side Yard. None required except where the side yard of the CW use abuts upon the side yard of a residential or RP use, and the side yard shall be five feet;
 3. Rear Yard. Minimum of ten feet;
 4. Lot Area. No minimum; and
 5. Lot Coverage. Site coverage for the total building square footage shall not exceed fifty percent of the size of the lot. Parking areas shall not be counted as building square footage. Residential units which are above the ground floor shall not be counted in the square footage.

Please note that if any residential development will consist of 10 or more units, not less than 15% of the units must be sold or rented as affordable housing to low-income households. (Gov. Code § 54233.) The City welcomes proposals that include amendments to the City's development standards, including increases in lot coverage, building heights, and other related standards.

IV. REQUIRED STRUCTURE OF PROPOSAL

Submitted proposals should take the following structure:

1. **Cover Letter:** On firm letterhead, identify the principal contact, providing the name, title, street address, email address, and telephone number, as well as all persons authorized to make representations for the proposer. The letter must indicate the type of organization of the proposer (e.g., individual, partnership, corporation, Limited Liability Company, joint venture, etc.). The letter must briefly summarize the proposal and be signed by an authorized agent of the proposer.
2. **Qualifications and Experience:** Summarize the proposer's development experience, including:
 - a. Examples of similar projects undertaken by the developer.
 - b. Administrative capacity to undertake the project.
 - c. Financial capacity to complete the project.
 - d. Overall quality of the development team as shown by their previous experience, as well as that of their principals and participants.
 - e. Expertise in developing high-quality projects of similar scope and scale.
 - f. Experience with development in the local Crescent City market or similar markets.
 - g. Proposed development team members.
 - h. Submit three references for similar projects. If possible, include contacts at other municipalities you have worked with. Include name, title, telephone number and email address for the person to be contacted.
3. **Development Proposal:** This section of the proposal should explain the proposer's plan for development of the properties, including:
 - a. Uses, Zoning, and Development Standards – Indicate the proposed uses for development of the property. While specifically identifying tenants/users is not required, responses that are able to identify specific users may have an advantage over unknown users. The proposer should indicate whether rezoning of the property is necessary to accommodate the project as proposed and/or if specific development standards (such as on-site parking or lot coverage) are necessary to accommodate the project as proposed.
 - b. Design – Provide conceptual building elevations, indicating proposed materials, and a schematic site plan, including access to and from the property and any coordination with adjacent land uses, as appropriate.
 - c. Public Improvements – Both properties have significant street frontages that will require public improvements to the City owned right-of-way. C Street between Front and Second is currently a "paper" street and will require full development (sidewalks, curb, gutter, and paving). Please indicate how the proposed development will meet this requirement. Abandonment of this ROW could be considered, which would result in half of the 60-foot ROW being

allocated to this property and the other half being allocated to the property to the west (APN 118-050-030). Please note the underground utilities easement would remain and no permanent structures could be located on the ROW.

- d. Total Anticipated Investment – Provide an estimate of the total investment to be made in the development of the property and the sources of funding.
 - e. Anticipated Public Benefit – Provide an explanation of the Public Benefit
4. **Tax Generation:** Provide estimated taxes and other City revenues to be generated by the development (TOT, sales tax, property tax, etc.). Included in the proposal should be how the developer intends to guarantee the estimated revenues will be realized and a time frame as to when.
 5. **Development Schedule:** Provide an anticipated development schedule from the time the proposer takes ownership of the property to the completion of occupancy on each property.
 6. **Financial Capabilities:**
 - a. **Financial Capabilities:** While proposers are not required to supply specific information regarding their financial capabilities at this time, proposers must include in their response an affirmative statement indicating their willingness and ability to supply such information if selected as the developer. Any financial information submitted by the selected proposer will remain confidential.
 - b. **Legal Disclosure:** Disclosure of any judgments, bankruptcies, legal proceedings, or conflicts of interest to projects the proposer has developed, owned, or has a substantial ownership interest in.
 7. **Disclosure of Conflicts:** Provide a statement that discloses any past, ongoing, or potential conflicts of interest (if any) that the proposer may have in executing the scope of work.
 8. **Proposed Purchase Price:** In separate sealed envelope, provide a statement of the proposed purchase price. The City will only open the sealed envelope(s) of the top firm or, if necessary, the top two firms. All other envelopes will be returned to proposers unopened.
 9. **Submittal Requirements:**
 - a. The proposal must be signed by an authorized representative of the proposer.
 - b. Proposers must submit six bound copies and one unbound copy of their proposal to the City by US Mail or any express courier to be received by the City on or before the submission deadline. Postmarks will not be accepted.
 - c. Proposers must also submit a copy of their proposal to the City by email to rpatch@crescentcity.org by the submission deadline.

V. SUBMITTAL OF QUESTIONS AND RELEASE OF ADDENDUM #1

Interested parties may submit questions via email. Questions regarding the RFP must be submitted to the City via email (rpatch@crescentcity.org) no later than 5:00 pm on the date of the question submission deadline. One week after questions are due, the City will post Addendum #1 on the City's website. Addendum #1 will answer all of the questions posed. The City is not responsible for any explanations or interpretations of the Request for Proposal other than by Addendum #1.

VI. PROPOSAL EVALUATION

The City of Crescent City is using the competitive proposal process, wherein the experience and approach of each submitted proposal is evaluated. The City Manager will convene a selection panel to evaluate the proposals and to make a recommendation to the City Council. The City will select the proposal that it judges to be in the best interests of the City. The City will be the sole judge of its own best interests, the proposals, and any resulting purchase and development agreement. The City's decisions will be final. The City's evaluation criteria will be based on the following:

1. Cover Letter and overall responsiveness to the RFP	5 points
2. Qualifications and experience of the proposer in planning, designing, permitting, building, and/or operating projects at the scale and intensity proposed	15 points
3. Quality of the development proposal, including: <ul style="list-style-type: none">• Intended use(s) of the property, including any tenancies proposed• Design and compatibility of the intended use with the surrounding sites• Degree of aesthetic improvements to the site that would result from the proposed project• Degree of public benefit	30 points
4. Ability of the property to generate property tax, sales tax, and/or transient occupancy tax revenues	30 points
5. Anticipated timeframe for purchase and development	10 points
6. Financial capability of the proposed developer to complete the project	10 points
7. Other requirements	0 points <i>(but mandatory)</i>
Total	100 Points

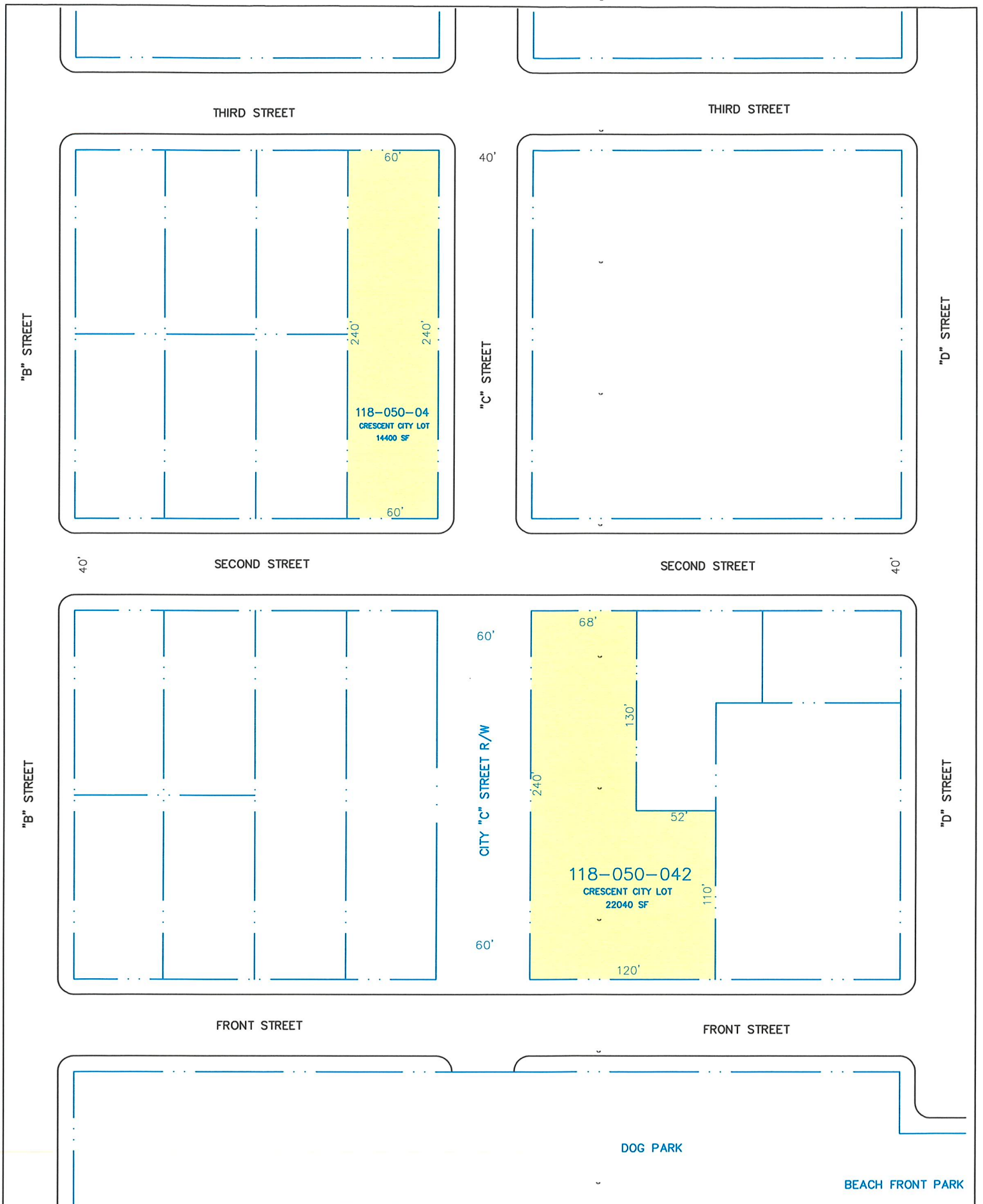
The City of Crescent City reserves the right to negotiate final project details with the selected proposer. The City of Crescent City reserves the right to reject any or all proposals, to waive minor irregularities in said proposals, and/or to negotiate deviations with the selected proposer.

VII. INTERVIEWS

The selection panel may select the top-scoring proposer on the date that the panel first meets. However, the panel may alternatively determine that a number of top-scoring proposers will be interviewed and provided with refined post-interview scores. Those proposers selected for interviews will be notified on the day after the selection panel review. Proposers chosen for an interview will have up to six days to prepare interview materials/presentations. Interviews will be held via a video conference call.

VIII. CITY RESERVATION OF RIGHTS

The City reserves the right, at its sole discretion, to use without limitation, concepts, and data submitted in response to this RFP, or derived by further investigation thereof. The City further reserves the right at any time and for any reason to cancel this solicitation, to reject any or all proposals, to supplement, add to, delete from, or otherwise alter this RFP if the conditions so dictate. The City may seek clarification from a proposer at any time and failure to respond promptly may be cause for rejection. The City of Crescent City is not responsible for any costs incurred in the preparation of proposals and/or any work rendered by a proposer prior to the contract award.



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SCALE 1:80
WHEN PLOTTED FROM ORIGINAL
APPLICATION ON 8.5X11 PAPER



EXHIBIT A

NOTE:
THE PURPOSE OF THIS EXHIBIT IS TO HIGHLIGHT THE
GENERAL LOCATION AND APPROXIMATE SIZES OF
PARCELS 118-050-42 AND 118-050-04. THIS EXHIBIT
WAS DRAWN FROM ASSESSOR PARCEL DATA AND DOES
NOT REPRESENT SURVEYED OR RECORD INFORMATION.
THIS EXHIBIT CREATED 4/16/2020 BY KMT



CITY COUNCIL AGENDA REPORT

TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL
FROM: ERIC WIER, CITY MANAGER
BY: ROBIN PATCH, CITY CLERK/ADMINISTRATIVE ANALYST
DATE: APRIL 20, 2020
SUBJECT: LETTER OF SUPPORT FOR CONTOUR AIRLINES

RECOMMENDATION

- Hear staff report
- Receive public comment
- Direct staff to prepare a letter of support for the Mayor's signature in support of continuing service with Contour Airlines

BACKGROUND / ANALYSIS

Border Coast Regional Airport Authority has requested the City Council consider sending a letter of support to continue air service by Contour Airlines. The United States Department of Transportation recently posted an order requesting proposals for EAS (Essential Air Service) at Crescent City and one response was received by Boutique Airlines. BCRAA did an online survey of our residents and it was discovered that a southern route was preferred over a route to Portland. The southern route is provided by Contour Airlines and the Portland route is offered by Boutique Airlines. Additionally, Contour Airlines is ADA compliant, while Boutique Airlines has a waiver from normal ADA requirements and passengers board the plane via a staircase.

FISCAL IMPACT

No direct impact to the City of Crescent City

ATTACHMENTS

1. Draft letter of support

STAFF REVIEW:

EW
CM

XX, April 2020

United States Department of Transportation
OST - Office of Aviation Analysis
Attn: Mark Raggio

Transmitted electronically: mark.raggio@dot.gov

Re: DOT-OST-1997-2649

Dear Mr. Raggio,

Thank for the opportunity to provide community input into the selection of an Essential Air Service (EAS) carrier for Crescent City, California. We are aware that your office recently posted an order requesting proposals for EAS at Crescent City and understand that one response was received from Boutique Airlines. At this time we wish to express our desire for the DOT to reject the proposal from Boutique Airlines.

For the past two years this community has been capably served by Contour Airlines under an Alternate Essential Air Service grant awarded to the Border Coast Regional Airport Authority on behalf of the community. It is our understanding that this grant will expire on September 30, 2020 and that the DOT was soliciting proposals from EAS carriers in anticipation of the expiration of that grant.

The Border Coast Regional Airport Authority is a Joint Powers Authority composed of the local governments within our region including the City of Crescent City. At their regular meeting on April 2, 2020 the Airport Authority's Board of Commissioners unanimously voted to recommend to DOT that the Boutique proposal be rejected and concurrently directed staff to solicit a proposal from Contour as well as develop and submit an application for the Alternate EAS program to your office. Additionally, we conducted an online poll and found that the community preferred the southern traffic pattern over Portland (PDX). Contour also has a ramp for loading that allows for wheelchaired passengers to be pushed up the ramp and to use their wheelchair all the way to their assigned seat. It is our understanding that Boutique has a waiver from normal ADA requirements as passengers are loaded via a staircase loading system. The Airport Authority JPA has been entrusted to represent this community in matters pertaining to aviation and, as such, we concur with the Airport Authority in recommending that the Boutique proposal be rejected and that our community be allowed to continue in its successful participation in the AEAS program in partnership with Contour Aviation.

Respectfully,

Blake Inscore, Mayor

CC: Border Coast Regional Airport Authority

CITY COUNCIL AGENDA REPORT



TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: RICHARD GRIFFIN, CHIEF OF POLICE

DATE: April 20, 2020

SUBJECT: USA FLAG KIT DONATION PROGRAM

RECOMMENDATION

- Hear staff report
- Receive public comment
- Receive direction from City Council to maintain donation program
- Adopt Resolution No. 2020-31, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2019-20 BUDGET

BACKGROUND

Due to the current COVID-19 pandemic, State and local public health officials have ordered that people continue to practice social distancing and not gather in large groups. In a way to help boost the morale and community spirit of citizens around Crescent City and Del Norte County, Our Police Department led by our Chief of Police Richard Griffin is proposing a way to help with this issue. In collaboration with our local Home Depot store, Del Norte County Sheriff Department, and Crescent City California Highway Patrol, staff was able to get a set price for a USA Flag kit that comes with a 3 foot by 5 foot USA flag and the hardware needed to install the kit on the exterior of a residence. After securing a price for the flag kits at under \$8 a piece, funding for over 300 flag kits was obtained through the Wild Rivers Community Foundation. The flag kits would be distributed out to residents around Crescent City and Del Norte County with the intention to make an impactful, visual display of community pride and spirit during the 4th of July holiday. While we do not know exactly what the 4th of July celebration will look like in Crescent City this year, we know that it will likely look different than years past. Staff at the Police Department will be outreaching to the community to gather a list of individuals, who are interested in obtaining and displaying flags. If demand exceeds the number of flags, preference would be given to military veterans and senior citizens (age 65 and older) when the distribution list is compiled. If approved staff will be creating a new budget line for a Flag Donation Program, that will allow for donations throughout the year to fund future flag distributions.

ANALYSIS

In securing a donation of \$2500 from the Wild Rivers Community Foundation, approximately 300 USA flag kits can be ordered and distributed throughout the

community to be ready for this year's 4th of July. An ongoing budget line for donations would allow for the program to continue.

FISCAL IMPACT

There will be no net fiscal impact to the City of Crescent City for this flag program. It would be operated completely under donations and not from public funds. A budget amendment is attached that would allow the receipt of the \$2,500 donation from Wild Rivers Community Foundation and a corresponding expenditure.

ATTACHMENTS

- Resolution 2020-31

CM: EW

RESOLUTION NO. 2020-31

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY
AMENDING THE FISCAL YEAR 2019-20 BUDGET
OF THE CITY OF CRESCENT CITY**

WHEREAS, the budget for the fiscal year beginning July 1, 2019, as submitted by the City Manager, was reviewed by the City Council and a public hearing was held thereon the 17th day of June 2019; and

WHEREAS, the City Council adopted said budget and has the authority to amend said budget from time to time; and

WHEREAS, the Chief of Police has secured a donation to support the implementation of a flag program; and

WHEREAS, the purchase of flags for the community using donated funds requires an amendment to the adopted budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AS FOLLOWS:

That the Fiscal Year 2019-20 City of Crescent City Annual Budget is hereby amended and appropriated in the amounts identified below:

Fund	Revenue Increase (Decrease)	Expenditure Increase (Decrease)
General Fund	2,500	2,500

APPROVED and ADOPTED and made effective the same day at a regular meeting of the City Council of the City of Crescent City held on the 20th day of April 2020, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Blake Inscore, Mayor

ATTEST:

Robin Patch, City Clerk