

CITY OF CRESCENT CITY

Mayor Blake Inscore
Council Member Alex Fallman
Council Member Isaiah Wright

Mayor Pro Tem Heidi Kime
Council Member Jason Greenough

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

MONDAY

FEBRUARY 3, 2020

5:00 P.M.

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, Crescent City, CA or on our website: www.crescentcity.org

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

FOLLOWED BY THE

OPEN SESSION MEETING AT 6:00 p.m.

CLOSED SESSION

Call to order
Roll call

ANNOUNCEMENT OF CLOSED SESSION ITEMS

- **Conference with Legal Counsel: Existing Litigation (Govt. Code § 54956.9(d)) City v. Kap Soo Jeong, et al. Del Norte County Superior Court Case No. CVUJ-18-1020, Stephen Wakefield v. City of Crescent City and Golden State Risk Management Authority, WCAB Case No. ADJ11260796, Martin v. City of Crescent City, Del Norte County Superior Court Case No. CVUJ-18-1219, and Alice Brown v. State of California, et al., Case No. CV-18-7826 (US Dist. Ct.)**
- **Conference with Legal Counsel: Potential Litigation (Govt. Code § 54956.9(d)(4)): 5 cases**
- **Conference with Real Property Negotiators (Gov. Code Section 54956.8): Property: APN: 118-020-044, APNs: 118-390-18, 118-030-43; Agency Negotiator: Eric Wier**
- **Conference with Labor Negotiator (Gov. Code § 54957.6), City Representative: Eric Wier, Employee Organizations: Crescent City Employees Association, Crescent City Management Employees Association, Clerical Employees of Crescent City Association and Crescent City Police Officers Association**

- **Public Employee Performance Evaluation (Gov. Code Section 54957(b)) Title: City Manager**

OPEN SESSION

- Call to order
- Roll call
- Pledge of Allegiance

REPORT OUT OF CLOSED SESSION

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.

CEREMONIAL ITEMS

1. Black History Month Proclamation

2. Proclamation in Recognition for Cal-Ore Donation to CCPD

REPORTS AND PRESENTATIONS - None

CONSENT CALENDAR

3. Council Meeting Minutes

- *Recommendation: Approve the December 23, 2019 special meeting minutes, the January 6, 2020 regular meeting minutes, and the January 21, 2020 special meeting minutes of the City Council.*

4. Warrant Claims List

- *Recommendation: Receive and file the warrant claims list for the period December 28, 2019 through January 10, 2020.*

5. Payroll Report

- *Recommendation: Receive and file the biweekly payroll report for the period ending January 4, 2020 paid January 10, 2020.*

6. Police Department Position Control Adjustment

- *Recommendation: Approve Resolution No. 2020-13, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY UPDATING THE POSITION CONTROL SCHEDULE IN THE ADOPTED FISCAL YEAR 2019-2020 BUDGET.*

7. HGTV Home Town Takeover Application

- *Recommendation: Authorize the City Manager to submit an application to HGTV for consideration of Crescent City in the upcoming series Home Town Takeover.*

PUBLIC HEARINGS – None

CONTINUING BUSINESS

8. Draft Commercial Cannabis Regulations Ordinance

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Discuss the draft commercial cannabis ordinance*
- *Provide further direction to staff about the draft commercial cannabis ordinance*

NEW BUSINESS

9. Front Street Storm Drain Project

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Award the Front Street Storm Drain Project to Tidewater Contractors, Inc., authorize the City Manager to sign an agreement with said contractor in the amount of \$3,833,685.00 for the Base Bid and Alternative Three-Electrical, and authorize the City Manager to approve and sign change orders in an aggregate amount not to exceed 10% of the Base Bid and an individual change order amount not to exceed \$60,000.00.*
- *Adopt Resolution No. 2020-14, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2019-20 BUDGET OF THE CITY OF CRESCENT CITY.*

10. Sunset Circle Multi-Use Trail Project

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Adopt Resolution No. 2020-15, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2019-2020 BUDGET OF THE CITY OF CRESCENT CITY*
- *Authorize the City Manager to sign Contract Amendment #002 with Stover Engineering in the amount of \$60,000 to complete the Plans, Specifications, and Estimate for the extra work associated with the change in trail alignment for the Sunset Circle Multi-Use Trail Project.*

CITY COUNCIL ITEMS

- **Legislative Matters** – Consider miscellaneous legislative matters pertinent to the City of Crescent City. Authorize the Mayor to sign the appropriate letters and/or positions with respect to such matters.
- **City Manager Report and City Council Directives** - Pursuant to Crescent City Municipal Code § 2.08.200, the City Council may instruct the city manager on matters of importance to the administrative services of the City and provide direction with respect to subordinates of the City Manager. (Directives from individual Council Members that are not objected to by any member present shall be considered an order of the City Council.)
 - **Less Lethal Ammo Report by Chief Griffin**

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

ADJOURNMENT

***Adjourn to the regular meeting of the City Council of the City of Crescent City scheduled for Tuesday, February 18, 2020 at 6:00 p.m. at the Flynn Center, 981 H Street, Crescent City, CA 95531.

POSTED:

January 30, 2019

/s/ Robin Patch

City Clerk/Administrative Analyst

Vision:

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

Mission:

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

Values:

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



Proclamation

of the

City of Crescent City

WHEREAS, Black History Month is observed throughout the United States to celebrate and recognize the vital role and contributions of African Americans in our history and culture. Black History Month was first celebrated in 1976; and

WHEREAS, the City of Crescent City recognizes that racial and ethnic diversity enriches our community and the challenges that African Americans face in achieving equity, opportunity and social mobility; and

WHEREAS, the City of Crescent City honors the rich heritage, extraordinary contributions, and ongoing accomplishments of African Americans; and

WHEREAS, the City of Crescent City celebrates African American advocacy of social justice, cultural contributions, racial justice and hope not only this month, but 365 days a year; and

WHEREAS, we commend the many achievements, successes and notable contributions of people of African descent in all fields of endeavor, including those who, over the last 20 years, make up the fastest-growing segment of the country's foreign-born population in a new migration movement from Africa and the Caribbean; and

NOW, THEREFORE, BE IT PROCLAIMED, that on this 3rd day of February, 2020, the City Council of the City of Crescent City do hereby proclaim February 2020, as Black History Month.

Mayor Blake Inscore

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Proclamation

*of the
City of Crescent City*

WHEREAS, CAL-ORE Life Flight has committed to the community in a number of ways including hosting training seminars as well as taking a great deal of pride in donating volunteer hours and money to numerous local organizations; and

WHEREAS, CAL-ORE Life Flight covers several counties including: Del Norte, Humboldt, Siskiyou, Curry and Josephine County with daily flights; and

WHEREAS, CAL-ORE Life Flight staffs three fixed-wing planes, one helicopter, and in Curry County, they staff five ground ambulances. Additionally, CAL-ORE Life Flight has acquired Arcata Ambulance and City Ambulance which covers Eureka, Fortuna, and Garberville; and

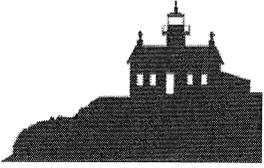
WHEREAS, Crescent City Police Officers encounter a number of situations on each call they respond to, including numerous medical emergencies; and

WHEREAS, because CAL-ORE Life Flight takes pride in their commitment to supporting local non-profits and law enforcement agencies, they donated to our Crescent City Police Department several Narcan kits and 6 fully stocked 'officer down' medical kits for the police vehicles. They also provided valuable training to our police officers for Narcan administration and tourniquet use; and

NOW, THEREFORE, BE IT PROCLAIMED that the City Council of the City of Crescent City expresses deep appreciation for the work of Cal-Ore Life Flight crews and the donation to the Crescent City Police Department to help keep our community safe and assist in medical emergencies.

Mayor Blake Inscore

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CITY OF CRESCENT CITY

Mayor Blake Inscore
Council Member Alex Fallman
Council Member Isaiah Wright

Mayor Pro Tem Heidi Kime
Council Member Jason Greenough

MINUTES
SPECIAL CITY COUNCIL MEETING
WASTEWATER TREATMENT FACILITY
210 BATTERY STREET
CRESCENT CITY, CA 95531

MONDAY

DECEMBER 23, 2019

5:15 P.M.

OPEN SESSION

Call to order

Mayor Inscore called the meeting to order at 5:15 p.m.

Roll call

Council Members present: Council Member Alex Fallman, Council Member Jason Greenough, Council Member Isaiah Wright, and Mayor Blake Inscore

Council Member absent: Mayor Pro Tem Heidi Kime

Staff present: City Manager Eric Wier, City Attorney Martha Rice, Finance Director Linda Leaver, Public Works Director Jon Olson, Police Chief Richard Griffin, Public Works Office Technician Heather Welton.

Pledge of Allegiance

led by Mayor Inscore.

PUBLIC COMMENT PERIOD

The following citizens addressed the Council: None

CONTINUING BUSINESS

1. Front Street Storm Drain Project

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Approve the Front Street Storm Drain Project Plans and Specifications*
- *Authorize the City Manager to advertise and receive bids for the Front Street Storm Drain Project.*

Jonathon Olson, Public Works Director gave a slideshow presentation on the Front Street Storm Drain Project. He showed flooded areas in residential zones and stated the objective of the project is to prevent floods. He showed a map of how the finished project will look which included stamped concrete pathways and changing the four-lane traffic to two-way traffic. He went over the Geotechnical Report and SB1 funding.

The Geotechnical Report was discussed on a Council level.

On a motion by Council Member Greenough, seconded by Council Member Wright, and carried unanimously on a 4-0 polled vote with Mayor Pro Tem Kime being absent, the City Council of the City of Crescent City approved the Front Street Storm Drain Project Plans and Specifications.

CITY COUNCIL ITEMS

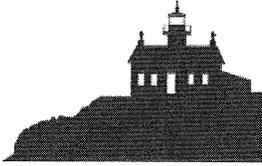
- **Legislative Matters – None**
- **City Manager Report and City Council Directives - None**
- **Reports, Concerns, Referrals, Council travel and training reports – None**

ADJOURNMENT

There being no further business to come before the Council, Mayor Inscore adjourned the meeting at 6:21 p.m. to the special meeting of the City Council of the City of Crescent City. Next meeting scheduled for Monday, January 6, 2020 at 6:00 p.m. at the Flynn Center, 981 H Street, Crescent City, CA 95531.

ATTEST:

Heather Welton, Public Works Office Technician for
Robin Patch, City Clerk/Administrative Analyst



CITY OF CRESCENT CITY

Mayor Blake Inscore
Council Member Alex Fallman
Council Member Isaiah Wright

Mayor Pro Tem Heidi Kime
Council Member Jason Greenough

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

MONDAY

JANUARY 6, 2020

5:00 P.M.

CLOSED SESSION

Call to order Mayor Inscore called the closed session to order at 5:00 p.m.

Roll call Council Members present: Council Member Jason Greenough, Council Member Isaiah Wright, Mayor Pro Tem Heidi Kime, and Mayor Blake Inscore

Council Member absent: Council Member Alex Fallman

Staff present: City Manager Eric Wier and City Attorney Martha Rice

ANNOUNCEMENT OF CLOSED SESSION ITEMS

- **Conference with Legal Counsel: Existing Litigation** (Govt. Code § 54956.9(d)) **City v. Kap Soo Jeong, et al. Del Norte County Superior Court Case No. CVUJ-18-1020, Patrick M. Barry, Trustee of the Patrick M Barry Trust Dated October 2, 2009 v. City of Crescent City, inclusive Del Norte County Superior Court Case No. CVUJ-18-1287, Martin v. City of Crescent City, Del Norte County Superior Court Case No. CVUJ-18-1219, and Alice Brown v. State of California, et al., Case No. CV-18-7826 (US Dist. Ct.)**
- **Conference with Legal Counsel: Potential Litigation** (Govt. Code § 54956.9(d)(4)): 5 cases
- **Conference with Labor Negotiator** (Gov. Code § 54957.6), **City Representative: Eric Wier, Employee Organizations: Crescent City Employees Association and Crescent City Police Officers Association**
- **Public Employee Performance Evaluation** (Gov. Code Section 54957(b)) **Title: City Manager**

There were no public comments on closed session items.

Mayor Inscore left the closed session at 5:48 p.m.; the remainder of the Council left closed session at 5:58 p.m., meeting adjourned.

OPEN SESSION

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

Roll call

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

Council Member absent: Council Member Alex Fallman

Staff present: City Manager Eric Wier, City Attorney Martha Rice, Finance Director Linda Leaver, Human Resources Administrator Sunny Valero, City Clerk/Administrative Analyst Robin Patch, Public Works Director Jon Olson, Interim Fire Chief Bill Gillespie, K9 Officer Gene Votruba, Police Officer Justin Gill, Police Officer Ethan Miller, K9 Officer Anthony Lopez, Police Officer Jonathan Cooper, Police Officer Yeng Lo, Police Officer Tyler Balch and Police Chief Richard Griffin

Pledge of Allegiance led by Council Member Wright

REPORT OUT OF CLOSED SESSION

City Attorney Rice reported the following action taken in closed session:

On a motion by Council Member Greenough, seconded by Council Member Wright, and carried 4-0 with Council Member Fallman absent, the City Council of the City of Crescent City approved and authorized the City Manager to sign a settlement agreement in the case of Patrick M. Barry, Trustee of the Patrick M Barry Trust Dated October 2, 2009 v. the City of Crescent City, inclusive Del Norte Superior Court Case No. CVUJ-18-1287.

Mayor Inscore asked for Council consensus to move Item 12 to before Item 10 on the agenda in the interest of staff present; Council agreed.

PUBLIC COMMENT PERIOD

The following citizens addressed the Council:

Linda Sutter: Asked for an independent audit by the State Controller's office of the Sister City budget; Sister City Budget to be placed on the ballot, asked for all funds spent on the Sister City to be repaid to the City.

CEREMONIAL ITEMS - None

REPORTS AND PRESENTATIONS

1. Budget-to-Actual Report for Fiscal Year 2018-19

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Receive and file budget-to-actual financial report of the City's major operating funds for Fiscal Year 2018-19.*

Finance Director Linda Leaver gave a PowerPoint presentation of fiscal year 2018-19 budget. She went over in detail all of the budgeted one-time costs that were discussed at the Strategic Planning Workshop. The FY 18-19 final budget was better than budgeted.

There was no public comment.

CONSENT CALENDAR

2. Council Meeting Minutes

- *Recommendation: Approve the November 21, 2019 special joint meeting of the Council and Crescent Fire Protection District and the December 16, 2019 regular meeting minutes of the City Council.*

3. Warrant Claims List

- *Recommendation: Receive and file the warrant claims list for the period December 7, 2019 through December 27, 2019.*

4. Payroll Report

- *Recommendation: Receive and file the biweekly payroll report for the period ending December 21, 2019 paid December 24, 2019.*

5. Border Coast Regional Airport Authority Appointment

- *Recommendation: Adopt Resolution No. 2020-01, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPOINTING ONE MEMBER AND ONE ALTERNATE MEMBER TO THE BORDER COAST REGIONAL AIRPORT AUTHORITY BOARD OF COMMISSIONERS.*

6. Debt Policy 2020

- *Recommendation: Adopt Resolution No. 2020-02, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING THE CITY OF CRESCENT CITY DEBT POLICY FOR 2020.*

7. Interfund Borrowing Policy for 2020

- *Recommendation: Adopt Resolution No. 2020-03, A RESOLUTION OF THE CITY OF CRESCENT CITY APPROVING THE CITY OF CRESCENT CITY INTERFUND BORROWING POLICY FOR 2020.*

8. Investment Policy 2020

- *Recommendation: Adopt Resolution No. 2020-04, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING THE CITY OF CRESCENT CITY INVESTMENT POLICY FOR 2020.*

9. CCEA MOU Amendment Regarding On-Call Assignment

- *Adopt Resolution No. 2020-06, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING AN AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CRESCENT CITY AND THE CRESCENT CITY EMPLOYEES ASSOCIATION FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2020.*

Mayor Inscore stated that at the request of staff, item 7 has been pulled from the agenda.

There was no public comment.

On a motion by Council Member Greenough, seconded by Council Member Wright, and carried on a 4-0 polled vote with Council Member Fallman being absent, the City Council of the City of Crescent City adopted the consent calendar consisting of items 2-6 and 8-9 as presented.

Mayor Inscore asked City Manager Wier to address the Council in regards to item 7, Interfund Borrowing Policy for 2020. City Manager Wier explained why this item is being pulled to be able to address the policy with more detail.

PUBLIC HEARINGS – None

CRESCENT CITY HOUSING AUTHORITY

No meeting as there are no items to discuss

NEW BUSINESS

12. Police Department Supervisory Needs and Staffing Plan

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Approve the Phased Police Department Staffing Plan*
- *Approve Resolution No. 2020-07, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY UPDATING THE POSITION CONTROL SCHEDULE IN THE ADOPTED FISCAL YEAR 2019-2020 BUDGET.*

City Manager Wier explained the current police department staffing; there are currently two shifts without direct supervision. The CCPOA brought this up as a concern and wanted a solution; the new structure will add two sergeants. The final plan would allow for a Detective and 17 full time employees. Presently, there is not the budget to do this, however, there is a budget to go ahead and start Phase 1 and hire one sergeant. Chief Griffin reported to the Council that not only does this allow for supervision of the officers, but also officer safety. City Manager Wier stated by utilizing the vacant police officer positions, it would cost the City \$5k at the top step. .

Linda Sutter: asked for clarification of the \$5k; per officer?

Finance Director Leaver said there will be no budget impact for this Fiscal Year. Mayor Pro Tem Kime asked that based on the overtime due to the vacancies, will there be a shrinkage in the overtime and filling these positions; Director Leaver answered in the affirmative.

On a motion by Council Member Wright, seconded by Mayor Pro Tem Kime, and carried unanimously on a 4-0 polled vote, with Council Member Fallman being absent, the City Council of the City of Crescent City approved Resolution No. 2020-07, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY UPDATING THE POSITION CONTROL SCHEDULE IN THE ADOPTED FISCAL YEAR 2019-2020 BUDGET.

On a motion by Council Member Wright, seconded by Council Member Greenough, and carried unanimously on a 4-0 polled vote, with Council Member Fallman being absent, the City Council of the City of Crescent City approved the Phased Police Department Staffing Plan.

The City Council adjourned and convened as the Successor Agency to the Redevelopment Agency at 6:41 p.m.

SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY

(Minutes will be in the next Successor Agency agenda)

Mayor Inscore reconvened the City Council meeting at 6:48 p.m.

CONTINUING BUSINESS

11. Residential Water Service Discontinuation Policy

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

- *Adopt Resolution No. 2020-05, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADOPTING A RESIDENTIAL WATER DISCONTINUATION POLICY*

Finance Director Leaver reported to the Council that this item is the result of SB998. There are certain regulations on the City and that the City must have a written policy, the policy must be translated into several languages, it has to include information on alternative payment plans, requirements on when notice is given to the customer and how it is given, needs a dispute and appeal process, as well as several other requirements. The municipal code needed to be amended and it was done at a prior Council meeting to read that the changes would be done by policy. The policy before the Council does meet all of the requirements of SB998. Director Leaver went over the payment plans and what is required in detail. Regarding the question about delinquent sewer bills, City Attorney Rice is researching this and will have the information at the next Council meeting. Mayor Inscore asked if there will be an accompanying policy with the ordinance for delinquent sewer accounts; City Attorney Rice stated her opinion is that it not necessary to do an extensive policy for sewer like water. The state law regulations on sewer service are not as extensive as water service. Mayor Pro Tem Kime asked how many accounts get sent notices for disconnection; Finance Director Leaver stated that over 400 disconnect bills are sent, about 90% get paid beforehand, therefore it is about 40 disconnections per month.

Linda Sutter: if you are late on your sewer bill, does it go on the tax rolls? *City Attorney Rice stated that the municipal code has had a provision for many years for the delinquency to go on the tax rolls and it happens once a year.*

City Attorney Rice stated that there were some numbering issues that occurred during the final draft and suggests that the numbers that dropped off be changed into the policy. Will be brought back to the Council for approval with the changes made. Mayor Pro Tem Kime stated that she hopes customers are well informed before this is implemented. Finance Director Leaver explained the new notices will have 30 days past due and 60 days past due and explained the process for the noticing before shut off.

CITY COUNCIL ITEMS

- **Legislative Matters** – None
- **City Manager Report and City Council Directives** – City Manager Wier reported the following to the Council:
 - Today staff began a 9/80 Schedule; the community has shown appreciation already for the time change. Every Friday, City Hall will be closed to the public.
 - Jacobs has hired a new Project Manager for the WWTP named Dave Zevely and Ricky McNamara was hired as an OIT. For City Parks, Victor Cordova started today is a part time employee working year-round.
 - Front Street Storm Drain project is moving along
 - Swim Camp a huge success; Director Wendt will give report next meeting
 - HR is doing a great job with recruitment; a conditional officer has been given to a new police officer and an Equipment Operator 1. There was an internal promotion where Wayne Franklin has been promoted to Equipment Operator 2.
 - Amador Water Tank RFQ is out for the design as well as the grant application in partnership with Elk Valley Rancheria
 - New City Hall – RFQ – no responsive proposals yet, therefore reaching out to individual architects and are expecting to see some proposals on the project.
 - IT has been extremely busy – Records Management System (RMS) for CCPD will go live on Feb. 13th

- New server for Springbrook will be implemented for Finance as well as a new server for the Housing Authority
- City website is continuing to be worked on
- CCEA amendment will show someone on call 24 hours.
- Requests to create another ad hoc committee for the City specific CEDS.

➤ **Reports, Concerns, Referrals, Council travel and training reports** – nothing to report

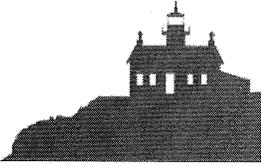
Mayor Inscore volunteered to serve on the City CEDS as well as Council Member Greenough, the Council was in consensus to appoint them both to the ad hoc committee.

ADJOURNMENT

There being no further business to come before the Council, Mayor Inscore adjourned the meeting at 7:13 p.m. to the special meeting of the City Council of the City of Crescent City scheduled for Tuesday, January 21, 2020 at 6:00 p.m. at the Flynn Center, 981 H Street, Crescent City, CA 95531.

ATTEST:

Robin Patch
City Clerk/Administrative Analyst



CITY OF CRESCENT CITY

Mayor Blake Inscore
Council Member Alex Fallman
Council Member Isaiah Wright

Mayor Pro Tem Heidi Kime
Council Member Jason Greenough

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

TUESDAY

JANUARY 21, 2020

5:00 P.M.

CLOSED SESSION

Call to order Mayor Inscore called the closed session to order on 5:03 p.m.

Roll call Council Members present: Council Member Jason Greenough, Council Member Isaiah Wright, Mayor Pro Tem Heidi Kime, and Mayor Blake Inscore
Council Member absent: Council Member Alex Fallman
Staff present: City Manager Eric Wier and City Attorney Martha Rice

ANNOUNCEMENT OF CLOSED SESSION ITEMS

- **Conference with Legal Counsel: Existing Litigation** (Govt. Code § 54956.9(d)) **City v. Kap Soo Jeong, et al. Del Norte County Superior Court Case No. CVUJ-18-1020, Stephen Wakefield v. City of Crescent City and Golden State Risk Management Authority, WCAB Case No. ADJ11260796, Martin v. City of Crescent City, Del Norte County Superior Court Case No. CVUJ-18-1219, and Alice Brown v. State of California, et al., Case No. CV-18-7826 (US Dist. Ct.)**
- **Conference with Legal Counsel: Potential Litigation** (Govt. Code § 54956.9(d)(4)): 5 cases
- **Conference with Real Property Negotiators** (Gov. Code Section 54956.8): **Property: APN: 118-020-044; Agency Negotiator: Eric Wier**
- **Public Employee Performance Evaluation** (Gov. Code Section 54957(b)) **Title: City Manager**

Council Member Fallman joined the meeting at 5:04 p.m.

Mayor Inscore announced an addition for closed session for Real Property Negotiations for APN 118-380-015 that came before the City for action after the posting of the agenda. This item requires a motion and 4/5ths vote to add to the closed session agenda.

On a motion by Council Member Fallman, seconded by Council Member Greenough, and carried on a 5-0 polled vote, the City Council of the City of Crescent City approved adding item Real Property Negotiations for APN 118-380-015 to the closed session agenda.

No public comments.

The closed session adjourned at 6:01 p.m.

OPEN SESSION

Call to order Mayor Inscore called the open session to order at 6:03 p.m.

Roll call Council Members present: Council Member Alex Fallman, Council Member Jason Greenough, Council Member Isaiah Wright, Mayor Pro Tem Heidi Kime, and Mayor Blake Inscore
Staff present: City Manager Eric Wier, City Attorney Martha Rice, Finance Director Linda Leaver, Human Resources Administrator Sunny Valero, Public Works Director Jon Olson, Housing Authority Executive Director Megan Miller, City Clerk/Administrative Analyst Robin Patch, Recreation and Events Coordinator Director Holly Wendt, K9 Officer Gene Votruba, Fire Chief Bill Gillespie, Police Chief Richard Griffin, Fire Department Administrative Assistant Vanessa Duncan, Senior Mechanic Jason Borges, K9 Officer Anthony Lopez, Lifeguard Matt Hildebrandt, Police Records Specialist Christina Pereira, Sergeant Jennifer Owen, and several members of the Crescent Fire and Rescue Department.

Pledge of Allegiance led by Mayor Inscore

REPORT OUT OF CLOSED SESSION

City Attorney Rice reported no actions were taken on closed session items.

PUBLIC COMMENT PERIOD

There were no public comments.

CONSENT CALENDAR

1. Warrant Claims List

- *Recommendation: Receive and file the warrant claims list for the period December 28, 2019 through January 10, 2020.*

2. Payroll Report

- *Recommendation: Receive and file the biweekly payroll report for the period ending January 4, 2020 paid January 10, 2020.*

3. CCPD Canine Transfer Agreement

- *Recommendation: Authorize the City Manager to sign the Crescent City Police Department Canine Transfer Agreement.*

4. Fire Chief Employment Agreement

- *Recommendation: Adopt Resolution No. 2020-08, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPOINTING WILLIAM GILLESPIE AS THE FIRE CHIEF AND APPROVING AN EMPLOYMENT AGREEMENT*

5. Request for Proposals for CDBG-Funded Code Enforcement Legal Services

- *Recommendation: Authorize staff to issue a Request for Proposals for code enforcement legal services, funded through CDBG.*

6. Budget Amendment for Water Line Repairs

- *Recommendation: Adopt Resolution No. 2020-09, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2019-2020 BUDGET OF THE CITY OF CRESCENT CITY*

7. Residential Water Service Disconnection Policy

- *Recommendation: Adopt Resolution No. 2020-05, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADOPTING A RESIDENTIAL WATER SERVICE DISCONTINUATION POLICY*

8. Quarterly Cash and Investment Report as of December 31, 2019

- *Recommendation: Receive and file quarterly cash and investments report as of December 31, 2019.*

9. Budget-to-Actual Financial Report for December 2019

- *Recommendation: Receive and file monthly budget-to-actual financial report of the City's major operating funds for the month of December 2019.*

10. Coastal Conservancy Grant to Fund Beachfront Park Master Plan Update

- *Recommendation: Adopt Resolution No. 2020-10, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ACCEPTING FUNDS FROM THE CALIFORNIA COASTAL CONSERVANCY TO FUND THE BEACHFRONT PARK MASTER PLAN UPDATE*
- *Adopt Resolution No. 2020-11, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2019-2020 BUDGET OF THE CITY OF CRESCENT CITY*
- *Direct staff to advertise the Beachfront Park Master Plan Update*

11. Temporary Appointment for Limited Duration Work for a PERS Retiree

- *Recommendation: Adopt Resolution No. 2020-12, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPOINTING MATTHEW HILDEBRANDT AS INTERIM APPOINTMENT AQUATICS SUPERVISOR, GOVERNMENT CODE SECTION 21221(H)*

Pulled item #3 for corrections to dates within the document, the correct date should be January 25, 2020.

On a motion by Council Member Greenough, seconded by Council Member Wright, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted the consent calendar consisting of items 1-2, and 4-11, as presented.

On a motion by Council Member Fallman, seconded by Council Member Wright, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City authorized the City Manager to sign the Crescent City Police Department Canine Transfer Agreement with the corrected dates as noted.

CEREMONIAL ITEMS

12. Sex Trafficking Awareness Month Proclamation

Mayor Inscore read the proclamation aloud and presented it to Susan Daugherty, President of Crescent City Soroptimists. Ms. Daugherty spoke about the prevalence of human trafficking which even effects our region and what the local chapter of Soroptimists have been doing to help in prevention and awareness.

13. K9 Officer Gene Votruba Acknowledgement

Police Chief Griffin spoke to the career of K9 Officer Votruba, sharing some photos of his 12 year career with the Crescent City Police Department. Officer Votruba has been the handler for two different K9s. Former Police Chief Ivan Minsal thanked Officer Votruba for his service to the City of Crescent City and wished him well on his retirement. Officer Votruba expressed his gratefulness for working for the CCPD and the work he has done within the community. Chief Griffin presented an award in recognition of his service to the City.

14. K9 Django Proclamation

Mayor Inscore read the proclamation aloud and presented it to K9 Officer Votruba on behalf of Django.

OATH OF OFFICE

15. Oath of Office for Fire Chief Gillespie

City Manager Wier spoke to the importance of the position of Fire Chief and the installation of Fire Chief Gillespie, what it means to the Department and the legacy of Fire Chief Steve Wakefield. City Clerk Robin Patch administered the Oath of Office to Chief Gillespie and Mrs. Jan Gillespie pinned the Chief badge upon his uniform. Chief Gillespie stated that the firefighters present are the ones who make everything work and are great examples of "Service Above Self". He further stated that we have a very strong department and the legacy of Fire Chief Wakefield made a lasting impression on the department to carry on his memory.

REPORTS AND PRESENTATIONS

16. Swim Camp presentation

Recreation and Events Coordinator Director Wendt gave a PowerPoint presentation that outlined the recently completed 2nd Annual Swim Camp. The collaboration between the Del Norte County Recreation Department and the SnapEd Program worked very well and helped make the event a success. There was great interest from the community and empty positions were quickly filled by those wanting to participate. 10 scholarships were made available for youth with additional life stressors, foster children, and children with ongoing health issues. The Pool ad hoc meeting is January 27th to discuss the Pool Master Plan review and upcoming events. There will be a first ever Pool Easter Egg Hunt on Saturday, April 11th.

17. DNSWMA presentation

Ted Ward from Del Norte Solid Waste Management Authority gave a report to the Council on SB 1383 which deals with reducing short-lived climate pollutants in California. This particular law goes beyond what DNSWMA does. There are several mandates required of local municipalities and a food waste recovery program is required by this law which takes place on January 1, 2022. By 2024, regulations require local governments to take enforcement. This law extends beyond the DNSWMA and is the reason this item is before the Council this evening. Since the requirements are onerous and extensive, the DNSWMA Board has directed Mr. Ward to work with a consultant to work out how to deal with the State's requirements and being a rural

community. Asks for direction from the Council to work with staff to craft a procedure on how to work through these regulations. This will require mandatory collection therefore, meaning if you live in the community, you have to sign up for trash collection. Mayor Inscore stated that for rural communities, we do not have the infrastructure to be able to do this. We need to ask the State to amend the law to take into consideration the impact this will have on rural communities. Council gave direction for Director Ward work with City staff.

18. Fiscal Year 2018-19 Annual Financial Report

- *Recommendation: Receive presentation*
- *Receive public comment*
- *Receive and file Fiscal Year 2018-19 audit reports*

Finance Director Leaver introduced Mitesh Desai, CPA and Principal for Badawi & Associates to present the official audit report. Mr. Desai went gave a PowerPoint presentation and went over the following deliverables and scope of the audit: report of independent auditors on City basic financial statements, report of independent auditors on City Housing Authority Basic Financial Statements (BFS), report on internal control over financial reporting and on compliance and other matters, report on compliance and on internal control over compliance with major Federal award programs, agreed-upon procedures report on appropriation limit schedule, communications with those charged with governance to include a letter used to summarize communication of various significant matters to those charged with governance. He reported that they will be following the Sewer Fund to ensure that transition of the operations goes smoothly. Regarding the reserve, it is recommended to have 2-3 months of reserve in the General Fund, the City has about six months and is growing. Mr. Desai went over the detailed required communications regarding the audit. He went over the new accounting standards that will be implemented this year as well as the next two years.

PUBLIC HEARINGS – None

The City Council adjourned to the CCHA at 7:27 p.m.

CRESCENT CITY HOUSING AUTHORITY

(Minutes will be on the next agenda of the CCHA)

SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY

No meeting as there are no items to discuss

Mayor Inscore reconvened the City Council meeting at 7:33 p.m.

At the request of the Council, Mayor Inscore called a five minute recess.

The City Council was reconvened at 7:39 p.m.

CONTINUING BUSINESS

21. Commercial Cannabis Regulations Discussion

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Discuss the draft Commercial Cannabis Ordinance*
- *Provide further direction to staff about the draft Commercial Cannabis Ordinance*

Garry Rees from SHN reported to the Council the draft Cannabis Ordinance. Research was done on the setback questions presented at the last Council meeting and are addressed within the staff report. There was a site visit to a cannabis manufacturer and retail store in Eureka with two

Council Members as well as the City Manager to get a better understanding of the manufacturing and sales aspect. Regarding setbacks, it was found that local jurisdictions can determine the setbacks and that the Council can establish criteria to be met. Mr. Reese suggested that the fairgrounds is a location where the Council may want to have setbacks as youth congregate there. Coastal Connections does operate as a “youth center”, the Del Norte Child Care Council has supervised visitation but may not meet the requirements for the setbacks required by the State. Included in the mapping was DNCCC, Coastal Connections as well as the Fairgrounds. The small area that was outlined in question on the last map was the Forest Service Main office that previously had a school location, therefore that has been removed from the map. Council Member Fallman asked about the fairgrounds; is it the entire parcel, or one specific site where the setbacks are established? Mr. Rees the way it’s read in code is property line to property line, however, through local ordinance the Council can ask for whatever setback they would like. Mr. Rees went over the layering of the map to show the minimum State requirement to the maximum, minus DNCCC, Coastal Connections and the fairgrounds and asks the Council for clear direction on setbacks. Mr. Rees went over the items within the draft ordinance that addressed what was discussed at the last Council meeting. Regarding page 11, item 14 – “no effluent” to be discharged to the WWTP – he recommends different language to read an “industrial discharge permit” to be obtained from the City. All mention of “onsite consumption” was removed. Council Member Greenough asked if there are any regulations requiring a “sally port” for extra security; Mr. Rees stated it was not specifically listed under operating requirements. Council Member Greenough stated that he was impressed with that aspect of security when he toured the facilities in Humboldt as well as the lack of signage. City Attorney Rice advised the Council that regarding signage for retail, the Supreme Court has said “more information the better for the consumer”, therefore the regulations we apply to every business would also apply for the retail cannabis stores. They are to be treated like every other business. She further stated that because cannabis is legal, the City cannot tell businesses that they cannot use certain terminology. Mayor Inscore asked if the only piece for discussion is to give clear direction for setbacks; Mr. Reese agreed and stated that signage can be dealt with on a staff level as well as the security aspects. Discussion regarding setbacks was held at a Council level in detail, the majority of the Council supported the 600’ setback for brick and mortar schools and youth centers, but wanted more information in map form for the youth centers and daycares. Council Member Greenough asked for the security measures piece to be brought back to the Council in the draft ordinance, the Council Members concurred. The Council Members also concurred with not having any setbacks for the fairgrounds except for the Arts & Crafts building which would have a 600’ setback. The Council asked for Mr. Rees to bring back a map to show the separation of daycares, schools, and youth centers. Chief Griffin spoke in support of the sally-port type security system as it will assist law enforcement and sets a good precedence.

Paulette Enum: asked about the odor of cannabis and if it addressed in the ordinance; *it is addressed.*

Marissa Borges: stated that if the fairgrounds has setbacks it cannot be used for cannabis events and asked if there will there be a cap for businesses? *No cap for businesses.*

Jennifer, owner of a cannabis shop in Arcata: hoping Crescent City can be a second location for her business; spoke about their security measures by using ID and employees are handed a badge by security. Two step processes are used for both customers and employees.

There was unanimous consensus of the Council to not have any setbacks for the fairgrounds.

There was consensus of the Council to have a standard 600’ setback for schools.

The Council was in consensus to have daycares and youth centers to be brought back as separate layer to review.

Mayor Inscore asked for staff to reach out to the County regarding Coastal Connections as he feels it's a program and not in a permanent location; and that can trigger an unnecessary setback. City Attorney Rice said to keep in mind this map is ever changing with businesses opening, etc. City Manager Wier referenced the three options of language were in the staff report; would the Council like to consider that language; Mr. Rees stated that there could be an exception piece in the ordinance and to be used as a case by case basis. Mayor Inscore stated that there should be a standard for accepting exceptions within the ordinance and should also go through the Planning Commission process for setbacks. Council was in consensus.

NEW BUSINESS - None

CITY COUNCIL ITEMS

- **Legislative Matters** – None
- **City Manager Report and City Council Directives** – Storm Drain project bids due this Friday, and the CEDS Workshop will be held on January 30th at 5:00 p.m. at the Washington Blvd. Fire Hall.
- **Reports, Concerns, Referrals, Council travel and training reports** – None

ADJOURNMENT

There being no further business to come before the Council, Mayor Inscore adjourned the meeting at 8:48 p.m. to the regular meeting of the City Council of the City of Crescent City scheduled for Monday, February 3, 2020 at 6:00 p.m. at the Flynn Center, 981 H Street, Crescent City, CA 95531.

ATTEST:

Robin Patch
City Clerk/Administrative Analyst

Accounts Payable

Checks by Date - Summary by Check Number

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OR



Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
ACH	EDDTAX	State of California EDD TAX Auto Pay	01/14/2020	0.00	3,906.91
ACH	FITTAX	FIT Payroll Taxes Auto Pay	01/14/2020	0.00	18,425.62
ACH	PERS2	Public Emp Retirement Sys	01/14/2020	0.00	22,833.89
435496	EDDGarn	Employment Development Dept ATTN: We	01/14/2020	0.00	364.52
435497	CASTATE	CA State Disbursement Unit	01/14/2020	0.00	465.60
435498	WAMUTU	Crescent City Employees Association	01/14/2020	0.00	80.00
435499	CCPOLI	Crescent City Police Officer's Association	01/14/2020	0.00	450.00
435500	ICMARE	ICMA Retirement Trust-457	01/14/2020	0.00	4,850.24
435501	SPRING	Accela Inc.	01/16/2020	0.00	3,451.80
435502	ADAMSASE	Adams Ashby Group	01/16/2020	0.00	480.00
435503	AZCO	Azco Supply	01/16/2020	0.00	1,341.25
435504	UB*04989	ROBERT BANKS JR	01/16/2020	0.00	25.25
435505	UB*04987	AMY BARDWELL	01/16/2020	0.00	92.59
435506	UB*04986	MARIA BETTENCOURT	01/16/2020	0.00	164.37
435507	BLUEST	Blue Star Gas Associates	01/16/2020	0.00	24.25
435508	CURRYE	Brad Coleman Inc	01/16/2020	0.00	42.95
435509	CRENNE	C Renner Petroleum Inc	01/16/2020	0.00	1,214.75
435510	ZCAEQUA1	Cal Dept of Tax and Fee Admin	01/16/2020	0.00	291.00
435511	ZCABUILD	California Building Standards Commission	01/16/2020	0.00	85.50
435512	UB*04982	JADE CASTANEDA	01/16/2020	0.00	250.00
435513	CENTROPR	Centro Print Solutions	01/16/2020	0.00	110.68
435514	CHARTEC	Charter Communications	01/16/2020	0.00	99.98
435515	CORDOVAV	Victor Cordova	01/16/2020	0.00	134.99
435516	CUMMIN	Cummins Pacific LLC	01/16/2020	0.00	4.35
435517	DNCOAS	D N Co Assessor's Office	01/16/2020	0.00	10.00
435518	DNENVIRO	D N County Environmental Health	01/16/2020	0.00	2,689.50
435519	DNSOLI	County of Del Norte	01/16/2020	0.00	838.57
435520	DNCBOS	Del Norte County	01/16/2020	0.00	195.00
435521	DELLMA	Dell Marketing LP	01/16/2020	0.00	5,690.12
435522	ZCACONS	Dept Of Conservation	01/16/2020	0.00	215.30
435523	EFFDEL	Efficiency Delivery LLC	01/16/2020	0.00	60.00
435524	ENGLUN	Englund Marine Supply Co.	01/16/2020	0.00	943.82
435525	UB*04993	MELINDA ESCARCEGA	01/16/2020	0.00	71.72
435526	FASTENAL	Fastenal Company	01/16/2020	0.00	460.00
435527	UB*04988	TRAVIS FORKNER	01/16/2020	0.00	121.26
435528	FRANKLIN	Franklin Miller, Inc.	01/16/2020	0.00	29,768.54
435529	FRESWATE	Freshwater Environmental Services Inc	01/16/2020	0.00	5,694.29
435530	VERIZO2	Frontier California Inc	01/16/2020	0.00	30.54
435531	GEORGE	George Petty Inc	01/16/2020	0.00	112.61
435532	GRAING	Grainger	01/16/2020	0.00	1,022.26
435533	HACHCO	Hach Company Inc	01/16/2020	0.00	4,070.00
435534	HAMWSG	Hambro WSG Inc	01/16/2020	0.00	10,459.83
435535	UB*04984	KENDAL & DUSTYN HATTER	01/16/2020	0.00	78.74
435536	UB*04990	TAMMY HEADLEY	01/16/2020	0.00	182.76
435537	HEMMIN	Hemmingsen Contracting Co Inc	01/16/2020	0.00	2,623.00
435538	INDEPE	Independent Business Forms, Inc	01/16/2020	0.00	187.13
435539	INDUSTST	Industrial Steel & Supply Co., Inc	01/16/2020	0.00	89.79

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Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
435540	UB*04991	LISA IRELAND	01/16/2020	0.00	134.10
435541	LESSCH	Les Schwab Tire Centers of California Inc	01/16/2020	0.00	213.69
435542	LEXISNEX	LexisNexis Risk Data Management Inc	01/16/2020	0.00	150.00
435543	THRIFT	Malcolm Kelly Inc.	01/16/2020	0.00	20.51
435544	MEYERSPO	Meyers Police K-9 Training, LLC	01/16/2020	0.00	300.00
435545	MISSIO	Mission Linen Supply	01/16/2020	0.00	179.67
435546	MORJON	Mor-Jon Inc	01/16/2020	0.00	146.68
435547	101	National Auto Parts Warehouse	01/16/2020	0.00	321.88
435548	HASLER	Neopost USA Inc.	01/16/2020	0.00	140.63
435549	NCLAB	North Coast Laboratories LTD	01/16/2020	0.00	4,374.00
435550	NORTHTR	Northridge Electric LLC	01/16/2020	0.00	320.00
435551	OREILLY	O'Reilly Auto Enterprises LLC	01/16/2020	0.00	284.85
435552	OFFICEDE	Office Depot	01/16/2020	0.00	32.24
435553	MENDES	Pacific Packaging & Supply Co Inc	01/16/2020	0.00	328.09
435554	PARKPLAN	Park Associates, Inc.	01/16/2020	0.00	2,275.58
435555	PARKWA	Parkway Feed Inc	01/16/2020	0.00	85.89
435556	PEREIRAC	Christina Pereira	01/16/2020	0.00	124.10
435557	POPOVICG	Gregory Popovich	01/16/2020	0.00	75.00
435558	PRDIAMON	PR Diamond Products Inc.	01/16/2020	0.00	480.00
435559	Quality	Quality Control Services Inc.	01/16/2020	0.00	1,250.00
435560	RKI	RKI Instruments Inc.	01/16/2020	0.00	233.56
435561	UB*04983	JOYCE RUVALCABA	01/16/2020	0.00	192.91
435562	SHNCON	SHN Consulting Engineers & Geologists In	01/16/2020	0.00	9,986.30
435563	ZALDERCP	State of California Dept of Forestry & Fire	01/16/2020	0.00	224.58
435564	DNOFFI	Debra Stover	01/16/2020	0.00	1,873.31
435565	UB*04985	KAYLA STROM	01/16/2020	0.00	95.54
435566	UB*04992	JEANNINE TINDALL	01/16/2020	0.00	7.51
435567	UROCK	U-Rock Utility Equipment Inc	01/16/2020	0.00	167.11
435568	UNIVAR	Univar Solutions USA Inc.	01/16/2020	0.00	3,865.98
435569	CALCARDS	US Bank Corporate Pmt Systems	01/16/2020	0.00	2,536.94
435570	WESTCOP	West Coast Paper Co	01/16/2020	0.00	741.75
435571	WOODSP	Woods Plumbing Inc	01/16/2020	0.00	170.00
435572	BATTSYS	Battery Systems, Inc.	01/23/2020	0.00	130.92
435573	ROBERTBL	Black, Rice & Luna LLP	01/23/2020	0.00	6,826.50
435574	BLUEST	Blue Star Gas Associates	01/23/2020	0.00	446.49
435575	CURRYE	Brad Coleman Inc	01/23/2020	0.00	25.74
435576	CRENNE	C Renner Petroleum Inc	01/23/2020	0.00	37.73
435577	DNCOUN	D N Co Unified School Dst	01/23/2020	0.00	908.83
435578	HARPER	Harvey M. Harper Company	01/23/2020	0.00	136.71
435579	101	National Auto Parts Warehouse	01/23/2020	0.00	188.13
435580	AAASTAT	NVB Playgrounds Inc	01/23/2020	0.00	4,717.64
435581	MENDES	Pacific Packaging & Supply Co Inc	01/23/2020	0.00	73.55
435582	PLANWEST	Planwest Partners Inc.	01/23/2020	0.00	4,020.00
435583	PNDENGIN	PND Engineers, Inc.	01/23/2020	0.00	4,862.50
435584	SmitK	Kim Smith	01/23/2020	0.00	200.00
435585	ZCAENV	SWRCB - ELAP Fees	01/23/2020	0.00	7,405.20
435586	CALCARDS	US Bank Corporate Pmt Systems	01/23/2020	0.00	3,926.33
Report Total (94 checks):				0.00	190,043.94

Accounts Payable

1-11-20 to 1-24-20 Council



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Check Num	Check Da	Account	Description	Amount	Selected for Vo
0	01/14/2020	610-000-2185-0000C	PR Batch 00001.01.2020 State Income Tax	2,362.26	no
0	01/14/2020	610-000-2189-0000C	PR Batch 00001.01.2020 Federal Income Tax	8,268.64	no
0	01/14/2020	610-000-2188-0000C	PR Batch 00001.01.2020 Medicare Employee Portion	1,212.10	no
0	01/14/2020	610-000-2188-0000C	PR Batch 00001.01.2020 Medicare Employer Portion	1,212.10	no
0	01/14/2020	610-000-2187-0000C	PR Batch 00001.01.2020 EE Contribution	5,680.17	no
0	01/14/2020	610-000-2187-0000C	PR Batch 00001.01.2020 ER Contribution	7,027.56	no
0	01/14/2020	610-000-2187-0000C	PR Batch 00001.01.2020 Service Credit Purchase	414.18	no
0	01/14/2020	610-000-2187-0000C	PR Batch 00001.01.2020 Survivor Benefit	31.62	no
0	01/14/2020	610-000-2185-0000C	PR Batch 00011.01.2020 State Income Tax	1,475.33	no
0	01/14/2020	610-000-2189-0000C	PR Batch 00011.01.2020 Federal Income Tax	5,181.12	no
0	01/14/2020	610-000-2188-0000C	PR Batch 00011.01.2020 Medicare Employee Portion	847.67	no
0	01/14/2020	610-000-2188-0000C	PR Batch 00011.01.2020 Medicare Employer Portion	847.67	no
0	01/14/2020	610-000-2187-0000C	PR Batch 00011.01.2020 EE Contribution	3,943.23	no
0	01/14/2020	610-000-2187-0000C	PR Batch 00011.01.2020 ER Contribution	5,719.98	no
0	01/14/2020	610-000-2187-0000C	PR Batch 00011.01.2020 Survivor Benefit	17.15	no
0	01/14/2020	610-000-2185-0000C	PR Batch 00911.01.2020 State Income Tax	69.32	no
0	01/14/2020	610-000-2189-0000C	PR Batch 00911.01.2020 Federal Income Tax	490.80	no
0	01/14/2020	610-000-2188-0000C	PR Batch 00911.01.2020 Medicare Employee Portion	182.76	no
0	01/14/2020	610-000-2188-0000C	PR Batch 00911.01.2020 Medicare Employer Portion	182.76	no
435496	01/14/2020	610-000-2170-0000C	PR Batch 00001.01.2020 Wage Garn - EDD	364.52	no
435497	01/14/2020	610-000-2170-0000C	PR Batch 00011.01.2020 Child Support-CA %	323.84	no
435497	01/14/2020	610-000-2170-0000C	PR Batch 00011.01.2020 Child Support-CA	104.76	no
435497	01/14/2020	610-000-2170-0000C	PR Batch 00911.01.2020 Child Support-CA %	37.00	no
435498	01/14/2020	610-000-2184-0000C	PR Batch 00001.01.2020 Misc EE Association Fund	65.00	no
435498	01/14/2020	610-000-2184-0000C	PR Batch 00011.01.2020 Misc EE Association Fund	15.00	no
435499	01/14/2020	610-000-2181-0000C	PR Batch 00011.01.2020 CCPOA Dues	450.00	no
435500	01/14/2020	610-000-2178-0000C	Plan #300878	175.00	no
435500	01/14/2020	610-000-2178-0000C	Plan #300878	1,699.53	no
435500	01/14/2020	610-000-2178-0000C	Plan #306752	155.83	no
435500	01/14/2020	610-000-2186-0000C	Plan #300878	132.63	no
435500	01/14/2020	610-000-2186-0000C	Plan #306752	632.46	no
435500	01/14/2020	610-000-2178-0000C	Plan #300878	1,117.43	no
435500	01/14/2020	610-000-2186-0000C	Plan #306752	162.49	no
435500	01/14/2020	610-000-2186-0000C	Plan #306752	774.87	no
435501	01/16/2020	413-120-4415-0000C	FY20 fees for online payment service: DEC 2019	825.90	no
435501	01/16/2020	413-120-4415-0000C	Inbound IVR	900.00	no
435501	01/16/2020	419-120-4415-0000C	FY20 fees for online payment service: DEC 2019	825.90	no
435501	01/16/2020	419-120-4415-0000C	Inbound IVR	900.00	no
435502	01/16/2020	152-485-4409-1721/	CDBG General Admin services 17 CDBG- labor compliance DEC 2019	480.00	no
435503	01/16/2020	001-364-4350-10023	LED fixtures for streetlights	1,341.25	no
435504	01/16/2020	419-000-2110-00000	Refund Check	25.25	no
435505	01/16/2020	419-000-2110-00000	Refund Check	92.59	no
435506	01/16/2020	419-000-2110-00000	Refund Check	164.37	no
435507	01/16/2020	001-471-4220-0000C	Propane for facilities- 11/15/19-12/14/19 (ACCT# 02-0065468)	24.25	no
435508	01/16/2020	508-508-4390-0000C	fuel line	10.75	no

Check Num	Check Da	Account	Description	Amount	Selected for Vo
435508	01/16/2020	412-100-4390-0000C	husquvarna chain	32.20	no
435509	01/16/2020	001-240-4330-0000C	Fuel for patrol cars	250.27	no
435509	01/16/2020	001-240-4330-0000C	Fuel for patrol cars	964.48	no
435510	01/16/2020	001-000-2122-0000C	TODDA PAINT: cultural center paint TAX	21.23	no
435510	01/16/2020	001-000-2122-0000C	DANIELDEFENSE: firearm loan for Richard Griffin TAX	100.67	no
435510	01/16/2020	001-000-2122-0000C	AMAZON: mower blades TAX	9.30	no
435510	01/16/2020	001-000-2122-0000C	AMAZON: AED battery TAX	10.28	no
435510	01/16/2020	001-000-2122-0000C	AMAZON: ink for plot printer TAX	6.70	no
435510	01/16/2020	001-000-2122-0000C	AMAZON: paper for canon plot printer TAX	1.18	no
435510	01/16/2020	001-000-2122-0000C	PR DIAMOND: blades TAX	17.44	no
435510	01/16/2020	413-000-2122-0000C	AMAZON: adapter TAX	2.02	no
435510	01/16/2020	413-000-2122-0000C	AMAZON: ink for plot printer TAX	6.70	no
435510	01/16/2020	413-000-2122-0000C	AMAZON: paper for canon plot printer TAX	1.18	no
435510	01/16/2020	413-000-2122-0000C	NOVATECH: replacement heater element for DI TAX	49.10	no
435510	01/16/2020	419-000-2122-0000C	PAYPAL: oem onan cummins generator control TAX	13.50	no
435510	01/16/2020	419-000-2122-0000C	AMAZON: paper for canon plot printer TAX	1.18	no
435510	01/16/2020	419-000-2122-0000C	AMAZON: ink for plot printer TAX	6.70	no
435510	01/16/2020	419-000-2122-0000C	PR DIAMOND: blades TAX	17.44	no
435510	01/16/2020	508-000-2122-0000C	CENTRAL EQUIP: edge; bolts; nuts TAX	25.55	no
435510	01/16/2020	001-120-4400-0000C	Use Tax 10-12/2019 rounding overage TAX	0.83	no
435511	01/16/2020	001-251-3312-0000C	Admin Fees Collected 10-12/2019	95.00	no
435511	01/16/2020	001-251-3312-0000C	Admin Fees Collected 10-12/2019 (retainer)	-9.50	no
435512	01/16/2020	419-000-2110-00000	Refund Check	250.00	no
435513	01/16/2020	001-120-4310-0000C	2019 W2 forms & envelopes	76.26	no
435513	01/16/2020	412-120-4310-0000C	2019 W2 forms & envelopes	2.55	no
435513	01/16/2020	413-120-4310-0000C	2019 W2 forms & envelopes	12.62	no
435513	01/16/2020	419-120-4310-0000C	2019 W2 forms & envelopes	13.27	no
435514	01/16/2020	413-352-4230-0000C	broadband for security: 01/08/20-02/07/20	99.98	no
435515	01/16/2020	506-506-4320-0000C	Protective Footwear Reimbursement: FY 20	134.99	no
435516	01/16/2020	413-351-4390-0000C	grommet	4.35	no
435517	01/16/2020	001-313-4310-0000C	maps	10.00	no
435518	01/16/2020	001-480-4685-0000C	Annual Hazmat Permit Fees- POOL	161.50	no
435518	01/16/2020	419-371-4685-0000C	Annual Hazmat Permit Fees- AMADOR	249.00	no
435518	01/16/2020	508-508-4450-0000C	Annual Hazmat Permit Fees- CITY YARD	525.00	no
435518	01/16/2020	419-371-4685-0000C	Annual Hazmat Permit Fees- WASHINGTON	450.00	no
435518	01/16/2020	413-352-4685-0000C	Annual Hazmat Permit Fees- WWTP	475.00	no
435518	01/16/2020	001-480-4685-0000C	Annual Pool/Spa Inspection/Permit Fees	130.00	no
435518	01/16/2020	419-371-4685-0000C	Annual Hazmat Permit Fees- CHLORINATION	424.00	no
435518	01/16/2020	419-371-4685-0000C	Annual Hazmat Permit Fees- RANEY	275.00	no
435519	01/16/2020	001-470-4225-0000C	Refuse Disposal: DEC 2019	277.47	no
435519	01/16/2020	419-371-4225-0000C	Refuse Disposal: DEC 2019	299.45	no
435519	01/16/2020	001-364-4225-10024	Refuse Disposal: DEC 2019	168.61	no
435519	01/16/2020	412-100-4225-0000C	Refuse Disposal: DEC 2019	42.89	no
435519	01/16/2020	506-506-4225-0000C	Refuse Disposal: DEC 2019	50.15	no
435520	01/16/2020	001-113-4450-00000	FY20 Board Chambers rental: 12/2/19 & 12/16/19	160.00	no
435520	01/16/2020	001-313-4409-0000C	Planning Commission Meeting: Chamber Rental 12/12/19	35.00	no
435521	01/16/2020	001-470-4312-0000C	Replacement workstation: Rec Director	307.63	no
435521	01/16/2020	001-120-4312-0000C	Replacement workstation for CR	186.55	no
435521	01/16/2020	001-471-4312-0000C	Replacement workstation: Rec Director	307.63	no
435521	01/16/2020	412-120-4312-0000C	Replacement workstation for CR	71.75	no
435521	01/16/2020	001-480-4312-0000C	Replacement workstation: Rec Director	307.63	no
435521	01/16/2020	413-120-4312-0000C	Replacement workstation for CR	588.33	no
435521	01/16/2020	419-120-4312-0000C	Replacement workstation for CR	648.47	no
435521	01/16/2020	412-100-4312-0000C	Replacement workstation: Rec Director	475.44	no
435521	01/16/2020	001-350-4312-0000C	Replacement workstation: Safety Officer	466.07	no

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435521	01/16/2020	413-353-4312-0000C	Replacement workstation: Safety Officer	466.07	no
435521	01/16/2020	419-371-4312-0000C	Replacement workstation: Safety Officer	466.21	no
435521	01/16/2020	001-120-4312-0000C	Replacement workstation: Accountant	391.54	no
435521	01/16/2020	412-120-4312-0000C	Replacement workstation: Accountant	13.98	no
435521	01/16/2020	413-120-4312-0000C	Replacement workstation: Accountant	489.42	no
435521	01/16/2020	419-120-4312-0000C	Replacement workstation: Accountant	489.42	no
435522	01/16/2020	001-000-2150-0000C	Seismic Fees Collected (commercial) 10-12/2019	50.10	no
435522	01/16/2020	001-000-2140-0000C	Seismic Fees Collected (residential) 10-12/2019	165.20	no
435523	01/16/2020	413-352-4470-0000C	Sample delivery to North coast Labs in Arcata	30.00	no
435523	01/16/2020	413-352-4470-0000C	Sample delivery to North coast Labs in Arcata	30.00	no
435524	01/16/2020	419-371-4390-0000C	rain boots	38.12	no
435524	01/16/2020	413-353-4390-0000C	rain boots	38.13	no
435524	01/16/2020	001-364-4390-10025	rain boots	38.13	no
435524	01/16/2020	506-506-4390-0000C	hd thimble ss	13.55	no
435524	01/16/2020	506-506-4390-0000C	screws/washers	3.63	no
435524	01/16/2020	419-371-4390-0000C	rain suit	91.59	no
435524	01/16/2020	001-470-4390-0000C	wader boots	68.45	no
435524	01/16/2020	419-371-4390-0000C	rain jacket/pants/hood	106.41	no
435524	01/16/2020	413-353-4390-0000C	rain jacket/pants/hood	106.42	no
435524	01/16/2020	413-353-4390-0000C	rain suit	91.60	no
435524	01/16/2020	001-364-4390-10025	rain suit	91.60	no
435524	01/16/2020	506-506-4390-0000C	rain jacket/pants	135.43	no
435524	01/16/2020	001-364-4390-10025	rain jacket/pants/hood	106.42	no
435524	01/16/2020	508-508-4390-0000C	corrosion block	14.34	no
435525	01/16/2020	419-000-2110-00000	Refund Check	71.72	no
435526	01/16/2020	001-364-4390-10025	safety supplies/vending machine	92.00	no
435526	01/16/2020	001-470-4390-0000C	safety supplies/vending machine	92.00	no
435526	01/16/2020	413-353-4390-0000C	safety supplies/vending machine	92.00	no
435526	01/16/2020	419-371-4390-0000C	safety supplies/vending machine	92.00	no
435526	01/16/2020	508-508-4390-0000C	safety supplies/vending machine	92.00	no
435527	01/16/2020	419-000-2110-00000	Refund Check	121.26	no
435528	01/16/2020	413-357-4390-0000C	Treatment Plant repair	20,000.00	no
435528	01/16/2020	413-357-4450-0000C	Treatment Plant repair	9,768.54	no
435529	01/16/2020	419-371-4409-0000C	water loss audit	1,187.50	no
435529	01/16/2020	413-352-4409-0000C	Pretreatment and outfall insecton	4,506.79	no
435530	01/16/2020	413-353-4230-0000C	707-465-4191Lift Station Phone- 01/01/20-01/31/20	30.54	no
435531	01/16/2020	508-508-4390-0000C	solnoid for #1 & #73	112.61	no
435532	01/16/2020	508-508-4390-0000C	convex mirror	74.12	no
435532	01/16/2020	413-352-4390-0000C	Replace entry door handle for WWTP	606.38	no
435532	01/16/2020	001-480-4390-0000C	nylon rod	6.54	no
435532	01/16/2020	413-356-4390-35022	gauge set- pebble beach	185.50	no
435532	01/16/2020	001-480-4390-0000C	nylon rod black	6.54	no
435532	01/16/2020	001-480-4390-0000C	multi-mode receiver	106.22	no
435532	01/16/2020	413-356-4390-35022	relay	36.96	no
435533	01/16/2020	413-351-4390-0000C	parts contract renewal	1,604.00	no
435533	01/16/2020	419-371-4390-0000C	parts contract renewal	2,466.00	no
435534	01/16/2020	413-000-1202-0000C	Sludge hauling for WWTP	1,700.46	no
435534	01/16/2020	413-000-1202-0000C	Sludge hauling for WWTP	1,658.45	no
435534	01/16/2020	413-000-1202-0000C	Sludge hauling for WWTP	1,747.42	no
435534	01/16/2020	413-000-1202-0000C	Sludge hauling for WWTP	1,725.18	no
435534	01/16/2020	413-000-1202-0000C	Sludge hauling for WWTP	208.86	no
435534	01/16/2020	413-000-1202-0000C	Sludge hauling for WWTP	1,668.34	no
435534	01/16/2020	413-000-1202-0000C	Sludge hauling for WWTP	1,751.12	no
435535	01/16/2020	419-000-2110-00000	Refund Check	78.74	no
435536	01/16/2020	419-000-2110-00000	Refund Check	182.76	no

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435537	01/16/2020	412-100-4390-0000C	3/4" minus rock for road base	741.75	no
435537	01/16/2020	001-470-4390-0000C	screened dirt	225.75	no
435537	01/16/2020	001-364-4390-10025	shredded bark	290.25	no
435537	01/16/2020	001-364-4390-10025	river sand	161.25	no
435537	01/16/2020	001-364-4390-10025	rock/asphalt grindings for road base	1,204.00	no
435538	01/16/2020	001-240-4310-0000C	envelopes printed for PD	187.13	no
435539	01/16/2020	413-356-4390-35022	galvanized sheet	89.79	no
435540	01/16/2020	419-000-2110-00000	Refund Check	134.10	no
435541	01/16/2020	508-508-4390-0000C	tire repair/valve stem/balance #13	213.69	no
435542	01/16/2020	001-240-4409-0000C	monthly service fee: NOV 2019	150.00	no
435543	01/16/2020	419-371-4390-0000C	test plug	20.51	no
435544	01/16/2020	001-240-4530-0000C	Monthly maintenance fee for K9's: DEC 2019	300.00	no
435545	01/16/2020	508-508-4320-0000C	Uniforms	13.81	no
435545	01/16/2020	508-508-4320-0000C	Uniforms	13.81	no
435545	01/16/2020	413-351-4320-0000C	Uniforms	13.81	no
435545	01/16/2020	413-351-4320-0000C	Uniforms	10.83	no
435545	01/16/2020	413-353-4320-0000C	Uniforms	23.29	no
435545	01/16/2020	413-353-4320-0000C	Uniforms	23.29	no
435545	01/16/2020	413-351-4390-0000C	Gloves	70.95	no
435545	01/16/2020	001-120-4370-0000C	janitorial supplies/services	9.88	no
435546	01/16/2020	508-508-4390-0000C	mud flaps	10.19	no
435546	01/16/2020	508-508-4390-0000C	flange	34.75	no
435546	01/16/2020	413-352-4390-0000C	metric seal	30.65	no
435546	01/16/2020	001-112-4390-00000	spray paint (NAPA)	15.54	no
435546	01/16/2020	508-508-4390-0000C	signal lamps (NAPA)	24.24	no
435546	01/16/2020	508-508-4390-0000C	lamps (NAPA)	22.62	no
435546	01/16/2020	508-508-4390-0000C	thermostat for #8 (NAPA)	8.69	no
435547	01/16/2020	508-508-4390-0000C	oil filter	14.04	no
435547	01/16/2020	508-508-4390-0000C	oil/fuel filter for #73	18.22	no
435547	01/16/2020	508-508-4390-0000C	oil filters for #32	43.66	no
435547	01/16/2020	508-508-4390-0000C	oil filters for #32	54.92	no
435547	01/16/2020	508-508-4390-0000C	mini bulb	2.58	no
435547	01/16/2020	508-508-4390-0000C	oil filter	6.92	no
435547	01/16/2020	508-508-4390-0000C	oil filter for #31	19.06	no
435547	01/16/2020	508-508-4390-0000C	fuel/oil filter for #32	54.92	no
435547	01/16/2020	508-508-4390-0000C	air filter for #31	38.62	no
435547	01/16/2020	508-508-4390-0000C	parts master	68.94	no
435548	01/16/2020	001-120-4240-0000C	Postage machine rental/maint: 02/01/20-04/30/20	70.31	no
435548	01/16/2020	413-120-4240-0000C	Postage machine rental/maint: 02/01/20-04/30/20	35.16	no
435548	01/16/2020	419-120-4240-0000C	Postage machine rental/maint: 02/01/20-04/30/20	35.16	no
435549	01/16/2020	413-352-4470-0000C	General external regulatory lab tests for sewer utilities	2,664.00	no
435549	01/16/2020	419-371-4470-0000C	External regulatory drinking water tests for water system	1,205.00	no
435549	01/16/2020	413-351-4685-0000C	Extra testing for ammonia	505.00	no
435550	01/16/2020	001-480-4409-0000C	electrical services at pool	320.00	no
435551	01/16/2020	508-508-4390-60003	connectors; rotors; wire sets	144.33	no
435551	01/16/2020	508-508-4390-60003	oil filter for #R97	4.20	no
435551	01/16/2020	001-240-4391-0000C	drain plug	3.07	no
435551	01/16/2020	508-508-4390-0000C	oil filter for #10	26.29	no
435551	01/16/2020	508-508-4390-60003	wiper blades E370	28.57	no
435551	01/16/2020	001-240-4391-0000C	oil filter	13.87	no
435551	01/16/2020	508-508-4390-0000C	oil filter for #7	8.43	no
435551	01/16/2020	508-508-4390-0000C	wiper blades	56.09	no
435552	01/16/2020	001-114-4310-00000	holder for HR brochures for employees	32.24	no
435553	01/16/2020	001-470-4370-0000C	Janitorial Supplies- City-Wide	147.64	no
435553	01/16/2020	001-230-4370-0000C	Janitorial Supplies- City-Wide	13.12	no

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435553	01/16/2020	001-240-4370-0000C	Janitorial Supplies- City-Wide	13.13	no
435553	01/16/2020	001-471-4370-0000C	Janitorial Supplies- City-Wide	13.12	no
435553	01/16/2020	001-480-4370-0000C	Janitorial Supplies- City-Wide	32.81	no
435553	01/16/2020	412-100-4370-0000C	Janitorial Supplies- City-Wide	13.13	no
435553	01/16/2020	413-352-4370-0000C	Janitorial Supplies- City-Wide	13.12	no
435553	01/16/2020	508-508-4370-0000C	Janitorial Supplies- City-Wide	16.41	no
435553	01/16/2020	001-350-4370-0000C	Janitorial Supplies- City-Wide	37.40	no
435553	01/16/2020	001-111-4370-00000	Janitorial Supplies- City-Wide	1.31	no
435553	01/16/2020	001-113-4370-00000	Janitorial Supplies- City-Wide	1.31	no
435553	01/16/2020	001-114-4370-00000	Janitorial Supplies- City-Wide	1.31	no
435553	01/16/2020	001-120-4370-0000C	Janitorial Supplies- City-Wide	5.25	no
435553	01/16/2020	001-251-4370-0000C	Janitorial Supplies- City-Wide	0.66	no
435553	01/16/2020	001-313-4370-0000C	Janitorial Supplies- City-Wide	1.31	no
435553	01/16/2020	413-120-4370-0000C	Janitorial Supplies- City-Wide	1.32	no
435553	01/16/2020	419-120-4370-0000C	Janitorial Supplies- City-Wide	1.31	no
435553	01/16/2020	420-115-4370-00000	Janitorial Supplies- City-Wide	1.31	no
435554	01/16/2020	001-470-4390-0000C	144 sq ft of rubber tile for WHEELCHAIR SWING at Kidstown Park	2,275.58	no
435555	01/16/2020	001-240-4380-0000C	Dog food for K9's	85.89	no
435556	01/16/2020	001-240-4530-0000C	Evidence Mgmt Trng: mileage, meals, 1/6-10/20 (REMAINDER)	124.10	no
435557	01/16/2020	001-000-2230-0000C	CC Deposit Refund: 12/4/19 Event	75.00	no
435558	01/16/2020	419-371-4390-0000C	multi purpose blade	171.63	no
435558	01/16/2020	413-353-4390-0000C	multi purpose blade	171.63	no
435558	01/16/2020	001-364-4390-10025	multi purpose blade	171.63	no
435558	01/16/2020	419-000-2122-0000C	(TAX) multi purpose blade	-11.63	no
435558	01/16/2020	413-000-2122-0000C	(TAX) multi purpose blade	-11.63	no
435558	01/16/2020	001-000-2122-0000C	(TAX) multi purpose blade	-11.63	no
435559	01/16/2020	413-351-4450-0000C	Annual scale, hood and oven calibrations	1,250.00	no
435560	01/16/2020	413-353-4390-0000C	cylinder	233.56	no
435561	01/16/2020	419-000-2110-00000	Refund Check	192.91	no
435562	01/16/2020	001-313-4409-0000C	Engineering/Planing services: Period Ending 11/30/19	9,986.30	no
435563	01/16/2020	001-364-4450-10025	weed eating by Alder Camp Crew	224.58	no
435564	01/16/2020	419-371-4310-0000C	calendar	11.00	no
435564	01/16/2020	412-100-4310-0000C	toner	678.25	no
435564	01/16/2020	419-371-4390-0000C	toner	49.39	no
435564	01/16/2020	001-350-4310-0000C	calendar	27.99	no
435564	01/16/2020	001-350-4310-0000C	calendars	16.74	no
435564	01/16/2020	413-353-4390-0000C	toner	49.39	no
435564	01/16/2020	001-364-4390-10025	training certificates	10.05	no
435564	01/16/2020	419-120-4310-0000C	calendars	5.60	no
435564	01/16/2020	419-371-4390-0000C	training certificates	10.05	no
435564	01/16/2020	001-470-4390-0000C	training certificates	10.05	no
435564	01/16/2020	413-120-4310-0000C	calendars	5.60	no
435564	01/16/2020	001-350-4310-0000C	calendars	21.99	no
435564	01/16/2020	001-350-4310-0000C	RETURN: calendar	-16.94	no
435564	01/16/2020	001-240-4310-0000C	parchment certificates	6.16	no
435564	01/16/2020	001-240-4310-0000C	wipes; kleenex; toner cartridge	258.12	no
435564	01/16/2020	001-240-4310-0000C	toner cartridges	447.18	no
435564	01/16/2020	413-120-4310-0000C	toner cartridges for UB dept	125.23	no
435564	01/16/2020	419-120-4310-0000C	toner cartridges for UB dept	125.23	no
435564	01/16/2020	413-120-4310-0000C	stapler for UB dept	16.11	no
435564	01/16/2020	419-120-4310-0000C	stapler for UB dept	16.12	no
435565	01/16/2020	419-000-2110-00000	Refund Check	95.54	no
435566	01/16/2020	419-000-2110-00000	Refund Check	7.51	no
435567	01/16/2020	413-353-4390-0000C	sewer camera repair	167.11	no
435568	01/16/2020	413-000-1202-0000C	sodium hypochloride	3,865.98	no

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435569	01/16/2020	001-114-4530-00000	HOLIDAY INN: CalGovHR Trng: Hotel S.Gonzales, 10/24-27/19	134.62	no
435569	01/16/2020	001-114-4530-00000	DOUBLE TREE: Labor Neg Conf: hotel, S.Gonzales, 3/11-13/19	170.29	no
435569	01/16/2020	001-114-4530-00000	SHELL/LOVES/CHEVRON: CalGovHR Trng: gas, S.Gonzales, 10/24-27	178.74	no
435569	01/16/2020	001-114-4530-00000	76 STATION: GSRMA Conf: gas 10/22-24/19	22.01	no
435569	01/16/2020	001-110-4530-00000	LOEWS HOTEL: Japan Council: hotel, B.Inscore, 11/3-5/19	623.02	no
435569	01/16/2020	001-114-4530-00000	ASSOC FOR CALIF: Labor Neg Conf: reg, S.Gonzales, 3/11-13/19	449.00	no
435569	01/16/2020	001-114-4530-00000	COLUSA RESORT: GSRMA Conf: hotel 10/22-24/19 S. Gonzales	235.44	no
435569	01/16/2020	001-114-4550-00000	INDEED: monthly subscription for recruitment	100.00	no
435569	01/16/2020	001-480-4376-00000	WALMART: taxable items for pool store	66.04	no
435569	01/16/2020	001-111-4409-00000	HUMBOLDT: customer service training	66.66	no
435569	01/16/2020	001-480-4378-00000	WALMART: non taxable food items for pool store	307.24	no
435569	01/16/2020	413-111-4409-00000	HUMBOLDT: customer service training	66.67	no
435569	01/16/2020	001-480-4379-00000	WALMART: sales tax paid on pool store items	5.22	no
435569	01/16/2020	001-480-4310-00000	DN OFFICE SUPPLY: misc office supplies	15.32	no
435569	01/16/2020	419-111-4409-00000	HUMBOLDT: customer service training	66.67	no
435569	01/16/2020	001-480-4530-00000	INNOVATIVE ATTRACTION: training for certs	30.00	no
435570	01/16/2020	001-111-4310-00000	Copy paper	25.22	no
435570	01/16/2020	001-114-4310-00000	Copy paper	25.22	no
435570	01/16/2020	001-120-4310-00000	Copy paper	50.44	no
435570	01/16/2020	001-230-4310-00000	Copy paper	28.93	no
435570	01/16/2020	001-240-4310-00000	Copy paper	116.45	no
435570	01/16/2020	001-313-4310-00000	Copy paper	25.22	no
435570	01/16/2020	001-350-4310-00000	Copy paper	100.51	no
435570	01/16/2020	413-111-4310-00000	Copy paper	25.22	no
435570	01/16/2020	413-120-4310-00000	Copy paper	50.44	no
435570	01/16/2020	413-351-4310-00000	Copy paper	43.76	no
435570	01/16/2020	419-111-4310-00000	Copy paper	25.22	no
435570	01/16/2020	419-120-4310-00000	Copy paper	50.44	no
435571	01/16/2020	413-351-4450-00000	backflow testing	85.00	no
435571	01/16/2020	001-480-4450-00000	backflow testing	85.00	no
435572	01/23/2020	001-230-4390-00000	battery for #5110	130.92	no
435573	01/23/2020	001-130-4410-00000	LEGAL SERVICES: DEC 2019 AGENDA/CITY COUNCIL/STAFF ME.	949.83	no
435573	01/23/2020	413-130-4410-00000	LEGAL SERVICES: DEC 2019 AGENDA/CITY COUNCIL/STAFF ME.	949.83	no
435573	01/23/2020	419-130-4410-00000	LEGAL SERVICES: DEC 2019 AGENDA/CITY COUNCIL/STAFF ME.	949.84	no
435573	01/23/2020	001-130-4410-00000	LEGAL SERVICES: DEC 2019 LABOR ISSUES	300.67	no
435573	01/23/2020	413-130-4410-00000	LEGAL SERVICES: DEC 2019 LABOR ISSUES	300.67	no
435573	01/23/2020	419-130-4410-00000	LEGAL SERVICES: DEC 2019 LABOR ISSUES	300.66	no
435573	01/23/2020	001-130-4410-00000	LEGAL SERVICES: DEC 2019 GENERAL	2,460.00	no
435573	01/23/2020	419-130-4410-00000	LEGAL SERVICES: DEC 2019 WATER	389.50	no
435573	01/23/2020	152-485-4410-1721/	LEGAL SERVICES: DEC 2019 CDBG-GEN ADMIN	41.00	no
435573	01/23/2020	413-130-4410-00000	LEGAL SERVICES: DEC 2019 SEWER	82.00	no
435574	01/23/2020	001-230-4220-00000	commercial fuel (ACCT# 02-0009979)	223.04	no
435574	01/23/2020	001-230-4220-00000	commercial fuel (ACCT# 02-0009979)	223.45	no
435575	01/23/2020	001-230-4391-00000	cap fuel filler; gas additive #5110	25.74	no
435576	01/23/2020	001-230-4330-00000	fuel	37.73	no
435577	01/23/2020	001-230-4330-00000	fuel: Dec 2019	908.83	no
435578	01/23/2020	001-230-4391-00000	wiper parts; motor assy; arm and pivot shaf	261.49	no
435578	01/23/2020	001-240-4391-00000	Core Return	-86.80	no
435578	01/23/2020	001-230-4391-00000	Core Return	-37.98	no
435579	01/23/2020	001-230-4391-00000	wiper transmission #5100	188.13	no
435580	01/23/2020	001-470-4390-00000	Hardware, swings, and play equipment for Kids Town	4,717.64	no
435581	01/23/2020	001-230-4370-00000	janitorial supplies	73.55	no
435582	01/23/2020	152-485-4409-1720/	City ED Strategic Action Plan: consultant services: NOV 2019	4,020.00	no
435583	01/23/2020	001-480-4409-00000	Sea Level Rise Study-State Lands Commission: 9/2/19-9/29/19	184.50	no
435583	01/23/2020	001-480-4409-00000	Sea Level Rise Study-State Lands Commission: 9/30/19-11/3/19	107.25	no

Check Num	Check Da	Account	Description	Amount	Selected for Vo
435583	01/23/2020	412-100-4409-0000C	Sea Level Rise Study-State Lands Commission: 9/2/19-9/29/19	246.00	no
435583	01/23/2020	412-100-4409-0000C	Sea Level Rise Study-State Lands Commission: 9/30/19-11/3/19	143.00	no
435583	01/23/2020	413-352-4409-0000C	Sea Level Rise Study-State Lands Commission: 9/2/19-9/29/19	2,644.50	no
435583	01/23/2020	413-352-4409-0000C	Sea Level Rise Study-State Lands Commission: 9/30/19-11/3/19	1,537.25	no
435584	01/23/2020	419-371-4320-0432C	Protective Footwear Reimbursement- FY20	66.66	no
435584	01/23/2020	001-364-4320-0432C	Protective Footwear Reimbursement- FY20	66.67	no
435584	01/23/2020	413-353-4320-0432C	Protective Footwear Reimbursement- FY20	66.67	no
435585	01/23/2020	419-371-4685-0000C	Annual water system fees 07/01/19-06/30/20	7,405.20	no
435586	01/23/2020	001-240-4530-0000C	BEAR RIVER PUMP: ICI Basic Course: gas, 12/10-12/19, J.Gill	29.25	no
435586	01/23/2020	001-240-4530-0000C	BEAR RIVER HOTEL: ICI Basic Course: hotel, 12/10-12/19, J.Gill	231.16	no
435586	01/23/2020	001-240-4530-0000C	BLUE LAKE HOTEL: EOC Mgmt Trng: hotel 12/17-19/19, R.Griffin	198.00	no
435586	01/23/2020	001-240-4530-0000C	HAMPTON INN: Leadership Dev: hotel, 12/11-14/19, J.Owen	354.09	no
435586	01/23/2020	001-240-4530-0000C	PATRIOT/CHEVRON: Leadership Dev: gas, 12/11-14/19, J.Owen	81.63	no
435586	01/23/2020	001-240-4530-0000C	COLLEGE OF THE REDWOODS: ICI Basics: reg, A.Lopez, 11/18-20/19	100.00	no
435586	01/23/2020	001-240-4530-0000C	COLLEGE OF THE REDWOODS: ICI Basics: reg, Y.Lo, 11/18-20/19	100.00	no
435586	01/23/2020	001-240-4530-0000C	COLLEGE OF THE REDWOODS: ICI Basics: reg J.Owen, 11/18-20/19	100.00	no
435586	01/23/2020	001-240-4240-0000C	MAIL ROOM: postage	9.23	no
435586	01/23/2020	001-240-4530-0000C	UNITED: Refund- Votruba travel cancelled	-15.00	no
435586	01/23/2020	001-240-4390-0000C	AMAZON: tactical flashlight	119.35	no
435586	01/23/2020	001-230-4550-0000C	NVFC: membership dues	30.00	no
435586	01/23/2020	001-240-4320-0000C	AMAZON: duty holder	136.51	no
435586	01/23/2020	001-230-4510-0000C	SEAQUAKE: scene support after fire	216.08	no
435586	01/23/2020	001-240-4320-0000C	GALLS: uniforms	329.48	no
435586	01/23/2020	001-230-4390-0000C	WALMART: lights or Xmas parade	66.95	no
435586	01/23/2020	001-240-4320-0000C	GALLS: uniforms	180.37	no
435586	01/23/2020	001-230-4550-0000C	INT'L CODE COUNCIL INC: building & fire combo book	484.83	no
435586	01/23/2020	001-230-4390-0000C	AMAZON: light hooks for station Xmas lights	117.36	no
435586	01/23/2020	001-240-4430-0000C	DOLLAR TREE: holiday decorations in lobby area	97.53	no
435586	01/23/2020	001-230-4240-0000C	MAIL ROOM: return postage for radio	6.92	no
435586	01/23/2020	001-240-4390-0000C	AMAZON: speaker mics; power strips; charger	208.34	no
435586	01/23/2020	001-240-4310-0000C	AMAZON: power strip	27.94	no
435586	01/23/2020	001-230-4510-0000C	SAFEWAY: water for scene support	353.60	no
435586	01/23/2020	001-240-4390-0000C	AMAZON: replacement motorola batteries	255.44	no
435586	01/23/2020	001-230-4240-0000C	MAIL ROOM: postage for 10 year master plan mailing	5.25	no
435586	01/23/2020	001-240-4320-0000C	LA POLICE GEAR: boots	102.02	no
				189,733.68	

Accounts Payable

1-11-20 to 1-24-20 Housing



User: crawlings

ck

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Check Num	Check Date	Account	Description	Amount	Selected for Void
435513	01/16/2020	110-120-4310-00000	2019 W2 forms & envelopes	5.98	no
435521	01/16/2020	110-120-4312-00000	Replacement workstation: Accountant	13.98	no
435553	01/16/2020	110-490-4370-00000	Janitorial Supplies- City-Wide	13.12	no
435570	01/16/2020	110-490-4310-00000	Copy paper	174.68	no
435573	01/23/2020	110-130-4410-00000	LEGAL SERVICES: DEC 2019 HOUSING AUTHORITY	41.00	no
				<hr/> <hr/>	
				248.76	
				<hr/> <hr/>	

Accounts Payable

1-11-20 to 1-24-20 Successor



User: crawlings
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<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Check Num</u>	<u>Check Dat</u>	<u>Selected for Void</u>
991-130-4410-00000	LEGAL SERVICES: DEC 2019 RDA SUCCESSOR AGENCY	61.50	435573	01/23/2020	no
		=====			
		61.50			
		=====			

CITY OF CRESCENT CITY
 BI-WEEKLY PAYROLL REPORT

PAYROLL END DATE
 PAYROLL PAID DATE
 CHECK NUMBERS

January 18, 2020
 January 24, 2020
 110012-110023

	Regular Pay	Overtime	Gross Pay	# Empl	Notes
Dept #110 City Council	1,409.84		1,409.84	5	
Dept #111 Admin/City Manager	10,976.02	1,142.46	12,118.48	3	
Dept #114 Human Resources	2,185.02	225.33	2,410.35	1	
Dept #120 Finance/Utility Billing	18,091.69	306.46	18,398.15	6	
Dept #230 Fire Department	7,402.56		7,402.56	2 + 2 part-time	
Dept #240 Police Department	37,277.55	7,217.57	44,495.12	12	
Dept #313 Planning			1,204.45	1 Part-time	
Dept #350 Public Works-All Depts	49,814.07	2,039.92	51,853.99	23+ 2 Part-time	
Dept #450 Recreation & Events			3,402.46	1 + 1 Part-time	
Dept #480 Swimming Pool Fund	7,201.84	9.94	7,211.78	1+15 Part-time	
Dept #490 Housing Authority	8,382.00	119.20	8,501.20	3 + 1 Part-time	
TOTALS	142,740.59	11,060.88	158,408.38	59 + 22 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.

5



CITY COUNCIL AGENDA REPORT

TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL
FROM: ERIC WIER, CITY MANAGER
BY: SUNNY VALERO, HR ADMINISTRATOR
DATE: FEBRUARY 3, 2020
SUBJECT: POLICE DEPARTMENT POSITION CONTROL ADJUSTMENT

RECOMMENDATION

- Approve Resolution No. 2020-13 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY UPDATING THE POSITION CONTROL SCHEDULE IN THE ADOPTED FISCAL YEAR 2019-2020 BUDGET.

BACKGROUND

During labor negotiations between City management and the Crescent City Police Officers Association (CCPOA) in 2018, the CCPOA raised a concern regarding staffing at the police department. The police department operates on 4 shifts (Day Shift A, Day Shift B, Night Shift A, and Night Shift B) to provide coverage 24 hours per day, 7 days per week. The current authorized staffing is 1 Chief, 3 Sergeants, 9 Officers, and 1 Records Specialist. With only 3 Sergeant positions authorized to supervise shifts, there will be 1 shift without a supervisor on duty. That shift will rely on calling a Sergeant or the Chief when needed. On June 28, 2018 as part of the Memorandum of Understanding between the City and the Crescent City Police Officer's Association (CCPOA) for July 1, 2018 through June 30, 2020, it was mutually agreed via side letter agreement that city management and the CCPOA would continue discussions regarding the lack of 24/7 on-duty supervision of police officers, the department needs, and appropriate level of compensation for those supervisory positions.

Although preliminary discussions of supervisory needs were begun with former Chief of Police Minsal, when he announced his retirement in the spring of 2019, city management decided to wait until the next chief was in the position before continuing discussions of the department needs. Upon Chief Griffin accepting the position in October, discussion regarding the long-term structure and needs began right away.

On January 6, 2020 City Council approved Phase 1A of the Police Department Staffing Plan, by re-classifying an open police officer position (vacated by Jim Wright), thereby authorizing 3 police sergeants in the CCPD structure, providing supervisor coverage for 3 out of the 4 shifts. This update is to re-classify a second current open police officer position (vacated by Gene Votruba) to

a fourth sergeant position, in order to complete Phase 1 of the proposed police department staffing plan, providing supervision on all four shifts.

ANALYSIS

The needs of the department were evaluated and an overall ideal phased staffing plan that addresses the supervisory needs has been proposed by management, agreed upon by the CCPOA, and approved by the City Council. The ideal long-term staffing plan includes increasing the overall department positions by 3 full time equivalents, two sergeants and one detective. However, like many departments in the City, the current budget does not support this ideal staffing plan. As such, this plan will be used as a long-term planning tool, and we will need to be strategic in its implementation.

To cover the 24 hour / 7 day per week operational needs of the department, officers are split into 4 shifts, each shift working 12 hours (2 night-time shifts and 2 day-time shifts). Currently, there are three allocated police sergeant positions that provide direct supervision to police officers on two of the day shifts and one night shift, leaving one remaining night shift position not staffed with a sergeant. During the shifts that do not have a sergeant on duty, officers rely on calling an off-duty sergeant or the Chief to receive direction. Given the fast-paced world of law enforcement and how rapidly situations can evolve, pausing to make a phone call is not always the best situation and could potentially put the officer or community at greater risk.

The proposed staffing plan addresses this issue by adding two additional sergeant positions, allowing a sergeant to be assigned to every shift. The plan also addresses the long term need for a detective position. However, although this detective position is needed, it is second in priority to the need for a supervisor (Sergeant) assigned to every shift.

The City currently does not have the budget to fully implement the proposed Police Department staffing plan. The addition of the two new sergeant positions would increase the Police Department personnel costs by approximately \$180,000 to \$260,000 per year, depending on the individual's step and benefits, and the new detective position would increase costs by another \$65,000 to \$115,000 per year, again depending on the individual's step and benefits. Adding all 3 new positions would result in a total increase of General Fund personnel costs of up to \$375,000 per year. Every year the City struggles to have an operationally balanced budget, relying on expenses coming in under projections to achieve this. An increase of General Fund personnel cost in the amount of \$375,000 is not sustainable without additional revenue sources. Therefore, we need to be strategic in how we implement the staffing plan.

The CCPD currently has three open police officer positions that were vacated by Richard Griffin when he was promoted to the Chief of Police and two more with the departures of Officers Jim Wright and Gene Votruba. Staff proposes to fill one of the vacant officer positions immediately with a selected candidate from the recently completed recruitment and one currently re-classified Sergeants position with a current recruitment; leaving one vacant position open. This provides a unique opportunity to make changes in the Police Department organizational structure. The attached staffing plan breaks the proposed staffing changes into 4 phases.

Phase 1 is to reclassify two officer positions into Sergeant positions. This would be done in 2 steps. Phase 1-A was to re-classify one (1) current officer vacancy to a sergeant, which has already been approved by Council on 1/6/2020. By initiating this first step in the staffing plan, it allowed for a third sergeant to be added to the Police Department structure. Officer Gene Votruba retired on January 24, providing the opportunity to implement the remainder of Phase 1. This would provide a total of four (4) police sergeants in the position control and eight (8) officer positions. This is not the ideal permanent staffing structure but does provide the supervision and accountability that is needed on all shifts.

In time, as additional revenues allow, it is the goal of the City and the CCPOA to add back the two police officer positions in Phase 2 and Phase 3 of the staffing plan, bringing the total officers back up to 10. The final phase (Phase 4) would add a detective position to the department.

City management and the CCPOA agree that additional sergeants would be appropriate to fill the supervisory needs of the Crescent City Police Department. In order for our officers to achieve maximum success in their roles serving and protecting they need to have a supervisor on duty at all times. Sergeants provide the benefit of additional experience and training, making decisions in real time to direct officers in their duties. They also assist with calls, execute search warrants, and take operational command of large incidents. Having the Chief on duty or available by phone does not fully cover these needs, because the Chief needs to perform many administrative duties, provide overall supervision and direction to the Sergeants, and perform incident command (separate from operational command) on large incidents. It will also provide a level of accountability on all shifts that will increase transparency, provide additional assurance to the public, and improve the overall effectiveness and professionalism of our police department. Having a supervisor on every shift will also assist in minimizing liability claims from both the standpoint of (1) good policy in having adequate supervision as a standard practice and (2) the practical effect of having the advice and oversight of a supervisor.

For our officers within the Crescent City Police Department to address the City and City Council and say that not only do they need more supervision for the 24/7 coverage, but that they *desire* more accountability within the Department is a huge step forward toward creating a progressive and forward thinking Police Department to better serve our City; and it says a great deal about the integrity and caliber of the officers we have within our Police Department.

Next Steps:

If directed to proceed by the City Council, staff will:

- Update the Position Control to include an additional Police Sergeant (1.0 FTE) to a new total 4.0 FTE Police Sergeants; and to close one Police Officer (1.0 FTE) to a new total of 8.0 FTE Police Officers.
- Staff will be able to fill this position from eligibility list of the previous Sergeant recruitment or recruit again.
- It is estimated that this fourth Police Sergeant could be hired as soon as March 2020

FISCAL IMPACT

Full implementation of Phase 1 includes another additional Police Sergeant (1.0 FTE) to a new total 4.0 FTE Police Sergeants; and to close one Police Officer (1.0 FTE) to a new total of 8.0 FTE Police Officers. This is also estimated to have a maximum effect on the Budget of \$22,740 for a total impact of \$45,480 per year if all sergeant positions are at the maximum pay and benefits currently allowed by the MOU.

The full implementation of Phase 1 is not anticipated to have an impact on the current fiscal year budget, and no additional appropriations are requested at this time. Due to vacancies in the department at various times this year, the increased cost of the 2 additional Sergeant positions compared to Officer positions can be covered in the existing budget. Going forward, the impact will be up to \$45,480 per year, based on current wages and benefits.

Note this staff report is based on the current staffing of 14 total FTEs in the department (1 Chief, 3 Sergeants, 9 Officers, and 1 Records Specialist). One of the officer positions is currently grant funded; after the grant is expended, additional funds will need to be secured to continue that position or the Council will need to consider closing that position.

Future steps will include creating additional police officer positions in Phase 2 and Phase 3 of the staffing plan as well as implementing Phase 4, which would add a Detective position to the Department. These additional positions are estimated to cost approximately \$325,000 and would not be recommended until addition revenue sources could be secured.

ATTACHMENTS

1. Resolution No. 2020-13 updating the Position Control Schedule in the adopted Fiscal Year 2019-2020 Budget.

STAFF REVIEW:

EW
CM

RESOLUTION NO. 2020-13

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

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

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

WHEREAS, the City management and the Crescent City Police Officers Association have met and discussed a long-term staffing plan for the Police Department in accordance with the Side Letter Agreement dated June 28, 2018; and

WHEREAS, the City Council has determined that Phase 1 of the plan should be implemented; and

WHEREAS, fulfillment of this priority requires an update to the Authorized Position Control.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crescent City, California that the updated Position Control Authorized Positions & Pay Ranges is hereby amended and adopted as per the attached schedule.

APPROVED and ADOPTED and made effective the same day by the City Council of the City of Crescent City this 3rd day of February 2020, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Blake Inscore, Mayor

ATTEST:

Robin Patch, City Clerk

City of Crescent City
 Position Control
 Authorized Positions & Pay Ranges - Proposed 02.03.20

POSITION	Auth Pay Range - Proposed		Current Auth FTE	Change	Proposed FTE	Notes
	Min Annual \$	Max Annual \$				
Administration						
City Manager	104,506	133,536	1.00		1.00	
HR Administrator	46,761	56,800	1.00		1.00	
Information Systems Administrator	65,772	79,956	1.00		1.00	
City Clerk						
City Clerk / Administrative Analyst	60,133	73,099	1.00		1.00	
Finance						
Director of Finance	83,943	105,260	1.00		1.00	
Accountant	57,228	69,575	1.00		1.00	
Payroll Administrator	46,761	56,800	1.00		1.00	
Account Clerks			3.00		3.00	
Account Clerk III Y-rated	44,219	53,746	0.00		0.00	
Account Clerk III	40,502	49,238	0.00		0.00	
Account Clerk II	35,802	43,514	0.00		0.00	
Account Clerk I Y-rated	32,961	40,053	0.00		0.00	
Account Clerk I	32,427	39,412	0.00		0.00	
Fire						
Fire Chief	89,272	111,919	1.00		1.00	
Deputy Fire Chief	74,818	90,938	0.50		0.50	
Fire House Maintenance Worker	36,171	43,971	0.50		0.50	
Administrative Assistant	39,540	48,021	1.00		1.00	
Police						
Chief of Police	89,272	111,919	1.00		1.00	
Lieutenant	81,086	93,562	0.00		0.00	
Sergeant	64,861	80,444	3.00	1.00	4.00	
Police Officer	42,853	63,585	9.00	-1.00	8.00	
Records Specialist	38,579	46,867	1.00		1.00	
Planning, Building & Code Enforcement						
Community Development Director	83,943	105,260	1.00		1.00	
Community Development Director / City Engineer	89,272	111,919	0.00		0.00	
City Planner and Economic Development Specialist	57,228	69,575	0.00		0.00	
Planning and Economic Development Technician	44,518	54,109	0.00		0.00	
Building Inspector & Code Enforcement Officer *	49,089	59,642	1.00		1.00	
Recreation and Events						
Recreation and Events Director	65,765	79,957	1.00		1.00	
Recreation Lead	25,480	28,600	0.48		0.48	
Campground Attendant	31,574	38,376	0.98		0.98	
Public Works						
Director of Public Works	89,272	111,919	1.00		1.00	
Director of Public Works Operations	83,943	105,260				
Engineering Project Manager	57,228	69,575	1.00		1.00	
Engineering Technician Y-rated	48,619	59,086	1.00		1.00	
Engineering Technician	44,518	54,109	0.00		0.00	
Public Works Maintenance Manager	69,063	83,947	1.00		1.00	
Public Works Parks / Buildings / Maintenance Workers & Equipment Operators			12.00		12.00	
Maintenance Workers			0.00		0.00	
Senior Public Works Maintenance Worker	46,504	56,544	0.00		0.00	
Maintenance Worker II	38,259	46,504	0.00		0.00	
Maintenance Worker I	34,713	42,211	0.00		0.00	
Equipment Operators			0.00		0.00	
Equipment Operator II	42,211	51,289	0.00		0.00	
Equipment Operator I	36,443	44,283	0.00		0.00	
Buildings & Parks Maintenance Workers			0.00		0.00	
Senior Bldgs & Parks Maintenance Worker	38,259	46,504	0.00		0.00	
Buildings Maintenance Worker	33,046	40,181	0.00		0.00	
Parks Maintenance Worker	31,487	38,259	0.00		0.00	
Utilities Manager	72,516	88,144	0.00		0.00	
WWTP Supervisor			0.00		0.00	
WWTP Operators			0.00		0.00	
WWTP Senior Operator	62,333	75,770	0.00		0.00	
WWTP Operator III	53,831	65,452	0.00		0.00	
WWTP Operator II	46,504	56,544	0.00		0.00	
WWTP Operator I	38,259	46,504	0.00		0.00	
WWTP Operator In Training (OIT)	33,046	40,181	0.00		0.00	
EMOT			2.00		2.00	
Senior Electrical Mechanical Operations Technician	62,333	75,770	0.00		0.00	
Electrical Mechanical Operations Technician II	53,831	65,452	0.00		0.00	
Electrical Mechanical Operations Technician I	46,504	56,544	0.00		0.00	
Utility Mechanic	38,259	46,504	1.00		1.00	
Laboratory Director	60,133	73,099	1.00		1.00	
Laboratory Assistant / Tech			2.00		2.00	
Laboratory Technician II	48,854	59,364	0.00		0.00	
Laboratory Technician I	40,181	48,854	0.00		0.00	
Laboratory Assistant	33,046	40,181	0.00		0.00	
Office Technician **	33,239	40,416	1.00		1.00	
Fleet Mechanics			2.00		2.00	
Senior Mechanic	51,289	62,333	0.00		0.00	
Mechanic II	42,211	51,289	0.00		0.00	
Mechanic I	34,713	42,211	0.00		0.00	
Pool						
Aquatics Supervisor	40,181	48,854	1.00		1.00	
Relief Supervisor/Lesson Coordinator	34,029	41,377	1.00		1.00	
Lifeguard - Designated Head Lifeguard (Seasonal FT)	26,520	30,680	0.50		0.50	
Lifeguard - Part-Time	25,480	28,600	4.50		4.50	
Aquatic Specialty Program Instructor	28,600	32,760	0.37		0.37	
Water Safety Aide	26,000	28,080	0.20		0.20	
Housing Authority						
Housing Authority Director	83,943	105,260	1.00		1.00	
Housing Authority Inspector	38,259	46,504	0.00		0.00	
Tenant Services Technician	39,369	47,829	2.00		2.00	
Clerk Typist	27,962	33,986	0.63		0.63	
Totals			67.66	0.00	67.66	

* 1.0 FTE split between Building/Code Enforcement and Housing Authority
 ** 1.0 FTE split between Planning and Public Works

Pay ranges do not include special pay, i.e. certification, longevity, merit, etc.
 Min and max annual pay ranges are based on 2,080 hours per year. Actual positions may be different.



CITY COUNCIL AGENDA REPORT

TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL
FROM: ERIC WIER, CITY MANAGER
BY: HOLLY WENDT, RECREATION DIRECTOR
SUNNY VALERO, HR ADMINISTRATOR
DATE: FEBRUARY 3, 2020
SUBJECT: HGTV HOME TOWN TAKEOVER APPLICATION

RECOMMENDATION

- Authorize the City Manager to submit an application to HGTV for consideration of Crescent City in the upcoming series *Home Town Takeover*

BACKGROUND / ANALYSIS

On January 21, 2020 City staff was notified of a local initiative to submit an application for an upcoming HGTV show that provides a makeover to an entire town.

As stated on the HGTV website:

HGTV COULD COME TO YOUR TOWN!
HGTV is ready for its BIGGEST Renovation Project EVER
– a takeover to makeover an ENTIRE town

*“Is it yours? If it is, Ben and Erin Napier of the hit series Home Town will hit the road for their upcoming series **Home Town Takeover** to help you and your community revitalize the place you call home.”*

Crescent City meets the specific requirements of having unique architecture, a population of less than 40,000 people, and a Main street that could benefit from a “facelift”, as well as an inspiring history of resilience. Staff was encouraged by the community’s call to action in revitalizing our downtown area and applying for this opportunity.

In evaluating this opportunity, it was quickly realized that the City could partner with this citizens group to submit the application. The application is fairly simple and consists of submitting 5 pictures, a short video and a narrative. The City already has access to several media filming rights including the 2012 filming of “Today in a America” and the recent California Coastal Trail video. The City also has resources to several historical narratives about the history of the community, Tsunamis and the 1960’s reconstruction of the downtown.

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The application would highlight the resiliency of our community and the quick 1960's reconstruction that has stripped our downtown of the unique historic coastal architecture it once had. Our hope is that our story would appeal to HGTV and that they would choose Crescent City as their featured project. The application to HGTV fits within the City's vision to promote health, safety, quality of life and community pride for our residents, businesses and our visitors through leadership, teamwork and values.

The application deadline for this project is Friday, February 7, 2020. Upon approval from the City Council, City staff will submit the application materials electronically to HGTV.

FISCAL IMPACT

Due to the timing of the application, the City Manager hired an available videographer to film needed portions of downtown architecture, key interviews and editing existing footage (the City has rights to) to create a dynamic video of under 500MB in the required file format for the submission application video. The estimated cost for the available videographer is \$2,000-3,000. There are available funds within the existing General Fund budget to cover this expense.

ATTACHMENTS

1. None

STAFF REVIEW:


CM



CITY COUNCIL AGENDA REPORT

TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: JON OLSON, PUBLIC WORKS DIRECTOR

DATE: FEBRUARY 3, 2020

SUBJECT: DRAFT COMMERCIAL CANNABIS REGULATIONS ORDINANCE

RECOMMENDATION

- Hear staff report.
- Receive public comment.
- Discuss the draft commercial cannabis ordinance.
- Provide further direction to staff about the draft commercial cannabis ordinance.

BACKGROUND

In November 2017, the City Council directed staff to work with the Planning Commission on development of a commercial cannabis ordinance. Over the last several years, the Planning Commission has considered the permitting of commercial cannabis uses in the city and provided direction to staff to assist in preparation of commercial cannabis regulations. At their 2019 October and November meetings, the Planning Commission made recommendations to the City Council concerning amendments to the City's Municipal Code to include regulations for commercial cannabis uses.

The City Council reviewed the Planning Commission recommendations at their November 18, 2019 meeting. At the December 16, 2019 and January 21, 2020 meetings, staff addressed questions raised by the City Council at the prior meetings. Staff also presented mapping illustrating 600 and 1,000-foot setbacks for cannabis uses from properties in the City containing land uses where minors typically congregate (e.g., K-12 schools, day care centers, youth centers, parks, libraries, churches, social services, etc.). At the January meeting, the Council provided direction to staff to make revisions to the draft commercial cannabis ordinance to include additional security measures, setback requirements, an exception process for requesting reduced setbacks from sensitive land uses (e.g., K-12 schools), and reference the need for an Industrial Wastewater Discharge Permit for cannabis uses discharging effluent to the City's wastewater treatment system. The Council also directed staff to revise the setback mapping to show K-12 schools, day care centers, and youth centers on individual layers. Attached to this staff report is the draft commercial cannabis ordinance with the revisions requested by the Council. The

revisions are highlighted in yellow. The revised setback mapping is not included in the packet and will be presented by staff at the meeting.

ANALYSIS

At the January 21, 2020 meeting, the City Council requested the following revisions to the draft commercial cannabis ordinance and setback mapping:

1) The Council requested the following revisions to the draft commercial cannabis ordinance:

- a) Add an operating standard for security requiring installation of a mantrap at the main entrance of all cannabis facilities conducting cultivation, non-volatile manufacturing, processing, and distribution.

Based on the direction from the City Council, Section 17.95.060(C)(17) of the draft commercial cannabis ordinance has been revised to include the following language:

“iii. All cannabis facilities containing cultivation, processing, non-volatile manufacturing, and distribution shall be required to have a mantrap at the entrance to the building. A mantrap is a small room with an entry door on one wall and an exit door on the opposite wall. Mantraps are used to separate non-secure areas from secure areas to prevent unauthorized access.”

- b) All retail cannabis uses (storefront and non-storefront) shall meet a 600-foot setback from sensitive land uses (e.g., K-12 schools).

See response below under c).

- c) No setbacks shall be required from the property containing the Del Norte County Fairgrounds (APN 118-020-033).

Based on the direction from the City Council, Section 17.95.060(C)(11) was added to the draft commercial cannabis ordinance, which includes the following language:

- “12. All retail cannabis uses (storefront and non-storefront) in the City shall comply with the following setback requirements:*
- i. A retail cannabis use may not be located within a 600-foot radius of the perimeter of a public or private school providing instruction in kindergarten or grades 1 through 12 (“K-12 school”). This does not include any private school in which education is primarily conducted in private homes.*
 - ii. The distance specified in this section shall be defined as the horizontal distance measured in a straight line from the property line of the sensitive land use (i.e., K-12 school) to the closest property line of the lot on which the retail cannabis use is located.*

- iii. *No setbacks are required between retail cannabis uses and the property containing the Del Norte County Fairgrounds (currently identified as APN 118-020-033).*
 - iv. *Exceptions to the setback requirements in this section may be granted by the Planning Commission as specified in Section 17.95.060(C)(12) of this chapter.”*
- d) Include an exception process for allowing reduced setbacks from sensitive land uses (e.g., K-12 schools) in the draft commercial cannabis ordinance.

Based on the direction from the City Council, Section 17.95.060(C)(12) was added to the draft commercial cannabis ordinance, which includes the following language:

- “13. An exception to the setback requirements in Section 17.95.060(C)(11) of this chapter may be granted by the Planning Commission when requested as part of a use permit application. To grant an exception, the Planning Commission shall make one or more of the following findings:*
- i. The distance between the area on the property containing the sensitive land use (i.e., K-12 school) is a minimum of 600 feet from the area on the property containing the retail cannabis use.*
 - ii. There is enough development or other buffering between the sensitive land use (i.e., K-12 school) and the retail cannabis use to minimize potential impacts.*
 - iii. The location and design of the retail cannabis use is not likely to cause impacts to minors at the sensitive land use (i.e., K-12 school) that is within the 600-foot radius.”*

- e) Revise the operations standard related to the discharge of effluent to the City’s wastewater treatment system to note that an Industrial Wastewater Discharge Permit will be required.

Based on the direction from the City Council, Section 17.95.060(C)(15) of the draft commercial cannabis ordinance was revised to state the following:

- “16. All cannabis uses that propose to discharge effluent to the City’s wastewater treatment system, including but not limited to waste products, chemical fertilizers or pesticides, are required to first obtain an Industrial Wastewater Discharge Permit from the Public Works Department. No effluent, ~~including but not limited to waste products, chemical fertilizers or pesticides,~~ may be discharged into ~~drains, public sewer system, septic systems, water systems, or other drainage systems including those that lead to rivers and streams.~~”*

2) Revise the setback mapping to include K-12 schools, day care centers, and youth centers as individual layers.

Based on the direction from the City Council, the setback mapping was revised to show

properties containing K-12 schools, day care centers, and youth centers as individual layers.

In addition, the list of day care centers was revised to remove all day care services occurring out of a private residence. This was done since providing these services out of a private residence does not meet the definition of day care centers in Health and Safety Code Section 1596.76, which states the following:

“Day care center” means a child day care facility other than a family day care home, and includes infant centers, preschools, extended day care facilities, and schoolage child care centers, and includes child care centers licensed pursuant to Section 1596.951 (Health and Safety Code Section 1596.76).

The revised setback mapping is not included in the packet and will be presented by staff at the meeting.

ATTACHMENTS

1. Draft Commercial Cannabis Regulations Ordinance
2. List of sensitive land uses

STAFF REVIEW:

CM: EW Legal: MR

ORDINANCE NO. 819

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY
ADDING CHAPTER 17.95, COMMERCIAL CANNABIS REGULATIONS, AND
AMENDING CHAPTER 17.20, C-1 DOWNTOWN BUSINESS DISTRICT, CHAPTER
17.22, C-2 GENERAL COMMERCIAL DISTRICT, CHAPTER 17.23, CW
WATERFRONT COMMERCIAL DISTRICT, CHAPTER 17.24, HS HIGHWAY
SERVICE DISTRICT, AND CHAPTER 17.93, STANDARDS FOR MARIJUANA, OF
TITLE 17, ZONING, OF THE CRESCENT CITY MUNICIPAL CODE**

WHEREAS, in 1996, the voters of the State of California approved Proposition 215, which was codified as California Health and Safety Code section 11362.5, and entitled “The Compassionate Use Act of 1996”; and

WHEREAS, the intent of Proposition 215 was to enable persons who are in need of cannabis for medical purposes to legally obtain and use it under limited, specified circumstances without fear of criminal prosecution. Proposition 215 further provides that “[n]othing in this section shall be construed to supersede legislation prohibiting persons from engaging in conduct that endangers others, nor to condone the diversion of marijuana for nonmedical purposes” (Health & Safety Code, § 11362.5(b)(2)); and

WHEREAS, in 2003, the California Legislature passed Senate Bill 420 (codified as California Health and Safety Code § 11362.7, *et seq.*) to clarify the scope of Proposition 215 and expressly allow cities and counties to adopt and enforce ordinances that are consistent with SB 420; and

WHEREAS, in November 2016, California voters approved Proposition 64, which enacted the Control, Regulate, and Tax Adult Use of Marijuana Act. Proposition 64 makes it legal under state law for anyone 21 years of age or older to possess, plant, cultivate, harvest, dry, and process up to six cannabis plants per private residence for personal use. (Health & Safety Code, §§ 11362.2 and 11362.3). Proposition 64 also explicitly provides for local control over personal use cultivation, enabling cities and counties to “enact and enforce reasonable regulations to regulate” indoor cultivation or cannabis for personal use and to prohibit all outdoor cultivation of cannabis for personal use on the grounds of a private residence. (Health & Safety Code, § 11362.2(b)(1) and (b)(3)); and

WHEREAS, in June 27, 2017, the Governor approved Senate Bill 94, which repealed the Medical Marijuana Regulation and Safety Act (MMRSA) and includes certain provisions of MMRSA in the licensing provisions of the Control, Regulate, and Tax Adult Use of Marijuana Act. Senate Bill 94, which seeks to align the regulatory frameworks for medical and nonmedical cannabis, amended, repealed, or added code sections in the following California Codes: Business and Professions, Fish and Game, Food and Agriculture, Health and Safety, Revenue and Taxation, and Water. Senate Bill 94 also consistently replaced the term “marijuana” with “cannabis” in state law, although the definition remains the same. For consistency with state law as revised by SB 94, the City adopted the term “cannabis” in place of “marijuana” in this Ordinance. The adoption of the term “cannabis” herein, however, shall not invalidate references

to “marijuana” in any City ordinance, policy, or regulation. The two terms share the same meaning and are used interchangeably; and

WHEREAS, the Federal Controlled Substances Act (21 U.S.C. § 801, *et seq.*) make it unlawful, under federal law, for any person to cultivate, manufacture, distribute, dispense, or possess with the intent to manufacture, distribute, or dispense, cannabis. The Federal Controlled Substances Act contains no exemption for the cultivation, manufacture, distribution, dispensation, or possession of cannabis for medical purposes or for personal use permitted by state law; and

WHEREAS, on January 19, 2016, the City Council adopted Ordinance No. 793, adding Chapter 17.93 to Title 17 of the Crescent City Municipal Code, prohibiting all commercial marijuana cultivation, processing, delivery, and retail sales; and

WHEREAS, on July 2, 2018, the City Council adopted Ordinance No. 803, adding Chapter 17.94 to Title 17 of the Crescent City Municipal Code, regulating the cultivation of cannabis for personal use permitted under Proposition 64; and

WHEREAS, the City intends to amend the Crescent City Municipal Code to regulate certain commercial cannabis activities permitted under Senate Bill 94, including storefront retail, non-storefront retail (delivery only), cultivation (indoor only), non-volatile manufacturing, processing facilities, distribution, microbusinesses, and testing laboratories. Other commercial cannabis uses allowed under state law shall remain prohibited in City limits.

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

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

SECTION 2. CODE AMENDMENT – CHAPTER 17.20. The City Council hereby amends Section 17.20.025, Uses subject to a use permit, of Chapter 17.20, C-1 Downtown Business District, of Title 17, Zoning, of the Crescent City Municipal Code, to read as follows:

[Deletions are in ~~strikeout~~ and additions are in ***bold italics.***]

The following uses may be permitted subject to the granting of a conditional use permit:

- A. Amusement and recreational establishments;
- B. Mortuaries;
- C. Second hand or surplus stores;
- D. New residential units up to forty-five units per acre density that are mixed with commercial or business use;
- E. New residential-only development or the expansion of existing residential-only development up to thirty units per acre density;
- F. Bed and breakfast establishments subject to the provisions of Chapter 17.59;
- G. Rooming houses;
- H. Residential care facilities;

- I. Veterinarians;
- J. Food product processing which includes on-site retail sales or light manufacturing which includes on-site retail sales and does not result in exterior air, noise, dust, odor, vibration or glare impacts, and where no animals are kept or stored on-site, such as a cheese factory, fish market or candy factory;
- K. Drive-thru windows for any office or retail services such as a bank or pharmacy;
- L. Communication towers; ~~and~~
- M. Government corporation yards.;
- N. Structural heights exceeding forty feet but not exceeding sixty feet. (Ord. No. 739, § 2, 3-2-2009; Ord. No. 725, § 2, 7-16-2007; Ord. 715 § 2, 2006; Ord. 695 § 2, 2003); **and**
- O. Cannabis uses conducted pursuant to Chapter 17.95 (Commercial Cannabis Regulations), including: storefront retail, non-storefront retail (delivery only), cultivation (indoor only), non-volatile manufacturing, processing facilities, distribution, microbusinesses, and testing laboratories.***

SECTION 3. CODE AMENDMENT – CHAPTER 17.22. The City Council hereby amends Section 17.22.020, Uses, of Chapter 17.22, C-2 General Commercial District, of Title 17, Zoning, of the Crescent City Municipal Code, to read as follows:

[Deletions are in ~~strikeout~~ and additions are in ***bold italics.***]

- A. The principal permitted general commercial use in the C-2 district includes:
 - 1. Retail and wholesale sales located inside a building, such as: large or small shops, stores, centers, and outlets.
 - 2. Services located inside a building, such as: offices, financial institutions and personal service shops, including Laundromats, small item repairs and printing services.
 - 3. Indoor and outdoor recreational or travel activities and services, such as: all eating and drinking places (including drive-thru services), hotels and motels, theaters, entertainment centers, and bus stations.
 - 4. Medical centers and services including convalescent homes.
 - 5. Accessory structures, such as: parking lots and secondary storage buildings.
 - 6. Improvements to existing residential uses which can be demonstrated to have been legally established before the year 2001.
- B. Other C-2 uses for which a use permit must first be secured:
 - 1. Outdoor service or accessory storage areas, such as: auto sales, communications facilities, automobile service storage, and uncovered lumber yard or nursery areas.
 - 2. Medical facilities for animals such as veterinary clinics and animal hospitals.
 - 3. One residential unit for occupancy by the manager/caretaker of an existing commercial facility.
 - 4. Residential units up to thirty units per acre density, as either a mixed-use activity which is secondary to an existing or proposed commercial use, or as a residential-only development.
 - 5. Assisted care residential facilities.
 - 6. Non-profit organization offices.
 - 7. Stores in which more than fifty percent of the merchandise is second-hand.
 - 8. Mortuaries.

9. Car, boat or other vehicle washing facilities.
10. Local and regional public utility and community service facilities.
11. Gas stations and light-commercial automobile service uses. (Ord. 715 § 2, 2006; Ord. 700 § 5 (Exh. A (part)), 2003)
- 12. Cannabis uses conducted pursuant to Chapter 17.95 (Commercial Cannabis Regulations), including: storefront retail, non-storefront retail (delivery only), cultivation (indoor only), non-volatile manufacturing, processing facilities, distribution, microbusinesses, and testing laboratories.**

SECTION 4. CODE AMENDMENT – CHAPTER 17.23. The City Council hereby amends Section 17.23.030, Uses permitted subject to a use permit, of Chapter 17.23, CW Waterfront Commercial District, of Title 17, Zoning, of the Crescent City Municipal Code, to read as follows:

[Deletions are in ~~strikeout~~ and additions are in ***bold italics.***]

The following uses may be permitted subject to the granting of a conditional use permit:

- A. Outdoor accessory uses and structures located on the same site as a permitted use such as storage and communication devices, but not including typical hotel or motel recreation facilities such as swimming pools;
- B. Business, professional and trade schools and colleges;
- C. Churches and religious institutions not including private or parochial schools;
- D. Conference centers or meeting halls when separate from a hotel or restaurant facility;
- E. Parking facilities, including fee parking facilities which are not required by code for another use;
- F. Bed and breakfast establishments subject to the provisions of Chapter 17.59;
- G. Residential uses located above the ground floor of commercial structures not to exceed sixty units per acre density, or new residential-only development or the expansion of existing residential-only development up to thirty units per acre density;
- H. Service stations and oil storage facilities;
- I. New timeshare resort hotels which provide at least one recreational facility (pool, courts, etc);
- J. Food product processing which includes on-site retail sales or light manufacturing which includes on-site retail sales and does not result in exterior air, noise, dust, odor, vibration or glare impacts, and where no animals or bulk flammables are kept or stored on-site, such as a cheese factory, fish market or candy factory;
- K. Theaters and auditoriums within buildings;
- L. Public utility service pumping stations, power stations, equipment buildings and installations, drainage ways, storage tanks and transmission lines found by the planning commission to be necessary for the public health, safety or welfare; ~~and~~
- M. Cannabis uses conducted pursuant to Chapter 17.95 (Commercial Cannabis Regulations), including: storefront retail, non-storefront retail (delivery only), cultivation (indoor only), non-volatile manufacturing, processing facilities, distribution, microbusinesses, and testing laboratories; and***
- ~~M.~~***N.*** Any other use which is determined by the planning commission to be similar to the listed conditional uses and which conforms to the policies of the waterfront land use and

general plan. In making such a determination in addition to the usual findings, the planning commission must find:

1. That upon review of all determinable characteristics of the use that the use has the same essential characteristics as a permitted or conditional use. (Ord. No. 762, § 2, 4-18-2011; Ord. 715 § 2, 2006; Ord. 695 § 2, 2003)

SECTION 5. CODE AMENDMENT – CHAPTER 17.24. The City Council hereby amends Section 17.24.020, Principal permitted uses, of Chapter 17.24, HS Highway Service District, of Title 17, Zoning, of the Crescent City Municipal Code, to read as follows:

[Deletions are in ~~strikeout~~ and additions are in ***bold italics.***]

- A. The principal permitted uses in the HS highway service district include:
 1. Visitor-serving facilities such as: hotels and motels, indoor and outdoor eating and drinking places (including drive-thru services), grocery shops, liquor stores, or indoor specialty shops such as gifts, art, antiques, pawn or collectibles;
 2. Transportation services such as public transportation stops;
 3. Indoor recreation and entertainment facilities such as specialty attractions, theatres, and sports activities including equipment rentals and sales;
 4. One residential unit for the owner or manager of an existing on-site permitted use;
and
 5. Visitor oriented public recreation facilities such as public parks, trails, rest areas and parking lots;
and
 6. Visitor and local-serving commercial uses such as real estate offices.
- B. Other HS uses for which a use permit must first be secured:
 1. Gas stations and light-commercial automobile service uses. (Ord. 715 § 2, 2006; Ord. 695 § 2, 2003)
 2. ***Cannabis uses conducted pursuant to Chapter 17.95 (Commercial Cannabis Regulations), including: storefront retail, non-storefront retail (delivery only), cultivation (indoor only), non-volatile manufacturing, processing facilities, distribution, microbusinesses, and testing laboratories.***

SECTION 6. CODE AMENDMENT – CHAPTER 17.93. The City Council hereby amends Section 17.93.040, Prohibited Activities, of Chapter 17.93, Standards for Marijuana, of Title 17, Zoning, of the Crescent City Municipal Code, to read as follows:

[Deletions are in ~~strikeout~~ and additions are in ***bold italics.***]

- A. Marijuana processing, marijuana delivery, and marijuana dispensaries are prohibited activities in all zones and specific plan areas in the City, except ***in compliance with Chapter 17.95*** and where the City is preempted by federal or state law from enacting a prohibition on any such activity.
- B. Cultivation of marijuana for any commercial ***purpose*** is expressly prohibited in all areas, zones and specific plan areas in the City. No person or entity, including a qualified patient or primary caregiver, may cultivate any marijuana in the City, except in compliance with Chapter 17.94.

- C. No use permit, variance, building permit, or any other entitlement, license, or permit, whether administrative or discretionary, will be approved or issued for the activities of commercial marijuana cultivation, or marijuana processing, marijuana delivery, or the establishment or operation of a marijuana dispensary in the City, *except in compliance with Chapter 17.95.*
- D. No person or entity may conduct, cause, allow, permit, or maintain a marijuana dispensary, commercial marijuana cultivation, marijuana processing or marijuana delivery within the City, *except in compliance with Chapter 17.95 and* where the City is preempted by federal or state law from enacting a prohibition on any such activity for which the use permit, variance, building permit, or any other entitlement, license, or permit is sought.
- E. Nothing in this chapter may be deemed to permit or authorize any use or activity which is otherwise prohibited by any state or federal law.

SECTION 7. CODE AMENDMENT – CHAPTER 17.95. The City Council hereby amends the Crescent City Municipal Code by adding Chapter 17.95, Commercial Cannabis Regulations, to Title 17, Zoning, to read as follows:

[All new text.]

17.95.010 Purpose and Findings.

A. Purpose. The purpose and intent of this chapter is to protect the public health, safety, and welfare through strong and effective regulatory and enforcement controls, to protect neighborhood character, and to minimize the potential negative impacts of commercial cannabis activity on people, communities, and the environment by establishing minimum land use controls. Within the Downtown Business (C-1) District, General Commercial (C-2) District, Waterfront Commercial (CW) District, and Highway Services (HS) District, commercial cannabis activity, as defined under Division 10 of the Business and Professions Code, may be permitted with a use permit, subject to the regulations governing the underlying zoning district, and the requirements set forth in this chapter.

B. Findings. The city council makes the following findings:

1. While cannabis is now legal in California for adult use (age 21 and older), it is still illegal for minors (under age 21) to use and possess non-medicinal cannabis. The potential negative impacts on the health of minors and the intoxicating effects of cannabis justify regulations that help to (1) keep cannabis out of the hands of minors and (2) minimize the promotion of cannabis use in a manner that is directed or appealing to minors.

2. Commercial cannabis businesses are attractive targets for burglaries and robberies. Therefore, it is prudent to impose security requirements and other regulations on businesses that are aimed to provide a base level of protection against such thefts. Burglaries and robberies not only impact the business owner but also employees, patrons, the public, and law enforcement.

17.95.020 Interpretation and Applicability.

- A. No part of this chapter is to be deemed to conflict with federal law as contained in the Controlled Substances Act, 21 U.S.C. Section 800 et seq., nor to otherwise permit any activity that is prohibited under that Act or any other local, state, or federal law, statute, rule or regulation. Commercial cannabis activity in the city is controlled by the provisions of this chapter of the Crescent City Municipal Code.
- B. Nothing in this chapter is intended, nor is it to be construed, to burden any defense to criminal prosecution otherwise afforded by California law.
- C. Nothing in this chapter is intended, nor is it to be construed, to preclude a landlord from limiting or prohibiting commercial cannabis activities by tenants.
- D. Nothing in this chapter is intended, nor is it to be construed, to exempt any cannabis-related activity from any and all applicable local and state construction, electrical, plumbing, land use, or any other building or land use standards or permitting requirements.
- E. Nothing in this chapter is intended, nor is it to be construed, to make legal any cannabis-related activity that is otherwise prohibited under California law.
- F. All commercial cannabis activity within city limits is subject to the provisions of this chapter, regardless if the activity existed or occurred prior to adoption of this chapter or at the time of subsequent amendments to this chapter.

17.95.030 Definitions.

As used in this chapter, the following terms and phrases are defined as follows:

- A. "Cannabis" means all parts of the plant *cannabis sativa Linnaeus*, *cannabis indica*, or *cannabis ruderalis*, whether growing or not; the seeds thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. Cannabis also means the separated resin, whether crude or purified, obtained from marijuana. Cannabis also means marijuana as defined by § 11018 of the Cal. Health and Safety Code as enacted by Chapter 1407 of the Statutes of 1972. Cannabis does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination. For the purpose of this chapter, cannabis does not mean "industrial hemp" as defined by § 81000 of the Cal. Food and Agricultural Code or § 11018.5 of the Cal. Health and Safety Code.
- B. "Cannabis Activity" means the commercial cultivation, possession, manufacture, processing, storing, laboratory testing, research and development, labeling, transportation, distribution, delivery, or sale of cannabis or a cannabis product.
- C. "Cannabis goods" means cannabis, including dried flower, and products containing cannabis.
- D. "Cannabis processing" means, but is not limited to, the following activities: manicuring, drying, curing, pressing, cooking, baking, infusing, grinding, bagging, packaging, and rolling.

- E. "Cannabis manufacturer" means a person required to be licensed as a manufacturer pursuant to Division 10 (commencing with Section 26000) of the Business and Professions Code.
- F. "Cannabis microbusiness or microbusiness" means a person licensed to conduct multiple commercial cannabis activities, as described in Business and Professions Code Section 26070.
- G. "Cannabis retailer" means a person required to be licensed as a retailer pursuant to Division 10 (commencing with Section 26000) of the Business and Professions Code.
- H. "Commercial cannabis activity" means the cultivation, possession, manufacture, distribution, processing, storing, laboratory testing, packaging, labeling, transportation, delivery, or sale of cannabis and cannabis products.
- I. "Consumption" means the smoking, vaping, ingestion, or other method of use or consumption of cannabis goods.
- J. "Cultivation" means any activity involving the indoor planting, growing, harvesting, drying, curing, grading, or trimming of commercial cannabis, including a nursery that produces only clones, immature plants, or seeds. This definition does not include outdoor cultivation or the processing (e.g., trimming) of commercial cannabis produced offsite."
- K. "Cultivation area" means the cumulative gross floor area of the room or rooms where cannabis plants are grown.
- L. "Delivery wmployee" means an individual employed by a permitted retailer or permitted microbusiness authorized to engage in retail sales who delivers cannabis goods from the permitted retailer or permitted microbusiness premises to a customer at a physical address.
- M. "Distribution" means the procurement, sales, and transport of cannabis goods between licensed entities. Distribution also includes the inspection, storage, including during quality assurance and batch testing processes, labeling, packaging, and other processes required prior to transport to a licensed cannabis retailer or cannabis manufacturing facility.
- N. "Facility or dacilities" means a facility, premise, tenant space, site or location where one or more types of cannabis activity are undertaken.
- O. "Manufacturing dacility" means a facility for the production, preparation, propagation, or compounding of cannabis or cannabis products, either directly or indirectly, or by extraction methods, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis, and includes a location that packages or repackages cannabis or cannabis products, or labels or relabels its container.
- P. "Non-storefront retail" means the commercial transfer of cannabis goods by delivery to a customer at a physical address. This definition does not include the mobile sales of cannabis goods.
- Q. "Non-volatile manufacturing" means a manufacturing process that does not involve the manufacturing, processing, generation, or storage of materials that constitute a physical or health hazard, as listed in Tables 307.1(1) and 307.1(2) of the California Building Code (CBC).
- R. "Nursery" means a facility that produces only clones, immature plants, seeds, and other agricultural products used specifically for the propagation and cultivation of cannabis.

- S. "Off-site advertising sign" means any sign, poster, display, billboard, or any other stationary or permanently affixed advertisement promoting the sale of cannabis or cannabis products which are not cultivated, manufactured, distributed or sold on the same lot.
- T. "Person" means and includes any individual, firm, partnership, joint venture, limited liability company, association, social club, fraternal organization, corporation, estate, trust, business trust, receiver, assignee for the benefit of creditors, trustee, trustee in bankruptcy, or syndicate.
- U. "Processing facility" means the location or facility where cannabis is dried, cured, graded, trimmed, and/or packaged by or under the control of one or more licensed cultivators, at a location separate from the cultivation site where the cannabis is grown and harvested.
- V. "Storefront retail" means a physical storefront location that is open to the public and where cannabis goods are sold to customers. This definition includes the delivery of cannabis goods to a customer at a physical address.
- W. "Testing laboratories" means a facility that offers or performs testing of cannabis or cannabis products where no commercial cultivation, processing, manufacturing, distribution, or sale of cannabis or cannabis products occurs.
- X. "Volatile solvents" means a solvent that is or produces a flammable gas or vapor that, when present in the air in sufficient quantities, will create explosive or ignitable mixtures. For the purposes of this section, carbon dioxide and ethanol are non-volatile solvents, however, a use permit for manufacturing shall specify whether carbon dioxide or ethanol will be permitted.

17.95.040 Commercial Cannabis Uses Allowed.

The following commercial cannabis uses are allowed in city limits:

- A. Storefront retail.
- B. Non-storefront retail (delivery only).
- C. Cultivation (indoor only).
- C. Non-volatile manufacturing.
- D. Processing facilities.
- E. Distribution.
- F. Microbusinesses.
- G. Testing laboratories.

17.95.050 Commercial Cannabis Uses Prohibited.

The following commercial cannabis uses are prohibited in city limits:

- A. On-site consumption of cannabis.
- B. Outdoor cultivation.
- C. Volatile manufacturing or manufacturing facilities using volatile solvents.

D. Mobile or drive-thru retail sales.

17.95.060 Use Permit Required.

- A. Commercial cannabis activity is not be allowed in the corporate limits of the City of Crescent City without a use permit. Use permits to conduct commercial cannabis activity are governed primarily by this chapter. The procedures for use permits set forth in Chapter 17.54 of this title apply as well.
- B. The use permit will be reviewed annually subject to the following requirements:
 - 1. City staff will conduct an annual review of the use permit around the date of issuance of the state license.
 - 2. An onsite compliance inspection may be conducted, with at least 24 hours prior notice, by appropriate city officials during regular business hours (Monday – Friday, 9:00 a.m. – 5:00 p.m.). Appropriate city officials include those officials identified in section 17.95.150 of this chapter.
 - 3. At the discretion of city staff, annual review of the use permit may be conducted by the Planning Commission at a public hearing. The criteria for requiring annual review by the Planning Commission may include, but is not limited to:
 - i. Any violation of any provision of this chapter during the prior year of operation of the commercial cannabis facility.
 - ii. Receipt of one or more complaints by city staff concerning operation of the commercial cannabis facility during the prior year. City staff shall investigate all complaints received prior to determining whether review by the Planning Commission is warranted.
 - 4. During annual review, the Planning Commission may revoke the use permit, recommend administrative penalties, amend the use permit to include conditions necessary to ensure compliance with the provisions of this chapter, or take no action.
- C. All commercial cannabis activity will be subject to the following:
 - 1. Before commencing operation of a commercial cannabis activity, the permittee must secure a license from the appropriate state licensing authority, pursuant to Division 10 of the Business and Professions Code. A copy of the license must be provided to the Planning Department.
 - 2. The permittee must be in compliance with all conditions of the state license and all state laws, any violation of which will also constitute a violation of the Crescent City Municipal Code.
 - 3. The permittee may operate only in accordance with the operating plans reviewed and approved by the city.
 - 4. The permittee must timely remit all taxes required by state or local law to the appropriate agency and maintain all records necessary to determine the amount of tax owed, which records the city will have the right to inspect at all reasonable times.
 - 5. The permittee must post or cause to be posted onsite the use permit and all required city and state permits and licenses required to operate. Such posting must be in a central location, visible to patrons, at the operating site, and in all vehicles that deliver or transport cannabis or cannabis products.
 - 6. The permittee must maintain clear and adequate records and documentation demonstrating that all cannabis or cannabis products have been obtained from and are

provided to other permitted and licensed cannabis operations. The city will have the right to examine, monitor, and audit such records and documentation at all reasonable times.

7. Signs. See Chapter 17.38 for sign requirements, unless specified otherwise in this chapter. Pursuant to Section 17.38.170 (Architecturally-controlled signs), all signage for cannabis uses shall be subject to architectural review by the Planning Commission as part of the use permit process.
8. The permittee is not allowed to advertise or market cannabis or cannabis products on an off-site advertising sign in a publicly visible location within ~~five hundred~~ 1,000 feet of the perimeter of any school providing instruction in kindergarten or any grades 1 through 12, public playground or playground area in a public park (e.g., a public park with equipment such as swings and seesaws, baseball diamonds, or basketball courts), day care center (as defined in Health and Safety Code §1596.76), youth center (as defined in Health and Safety Code §11353.1(e)(2)), community-use center, or public library.
9. The permittee must not market, license, distribute, sell, or cause to be marketed, licensed, distributed, or sold, any item or service to a person under 21 years of age, which bears the brand name, alone or in conjunction with, any other word, logo, symbol, motto, selling message, recognizable color or pattern of colors, or any other indicia or product identification identical with, or similar to, or identifiable with, those used for any brand of cannabis product.
10. The operation of a commercial cannabis facility must not adversely affect the health or safety of the facility occupants or employees, or nearby properties through creation of mold, mildew, dust, glare, heat, noise, noxious gases, smoke, traffic, vibration, surface runoff, or other impacts, or be hazardous because of the use or storage of materials, process, products, or wastes.
11. All retail cannabis uses (storefront and non-storefront) in the City must comply with the following setback requirements:
 - i. A retail cannabis use may not be located within a 600-foot radius of the perimeter of a public or private school providing instruction in kindergarten or grades 1 through 12 (“K-12 school”). This does not include any private school in which education is primarily conducted in private homes.
 - ii. The distance specified in this section shall be defined as the horizontal distance measured in a straight line from the property line of the sensitive land use (i.e., K-12 school) to the closest property line of the lot on which the retail cannabis use is located.
 - iii. No setbacks are required between retail cannabis uses and the property containing the Del Norte County Fairgrounds (currently identified as APN 118-020-033).
 - iv. Exceptions to the setback requirements in this section may be granted by the Planning Commission as specified in Section 17.95.060(C)(12) of this chapter. (City Council provide direction on whether setbacks shall be required from day care centers and youth centers)
12. An exception to the setback requirements in Section 17.95.060(C)(11) of this chapter may be granted by the Planning Commission when requested as part of a use permit

application. To grant an exception, the Planning Commission must make one or more of the following findings:

- i. The distance between the area on the property containing the sensitive land use (i.e., K-12 school) is a minimum of 600 feet from the area on the property containing the retail cannabis use.
 - ii. There is enough development or other buffering between the sensitive land use (i.e., K-12 school) and the retail cannabis use to minimize potential impacts.
 - iii. The location and design of the retail cannabis use is not likely to cause impacts to minors at the sensitive land use (i.e., K-12 school) that is within the 600-foot radius.
13. Odor from cannabis activities must not be detectable from beyond the property boundaries. To achieve this, the area where cannabis activities capable of generating odors are conducted (e.g., cultivation, processing, manufacturing, testing, etc.), must be, at a minimum, mechanically ventilated with a carbon filter or other method to prevent the odor of cannabis from escaping the building and negatively impacting neighbors and the surrounding community. The ventilation and filtration system must be approved by the building official and installed prior to commencing cannabis activities within the structure. Failure to adequately control odors constitutes a public nuisance and subject to nuisance abatement procedures found in Title 8 of the Crescent City Municipal Code. Odor control issues may also be grounds for revocation of the use permit allowing commercial cannabis activity.
14. All waste cannabis material generated by cannabis activity must be stored in a secure location in the facility and disposed of at a permitted disposal facility.
15. All cannabis uses that propose to discharge effluent to the City's wastewater treatment system, including but not limited to waste products, chemical fertilizers or pesticides, are required to first obtain an Industrial Wastewater Discharge Permit from the Public Works Department. No effluent, ~~including but not limited to waste products, chemical fertilizers or pesticides,~~ may be discharged into drains, ~~public sewer system,~~ septic systems, water systems, or other drainage systems including those that lead to rivers and streams.
16. The permittee must implement and maintain sufficient security measures to both deter and prevent unauthorized entrance into areas containing cannabis goods in compliance with Section 26070 of the California Business and Professions Code and any rules promulgated by the licensing authority. Security measures must include, but are not limited to, the following:
- i. Prevent individuals from loitering on the premises of the retailer if they are not engaging in activity expressly related to the operations of the retailer;
 - ii. Establish limited access areas accessible only to authorized dispensary personnel;
 - iii. All cannabis facilities containing cultivation, processing, non-volatile manufacturing, and distribution are required to have a mantrap at the entrance to the building. A mantrap is a small room with an entry door on one wall and an exit door on the opposite wall. Mantraps are used to separate non-secure areas from secure areas to prevent unauthorized access;

- iv. Store all cannabis goods in a secured and locked safe room, safe, or vault, and in a manner as to prevent diversion, theft, and loss, except for limited amounts of cannabis goods used for display purposes, samples, or immediate sale; and
 - v. Install security cameras on site.
17. The permittee is required to notify the Crescent City Police Department and the licensing authority within twenty-four (24) hours after discovering any of the following:
- i. Significant discrepancies identified during inventory;
 - ii. Diversion, theft, loss, or any criminal activity involving the dispensary or any agent or employee of the retailer;
 - iii. The loss or unauthorized alteration of records related to cannabis, patients, or retailer's employees or agents; or
 - iv. Any other breach of security.
18. Operators of cannabis facilities are required to maintain active enrollment and participation in the state's track and trace program. The city may require participation in a track and trace program separate from the state's track and trace program. Any separate program will be in addition to the state's track and trace program.
19. To ensure compliance with the provisions of this chapter, an onsite compliance inspection may be conducted, with at least 24 hours prior notice, by appropriate city officials during regular business hours (Monday – Friday, 9:00 a.m. – 5:00 p.m.). Appropriate city officials include those officials identified in section 17.95.150 of this chapter.
- D. Before the Planning Commission approves any use permit for commercial cannabis activity, the Planning Commission must hold a public hearing, noticed pursuant to Government Code §65091, make the following findings, and set forth the facts supporting its determination in writing:
- 1. The applicant has demonstrated that it can and will comply with all requirements of the state and city to operate the proposed commercial cannabis activity.
 - 2. The proposed activity, as conditioned, will not result in significant unavoidable impacts on the environment.
 - 3. The operation plan includes adequate measures to minimize nuisances to the neighborhood and community, including minimizing odor, noise, light, traffic, and loitering.
 - 4. The operation plan includes adequate security measures.
 - 5. The proposed activity either (i) meets the setback requirements in paragraph C (11) or (ii) makes the findings required by paragraph C (12).
- E. All applications for a use permit for a commercial cannabis activity shall be filed with the Planning Department. In all cases the application must contain, without limitation, the following documentation:
- 1. Notarized, written authorization from all persons and entities having a right, title, or interest in the property that is the subject of the application consenting to the application and the operation of the proposed commercial cannabis activity on the subject property.
 - 2. The name and address of all persons and entities responsible for the operation of the commercial cannabis activity, including managers, corporate officers, any individual with an ownership interest, any member of a board of directors, any general or limited

- partner, and/or any member of a decision-making body for the commercial cannabis activity, and a complete list of all the valid licenses, including license type and license number which has been issued to each person by the state or any other city or county.
3. An application fee as prescribed by resolution of the City Council.
 4. An indemnification agreement on a form provided by the City.
 5. Proof of having obtained a surety bond in an amount not less than \$15,000, payable to the City, issued by a corporate surety approved by the City, which is licensed to transact surety business in the State of California.
 6. A detailed operation plan, which includes:
 - i. Site plans, floor plans, conceptual improvement plans, and a general description of the nature, size, and type of commercial cannabis activity(ies) being requested;
 - ii. Onsite security measures both physical and operational;
 - iii. Standard operating procedures manual detailing how operations will comply with state and local regulations; how safety and quality of products will be ensured; recordkeeping procedures for financing, testing, and adverse effect recording; and product recall procedures;
 - iv. Proposed hours of operation;
 - v. Waste disposal information;
 - vi. Product supply chain information including where cultivation occurs, where the product is processed or manufactured, any required testing of cannabis or cannabis products, transportation, and packaging and labeling criteria;
 - vii. A recordkeeping policy;
 - viii. Track and trace measures;
 - ix. Sustainability measures including water efficiency measures, energy efficiency measures, high efficiency mechanical systems, and alternative fuel transportation methods;
 - x. Odor prevention devices;
 - xi. Size, height, colors, and design of any proposed signage at the site;
 - xii. A parking plan, if applicable;
 - xiii. A storage protocol and hazardous response plan;
 - xiv. Information on products used during operation, including liquids, solvents, agents, and processes; and
 - xv. A quality control plan.
 7. An application that includes a request for an exception from the setback standards specified in Section 17.95.060(C)(11) of this chapter, must also contain the following information:
 - i. A map drawn to scale illustrating the requested setback reduction. The map must clearly identify the distance between the proposed retail cannabis use and the sensitive land use from which the setback reduction is being requested.
 - ii. A justification for making one or more of the findings specified in Section 17.95.060(C)(12) of this chapter.
 8. Such other information as city staff may reasonably require.

17.95.070 Storefront Retail

Cannabis retailers conducting storefront retail, which can include deliveries, must meet the following minimum requirements:

- A. The use permit must specify whether the permittee may sell adult-use cannabis or medicinal cannabis, as those terms are used in Division 10 of the Business and Professions Code.
- B. The city shall limit the hours of operation for a retail facility to begin no earlier than eight a.m. and to end no later than eight p.m.
- C. Retailers which have a retail/public floor area must have glass or transparent glazing in the windows and doors. No more than ten percent of any window or door area may be visually obstructed by signs, banners, or opaque coverings of any kind so that law enforcement personnel will have clear view of the entire public area in the premises from the public sidewalk.
- D. Retailers must not distribute any cannabis or cannabis product unless the cannabis goods are labeled, and in a tamper-evident package, in compliance with Section 26120 of the California Business and Professions Code and any additional rules promulgated by the licensing authority.
- E. Cannabis deliveries that are associated with a permitted retail facility located within city limits, and for which delivery originates from the retail facility, are only allowed when the delivery activity is specifically authorized under the use permit for the retail facility.
- F. Cannabis deliveries that are associated with a permitted retail facility located within city limits must comply with all state regulations, including those implemented by the Bureau of Cannabis Control. This includes, but is not limited to, Cal. Code Regs. Tit.16 § 5415 through § 5421.
- G. A vehicle used in the delivery of cannabis goods must not have any marking or other indications on the exterior of the vehicle that may indicate that the delivery employee is carrying cannabis goods for delivery.
- H. While carrying cannabis goods for delivery, a permitted retailer's delivery employee must ensure the cannabis goods are not visible to the public. Cannabis goods are required to be locked in a fully enclosed box, container, or cage that is secured on the inside of the vehicle.
- I. The retailer must not permit the smoking, vaping, ingestion, or consumption of cannabis onsite.
- J. Sale or consumption of alcohol or tobacco is not allowed onsite.

17.95.080 Non-storefront Retail (Delivery Only).

Cannabis retailers conducting non-storefront retail (delivery only) activities must meet the following minimum requirements:

- A. Cannabis deliveries originating from non-storefront retail facilities within city limits must comply with all state regulations, including those implemented by the Bureau of Cannabis Control. This includes, but is not limited to, Cal. Code Regs. Tit.16 § 5414 through § 5421.
- B. Cannabis deliveries originating from outside city limits, and delivering cannabis goods within city limits, are only allowed upon the granting of a business license.

- C. A vehicle used in the delivery of cannabis goods must not have any marking or other indications on the exterior of the vehicle that may indicate that the delivery employee is carrying cannabis goods for delivery.
- D. While carrying cannabis goods for delivery, a permitted retailer's delivery employee must ensure the cannabis goods are not visible to the public. Cannabis goods are required to be locked in a fully enclosed box, container, or cage that is secured on the inside of the vehicle.

17.95.090 Cultivation (Indoor Only)

Cannabis cultivators must meet the following minimum requirements:

- A. The indoor cultivation of cannabis must comply with all applicable state, county, and local regulations, including fire and building codes. Outdoor cultivation is prohibited.
- C. Only one use permit for commercial cannabis cultivation may be possessed or used by a person or entity, including the representatives, agents, parent entities, or subsidiary entities of that person or entity.
- D. Only one use permit will be issued per legal parcel for commercial cannabis cultivation.
- E. The maximum cultivation area allowed is 2,000 square feet.
- F. All cannabis cultivation activity must occur exclusively within a fully enclosed and secure structure.
- G. Entrance to any cultivation area, and any cannabis storage areas, must be locked at all times, and under the control of the facility's staff.
- H. Cannabis cultivation must be concealed from public view at all stages of growth and there may be no visual or auditory evidence of cultivation occurring at the premises from a public right-of-way or from an adjacent parcel. Indoor lighting used for the cultivation process must not be visible from outside the building.
- I. Cannabis cultivation areas must be adequately secured to prevent unauthorized entry and must not be accessible to persons under 21 years of age.
- J. Areas of the licensed premises for cultivation must be separated from the distribution and retail areas by a wall and all doors between the areas are to remain closed when not in use.
- K. All areas recorded by the security cameras must have adequate lighting at all times to allow the surveillance cameras to effectively record images, except when lighting would interfere with the indoor cultivation cycle.
- L. Applications for a use permit for cannabis cultivation are required to contain an energy calculator quantifying the expected electricity usage and greenhouse gas emissions, a list of energy efficiency measures, best practices, and proposed greenhouse gas emission offsets. A minimum of 50% emissions offset or equivalent in efficiency measures is encouraged for indoor cannabis cultivation.

17.95.100 Non-volatile Manufacturing.

Cannabis manufacturers must meet the following minimum requirements:

- A. Cannabis manufacturing shall be conducted using only non-volatile solvents, or no solvents.
- B. All employees of a cannabis manufacturing facility operating potentially hazardous equipment are required to be trained on the proper use of equipment and on the proper hazard response protocols in the event of equipment failure. In addition, employees handling edible cannabis goods or ingredients are required to be trained on proper food safety practices.

17.95.110 Processing Facilities

Cannabis processors must meet the following minimum requirements:

- A. Cannabis processing facilities are facilities that process cannabis material that is produced off-site.
- B. Processing facilities must be maintained in a clean and sanitary condition including all work surfaces and equipment.
- C. Processing operations must implement protocols which prevent processing contamination and mold and mildew growth on cannabis.
- D. Employees handling cannabis in processing operations must have access to facemasks and gloves in good operable condition as applicable to their job function.
- E. Employees must wash hands before and after handling cannabis or use gloves.
- F. Processing operations must implement safety protocols and provide all employees with adequate safety training relevant to their specific job functions, which may include:
 - 1. Employee accident reporting and investigation policies;
 - 2. Hazard communication policies, including maintenance of material safety data sheets (MSDS);
 - 3. Materials handling practices;
 - 4. Job hazard analyses; and
 - 5. Personal protective equipment policies, including respiratory protection.

17.95.120 Distribution.

Cannabis distributors must meet the following minimum requirements:

- A. The distribution of cannabis goods within city limits must comply with all state regulations, including those implemented by the Bureau of Cannabis Control. This includes, but is not limited to, Cal. Code Regs. Tit.16 § 5300 through § 5315.
- B. Cannabis distribution conducted by a permitted cannabis use within city limits is only allowed when the distribution activity is specifically authorized through a use permit.
- C. Cannabis distribution that is not conducted by a permitted cannabis use within city limits will only be allowed upon the granting of a business license.

17.95.130 Microbusinesses.

Cannabis microbusinesses must meet the following minimum requirements:

- A. Microbusinesses operating within city limits must comply with all state regulations, including those implemented by the Bureau of Cannabis Control. This includes, but is not limited to, Cal. Code Regs. Tit.16 § 5500 through § 5507.
- B. A microbusiness may only conduct the commercial cannabis uses identified in section 17.95.040 of this chapter.
- C. All retail, non-volatile manufacturing, and distribution activities conducted by a permittee under a microbusiness must occur on the same premises.
- D. Areas of the licensed premises for manufacturing and cultivation must be separated from the distribution and retail areas by a wall, and all doors between the areas are to remain closed.

17.95.140 Testing Laboratories.

Testing laboratories operating within city limits must comply with all state regulations, including those implemented by the Bureau of Cannabis Control. This includes, but is not limited to, Cal. Code Regs. Tit.16 § 5700 through § 5739.

17.95.150 Enforcement.

This chapter may be enforced in any lawful manner by any peace officer, or by any employee, agent, or officer of any of the following City department or agencies:

- A. Police Department
- B. Community Development Department
- C. City Attorney
- D. Fire Department

17.95.160 Public Nuisance.

Any violation of this chapter is hereby declared a public nuisance and may be abated by the City pursuant to Title 8 of this Code.

17.95.170 Separate offense for each day.

Any person who violated any provision of this chapter will be guilty of a separate offense for each and every day during which any person commits, continues to permit, or causes a violation thereof.

17.95.180 Criminal penalties.

Any violation of any provision of this chapter may be prosecuted as a misdemeanor.

17.95.190 Administrative remedies.

In addition to the civil remedies and criminal penalties set forth above, any violation of this chapter may be subject to administrative remedies, as set forth by Chapter 1.24.

17.95.200 Other ordinance code provisions.

Notwithstanding this chapter, the City, its employees, agents, and officers have the authority to pursue any and all applicable remedies for any other violations of any local, state, or federal laws.

SECTION 8. CEQA. This Ordinance has been reviewed for compliance with the California Environmental Quality Act (CEQA), and the CEQA Guidelines, and has been found to be exempt pursuant to Section 15061(b)(3) (general rule) of the CEQA Guidelines, because the City Council hereby finds with certainty that there is no possibility the passage of this Ordinance will have a significant effect on the environment.

All proposed commercial cannabis uses will require discretionary review (i.e., use permit) by the City of Crescent City Planning Commission. As part of the discretionary review process a CEQA determination must be adopted. It is anticipated that many of the future projects that would be allowed under the provisions of this Ordinance will be determined to be categorically exempt under Class 1 (Existing Facilities), Class 3 (New Construction or Conversion of Small Structure), or Class 32 (In-Fill Development Projects) of the CEQA Guidelines. For projects that do not meet the criteria for a categorical exemption, an Initial Study will be prepared pursuant to the CEQA Guidelines.

SECTION 9. SEVERABILITY. If any part of this Ordinance is held to be invalid or inapplicable to any situation by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or the applicability of this Ordinance to other situations.

SECTION 10. EFFECTIVE DATE & PUBLICATION. This Ordinance will become effective 30 days after the date of its adoption. The City Clerk shall cause this Ordinance to be published in a newspaper of general circulation in Del Norte County once within 15 days of its adoption in accordance with the requirements of Government Code Section 36933.

INTRODUCED on the ___ day of _____ 2020.

PASSED AND ADOPTED by the City Council of the City of Crescent City at a regular meeting of the City Council held this ___ day of _____ 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Blake Inscore, Mayor

ATTEST:

Robin Patch, City Clerk

APPROVED AS TO FORM:

Martha D. Rice, City Attorney

List of Sensitive Land Uses

(Cannabis Ord Discussion 2-3-20)

K-12 Schools

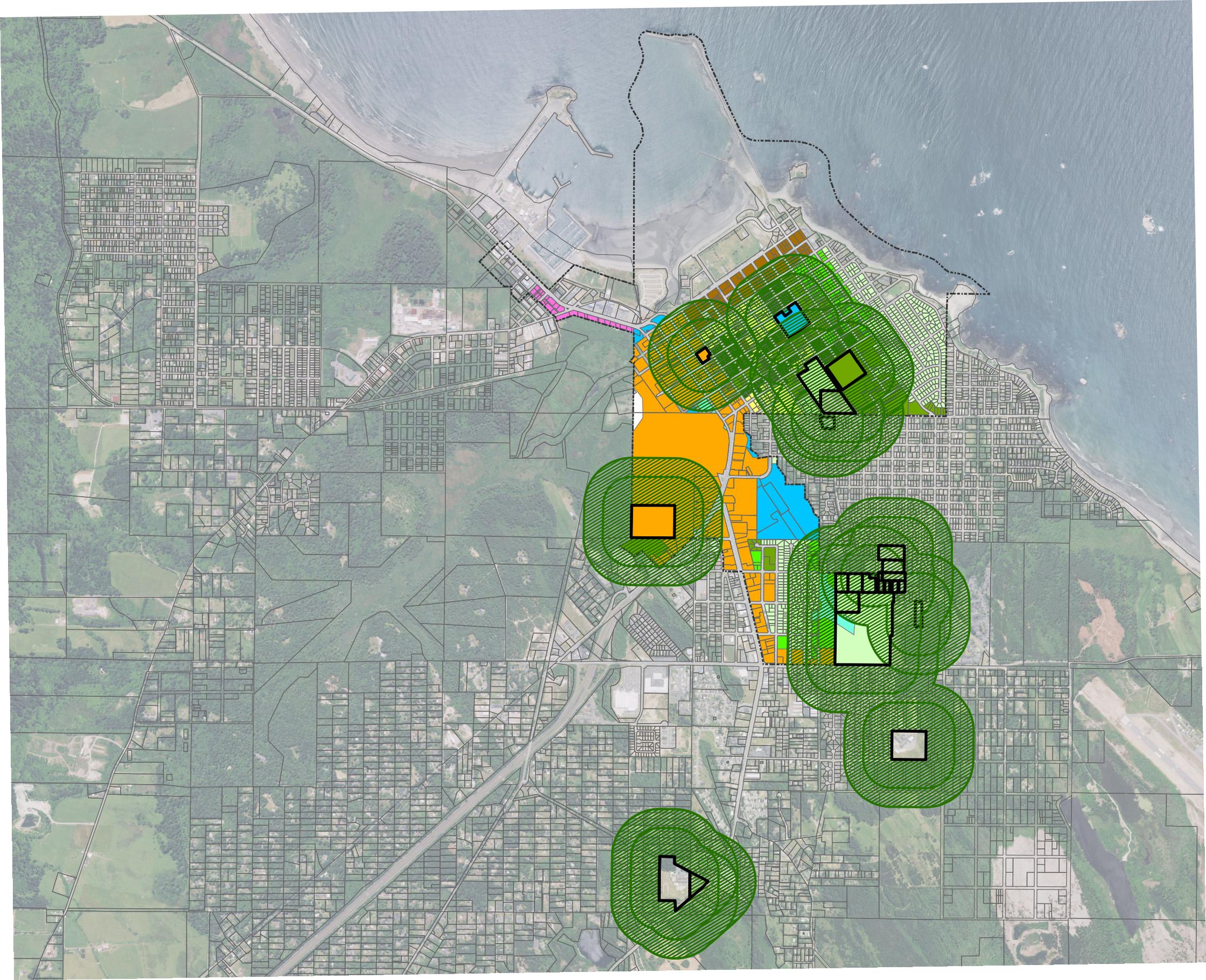
<u>Facility Name</u>	<u>Address</u>	<u>APN</u>
BESS MAXWELL STATE PRESCHOOL & ELEMENTARY SCHOOL	1124 EL DORADO STREET	120-140-018, 120-142-003, 120-150-002, 120-154-001
Crescent Elk Middle School	994 G Street	118-020-010, 120-020-012
Joe Hamilton Elementary School	1050 E Street	118-020-009
MARY PEACOCK STATE PRESCHOOL AND LATCHKEY	1720 ARLINGTON DR	116-096-001
PINE GROVE SCHOOL PRESCHOOL & ELEMENTARY SCHOOL	900 PINE GROVE ROAD	116-062-001, 116-191-033
Del Norte High School	1301 El Dorado Street	118-020-038, 118-020-039, 118-490-001, 118-490-004
Castle Rock Charter School	1260 Glenn Street	120-141-001, 120-141-002, 120-142-001, 120-142-002
Del Norte County Community School	400 W. Harding	118-490-003
Elk Creek School	1115 Williams Drive	118-020-032

Day Care Centers

<u>Facility Name</u>	<u>Address</u>	<u>APN</u>
LITTLE SCHOOL OF THE REDWOODS	860 SMALL AVENUE	120-050-009
JOE HAMILTON STATE PRESCHOOL	1050 E STREET	118-020-009
HEAD START - CRESCENT CITY	475 7TH STREET	118-020-040
Two Trees Healthy Start Center	544 Harding Avenue	118-490-002
Head Start - Pine Grove	900 A Pine Grove Road	116-191-033
Northcoast Children's Services Infant Toddler Center	860 Small Avenue	120-050-009
Foursquare Christian Early Learning Center	144 Butte Street	120-200-008

Youth Centers

<u>Facility Name</u>	<u>Address</u>	<u>APN</u>
Coastal Connections	475 K Street	118-110-013





CITY COUNCIL AGENDA REPORT

TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

**BY: JON OLSON, PUBLIC WORKS DIRECTOR
NACOLE SUTTERFIELD, ENGINEERING PROJECT MANAGER**

DATE: FEBRUARY 3, 2020

SUBJECT: FRONT STREET STORM DRAIN PROJECT

RECOMMENDATION

- Hear staff report
- Take public comment
- Award the Front Street Storm Drain Project to Tidewater Contractors Inc., authorize the City Manager to sign an agreement with said contractor in the amount of \$3,833,685.00 for the Base Bid and Alternative Three-Electrical, and authorize the City Manager to approve and sign change orders in an aggregate amount not to exceed 10% of the Base Bid and an individual change order amount not to exceed \$60,000.00.
- Adopt Resolution 2020-14, A Resolution of the City Council of the City of Crescent City Amending the Fiscal Year 2019-20 Budget of the City of Crescent City.

BACKGROUND

The project includes a major storm drain capacity improvement project on Front Street and C Street. The existing storm drains have proven inadequate resulting in frequent flooding of residential properties. Multiple times each year during heavy rain events, emergency responders from the City Police Department, Fire Department, and Public Works Department must place barricades and post warning signs on flooded streets and intersections, warn residents, and rescue stranded motorists. The flooding has caused thousands of dollars in damage to properties and in some cases forced residents to temporarily evacuate their homes.

On December 23rd, 2019 the City Council authorized staff to advertise and receive bids for the Front Street Storm Drainage Project. Bids were received and opened on January 24th, 2020 at 2:00 pm.

The proposed project will reduce flooding of residential properties, the primary objective of the funding source, and reduce the depth of water that periodically inundates Front Street.

Current funding will cover the cost to construct the C Street and Front Street portions of the project and provide a reasonable contingency. Staff intends to monitor the budget through the first construction season to ascertain how much of the contingency will be consumed. Once the current unknowns are clear, staff would consider expanding the scope of work by change order to expend all CDBG funds during the second construction season. Possible additions could include the outfall, portions of F Street, or additional work on Front or C Streets.

Staff is continuing to pursue permitting for the outfall and anticipates having a permit in winter of 2020. Obtaining the permit in 2020 would position the city to construct the outfall in 2021 if funds are available. Contract time would be extended to perform any additional work.

ITEM ANALYSIS

The base bid comprises the Front Street and C Street portions of the project. The project award must be made to the low bidder on the base bid. The bid documents also required alternative bids for a new storm drain outfall, F Street, and various other items.

A total of five responsive bids were received. The following table shows the bids received:

<u>Bidder</u>	<u>Base Bid Amount</u>
Tidewater Contractors Inc.	\$ 3,783,685.00
McLennan Excavation Inc.	\$ 4,016,426.00
Mercer Fraser Co.	\$ 4,754,070.00
Wahlund Construction Inc.	\$ 5,124,435.00
GR Sundberg Inc.	\$ 7,695,885.00

Tidewater Contractors Inc. is the low bidder. Staff is recommending Council authorize the City Manager to sign an agreement with Tidewater Contractors Inc. The agreement will include all work covered under the base bid. The agreement will also include alternative three which will complete the buildout of Front Street electrical system; outlets for holiday lighting in tree wells and conduits for a future public address system. If awarded as recommended, the project will reconstruct Front Street from B Street to G Street and make improvements to the storm drain system on C and Front Streets which will reduce flooding in residential areas and reduce the depth of flooding on Front Street.

If approved the estimated construction schedule is as follows:

Council Authorizes Award of Contract	February 3, 2020
Notice of award	March 2, 2020

Notice to Proceed
Construction Complete

April 6, 2020
February of 2021

There is a hard end date of June 30, 2021, as all grant funds must be expended (including retention) by the CDBG expenditure deadline of July 31, 2021.

The form of agreement was by the Council approved as part of the BID documents on December 23, 2019.

FISCAL ANALYSIS

The City made application for and was successful in obtaining a CDBG grant in 2017. The grant amount is for \$4,093,023.

Tidewater's Base Bid and alternatives are as follows:

BASE BID	\$ 3,783,685.00
ALTERNATIVE ONE - OUTFALL	\$ 782,080.00
ALTERNATIVE TWO - F STREET	\$ 1,230,625.00
ALTERNATIVE THREE - ELECTRICAL	\$ 50,000.00
UNSUITABLE SOIL REMOVE AND REPLACE	\$ 45,000.00
TOTAL	\$ 5,891,390.00

Staff recommends awarding the contract for the Base Bid of \$ 3,783,685 and adding Alternative Three, Front Street Electrical, for an additional \$ 50,000. Total recommended award is \$ 3,833,685.00.

Staff recommends utilization of the water enterprise fund to replace the 1950's era cast iron pipe under Front Street from B to G Street. It is best practice to replace aged utilities when the street is being reconstructed. The cost of capital improvements solely associated with the water system are \$ 167,000.

Community Development Block Grant Funds	\$ 4,093,023.00
WATER FUNDS	\$ 167,000.00
Total Funds Available	\$ 4,260,023.00

The recommended award will leave the City with contingency funds totaling \$ 426,338 which represents approximately 11% of total project cost.

The Front and C Street portions of the project will be able to be completed with existing funds but there will be unforeseen items encountered that will consume part of the contingency funds. Staff intends to monitor these expenditures and add additional work to the project to fully expend all CDBG funds by the deadline.

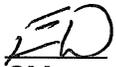
STRATEGIC PLAN ASSESSMENT

This project was listed as a priority project in meeting the goals and objectives of Goal 1 “Support quality services and community safety to enhance the lives of our citizens and visitors”.

ATTACHMENTS

1. Adopt Resolution No. 2020-14, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2019-20 BUDGET OF THE CITY OF CRESCENT CITY
2. Bid Result Tabulation January 24th, 2020.

Staff review:


CM


Legal

RESOLUTION NO. 2020-14

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

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

WHEREAS, the City Council adopted said budget; and

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

WHEREAS, the City has capital improvements to be made to the water system as part of the Front Street Storm Drain Project; and

WHEREAS, the water capital fund shall pay for its respective improvements; and

WHEREAS, fulfillment of these priorities requires an amendment to the City's Fiscal Year 2019-20 budget.

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

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

Fund	Revenue Increase	Expenditure Increase
Water Fund	\$0	\$167,000
2017 CDBG Fund	\$167,000	\$167,000

PASSED AND ADOPTED and made effective the same day by the City Council of the City of Crescent City on this 3rd day of February 2020, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Blake Inscore, Mayor

ATTEST:

Robin Patch, City Clerk

Front Street Storm Drain Project Bid Results
1/24/2020

FRONT STREET

Tidewater

McLennan Exc.

Mercer-Fraser

Wahlund

GR Sunberg

ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE										
1	Mobilization	LS	1	\$ 291,500.00	\$ 291,500.00	\$ 300,000.00	\$ 300,000.00	\$ 360,000.00	\$ 360,000.00	\$ 375,000.00	\$ 375,000.00	\$ 361,000.00	\$ 361,000.00	\$ 300,000.00	\$ 300,000.00
2	Water Pollution Prevention	LS	1	\$ 42,500.00	\$ 42,500.00	\$ 35,000.00	\$ 35,000.00	\$ 40,000.00	\$ 40,000.00	\$ 30,000.00	\$ 30,000.00	\$ 62,325.00	\$ 62,325.00	\$ 160,000.00	\$ 160,000.00
3	Traffic Control	LS	1	\$ 28,500.00	\$ 28,500.00	\$ 85,000.00	\$ 85,000.00	\$ 40,000.00	\$ 40,000.00	\$ 75,000.00	\$ 75,000.00	\$ 117,650.00	\$ 117,650.00	\$ 200,000.00	\$ 200,000.00
4	Sheeting, Shoring Bracing	LS	1	\$ 17,800.00	\$ 17,800.00	\$ 20,000.00	\$ 20,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 299,200.00	\$ 299,200.00	\$ 290,000.00	\$ 290,000.00
5	Demolition	LS	1	\$ 250,000.00	\$ 250,000.00	\$ 200,000.00	\$ 200,000.00	\$ 180,000.00	\$ 180,000.00	\$ 95,000.00	\$ 95,000.00	\$ 235,000.00	\$ 235,000.00	\$ 170,000.00	\$ 170,000.00
6A	Storm Drain 60 inch	LF	40			\$ 415.00	\$ 16,600.00	\$ 430.25	\$ 17,210.00	\$ 600.00	\$ 24,000.00	\$ 364.00	\$ 14,560.00	\$ 2,200.00	\$ 88,000.00
6	Storm Drain 48 inch	LF	100	\$ 250.00	\$ 25,000.00	\$ 356.00	\$ 35,600.00	\$ 311.08	\$ 31,108.00	\$ 500.00	\$ 50,000.00	\$ 338.00	\$ 33,800.00	\$ 1,000.00	\$ 100,000.00
7	Storm Drain 42 inch	LF	920	\$ 225.00	\$ 207,000.00	\$ 272.00	\$ 250,240.00	\$ 280.67	\$ 258,216.40	\$ 305.00	\$ 280,600.00	\$ 326.00	\$ 299,920.00	\$ 900.00	\$ 828,000.00
8	Storm Drain 36 inch	LF	280	\$ 200.00	\$ 56,000.00	\$ 200.00	\$ 56,000.00	\$ 271.32	\$ 75,969.60	\$ 350.00	\$ 98,000.00	\$ 318.00	\$ 89,040.00	\$ 800.00	\$ 224,000.00
9	Storm Drain 24 inch	LF	260	\$ 175.00	\$ 45,500.00	\$ 130.00	\$ 33,800.00	\$ 234.50	\$ 60,970.00	\$ 250.00	\$ 65,000.00	\$ 300.00	\$ 78,000.00	\$ 550.00	\$ 143,000.00
10	Storm Drain 18 inch	LF	40	\$ 170.00	\$ 6,800.00	\$ 100.00	\$ 4,000.00	\$ 227.70	\$ 9,108.00	\$ 400.00	\$ 16,000.00	\$ 296.00	\$ 11,840.00	\$ 500.00	\$ 20,000.00
11	Storm Drain 15 inch	LF	80	\$ 165.00	\$ 13,200.00	\$ 95.00	\$ 7,600.00	\$ 226.50	\$ 18,120.00	\$ 200.00	\$ 16,000.00	\$ 291.00	\$ 23,280.00	\$ 400.00	\$ 32,000.00
12	Storm Drain Repairs	LS	1	\$ 50,000.00	\$ 50,000.00	\$ 80,000.00	\$ 80,000.00	\$ 47,000.00	\$ 47,000.00	\$ 42,000.00	\$ 42,000.00	\$ 124,000.00	\$ 124,000.00	\$ 130,000.00	\$ 130,000.00
13	Junction Box (4x4)	EA	3	\$ 3,000.00	\$ 9,000.00	\$ 7,000.00	\$ 21,000.00	\$ 6,600.00	\$ 19,800.00	\$ 5,000.00	\$ 15,000.00	\$ 8,800.00	\$ 26,400.00	\$ 20,000.00	\$ 60,000.00
14	Junction Box (5x7) (Station 13+08)	EA	1	\$ 4,500.00	\$ 4,500.00	\$ 12,000.00	\$ 12,000.00	\$ 11,928.00	\$ 11,928.00	\$ 8,000.00	\$ 8,000.00	\$ 12,250.00	\$ 12,250.00	\$ 24,000.00	\$ 24,000.00
15	Junction Boxes (5x5)	EA	9	\$ 3,500.00	\$ 31,500.00	\$ 9,000.00	\$ 81,000.00	\$ 7,400.00	\$ 66,600.00	\$ 4,200.00	\$ 37,800.00	\$ 10,850.00	\$ 97,650.00	\$ 24,000.00	\$ 216,000.00
16	Drop Inlets (Caltrans Type GO)	EA	8	\$ 2,800.00	\$ 22,400.00	\$ 4,000.00	\$ 32,000.00	\$ 3,600.00	\$ 28,800.00	\$ 3,500.00	\$ 28,000.00	\$ 5,800.00	\$ 46,400.00	\$ 7,500.00	\$ 60,000.00
17	Water Line	LF	1,600	\$ 36.00	\$ 57,600.00	\$ 70.00	\$ 112,000.00	\$ 63.45	\$ 101,520.00	\$ 85.00	\$ 136,000.00	\$ 150.00	\$ 240,000.00	\$ 110.00	\$ 176,000.00
18	Fire Hydrants	EA	5	\$ 9,000.00	\$ 45,000.00	\$ 6,000.00	\$ 30,000.00	\$ 6,647.00	\$ 33,235.00	\$ 12,000.00	\$ 60,000.00	\$ 10,000.00	\$ 50,000.00	\$ 7,000.00	\$ 35,000.00
19	Water Services	EA	6	\$ 5,000.00	\$ 30,000.00	\$ 1,500.00	\$ 9,000.00	\$ 5,890.00	\$ 35,340.00	\$ 1,500.00	\$ 9,000.00	\$ 4,150.00	\$ 24,900.00	\$ 3,800.00	\$ 22,800.00
20	Water Valves	EA	8	\$ 2,000.00	\$ 16,000.00	\$ 2,000.00	\$ 16,000.00	\$ 3,349.00	\$ 26,792.00	\$ 2,500.00	\$ 20,000.00	\$ 2,800.00	\$ 22,400.00	\$ 2,000.00	\$ 16,000.00
21	Quality Control	LS	1	\$ 50,000.00	\$ 50,000.00	\$ 15,000.00	\$ 15,000.00	\$ 42,000.00	\$ 42,000.00	\$ 95,000.00	\$ 95,000.00	\$ 25,000.00	\$ 25,000.00	\$ 250,000.00	\$ 250,000.00
22	Materials Testing	LS	1	\$ 72,800.00	\$ 72,800.00	\$ 65,000.00	\$ 65,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 56,000.00	\$ 56,000.00	\$ 80,000.00	\$ 80,000.00
23	Electrical	LS	1	\$ 350,000.00	\$ 350,000.00	\$ 330,000.00	\$ 330,000.00	\$ 385,830.00	\$ 385,830.00	\$ 350,000.00	\$ 350,000.00	\$ 466,500.00	\$ 466,500.00	\$ 390,000.00	\$ 390,000.00
24	Stamped Concrete Sidewalk	SF	16,400	\$ 20.00	\$ 328,000.00	\$ 22.00	\$ 360,800.00	\$ 12.50	\$ 205,000.00	\$ 25.00	\$ 410,000.00	\$ 14.00	\$ 229,600.00	\$ 13.50	\$ 221,400.00
25	Concrete Curb & Gutter	LF	3,800	\$ 45.00	\$ 171,000.00	\$ 44.00	\$ 167,200.00	\$ 34.00	\$ 129,200.00	\$ 37.00	\$ 140,600.00	\$ 43.00	\$ 163,400.00	\$ 46.50	\$ 176,700.00
26	Concrete Access Ramp	EA	17	\$ 2,250.00	\$ 38,250.00	\$ 2,700.00	\$ 45,900.00	\$ 2,690.00	\$ 45,730.00	\$ 3,700.00	\$ 62,900.00	\$ 3,450.00	\$ 58,650.00	\$ 3,300.00	\$ 56,100.00
27	Reinforced Concrete	CY	135	\$ 500.00	\$ 67,500.00	\$ 750.00	\$ 101,250.00	\$ 510.00	\$ 68,850.00	\$ 1,100.00	\$ 148,500.00	\$ 733.00	\$ 98,955.00	\$ 750.00	\$ 101,250.00
28	Excavation for Road & Walks	CY	7,525	\$ 55.00	\$ 413,875.00	\$ 35.00	\$ 263,375.00	\$ 29.00	\$ 218,225.00	\$ 40.00	\$ 301,000.00	\$ 35.00	\$ 263,375.00	\$ 40.00	\$ 301,000.00
29	Aggregate Base	TON	3,030	\$ 65.00	\$ 196,950.00	\$ 40.00	\$ 121,200.00	\$ 56.00	\$ 169,680.00	\$ 60.00	\$ 181,800.00	\$ 54.50	\$ 165,135.00	\$ 87.00	\$ 263,610.00
30	Hot Mix Asphalt	TON	1,520	\$ 150.00	\$ 228,000.00	\$ 122.00	\$ 185,440.00	\$ 150.00	\$ 228,000.00	\$ 200.00	\$ 304,000.00	\$ 183.00	\$ 278,160.00	\$ 200.00	\$ 304,000.00
31	Pavement Striping and Signs	LS	1	\$ 24,000.00	\$ 24,000.00	\$ 34,000.00	\$ 34,000.00	\$ 33,475.00	\$ 33,475.00	\$ 34,000.00	\$ 34,000.00	\$ 35,000.00	\$ 35,000.00	\$ 36,000.00	\$ 36,000.00
32	Irrigation Lines & Services	LS	1	\$ 7,500.00	\$ 7,500.00	\$ 18,000.00	\$ 18,000.00	\$ 8,000.00	\$ 8,000.00	\$ 40,000.00	\$ 40,000.00	\$ 33,000.00	\$ 33,000.00	\$ 23,000.00	\$ 23,000.00
33	Landscaping	LS	1	\$ 20,000.00	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00	\$ 22,000.00	\$ 22,000.00	\$ 125,000.00	\$ 125,000.00	\$ 24,000.00	\$ 24,000.00	\$ 23,000.00	\$ 23,000.00
	Total				\$ 3,217,675.00		\$ 3,169,005.00		\$ 3,202,707.00		\$ 3,858,200.00		\$ 4,166,390.00		\$ 5,520,860.00

BASE BID

C STREET

ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
34	Sheeting, Shoring Bracing	LS	1	\$ 10,800.00	\$ 10,800.00	\$ 20,000.00	\$ 20,000.00	\$ 80,000.00	\$ 80,000.00	\$ 75,000.00	\$ 75,000.00	\$ 5,000.00	\$ 5,000.00	\$ 150,000.00	\$ 150,000.00
35	Demolition	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 20,000.00	\$ 20,000.00	\$ 100,000.00	\$ 100,000.00	\$ 50,000.00	\$ 50,000.00	\$ 26,000.00	\$ 26,000.00	\$ 120,000.00	\$ 120,000.00
36	Storm Drain 36 inch	LF	960	\$ 200.00	\$ 192,000.00	\$ 195.00	\$ 187,200.00	\$ 211.05	\$ 202,608.00	\$ 250.00	\$ 240,000.00	\$ 318.00	\$ 305,280.00	\$ 800.00	\$ 768,000.00
37	Storm Drain 24 inch	LF	480	\$ 200.00	\$ 96,000.00	\$ 132.00	\$ 63,360.00	\$ 195.70	\$ 93,936.00	\$ 300.00	\$ 144,000.00	\$ 300.00	\$ 144,000.00	\$ 550.00	\$ 264,000.00
38	Storm Drain 12 inch	LF	60	\$ 120.00	\$ 7,200.00	\$ 95.00	\$ 5,700.00	\$ 268.00	\$ 16,080.00	\$ 400.00	\$ 24,000.00	\$ 280.00	\$ 16,800.00	\$ 350.00	\$ 21,000.00
39	Trench Drain	LF	60	\$ 180.00	\$ 10,800.00	\$ 170.00	\$ 10,200.00	\$ 100.00	\$ 6,000.00	\$ 300.00	\$ 18,000.00	\$ 183.00	\$ 10,980.00	\$ 200.00	\$ 12,000.00
40	Junction Boxes	EA	11	\$ 3,500.00	\$ 38,500.00	\$ 9,000.00	\$ 99,000.00	\$ 7,300.00	\$ 80,300.00	\$ 4,000.00	\$ 44,000.00	\$ 10,850.00	\$ 119,350.00	\$ 21,000.00	\$ 231,000.00
41	Junction Box With Wier (Station 45+28)	EA	1	\$ 4,000.00	\$ 4,000.00	\$ 9,500.00	\$ 9,500.00	\$ 11,000.00	\$ 11,000.00	\$ 3,500.00	\$ 3,500.00	\$ 12,100.00	\$ 12,100.00	\$ 30,000.00	\$ 30,000.00
42	Drop Inlets (Caltrans Type GO)	EA	5	\$ 2,800.00	\$ 14,000.00	\$ 4,000.00	\$ 20,000.00	\$ 3,600.00	\$ 18,000.00	\$ 3,000.00	\$ 15,000.00	\$ 5,800.00	\$ 29,000.00	\$ 7,500.00	\$ 37,500.00
43	Sanitary Sewer	LS	1	\$ 9,900.00	\$ 9,900.00	\$ 10,000.00	\$ 10,000.00	\$ 14,000.00	\$ 14,000.00	\$ 18,000.00	\$ 18,000.00	\$ 30,000.00	\$ 30,000.00	\$ 70,000.00	\$ 70,000.00
44	Concrete Sidewalk	SF	1,410	\$ 20.00	\$ 28,200.00	\$ 10.00	\$ 14,100.00	\$ 6.50	\$ 9,165.00	\$ 12.00	\$ 16,920.00	\$ 13.00	\$ 18,330.00	\$ 10.50	\$ 14,805.00
45	Concrete Curb & Gutter	LF	380	\$ 45.00	\$ 17,100.00	\$ 44.00	\$ 16,720.00	\$ 35.00	\$ 13,300.00	\$ 40.00	\$ 15,200.00	\$ 43.00	\$ 16,340.00	\$ 46.50	\$ 17,670.00
46	Concrete Access Ramp	EA	6	\$ 2,250.00	\$ 13,500.00	\$ 2,700.00	\$ 16,200.00	\$ 3,250.00	\$ 19,500.00	\$ 4,000.00	\$ 24,000.00	\$ 3,450.00	\$ 20,700.00	\$ 3,300.00	\$ 19,800.00
47	Not Used	LS	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48	Aggregate Base	TON	750	\$ 65.00	\$ 48,750.00	\$ 40.00	\$ 30,000.00	\$ 47.00	\$ 35,250.00	\$ 95.00	\$ 71,250.00	\$ 54.50	\$ 40,875.00	\$ 87.00	\$ 65,250.00
49	Hot Mix Asphalt	TON	380	\$ 150.00	\$ 57,000.00	\$ 140.00	\$ 53,200.00	\$ 166.00	\$ 63,080.00	\$ 200.00	\$ 76,000.00	\$ 183.00	\$ 69,540.00	\$ 200.00	\$ 76,000.00
50	Pavement Striping and Signs	LS	1	\$ 12,000.00	\$ 12,000.00	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00	\$ 16,000.00	\$ 16,000.00	\$ 12,650.00	\$ 12,650.00	\$ 12,000.00	\$ 12,000.00
51	Quality Control	LS	1	\$ 12,500.00	\$ 12,500.00	\$ 5,000.00	\$ 5,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00	\$ 250,000.00	\$ 250,000.00
52	Materials Testing	LS	1	\$ 18,200.00	\$ 18,200.00	\$ 23,000.00	\$ 23,000.00	\$ 20,000.00	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00	\$ 56,100.00	\$ 56,100.00	\$ 16,000.00	\$ 16,000.00
	Total				\$ 615,450.00		\$ 614,680.00		\$ 813,719.00		\$ 895,870.00		\$ 958,045.00		\$ 2,175,025.00
	Base Bid Total =				\$ 3,833,125.00	Base Bid Total =	\$ 3,783,685.00		\$ 4,016,426.00		\$ 4,754,070.00		\$ 5,124,435.00		\$ 7,695,885.00

ALTERNATIVE ONE - OUTFALL

ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE						
53	Mobilization	LS	1	\$ 57,700.00	\$ 57,700.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 75,000.00	\$ 75,000.00	\$ 70,000.00	\$ 70,000.00	\$ 170,000.00	\$ 170,000.00
54	Water Pollution Prevention	LS	1	\$ 10,625.00	\$ 10,625.00	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	\$ 20,000.00	\$ 5,000.00	\$ 5,000.00	\$ 29,150.00	\$ 29,150.00	\$ 32,000.00	\$ 32,000.00
55	Traffic Control	LS	1	\$ 5,700.00	\$ 5,700.00	\$ 5,000.00	\$ 5,000.00	\$ 30,000.00	\$ 30,000.00	\$ 15,000.00	\$ 15,000.00	\$ 2,500.00	\$ 2,500.00	\$ 140,000.00	\$ 140,000.00
56	Sheeting, Shoring Bracing	LS	1	\$ 14,500.00	\$ 14,500.00	\$ 25,000.00	\$ 25,000.00	\$ 80,000.00	\$ 80,000.00	\$ 20,000.00	\$ 20,000.00	\$ 187,000.00	\$ 187,000.00	\$ 75,000.00	\$ 75,000.00
57	Demolition	LS	1	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 13,000.00	\$ 13,000.00	\$ 40,000.00	\$ 40,000.00	\$ 35,000.00	\$ 35,000.00	\$ 80,000.00	\$ 80,000.00
58	Dewater Excavations	LS	1	\$ 50,000.00	\$ 50,000.00	\$ 140,000.00	\$ 140,000.00	\$ 112,000.00	\$ 112,000.00	\$ 200,000.00	\$ 200,000.00	\$ 100,000.00	\$ 100,000.00	\$ 160,000.00	\$ 160,000.00
59	Storm Drain 60 inch	LF	940	\$ 300.00	\$ 282,000.00	\$ 405.00	\$ 380,700.00	\$ 323.00	\$ 303,620.00	\$ 410.00	\$ 385,400.00	\$ 700.00	\$ 658,000.00	\$ 1,200.00	\$ 1,128,000.00
60	Constructed Wetland	LS	1	\$ 100,000.00	\$ 100,000.00	\$ 75,000.00	\$ 75,000.00	\$ 60,000.00	\$ 60,000.00	\$ 85,000.00	\$ 85,000.00	\$ 75,000.00	\$ 75,000.00	\$ 175,000.00	\$ 175,000.00
61	Outlet Structure (Station 1+20)	EA	1	\$ 40,000.00	\$ 40,000.00	\$ 32,000.00	\$ 32,000.00	\$ 29,450.00	\$ 29,450.00	\$ 75,000.00	\$ 75,000.00	\$ 38,500.00	\$ 38,500.00	\$ 70,000.00	\$ 70,000.00
62	Angle Point Structure	EA	1	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	\$ 20,000.00	\$ 15,450.00	\$ 15,450.00	\$ 16,000.00	\$ 16,000.00	\$ 32,250.00	\$ 32,250.00	\$ 35,000.00	\$ 35,000.00
63	Quality Control	LS	1	\$ 12,500.00	\$ 12,500.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	\$ 20,000.00	\$ 15,000.00	\$ 15,000.00	\$ 30,000.00	\$ 30,000.00
64	Materials Testing	LS	1	\$ 18,200.00	\$ 18,200.00	\$ 25,000.00	\$ 25,000.00	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00	\$ 33,000.00	\$ 33,000.00	\$ 25,000.00	\$ 25,000.00
65	Aggregate Base	TON	13	\$ 65.00	\$ 845.00	\$ 60.00	\$ 780.00	\$ 47.00	\$ 611.00	\$ 925.00	\$ 12,025.00	\$ 200.00	\$ 2,600.00	\$ 320.00	\$ 4,160.00
66	Hot Mix Asphalt	TON	6	\$ 150.00	\$ 900.00	\$ 150.00	\$ 900.00	\$ 180.00	\$ 1,080.00	\$ 500.00	\$ 3,000.00	\$ 1,000.00	\$ 6,000.00	\$ 350.00	\$ 2,100.00
67	Pavement Striping and Signs	LS	1	\$ 12,000.00	\$ 12,000.00	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 1,500.00	\$ 1,500.00	\$ 2,970.00	\$ 2,970.00	\$ 3,000.00	\$ 3,000.00
Total				\$ 634,970.00		\$ 782,080.00		\$ 727,911.00		\$ 967,925.00		\$ 1,286,970.00		\$ 2,129,260.00	

ALTERNATIVE TWO - F STREET

ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
68	Mobilization	LS	1	\$ 57,900.00	\$ 57,900.00	\$ 100,000.00	\$ 100,000.00	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00	\$ 100,000.00	\$ 90,000.00	\$ 90,000.00	\$ 50,000.00	\$ 50,000.00
69	Water Pollution Prevention	LS	1	\$ 87,500.00	\$ 87,500.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 2,500.00	\$ 2,500.00	\$ 83,000.00	\$ 83,000.00	\$ 30,000.00	\$ 30,000.00
70	Traffic Control	LS	1	\$ 4,900.00	\$ 4,900.00	\$ 30,000.00	\$ 30,000.00	\$ 20,000.00	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	\$ 9,500.00	\$ 9,500.00	\$ 100,000.00	\$ 100,000.00
71	Sheeting, Shoring Bracing	LS	1	\$ 8,800.00	\$ 8,800.00	\$ 50,000.00	\$ 50,000.00	\$ 18,909.00	\$ 18,909.00	\$ 25,000.00	\$ 25,000.00	\$ 115,500.00	\$ 115,500.00	\$ 150,000.00	\$ 150,000.00
72	Demolition	LS	1	\$ 20,000.00	\$ 20,000.00	\$ 50,000.00	\$ 50,000.00	\$ 17,000.00	\$ 17,000.00	\$ 30,000.00	\$ 30,000.00	\$ 20,500.00	\$ 20,500.00	\$ 57,000.00	\$ 57,000.00
73	Storm Drain 36 inch	LF	1,210	\$ 200.00	\$ 242,000.00	\$ 250.00	\$ 302,500.00	\$ 211.00	\$ 255,310.00	\$ 177.00	\$ 214,170.00	\$ 350.00	\$ 423,500.00	\$ 800.00	\$ 968,000.00
74	Storm Drain 24 inch	LF	25	\$ 200.00	\$ 5,000.00	\$ 140.00	\$ 3,500.00	\$ 195.00	\$ 4,875.00	\$ 500.00	\$ 12,500.00	\$ 325.00	\$ 8,125.00	\$ 550.00	\$ 13,750.00
75	Storm Drain 18 inch	LF	255	\$ 170.00	\$ 43,350.00	\$ 115.00	\$ 29,325.00	\$ 190.00	\$ 48,450.00	\$ 150.00	\$ 38,250.00	\$ 310.00	\$ 79,050.00	\$ 500.00	\$ 127,500.00
76	Storm Drain 12 inch	LF	15	\$ 120.00	\$ 1,800.00	\$ 95.00	\$ 1,425.00	\$ 268.00	\$ 4,020.00	\$ 500.00	\$ 7,500.00	\$ 300.00	\$ 4,500.00	\$ 450.00	\$ 6,750.00
77	Junction Boxes (5x5)	EA	8	\$ 3,500.00	\$ 28,000.00	\$ 10,500.00	\$ 84,000.00	\$ 7,400.00	\$ 59,200.00	\$ 4,500.00	\$ 36,000.00	\$ 11,500.00	\$ 92,000.00	\$ 24,000.00	\$ 192,000.00
78	Junction Boxes (5x7) Station 13+08	EA	1	\$ 4,500.00	\$ 4,500.00	\$ 12,500.00	\$ 12,500.00	\$ 11,928.00	\$ 11,928.00	\$ 5,000.00	\$ 5,000.00	\$ 14,500.00	\$ 14,500.00	\$ 30,000.00	\$ 30,000.00
79	Junction Boxes (5x7) Station 53+25	EA	1	\$ 4,500.00	\$ 4,500.00	\$ 10,000.00	\$ 10,000.00	\$ 6,600.00	\$ 6,600.00	\$ 4,900.00	\$ 4,900.00	\$ 12,500.00	\$ 12,500.00	\$ 21,000.00	\$ 21,000.00
80	Drop Inlets (Caltrans Type GO)	EA	6	\$ 2,800.00	\$ 16,800.00	\$ 4,000.00	\$ 24,000.00	\$ 3,600.00	\$ 21,600.00	\$ 3,500.00	\$ 21,000.00	\$ 7,000.00	\$ 42,000.00	\$ 8,000.00	\$ 48,000.00
81	Concrete Sidewalk	SF	5,600	\$ 20.00	\$ 112,000.00	\$ 11.00	\$ 61,600.00	\$ 7.55	\$ 42,280.00	\$ 12.00	\$ 67,200.00	\$ 14.00	\$ 78,400.00	\$ 12.50	\$ 70,000.00
82	Concrete Curb & Gutter	LF	4,750	\$ 45.00	\$ 213,750.00	\$ 44.00	\$ 209,000.00	\$ 35.00	\$ 166,250.00	\$ 40.00	\$ 190,000.00	\$ 44.50	\$ 211,375.00	\$ 50.00	\$ 237,500.00
83	Concrete Access Ramp	EA	8	\$ 2,250.00	\$ 18,000.00	\$ 2,700.00	\$ 21,600.00	\$ 2,690.00	\$ 21,520.00	\$ 4,000.00	\$ 32,000.00	\$ 4,000.00	\$ 32,000.00	\$ 3,500.00	\$ 28,000.00
84	Reinforced Concrete	CY	25	\$ 500.00	\$ 12,500.00	\$ 750.00	\$ 18,750.00	\$ 510.00	\$ 12,750.00	\$ 1,600.00	\$ 40,000.00	\$ 750.00	\$ 18,750.00	\$ 800.00	\$ 20,000.00
85	Quality Control	LS	1	\$ 12,500.00	\$ 12,500.00	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	\$ 20,000.00	\$ 40,000.00	\$ 40,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
86	Materials Testing	LS	1	\$ 18,200.00	\$ 18,200.00	\$ 30,000.00	\$ 30,000.00	\$ 10,000.00	\$ 10,000.00	\$ 35,000.00	\$ 35,000.00	\$ 45,000.00	\$ 45,000.00	\$ 17,000.00	\$ 17,000.00
87	Aggregate Base	TON	1,325	\$ 65.00	\$ 86,125.00	\$ 45.00	\$ 59,625.00	\$ 47.00	\$ 62,275.00	\$ 75.00	\$ 99,375.00	\$ 75.00	\$ 99,375.00	\$ 90.00	\$ 119,250.00
88	Hot Mix Asphalt	TON	680	\$ 160.00	\$ 108,800.00	\$ 135.00	\$ 91,800.00	\$ 150.00	\$ 102,000.00	\$ 265.00	\$ 180,200.00	\$ 220.00	\$ 149,600.00	\$ 225.00	\$ 153,000.00
89	Pavement Striping and Signs	LS	1	\$ 12,000.00	\$ 12,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 5,500.00	\$ 5,500.00	\$ 12,100.00	\$ 12,100.00	\$ 12,500.00	\$ 12,500.00
Total				\$ 1,118,925.00		\$ 1,230,625.00		\$ 985,967.00		\$ 1,196,095.00		\$ 1,666,275.00		\$ 2,476,250.00	

ALTERNATIVE 3 - Electrical

ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
90	Electrical	LS	1	\$ 150,000.00	\$ 150,000.00	\$ 50,000.00	\$ 50,000.00	\$ 36,884.00	\$ 36,884.00	\$ 162,000.00	\$ 162,000.00	\$ 211,750.00	\$ 211,750.00	\$ 170,000.00	\$ 170,000.00
Total				\$ 150,000.00		\$ 50,000.00		\$ 36,884.00		\$ 162,000.00		\$ 211,750.00		\$ 170,000.00	

OTHER ITEMS

ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE								
91	Stabilization Material	TON	600	\$ 60.00	\$ 36,000.00	\$ 50.00	\$ 30,000.00	\$ 50.00	\$ 30,000.00	\$ 90.00	\$ 54,000.00	\$ 104.00	\$ 62,400.00	\$ 175.00	\$ 105,000.00
92	Unsuitable Material Removal	CY	300	\$ 55.00	\$ 16,500.00	\$ 50.00	\$ 15,000.00	\$ 50.00	\$ 15,000.00	\$ 80.00	\$ 24,000.00	\$ 90.00	\$ 27,000.00	\$ 225.00	\$ 67,500.00
Total				\$ 52,500.00		\$ 45,000.00		\$ 45,000.00		\$ 78,000.00		\$ 89,400.00		\$ 172,500.00	

Project Total Base Bid plus all alternatives and Other items = \$ 5,789,520.00 \$ 5,891,390.00 \$ 5,812,188.00 \$ 7,158,090.00 \$ 8,378,830.00 \$ 12,643,895.00



CITY COUNCIL AGENDA REPORT

TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

**BY: JON OLSON, PUBLIC WORKS DIRECTOR
NACOLE SUTTERFIELD, ENGINEERING PROJECT MANAGER**

DATE: FEBRUARY 3, 2020

SUBJECT: SUNSET CIRCLE MULTI-USE TRAIL PROJECT

RECOMMENDATION

- Hear staff report
- Take public comment
- Adopt Resolution No. 2020-15, A Resolution of the City Council of the City of Crescent City Amending the Fiscal Year 2019-2020 Budget of the City of Crescent City
- Authorize the City Manager to sign Contract Amendment #002 with Stover Engineering in the amount of \$60,000 to complete the Plans, Specifications and Estimate for the extra work associated with the change in trail alignment for the Sunset Circle Multi-Use Trail Project.

BACKGROUND

In April of 2018, the Council approved an agreement with Stover Engineering to complete the Plans, Specifications, and Estimate (PS&E) for the class 1 trail project on Sunset Circle. Throughout this project City staff met with property owners multiple times to ensure all property owners were in agreement with design considerations. The current design, which was a change to the original design was conceptually agreed to by the impacted property owners and in December of 2018 the Council authorized a contract amendment with Stover Engineering to complete the extra work associated with the change in the trail alignment as requested by the property owners. Offers were made to property owners once the design was sufficiently complete to develop figures and make calculations on the actual areas needed for the project. While the redesigned project reduced needed ROW acquisition by approximately 75% and met what was conceptually agreed upon 2018, negotiations with one property owner, who owns two of the needed properties is currently unsuccessful.

ITEM ANALYSIS

Options considered to acquire the ROW were condemnation, continued negotiations, and redesign of the project so that the trail footprint would fit the ROW the City will be able to acquire. Staff's opinion is that condemnation will take too long and may not be successful due to lack of actual "need" for this project based on legal definitions and process required for taking of property. The City is making another attempt at negotiating with the owner of property by discussing the amount of compensation offered to the owner and additional design features such as lighting and fence work. The current ROW acquisition budget is sufficient for the current and considered offers.

Due to time constraints staff recommends simultaneously redesigning the trail to fit on ROW being acquired from cooperative owners; design is estimated to take four weeks. Three of six offers have been accepted by property owners. Staff anticipates receiving an approved offer from the forth property by mid-February.

Design must be started on February 4th, 2020 in order to meet the now tight timeline. Staff recommends this two-pronged approach to provide multiple paths to successful project delivery and to meet the pending March 16, 2020 deadline for the construction allocation request with Cal Trans District 1. City Staff have been coordinating with Local Assistance on required process to ensure project deadlines are met.

While staff has considered making a request for a second time extension with California Transportation Commission (CTC), staff has been told by Del Norte Local Transportation Commission (DNLTC) Staff, Caltrans ATP coordinator, and Caltrans local assistance that second time extensions will be not granted. Staff is contacting CTC Staff to discuss the possibility of another time extension due to difficulties in ROW acquisition.

Working with the Executive Director of the DNLTC, staff sent a request to DNLTC for an additional \$60,000 needed to complete the redesign of the project to fit within the ROW that can be secured. On Tuesday January 28, 2020, a special meeting was held and the additional funds were allocated to the City for this project.

If in the event the City can successfully negotiate with the property owners, the City would not fully expend the allocated funds. Staff anticipates a maximum of \$20,000 of the \$60,000 will be needed to make minor plan changes per property owner's current requests. At this time staff is making the assumption negotiations will be unsuccessful and the full \$60,000 will be needed.

FISCAL ANALYSIS

This project is funded 80% through the Active Transportation Program and 20% through the DNLTC. Additional costs associated with the scope change have also been funded through the DNLTC. The Original Total Project cost was \$800,000 and the current Total Project cost is \$902,000. The only cost to the City is staff time for preparing documents. See detailed breakdown below.

Component	Total Cost of Work	ATP Funded	DNLTC Funded
PA&ED	\$3,652	\$2,922	\$730
PS&E	\$178,348	\$61,078	\$117,270
Right of Way	\$314,000	\$251,000	\$63,000
Construction	\$406,000	\$325,000	\$81,000
Total	\$902,000	\$640,000	\$262,000

STRATEGIC PLAN ASSESSMENT

This project was listed as a priority project in meeting the goals and objectives of Goal 1 “Support quality services and community safety to enhance the lives of our citizens and visitors”.

ATTACHMENTS

1. Resolution No. 2020-15, A Resolution of the City Council of the City of Crescent City Amending the Fiscal Year 2019-2020 Budget of the City of Crescent City
2. Existing Consulting Agreement with Stover Engineering
3. Proposed Contract Amendment #002

Staff review:



 CM



 Legal

RESOLUTION NO. 2020-15

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

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

WHEREAS, the City Council adopted said budget; and

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

WHEREAS, the City is at an impasse with property owners for right of way acquisition for the Sunset Circle Trail Project; and

WHEREAS, additional funds are needed for the redesign of the Sunset Circle Multi-Use Trail Project; and

WHEREAS, fulfillment of these priorities requires an amendment to the City's Fiscal Year 2019-20 budget.

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

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

Fund	Revenue Increase	Expenditure Increase
General Fund	\$60,000	\$60,000

PASSED AND ADOPTED and made effective the same day by the City Council of the City of Crescent City on this 3rd day of February, 2020, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Blake Inscore, Mayor

ATTEST:

Robin Patch, City Clerk

**CITY OF CRESCENT CITY
CONSULTANT AGREEMENT**

This agreement ("Agreement") entered into this 9th day of April 2018, is between the City of Crescent City, a California municipal corporation ("CLIENT") and STOVER ENGINEERING ("CONSULTANT") for the preparation of plans, specifications, right-of-way acquisition and construction estimate for the Sunset Circle Multi-Use Class 1 Trail Project.

RECITALS

WHEREAS, CLIENT has determined it is necessary and desirable to secure certain technical and professional services. The scope of work for said service (hereinafter "Project") is attached hereto as Exhibit "A" and is hereby incorporated by reference; and

WHEREAS, CONSULTANT is qualified and willing to provide such services pursuant to the terms and conditions of this Agreement;

NOW, THEREFORE, IT IS AGREED by and between CLIENT and CONSULTANT as follows:

AGREEMENT

1. INCORPORATION OF RECITALS. The recitals set forth above, and all defined terms set forth in such recitals and in the introductory paragraph preceding the recitals, are hereby incorporated into this Agreement as if set forth herein in full.

2. SCOPE OF SERVICE.

(a) Services to be Furnished. Subject to policy direction and approvals as CLIENT through its staff may determine from time to time, CONSULTANT shall perform the services set forth in Exhibit A attached hereto and incorporated herein by reference.

(b) Schedule for Performance. CONSULTANT shall perform the services identified in Exhibit A as expeditiously as is consistent with generally accepted standards of professional skill and care and the orderly progress of work. Project to be completed no later than February 1, 2019.

(c) Standard of Quality. All work performed by CONSULTANT under this Agreement must be in accordance with all applicable legal requirements and must meet the standard of quality ordinarily to be expected of competent professionals in CONSULTANT'S field of expertise.

(d) Compliance With Laws. CONSULTANT shall comply with all applicable federal, state, and local laws, codes, ordinances, regulations, orders, and decrees. CONSULTANT represents and warrants to CLIENT that CONSULTANT will, at its own cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses (including a City of Crescent City Business License), permits, insurance and approvals which are legally required for CONSULTANT to practice its profession or are necessary and incident to the lawful prosecution of the services it performs under this Agreement.

3. COMPENSATION.

(a) Amount of Payment. The compensation to be paid by CLIENT to CONSULTANT for the services rendered hereunder will be based on a Not-to-Exceed Amount of One Hundred Forty-Five Thousand Dollars (\$145,000.00) as specified in Exhibit B, attached hereto and hereby incorporated by reference.

(b) Additional Services. CLIENT will make no payment to CONSULTANT for any extra, further, or additional services unless such services and payment have been mutually agreed to and this Agreement has been formally amended in accordance with Section 7.

(c) Invoicing and Payment. CONSULTANT shall submit monthly invoices based on actual time and materials spent. CLIENT shall pay CONSULTANT within 30 days of receipt of CONSULTANT's invoice. The parties shall exercise good faith and diligence in the resolution of any disputed invoice amounts.

4. PRODUCT REVIEW AND COMMENT. CONSULTANT shall provide CLIENT with copies of each product described in Exhibit A. Upon the completion of each product, CONSULTANT shall be available to meet with CLIENT. If additional review and/or revision is required by CLIENT, CLIENT shall conduct reviews in a timely manner.

5. TERM OF AGREEMENT. This Agreement is effective as of the date first above written and will remain in effect until completed, amended pursuant to Section 7, or terminated pursuant to Section 6.

6. TERMINATION.

(a) CLIENT has the right to terminate this Agreement for any reason, at any time, by serving upon CONSULTANT forty-five (45) calendar days advance written notice of termination. The notice will be deemed served and effective for all purposes on the date it is deposited in the U.S. mail, certified, return receipt requested, addressed to CONSULTANT at the address indicated in Section 11.

(b) If CLIENT issues a notice of termination, CONSULTANT shall deliver to CLIENT copies of all writings, whether or not completed, which were prepared by CONSULTANT, its employees, or its subcontractors, if any, pursuant to this Agreement. The term "writings" includes, but is not limited to, handwriting, typewriting, computer files and records, drawings, blueprints, printing, photostating, photographs, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, symbols, or combinations thereof;

7. AMENDMENTS. Modifications or amendments to the terms of this Agreement must be in writing and executed by both parties to be valid and enforceable.

8. NONDISCLOSURE OF CONFIDENTIAL INFORMATION. Except as required by law CONSULTANT must not, either during or after the term of this Agreement, disclose to any third party any confidential information relative to the work of CLIENT without the prior written consent of CLIENT.

9. DISCLOSURE. CONSULTANT shall provide CLIENT with full disclosure of any other clients that it is currently serving in Del Norte County, including a brief description of the nature of the work being performed. If CONSULTANT initiates service to new clients within Del Norte County during the term of this agreement, CONSULTANT shall disclose such service to CLIENT.

10. INDEPENDENT CONTRACTOR. In the performance of the services in this Agreement, CONSULTANT is an independent contractor and is not an agent or employee of CLIENT. CONSULTANT, its officers, employees, agents, and subcontractors, if any, have no power to bind or commit CLIENT to any decision or course of action, and must not represent to any person or business that they have such power. CONSULTANT has the right to exercise full control of the supervision of the services and over the employment, direction, compensation, and discharge of all persons assisting CONSULTANT in the performance of said service hereunder. CONSULTANT is solely responsible for all matters relating to the payment of its employees, including compliance with social security and income tax withholding, workers' compensation insurance, and all other regulations governing such matters.

11. NOTICE. Any notices or other communications to be given to either party under this Agreement must be in writing, delivered to the addresses set forth below, and will be effective, as follows:

- a. by personal delivery, effective upon receipt by the addressee;
- b. by facsimile, effective upon receipt by the addressee, so long as a copy is provided by certified U.S. mail, return receipt requested, postmarked the same day as the facsimile;
- c. by certified U.S. mail, return receipt requested, effective 72 hours after deposit in the mail (except as otherwise provided in Section 6(a)).

CLIENT: CITY OF CRESCENT CITY
377 J Street
Crescent City, California 95531
Attn: City Manager
Phone: (707) 464-7483
FAX: (707) 465-1719

CONSULTANT: STOVER ENGINEERING
Civil Engineers and Consultants
PO Box 783
711 H Street
Crescent City, California 95531

Either party may change its address for notices by complying with the notice procedures in this Section.

12. OWNERSHIP OF MATERIALS. Except for CONSULTANT's pre-existing property, CLIENT is the owner of all records and information created, produced, or generated as part of the services performed under this Agreement. At any time during the term of this Agreement, at the

request of CLIENT, CONSULTANT shall deliver to CLIENT all writings, records, and information created or maintained pursuant to this Agreement. The term "writings" in this Section has the same definition as provided in Section 6(b)(ii). Reuse of work products by CLIENT for any purpose other than that intended under this agreement shall be at CLIENT's sole risk.

13. DUTIES OF CLIENT. CLIENT shall provide CONSULTANT with all program files, records, and information pertinent to services to be performed hereunder.

14. BINDING AGREEMENT. This Agreement binds the successors of CLIENT and CONSULTANT in the same manner as if they were expressly named herein.

15. WAIVER.

(a) Effect of Waiver. Waiver by either party of any default, breach, or condition precedent may not be construed as a waiver of any other default, breach, or condition precedent or any other right under this Agreement.

(b) No Implied Waivers. The failure of either party at any time to require performance by the other party of any provision hereof will not affect in any way the right to require such performance at a later time.

16. NONDISCRIMINATION.

(a) CONSULTANT must not discriminate in the conduct of the work under this Agreement against any employee, applicant for employment, or volunteer because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), genetic information, marital/familial status, gender, gender identity, gender expression, sexual orientation, status with regard to public assistance, or military or veteran status, or denial of family care leave.

(b) CONSULTANT must comply with all federal and state anti-discrimination and civil rights laws.

(c) CONSULTANT agrees to post in conspicuous places, available to all employees and applicants for employment, notices that CONSULTANT will provide an atmosphere for employees, clients, and volunteers that is free from harassment or discrimination on the bases set forth in subsection 16(a).

17. INSURANCE.

(a) Required Coverage. CONSULTANT, at its sole cost and expense, shall obtain and maintain in full force and effect throughout the entire term of this Agreement the following described insurance coverage.

	<u>Policy</u>	<u>Minimum Limits of Coverage</u>
(i)	Workers' Compensation	Statutory
(ii)	Comprehensive Automobile	Bodily Injury/Property Damage

Insurance Services Office, form #CA 0001	\$100,000/300,000 BI each accident \$25,000 PD
(iii) Errors and Omissions	\$1,000,000 per claim and \$2,000,000 annual aggregate
(iv) Commercial General Liability	\$1,000,000 per occurrence, including products and completed operations, property damage, bodily injury and advertising injury

(b) Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by CLIENT.

(c) Required Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

- (i) For any claims related to this Project, the CONSULTANT'S insurance coverage will be primary insurance as respects CLIENT, its officers, officials, employees, and volunteers, with the exception of Errors and Omissions. Any insurance or self-insurance maintained by CLIENT, its officers, officials, employees, or volunteers will be in excess of the CONSULTANT'S insurance and will not contribute with it;
- (ii) Each insurance policy required by this Section must be endorsed to state that coverage may not be cancelled by the insurance company except after giving CLIENT 30 days' prior written notice by mail. CONSULTANT agrees to provide in writing that there will be no CONSULTANT ordered (1) cancellation of a required insurance policy, or (2) reduction of required insurance policy limits without 30 days prior written notice to CLIENT by CONSULTANT.

(d) Verification of Coverage. CONSULTANT must provide copies of all required insurance Declarations.

19. WORKERS' COMPENSATION.

(a) Covenant to Provide. CONSULTANT warrants that it is aware of the provisions of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code. CONSULTANT further agrees that it will comply with such provisions before commencing the performance of the work under this Agreement.

(b) Waiver of Subrogation. CONSULTANT and CONSULTANT'S insurance company agree to waive all rights of subrogation against CLIENT, its elected or appointed officials, agents, and employees for losses paid under CONSULTANT'S workers' compensation insurance policy which arise from the work performed by CONSULTANT for CLIENT.

20. INDEMNIFICATION. CONSULTANT shall indemnify and hold harmless CLIENT, its officers, employees, elected officials and any other entity or person for which CONSULTANT is legally liable, against and from any liabilities, judgments, awards or damages, including attorney's

fees recoverable under applicable law, that CLIENT incurs from claims by third parties, to the extent caused by the negligent or willful misconduct of CONSULTANT, its employees, officers and any other entity or person for which CONSULTANT is legally liable, while performing its obligations under this Agreement. CLIENT expressly agree that the indemnity contained in this Article does not include, and in no event shall CONSULTANT be required to assume, under this Agreement or otherwise, any obligation or duty to defend any claim covered by the foregoing indemnity unless the defense is provided by CONSULTANTS business insurance policy(ies). CONSULTANT has no obligation to pay for any of CLIENT'S defense related cost (including reasonable attorney's fees, costs and expenses), prior to a final determination of liability, or to pay any amount that exceeds CONSULTANT'S finally determined percentage of liability based upon CONSULTANT'S proportionate percentage of fault. CONSULTANT agrees to obtain executed indemnity agreements with provisions identical to those set forth in this Indemnity provision from each and every consultant retained by CONSULTANT. CONSULTANT is not obligated to indemnify CLIENT for CLIENT'S active or sole negligence or willful misconduct.

21. CONFLICT OF INTEREST. CONSULTANT shall exercise reasonable care and diligence to prevent any actions or conditions which could result in a conflict with CLIENT'S interest. CONSULTANT shall immediately notify CLIENT of any and all violations of this Section upon becoming aware of such violation.

22. TIME OF THE ESSENCE. CONSULTANT understands and agrees that time is of the essence in the completion of the work and services described in Section 2. CONSULTANT will complete professional services described in this Agreement as expeditiously as is consistent with, and limited to, CONSULTANT's standard of care. However, it is expressly agreed that CONSULTANT shall not be held responsible for delays in performance occasioned by factors beyond CONSULTANT's reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, accidents of God, failure of any governmental or other regulatory authority to act in a timely manner, failure of CLIENT to timely furnish information or approve or disapprove of CONSULTANT's services or work product, or delays caused by faulty performance by CLIENT or contractors at any level. When such delays beyond CONSULTANT's reasonable control occur, CLIENT agrees that CONSULTANT shall not be responsible for damages, nor shall CONSULTANT be deemed in default of this Agreement.

23. SEVERABILITY. If any court of competent jurisdiction or subsequent preemptive legislation holds or renders any of the provisions of this Agreement unenforceable or invalid, the validity and enforceability of the remaining provisions, or portions thereof, will not be affected.

24. GOVERNING LAW AND CHOICE OF FORUM. This Agreement will be administered and interpreted under California law as written by both parties. Any litigation arising from this Agreement must be brought in the Superior Court of Del Norte County.

25. COSTS AND ATTORNEYS' FEES. If either party commences any legal action against the other party arising out of this Agreement or the performance thereof, the prevailing party in such action may recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorneys' fees.

Executed by CLIENT and CONSULTANT on the date shown next to their respective signatures.

CONSULTANT: STOVER ENGINEERING

DATED: 4-2-18

BY: 
Ward L. Stover, PE, Principal

CLIENT: CITY OF CRESCENT CITY

DATED: 4/9/18

BY: 
Eric Wier, Interim City Manager

APPROVED AS TO FORM:


Martha Rice, City Attorney

EXHIBIT A

SCOPE OF WORK

See attached Scope of Work and Project Understanding Letter dated March 28, 2018 titled “Negotiated Fee Proposal – 2018 Sunset Circle Multi-Use Class 1 Trail Project”

EXHIBIT A

Negotiated Fee Proposal 2018 Sunset Circle Multi-Use Class 1 Trail Project

Consultant Services

Task 1 – Project Management and QA/QC

- Manage project team and subconsultants
- Review reports and final documents before releasing to Client
- Review outgoing invoices as well as sub-consultant invoices for inconsistencies and non-reimbursable items
- Track budgets and schedule

Task 2- Project Kickoff

- a. Attend a project kickoff meeting involving all City staff that may be involved with the project
- b. Prepare agenda with City review. Notes from Kick-off meeting will be taken and disseminated shortly after meeting. Revise notes as necessary
- c. The project area is that indicated in the Request for Proposal
- d. Establish delivery dates of project elements

Task 3 – Collect Design Data

- a. Collect all existing known data related to the project area. Agencies to be consulted include City, County, Pacific Power, Frontier Communications, and Charter Cable. Request USA underground prior to task 3a.
- b. Prepare outline of all data collected, persons interviewed, and information not available. Provide copy of outline to City staff.

Task 4- Survey

- a. Research County records, deeds, maps and easements. Review records for conflicts and resolve boundary. Prepare survey control map. Conduct field boundary, topographic, and planimetric survey of project site. Limits of survey to be generally fifty feet from existing centerline of trail, except at intersections which may be greater, unless conditions prohibit such work. Survey limits include the northerly road improvements of Sunset Circle and picking up sufficient monuments to define the norther property line of Sunset Circle. Survey to be tied to existing Right of Way survey control. All survey fieldwork labor shall be paid at State Prevailing Wage for surveyors.
- b. Prepare as-built survey plan and profile. 1-foot contours. All fixed works to be identified to the nearest 0.01 foot. Scale as agreed to by City. Right-of-way as monumented will be indicated on as-built survey plot.
- c. Prepare appraisal map exhibit and preliminary legal descriptions for right-of-way acquisition areas after preliminary plan is approved by City.
- d. Prepare final legal descriptions for new deeds after City approves appraisals.
- e. Prepare record of survey and place right-of-way monumentation after Right-of-Way Certification.

EXHIBIT A

Negotiated Fee Proposal 2018 Sunset Circle Multi-Use Class 1 Trail Project

Deliverables

- a. As-built survey of the entire project area including found property monuments
- b. Appraisal map of all land to be acquired for the project
- c. Preliminary and final legal descriptions
- d. File record of survey for monuments set for the acquired right-of-way

Task 5 –Develop Design Criteria Memorandum

- a. Compile information from Tasks 2-4 as well as ongoing meetings with City staff. Prepare an outline of all the design criteria and constraints to be used for design of the project.
- b. Submit a copy of the memorandum to City. Design will not proceed until City staff approves design criteria memorandum. Meet with City to review memo.

Task 6 – Develop Plans, Specifications and Estimates (PS&E)

Subtask 6.1 – Develop Preliminary Plan

- a. Prepare design schematic of horizontal alignment on as-built survey drawing prepared under Task 4. Schematic to be based on the design criteria established from Tasks 2-5 above, and preliminary conceptual layout.
- b. Meet with City to review preliminary plan as this plan will be the basis for right-of-way appraisal map

Deliverable:

- a. One copy of the preliminary plan in PDF format.
- b. One copy of the appraisal map

Subtask 6.2 – Develop 50% PS&E

- a. Prepare drainage plan in accordance with Task 4. The drainage plan will be prepared using as-built survey data from Task 3 as well as City provided topographic mapping of the general area. It is also assumed that the drainage plan will be prepared using manual methods in general accordance with the Del Norte County Flood Drainage Study and Sonoma County Flood Control Design.
- b. Provide one copy of the preliminary drainage plan, which will include drainage basin and design calculations. Hydraulic calculations for the stream beds and culverts more than ten feet downstream from the proposed improvements are not included in this agreement.
- c. Prepare proposed alignment and grades based on Task 6.1 above. Plans to be prepared using English units. Scale to be 1" = 20' to 1" = 40' based on what is agreed upon in Section 1. Plans plotted on 22' x 34" sheets so true half size reductions fit on 11 x 17

EXHIBIT A

Negotiated Fee Proposal 2018 Sunset Circle Multi-Use Class 1 Trail Project

sheets. Prepare cross sections at 50-foot intervals. Plans to conform to City standards as approved in Section 4.

- d. Prepare outline template for Specifications. Specifications to follow CSI Format or Caltrans standard special provisions format as approved by the City.
- e. Meeting with City. City to approve all items in Subtask 6.2 prior to proceedings to other work.

Deliverable:

- a. Provide one set of reproducible plans on reproducible bond. Provide one set of special provisions on 8 ½ x 11 bond. Provide both in PDF format.

Subtask 6.3- Prepare 90% Design PS&E

- a. Prepare construction drawings including all elements for construction. Plans will include drainage, trail, striping plan, and other necessary improvements for the proposed alignment and grades. Prepare special provisions addressing all improvements indicated on the plans.
- b. Prepare lighting and single line electrical diagram for the bollards
- c. Prepare detailed construction specifications. Incorporate all federal, State and Local Contract requirements. Use the required Federal Contract requirements as referenced in the LAPM.
- d. Prepare engineer's estimate based on the plans and specifications in this Subtask.
- e. Coordinate utility relocations with Utility Companies.
- f. Prepare Erosion Control Plan conforming to LAPM. It is assumed that the area to be disturbed is less than 1 acre, therefore a Statewide General Construction Storm water permit will not be required.
- g. Prepare Temporary Traffic Control Plan conforming to LAPM. It is assumed the City has a Local Agency Policy for Work Zone Safety if one is required by the funding source.
- h. Submit plans to the Division of State Architect (DSA) to review and approve the trail for Accessibility.
- i. Meet with the City to review 90% PS&E

Deliverable:

- a. Provide one set of reproducible plans on reproducible bond. Provide one set of special provisions on 8 ½ x 11bond. Provide both in PDF format.

EXHIBIT A

Negotiated Fee Proposal 2018 Sunset Circle Multi-Use Class 1 Trail Project

Subtask 6.4 – Prepare Final Plans, Specifications, and Estimates.

- a. Prepare final plans, specifications and estimate based on comments received from City and DSA.
- b. Stamp and sign Plans and Specifications.
- c. Prepare PS&E Checklist and PS&E Certification to be submitted to Caltrans Local Assistance.
- d. Attend one City Council Meeting to present final project.

Deliverables:

- a. One set of project specifications in PDF format as well as one copy on 8.5 x 11; One set of plans on 22x34 Mylar as well as PDF for reproduction
- b. PS&E Checklist and PS&E Certification.

Task 7- Right-of-Way Acquisition

Detailed scope of services and deliverables for BRI under this task can be found in Appendix A of the Proposal and Statement of Qualifications. In general, BRI will:

- a. Gather preliminary information for appraisal.
- b. Prepare Notice of Decision to Appraise.
- c. Obtain appraisal maps and initial layout sheets from Stover as approved by the City. Land to be acquired and whether the acquisition is likely going to condemnation. Condemnation assistance is not included in the scope of services but can be provide if requested and added to scope of services.
- d. Obtain Appraisal reviews if required
- e. Provide right of way acquisition services, including offers and negotiations.
- f. Provided Escrow Services
- g. Prepare Right of Way Certification

Task 8 – Bid Assistance

- a. Attend one pre-bid conference
- b. Review and respond to requests for information (RFI) during the bid phase

Deliverable:

- a. Written response to each RFI

Task 9 – Construction Management

- a. Review and respond in a timely manner to all RFI's from Contractor
- b. Provide technical support as may be requested by the City related to RFI's and change orders.

EXHIBIT A

Negotiated Fee Proposal 2018 Sunset Circle Multi-Use Class 1 Trail Project

- c. Submittal reviews were not requested in the scope of services but can be added if requested later.

Deliverable:

- a. Written response to each RFI

EXHIBIT B

TERMS OF PAYMENT

CONSULTANT will bill at the hourly rate listed below up to and not to exceed **\$145,000**. This not-to-exceed amount is inclusive of all charges including mileage and copies.

Please see attached fee schedule dated March 28, 2018.

Task Description	Estimated Level of Effort, Hours									Total Hours	Labor, \$	Subcon, \$	ODC, \$	TOTAL, \$
	WARD - PE	RYAN - PE	JON - PE	JOSH - TECH	GARRET - TECH	PARTY CHIEF	RODMAN		SHAYLA - ADMIN					
	132	119	107	60	83	146	123		60					
1. Project Management - QA/QC (Assume 10 Month Schedule)	60									60	7,920			7,920
2a. Project Kickoff	4	4	4							12	1,432			1,432
2b. Prepare Agenda/Minutes			4							4	428			428
3a. Collect Existing Data			16							16	1,712			1,712
3b. Prepare Data Memo			4							4	428			428
4a. Conduct Field Survey		15			8	16	16			55	6,753			6,753
4b. Prepare As-Built Plan/Topo		4			16					20	1,804			1,804
4c. Prepare Appraisal Map		12			8					20	2,092			2,092
4d. Prepare Final Legal Descriptions for Each Parcel (6)		8			8					16	1,616			1,616
4e. Set Pins and prepare Record of Survey Map		4			12	12	12			40	4,700			4,700
5a. Design Requirements and Criteria Memo			8							8	856			856
5b. Design Criteria Meeting with City	2		2							4	478			478
6.1a. Prepare Preliminary Plan			24		20					44	4,228			4,228
6.1b Review Meeting with City Staff	2		2							4	478			478
6.2a. Prepare Drainage Plan - 50%			12		4					16	1,616			1,616
6.2c Prepare Plan & Profile with standard plan and notes - 50%			24		24					48	4,560			4,560
6.2d. Outline Specs - 50%			8							8	856			856
6.2e. 50% Review Meeting with City			2							2	214			214
6.3a. Prepare Construction Drawings - 90%			40		50					90	8,430			8,430
6.3b. Prepare Lighting Plan - 90%			8		8					16	1,520			1,520
6.3c. Prepare Detailed Specifications - 90%			16	16						32	2,672			2,672
6.3d. Prepare Engineer's Opinion of Construction Cost - 90%			8	8						16	1,336			1,336
6.3e. Coordinate Utility Relocation			8							8	856			856
6.3f. Prepare Erosion Control Plan			12		12					24	2,280			2,280
6.3g. Prepare Temporary Traffic Control Plan - 90%			8		8					16	1,520			1,520
6.3h. Submit Plans to DSA			4						2	6	548			548
6.3i. 90% review meeting with City			2							2	214			214
6.4a. Prepare Final PS&E			16		16					32	3,040			3,040
6.4b. Stamp and Sign PS&E			2		1					3	297			297
6.4c. Prepare PS&E Checklist and Certification			4							4	428			428
6.4d. Attend City Council Meeting	2		2							4	478			478
7. Right of Way Acquisition - SEE BRI Detailed Estimate - No Markup		2								2	238	71,270		71,508
8. Bid Assistance (includes pre-Bid Conference)			20		8					28	2,804			2,804
9. Construction Management			40							40	4,280			4,280
Reimbursibles (Copies, Mileage, Postage)										-	-		618	618
TOTAL	70	49	300	24	203	28	28	0	2	704	73,112	71,270	618	\$ 145,000

SUNSET CIRCLE MULTI-USE CLASS 1 TRAIL PROJECT
CITY OF CRESCENT CITY, DEPARTMENT OF PUBLIC WORKS

PROJECT ESTIMATE

Sunset Circle Multi-Use Class 1 Trail Project		
TASK	Service/Cost per Deliverable	COST
Task 1.	Planning/ Project Management & Certification - 20 hrs. @ \$190/hr.	\$3,800
Task 2	Appraisal Services	\$11,250
	Non-Complex Report - 3 Parcel @ \$3,750/parcel Complete Appraisal Reports - 3 Parcels @ \$5,000/parcel	\$15,000
Task 2A	Appraisal Review - 3 Appraisal Reviews @ \$1,800/parcel	\$5,400
Task 3	Acquisition Services 6 @ \$4,000/parcel	\$24,000
Task 4	Escrow services 6 @ \$750/parcel	\$4,500
Direct	Title Report 6 @ \$750/parcel	\$4,500
Direct	Travel and Postage	\$2,820
TOTAL:		\$71,270

2018 BILLING RATES

Cydney Bender Reents, MAI	\$425/hr.*
David Wraa, MAI, ARA, AI-GRS	\$330/hr.*
Bob Morrison, PE, CA Real Estate Broker	\$330/hr.*
Principal Project Manager	\$250/hr.
Senior Project Manager	\$190/hr.
Project Manager	\$160/hr.
Senior Quality Control Auditor	\$175/hr.
Senior Project Controller	\$155/hr.
Quality Control Auditor	\$125/hr.
Project Controller	\$110/hr.
Sr. Designated Member (MAI/SRA/AI-GRS/ARA)	\$225/hr.*
Designated Member (MAI/SRA/AI-GRS/ARA)	\$180/hr.*
Senior Appraiser	\$165/hr.
Appraiser	\$140/hr.
Junior Appraiser	\$110/hr.
Senior Acquisition Agent	\$160/hr.
Acquisition Agent	\$110/hr.
Senior Relocation Specialist	\$155/hr.
Relocation Specialist	\$135/hr.
Senior Project Coordinator	\$130/hr.
Project Coordinator	\$100/hr.
Principal Land Agent	\$140/hr.
Senior Land Agent	\$120/hr.
Land Agent II	\$105/hr.
Land Agent I	\$90/hr.
Researchers	\$ 80/hr.
Administration Support II	\$ 75/hr.
Administrative Support I	\$ 60/hr.

*NOTE: For court or briefing preparation, depositions, any pre-trial conferences, court appearances, and related activities, the hourly rate is \$450.

EXHIBIT C

SCOPE OF WORK

See attached Scope of Work and Project Understanding titled –“BRI Scope of Work Sunset Circle Multi-Use Class 1 Trail Project”

Exhibit C

BRI Scope of Work Sunset Circle Multi-Use Class 1 Trail Project

General Right of Way Task Services

ROW Task 1 Project Management and Certification

Coordinate with the City and Engineering Consultant to minimize risks associated with the project. Provide periodic updates to involved parties. Once the right of way is secured, BRI will work with City and Engineering Consultant to complete the Right of Way Certification for City's submittal.

ROW Task 2 Right of Way Appraisals

For the parcels impacted by the project, BRI will develop an appraisal of an opinion of fair market value for the Fee, Permanent Easement and/or Temporary Construction Easement interest as required from the properties. The Appraisal Report will be a narrative appraisal report that will be prepared in conformance with and subject to the requirements of the Uniform Relocation Assistance and Real Property Acquisition Act, as amended; fully incorporate the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation; and the Code of Professional Ethics and the Standards of Professional Practice of the Appraisal Institute. Hypothetical Conditions and / or Jurisdictional Exceptions may apply in some cases. Plats and legal descriptions for each of the properties to be appraised will be provided to BRI by the principle engineering consultant.

Some items that may affect the appraisal process may include:

- Complexity of the valuation
- Impact of interests to be acquired (e.g. Fee; Permanent and/ or Temporary Easement
- Damage Analysis (Severance Damage, Cost to Cure, etc.)

The primary steps in completion of fair market value appraisals of the property rights to be acquired include but are not limited to the following:

- Visual inspection of the comparable market data
- Study of community and neighborhood in which the subject is located
- Collection of data from appropriate governmental agencies
- Market investigation of vacant and improved comparable data
- Verification of data with sources knowledgeable with the pertinent details of the transaction
- Analysis of all appropriate data in before and after conditions to arrive at opinion of value
- Preparation of report
- Onsite physical inspection of the subject properties with the Owner (where possible)

If the anticipated parcel take will have a value of less than \$10,000, is uncomplicated, and adequate market data is available the City may establish that an appraisal is not required and request preparation of a Waiver Valuation instead which does not require the same level of assessment and can be completed at a rate less than an appraisal. Waiver valuations cannot be used for condemnation purposes therefore should not be used on parcels that may require eminent domain proceedings.

Exhibit C

BRI Scope of Work Sunset Circle Multi-Use Class 1 Trail Project

ROW Task 2A Right of Way Appraisal Review

If required, an independent Appraisal Reviewer will conduct a formal review of each narrative appraisal as required under provisions in the Federal Uniform Act. This activity is not required for valuations performed (Waiver Valuation) that have an opinion of value less than \$10,000 and where the Agency has established that an appraisal is not required.

ROW Task 3 Right of Way Acquisition

BRI proposes to develop all necessary contracts, conveyance documents and escrow instructions necessary to make offers in accordance with state and federal laws and following the City's processes. BRI will prepare the offer letter based on an amount established from the fair market value appraisal and what the City believes to be Just Compensation. The offer must be equal to or greater than the opinion of market value. BRI will meet with the owners and convey documents until acceptance or impasse is reached regarding necessary acquisitions and easements. BRI will contact each property owner at least 6 times within the first 60 days of approval to proceed. BRI will attempt to meet with each owner at least 1 time in person and may make additional contacts by phone, e-mail or through the postal service.

Steps within the acquisition process are outlined below and will be tailored to the client's need for services:

1. Review the project concept and design with staff and other consultants.
2. Review appraisals, title reports, maps and descriptions of the required parcels.
3. Conduct field review of the project area.
4. Prepare right-of-way purchase agreements and other acquisition documents.
5. Meet with the property owners to discuss the project in general; review of maps and legal descriptions; confirm information about occupants/owners and make the official First Written Offer to owner.
6. The acquisition task assumes a settlement by the sixth contact either in person, telephone, or e-mail. A recommendation to client will be made after impasse has been reached. To reach impasse:
 - a. Go through the acquisition steps outlined; plus
 - b. Make up to six attempts to contact the owner (personal call, letter or phone call) in any combination. Contact attempts will be made at least once each week; plus
 - c. Respond to property owner inquiries verbally and in writing within two business days.
7. Deliver signed purchase agreement contract and signed and acknowledged documents for a closed transaction or deliver a memorandum explaining impasse.
8. If the property owner provides a counter-offer, BRI staff will prepare a recommendation to the client to accept, reject, or modify their counter-offer.
9. If the client accepts the counter-offer, BRI will prepare up to one (1) Administrative Settlement that complies with State and Federal guidelines.

Exhibit C

BRI Scope of Work Sunset Circle Multi-Use Class 1 Trail Project

10. BRI will work with all parties to encourage acquisition within 60 days of the approval of the just compensation.
11. BRI's acquisition agents will maintain a parcel diary to document all interactions with property owners and their tenants.
12. BRI will prepare a final report, including transfer of all pertinent correspondence and files to client.

ROW Task 4 Title and Escrow Services

If necessary, BRI will acquire a title report for each of the impacted parcels. Fee of \$750 per parcel would be added to the budget for the project. A preliminary right of way budget estimate can be prepared if required. An optional task that is available is escrow services.

Condemnation Support (optional task)

BRI's team of appraisers and acquisition agents strive to provide tailored services with the goal to complete the transaction in the best interest of all parties involved while adhering to all applicable regulations and guidelines. However, even with the best intentions and attention to details, some acquisitions will need to be completed through condemnation. BRI staff will support the City staff by preparing staff reports and presentations to the City Council for the Resolution of Necessity (RON). In addition, we will work with the City legal team to develop the minimum 15-day notice of hearing for the RON and provide assistance in preparing any legal declarations in support of the court hearings. Our appraisers are qualified and available to provide testimony during condemnation trials as an additional service. BRI will provide support services to the condemnation attorney such as appearing as an expert witness, delivery of parcel file including the title report, legal description, appraisal, negotiation records and all correspondence; and assisting the attorney with locating the property owner and other interest holders. BRI will bill the services based on an hourly rate.



City of Crescent City
 377 J Street
 Crescent City, CA 95531
 (707) 464-9506

Contract Amendment. 001

Project Title: The Sunset Circle Multi-Use Trail Project

Date: 12/18/2018 Consultant: Stover Engineering

Original Contract Date: April 9, 2018

SUMMARY OF CHANGES

The following changes are hereby made to the Agreement:

Add additional design work for new proposed trail alignment outlined in adder to original agreement dated 9/19/18 for \$41,480 (attached hereto).

CHANGES TO CONTRACT PRICE:

The contract price is amended as follows:

Original Contract Amount:	\$145,000.00 (NTE)
Previous Amendments:	\$ 0.00
Proposed Amendment:	
Add Sunset Circle New Trail Alignment (12/17/2018)	<u>\$ 41,480.00</u>
Total Contract Amount including Amendment:	<u>\$ 186,480.00 (NTE)</u>

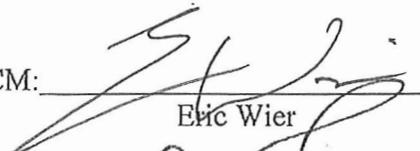
CHANGES TO CONTRACT TIME:

The contract time for project completion is extended from February 1, 2019 to December 1, 2019.

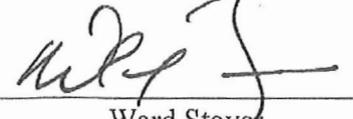
APPROVALS REQUIRED

To be effective, this Amendment must be approved by the following:

Accepted/Approved by:

Crescent City CM: 
 Eric Wier

Date 1-14-19

Stover Engineering: 
 Ward Stover

Date 1-4-19



City of Crescent City
 377 J Street
 Crescent City, CA 95531
 (707) 464-9506

Contract Amendment. 002

Project Title The Sunset Circle Multi-Use Trail Project

Date 02/03/2020 Consultant: Stover Engineering

The following changes are hereby made to the Agreement:

Add additional design work for revised trail alignment outlined in adder to original agreement for \$60,000.

The contract amounts will be amended as per the following:

Original Contract Amount:	\$145,000.00
Previous Amendments (Trail Alignment)	\$ 41,480.00
Proposed Amendment	
Add Sunset Circle Revised Trail Alignment (02/03/2020)	<u>\$ 60,000.00</u>
Total Contract Amount including Amendment:	<u>\$ 246,480.00</u>

Contract time for additional work shall be extended until March 16, 2020.

APPROVALS REQUIRED

To be effective, this Amendment must be approved by the following:

Accepted/Approved by:

Crescent City Manager: _____
 Eric Wier

Date _____

Stover Engineering: _____
 Ward Stover

Date _____