



CITY OF CRESCENT CITY REGULAR MEETING AGENDA

FLYNN CENTER
981 H STREET
CRESCENT CITY, CA 95531

MONDAY, NOVEMBER 21, 2016
6:00 P.M. OPEN SESSION
CLOSED SESSION TO FOLLOW

OPEN SESSION

Call to order

Roll call

Pledge of Allegiance

PUBLIC COMMENT PERIOD

Any member of the audience is invited to address the City Council on any matter that is within the jurisdiction of the City of Crescent City. Comments of public interest or on matters appearing on the agenda are accepted. Note, however, that the Council is not able to undertake extended discussion or act on non-agendized items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. All comments shall be directed toward the entire Council. Any comments that are not at the microphone are out of order and will not be a part of the public record. After receiving recognition from the Mayor, please state your name and city or county residency for the record. Public comment is limited to three (3) minutes. The public is additionally allotted three minutes each in which to speak on any item on the agenda prior to any action taken by the Council.

ELECTION RESULTS

1. Certification of Election Results

- ***Recommendation: Adopt Resolution No. 2016-45 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY, CALIFORNIA, CERTIFYING THE RESULTS OF THE NOVEMBER 8, 2016 CITY OF CRESCENT CITY ELECTION WHICH WAS CONSOLIDATED WITH THE NOVEMBER 8, 2016 STATEWIDE PRESIDENTIAL GENERAL ELECTION (City Clerk / Admin Analyst)***

2. Recognition of Outgoing Council Members

- ***Recommendation: Recognize outgoing Council Members Ron Gastineau, Richard Holley, and Kathryn Murray (City Manager)***

3. Installation of New Council Members

- ***Recommendation: Administer Oaths of Office to new Council Members Alex Fallman, Jason Greenough, and Heidi Kime (City Clerk / Admin Analyst)***

4. Selection of Mayor and Mayor Pro Tempore

- ***Recommendation: Select a new Mayor and Mayor Pro Tempore for the 2016-2017 year (City Attorney)***

REPORTS AND PRESENTATIONS - None

CONSENT CALENDAR

5. Council Meeting Minutes - Special Meeting

- ***Recommendation: Approve the November 3, 2016 minutes of the City Council (City Clerk / Admin Analyst)***

6. Council Meeting Minutes

- ***Recommendation: Approve the November 7, 2016 minutes of the City Council (City Clerk / Admin Analyst)***

7. Warrant Claims List

- ***Recommendation: Receive and file the warrant claims list for the period October 29, 2016 through November 11, 2016 (Finance Director)***

8. Budget-to-Actual

- ***Recommendation: Receive and file budget-to-actual report for the month of October (Finance Director)***

9. Payroll Reports

- ***Recommendation: Receive and file the biweekly payroll report for the period ending November 12, 2016, paid November 18, 2016 (Finance Director)***

10. Correction of Resolution Numbering

- ***Recommendation: Authorize the correction of several resolution numbers to prevent duplication (City Clerk / Admin Analyst)***

11. Cal Fire Grant for Turn Out Gear

- ***Recommendation: Adopt Resolution No. 2016-46 APPROVING THE DEPARTMENT OF FORESTRY AND FIRE PROTECTION AGREEMENT #7FG16027 FOR SERVICES FROM THE DATE OF THE LAST SIGNATORY ON PAGE 6 OF THE AGREEMENT TO JUNE 30, 2017 UNDER THE VOLUNTEER ASSISTANCE PROGRAM OF THE COOPERATIVE FORESTRY ASSISTANCE ACT OF 1978 (Fire Chief)***

CEREMONIAL ITEMS

12. Proclamation for Worldwide Candle Lighting Day (Don McArthur to receive)

PUBLIC HEARINGS

NOTE: If you challenge the decision of the City Council in court you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to, the public hearing. (Gov't Code § 65009)

13. Approval of Additional Vehicles for Crescent Cab

- *Recommendation: Consider request by Crescent Cab to increase Certificate of Public Convenience and Necessity to allow for up to four (4) vehicles*

ADJOURN TO THE HOUSING AUTHORITY

Cancelled due to lack of items.

ADJOURN TO THE SUCCESSOR AGENCY

Call to order the Successor Agency of the Redevelopment Agency of the City of Crescent City

- CONSENT CALENDAR -

14. Successor Agency Meeting Minutes

- *Recommendation: Approve the June 20, 2016 Successor Agency regular meeting minutes (Secretary to the Board)*

- PRESENTATION ITEMS -

15. Presentation on Redevelopment, Successor Agencies, and Oversight Boards

- *Recommendation: Receive a presentation from Don Fraser on the history, structure, and function of Redevelopment, Successor Agencies, and Oversight Boards in the State of California and in relation to the City of Crescent City (Finance Director, 30 min.)*

- BUSINESS ITEMS -

16. Appointment to the Oversight Board

- *Recommendation: Appoint City Manager David M. Van Dermark as the Oversight Board representative to fill the second City position as a replacement to former City Manager Gene Palazzo (Secretary to the Board)*

Adjourn the Successor Agency of the Redevelopment Agency of the City of Crescent City

CONTINUING BUSINESS - None

NEW BUSINESS

17. Introduction to Board, Commission, and Committee Appointments

- *Recommendation: Receive information on Council Boards, Commissions, and Committees and the process for appointment (Admin Analyst / City Clerk)*

CITY COUNCIL ITEMS

Legislative Matters

City Manager Report and Council Directives

Reports, Concerns, Referrals, Travel/Training

CLOSED SESSION

Call to order

ANNOUNCEMENT OF CLOSED SESSION ITEMS

- **Conference with Labor Negotiator: David M. Van Dermark - Crescent City Employees Association (CCEA), Crescent City Management Employees Association (CCMEA), and Clerical Employees of Crescent City (CECC) (Gov't Code § 54956.8)**

PUBLIC COMMENT PERIOD ON CLOSED SESSION ITEMS

Each member of the public is allowed up to three minutes to speak on any item on the agenda for closed session.

CONVENE INTO CLOSED SESSION

REPORT OUT OF CLOSED SESSION

ADJOURNMENT

***** Adjourn to the next regular meeting of the City Council of the City of Crescent City scheduled for December 5, 2016 at 5:00 p.m. at the Flynn Center, 981 H Street, Crescent City, CA 95531.**

POSTED:

November 18, 2016

/S/ Kymmie Scott, City Clerk / Admin Analyst

Notice Regarding Americans with Disabilities Act: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact the City Clerk's office at (707)464-7483 ext. 223. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA Title II]

For TTYDD use for speech and hearing impaired, please dial 711. A full agenda packet may be reviewed at City Hall, 377 J Street, during regular business hours, 8:00 a.m. 5:00 p.m., or on-line at www.crescentcity.org



CITY COUNCIL AGENDA REPORT

TO: MAYOR GASTINEAU AND MEMBERS OF THE COUNCIL

FROM: DAVID M. VAN DERMARK, CITY MANAGER

BY: KYMMIE SCOTT, ADMINISTRATIVE ANALYST / CITY CLERK

DATE: NOVEMBER 21, 2016

SUBJECT: CERTIFICATION OF ELECTION RESULTS

RECOMMENDATION

- **Adopt Resolution No. 2016-45 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY, CALIFORNIA, CERTIFYING THE RESULTS OF THE NOVEMBER 8, 2016 CITY OF CRESCENT CITY ELECTION WHICH WAS CONSOLIDATED WITH THE NOVEMBER 8, 2016 STATEWIDE GENERAL ELECTION**

BACKGROUND

On June 6th, 2016 the City Council passed Resolution No. 2016-14 specifying offices to be filled and requesting consolidation of the November 8, 2016 Crescent City Election with the November 8, 2016 Statewide Election. On June 20, 2016, following a referenda to place a measure on the ballot to approve Ordinance No. 792, the Council passed Resolution No. 2016-21 calling for its placement on that same ballot.

The offices to be filled were those of Council Member Kathryn Murray, Council Member Rick Holley, and Council Member (currently Mayor) Ron Gastineau. Six candidates filed to run for those offices including Steven Bevier, Alex Fallman, Holley Green, Jason Greenough, Heidi Kime, and Justin Williams. The Council Member position is a four-year term.

The referenda for Ordinance No. 792 was described as Measure Q; if passed it would allow for consumption-based rates as well as a revenue increase of 5% each year for four years.

ANALYSIS

On November 8, 2106 the Crescent City Election was held alongside the Statewide General Election with the following results:

Winners, by popular vote, for the three Council Member positions include Heidi Kime, Jason Greenough, and Alex Fallman. Measure Q did not pass.

The City Council must adopt Resolution No. 2016-45 certifying the results of the election in order for the City Clerk to swear in and install the new Council Members.

ATTACHMENT(S)

1. Resolution No. 2016-45
2. City Clerk Certificate of Election Results
3. Statement of Vote from County Clerk - Register Alissia Northrup

RESOLUTION NO. 2016-45

**~~A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY,~~
CALIFORNIA, CERTIFYING THE RESULTS OF THE NOVEMBER 8, 2016 CITY OF
CRESCENT CITY ELECTION WHICH WAS CONSOLIDATED WITH THE NOVEMBER 8,
2016 STATEWIDE GENERAL ELECTION**

WHEREAS, the City of Crescent City Election was consolidated with the Del Norte County Statewide General Election and conducted in the City of Crescent City, California on Tuesday, November 8, 2016, as required by law; and

WHEREAS, pursuant to Resolution 2016-14, the Del Norte County Clerk-Recorder Department canvassed the returns of the election and the City Clerk has certified the results to this City Council, the results are received, attached and made apart hereof as "Exhibit A."

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CRESCENT CITY, CALIFORNIA DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1: That the number of people who voted in City precincts was 1,201, and the whole number of ballots cast in the City precincts was 2,395.

SECTION 2: That the names of persons voted for at the election for Member of the City Council are as follows: Steven Bevier, Alex Fallman, Holly Greene, Jason Greenough, Heidi Kime, and Justin Williams. That the following measure, Measure Q, was voted on at the election for which the results are as listed in Exhibit A, attached.

SECTION 3: That the number of votes given at each precinct and the number of votes given in the City to each of the persons above named for the respective offices for which the persons were candidates are as listed in Exhibit A, attached.

SECTION 4: The City Council does declare and determine that Heidi Kime was elected as a Member of the City Council for the full term of four years, Jason Greenough was elected as a Member of the City Council for the full term of four years, Alex Fallman was elected as a Member of the City Council for the full term of four years, and Measure Q did not pass.

SECTION 5: That the City Clerk shall immediately make and deliver to each of the persons so elected a Certificate of Election signed by the City Clerk and authenticated. That the City Clerk shall also administer to each person elected the Oath of Office prescribed In the Constitution of the State of California. Each and all of the persons so elected shall be inducted into the respective office to which they have been elected.

PASSED AND ADOPTED and made effective the same day by the City Council of the City of Crescent City on this 21st day of November, 2016, by the following polled vote:

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

Ron Gastineau, Mayor

ATTEST:

Kymmie Scott, City Clerk



KYMMIE SCOTT
CITY CLERK
377 J Street
Crescent City, CA 95531
(707) 464-7483, ext. 223

CITY OF CRESCENT CITY
CITY CLERK
ELECTIONS OFFICIAL

CERTIFICATE OF CITY CLERK OF RESULTS OF THE COUNTY CLERK/RECORDER'S
CANVASS OF THE CITY OF CRESCENT CITY ELECTION CONSOLIDATED WITH
THE DEL NORTE COUNTY STATEWIDE PRESIDENTIAL GENERAL ELECTION HELD
ON NOVEMBER 8, 2016.

STATE OF CALIFORNIA
CITY OF CRESCENT CITY

I, KYMMIE SCOTT, City Clerk of said city, do hereby certify that, in pursuance of the provisions of the California Elections Code, the County Clerk/Recorder Alissia D. Northrup did canvass the returns of the votes cast in the City of Crescent City Election consolidated with the Del Norte County Statewide Presidential General Election held on November 8, 2016, for the elective offices and measures, and submitted to the vote of the City Voters, and that the Statement or Votes Cast, to which this certificate is attached, shows the total number of votes cast in said City and in each of the respective precincts therein, and the totals of the respective columns and the totals for each person are full, true and correct.

WITNESS MY HAND AND OFFICIAL
SEAL THIS 18th DAY OF November 2016



KYMMIE SCOTT
City Clerk/Elections Official

Election Summary Report

General Election

County of Del Norte

November 08, 2016

Summary for: City of Crescent City, Council Member, CITY OF CRESCENT CITY, All Counting Groups

Precincts Reported: 3 of 3 (100.00%)

Registered Voters: 1,201 of 2,033 (59.08%)

Ballots Cast: 2,395

City of Crescent City, Council Member (Vote for 3)

Precincts Reported: 3 of 3 (100.00%)

		Total	
Times Cast		1,201 / 2,033	59.08%
Candidate	Party	Total	
HEIDI KIME		566	21.67%
JASON GREENOUGH		495	18.95%
ALEX FALLMAN		493	18.87%
HOLLY GREENE		432	16.54%
JUSTIN WILLIAMS		398	15.24%
STEVEN BEVIER		227	8.69%
Total Votes		2,611	

Statement of Votes Cast

General Election

County of Del Norte

November 08, 2016

SOVC for: City of Crescent City, Council Member, CITY OF CRESCENT CITY, All Counting
Groups

City Council

Precinct	Registered Voters	Cards Cast
Electionwide		
Countywide		
PRECINCT 01	917	1,086
PRECINCT 04	613	621
PRECINCT 05	503	688
Countywide - Total	2,033	2,395
Electionwide - Total	2,033	2,395

City of Crescent City, Council Member (Vote for 3)

Precinct	Times Cast	Precinct	HOLLY GREENE	JASON GREENOUGH	ALEX FALLMAN	STEVEN BEVIER	JUSTIN WILLIAMS
Electionwide		Electionwide		Electionwide		Electionwide	
Countywide		Countywide		Countywide		Countywide	
PRECINCT 01	545	PRECINCT 01	198 16.94%	212 18.14%	216 18.48%	93 7.96%	191 16.34%
PRECINCT 04	311	PRECINCT 04	108 15.65%	131 18.99%	136 19.71%	63 9.13%	110 15.94%
PRECINCT 05	345	PRECINCT 05	126 16.73%	152 20.19%	141 18.73%	71 9.43%	97 12.88%
Countywide - Total	1,201	Countywide - Total	432 16.54%	495 18.95%	493 18.87%	227 8.69%	398 15.24%
Electionwide - Total	1,201	Electionwide - Total	432 16.54%	495 18.95%	493 18.87%	227 8.69%	398 15.24%

Precinct	HEIDI KIME	Total Votes
Electionwide		
Countywide		
PRECINCT 01	259 22.16%	1,169
PRECINCT 04	141 20.43%	690
PRECINCT 05	166 22.05%	753
Countywide - Total	566 21.67%	2,611
Electionwide - Total	566 21.67%	2,611

Election Summary Report

General Election

County of Del Norte

November 08, 2016

Summary for: Crescent City - Measure Q, CITY OF CRESCENT CITY, All Counting Groups

Precincts Reported: 3 of 3 (100.00%)

Registered Voters: 1,201 of 2,033 (59.08%)

Ballots Cast: 2,395

Crescent City - Measure Q (Vote for 1)

Precincts Reported: 3 of 3 (100.00%)

		Total	
Times Cast		1,194 / 2,033	58.73%
Undervotes		70	
Overvotes		0	
Double Votes		0	
Candidate	Party	Total	
NO		641	57.03%
YES		483	42.97%
Total Votes		1,124	

Election Summary Report

General Election

County of Del Norte

November 08, 2016

Summary for: City of Crescent City, Council Member, CITY OF CRESCENT CITY, All Counting Groups

Precincts Reported: 3 of 3 (100.00%)

Registered Voters: 1,201 of 2,033 (59.08%)

Ballots Cast: 2,395

City of Crescent City, Council Member (Vote for 3)

Precincts Reported: 3 of 3 (100.00%)

		Total	
Times Cast		1,201 / 2,033	59.08%
Undervotes		992	
Overvotes		0	
Double Votes		0	
Candidate	Party	Total	
HEIDI KIME		566	21.68%
JASON GREENOUGH		495	18.96%
ALEX FALLMAN		493	18.88%
HOLLY GREENE		432	16.55%
JUSTIN WILLIAMS		398	15.24%
STEVEN BEVIER		227	8.69%
Total Votes		2,611	

RECOGNITION OF
OUTGOING COUNCIL
MEMBERS

Ron Gastineau

Richard Holley

Kathryn Murray

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**CITY OF CRESCENT CITY
OFFICE OF THE CITY CLERK
ELECTION CERTIFICATE**

I, Kymmie Scott, City Clerk of the City of Crescent City, certify that

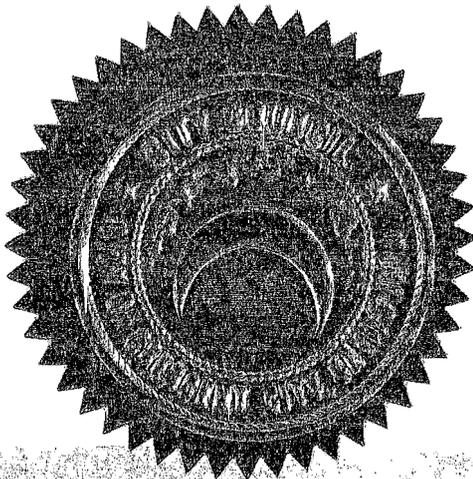
Heidi Kime

was elected to the office of

**City Council Member
Four Year Term**

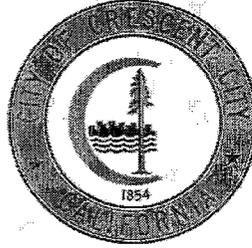
at the Crescent City Election held on November 8, 2016.

**WITNESS MY HAND AND
OFFICIAL SEAL THIS
18th DAY OF November 2016**





**KYMMIE SCOTT
City Clerk/Elections Official**



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, Heidi Kime, do solemnly swear (or affirm) 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 faith and allegiance to the Constitution of the United States and 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.

Heidi Kime, Council Member

NAME AND TITLE OF PUBLIC OFFICER/EMPLOYEE

SIGNATURE OF PUBLIC OFFICER/EMPLOYEE

Subscribed and sworn to before me this 21st day of November, 2016.

Kymmie Scott, City Clerk / Admin Analyst

NAME AND TITLE OF OFFICER ADMINISTERING OATH

SIGNATURE OF OFFICER ADMINISTERING OATH



**CITY OF CRESCENT CITY
OFFICE OF THE CITY CLERK
ELECTION CERTIFICATE**

I, Kymmie Scott, City Clerk of the City of Crescent City, certify that

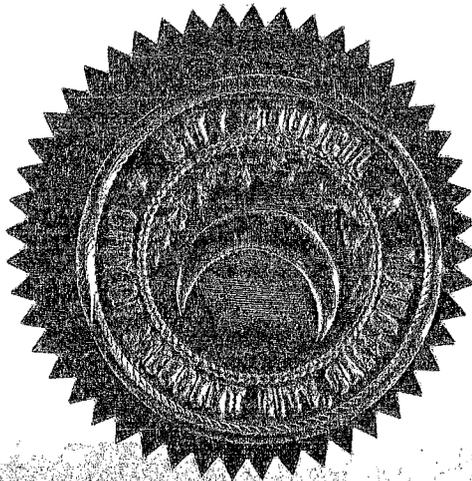
Jason Greenough

was elected to the office of

**City Council Member
Four Year Term**

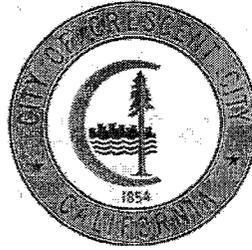
at the Crescent City Election held on November 8, 2016.

WITNESS MY HAND AND
OFFICIAL SEAL THIS
18th DAY OF November 2016





KYMMIE SCOTT
City Clerk/Elections Official



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, Jason Greenough, do solemnly swear (or affirm) 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 faith and allegiance to the Constitution of the United States and 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.

Jason Greenough, Council Member

NAME AND TITLE OF PUBLIC OFFICER/EMPLOYEE

SIGNATURE OF PUBLIC OFFICER/EMPLOYEE

Subscribed and sworn to before me this 21st day of November, 2016.

Kymmie Scott, City Clerk / Admin Analyst

NAME AND TITLE OF OFFICER ADMINISTERING OATH

SIGNATURE OF OFFICER ADMINISTERING OATH



**CITY OF CRESCENT CITY
OFFICE OF THE CITY CLERK
ELECTION CERTIFICATE**

I, Kymmie Scott, City Clerk of the City of Crescent City, certify that

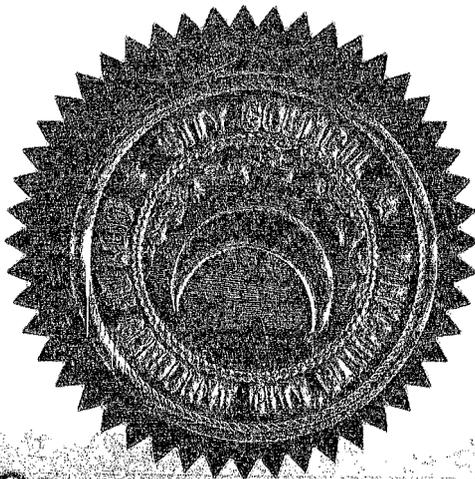
Alex Fallman

was elected to the office of

**City Council Member
Four Year Term**

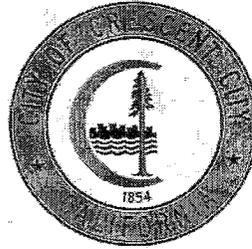
at the Crescent City Election held on November 8, 2016.

**WITNESS MY HAND AND
OFFICIAL SEAL THIS
18th DAY OF November 2016**





**KYMMIE SCOTT
City Clerk/Elections Official**



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, Alex Fallman, do solemnly swear (or affirm) 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 faith and allegiance to the Constitution of the United States and 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.

Alex Fallman, Council Member

NAME AND TITLE OF PUBLIC OFFICER/EMPLOYEE

SIGNATURE OF PUBLIC OFFICER/EMPLOYEE

Subscribed and sworn to before me this 21st day of November, 2016.

Kymmie Scott, City Clerk / Admin Analyst

NAME AND TITLE OF OFFICER ADMINISTERING OATH

SIGNATURE OF OFFICER ADMINISTERING OATH



CITY COUNCIL AGENDA REPORT

TO: MEMBERS OF THE COUNCIL

FROM: DAVID M. VAN DERMARK, CITY MANAGER

BY: KYMMIE SCOTT, ADMINISTRATIVE ANALYST / CITY CLERK

DATE: NOVEMBER 21, 2016

SUBJECT: SELECTION OF MAYOR AND MAYOR PRO TEMPORE

RECOMMENDATION

- **Select a new Mayor and Mayor Pro Tempore for the 2016-2017 year**

BACKGROUND

During election years, at the first regular council meeting following the certification of election results, the newly-seated Council must choose from among themselves a Mayor and a Mayor Pro Tempore ("Pro Tem"). These seats are for a period of one year.

The Mayor acts a ceremonial head for the City; presides over all meetings; makes appointments to boards, commissions, and committees with Council approval; and signs all documents that require an official signature unless the City Manager has been authorized to sign such documents. The Pro Tem acts in the Mayor's capacity in his or her absence.

Both the Mayor and Pro Tem meet with the City Manager, City Attorney, and City Clerk once during the week prior to a regularly scheduled council meeting to review the agenda. Both additionally serve as signatories on any bank or financial accounts held by the City, along with the City Manager and Finance Director.

Typically the Mayor is chosen first, and the Pro Tem second. This is done by a nomination of one or more members, a discussion, and then a vote.

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CITY OF CRESCENT CITY ^{KS}
SPECIAL MEETING MINUTES

WASTE WATER TREATMENT
PLANT
210 BATTERY STREET
CRESCENT CITY, CA 95531

THURSDAY, NOVEMBER 3, 2016
4:00 P.M. CLOSED SESSION

CLOSED SESSION

Call to order Mayor Gastineau called the meeting to order at 4:01 p.m.

Roll call Council Member Kathryn Murray, Council Member Rick Holley, Pro Tem Blake Inscore, and Mayor Ron Gastineau to include City Manager David Van Dermark and Finance Director Linda Leaver

ANNOUNCEMENT OF CLOSED SESSION ITEMS

- **Conference with Labor Negotiator: David M. Van Dermark - Crescent City Employees Association (CCEA), Crescent City Management Employees Association (CCMEA), and Clerical Employees of Crescent City (CECC), (Gov't Code § 54956.8)**

PUBLIC COMMENT PERIOD ON CLOSED SESSION ITEMS

The Mayor asked for comment on closed session items and received none.

CONVENE INTO CLOSED SESSION

REPORT OUT OF CLOSED SESSION

City Manager Van Dermark reported no reportable actions taken in closed session.

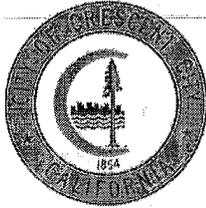
ADJOURNMENT

Mayor Gastineau adjourned the meeting at 5:34 p.m. to the next regular meeting of the City Council of the City of Crescent City scheduled for November 7, 2016 at 5:00 p.m. at the Flynn Center, 981 H Street, Crescent City, CA 95531.

ATTEST:

Kymmie Scott, City Clerk / Admin Analyst

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CITY OF CRESCENT CITY ^{KS}

REGULAR MEETING MINUTES

FLYNN CENTER
981 H STREET
CRESCENT CITY, CA 95531

MONDAY NOVEMBER 7, 2016
5:00 P.M. CLOSED SESSION
6:00 P.M. OPEN SESSION

CLOSED SESSION

Call to order Mayor Gastineau opened the closed session meeting at 5:00 p.m.

Roll call Present were Council Member Rick Holley, Council Member Kathryn Murray, Pro Tem Blake Inscore, and Mayor Ron Gastineau to include City Manager David Van Dermark and Deputy City Attorney Autumn Luna.

Council Member Short entered at 5:01 p.m.

ANNOUNCEMENT OF CLOSED SESSION ITEMS

- **Conference with Labor Negotiator: David M. Van Dermark - Crescent City Employees Association (CCEA), Crescent City Management Employees Association (CCMEA), and Clerical Employees of Crescent City (CECC) (Gov't Code § 54956.8)**

PUBLIC COMMENT PERIOD ON CLOSED SESSION ITEMS

Each member of the public is allowed up to three minutes to speak on any item on the agenda for closed session.

CONVENE INTO CLOSED SESSION

CARRYOVER

OPEN SESSION

Call to order Mayor Gastineau called the open session meeting to order at 6:00 p.m.

Roll call Council present: Council Member Rick Holley, Council Member Kathryn Murray, Council Member Darrin Short, Pro Tem Blake Inscore, and Mayor Ron Gastineau

Staff present: City Manager David Van Dermark, Deputy City Attorney Autumn Luna, Admin Analyst / City Clerk Kymmie Scott, Community Development Director Eric Taylor, Public Works Director Eric Wier, Finance Director Linda Leaver, Police Chief Ivan Minsal

Pledge The Pledge of Allegiance was led by Council Member Short.

REPORT OUT OF CLOSED SESSION

Deputy City Attorney Luna stated no reportable actions were taken in closed session.

PUBLIC COMMENT PERIOD

Mayor Gastineau asked for public comment and received none.

REPORTS AND PRESENTATIONS - None

CONSENT CALENDAR

1. Council Meeting Minutes

- *Recommendation: Approve the October 17, 2016 minutes of the City Council (City Clerk / Admin Analyst)*

2. Warrant Claims List

- *Recommendation: Receive and file the warrant claims list for the period October 8, 2016 through October 28, 2016 (Finance Director)*

3. Payroll Reports

- *Recommendation: Receive and file the biweekly payroll report for the periods ending October 15, 2016, paid October 21, 2016, and ending October 29, 2016, paid November 4, 2016 (Finance Director)*

4. Cash-and-Investment

- *Recommendation: Receive and file the quarterly cash and investment report for the quarter ended June 30, 2016 (Finance Director)*

5. Reimbursement for Sewer Charges

- *Recommendation: Approve request for reimbursement of overpaid sewer charges to Ms. Virginia Anthony in the amount of \$9,116.80 (City Manager)*

6. California Endowment Grant for Find Your Park

- *Recommendation: Adopt Resolution No. 2016-44 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING ADDITIONAL REVENUE AND EXPENSE APPROPRIATIONS TO THE FY 2016/17 GENERAL FUND FOR THE PLANNING AND COLLABORATION OF A COMMUNITY EVENT IN 2017 (City Clerk / Admin Analyst)*

Mayor Gastineau asked for public comment and received none.

Action: On a motion by Pro Tem Inscore, seconded by Council Member Murray, and carried on a 5-0 polled vote the City Council of the City of Crescent City approved the consent calendar items 1-6 as presented.

CEREMONIAL ITEMS

7. Veterans Day Proclamation (to be presented at the Veteran's Day Lunch on November 11)

Pro Tem Inscore read the proclamation aloud. Mayor Gastineau thanked Mr. Inscore for his service.

8. Certificate of Recognition for Volunteer Effort of Dave Imper

Mayor Gastineau introduced Community Development Director Eric Taylor who spoke on Mr. Imper's background and expertise. He is the foremost expert on Wolfs Evening Primrose and has done a lot of work to protect its existence. Mr. Imper has volunteered his time to several recent City projects including B Street Sewer and Coastal Access to perform the rare plant survey, collect seeds, and reseed areas. He is also developing a long range mitigation plan for the Wolfs Evening Primrose plant. Director Taylor stated that Mr. Imper's service has saved the City tens of thousands of dollars in fees and he feels that it is important that he be recognized for his contribution.

Mayor Gastineau asked for a future presentation on Wolfs Evening Primrose and its importance.

PUBLIC HEARINGS

9. Adoption of Code Amendment to Chapter 5.44.030 and 5.44.070

- ***Recommendation: Hold a public hearing, waive full reading, read by title only, and adopt Ordinance No. 795 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY REVISING THE CRESCENT CITY MUNICIPAL CODE TITLE 5, BUSINESS TAXES, LICENSES AND REGULATIONS, BY AMENDING SECTIONS 5.44.030 AND 5.44.070, MOBILE VENDING APPROVED LOCATIONS AND GENERAL PROHIBITIONS, AND ADDING SECTION 5.44.035, USE PERMIT REQUIRED (Community Development Director)***

Community Development Director Eric Taylor gave the history and summary of the ordinance which was introduced on October 17, 2016.

Mayor Gastineau opened the public hearing and asked for public comment and received none.

Action: On a motion by Pro Tem Inscore, seconded by Council Member Holley, and carried on a 5-0 polled vote the City Council of the City of Crescent City adopted Ordinance No. 795 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY REVISING THE CRESCENT CITY MUNICIPAL CODE TITLE 5, BUSINESS TAXES, LICENSES AND REGULATIONS, BY AMENDING SECTIONS 5.44.030 AND 5.44.070, MOBILE VENDING APPROVED LOCATIONS AND GENERAL PROHIBITIONS, AND ADDING SECTION 5.44.035, USE PERMIT REQUIRED.

10. Adoption of Code Amendment to Chapter 12.20

- ***Recommendation: Hold a public hearing, waive full reading, read by title only, and adopt Ordinance No. 796 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING CHAPTER 12.20, PARK REGULATIONS, OF TITLE 12, STREETS, SIDEWALKS AND PUBLIC PLACES, OF THE CRESCENT CITY MUNICIPAL CODE (Community Development Director)***

Community Development Director Eric Taylor gave the history and summary of the ordinance which was introduced on October 17, 2016.

Mayor Gastineau opened the public hearing and asked for public comment and received none.

Action: On a motion by Council Member Short, seconded by Pro Tem Inscore, and carried on a 5-0 polled vote the City Council of the City of Crescent City adopted Ordinance No. 796 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING CHAPTER 12.20, PARK REGULATIONS, OF TITLE 12, STREETS, SIDEWALKS AND PUBLIC PLACES, OF THE CRESCENT CITY MUNICIPAL CODE.

11. Adoption of Code Amendment to Chapters 17.18 and 17.19

- ***Recommendation: Hold a public hearing, waive full reading, read by title only, and adopt Ordinance No. 797 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING CHAPTERS 17.48, SPECIAL ZONING USES, OF TITLE 17, ZONING, OF THE CRESCENT CITY MUNICIPAL CODE TO ADD PROVISIONS FOR SINGLE ROOM OCCUPANCY FACILITIES IN THE RP DISTRICT (Community Development Director)***

Community Development Director Eric Taylor gave the history and summary of the ordinance which was introduced on October 17, 2016.

Mayor Gastineau opened the public hearing and asked for public comment and received none.

Action: On a motion by Council Member Holley, seconded by Council Member Murray, and carried on a 5-0 polled vote the City Council of the City of Crescent City adopt Ordinance No. 797 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING CHAPTERS 17.48, SPECIAL ZONING USES, OF TITLE 17, ZONING, OF THE CRESCENT CITY MUNICIPAL CODE TO ADD PROVISIONS FOR SINGLE ROOM OCCUPANCY FACILITIES IN THE RP DISTRICT.

ADJOURN TO THE HOUSING AUTHORITY

No meeting the first meeting of each month.

ADJOURN TO THE SUCCESSOR AGENCY

No meeting the first meeting of each month.

CONTINUING BUSINESS - None

NEW BUSINESS

12. Legal Review of Municipal Code

- ***Recommendation: Approve a Professional Services Agreement with Quality Code Publishing for the legal review of the City's municipal code and authorize the City Manager to sign (Admin Analyst / City Clerk)***

Admin Analyst / City Clerk Kymmie Scott introduced the items and stated that a legal review of code compares the City's code with state and federal laws for discrepancies, looks to see if the code is conflicted with itself, reviews vernacular, and looks at best practices of other cities. She requested quotes from several companies and also asked other clerks on the California City Clerks listserv for recommendations. Quality Code came back highly recommended, and is at the lower end of pricing.

Mayor Gastineau asked for public comment and received none.

Action: On a motion by Council Member Murray, seconded by Council Member Holley, and carried on a 5-0 polled vote the City Council of the City of Crescent City approved a Professional Services Agreement with Quality Code Publishing for the legal review of the City's municipal code and authorize the City Manager to sign.

13. Budget-to-Actual FY 15/16

- ***Recommendation: Receive the preliminary budget-to-actual report for the fiscal year ended June 30, 2016 (Director of Finance)***

City Manager David Van Dermark stated that the auditors were in town last week and had nothing but good things to say about Finance Director Linda Leaver and her finance team.

Director Leaver approached the dais discussed the year end process for the City's budget-to-actual results for FY 15/16. This process begins at the end of the Fiscal Year, then the audit, then the audit presents the results. She discussed the General Fund which is the general operations of the City government. For FY 16 the revenues were \$340,587 greater than budgeted, \$195,185 less expenditures than budgeted. Sales tax, TOT, sales tax in lieu, residual pass through, franchise fees, insurance dividend, and building permits all came in higher than budgeted. Expenditures were down primarily to vacant staff positions. Other expenditure savings include supplies and contracts that were not finished and moved to the following year. At the end of the year the Fund Balance is \$1.78 which is just higher than the year prior and what was expected.

The City acts as a pass through for the Housing Authority Fund which is federally funded. Both revenues and expenditures were higher than expected. This is primarily due to the different Fiscal Year cycles. The end of year Fund Balance is just over \$92,000.

The RV Park reopened in May 2015 making this the first full year with the renovated park. Revenues were slightly higher and expenses were significantly lower, mainly due to utility fixes (water leaks). The Working Capital balance is \$37,154. Pro Tem Inscore asked at what point in time the RV Park will be able to begin repaying the loan from the City. Director Leaver stated that the first payment is scheduled for this year for about \$26,000.

The Sewer Fund came in with revenues \$141,185 better than budgeted, and expenses \$863,651 under budget, mostly due to deferred projects. The added revenue was primarily from charges for service and sewer connections. The expenditures were under primarily due to unfilled positions and projects which were deferred. Additionally, over \$200,000 was placed in a capital reserve; this is the second of ten years in which that money must be put aside as a condition of the loan. The working capital is just over \$3,551,000.

The Water Fund also has revenues a bit above, and expenditures a bit below. This is due to the same reasons – positions that have not been filled, delayed projects. The Working capital is just over \$774,000.

Director Leaver then displayed a list of positions that were vacant for a large portion of the year, as well as a list of projects that have carried over to FY 16/17. She noted that the City also budgets conservatively because that is the safe thing to do. The audit should be completed in mid- to late December and the auditor will present to the Council some time in December or January.

Mayor Gastineau thanked Director Leaver for her excellent presentation.

Deputy City Attorney Luna asked to state for the record that the agreement approved on item #12 was an updated agreement and not the one in the packet. She noted that the agreement should be made available to the public.

CITY COUNCIL ITEMS

Legislative Matters

Mayor Gastineau encouraged everyone to vote. Council Member Murray noted that Measure Q is important and encourages everyone to vote for that.

City Manager Report and Council Directives

a) Update letter from Coast Redwoods Art Association

City Manager David Van Dermark noted that CRAA has given the City the first check from the sale of Florence Keller paintings for over \$500. He attended the grand opening of the 2nd Street Art Gallery and they have done a nice job. They are moving ahead to finish reconditioning the remaining paintings. Additionally, there has been a request that the funds acquired so far be used to install LED lighting in the Cultural Center which Public Works is looking into.

City Manager Van Dermark then delivered the news that the City was not successful in the grant application for the Front Street Pedestrian Project. Director Wier approached the podium and stated that this was the ATP grant which is the same funding source as the grant obtained for Sunset Circle. He further related that this was the third ATP application put in for pedestrian improvements on Front Street. It is his understanding that no projects in District 1 were chosen; it is very competitive for transportation funding right now. There is still an application out for a grant with the DANCO group to fund pedestrian improvements on the north side of the street.

Mayor Gastineau asked if these improvements would stay when Front Street is upgraded; Director Wier stated yes, these are what are included in the final plans and would have included parking and trail access. Council Member Holley asked if the City is provided with the scoring. Director Wier said that the City does not have the details yet but the City scored a 62 when the lowest funded project was 83; the City is unhappy with the gap and will be looking into it.

City Manager Van Dermark invited everyone to drop into the planning side of City hall because it received a fresh coat of paint and looks much brighter than it has in some time. He noted that there are plans to move desks to provide for better customer service as well.

Reports, Concerns, Referrals, Travel/Training

Council Member Short: attended a meeting with the auditor and Pro Tem Inscore, wishes to echo that the auditor commented that Director Leaver and her staff do a great job; attended Local Agency Formation Commission (LAFCo) and Tri-Agency; coming up will be travelling to see his son graduate from boot camp, Pro Tem Inscore will cover his meetings in his absence; also thanked the three Council Members that are leaving, he has enjoyed working with them.

Council Member Murray: stated that she will also miss everyone and the City team; attended the Border Coast Regional Airport Authority (BCRAA) meeting; closed session for the City Council; Friday Night Live was quiet but was nice and so was the grand opening for the 2nd Street Art Gallery, encourages others to visit them; please vote tomorrow and thank you if you already have, it is our civic right and duty; a Local Transportation Commission meeting is coming up as well as Veterans Day

Council member Holley: noted that his father was in the Navy also; attended a Last Chance Grade meeting with Congressmen Huffman and DeFazio, was a good opportunity to speak to people in high places, Defazio is the head of the committee which will be considering funding, they had a helicopter tour of Last Chance Grade and are working very hard for a resolution, it will definitely take many more years than five years, he has enjoyed the assignment and recommends it to incoming members; his Rangers band played with DN High School jazz band and he had forgotten how much fun the young musicians are; will be attending Intergovernmental Relations Committee (IGRC) on Wednesday, Senior Center meeting and Local Transportation Commission (LTCO) on Thursday; it has been a good ride and he has enjoyed his time on the Council

Pro Tem Inscore: presented to the Crescent City Women's Club on behalf of Del Norte Solid Waste Management Authority (DNSWMA) and spoke on Measure Q on behalf of the City; had DNSWMA as well as ad hoc meeting; met with the auditor and Mr. Short, also heard about the fine job the finance team is doing; interviewed with KIEM out of Eureka on Veterans Monument and Measure Q, the Veterans topic made the news but Measure Q did not; joined Mayor Gastineau for noon Rotary meeting on the State of the City; attended a ribbon cutting at the 2nd Street Art Gallery, was the largest pair of scissors he has ever seen; attended Friday Night Live

City Manager Van Dermark commented that CRAA is working hard to reach out to the children in the community to get them involved in art.

Mayor Gastineau: attended DNSWMA; special closed session of the City Council.

Mayor Gastineau directed the City Clerk to place first on the upcoming agenda the election items to include the certification of results, recognition of outgoing members, installation of new members, and selection of mayor and mayor pro tempore. City Clerk / Admin Analyst Kymmie Scott noted that it could be delayed if the certification of results was not done by the 21st.

ADJOURNMENT

Mayor Gastineau adjourned the meeting at 6:55 p.m. to the next regular meeting of the City Council of the City of Crescent City scheduled for November 21, 2016 at 5:00 p.m. at the Flynn Center, 981 H Street, Crescent City, CA 95531.

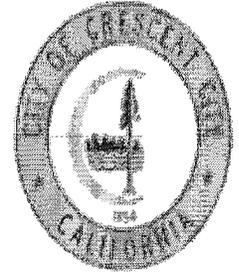
ATTEST:

Kymmie Scott, City Clerk / Admin Analyst

Accounts Payable

Checks by Date - Summary by Check Number

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Printed: 11/15/2016 9:06 AM

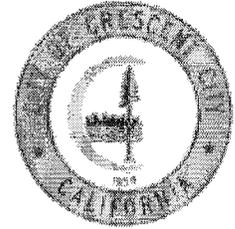


Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
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ACH	FITTAX	FIT Payroll Taxes Auto Pay	11/07/2016	0.00	20,304.18
ACH	PERS1	Public Emp Retirement Sys	11/07/2016	0.00	62,311.20
ACH	PERS2	Public Emp Retirement Sys	11/07/2016	0.00	20,468.54
427543	A&BSTO	A & B Storage & Record	11/04/2016	0.00	214.28
427544	ATTClets	A T & T	11/04/2016	0.00	359.49
427545	ADAMS	Adams Commercial General Contracting	11/04/2016	0.00	174,011.19
427546	SUPERI	Advanced Superior Alarm Systems	11/04/2016	0.00	294.00
427547	ANTHONYV	Virginia Anthony	11/04/2016	0.00	9,116.80
427548	BOOKCTR	BookingCenter.com LLC	11/04/2016	0.00	150.00
427549	CRENNE	C Renner Petroleum Inc	11/04/2016	0.00	4,821.54
427550	COLEMENC	Coleman Engineering, Inc.	11/04/2016	0.00	6,293.65
427551	DNCOC2	D N Co Dept Inform Tech	11/04/2016	0.00	39.24
427552	DNOFFI	Del Norte Office Supply	11/04/2016	0.00	259.69
427553	FERGUS	Ferguson Enterprises, Inc	11/04/2016	0.00	397.56
427554	FLUIDIQS	Glenmount Global Solutions Inc.	11/04/2016	0.00	9,240.99
427555	GROTH	Groth Corporation	11/04/2016	0.00	17,554.91
427556	HAMWSG	Hambro/WSG	11/04/2016	0.00	8,624.06
427557	EFFDEL	Ernie & Cheri Hardaway	11/04/2016	0.00	30.00
427558	HEMMIN	Hemmingsen Const Inc	11/04/2016	0.00	2,036.48
427559	DIVERS	Hub International	11/04/2016	0.00	125.98
427560	JACOBSG	Gregory Jacobs	11/04/2016	0.00	10.04
427561	KOFF	Kaneko & Krammer Corp.	11/04/2016	0.00	750.00
427562	BICOASTA	KPOD, LLC.	11/04/2016	0.00	1,149.00
427563	UB*04108	CORALYNE LEAL	11/04/2016	0.00	221.68
427564	UB*04110	CHRISTY LITTLE	11/04/2016	0.00	250.00
427565	UB*04104	ROBERT LOSACCO	11/04/2016	0.00	75.03
427566	UB*04109	ROXANNE MC CASLIN	11/04/2016	0.00	165.03
427567	UB*04105	KYLE MEYER	11/04/2016	0.00	163.30
427568	UB*04107	LARRY MILLS	11/04/2016	0.00	182.03
427569	OFFICEMA	Office Max Inc.	11/04/2016	0.00	172.52
427570	PETERSOT	Peterson Tractor Co.	11/04/2016	0.00	58.21
427571	RODRIGUZ	Gilberto Rodriguez	11/04/2016	0.00	53.86
427572	SILVER&W	Silver & Wright LLP	11/04/2016	0.00	880.09
427573	UB*04106	JASON SMITH	11/04/2016	0.00	201.85
427574	STOVER	Stover Engineering	11/04/2016	0.00	38,784.06
427575	TIDEWA	Tidewater Contractors Inc	11/04/2016	0.00	372.82
427576	UNIVAR	Univar USA Inc.	11/04/2016	0.00	6,615.62
427577	CALCARDS	US Bank Corporate Pmt Systems	11/04/2016	0.00	2,334.83
427578	WATERG	Water Gear Inc	11/04/2016	0.00	275.30
427579	AMFAM	American Family Life	11/07/2016	0.00	2,062.89
427580	AMLIF	Ameritas Life Ins. Corp.	11/07/2016	0.00	4,408.56
427581	CLEA	California Law Enforcement Association	11/07/2016	0.00	196.00
427582	WAMUTU	Crescent City Employees Association	11/07/2016	0.00	90.00
427583	CCPOLI	Crescent City Police Officer's Association	11/07/2016	0.00	245.00
427584	ICMARE	Iema Retirement Trust-457	11/07/2016	0.00	3,738.70
427585	REDWMO	Redwood Medical Offices	11/07/2016	0.00	194.00

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
427586	STANDAI	Standard Insurance Co	11/07/2016	0.00	2,137.87
427587	VISION	Vision Service Plan	11/07/2016	0.00	1,133.44
427605	ARKRAMO	A.R.K. Ramos	11/10/2016	0.00	3,025.00
427606	SPRING	Accela, Inc.	11/10/2016	0.00	1,309.80
427607	ADAMSASF	Adams Ashby Group	11/10/2016	0.00	400.00
427608	BLUEJON	Jonathan Blue	11/10/2016	0.00	16.57
427609	CRENNE	C Renner Petroleum Inc	11/10/2016	0.00	60.21
427610	CENTROPR	Centro Print Solutions	11/10/2016	0.00	107.19
427611	CHARTEC	Charter Communication Inc	11/10/2016	0.00	87.39
427612	CACEHA	Crescent Ace Hardware	11/10/2016	0.00	2,085.55
427614	CRESUNIF	Crescent Uniforms/Supply	11/10/2016	0.00	107.70
427615	CURRYE	Curry Equipment	11/10/2016	0.00	31.26
427616	DNOFFI	Del Norte Office Supply	11/10/2016	0.00	65.62
427617	DNSOLI	Del Norte Solid Waste	11/10/2016	0.00	207.05
427618	ENGLUN	Englund Marine Supply Co.	11/10/2016	0.00	64.12
427619	VERIZO2	Frontier	11/10/2016	0.00	2,666.27
427621	GEORGE	George's Auto & Diesel	11/10/2016	0.00	236.81
427622	GHOATR	Gh Outreach	11/10/2016	0.00	170.28
427623	GRAING	Grainger	11/10/2016	0.00	416.72
427624	HAPPY	Happy Software Inc	11/10/2016	0.00	7,789.00
427625	HARPER	Harper Motors	11/10/2016	0.00	184.24
427626	INDUSTST	Industrial Steel & Supply	11/10/2016	0.00	25.91
427627	KIMBALLM	Kimball Midwest	11/10/2016	0.00	85.55
427628	LACOAS	Laco Associates Consulting	11/10/2016	0.00	822.80
427629	LESSCH	Les Schwab Tire Co	11/10/2016	0.00	1,000.18
427630	MENDES	Mendes Supply Company	11/10/2016	0.00	1,070.62
427631	MISSIO	Mission Uniform & Linen	11/10/2016	0.00	270.42
427632	MORJON	Mor-Jon Inc	11/10/2016	0.00	168.17
427633	NCLAB	North Coast Laboratories	11/10/2016	0.00	389.00
427634	NCAGLOV	Northern Calif Gloves	11/10/2016	0.00	500.63
427635	OCCHIONE	Alisa Occhionero	11/10/2016	0.00	83.25
427636	OREILLY	Ozark Automotive Dis. Inc.	11/10/2016	0.00	96.01
427637	PACPOW	Pacific Power	11/10/2016	0.00	45,183.07
427638	RAYMOR	Ray Morgan Company	11/10/2016	0.00	171.06
427639	REDSKY	Red Sky Roofing, Inc.	11/10/2016	0.00	210.00
427640	ROTORO	Roto-Rooter	11/10/2016	0.00	1,838.00
427641	SIGMAALD	Sigma-Aldritch, Inc.	11/10/2016	0.00	239.70
427642	SPENCERE	Spencer Electric	11/10/2016	0.00	1,320.00
427643	TWOGUY	Two Guys	11/10/2016	0.00	8.19
427644	CALCARDS	US Bank Corporate Pmt Systems	11/10/2016	0.00	3,499.83
427645	DAILYT	Western Communications, Inc.	11/10/2016	0.00	1,710.20
427646	ZUMAR	Zumar	11/10/2016	0.00	628.05
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Accounts Payable

10-29-16 to 11-11-16 Council



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Printed: 11/15/2016 - 9:03 AM

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0	11/07/2016	630-000-4125-0000	Nov 16 Retiree Premiums & Admin Fees	6,958.32	no
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0	11/07/2016	610-000-2188-0000	PR Batch 00111.11.2016 Medicare Employee Portion	60.22	no
0	11/07/2016	610-000-2188-0000	PR Batch 00111.11.2016 Medicare Employer Portion	60.22	no
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0	11/07/2016	610-000-2187-0000	PR Batch 00111.11.2016 Survivor Benefit	0.93	no
427543	11/04/2016	001-113-4450-0000	Document storage	214.28	no
427544	11/04/2016	001-240-4230-0000	FY16-17 DOJ/CLETS line 10/19-11/18/16	359.49	no
427545	11/04/2016	901-230-4799-50611	Fire Hall seismic retrofit project	183,169.68	no
427545	11/04/2016	901-000-2112-0000	Fire Hall seismic retrofit project- retention	-9,158.49	no
427546	11/04/2016	413-352-4230-0000	FY16-17 alarm monitoring at WWTP NOV-JAN	294.00	no
427547	11/04/2016	413-000-3726-0000	Refund of sewer fees on non-connected properties	9,116.80	no
427548	11/04/2016	412-100-4312-0000	Online reservation system -OCT 2016	150.00	no
427549	11/04/2016	508-508-4330-0000	Fuel and diesel for FY 16-17	2,056.09	no
427549	11/04/2016	508-508-4330-0000	Fuel and diesel for FY 16-17	2,765.45	no
427550	11/04/2016	919-371-4799-3710	USDA water system improvements agreement	6,293.65	no
427551	11/04/2016	412-100-4310-0000	Shoreline RV Check-in Slips	39.24	no
427552	11/04/2016	413-352-4310-0000	pencils, whit out, tape, clipboard	10.51	no
427552	11/04/2016	001-470-4390-0000	white board/ markers	56.29	no
427552	11/04/2016	001-350-4310-0000	Dry Erase Board	56.29	no
427552	11/04/2016	001-470-4390-0000	binders for restroom	24.02	no
427552	11/04/2016	419-371-4390-0000	Dry Erase Board	56.29	no
427552	11/04/2016	413-353-4390-0000	Dry Erase Board	56.29	no
427553	11/04/2016	419-371-4390-0000	3/4 Comb Drill & Tap	229.08	no
427553	11/04/2016	001-470-4390-0000	18 - Falcon sprinkler heads for park irrigation	168.48	no
427554	11/04/2016	413-357-4450-0000	SCADA engineering support Jul-Dec 2016	9,240.99	no
427555	11/04/2016	413-357-4390-0000	Parts and tech support for gas digester	12,054.91	no
427555	11/04/2016	413-357-4450-0000	Parts and tech support for gas digester	5,500.00	no
427556	11/04/2016	413-352-4225-0000	Annual sludge disposal for FY16-17	1,451.08	no
427556	11/04/2016	413-352-4225-0000	Annual sludge disposal for FY16-17	1,534.67	no
427556	11/04/2016	413-352-4225-0000	Annual sludge disposal for FY16-17	1,430.78	no
427556	11/04/2016	413-352-4225-0000	Annual sludge disposal for FY16-17	1,430.78	no

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427556	11/04/2016	413-352-4225-0000	Annual sludge disposal for FY16-17	1,397.33	no
427556	11/04/2016	413-352-4225-0000	Annual sludge disposal for FY16-17	1,379.42	no
427557	11/04/2016	419-371-4470-0000	Sample delivery to North Coast Labs	30.00	no
427558	11/04/2016	001-364-4390-1002	AB rock delivery FY 16-17	468.39	no
427558	11/04/2016	413-353-4390-0000	AB rock delivery FY 16-17	203.65	no
427558	11/04/2016	419-371-4390-0000	AB rock delivery FY 16-17	1,364.44	no
427559	11/04/2016	001-000-2231-0000	Special Event Ins: First 5 10/22/16	125.98	no
427560	11/04/2016	506-506-4390-0000	Reimb: Paint sample for city hall	10.04	no
427561	11/04/2016	001-111-4409-0000	Koff presentation to Council	750.00	no
427562	11/04/2016	001-113-4409-fyprk	FYP radio marketing	199.50	no
427562	11/04/2016	001-113-4409-fyprk	FYP radio marketing	199.50	no
427562	11/04/2016	001-113-4409-fyprk	FYP radio marketing	750.00	no
427563	11/04/2016	419-000-2110-0000	Refund Check	221.68	no
427564	11/04/2016	419-000-2110-0000	Refund Check	250.00	no
427565	11/04/2016	419-000-2110-0000	Refund Check	75.03	no
427566	11/04/2016	419-000-2110-0000	Refund Check	165.03	no
427567	11/04/2016	419-000-2110-0000	Refund Check	163.30	no
427568	11/04/2016	419-000-2110-0000	Refund Check	182.03	no
427569	11/04/2016	001-350-4310-0000	HP Ink (multiple)	82.01	no
427569	11/04/2016	001-350-4310-0000	Canon Toner Cartridge	90.51	no
427570	11/04/2016	508-508-4390-0000	thread compd-blue magic	58.21	no
427571	11/04/2016	001-470-4320-0432	Protective Footwear Reimbursement Request Form	53.86	no
427572	11/04/2016	001-251-4410-0025	Legal fees - SEPT 2016	634.39	no
427572	11/04/2016	001-251-4410-0444	Legal fees SEPT 2016	245.70	no
427573	11/04/2016	419-000-2110-0000	Refund Check	201.85	no
427574	11/04/2016	901-230-4799-50611	Design/Engineering for Fire Hall Seismic Retrofit	9,203.06	no
427574	11/04/2016	901-230-4799-50611	Design/Engineering for Fire Hall Seismic Retrofit	16,261.25	no
427574	11/04/2016	901-230-4799-50612	Engineering/Design for Fire Hall bldg modernization	2,637.00	no
427574	11/04/2016	901-230-4799-50612	Engineering/Design for Fire Hall bldg modernization	10,682.75	no
427575	11/04/2016	901-364-4799-00112	Asphalt/Concrete for 5th & D St.	186.41	no
427575	11/04/2016	419-371-4390-0000	Concrete FY 16-17	186.41	no
427576	11/04/2016	413-352-4340-0000	Sodium bisulfite annual PO	6,615.62	no
427577	11/04/2016	412-100-4230-0000	DISH: cable service in FY17	552.40	no
427577	11/04/2016	001-251-4530-0000	E.Taylor Public Hearing: lodging 10/4-5/16	117.66	no
427577	11/04/2016	419-371-4530-0000	Asbestos Cert: 10/11-13/16 gas	36.00	no
427577	11/04/2016	419-371-4530-0000	Asbestos Cert: 10/11-13/16 hotel	123.72	no
427577	11/04/2016	419-371-4530-0000	Asbestos Cert: 10/11-13/16 gas	33.78	no
427577	11/04/2016	001-251-4530-0000	E.Taylor Public Hearing: gas 10/4-5/16	28.33	no
427577	11/04/2016	001-251-4530-0000	E. Taylor CACEO 10/18/16 - 10/21/16 - fuel	21.86	no
427577	11/04/2016	419-371-4530-0000	Asbestos Cert: 10/11-13/16 reg	200.00	no
427577	11/04/2016	419-371-4530-0000	Water Treatment Review 11/2-5/16: reg	500.00	no
427577	11/04/2016	419-371-4390-0000	WALMART: Storm Supplies	55.61	no
427577	11/04/2016	001-350-4550-0000	BNP: ENR subscription	86.00	no
427577	11/04/2016	413-353-4390-0000	WALMART: Storm Supplies	55.61	no
427577	11/04/2016	419-371-4530-0000	OWPSACSTATE: WWTP Op Field Study Training Program	114.68	no
427577	11/04/2016	001-364-4390-1002	WALMART: Storm Supplies	55.62	no
427577	11/04/2016	413-353-4390-0000	HARNESSLAND.COM: Safety Bucket for lift station maintenance	43.80	no
427577	11/04/2016	413-356-4390-3502	HARNESSLAND.COM: Safety Bucket for lift station maintenance	65.70	no
427577	11/04/2016	001-480-4390-0000	YOURPOOL: Pentair 152220 Triton II/Tagelus Filter 2 in. Sand Drn	84.99	no
427578	11/04/2016	001-480-4377-0000	Taxable merchandise for pool store	126.63	no
427578	11/04/2016	001-480-4377-0000	Taxable merchandise for pool store	148.67	no
427579	11/07/2016	610-000-2174-0000	Nov 11 Premiums	2,062.89	no
427580	11/07/2016	610-000-2177-0000	Nov 16 Premiums	4,408.56	no
427581	11/07/2016	610-000-2179-0000	Nov 16 Premiums	196.00	no
427582	11/07/2016	610-000-2184-0000	PR Batch 00001.11.2016 Misc EE Association Fund	90.00	no

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427583	11/07/2016	610-000-2181-0000	PR Batch 00001.11.2016 CCPOA Dues	245.00	no
427584	11/07/2016	610-000-2178-0000	Sub#102257040 Plan#300878	2,422.16	no
427584	11/07/2016	610-000-2178-0000	Sub#102257057 Plan#306752	440.58	no
427584	11/07/2016	610-000-2186-0000	Sub#102257040 Plan#300878	151.83	no
427584	11/07/2016	610-000-2186-0000	Sub#102257057 Plan#306752	724.13	no
427585	11/07/2016	001-240-4407-0000	Pre-employment exam	194.00	no
427585	11/07/2016	001-470-4407-0000	Pre-employment exam	194.00	no
427585	11/07/2016	413-352-4407-0000	8/12/16 credit for duplicate payment	-194.00	no
427586	11/07/2016	610-000-2179-0000	Nov 16 Premiums	2,137.87	no
427587	11/07/2016	610-000-2175-0000	Nov 16 Premiums	1,133.44	no
427605	11/10/2016	901-230-4799-50611	Signage for the Crescent City Fire Hall (50% DEPOSIT)	3,025.00	no
427606	11/10/2016	413-120-4415-0000	FY17 online payment transaction fees- OCT 2016	654.90	no
427606	11/10/2016	419-120-4415-0000	FY17 online payment transaction fees- OCT 2016	654.90	no
427607	11/10/2016	150-485-4409-14212	14-CDBG-9880 Gen Admin consultant contract- OCT 2016	400.00	no
427608	11/10/2016	419-371-4530-0000	Water Treatment Review 11/2-4/16: meals REMAINDER	16.57	no
427609	11/10/2016	001-230-4330-0000	Fuel	60.21	no
427610	11/10/2016	001-120-4310-0000	2016 W-2 laser forms and envelopes	107.19	no
427611	11/10/2016	412-100-4230-0000	Cable Service -	80.00	no
427611	11/10/2016	001-230-4230-0000	internet service dates 06/20-07/19/16	7.39	no
427612	11/10/2016	506-506-4390-0000	Metal panels & hardware for carpenter shop	993.76	no
427612	11/10/2016	506-506-4390-0000	Roofing, soffit, primed cedar for PD	629.67	no
427612	11/10/2016	506-506-4390-0000	SS angled Finish	27.14	no
427612	11/10/2016	506-506-4390-0000	23/32"CDX (3/4") 4x8 5Ply	58.70	no
427612	11/10/2016	506-506-4390-0000	Nailer Rental	30.17	no
427612	11/10/2016	001-480-4390-0000	PVC couplings and sprinkler	39.47	no
427612	11/10/2016	506-506-4390-0000	RETURN: Smart Soffit, mini vent	-83.08	no
427612	11/10/2016	001-480-4390-0000	coupling, elbow, adapter	24.30	no
427612	11/10/2016	001-480-4390-0000	coupling, sprinkler	17.21	no
427612	11/10/2016	413-357-4390-0000	Roundup, Roller, ProPack Duo	50.10	no
427612	11/10/2016	413-357-4390-0000	Rstp Spry Safety Yellow	38.71	no
427612	11/10/2016	506-506-4390-0000	Wallplate	3.06	no
427612	11/10/2016	001-470-4390-0000	Rake	6.61	no
427612	11/10/2016	001-471-4390-0000	Door Hinge Template, Screws	47.40	no
427612	11/10/2016	001-470-4390-0000	Coupl Brs	5.42	no
427612	11/10/2016	001-471-4390-0000	Screws, Spray Paint, Foot Bolt	23.09	no
427612	11/10/2016	001-471-4390-0000	Filler, Strike Lip	19.37	no
427612	11/10/2016	001-471-4390-0000	RETURN: Foot Bolt, spray paint	-20.83	no
427612	11/10/2016	001-471-4390-0000	Oil Stain	1.34	no
427612	11/10/2016	506-506-4390-0000	Rekey, deadbolt	36.93	no
427612	11/10/2016	413-357-4390-0000	Adhesive Spray	8.52	no
427612	11/10/2016	001-470-4390-0000	Mouse trap	3.43	no
427612	11/10/2016	508-508-4390-0000	Ball Bearings- truck #32	9.70	no
427612	11/10/2016	413-357-4390-0000	Mini Snake Drain Opener, Auger	18.40	no
427612	11/10/2016	413-351-4310-0000	Cross Cut Shredder	48.48	no
427612	11/10/2016	413-352-4310-0000	Cross Cut Shredder	48.48	no
427614	11/10/2016	001-230-4395-0000	Annual PO - uniforms and supplies	107.70	no
427615	11/10/2016	001-470-4390-0000	1 gal 6pk	25.86	no
427615	11/10/2016	001-470-4390-0000	element	18.30	no
427615	11/10/2016	001-470-4390-0000	spool, ultra 6 pk mix	34.46	no
427615	11/10/2016	001-470-4390-0000	RETURN: titanium	-47.36	no
427616	11/10/2016	001-350-4310-0000	white board & markers	18.76	no
427616	11/10/2016	419-371-4390-0000	white board & markers	18.76	no
427616	11/10/2016	413-353-4390-0000	white board & markers	18.77	no
427616	11/10/2016	001-350-4310-0000	book supports	3.11	no
427616	11/10/2016	419-371-4390-0000	book supports	3.11	no

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427616	11/10/2016	413-353-4390-0000	book supports	3.11	no
427617	11/10/2016	001-470-4225-0000	refuse disposal	126.39	no
427617	11/10/2016	506-506-4450-0000	refuse disposal	51.85	no
427617	11/10/2016	419-371-4225-0000	refuse disposal	28.81	no
427618	11/10/2016	419-371-4390-0000	push buttons	34.36	no
427618	11/10/2016	506-506-4390-0000	Cotton Rags	13.77	no
427618	11/10/2016	508-508-4390-0000	slip hook, hatch pull	15.99	no
427619	11/10/2016	001-480-4230-0000	Pool Phone 465-5761 -	108.54	no
427619	11/10/2016	412-100-4230-0000	Monthly Phone Bill	105.62	no
427619	11/10/2016	413-352-4230-0000	WWTP phone	248.58	no
427619	11/10/2016	413-351-4230-0000	Lab phone 464-5416	97.83	no
427619	11/10/2016	001-111-4230-0000	City Hall Shared Phone -	41.13	no
427619	11/10/2016	001-113-4230-0000	City Hall Shared Phone -	41.14	no
427619	11/10/2016	001-120-4230-0000	City Hall Shared Phone -	162.68	no
427619	11/10/2016	413-120-4230-0000	City Hall Shared Phone-	41.14	no
427619	11/10/2016	001-114-4230-0000	City Hall Shared Phone -	41.13	no
427619	11/10/2016	001-313-4230-0000	City Hall Shared Phone-	41.13	no
427619	11/10/2016	419-120-4230-0000	City Hall Shared Phone-	41.13	no
427619	11/10/2016	420-115-4230-0000	City Hall Shared Phone-	41.14	no
427619	11/10/2016	001-251-4230-0000	City Hall Shared Phone-	20.26	no
427619	11/10/2016	001-350-4230-0000	City Hall Shared Phone-	143.04	no
427619	11/10/2016	413-352-4230-0000	Trt Plt phone line	160.10	no
427619	11/10/2016	001-471-4230-0000	Cult Cntr Elev Alrm 707-464-4582	52.18	no
427619	11/10/2016	413-352-4230-0000	Treatment Plant Phone: 465-3054	405.73	no
427619	11/10/2016	413-353-4230-0000	Lift Station Phone PL0-0009 -	60.02	no
427619	11/10/2016	001-350-4230-0000	707-464-9506 monthly phone	120.06	no
427619	11/10/2016	413-120-4230-0000	707-465-6208 monthly phone	28.55	no
427619	11/10/2016	419-120-4230-0000	707-465-6208 monthly phone	28.54	no
427619	11/10/2016	508-508-4230-0000	707-464-9565 monthly phone	96.80	no
427619	11/10/2016	413-352-4230-0000	707-464-7023 monthly phone	57.09	no
427619	11/10/2016	001-471-4230-0000	707-465-3914 monthly phone	62.29	no
427619	11/10/2016	001-480-4230-0000	707-464-6940 monthly phone	50.28	no
427619	11/10/2016	413-120-4230-0000	707-464-6517 monthly phone	13.51	no
427619	11/10/2016	419-120-4230-0000	707-464-6517 monthly phone	13.51	no
427619	11/10/2016	001-240-4230-0000	707-464-2133 monthly phone	143.32	no
427619	11/10/2016	001-350-4230-0000	707 465-4405 downstairs fax	6.90	no
427619	11/10/2016	001-251-4230-0000	707 465-4405 downstairs fax	0.98	no
427619	11/10/2016	420-115-4230-0000	707 465-4405 downstairs fax	1.99	no
427619	11/10/2016	413-120-4230-0000	707 465-4405 downstairs fax	1.98	no
427619	11/10/2016	419-120-4230-0000	707 465-4405 downstairs fax	1.99	no
427619	11/10/2016	001-111-4230-0000	707 465-4405 downstairs fax	1.98	no
427619	11/10/2016	001-113-4230-0000	707 465-4405 downstairs fax	1.99	no
427619	11/10/2016	001-114-4230-0000	707 465-4405 downstairs fax	1.98	no
427619	11/10/2016	001-120-4230-0000	707 465-4405 downstairs fax	7.85	no
427619	11/10/2016	001-313-4230-0000	707 465-4405 downstairs fax	1.99	no
427619	11/10/2016	001-120-4230-0000	707 465-1719 upstairs fax	7.16	no
427619	11/10/2016	001-111-4230-0000	707 465-1719 upstairs fax	1.81	no
427619	11/10/2016	001-313-4230-0000	707 465-1719 upstairs fax	1.81	no
427619	11/10/2016	001-113-4230-0000	707 465-1719 upstairs fax	1.81	no
427619	11/10/2016	001-114-4230-0000	707 465-1719 upstairs fax	1.81	no
427619	11/10/2016	001-251-4230-0000	707 465-1719 upstairs fax	0.89	no
427619	11/10/2016	001-350-4230-0000	707 465-1719 upstairs fax	6.30	no
427619	11/10/2016	413-120-4230-0000	707 465-1719 upstairs fax	1.81	no
427619	11/10/2016	419-120-4230-0000	707 465-1719 upstairs fax	1.81	no
427619	11/10/2016	420-115-4230-0000	707 465-1719 upstairs fax	1.81	no

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427619	11/10/2016	413-353-4230-0000	707-465-4191Lift Station Phone	23.09	no
427621	11/10/2016	413-351-4390-0000	Lab generator parts	21.28	no
427621	11/10/2016	508-508-4390-0000	shop parts	114.84	no
427621	11/10/2016	001-230-4391-0000	Fire- parts	54.83	no
427621	11/10/2016	508-508-4390-0000	Hyd. Hose	45.86	no
427623	11/10/2016	001-230-4391-0000	Back up camera system for the Fire Chief vehicle	360.07	no
427623	11/10/2016	508-508-4390-0000	tungsten electrode	56.65	no
427625	11/10/2016	508-508-4390-0000	Brake Shoes- Truck #16	184.24	no
427626	11/10/2016	508-508-4390-0000	1/8" x 1" HR Strip- SHOP	25.91	no
427627	11/10/2016	508-508-4390-0000	4 1/2 VSR Medium Surf	85.55	no
427628	11/10/2016	901-230-4799-50611	Welding inspection	822.80	no
427629	11/10/2016	508-508-4390-0000	New front tires for dump truck #16	875.16	no
427629	11/10/2016	508-508-4390-0000	Wheels- Truck #21	179.16	no
427629	11/10/2016	001-230-4390-0000	CREDIT: 7/22/16 Overpmt of Order #6220175163	-54.14	no
427630	11/10/2016	001-230-4370-0000	Janitorial supplies	372.98	no
427630	11/10/2016	001-470-4370-0000	Janitorial Supplies	276.42	no
427630	11/10/2016	001-230-4370-0000	Janitorial supplies	83.34	no
427630	11/10/2016	001-230-4370-0000	Janitorial Supplies	24.57	no
427630	11/10/2016	001-240-4370-0000	Janitorial Supplies	24.57	no
427630	11/10/2016	001-471-4370-0000	Janitorial Supplies	24.57	no
427630	11/10/2016	001-480-4370-0000	Janitorial Supplies	61.43	no
427630	11/10/2016	412-100-4370-0000	Janitorial Supplies	24.57	no
427630	11/10/2016	413-352-4370-0000	Janitorial Supplies	24.57	no
427630	11/10/2016	508-508-4370-0000	Janitorial Supplies	30.72	no
427630	11/10/2016	001-350-4370-0000	Janitorial Supplies	70.03	no
427630	11/10/2016	001-111-4370-0000	Janitorial Supplies	2.46	no
427630	11/10/2016	001-113-4370-0000	Janitorial Supplies	2.46	no
427630	11/10/2016	001-114-4370-0000	Janitorial Supplies	2.46	no
427630	11/10/2016	001-120-4370-0000	Janitorial Supplies	9.83	no
427630	11/10/2016	001-251-4370-0000	Janitorial Supplies	1.23	no
427630	11/10/2016	001-313-4370-0000	Janitorial Supplies	2.46	no
427630	11/10/2016	413-120-4370-0000	Janitorial Supplies	2.46	no
427630	11/10/2016	419-120-4370-0000	Janitorial Supplies	2.46	no
427630	11/10/2016	420-115-4370-0000	Janitorial Supplies	2.46	no
427631	11/10/2016	413-351-4320-0000	Laundry service FY 16-17	7.56	no
427631	11/10/2016	413-351-4320-0000	Laundry service FY 16-17	8.89	no
427631	11/10/2016	413-351-4320-0000	Laundry service FY 16-17	8.89	no
427631	11/10/2016	413-351-4320-0000	Laundry service FY 16-17	7.56	no
427631	11/10/2016	001-120-4370-0000	Janitorial Supplies	8.90	no
427631	11/10/2016	413-351-4320-0000	Laundry service FY 16-17	7.56	no
427631	11/10/2016	413-352-4320-0000	Laundry service FY 16-17	39.90	no
427631	11/10/2016	001-120-4370-0000	Janitorial Supplies	8.90	no
427631	11/10/2016	413-351-4390-0000	Supplies: Gloves	83.94	no
427631	11/10/2016	413-352-4320-0000	Laundry service FY 16-17	39.90	no
427631	11/10/2016	413-357-4320-0000	Laundry service FY 16-17	11.44	no
427631	11/10/2016	413-357-4320-0000	Laundry service FY 16-17	11.44	no
427631	11/10/2016	508-508-4320-0000	Laundry service FY 16-17	12.77	no
427631	11/10/2016	508-508-4320-0000	Laundry service FY 16-17	12.77	no
427632	11/10/2016	001-480-4390-0000	AXS Bearing	18.32	no
427632	11/10/2016	001-470-4390-0000	Axis Bearing	17.78	no
427632	11/10/2016	508-508-4390-0000	Steel Ball 1/2"-truck #32	3.23	no
427632	11/10/2016	508-508-4390-0000	Castle Nut- Truck #32	5.31	no
427632	11/10/2016	508-508-4390-0000	Steel Ball 1/2" -Truck #32	8.08	no
427632	11/10/2016	413-357-4390-0000	AXS & Ball Bearing	27.21	no
427632	11/10/2016	508-508-4390-0000	Welding Supplies	56.39	no

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427632	11/10/2016	413-356-4390-35022	Super HC inv V-Belt (CSA WalMart)	22.69	no
427632	11/10/2016	508-508-4390-0000	Tapped Bearing Set- Truck #32	9.16	no
427632	11/10/2016	508-508-4390-0000	Brake Shoes	63.95	no
427632	11/10/2016	508-508-4390-0000	RETURN: Brake Shoes	-63.95	no
427633	11/10/2016	413-352-4470-0000	External regulatory lab tests for sewer utility	109.00	no
427633	11/10/2016	419-371-4470-0000	External regulatory lab tests for water utility	280.00	no
427634	11/10/2016	001-470-4390-0000	PPE for multiple departments	125.16	no
427634	11/10/2016	419-371-4390-0000	PPE for multiple departments	125.16	no
427634	11/10/2016	001-364-4390-10024	PPE for multiple departments	125.16	no
427634	11/10/2016	413-353-4390-0000	PPE for multiple departments	125.15	no
427635	11/10/2016	001-230-4530-0000	Fire Investigation 1B Class: meals 11/18-19/16 ADVANCE	83.25	no
427636	11/10/2016	508-508-4390-0000	Spray Paint	19.37	no
427636	11/10/2016	508-508-4390-0000	undercoating	13.34	no
427636	11/10/2016	508-508-4390-0000	butt splices, marker light	63.30	no
427637	11/10/2016	001-111-4210-0000	FY16-17 electricity 09/29-10/31/16	32.36	no
427637	11/10/2016	001-113-4210-0000	FY16-17 electricity 09/29-10/31/16	32.36	no
427637	11/10/2016	001-114-4210-0000	FY16-17 electricity 09/29-10/31/16	32.36	no
427637	11/10/2016	001-120-4210-0000	FY16-17 electricity 09/29-10/31/16	127.95	no
427637	11/10/2016	001-230-4210-0000	FY16-17 electricity 09/29-10/31/16	73.34	no
427637	11/10/2016	001-240-4210-0000	FY16-17 electricity 09/29-10/31/16	499.80	no
427637	11/10/2016	001-251-4210-0000	FY16-17 electricity 09/29-10/31/16	15.94	no
427637	11/10/2016	001-313-4210-0000	FY16-17 electricity 09/29-10/31/16	32.36	no
427637	11/10/2016	001-350-4210-0000	FY16-17 electricity 09/29-10/31/16	112.53	no
427637	11/10/2016	001-364-4210-10023	FY16-17 electricity 09/29-10/31/16	6,595.74	no
427637	11/10/2016	001-470-4210-0000	FY16-17 electricity 09/29-10/31/16	822.41	no
427637	11/10/2016	001-471-4210-0000	FY16-17 electricity 09/29-10/31/16	808.87	no
427637	11/10/2016	001-480-4210-0000	FY16-17 electricity 09/29-10/31/16	3,367.64	no
427637	11/10/2016	413-120-4210-0000	FY16-17 electricity 09/29-10/31/16	32.36	no
427637	11/10/2016	413-351-4210-0000	FY16-17 electricity 09/29-10/31/16	815.65	no
427637	11/10/2016	413-352-4210-0000	FY16-17 electricity 09/29-10/31/16	15,592.93	no
427637	11/10/2016	413-353-4210-0000	FY16-17 electricity 09/29-10/31/16	13.04	no
427637	11/10/2016	413-353-4210-35015	FY16-17 electricity 09/29-10/31/16	372.36	no
427637	11/10/2016	419-120-4210-0000	FY16-17 electricity 09/29-10/31/16	32.36	no
427637	11/10/2016	419-371-4210-0000	FY16-17 electricity 09/29-10/31/16	14,554.74	no
427637	11/10/2016	420-115-4210-0000	FY16-17 electricity 09/29-10/31/16	32.36	no
427637	11/10/2016	508-508-4210-0000	FY16-17 electricity 09/29-10/31/16	856.84	no
427639	11/10/2016	506-506-4390-0000	Replaced damaged shingles-pool	210.00	no
427640	11/10/2016	413-356-4450-35022	Storm vacuum services for Roy & Hodge	1,838.00	no
427641	11/10/2016	413-351-4685-0000	Annual Enviro Lab proficiency testing	239.70	no
427642	11/10/2016	901-364-4799-00112	Saw cuts to install a manhole for 5th & D St.	1,320.00	no
427643	11/10/2016	508-508-4390-0000	ball studs/bracket	8.19	no
427644	11/10/2016	413-352-4390-0000	TECHWHOLESALE: radio w/remote speaker mic	296.58	no
427644	11/10/2016	001-230-4550-0000	ICC: building & fire combo	372.34	no
427644	11/10/2016	001-230-4530-0000	Fire Inv 1B Class - A.Occhionero: hotel 10/21/16	100.98	no
427644	11/10/2016	001-230-4310-0000	AMAZON: two monitors and wall mount	341.82	no
427644	11/10/2016	001-000-1350-0000	Computer Loan: Ipad Pro	624.35	no
427644	11/10/2016	001-120-4530-0000	Leaver - CSFMO Conf: registration 2/6-10/16	173.34	no
427644	11/10/2016	001-230-4530-0000	Scene support	440.74	no
427644	11/10/2016	001-480-4370-0000	HOME DEPOT: Janitorial Supplies	20.89	no
427644	11/10/2016	413-120-4530-0000	Leaver - CSFMO Conf: registration 2/6-10/16	173.33	no
427644	11/10/2016	001-000-2122-0000	Computer Loan: Ipad Pro (taxes payable)	-44.91	no
427644	11/10/2016	001-480-4390-0000	WALMART: parts & supplies	27.58	no
427644	11/10/2016	001-480-4376-0000	SAFEWAY, ETC: taxable food snackbar inventory	91.52	no
427644	11/10/2016	419-120-4530-0000	Leaver - CSFMO Conf: registration 2/6-10/16	173.33	no
427644	11/10/2016	001-480-4378-0000	SAFEWAY, ETC: non taxable food snackbar inventory	268.16	no

Check Num	Check Da	Account	Description	Amount	Selected for Vo
427644	11/10/2016	420-115-4390-0000	DRI BLUE IRIS: Surveillance Software	59.95	no
427644	11/10/2016	001-480-4379-0000	SAFEWAY, ETC: sales tax on resale goods for snackbar inventory	7.10	no
427644	11/10/2016	420-115-4450-0000	SPAMHERO: monthly service	6.95	no
427644	11/10/2016	420-115-4450-0000	THE HOME DEPOT: 100' Spool Phone Line	32.29	no
427644	11/10/2016	420-115-4450-0000	AMAZON: Raspberry PI for Downstairs Speakers	56.44	no
427644	11/10/2016	420-115-4450-0000	AMAZON: Raspberry PI for Downstairs Speakers	10.76	no
427644	11/10/2016	001-350-4450-0000	TRIMBLE SKETCHUP: Computer License	120.00	no
427644	11/10/2016	420-115-4390-0000	AMAZON: Wireless Mouse and Keyboards	87.34	no
427644	11/10/2016	419-371-4390-0000	SERVERSUPPLY: Replacement Power Supply for EMOT workstation	25.00	no
427644	11/10/2016	420-115-4450-0000	FUTUREQUEST: monthly service	33.95	no
427645	11/10/2016	001-313-4430-0000	Planning Commission Notice of Hearing 10/01/16	278.70	no
427645	11/10/2016	001-113-4430-0000	City Council- Notice of Hearing 10/08/16	154.95	no
427645	11/10/2016	001-113-4430-0000	City Council- Ordinance Amendment 10/22/16	80.70	no
427645	11/10/2016	413-352-4240-0000	Measure Q PSA 10/20/16 & 10/22/16	625.00	no
427645	11/10/2016	150-485-4430-1421	PD Facility Study CDBG- Req for Proposals 10/04/16	110.90	no
427645	11/10/2016	001-114-4407-0000	Job Posting HR 10/8-13/16	56.00	no
427645	11/10/2016	901-470-4799-4700	Public Notice Howe Drive Beach Acc Project 10/22/16	140.10	no
427645	11/10/2016	901-470-4799-4700	Public Notice Howe Drive Beach Acc Project 10/29/16	138.60	no
427645	11/10/2016	001-313-4430-0000	Planning Commission Notice of Public Hearing 10/29/16	125.25	no
427646	11/10/2016	001-364-4390-1002	(50) sign caps, (50) sign crosses	628.05	no
				477,493.29	

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CITY COUNCIL AGENDA REPORT

TO: MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: DAVID VAN DERMARK, CITY MANAGER

BY: LINDA LEAVER, DIRECTOR OF FINANCE

DATE: NOVEMBER 21, 2016

SUBJECT: BUDGET-TO-ACTUAL FINANCIAL REPORT FOR OCTOBER, 2016

RECOMMENDATION

Receive and file Budget-to-Actual Financial Report of the City's major operating funds as of October 31, 2016.

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 October 31, 2016 of the year-to-date revenues and expenses of the City's major operating funds: General Fund, Housing Fund, Shoreline RV Park Fund, Sewer Fund and Water Fund.

ANALYSIS

As of October 31, 2016, there is 67% of the year remaining. The General Fund, which is primarily funded through taxes, grants, and charges for service, has received approximately 24% of its annual budgeted revenue, with 76% remaining to be collected. This is not unusual, as most of these payments are received either quarterly (first payments in October) or semi-annually (first payments in December or January). The Housing Authority is funded monthly by the federal government. The RV Park receives the majority of its revenue during the summer and early fall months. The Sewer and Water Funds are financed by charges for service and receive revenues relatively evenly throughout the year.

Expenses in all of the major operating funds except the Housing Fund have 70-80% of their budgets remaining. While some expenses such as personnel and utilities are fairly evenly spread throughout the year, annual budgets also include various projects which will occur later in the year. Also note that encumbrance amounts for some expenses will be high as departments are recording annual purchase orders for purchases to be made throughout the year.

- **General Fund**

General Fund revenues show that 76% of the budgeted amount is yet to be received. This is due to the timing of when certain revenues are received. Most taxes, third party billings, and grant reimbursements are received quarterly or semiannually. General Fund actual expenditures show that 75% of the budgeted amount is yet to be expended.

- **Beachfront Park CIP Fund**

The Beachfront Park CIP Fund contains donations received from inception to date plus a small amount of interest revenue. None of the Beachfront Park donations have been expended yet.

- **Abatement Program**

The Abatement Program, inception to date, has revenues exceeding expenses by \$7,925. Revenues include the initial seed money from the General Fund.

- **Housing Authority Fund**

The Housing Authority's actual revenues show 66% remaining to be collected and actual expenditures have remaining amounts of 67%. This reflects continuing accuracy in the fiscal management of this fund.

- **Shoreline RV Park Fund**

Revenues collected by the Shoreline Recreational Vehicle Park (RV Park) show only 39% of the budget remaining to be collected. Most rental revenues are received in the summer months. Actual expenses in the RV Park show 72% of the budget left to be expended.

- **Sewer Fund**

The Sewer Fund revenues show 67% of the budget remaining to be collected and 80% of budgeted expenses remaining to be expended.

- **Water Fund**

Water Fund revenues show 63% of the budget remaining to be collected and 75% of budgeted expenses remaining to be expended.

- **Summary**

The following table summarizes the actual revenues and operating expenses for the City's five major operating funds, not including encumbrances, debt service, or capital projects:

Budget-to-Actual Report for October, 2016
November 21, 2016

	Budget	Actual	Remaining \$	Remaining %
General Fund				
Revenue	4,898,237	1,161,711	3,736,526	76%
Expense	5,252,237	1,324,669	3,927,568	75%
Net	(354,000)	(162,959)		
Housing Fund				
Revenue	3,426,411	1,171,221	2,255,190	66%
Expense	3,447,182	1,122,006	2,325,176	67%
Net	(20,771)	49,215		
RV Park Fund				
Revenue	269,052	164,809	104,243	39%
Expense	266,887	75,926	190,961	72%
Net	2,165	88,884		
Sewer Fund				
Revenue	4,750,672	1,581,749	3,168,923	67%
Expense	3,480,755	711,418	2,769,337	80%
Net	1,269,917	870,331		
Water Fund				
Revenue	2,529,619	929,145	1,600,474	63%
Expense	1,890,487	477,151	1,413,336	75%
Net	639,132	451,994		

Specific items in each fund with significant variances are explained further in the attached budget-to-actual report.

FISCAL ANALYSIS

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

STRATEGIC PLAN ANALYSIS

This report is consistent with the 2016 Strategic Plan Goal 3, ongoing priority to “Maintain responsible fiscal management and accountability.”

ATTACHMENT

- Monthly budget-to-actual report for October, 2016

City of Crescent City
FY 2016-17 General Fund Operating Report
As of October 31, 2016

% of Year Remaining: **67%**

Description	Notes	Budget	Actual	Remaining before Encumbrances		Encumbrances	Remaining after Encumbrances	
				\$ Remaining	% Remaining		\$ Remaining	% Remaining
Non-Departmental Revenue								
Tax Revenue	1	3,329,713	859,583	2,470,130	74%	-	2,470,130	74%
Licenses & Permits	1	272,296	57,654	214,642	79%	-	214,642	79%
Interest Income	1	11,727	1,755	9,972	85%	-	9,972	85%
Lease-Rental Income		27,918	12,280	15,638	56%	-	15,638	56%
Other Revenue		33,360	1,189	32,171	96%	-	32,171	96%
Departmental Revenue								
City Council	2	92,503	18,390	74,113	80%	-	74,113	80%
Community Support		-	-	-	-	-	-	-
City Clerk		93,762	26,779	66,983	71%	-	66,983	71%
City Attorney	3	-	968	(968)	-	-	(968)	-
Fire	1	336,911	27,196	309,715	92%	-	309,715	92%
Police	1	215,944	40,338	175,606	81%	-	175,606	81%
Building & Code Enforcement		107,550	28,283	79,267	74%	-	79,267	74%
Planning	4	3,000	1,463	1,538	51%	-	1,538	51%
PW Admin		-	-	-	-	-	-	-
Streets	1	163,000	37,213	125,787	77%	-	125,787	77%
Parks	4	1,200	806	394	33%	-	394	33%
Cultural Center		15,553	4,421	11,132	72%	-	11,132	72%
Swimming Pool	5	193,800	43,394	150,406	78%	-	150,406	78%
General Fund Revenue Total		4,898,237	1,161,711	3,736,526	76%	-	3,736,526	76%
Non-Departmental Expenditures								
City Council	2	144,126	29,933	114,193	79%	450	113,743	79%
Administration		61,233	20,186	41,047	67%	1,335	39,712	65%
Community Support	7	111,466	37,888	73,578	66%	57,000	16,578	15%
City Clerk	8	139,737	37,374	102,363	73%	21,440	80,923	58%
Human Resources	9	31,051	968	30,083	97%	194	29,889	96%
Finance		134,996	29,341	105,655	78%	17,652	88,003	65%
City Attorney	10	95,100	14,323	80,777	85%	5,212	75,565	79%
Fire		591,252	156,863	434,389	73%	67,212	367,176	62%
Police		1,943,011	452,173	1,490,838	77%	41,862	1,448,976	75%
Building & Code Enforcement		206,170	46,510	159,660	77%	20,182	139,478	68%
Planning	11	123,380	56,851	66,529	54%	420	66,109	54%
Public Works - Admin		169,603	38,803	130,800	77%	4,902	125,898	74%
Public Works - Streets	12	439,714	108,846	330,868	75%	70,649	260,219	59%
Public Works - Parks		276,724	79,086	197,638	71%	13,940	183,698	66%
Cultural Center	12	77,396	14,183	63,213	82%	27,485	35,729	46%
Swimming Pool	12	476,772	142,991	333,781	70%	74,212	259,569	54%
General Fund Expenditure Total		5,252,237	1,324,669	3,927,568	75%	502,192	3,425,375	65%
NET OPERATING RESULTS		(354,000)	(162,959)					

GENERAL FUND NOTES:

- 1 General Fund revenues are not received evenly throughout the year. Many taxes, third party billings, 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 Includes reimbursement.
- 4 Budgeted revenues are based on prior experience; actual usage will vary.
- 5 Daily pool revenues are roughly even with the same month last year. December and March-June are high revenue months.
- 6 Includes FY16-17 revenue sharing with the County, plus a budgeted catch-up payment for FY14-15. The catch-up payment was accrued back to FY16 per the auditor.
- 7 Encumbrance includes the quarterly contributions to the Chamber of Commerce and the annual contribution to BCRAA.
- 8 Encumbrance includes election costs and legislative software.
- 9 HR position is currently vacant.
- 10 Attorney services are used only as needed.
- 11 The annual payment to LAFCo has been made.
- 12 Encumbrance includes annual utility costs.

**Beachfront Park CIP
As of October 31, 2016**

Project	Bucket	Donations, Grants, and Interest Earnings			Total
		FY14-15	FY15-16	FY16-17	
Interest Earnings - unallocated		-	17	15	33
Amphitheater and Concessions	BFP01	-	-	-	-
Artistic Improvements	BFP02	-	-	-	-
Beach Access Improvements	BFP03	5,600	-	-	5,600
Bus Stop	BFP04	-	-	-	-
Disc Golf	BFP05	-	-	-	-
Dog Park	BFP06	1,053	3,601	-	4,654
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	-	-	-	-
		6,653	3,851	81	10,586

Project	Bucket	Expenditures			Total
		FY14-15	FY15-16	FY16-17	
Interest Earnings - unallocated		-	-	-	-
Amphitheater and Concessions	BFP01	-	-	-	-
Artistic Improvements	BFP02	-	-	-	-
Beach Access Improvements	BFP03	-	-	-	-
Bus Stop	BFP04	-	-	-	-
Disc Golf	BFP05	-	-	-	-
Dog Park	BFP06	-	-	-	-
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	-	-	-	-
		-	-	-	-

Code Enforcement Abatement Program
Inception through October 31, 2016

	FY2012-13 as of 6/30/13	FY2013-14 as of 6/30/14	FY2014-15 as of 6/30/15	FY2015-16 as of 6/30/2016	FY2016-17 as of 10/31/2016
Beginning Balance	-	68,962	(3,694)	(8,166)	12,314
Revenues	94,000	42,361	56,191	59,404	1,355
Expenses	(25,038)	(115,017)	(60,663)	(38,924)	(5,744)
Ending Balance	68,962	(3,694)	(8,166)	12,314	7,925

City of Crescent City
FY 2016-17 Housing Fund Operating Report
As of October 31, 2016

% of Year Remaining: 67%

Description	Notes	Budget	Actual	Remaining before Encumbrances		Encumbrances	Remaining after Encumbrances	
				\$ Remaining	% Remaining		\$ Remaining	% Remaining
Revenue								
Interest		10	70	(60)	-597%	-	(60)	-597%
Recovery-Admin Fee 50%	1	10,500	1,903	8,597	82%	-	8,597	82%
Recovery-HAP 50%	1	10,500	1,903	8,597	82%	-	8,597	82%
HUD Admin Revenue		405,704	141,836	263,868	65%	-	263,868	65%
HUD Housing Assistance		2,996,547	1,021,766	1,974,781	66%	-	1,974,781	66%
HAP Owner Reimbursement	2	1,150	409	741	64%	-	741	64%
Port In - HAP	2	-	2,999	(2,999)	-	-	(2,999)	-
Port In - Admin	2	2,000	335	1,665	83%	-	1,665	83%
Revenue Total		3,426,411	1,171,221	2,255,190	66%	-	2,255,190	66%
Expense								
Housing Assistance Payments		2,996,547	997,627	1,998,920	67%	-	1,998,920	67%
Port In - HAP		-	2,498	(2,498)	-	-	(2,498)	-
Personnel								
Housing		351,376	101,215	250,161	71%	-	250,161	71%
Admin / HR	3	10,896	2,029	8,867	81%	-	8,867	81%
Finance		17,386	3,933	13,453	77%	-	13,453	77%
City Attorney	4	1,500	41	1,459	97%	-	1,459	97%
Utilities and telephone	5	7,440	1,840	5,600	75%	3,818	1,782	24%
Materials and supplies	5	24,235	4,443	19,792	82%	15,530	4,261	18%
Contracts and services		19,186	2,261	16,925	88%	4,333	12,592	66%
Employee Support	6	4,053	3,008	1,045	26%	237	808	20%
Interest remitted to HUD	7	10	-	10	100%	-	10	100%
ISF Allocations		14,553	3,110	11,443	79%	-	11,443	79%
Expense Total		3,447,182	1,122,006	2,325,176	67%	23,918	2,301,257	67%
NET OPERATING RESULTS		(20,771)	49,215					
HAP Reserve held by HUD		85,993						

NOTES:

- 1 Fraud recovery is recorded only when payments are received.
- 2 These revenues function as reimbursements; revenue will not be received unless a corresponding expenditure is made.
- 3 HR position is currently vacant.
- 4 Attorney services are used only as needed.
- 5 Encumbrances include annual POs for utilities, office supplies, etc.
- 6 Annual subscriptions and dues have been paid.
- 7 HUD requires that interest earned on funds held by the Housing Authority is to be remitted to HUD. To date the amount of interest earned has been de minimus; transfers will not be made unless or until the amount is greater.

City of Crescent City
FY 2016-17 RV Park Fund Operating Report
As of October 31, 2016

% of Year Remaining: 67%

Description	Notes	Budget	Actual	Remaining before Encumbrances		Encumbrances	Remaining after Encumbrances	
				\$ Remaining	% Remaining		\$ Remaining	% Remaining
Revenue								
Interest		2,311	136	2,175	94%	-	2,175	94%
Misc sales		-	2,140	(2,140)		-	(2,140)	
Rental revenue non-TOT	1	50,681	33,503	17,178	34%	-	17,178	34%
Rental revenue - subject to TOT	1	216,060	129,030	87,030	40%	-	87,030	40%
Other revenue		-	-	-		-	-	
Revenue Total		269,052	164,809	104,243	39%	-	104,243	39%
Expense								
Personnel								
RV Park		53,800	15,067	38,733	72%	-	38,733	72%
Admin / HR	2	13,620	2,536	11,084	81%	-	11,084	81%
Finance		19,475	4,237	15,238	78%	-	15,238	78%
Utilities and telephone	3	90,000	28,993	61,007	68%	46,694	14,313	16%
Materials and supplies		8,835	1,239	7,596	86%	1,350	6,246	71%
Contracts and services	4	33,631	8,197	25,434	76%	10,749	14,685	44%
Other operating uses	5	900	-	900	100%	-	900	100%
ISF Allocations		46,626	15,657	30,969	66%	-	30,969	66%
Expense Total		266,887	75,926	190,961	72%	58,793	132,168	50%
Debt Service	6	26,651	-	-		-	-	
Total Expenditures		293,538	75,926					
NET OPERATING RESULTS		(24,486)	88,884					

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

NOTES:

- 1 Revenues are highly seasonal.
- 2 HR position is currently vacant.
- 3 Encumbrance includes annual utilities.
- 4 Budget includes contracted park hosts and bank fees, which are anticipated to be higher when the online payment system is installed.
- 5 Budget is for an annual State permit to operate an RV Park, typically paid at the end of the fiscal year.
- 6 Budget is for payment to General Fund for reconstruction loan.

**City of Crescent City
FY 2016-17 Sewer Fund Operating Report
As of October 31, 2016**

% of Year Remaining: 67%

Description	Notes	Budget	Actual	Remaining before Encumbrances		Encumbrances	Remaining after Encumbrances	
				\$ Remaining	% Remaining		\$ Remaining	% Remaining
Revenue								
Interest		10,873	4,723	6,150	57%	-	6,150	57%
Other Income		32,445	11,232	21,213	65%	-	21,213	65%
Charges for services		4,415,729	1,516,636	2,899,093	66%	-	2,899,093	66%
Sewer connections	1	38,728	19,364	19,364	50%	-	19,364	50%
Sewer lab	2	97,633	29,794	67,839	69%	-	67,839	69%
County collection systems	3	155,264	-	155,264	100%	-	155,264	100%
Revenue Total		4,750,672	1,581,749	3,168,923	67%	-	3,168,923	67%
Expense								
Admin / HR	4	115,320	24,775	90,545	79%	-	90,545	79%
Finance		299,083	76,345	222,738	74%	19,014	203,725	68%
Capital reserve set aside	5	220,000	-	220,000	100%	-	220,000	100%
City attorney	6	10,000	697	9,303	93%	-	9,303	93%
Sewer lab	7	404,325	117,100	287,225	71%	38,527	248,697	62%
WWTP operations	7	1,498,622	303,238	1,195,384	80%	441,328	754,056	50%
City collection systems	7	253,214	59,096	194,118	77%	10,272	183,846	73%
County collection systems		155,264	49,844	105,420	68%	-	105,420	68%
WWTP major maintenance	8	524,927	80,323	444,604	85%	31,389	413,214	79%
Expense Total		3,480,755	711,418	2,769,337	80%	540,531	2,228,806	64%
Debt Service	9	1,200,000	1,200,000					
CIP Expenditures	10	631,897	-					
Total Expenditures		5,312,652	1,911,418					
Net Operating Results		(561,980)	(329,669)					

NOTES:

- 1 Connections are budgeted based on prior years' experience. Actual results will depend on the number of connections requested.
- 2 Internal lab services are billed quarterly.
- 3 CSA yet to be billed.
- 4 HR position is currently vacant.
- 5 Capital Reserve set-aside requirement of \$220,000 is in this budget line. This is a placeholder to transfer cash from operations into the reserve account.
- 6 Attorney services are used only as needed.
- 7 Encumbrance includes utilities for the year.
- 8 Under budget in personnel, supplies, and contracts.
- 9 Debt service payment made August 1.
- 10 Transfers out to CIP fund will be made as needed

SEWER CAPITAL IMPROVEMENT PROJECTS (Expenses)
As of October 31, 2016

% of Year Remaining: **66.7%**

Description	Notes	Budget	Actual	Remaining before Encumbrances		Encumbrances	Remaining after Encumbrances	
				\$ Remaining	% Remaining		\$ Remaining	% Remaining
Electrical MCC in Mech Bldg		50,000	655	49,345	99%	-	49,345	99%
Solids Handling Feasibility Study		53,045	-	53,045	100%	-	53,045	100%
Drains & Asphalt		106,090	-	106,090	100%	-	106,090	100%
Lift Station Rehab		150,000	-	150,000	100%	-	150,000	100%
Digester Cleaning		61,800	-	61,800	100%	-	61,800	100%
SCADA Reconciliation		21,218	-	21,218	100%	-	21,218	100%
Gravity Thickener Rehab		63,654	-	63,654	100%	-	63,654	100%
Digester Cover Rehab		106,090	-	106,090	100%	-	106,090	100%
HVAC Rehab		20,000	-	20,000	100%	-	20,000	100%
CIP Total		631,897	655	631,242	100%	-	631,242	100%

City of Crescent City
FY 2016-17 Water Fund Operating Report
As of October 31, 2016

% of Year Remaining: 67%

Description	Notes	Budget	Actual	Remaining before Encumbrances		Encumbrances	Remaining after Encumbrances	
				\$ Remaining	% Remaining		\$ Remaining	% Remaining
Revenue								
Interest		1,744	1,381	363	21%	-	363	21%
Rental revenue		19,869	8,279	11,590	58%	-	11,590	58%
Other revenue	1	-	4,610	(4,610)		-	(4,610)	
Charges for services		2,449,703	905,452	1,544,251	63%	-	1,544,251	63%
Water connections	2	54,863	8,869	45,994	84%	-	45,994	84%
Water CSD pass thru revenue		3,440	555	2,885	84%	-	2,885	84%
Revenue Total		2,529,619	929,145	1,600,474	63%	-	1,600,474	63%
Expense								
Admin / HR	3	131,274	30,098	101,176	77%	-	101,176	77%
Finance		329,405	87,646	241,759	73%	20,288	221,472	67%
City Attorney	4	4,000	287	3,713	93%	-	3,713	93%
Water operations	5	1,396,193	351,673	1,044,520	75%	165,268	879,253	63%
Water CSD		29,615	7,448	22,167	75%	-	22,167	75%
Expense Total		1,890,487	477,151	1,413,336	75%	185,555	1,227,781	65%
Debt Service	6	350,000	-	-		-	-	
CIP Expenditures	7	485,086	-	-		-	-	
Total Expenditures		2,725,573	477,151					
Net Operating Results		(195,954)	451,994					

NOTES:

- 1 Insurance reimbursement.
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
- 2 activity and actual results will vary.
- 3 HR position is currently vacant.
- 4 Attorney services are used only as needed.
- 5 Encumbrance includes annual PO for utilities.
- 6 This is a placeholder to reserve cash to make the required debt service payments in December and June.
- 7 Transfers out to CIP fund will be made as needed

WATER CAPITAL IMPROVEMENT PROJECTS (Expenses)
As of October 31, 2016

% of Year Remaining: 66.7%

Description	Notes	Project Budget	Prior Year(s) Expenses	Current Year Budget	Current Year Expenses	Current Year (Before Encumbrances)		Current Year (After Encumbrances)		
						\$ Remaining	% Remaining	Encumbrances	\$ Remaining	% Remaining
Funded by Water Fund										
SCADA Upgrade		215,000	-	215,000	-	215,000	100.0%	-	215,000	100.0%
SCADA Control Bldg		25,000	-	25,000	-	25,000	100.0%	-	25,000	100.0%
USDA Application		120,000	-	120,000	60,574	59,426	49.5%	58,863	563	0.5%
Elevated Tank Seismic Upgrade		146,020	58,782	87,238	4,581	82,657	94.7%	15,634	67,023	45.9%
		506,020	58,782	447,238	65,156	382,082	85.4%	74,496	307,586	60.8%
Funded by Grant										
Elevated Tank Seismic Upgrade		438,060	29,808	408,252	-	408,252	100.0%	-	408,252	93.2%
CIP Total		944,080	88,590	855,490	65,156	790,334	92.4%	74,496	715,838	75.8%

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CITY OF CRESCENT CITY
 BI-WEEKLY PAYROLL REPORT

PAYROLL END DATE
 PAYROLL PAID DATE
 CHECK NUMBERS

November 12, 2016
 November 18, 2016
 CKS # 108559-108565



	Regular Pay	Overtime	Gross Pay	# Empl	Notes
Dept #110 City Council	2,114.93		2,114.93	5	
Dept #111 Admin/City Manager			9,097.17	3	
Dept #113 City Clerk					
Dept #120 Finance/Utility Billing			13,018.46	5	
Dept #230 Fire Department			5,334.12	2 + Volunteers	
Dept #240 Police Department		6,891.18	47,871.56	9	Police holiday payout this period
Dept #313 Planning			7,803.05	2 + 1 Part-time	
Dept #350 Public Works-All Depts		1,855.46	60,246.61	27+ 6 Part-time	
Dept #360 Bldg Maint & Equipment				-	Merged with Dept 350
Dept #480 Swimming Pool Fund		60.96	8,934.35	2+15 Part-time	
Dept #490 Housing Authority			7,444.15	3 + 1 Part-time	
TOTALS	2,114.93	8,807.60	161,864.40	58 + 23 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 AND MEMBERS OF THE COUNCIL
FROM: DAVID M. VAN DERMARK, CITY MANAGER
BY: KYMMIE SCOTT, ADMINISTRATIVE ANALYST AND CITY CLERK
DATE: NOVEMBER 21, 2016
SUBJECT: CORRECTION OF RESOLUTION NUMBERING

RECOMMENDATION

- **Authorize the correction of several resolution numbers to prevent duplication described in Attachment A.**

ANALYSIS

During a review of this year's legislative documents it was discovered that an overlap error occurred in the numbering of several resolutions. When resolutions are drafted they are given a unique identifier consisting of the year, dash, and sequential number. It is thought that the fault happened because several resolutions were given a number but then were not immediately brought to the Council. Other documents that were brought forth at that time were then given the same identifier. The method for assigning numbers has been changed so that a master identifier list has been created and numbers are not applied until the item is placed for agenda building.

FISCAL ANALYSIS

This action has no fiscal impact.

ATTACHMENTS

1. Resolution corrections (proposed)

Resolutions Year of 2016 - Bold and italicized indicate proposed changes

No.	Title	Adopted
01	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE CONFLICT OF INTEREST CODE FOR THE CITY OF CRESCENT CITY EFFECTIVE JANUARY 19, 2016	01/19/16
02	RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY, CALIFORNIA APPROVING ADDITIONAL FISCAL YEAR 2015-16 APPROPRIATIONS FOR A CITY WIDE COMPENSATION STUDY	01/19/16
03	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPOINTING MICHAEL KNIGHT INTERIM CITY MANAGER AND APPROVING AN EMPLOYMENT AGREEMENT	02/01/16
04	<Not taken>	-
05	RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING THE LOOK BACK MEASUREMENT METHOD AND AFFORDABILITY SAFE HARBORS UNDER THE PATIENT PROTECTION AFFORDABLE CARE ACT (ACA)	02/16/16
06	RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY, CALIFORNIA AMENDING THE FISCAL YEAR 2016-16 OPERATING AND CAPITAL IMPROVEMENT BUDGETS OF THE CITY OF CRESCENT CITY	02/16/16
07	<Not taken>	
08	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY CONCERNING DROUGHT EMERGENCY CONSERVATION REGULATION FROM THE STATE WATER RESOURCES CONTROL BOARD	03/21/16
09	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY SUPPORTING THE RENEWAL OF NORTH COAST RECYCLING MARKET DEVELOPMENT ZONE REDESIGNATION	03/21/16
10	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY CO-SPONSORING FIND YOUR PARK! CRESCENT CITY 2016 AND WAIVING ASSOCIATED EVENT, PERMIT, AND RENTAL FEES	04/04/16
11	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY, CALIFORNIA ESTABLISHING CERTAIN FEES AND INCREASING CERTAIN EXISTING FEES FOR VARIOUS CITY SERVICES PROVIDED BY THE CITY OF CRESCENT CITY	05/02/16
12	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ALLOCATING A PORTION OF THE FUND BALANCE AND ASSETS OF THE SUSPENDED DOWNTOWN BUSINESS IMPROVEMENT DISTRICT	05/02/16
13	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY CERTIFYING SPECIAL ASSESSMENTS FOR COLLECTION OF DELINQUENT ADMINISTRATIVE CITATIONS FOR MUNICIPAL CODE VIOLATIONS	05/16/16
14	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY DECLARING THE DATE OF THE GENERAL MUNICIPAL ELECTION OF 2016, SPECIFYING THE OFFICES TO BE FILLED, AND REQUESTING CONSOLIDATION OF THE NOVEMBER 8, 2016 CITY OF CRESCENT CITY ELECTION WITH THE NOVEMBER 8, 2016 STATEWIDE PRESIDENTIAL GENERAL ELECTION	06/20/16
15	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADOPTING THE 2014-2019 GENERAL PLAN HOUSING ELEMENT UPDATE	06/06/16
16	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AUTHORIZING APPLICATION FOR THE AFFORDABLE HOUSING AND SUSTAINABLE COMMUNITIES PROGRAM	06/06/16

Resolutions Year of 2016 - Bold and italicized indicate proposed changes

17	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING ADDITIONAL FISCAL YEAR 2015-16 GENERAL FUND POLICE DEPARTMENT EXPENSE APPROPRIATIONS	06/06/16
18	RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY, CALIFORNIA ADOPTING THE ANNUAL BUDGET, INCLUDING ANY ATTACHMENTS AND/OR APPENDICES, FOR THE 2016-17 FISCAL YEAR	06/20/16
19	A RESOLUTION OF THE CITY OF CRESCENT CITY, CALIFORNIA SELECTING THE ANNUAL ADJUSTMENT FACTORS FOR THE CALCULATION OF THE 2016-17 APPROPRIATIONS LIMIT FO THE CITY OF CRESCENT CITY	06/20/16
20	RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY, CALIFORNIA DETERMINING THE AMOUNT OF DELINQUENT SEWER CHARGES FOR CERTAIN PARCELS OF PROPERTY AND AUTHORIZING THE COLLECTION THEREOF	06/20/16
21	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY CALLING FOR THE PLACEMENT OF A MEASURE TO APPROVE ORDINANCE NO. 792 ON THE BALLOT FOR THE NEXT GENERAL MUNICIPAL ELECTION, TO BE CONSOLIDATED WITH THE NOVEMBER 8, 2016 STATEWIDE PRESIDENTIAL ELECTION	06/20/16
22	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CRESCENT CITY AND THE CRESCENT CITY POLICE OFFICERS ASSOCIATION FOR JULY 1, 2016 THROUGH JUNE 30, 2018	06/20/16
23	A RESOLUTION OF THE CITY OF CRESCENT CITY ADOPTING THE 2015 URBAN WATER MANAGEMENT PLAN	06/20/16
24	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING AN EMPLOYMENT AGREEMENT WITH THE DIRECTOR OF FINANCE OF THE CITY OF CRESCENT CITY	07/18/16
25	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING AN EMPLOYMENT AGREEMENT WITH THE CITY MANAGER OF THE CITY OF CRESCENT CITY	06/27/16
26	A RESOLUTION APPROVING A 2016 APPLICATION FOR FUNDING, AUTHORIZE SUBMITTAL, AUTHORIZE SIGNATOR, ALLOCATE FUNDS FOR REQUIRED CASH MATCH AND AUTHORIZE THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE GENERAL ALLOCATION OF THE STATE CDBG PROGRAM UPON APPROVAL	07/189/16
27	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ESTABLISHING PROCEDURES FOR PLACING ITEMS ON THE AGENDA OF THE CITY COUNCIL (<i>formerly Resolution No. 2016-14</i>)	08/15/16
28	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ESTABLISHING THE MAYOR'S AND MAYOR PRO TEMPORE'S TERM FOR A PERIOD OF ONE YEAR AND SPECIFYING THE CONDITIONS THEREOF (<i>formerly Resolution No. 2016-15</i>)	08/15/16
29	A RESOLUTION OF THE CITY OF CRESCENT CITY RESCINDING THE <i>CRESCENT CITY TRAVEL EXPENSE AND USE OF PUBLIC RESOURCES POLICY</i> AND ADOPTING TWO NEW POLICIES, THE <i>CITY OF CRESCENT CITY TRAVEL POLICY</i> AND THE <i>CITY OF CRESCENT CITY USE OF PUBLIC FUNDS POLICY</i> (<i>formerly Resolution No. 2016-17</i>)	08/15/16
30	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY	08/15/16

Resolutions Year of 2016 - Bold and italicized indicate proposed changes

	ADOPTING THE POLICY AND PROCEDURES MANUAL FOR THE CITY COUNCIL OF THE CITY OF CRESCENT CITY <i>(formerly Resolution No. 2016-18)</i>	
31	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY RESCINDING STATE II OF THE CITY'S WATER SHORTAGE CONTINGENCY PLAN AND IMPLEMENTING STAGE I (VOLUNTARY WATER CONSERVATION) OF THE CITY'S WATER SHORTAGE CONTINGENCY PLAN	07/18/16
32	DESIGNATION OF APPLICANT'S AGENT RESOLUTION HAZARD MITIGATION GRANT PROGRAM AND PRE-DISASTER MITIGATION PROGRAM	08/15/16
33	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AUTHORIZING A TEN YEAR EXTENSION OF THE ABANDONED VEHICLE ABATEMENT PROGRAM UNTIL MAY 2027	08/15/16
34	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING ADDITIONAL REVENUE AND EXPENSE APPROPRIATIONS TO THE FY2016/17 GENERAL FUND FOR THE FIND YOUR PARK CRESCENT CITY EVENT	08/15/16
35	<Not taken>	
36	RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY, CALIFORNIA AMENDING THE FISCAL YEAR 2016-17 SPECIAL REVENUE AND CAPITAL IMPROVEMENT BUDGETS OF THE CITY OF CRESCENT CITY	09/06/16
37	<Not taken>	
38	RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY, CALIFORNIA AMENDING THE FISCAL YEAR 2016-17 BUDGETED POSITION CONTROL FO THE CITY OF CRESCENT CITY	09/06/16
39	RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY, CALIFORNIA AMENDING THE FISCAL YEAR 2016-17 BUDGETED POSITION CONTROL FOR THE CITY OF CRESCENT CITY RELATED TO THE HUMAN RESOURCES POSITION	09/19/16
40	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY SUPPORTING 3 READ '23 LITERACY GOALS <i>(formerly Resolution No. 2016-39)</i>	10/3/16
41	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AUTHORIZING THE CITY MANAGER, AS AN AGENT OF THE CITY OF CRESCENT CITY, TO EXECUTE ANY AND ALL GRANT AGREEMENTS PROJECT NO. ATPL-5013(014)	10/17/16
42	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADOPTING THE FIRST AMENDED JOINT POWERS AGREEMENT FOR THE DEL NORTE COUNTY ABANDONED VEHICLE ABATEMENT SERVICE AUTHORITY 2016 AND APPROVING THE DEL NORTE COUNTY ABANDONED VEHICLE ABATEMENT SERVICE AUTHORITY PLAN 2016	10/17/16
43	RESOLUTION OF THE CITY COUNCIL FO THE CITY OF CRESCENT CITY APPROVING THE APPLICATION FOR YOUTH SOCCER AND RECREATION DEVELOPMENT PROGRAM GRANT FUNDS	10/17/16
44	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING ADDITIONAL REVENUE AND EXPENSE APPROPRIATIONS TO THE 2016/17 GENERAL FUND FOR THE PLANNING AND COLLABORATION OF A COMMUNITY EVENT IN 2017	11/07/16



CITY COUNCIL AGENDA REPORT

TO: MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: DAVID VAN DERMARK, CITY MANAGER

BY: STEPHEN WAKEFIELD, FIRE CHIEF

DATE: NOVEMBER 21, 2016

SUBJECT: CAL FIRE GRANT FOR TURN OUT GEAR

RECOMMENDATION

- **Adopt Resolution No. 2016-46 APPROVING THE DEPARTMENT OF FORESTRY AND FIRE PROTECTION AGREEMENT #7FG16027 FOR SERVICES FROM THE DATE OF LAST SIGNATORY ON PAGE 6 OF THE AGREEMENT TO JUNE 30, 2017 UNDER THE VOLUNTEER FIRE ASSISTANCE PROGRAM OF THE COOPERATIVE FORESTRY ASSISTANCE ACT OF 1978**

BACKGROUND

Each year Cal Fire manages the Volunteer Fire Assistance grant which is designed to provide financial assistance to small rural departments so they can meet the requirements for responding to aid Cal Fire with fires in their jurisdiction. We have received this grant a few times in the past.

ANALYSIS

The City is required to provide all firefighters with this gear by OSHA and to meet NFPA standards.

FISCAL ANALYSIS

We will receive \$6598.80 which is half the cost of buying: 40 fire-resistant shroud, 10 fire-resistant coats, 10 fire-resistant pants, 10 wildland fire shelters, and 10 safety work boots. The other half will come out of our normal budget. This purchase will continue our efforts to provide a safe working environment for all employees. It will also help motivate our volunteers by providing new equipment for them to use.

STRATEGIC PLAN ANALYSIS

This action supports Strategic Plan Goals #1C Empower and utilize Police, Fire, and Public Works departments to make Crescent City one of the safest cities in the United States; #1F Incorporate health considerations into decision-making across departments and policy areas; #2A Evaluate and optimize additional revenue sources; #2D Collaborate with other jurisdictions and non-profits to maximize regional effectiveness and amplify funding opportunities; and #3B Maintain responsible fiscal management and accountability.

ATTACHMENT

1. Resolution No. 2016-46
2. Award Letter
3. Agreement

RESOLUTION NO. 2016-46

APPROVING THE DEPARTMENT OF FORESTRY AND FIRE PROTECTION AGREEMENT #7FG16027 FOR SERVICES FROM THE DATE OF LAST SIGNATORY ON PAGE 6 OF THE AGREEMENT TO JUNE 30, 2017 UNDER THE VOLUNTEER FIRE ASSISTANCE PROGRAM OF THE COOPERATIVE FORESTRY ASSISTANCE ACT OF 1978

BE IT RESOLVED by the City Council of the City of Crescent City that the City does hereby approve the Agreement with the California Department of Forestry and Fire Protection dates as of the last signatory date on page 6 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this agreement, under the Volunteer Fire Assistance Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2016-17 up to and no more than the amount of \$6,598.80.

BE IT FURTHER RESOLVED that Stephen Wakefield, Fire Chief of said City is hereby authorized to sign and execute said Agreement and any amendments on behalf of the City of Crescent City.

PASSED AND ADOPTED and made effective the same day by the City Council of the City of Crescent City on this 21st day of November, 2016, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mayor

ATTEST:

Kymmie Scott, City Clerk

**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**

P.O. Box 944246
SACRAMENTO, CA 94244-2460
Website: www.fire.ca.gov
(916) 653-7772



July 13, 2016

Crescent City Volunteer Fire Department
255 W Washington Blvd.
Crescent City, CA 95531
ATTN: Stephen Wakefield

Dear Fire Chief Stephen Wakefield,

Congratulations! Crescent City Volunteer Fire Department's 2016 Volunteer Fire Assistance (VFA) application has been selected for funding in the amount of \$6,598.80. Please be aware that due to the number of applications CAL FIRE received this year, we may have reduced your funding so that we could use the federal funds to the fullest.

Enclosed is your VFA Agreement 7FG16027 package to be completed and **returned to me no later than December 1, 2016** or the award will be forfeited. The package includes Instructions/Checklist, your department's VFA Agreement to be completed, your approved VFA award application, a copy of the CAL FIRE Board of Resolution template (if needed), the STD. 204 form with sample and the AD 1048 forms with sample. It is important that you read and follow the instructions carefully.

DO NOT purchase any items and or do any work until you receive a fully executed agreement signed by CAL FIRE with a letter advising you that you may purchase the items and /or begin work. Any items purchased and/or work done prior to the *last* CAL FIRE signature date will not be reimbursable.

If your governing body chooses not to accept the award, or your department cannot use any portion of the award, please notify me as soon as possible. This will enable us to allocate the funds to another fire department.

Utilize the 2016 VFA Procedural Guide for important dates and instructions.

If you have any questions you may call me at (916) 653-3649 or email at Megan.Esfandiary@fire.ca.gov.

Sincerely,

Megan Esfandiary
Grant Analyst
Grants Management Unit

**Grant Assurances
for
Cooperative Forestry Assistance Act of 1978
Volunteer Fire Assistance (VFA)**

Organization Name : Crescent City Volunteer Fire Department

Contact's First Name : Stephen

Contact's Last Name : Wakefield

Street Address : 255 W Washington Blvd.

Mailing Address : 255 W Washington Blvd.

City : Crescent City

County : Del Norte

Zip Code : 95531

State : California

CAL FIRE Unit : HUU - Humboldt-Del Norte Unit

Phone Number : 7074642421

Email Address : citychief51@gmail.com

DUNS Number : 805803301

To check to see what your DUNS number is, or to apply for one, please go to:
<https://iupdate.dnb.com/iUpdate/companylookup.htm>

As the duly authorized representative of the applicant, I certify that the applicant named above:

1. Has the legal authority to apply for the Volunteer Fire Assistance grant, of the Cooperative Forestry Assistance Act of 1978 and has the institutional, managerial and financial capability to ensure proper planning, management and completion of the grant.
2. Will assure that grant funds are used only for items requested and approved in the application.
3. Assures that all wildland fire response employees (full-time, part-time or volunteer) are fully equipped with appropriate wildland fire response personal protective equipment that meets NFPA 1977, *Standard on Protective Clothing and Equipment for Wildland Fire Fighting*, and are trained to a proficient level in the use of the personal protective equipment. Wildland fire suppression safety clothing and equipment includes :
 - Safety helmet
 - Goggles
 - Ear Protection
 - Fire-resistant (i.e. Nomex) hood, shroud, or equivalent face and neck protection
 - Fire-resistant (i.e. Nomex) shirt and pants
 - Gloves
 - Safety work boots
 - Wildland fire shelter
 - Communications Equipment
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain for themselves or others, particularly those with whom they have a family, business or other ties.
6. Will comply with all applicable requirements of all other Federal laws, Executive orders, regulations, Program and Administrative requirements , policies and other requirements governing this program.
7. Will comply with USDA Forest Service Civil Rights requirements. See Forest Service Civil Rights literature [here](#).
8. Understands that failure to comply with any of the above assurances may result in suspension, termination or reduction of grant funds.

Organization Name : Crescent City Volunteer Fire Department

In compliance with NFPA 1977 and trained in the use of Wildland PPE.

Not In compliance with NFPA 1977 but are applying for grant funding to purchase PPE and/or provide required training.

The undersigned represents that he/she is authorized by the above named applicant to enter into this agreement for and on behalf of the said applicant.

Printed Name of Authorized Agent :

Signature of Authorized Agent : 

Title of Authorized Agent :

Date :

**VOLUNTEER FIRE ASSISTANCE PROGRAM
AGREEMENT
PAGE 1 OF 6**

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

STATE OF CALIFORNIA
Natural Resources Agency

Agreement for the Volunteer Fire Assistance Program of the
Cooperative Forestry Assistance Act of 1978

THIS AGREEMENT, made and entered into **ON THE LAST SIGNATORY DATE ON PAGE 6**, by and between the STATE of California, acting through the Director of the Department of Forestry and Fire Protection hereinafter called "STATE", and _____

_____ hereinafter called "LOCAL AGENCY", covenants as follows:

RECITALS:

1. STATE has been approved as an agent of the United States Department of Agriculture, (USDA), Forest Service for the purpose of administering the Cooperative Forestry Assistance Act (CFAA) of 1978 (PL 95-313, United States Code, Title 16, Chapter 41, Section 2010 et seq., Volunteer Fire Assistance Program), hereinafter referred to as "VFA", and
2. The VFA has made funds available to STATE for redistribution, under certain terms and conditions, to LOCAL AGENCY to assist LOCAL AGENCY to upgrade its fire protection capability, and
3. LOCAL AGENCY desires to participate in said VFA.

NOW THEREFORE, it is mutually agreed between the parties as follows:

30. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. LOCAL AGENCY may not commence performance until such approval has been obtained.
5. **TIMELINESS:** Time is of the essence in this Agreement.
6. **FORFEITURE OF AWARD:** LOCAL AGENCY must return this Agreement and required resolution properly signed and executed to STATE at the address specified in paragraph 11, with a postmark no later than December 1, 2016 or LOCAL AGENCY will forfeit the funds.
7. **GRANT AND BUDGET CONTINGENCY CLAUSE:** It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made.

**VOLUNTEER FIRE ASSISTANCE PROGRAM
AGREEMENT
PAGE 2 OF 6**

This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the State Fiscal Year 2016 for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this **Agreement** shall be amended to reflect any reduction in funds.

The STATE has the option to invalidate the **Agreement** under the 30-day cancellation clause or to amend the **Agreement** to reflect any reduction in funds.

8. **REIMBURSEMENT:** STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed **\$6,598.80** on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Exhibit(s) A, Application for Funding, attached hereto. **Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 6 and JUNE 30, 2017.** This sum is the sole and maximum payment that STATE will make pursuant to this Agreement. **LOCAL AGENCY must bill STATE at the address specified in paragraph 11, with a postmark no later than September 1, 2017 in order to receive the funds.** The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice or proof of payment to vendor(s) must be included for items purchased.
9. **LIMITATIONS:** Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the VFA, upon expenditure of United States Government Funds. Pursuant to Title 7 of the Code of Federal Regulations, Section 3016.32 subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$5,000, the federal government may retain a vested interest in accordance with paragraph 16 below.
10. **MATCHING FUNDS:** Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "VFA Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Exhibit(s) A". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY. LOCAL AGENCY shall not use VFA Funds as matching funds for other federal grants, including Department of Interior (USDI) Rural Fire Assistance grants, nor use funds from other federal grants, including USDI Rural Fire Assistance grants, as matching funds for VFA Funds.
ADDRESSES: The mailing addresses of the parties hereto, for all notices, billings, payments, repayments, or any other activity under the terms of the Agreement, are:

**VOLUNTEER FIRE ASSISTANCE PROGRAM
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PAGE 3 OF 6**

LOCAL AGENCY: _____

 Attention: _____
 Telephone Number(s): _____
 FAX Number: _____
 E-mail _____

**STATE: Department of Forestry and Fire Protection
 Grants Management Unit, Attn: Megan Esfandiary
 P. O. Box 944246
 Sacramento, California 94244-2460
 PHONE: (916) 653-3649
 FAX (916) 653-8957**

12. **PURPOSE:** Any project to be funded hereunder must be intended to specifically assist LOCAL AGENCY to organize, train, and/or equip local firefighting forces in the aforementioned rural area and community to prevent or suppress fires which threaten life, resources, and/or improvements within the area of operation of LOCAL AGENCY.
13. **COMBINING:** In the event funds are paid for two or more separate, but closely related projects, the 50/50 cost-sharing formula will be applied to the total cost of such combined projects.
14. **OVERRUNS:** In the event that the total cost of a funded project exceeds the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request additional funds to cover the Agreement share of the amount exceeded. However, there is no assurance that any such funds are, or may be, available for reimbursement. Any increase in funding will require an amendment.
15. **UNDERRUNS:** In the event that the total cost of a funded project is less than the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request that additional eligible projects/items be approved by STATE for Agreement funding. However, there is no assurance that any such approval will be funded. Approval of additional projects/items, not listed on the Exhibit A application, made by STATE, will be in writing and will require an amendment.
16. **FEDERAL INTEREST IN EQUIPMENT:** The Federal Government has a vested interest in any item purchased with VFA funding in excess of \$5,000 regardless of the length of this Agreement, until such time as the fair market value is less than \$5,000. The VFA percentage used to purchase the equipment will be applied to the sale price and recovered for the Government during the sale. This percentage will remain the same even following depreciation. The Federal Government may not have to be reimbursed if the disposal sale amounts to a fair market value of less than \$5,000. LOCAL AGENCY will notify STATE of the disposal of such items.

**VOLUNTEER FIRE ASSISTANCE PROGRAM
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17. **EQUIPMENT INVENTORY**: Any single item purchased in excess of \$5,000 will be assigned a VFA Property Number by the STATE. LOCAL AGENCY shall forward a copy of the purchase documents listing the item, brand, model, serial number, any LOCAL AGENCY property number assigned, and a LOCAL AGENCY contact and return address to STATE at the address specified in paragraph 11. The STATE will advise the LOCAL AGENCY contact of the VFA Property Number assigned.
18. **AUDIT**: LOCAL AGENCY agrees that the STATE, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. LOCAL AGENCY agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. LOCAL AGENCY agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, LOCAL AGENCY agrees to include a similar right of the State of California to audit records and interview staff in any subcontract related to performance of this Agreement. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
19. **DISPUTES**: In the event of any dispute over qualifying matching expenditures of LOCAL AGENCY, the dispute will be decided by STATE and its decision shall be final and binding.
20. **INDEMNIFICATION**: LOCAL AGENCY agrees to indemnify, defend, and save harmless, the STATE, its officers, agents, and employees, from any and all claims and losses, accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by LOCAL AGENCY in the performance of this Agreement.
21. **DRUG-FREE WORKPLACE REQUIREMENTS**: LOCAL AGENCY will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;

**VOLUNTEER FIRE ASSISTANCE PROGRAM
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- 3) any available counseling, rehabilitation and employee assistance programs; and,
 - 4) penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed **Agreement** will:
- 1) receive a copy of the company's drug-free workplace policy statement; and,
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the **Agreement**.

Failure to comply with these requirements may result in suspension of payments under the **Agreement** or termination of the **Agreement** or both and LOCAL AGENCY may be ineligible for funding of any future State **Agreement** if the department determines that any of the following has occurred: (1) the LOCAL AGENCY has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

22. **TERM:** The term of the **Agreement** SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 6 and continue through June 30, 2017.
23. **TERMINATION:** This **Agreement** may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
24. **AMENDMENTS:** No amendment or variation of the terms of this **Agreement** shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or **Agreement** not incorporated in the **Agreement** is binding on any of the parties.
25. **INDEPENDENT CONTRACTOR:** LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this **Agreement**, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.

**VOLUNTEER FIRE ASSISTANCE PROGRAM
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IN WITNESS WHEREOF, the parties have executed this Agreement as of the last signatory date below.

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY
AND FIRE PROTECTION

LOCAL AGENCY

By: _____
Signature

By: _____
*Signature

Dan Sendek
Printed Name

Printed Name

Staff Chief
Title
Cooperative Fire Programs

**Title

Last Signatory Date

***Date

*Ensure that the officer signing here for LOCAL AGENCY IS THE SAME Officer authorized in the Resolution to execute this Agreement.

**Ensure that the title entered here IS THE SAME title used in the Resolution for the Officer who is executing this Agreement.

***Ensure that the date LOCAL AGENCY signs IS THE SAME DATE as the Resolution date OR LATER.

FOR STATE USE ONLY

AMOUNT ENCUMBERED BY THIS DOCUMENT \$6,598.80	PROGRAM/CATEGORY (CODE AND TITLE) Support			FUND TITLE Federal
PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT \$0	(OPTIONAL USE) Vendor #			
TOTAL AMOUNT ENCUMBERED TO DATE \$6,598.80	ITEM 3540-001-0001	CHAPTER 23	STATUTE 2016	FISCAL YEAR 16/17
OBJECT OF EXPENDITURE (CODE AND TITLE) 16-9214-418.99-92691				
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.	
SIGNATURE OF CDF ACCOUNTING OFFICER X		DATE		

**Department of General Services
Use Only**

DGS APPROVAL NOT
REQUIRED PER SAM 1215

CONTRACTOR

STATE AGENCY

DEPT. OF GEN. SER.

CONTROLLER



**City of Crescent City
Proclamation of Worldwide Candle Lighting Day**

WHEREAS, every year in the United States nearly 150,000 infants, children, teens, and young adults die and countless tens of thousands are born still or are miscarried; and

WHEREAS, we recognize that our children are our country's, our state's, and our city's most valuable resource; and

WHEREAS, the work of the local chapter of The Compassionate Friends provides a caring environment in which bereaved parents, siblings, and grandparents can work through their grief with the help of others traveling the same road; and

WHEREAS, The Compassionate Friends Worldwide Candle Lighting Day, which takes place the second Sunday in December, has become a symbolic day to remember these children around the globe.

NOW, THEREFORE, BE IT RESOLVED that the City of Crescent City hereby declares and proclaims the second Sunday of December 2016 as Worldwide Candle Lighting Day.

BE IT FURTHER RESOLVED that all residents are encouraged to observe this day by lighting a candle for one hour at 7 p.m. on this day in support of bereaved families in the Crescent City community and to otherwise remember those children who have passed.

Proclaimed this 21st day of November, 2016.

Mayor

ATTEST:

Kymmie Scott, City Clerk



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CITY COUNCIL AGENDA REPORT

TO: MAYOR GASTINEAU AND MEMBERS OF THE COUNCIL

FROM: DAVID M. VAN DERMARK, CITY MANAGER

BY: KYMMIE SCOTT, ADMIN ANALYST / CITY CLERK

DATE: NOVEMBER 21, 2016

SUBJECT: APPROVAL OF ADDITIONAL VEHICLES FOR CRESCENT CAB

RECOMMENDATION

- **Hold a public hearing to receive comments regarding the application from Crescent Cab**
- **Make a finding of public convenience and necessity in response to the application from Crescent Cab to increase from one (1) vehicle to four (4) vehicles**

BACKGROUND

Chapter 5.24 of the Crescent City Municipal Code (attached) sets forth the regulations overseeing taxicab operations within the city limits. The City has received a request from Chris Ohman, owner of Crescent Cab, to review his Certificate of Public Convenience and Necessity to approve increasing the number of vehicles allowed for his operation from one (1) to four (4). His complete application is attached. Crescent Cab was first approved to operate within the City in 2010.

Crescent City currently has three other active holders of taxicab permits: Del Norte Taxi, Comfort Cab, and ABC Cab. The municipal code requires that other taxicab companies are notified when a public hearing regarding taxicabs is held. Phone calls were made to all three companies (the City was unable to reach ABC Cab), the public notice was mailed to the address on file, and a public notice was placed in the newspaper informing the public of this public hearing on November 12, 2016.

ANALYSIS

The City Council is tasked with determining whether further taxicab service is required by public convenience and necessity, if the applicant is fit, willing, and able to perform such public transportation and to conform to the provisions of the chapter and the rules promulgated by the City Council.

The municipal code provides further guidance on approaching this determination:

"In making the find(ing)s described in subsection (A) of this Section, the city council shall take into consideration the number of taxicabs already in operation, whether existing transportation is adequate to meet the public need, the probable effect of increased service on local traffic conditions, and the character, experience and responsibility of the applicant."

A review of the records on file show an allowance of:

- up to one (1) vehicle approved for ABC Cab;
- up to three (3) vehicles approved for Del Norte Taxi; and
- up to two (2) vehicles approved for Comfort Cab

FISCAL ANALYSIS

The municipal code states that each vehicle used "for the business of running or operating automobiles for the transportation of passengers for hire" shall cost the business fifty dollars per year. Therefore, an increase of one (1) vehicle to four (4) vehicles will increase revenue to the City by \$150 per year.

Mr. Ohman has also requested that additional positions be added to his business license. While the addition of positions is not controlled by the Certificate of Public Convenience and Necessity, such an addition will create a moderate increase of business license fee revenue to the City as well.

STRATEGIC PLAN ANALYSIS

This action supports Strategic Plan Goals #2E Create an environment that is conducive to attracting and retaining strong, sustainable businesses that reflect community needs and culture; and #2F Plan and prepare for the growth and future needs of the Crescent City community

ATTACHMENT(S)

1. Chapter 5.24 of the Crescent City Municipal Code
2. Taxicab application by Chris Ohman, Crescent Cab
3. Public Hearing Notice
4. Comments received from Richard Pearcey, Del Norte Taxi

Chapter 5.24 - TAXICABS

Sections:

5.24.010 - Definitions.

For the purposes of this chapter, the following terms shall have the meanings respectively ascribed to them by this section:

- A. "Certificate holder" means any person to whom a certificate of public convenience and necessity has been issued under the provisions of this chapter which certificate has not been revoked.
- B. "Driver" means and includes every person in actual charge of or operating any taxicab.
- C. "Owner" means every person, firm, or corporation owning or controlling any taxicab.
- D. "Taxicab" means and includes every motor vehicle used in the business of carrying not more than eight passengers for hire over the public streets of the city, and not over a defined route and irrespectively of whether the operation extends beyond the boundary limits of the city, such vehicle being routed under the direction of such passenger or passengers, or of such person or persons hiring the same.

(Ord. 565 § 9 (part), 1980; prior code § 28-101).

5.24.020 - Certificate and license—Required.

No person shall operate or permit a taxicab owned or controlled by him to be operated as a vehicle for hire upon the streets of the city without having first obtained a certificate of public convenience and necessity from the city council and a license, as provided in this chapter.

(Prior code § 28-102).

5.24.030 - Certificate—Application.

An application for a certificate of public convenience and necessity as required by Section 5.24.020 shall be filed with the city clerk upon forms provided by the city. Such application shall be verified under oath and shall furnish the following information:

- A. The name and address of the applicant;
- B. The financial status of the applicant, including the amounts of all unpaid judgments against the applicant;
- C. The experience of the applicant in the transportation of passengers;
- D. Any facts which the applicant believes tend to prove that public convenience and necessity require the granting of a certificate;
- E. The number of vehicles to be operated or controlled by the applicant and the location of proposed depots and terminals;
- F. The color scheme or insignia to be used to designate the vehicle or vehicles of the applicant;
- G. Such further information as the chief of police of the city may require.

(Prior code § 28-103).

5.24.040 - Certificate—Hearing and notice.

Upon the filing of an application as provided for by Section 5.24.030, the city clerk shall fix a time and place for a public hearing thereon. Notice of such hearing shall be given to the applicant and to all persons to whom certificates of public convenience and necessity have been theretofore issued. Due notice shall also be given the general public by posting a notice of such hearing in the city hall. Any interested person may file with the city clerk a memorandum in support of or in opposition to the issuance of a certificate.

(Prior code § 28-104).

5.24.050 - Certificate—Issuance or denial.

- A. If the city council finds that further taxicab service in the city is required by the public convenience and necessity and that the applicant for a certificate of public convenience and necessity is fit, willing and able to perform such public transportation and to conform to the provisions of this chapter and the rules promulgated by the city council, then the city clerk shall issue a certificate stating the name and address of the applicant, the number of vehicles authorized under such certificate and the date of issuance; otherwise, the application shall be denied.
- B. In making the finds described in subsection (A) of this Section, the city council shall take into consideration the number of taxicabs already in operation, whether existing transportation is adequate to meet the public need, the probable effect of increased service on local traffic conditions, and the character, experience and responsibility of the applicant.

(Prior code § 28-105).

5.24.060 - License—Application and insurance policy.

Any owner desiring to obtain the license required by Section 5.24.020 shall make application therefor to the city clerk. Each such application shall be accompanied by a policy of liability insurance as required by this chapter, which shall be in writing and shall set forth the description of each motor vehicle which the applicant proposes to use giving the name of the manufacturer thereof, the factory number and state license number of each vehicle.

(Prior code § 28-106).

5.24.070 - License—Application in duplicate.

Before any owner's application shall be issued, such owner, if an individual, if a partnership, each partner, and if a corporation, the principal officers thereof, shall also make an application in duplicate to the chief of police of the city, which application shall be substantially the same as that required by this chapter of driver's applications.

(Prior code § 28-107).

5.24.080 - License—Issuance and fees.

Upon receipt of the application required by Section 5.24.060 properly executed and accompanied by the policy of liability insurance, required in Section 5.24.060, and the approval of the chief of police upon

the application submitted to him, and after having been granted a certificate of public convenience and necessity, the city clerk shall issue a license to the applicant upon payment of the following license fee:

For the business of running or operating automobiles for the transportation of passengers for hire, where but one machine is used therefor, the license tax shall be fifty dollars per year, and for each additional automobile used, the license tax shall be fifty dollars per year, and for each such business license issued, such licensee shall be entitled to one parking space without further charge.

(Prior code § 28-108).

5.24.090 - Substitution of vehicles.

Any owner having a license under the provisions of this chapter for the operation of a taxicab may substitute another motor vehicle for that for which the permit was granted, but before doing so shall obtain and file with the city clerk the consent of the insurer on his policy of insurance for such substitution.

(Prior code § 28-109).

5.24.100 - Liability insurance required.

It is unlawful for any owner or operator to drive or operate any taxicab or cause the same to be driven or operated in the city and no license for the operation thereof shall be granted unless there is on file with the city clerk and in full force and effect at all times while such taxicab is being operated, a policy of insurance approved by the city clerk, with the solvent and responsible insurance company authorized to do business in the state insuring the owner of such taxicab (giving the manufacturer's number and state license number) against loss by reason of death, injury or damage that may result to persons or property from the negligent operation or defective construction or maintenance of such taxicab, or from violation of this chapter, or of the laws of the state. Such policy may be limited to fifty thousand dollars for the injury or death of one person and one hundred thousand dollars for the injury of two or more persons in the same accident and ten thousand dollars for injury or destruction of property. Such policy of insurance shall guarantee the payment to any and all such persons suffering injury or damage to person or property, or any final judgment rendered against such owner or driver, within the limits above-mentioned, irrespective of the financial condition or any acts or omissions of such owner or driver, and shall inure to the benefit of such persons. If at any time such policy of insurance shall be cancelled by the company issuing the same or the authority of such company to do business in the state shall be revoked, the city clerk shall require such owner to replace such policy with another policy satisfactory to the city clerk, and in default thereof the city clerk may revoke such owner's license.

(Prior code § 28-110).

5.24.110 - Liability insurance required—Notice upon cancellation.

No policy of insurance referred to in Section 5.24.100 shall be cancelled by the company issuing the same, except upon ten days' notice on the part of such company to the city of its intentions to do so, and such policy of insurance shall contain a provision to that effect.

(Prior code § 28-111).

5.24.120 - Safety and sanitation requirements—Inspections—Seating capacity.

It is unlawful for any owner or driver to operate, or cause to be operated, any taxicab while the same, or any of the equipment used thereon or therewith, shall be in a defective, unsafe or unsanitary condition. Every taxicab shall at all times be subject to the inspection of any police officer or sanitary inspector of the

city. No driver of any taxicab shall accept, take into his vehicle, or transport any larger number of passengers than the rated seated capacity of his vehicle.

(Prior code § 28-112).

5.24.130 - License—Transferable.

Any owner's permit or license issued under the provisions of this chapter may be transferred upon application filed therefor, which application shall contain the same information and the granting thereof shall be subject to the same conditions as are provided in this chapter for the original application for such permit or license.

(Prior code § 28-113).

5.24.140 - License—Cancellation.

- A. Every person, firm or corporation holding any license issued under the terms of this chapter shall at all times be subject to the laws of the state, the provisions of this code and all other ordinances of the city, and such license shall be subject to cancellation at any time and without previous notice by the chief of police of the city, for the violation of this chapter or any laws of the state, which in the opinion of the chief of police renders such person unfit to operate or drive a taxicab. Should any such person, firm or corporation so desire, he may, upon notifying the city clerk in writing within thirty days from such cancellation by the chief of police, appeal to the city council, who shall hear and determine the matter and its decision shall thereupon become final.
- B. Any person, firm or corporation whose license, either as owner or driver, shall be revoked by the chief of police and/or the city council shall not be eligible to reapply for another such license for a period of one year from the date of such revocation.

(Prior code § 28-114).

5.24.150 - Applicability of chapter to present owners.

Every owner operating a licensed taxicab or taxicabs prior to the effective date of the ordinance codified in this chapter shall be presumed, in the absence of any contrary evidence and finding of the city council, to have provided prima facie evidence of public convenience and necessity for the licensing of the taxicab or taxicabs actually in operation, and the city council, upon application received by the city council not later than fifteen days after the effective date of the ordinance codified in this chapter, shall grant a certificate of public convenience and necessity to such owner for the operation of taxicabs. Every owner obtaining a certificate as aforesaid shall be entitled to the number of taxicab permits held by such owner that were in force on the day prior to the effective date of the ordinance codified in this chapter.

(Prior code § 28-115).

5.24.160 - Driver's permit—Required.

It is unlawful for any owner or driver to operate or cause to be operated any taxicab in the city unless the driver of such taxicab, whether such driver shall be the owner or not, shall first have obtained a driver's permit, to be obtained as provided in Sections 5.24.170 through 5.24.240.

(Prior code § 28-116 (part)).

5.24.170 - Driver's permit—Application.

Application for a driver's permit shall be made to the chief of police of the city, shall be in writing, in duplicate, and the original thereof shall be duly acknowledged before some person lawfully authorized to administer oaths. Such original shall be forthwith transmitted by the chief of police to the city clerk. Such application shall set forth the name, age and address of the applicant, his past experience in operating automobiles, the names and addresses of his employers during the preceding period of three years, whether or not a chauffeur's license issued to him by the state, or any other state or governmental agency, has ever been revoked, the name and address of the one by whom he is to be employed as a driver, (which owner shall endorse such application) and such additional information as the chief of police may require.

(Prior code § 28-116 (part)).

5.24.180 - Driver's permit—Prerequisite knowledge and ability.

Upon application for a driver's permit and before it shall be issued, the driver, whether the owner or otherwise, must evidence a proficient knowledge of the traffic laws of the city and of the state and demonstrate his ability to operate a public motor vehicle, all to the satisfaction of the chief of police.

(Prior code § 28-116 (part)).

5.24.190 - Driver's permit—Fingerprints, record and photographs.

Upon satisfying such requirements, such driver shall be fingerprinted by and his record filed in the police department of the city. Such driver shall also file with his application two recent photographs, size one and one-half inch by one and one-half inch, one to be filed with his application, and one to be permanently attached to his driver's permit when issued, which permit shall be posted in a conspicuous place in the passenger's compartment of the public motor vehicle while such driver is operating same.

(Prior code § 28-116 (part)).

5.24.200 - Driver's permit—Issuance.

Every driver's permit issued under this chapter shall set forth the name of the owner for which such driver is authorized to operate a public motor vehicle, and shall be valid only so long as he continues in the employ of such owner. Upon the termination of such employment, such driver shall forthwith surrender his driver's permit to the chief of police, and his employer shall immediately notify the chief of police of the termination of such driver's employment.

(Prior code § 28-116 (part)).

5.24.210 - Driver's permit—Minors prohibited.

No driver's permit shall be granted to any person under the age of eighteen years.

(Ord. 565 § 9 (part), 1980; prior code § 28-116 (part)).

5.24.220 - Driver's permit—Denial.

Such driver's permit may be denied upon substantial evidence of facts of either physical or moral deficiency of the applicant which, in the sound discretion of the chief of police, would render such applicant not a competent person to operate a taxicab.

(Prior code § 28-116 (part)).

5.24.230 - Driver's permit—Nontransferable.

No driver's permit issued under this chapter shall be transferable in any event.

(Prior code § 28-116 (part)).

5.24.240 - Driver's permit—Fee—Annual renewal.

A fee of two dollars shall be charged and collected by the chief of police for the issuance of each driver's permit, which permit shall be renewed yearly on the first day of July.

(Prior code § 28-116 (part)).

5.24.250 - Vehicle numbers—Identification of vehicles generally.

- A. The permit to engage in the business of operating a vehicle for hire as provided in this chapter shall designate a separate number to be placed upon each vehicle to be operated by the permittee.
- B. The number so designated and the name of the permittee shall be placed on the rear and both sides on each particular cab in letters and figures clearly visible, and in the color directed by the chief of police.
- C. Each taxicab or automobile licensed for operation under this chapter shall be assigned a different number.

(Prior code § 28-117).

5.24 .260 - Driver's caps.

The drivers of taxicabs shall while on duty and/or engaged in their employment, wear caps designating the name of the owner by whom they are employed, and such caps shall be of such color, design and condition as shall be approved by the chief of police.

(Prior code § 28-119).

5.24.270 - Unlawful solicitation.

It is unlawful for any person soliciting patronage for any public passenger vehicle for hire to represent by word, sign, hatband, insignia or badge, or by his manner or style of dress, that the vehicle for which he is soliciting such patronage is a vehicle owned or operated by a person, firm or corporation other than the one who actually owns and operates such vehicle.

(Prior code § 28-120).

5.24.280 - Rate schedules—Charging rates—Overcharging.

- A. It shall be the duty of every driver and/or owner of any taxicab to keep continuously posted in a conspicuous place in the passenger's compartment of every public motor vehicle a rate schedule of charges, which rate schedule shall be printed in at least ten point bold type upon a card not less than six inches by seven inches in size and the name of the owner in type not less than eighteen point face type. It is unlawful for any driver or owner to charge in excess of the rates so posted.
- B. A copy of such rate schedule shall be filed in the office of the city clerk and chief of police of the city.
- C. Should any owner at any time desire to change such rate schedule, a printed schedule of such proposed changes shall be filed in the office of the city clerk and chief of police and in the public motor vehicles in a conspicuous place, as aforesaid, and such rate changes shall not become effective until thirty days after such posting.
- D. In the consideration of applications for drivers and/or owners licenses and in the cancellation thereof by the chief of police and/or city council, the chief of police and/or city council may take into consideration the number of complaints which may have been made against any driver and/or owner for overcharge or exceeding the schedule of rates listed in such public motor vehicle and/or with the city clerk and chief of police, and for other causes.

(Prior code § 28-121).

5.24.290 - Refusing to pay fare—Disputes as to fares.

- A. It is unlawful for any person to refuse to pay the lawful fare for a taxicab as posted in the office of the city clerk and chief of police.
- B. All disputes as to fare shall be forthwith determined by the officer in charge of the police station, and if his decision is in favor of the passenger, the driver shall convey him to the police station and back to his original destination without charge.

(Prior code § 28-122).

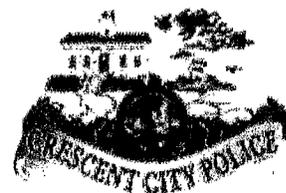
5.24.300 - Violations—Penalties.

Any person, firm or corporation, violating any of the provisions of this chapter shall be guilty of an infraction and upon conviction, a license issued to such person, firm, or corporation may be revoked.

(Prior code § 28-123).



CITY OF CRESCENT CITY
NEW TAXICAB SERVICE APPLICATION
PURSUANT TO CRESCENT CITY MUNICIPAL CODE §5.24



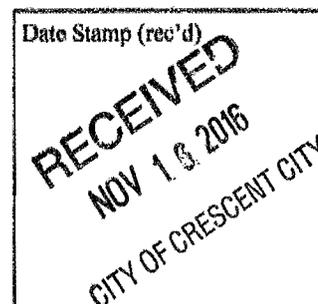
APPLICANT: MAKE A COPY OF THIS PAGE FOR YOUR REFERENCE

Proposed Taxi Co. Name: Crescent Cab

Owner Name(s): Chris Ohman

Address: 344 Macken Ave

Phone: 707 954 4181 or 707 954 8214



TO OPERATE A TAXI CO. WITHIN THE CITY OF CRESCENT CITY YOU MUST COMPLETE THE FOLLOWING STEPS:

- Complete this entire application packet
- Obtain a Live Scan and provide the results to the Chief of Police
- Sign the verification page under oath with the City Clerk or other Notary
- Return this packet with signature to the City Clerk, 377 J Street, Crescent City, CA
- Obtain a Certificate of Public Convenience and Necessity. The City Clerk will schedule a public hearing at a regular meeting of the City Council during which they shall determine:
 - If further taxicab service in the city is required by the public convenience and necessity
 - If the applicant is fit, willing, and able to provide such service

ONCE THE CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY IS OBTAINED:

- Owner must complete a BUSINESS LICENSE APPLICATION and pay all fees (annually)
 - Each driver must complete an APPLICATION FOR TAXI OPERATORS PERMIT*, provided by, submitted to, and approved by the Crescent City Police Department
 - Insurance must be provided to the City for all vehicles*
- * Changes to either of these items must be submitted to the City immediately

PLEASE PROVIDE PROOF OF YOUR FINANCIAL STATUS. You may do this by attaching a copy of:

- the business's latest financial statements; or
- the latest Federal Income Tax Form 1040; or
- a statement showing assets and liabilities; or
- please include any outstanding judgments.



CITY OF CRESCENT CITY

**NEW TAXICAB DRIVER PERMIT APPLICATION
PURSUANT TO CRESCENT CITY MUNICIPAL CODE §5.24**



Please give a brief description of your experience in the transportation of passengers:

I have been a taxi driver here for 13 years now

Please state how many vehicles you wish to operate or control and the location of proposed depots and terminals:

4 cars

Please describe why you believe that public convenience and necessity for a Certificate of Conveyance with the number of vehicles requested is just:

With an increase in business due to weather and contracts I have gotten & customers say it's hard to get any other taxi beside Crescentcab

Please describe the color scheme or insignia to be used to designate your vehicles:

Signs on the doors & Brite colors.

Additional comments you wish to be considered by the City Council:



CITY OF CRESCENT CITY
NEW TAXICAB DRIVER PERMIT APPLICATION
 PURSUANT TO CRESCENT CITY MUNICIPAL CODE §5.24



***** IMPORTANT *** *You must sign this in the presence of a Notary Public* *****

I do hereby solemnly affirm and swear that the information provided on this application is true, correct, and complete.

Chris Ohman

Name of applicant, printed

Chris Ohman

Name of applicant, signed

11/2/16

Date

*A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, not the truthfulness, accuracy, or validity of that document.

State of California
 County of Del Norte

Subscribed and sworn (or affirmed) before me on this 15th day of NOV. 2016, by

Chris Ohman

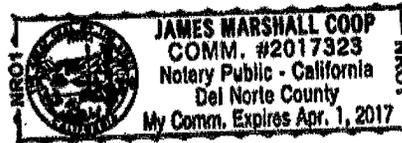
proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

WITNESS my hand and official seal.

James Marshall Coop

Signature

(seal)



For official use only

Public Hearing Date: *11/21/16*

Chief of Police Verified?

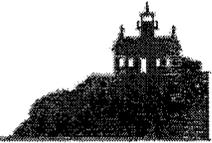
Certificate of P.C. & N. Issued?

Business License Issued:



City of Crescent City
Where the Redwoods Meet the Sea

377 J Street, Crescent City, CA 95531 • 707.464.7483 • Fax 707.465.4405 • www.crescentcity.org



**NOTICE OF PUBLIC HEARING
REGARDING TAXICABS WITHIN THE CITY**

NOTICE IS HEREBY GIVEN that on **Monday, November 21, 2016 at 6:00 p.m.**, or as soon thereafter as the matter may be heard, the City Council of the City of Crescent City will hold a public hearing during a regularly scheduled City Council meeting held at **981 H Street (Board Chambers), Crescent City, California**, to determine if a request to expand the Certificate for Crescent Cab from one (1) to four (4) vehicles is required by the public convenience and necessity and that the applicant is fit, willing, and able to perform such public transportation adherent to Crescent City Municipal Code Section 5.24.

Print date: Saturday, November 12, 2016

/s/ Kymmie Scott, City Clerk
City of Crescent City, California

RECEIVED

NOV 07 2016

CITY OF CRESCENT CITY
11/02/2016

Comments on Crescent City "Taxi business license"

My name is Richard Pearcey, owner/operator of Del Norte Taxi since 1989. When Crescent Cab was first awarded a business license, Del Norte Taxi and Comfort cab both voiced our concerns about another company opening up in Crescent City. I had 4 cabs on the road or available to be in service 24/7. We had discussed the idea of taking a car off the road in each of our companies due to a lack of business, and to keep both businesses healthy.

The security we counted on from the city council was to do their part and keep their promise to not allow another business to compete against us without first doing an assessment of necessity. This they completely ignored.

They awarded Crescent Cab a license simply because a council member was an entrepreneur, and therefore the license was granted. [see minutes from that meeting] No proof of necessity.

From there, one of his drivers sent a letter to the state labor board stating that Del Norte Taxi and Comfort Cab were employers without workers comp. [we were not employers, we leased cars to independent contractors} This brought John McBride from Redding labor board to Crescent City to issue a stop order and a \$1,000 fine each, for operating without workers comp. This caused both companies to eliminate all driver positions until the matter was resolved.

This took me over 6 years to prove that I was not an employer.

I have been operating the business by myself since then. This action by the city council has caused me much grief, lost sleep, depression, lost income, and destroyed any opportunity for business growth. Now Crescent cab wants to fill the void that he created. This is not right.

Labor division should be called in to assess whether or not he is playing by the rules. I am completely opposed to this idea. Crescent cab was the creator of our Taxi problem and now wants to be the cure.

I also blame the city council for not doing their job as promised.

Thank you for your time, and I hope you do what's right and fair.

X

Richard Pearcey / Del Norte Taxi
Owner / Operator 707-218-7961



MINUTES

Crescent City Successor Agency to the Redevelopment Agency

REGULAR MEETING

June 20, 2016 AT 6:00 P.M.

FLYNN CENTER, 981 H STREET, CRESCENT CITY, CA 95531

OPEN SESSION

Call to Order Chair Gastineau called the meeting to order at 6:33 p.m.

Roll Call Board present: Board Member Rick Holley, Board Member Kathryn Murray, Vice Chair Blake Inscore and Chair Ron Gastineau

Staff present: Interim City Manager Mike Knight, City Attorney Martha Rice, City Clerk / Admin Analyst Kymmie Scott, Public Works Director Eric Wier, Finance Director Linda Leaver, Sergeant Jennifer Owen, Housing Authority Director Megan Miller, and Planning Chair Holley Greene

REPORTS/PRESENTATIONS - None

PUBLIC COMMENT PERIOD

Chair Gastineau asked for public comment and received none.

CONSENT CALENDAR

1. Approval of the regular meeting minutes from February 16, 2016.
2. Approval of the warrant claims from January 9, 2016 through June 10, 2016

Chair Gastineau asked for public comment on the consent calendar items and received none.

Council Member Murray asked about the liquidated damages payment.

Action: On a motion by Vice Chair Inscore, seconded by Board Member Holley and carried on a 4-0 polled vote with Board Member Short absent, the Crescent City Successor Agency to the Redevelopment Agency of the City of Crescent City adopted the consent calendar items 1-2 as presented.

EXECUTIVE DIRECTORS REPORT - None

PUBLIC HEARING - None

CONTINUING BUSINESS - None

NEW BUSINESS - None

ADJOURNMENT

There being no further business to come before the Board, Chair Gastineau adjourned the meeting at 6:35 p.m. to the regular scheduled meeting of July 18, 2016 at 6:00 p.m.

ATTEST:

Kymmie Scott, Board Secretary

Presentation by Don
Fraser on the history,
structure, and function
of Redevelopment,
Successor Agencies, and
Oversight Boards in the
State of California and
in relation to the City
of Crescent City

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SUCCESSOR AGENCY AGENDA REPORT

TO: CHAIR AND MEMBERS OF THE BOARD

FROM: DAVID M. VAN DERMARK, CITY MANAGER

BY: KYMMIE SCOTT, ADMIN ANALYST / CITY CLERK

DATE: NOVEMBER 21, 2016

SUBJECT: APPOINTMENT TO THE OVERSIGHT BOARD

RECOMMENDATION

- Appoint City Manager David Van Dermark as the Oversight Board representative to fill the second City position as a replacement to former City Manager Gene Palazzo

BACKGROUND

Health and Safety Code Section 34179 designates that "each successor agency shall have an oversight board composed of seven members". These seven members are comprised of:

- One member appointed by the county board of supervisors (currently Supervisor Finigan)
- One **member appointed by the mayor** for the city that formed the redevelopment agency. (currently Pro Tem Inscore)
- One member appointed by the larges special district, by property tax share, with territory in the territorial jurisdiction of the former redevelopment agency, which is of the type of special district that is eligible to receive property tax revenues pursuant to Section 34188. (currently Harbor Commissioner Phillips)
- One member appointed by the county superintendent of education to represent the schools if the superintendent is elected. If the county superintendent of education is appointed, then the appointment is made pursuant to this paragraph shall be made by the county board of education. (currently Superintendent Harris)
- One member appointed by the California Community Colleges to represent community college districts in the county. (currently CR Vice-President Lindsey)
- One member of the public appointed by the county board of supervisors. (currently vacant)
- One member representing the employees of the former redevelopment agency **appointed by the mayor** or chair of the board of supervisors, as the case may be, from the recognized employee organization representing the largest number of former redevelopment agency employees employed by the successor agency at that time. In the case where city or county employees performed administrative duties of the former

redevelopment agency, the appointment shall be made from the recognized employee organization representing those employees. If a recognized employee organization does not exist for either the employees of the former redevelopment agency or the city or county employees performing administrative duties of the former redevelopment agency, the appointment shall be made from among the employees of the successor agency. In voting to approve a contract as an enforceable obligation, a member appointed pursuant to the paragraph shall not be deemed to be interested in the contract by virtue of being an employee of the successor agency or community for purposes of Section 1090 of the Government Code. (formerly City Manager Palazzo, now vacant)

ANALYSIS

Staff recommends that the Board appoint City Manager David Van Dermark to fill the role left vacant by former City Manager Gene Palazzo.

FISCAL ANALYSIS

This action does not have a fiscal impact.

ATTACHMENT

1. Resolution No. SA2016-02

RESOLUTION NO. SA2016-02

**A RESOLUTION OF THE SUCCESSOR AGENCY TO THE DISSOLVED
REDEVELOPMENT AGENCY OF THE CITY OF CRESCENT CITY, CONFIRMING THE
MAYOR'S APPOINTMENT OF MEMBERS TO THE OVERSIGHT BOARD OF THE
SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF
CRESCENT CITY**

WHEREAS, pursuant to the California Community Redevelopment Law (Health and Safety Code Section 33000 et seq.: the "Redevelopment Law"), the City Council of the City of Crescent City ("City") adopted the Redevelopment Plans for the City of Crescent City; and

WHEREAS, as part of the 2011-12 State budget bill AB1x26 (the "Dissolution Act") was enacted significantly modifying the Redevelopment Law to require the dissolution of redevelopment agencies throughout California and the establishment of successor agencies to wind down the former redevelopment agencies' affairs; and

WHEREAS, California redevelopment agencies were dissolved on February 1, 2012 pursuant to the Dissolution Act; and

WHEREAS, Section 342179(a) of the Redevelopment Law provides that the Mayor of the city that authorized the creation of a redevelopment agency may elect to appoint one member to the Oversight Board of the Successor Agency to represent the employees of the former redevelopment agency; and

WHEREAS, the Mayor of the City of Crescent City has appointed David Van Dermark, City Manager, to the Oversight Board to represent the employees of the former redevelopment agency; and

WHEREAS, all other legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, THE SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF CRESCENT CITY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. **Recitals.** The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. **CEQA Compliance.** The appointment of a member to the Oversight Board through this Resolution does not commit the Successor Agency to any action that may have a significant effect on the environment. As a result, such action does not constitute a project subject to the requirements of the California Environmental Quality Act. The City Clerk is authorized and directed to file a Notice of Exemption with the appropriate official of the County of Del Norte, California, within five (5) days following the date of adoption of this Resolution.

Section 3. **Appointment to the Oversight Board.** The Successor Agency hereby confirms the appointment of David Van Dermark, City Manager, to the Oversight Board to represent the employees of the former redevelopment agency.

Section 4. **Implementation.** The City Manager, David Van Dermark, is hereby authorized and directed to take any action necessary to carry out the purposes of this Resolution, including but not limited to notifying the Del Norte County Auditor-Controller, the Controller of the State of California,

and the California Department of Finance providing notice of the adoption of this Resolution and the Mayor's appointment of the above-named representative to the Oversight Board, in accordance with AB1x26.

Section 5. **Severability.** If any provision of this Resolution or the application of any such provision to any person or circumstance is held invalid, such invalidity shall not affect other provisions or application of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of the Resolution are severable.

Section 6. **Certification.** The City Clerk of the City of Crescent City acting on behalf of the Successor Agency as its Secretary, shall certify to the adoption of this Resolution.

Section 7. **Effectiveness.** This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Successor Agency to the former Redevelopment Agency of the City of Crescent City on the 21st day of November, 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chairperson

ATTEST:

Kymmie Scott, Secretary to the Board



CITY COUNCIL AGENDA REPORT

TO: MAYOR AND MEMBERS OF THE COUNCIL

FROM: DAVID M. VAN DERMARK, CITY MANAGER

BY: KYMMIE SCOTT, ADMINISTRATIVE ANALYST AND CITY CLERK

DATE: NOVEMBER 21, 2016

SUBJECT: INTRODUCTION TO BOARD, COMMISSION, AND COMMITTEE APPOINTMENTS

RECOMMENDATION

- **Receive information on Council Boards, Commissions, and Committees and the process for appointment**

BACKGROUND

Members of the City Council, as well as City staff, are appointed to a number of boards, commissions, and committees each year. The nature of interaction within these groups range from informational to workshops to policy-making, depending on the group. Council Members are encouraged to serve in a variety of these positions to speak and act on behalf of the Council and the City and to report back to the Council on matters discussed at the meetings in which they are involved.

The Mayor makes appointments to these boards, commissions, and committees with approval by the City Council. Some appointments, such as those to Border Coast Regional Airport Authority, require action by Resolution.

It is recommended that Council Members review the attached list and consider their availability for meetings and interest in various topics. Councilors are to provide the Mayor with their requests and appointments are typically made at the following meeting.

STRATEGIC PLAN ANALYSIS

This action supports Strategic Plan Goals # 1A Enhance collaboration with other agencies and the community to better serve the public; #1B Ensure that information shared between departments, with other agencies, and with the public is both accurate and timely; #2D Collaborate with other jurisdictions and non-profits to maximize regional effectiveness and amplify funding opportunities; and #3A Develop a results-based organization which utilizes community involvement, innovation, transparency, and leadership

ATTACHMENT(S)

1. List of Council Boards, Commissions, and Committees

CITY COUNCIL MEMBER COMMITTEE, COMMISSION & BOARD APPOINTMENTS 2016-2017

ORGANIZATION	PURPOSE	MTG. SCHEDULE	CONTACT	# REPS
Border Coast Regional Airport Authority (BCRAA)	A Joint Powers Authority (JPA) with a Board of Commissioners comprised of representatives from Del Norte County, the City of Crescent City, Elk Valley Rancheria, Tolowa Dee-ni' Nation, City of Brookings, and Curry County. BCRAA is responsible for regulatory compliance, capital improvements, maintenance and promotion of three airports within Del Norte County: Jack McNamara Field-Crescent City (Commercial), Ward Field-Gasquet (General Aviation) and Andy McBeth Field-Klamath (General Aviation).	Monthly on the first Thursday at 1:30@ Flynn Center	Matt Leitner, Airport Director, 707.464.7288, mleitner@co.del-norte.ca.us	1 Council 1 Alt.
Chamber of Commerce Board of Directors	The Chamber develops, supports, and advocates for an environment that fosters sustainable community, health, and economic development	Monthly on the fourth Friday at 12:00pm @ RHS*	Jeff Parmer, Executive Director of the Chamber, 707.464.3174 chamber@delnorte.org	1 Council 1 Alt.
Coastal Cities Issues Group (CCIG)	A LoCC Special Task Force working group whose purpose is to build a productive, working relationship with the CA Coastal Commission and provide a forum for coastal cities to collaborate on coastal issues of concern.	Quarterly phone calls and an annual meeting as called by the chair	Sara Rounds, Regional Public Affairs Program Manager, 916.658.8243 roundss@cacities.org	1 Council 1 Alt.
Crescent City Port Search and Rescue	Includes the City, County, Harbor, Sheriff, Coast Guard, and Coast Guard Auxiliary regarding communications and emergency response.	As needed	Charlie Helms, Harbormaster, 707.464.6174 chelms@ccharbor.com	1 Council 1 Alt.
Del Norte Local Transportation Commission (DNLTC)	Prepares and adopts planning and programming documents required by law, and allocates funds and administers various funding programs that primarily involve the City of Crescent City, County of Del Norte, Redwood Coast Transit Authority, and Native American Tribes.	Monthly on the second Thursday at 11:00am @ Flynn Center	Tamera Leighton, Director, 707.465.3878 tamera@dnltc.org	3 Council 1 Alt.
Del Norte Solid Waste Management Authority (DNSWMA)	A Joint Powers Authority (JPA) consisting of two County Supervisors, two Council Members, and one Public Member; is responsible for solid waste management in Del Norte County including providing gate staff and accounting for the Del Norte County Transfer Station, Gasquet and Klamath Transfer Stations, and maintaining the closed Crescent City Landfill. The Authority also oversees contracts for trash and recycling collections, transfer station operations, and household hazardous waste events.	Monthly on the third Tuesday @ 3:30 p.m. at the Del Norte County Board of Supervisors' Chambers. *	Tedd Ward, Exec. Director, 707.465.1100 tedd@recyclelnorte.ca.gov	2 Council 1 Alt.
Humboldt/Del Norte Hazardous Materials Response Authority (HazMat JPA)	Establishing and maintaining hazardous materials response capabilities as an area wide Hazard Materials Response Team	Quarterly; Eureka via phone	Humboldt Co. Health Dept. (Steve Wakefield, Fire Chief/Local Contact, 707.218.4132) citychief51@gmail.com	1 Council 1 Staff
Inter Governmental Relations Committee (IGRC)	Opportunity to share agency and organizational information between a wide range of community organizations and agencies	Quarterly on the second Wednesday of the month @ WWTP	Shared Leadership Kymmie Scott, City Clerk kscott@crescentcity.org	2 Council 1 Staff 1 Alt.
Last Chance Grade Stakeholder Group (LCGSG)	Facilitator-led collaboration of stakeholders to discuss the long-term future of Last Chance Grade	- Hiatus -	John Driscoll, 707.407.3585	1 Council 1 Alt.
League of Cities Legislative Delegate	Reviews and tracks legislation that impact cities and represents the City Council's position(s) when voting at League meetings	Regional meetings as needed; usually in conjunction with quarterly Division mtgs.	Sara Rounds, Regional Public Affairs Program Manager, 916.658.8243 roundss@cacities.org	1 Council 1 Alt.
Local Agency Formation Commission (LAFCO)	Prepares Municipal Services; reviews sphere of influence updates for the City and independent special districts; reviews reorganizations, consolidations, detachments, annexations, and activation of powers for special districts; approves City annexations and SOI Amendments; has authority for new Districts and City formations	Monthly on the fourth Monday at 4:00pm @ Flynn Center	George Williamson, Executive Officer, 707.825.8260 eo@delnortelafco.org	2 Council 1 Alt.

Boards and Commissions, 2016-2017

Oversight Board to the Successor Agency to the Crescent City Redevelopment Agency	Provides oversight to the actions of the Successor Agency to the Redevelopment Agency of the City of Crescent City	Monthly on the second Wednesday at 1:00pm @ Flynn Center	David VanDermark, City Manager, 707.464.7483 dvandermark@crescentcity.org	1 Council 1 Staff 1 Alt.
Pelican Bay State Prison (PBSP) Citizens Advisory Committee	Warden and staff leaders advise and inform the group of current events and/or situations at the prison.	Every other month on the second Wednesday at 3:00pm @ PBSP, Warden's Office	Clark Ducart, Warden, 707.465.1000 Sylvia Zarate, Exec. Assistant 707.465.9000 sylvia.zarate@cdcr.ca.gov	2 Members 1 Alt.
Redwood Empire Division of the League of Cities	To disseminate information relating to city government, foster periodic meetings of city officials for the discussion of city issues and priorities for the purpose of promoting governmental efficiency and economy, and promote greater interest and more active civic consciousness among the Division's constituents as to its importance and significance.	Quarterly, in member cities	Sara Rounds, Regional Public Affairs Program Manager, 916.658.8243 roundss@cacities.org	1 Council 1 Alt.
Redwood Coast Transit Authority (RCTA)	Oversees and advocates for the local transit system and related local transportation needs and provides policy direction and oversight to the County's transit system.	Monthly on 3rd Weds. at 3:30pm @ Flynn Center	Joe Rye 707.235.3078 trmtconsulting@gmail.com	2 Council 1 Alt.
Tri-Agency Economic Development Authority	A Joint Powers Authority (JPA) designed to encourage and enhance economic development in Del Norte County.	As needed	David VanDermark, City Manager, 707.464.7483 ext. 232 dvandermark@crescentcity.org	2 Council 1 Alt.
Visitors Bureau	To encourage and enhance tourism in Del Norte County.	Monthly on the third Thursday at 4 pm @ Cultural Center	Jeff Parmer, Executive Director, 707.454.8511 chamber@delnorte.org	1 Council 1 Alt.

* Meeting dates and times may be revised after new Board Members, Committee Members, or Commissioners are appointed.

Ad Hoc Committees that convene occasionally and are appointed as needed

ORGANIZATION	PURPOSE
Auditor Ad-Hoc	The Auditor is selected by, and works for, the City Council. This committee develops the request for proposal (RFP) and makes recommendations to the City Council regarding the approval of the Auditor contract.
Code of Ethics Ad Hoc	Effort to review and revise the Council Code of Ethics
County of Del Norte Ad Hoc Committee	Meets to discuss matters of mutual interest
Crescent City Fire Protection District Ad Hoc Committee	Meets to discuss matters of mutual interest
Harbor Ad Hoc	Meets to discuss matters of mutual interest
Healthcare District Ad Hoc Committee	Temporary committee to review health care changes related to Sutter Coast Hospital
National Park Service Ad Hoc Committee	Meets to discuss matters of mutual interest
Mental Health Board	Meets to discuss mental health issues in Del Norte County
H.E.L.P. Committee	Meets to discuss solutions to the homeless issue in Del Norte County

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